

# IDAHO DEPARTMENT OF PARKS & RECREATION

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

## Quarterly Board Meeting

May 24-25, 2017

Harriman State Park

3489 Green Canyon Rd.

Island Park, ID 83429

- **AGENDA**..... 1
- **Wednesday May 24, 2017**
  - **8:00 A.M.** Call to Order – Chairman Black
    - Roll Call
    - Welcome and Introductions / Chairman Black and Director Langhorst
    - Additions or Deletions to the Printed Agenda
  - Consent Agenda
    - Approval of Minutes
      - January 26, 2017
      - February 7-8, 2017
      - April 20, 2017
  - **8:15 A.M.** Director’s Report
  - **8:30 A.M.** CHM Analysis Update – Keith Hobbs ..... 2
  - **9:00 A.M.** Billingsley Creek Final Plan – Jim Thomas..... 3
  - **10:00 A.M. BREAK**
  - **10:15 A.M.** FY2019 Budget – Steve Martin ..... 4
  - **11:15 A.M.** Kokanee Cove Update – Jim Thomas
  - **11:30 A.M.** Development Report – Jim Thomas ..... 5
  - **Noon BREAK**
  - **12:30 P.M. LOAD BUS FOR PARK TOURS - LUNCH PROVIDED**
  - **12:30 - 5:00 P.M.** Harriman State Park, Henry’s Lake, Mesa Falls
  - **RECESS TO NEXT DAY 8:00 A.M.**
- **Thursday May 25, 2017**
  - **8:00 A.M.** Executive Session \*\*
  - **9:00 A.M.** Call to Order
  - **9:05 A.M.** Board SharePoint Site Overview – Betty Mills
  - **9:20 A.M.** Change in Employee Compensation CEC Process – Matthew Warnick
  - **9:30 A.M.** Change in Employee Compensation (CEC) - Director Langhorst ..... 6
  - **10:30 A.M. BREAK**
  - **10:45 A.M.** Grant Approval – Kathy Muir ..... 7
  - **Noon-1:00 P.M. LUNCH (Provided)**
  - **1:00 P.M.** Fishing Guides Concession Fees
  - **1:30 P.M.** Program Reports / Staff will stand for questions ..... 8

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

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

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

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

## **IDAHO DEPARTMENT OF PARKS AND RECREATION**

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

### **BOARD MEETING MINUTES**

**January 26, 2017**

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

5657 Warm Springs Ave.

Boise, Idaho

---

#### **Minutes – Thursday, January 26, 2017**

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

Chairman Doman called the Board teleconference to order at 10:03 A.M. MT, January 26, 2017. The Chairman directed a roll call. Board Members in attendance via the phone were:

Chairman Doman – Present  
Board Member Crimmins – Present  
Board Member Black – Present  
Board Member Bob Hansen – Present  
Board Member Boren – Present  
Board Member Gordy 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  
Anna Canning – Management Services Administrator  
Steve Martin – Financial Officer  
David White – North Region Manager  
Garth Tayler – South/East Region Manager  
Jim Thomas - Development Bureau Chief  
Tammy Kolsky – Reservation/Registration Unit Program Manager  
Jamie Little – Experience/Education Coordinator  
Katrine Franks – Special Assistant to Governor Otter

##### **Update on Winter Visitation to Parks – Garth Taylor/David White**

Mr. Taylor reported that this winter has been more severe than ones in the past. Bear Lake had some difficulties grooming due to the amount of snow they received. Lake Walcott and Massacre Rocks do not see much visitation this time of year. Eagle Island could be impacted by flooding where the testing for the sewer system for the new camp ground is going in. Mr. Hobbs stated that our Yurts could be in danger due to the amount of snow they have received in the burn area. Lake Cascade has done twice as much snow plowing this year. Mr. White reported that this winter is serving the parks up North well. Recreation use is up as well as the Fat Bike use. Only one park had to be closed due to the high amount of snow. Mr. White also stated that the North Region offices sewer line froze which was caused unexpected cost for repairs. Board and staff discussion followed.

#### **Update on Winter Maintenance Costs – Jim Thomas**

Mr. Thomas provided a brief update on our winter maintenance costs for this year. He stated that he will not know the total maintenance cost for headquarters until this spring when all expenses have been submitted. Monitoring wells are being installed at Eagle Island for a sewage treatment plan for the new campground and with the snow pack and heavy precipitation, this may cause some issues. DEQ will be conducting tests for the additional sewer for the new campground at Eagle Island and if the test fails due to issues caused by the weather this winter, it would highly impact implementation of the new campground. Board and staff discussion followed.

#### **Update on IDPR Staff attending National Meetings in 2017 – Director Langhorst**

Director Langhorst emailed the Board a list of national meetings IDPR staff will be attending in 2017. There are 31 trips planned this year. Mr. Martin stated IDPR is trending down on these costs over the past few years. The total cost for IDPR staff traveling to national meetings in 2016 was 29% lower than in 2012. Director Langhorst stated that the REC Bureau pays for a good portion of their meeting travel costs out of the sales from the sticker fund. Mr. Crimmins commented that having staff attend these meetings is beneficial, it allows staff to see what other agencies are doing and obtain knowledge that could be valuable to IDPR. Board and staff discussion followed.

#### **February 7-8, 2017 Agenda – Chairman Doman/Director Langhorst/Betty Mills**

The Board provided additional topics for our February 2017 Board meeting agenda. Director Langhorst reported that he had a discussion with Steve Strack, Office of the Attorney General, regarding Executive Sessions being held during each Board meeting. Mr. Strack told the Director that Idaho Code is very specific regarding entering into Executive Session, and that it is not normal to have them on every meeting agenda “just in case”. Mr. Strack also told the Director that the agenda must give the reason and the specific provision of law authorizing the Executive Session. Board and staff discussion followed.

Director Langhorst asked the Board for their preference on receiving the staff program reports in writing or verbal presentations during our Board meetings. Mr. Boren stated he prefers the written reports. Mr. Crimmins supports the written reports as well and stated if the Board has any questions on a specific report, they can provide their questions prior to the meeting so staff are prepared to answer them during the Board meeting. Board and staff discussion followed.

**Mr. Crimmins moved to adjourn the meeting. Mr. Bob Hansen seconded the motion. The Chair called for a vote on the motion. Motion carried unanimously. Meeting was adjourned at 10:50 A.M.**

---

Randy Doman, Chairman  
Idaho Park and Recreation Board

---

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



**IDAHO DEPARTMENT OF PARKS AND RECREATION**

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

**BOARD MEETING MINUTES**

**February 7-8, 2017**

**IDPR Headquarters**

5657 Warm Springs Ave.

Boise, Idaho

---

**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.**

---

#### **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. Motion carried unanimously.

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.

---

Pete Black, Chairman  
Idaho Park and Recreation Board

---

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

DRAFT



## **IDAHO DEPARTMENT OF PARKS AND RECREATION**

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

### **BOARD MEETING MINUTES**

**April 20, 2017 Teleconference**

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

5657 Warm Springs Ave.

Boise, Idaho

---

#### **Minutes – Thursday, April 20, 2017**

##### **Call to Order – Chairman Black**

Chairman Black called the Board teleconference to order at 10:00 A.M. MT, April 20, 2017. The Chairman directed a roll call. Board Members in attendance via the phone were:

Chairman Black – Present  
Board Member Crimmins – Present  
Board Member Doman – Present  
Board Member Bob Hansen – Present  
Board Member Boren – Present  
Board Member Gordy 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  
Anna Canning – Management Services Administrator  
David White – North Region Manager  
Garth Tayler – South/East Region Manager  
Jim Thomas - Development Bureau Chief  
Jamie Little – Experience/Education Coordinator  
Nate Blackburn – Manager Dworshak State Park  
Debbie Hoopes – Human Resource Officer  
Katrine Franks – Special Assistant to Governor Otter  
Matt Warnick – Financial Management Analyst Sr.  
Ray Houston – Legislative Budget and Policy Analyst  
Rob Sepich – Legislative Budget and Policy Analyst

##### **Consent Agenda Items**

Mr. Hansen had a question pertaining to the December 22, 2016 minutes regarding the discussion on the Change in Employee Compensation (CEC). He stated the Board had requested to see the inverted process so they could see the implementations of this on the CEC and Mr. Hansen stated he has not seen this. Mr. Bob Hansen also commented on the January 26, 2017 minutes, where Mr. Langhorst makes reference to a discussion with Mr. Strack and stated this needs to be expanded on since the Board's discussion is not reflected in the minutes. Mr. Bob Hansen stated that there would have been Board discussion on this topic but there was nothing in there. Director Langhorst asked if there should be an addition or deletion

to the minutes. There was a question on whether IDPR staff followed up on inverting the pay scale. The December minutes ask for additional information on the CEC be provided to the Board. The Director stated that since December there have been one or two meetings where this has been discussed. An inversion was something that DFM advised us against, we did discuss this and the minutes do reflect that you did request this information so the Director thinks the minutes are okay. Mr. Bob Hansen said he still has some concerns, staff morale was mentioned and he has some concerns regarding the park staff. Director Langhorst mentioned that there is an agenda item coming up today on the CEC and this topic may be better addressed during that time. Mr. Boren asked Mr. Bob Hansen if he was recommending a change in the December minutes. Mr. Bob Hansen stated that he was not. Mr. Boren stated that he thinks the other point about the comments pertaining to the discussion with Mr. Strack, that Director Langhorst mentioned in the January meeting, may be where Mr. Bob Hansen wants to change the minutes. Mr. Boren stated that if that is not the case that he has a comment on that. Mr. Boren stated that he had read the summary in the minutes of our discussion on Executive Session and he doesn't think the minute's summary is appropriate. Mr. Boren commented that it basically gives one side of the discussion and not the other side and as far as the other side goes, which he thinks the Board came to a different conclusion than what was stated in the minutes. Mr. Boren stated that the Board did not come to a conclusion and where Director Langhorst communicated his conversation between him and Mr. Strack, Mr. Boren feels that was not an appropriate point of view. Mr. Boren felt the Board came to a conclusion that it was perfectly okay to have an Executive Session in the agenda anytime the Board wanted to have one which could be every single meeting. Mr. Boren did not believe the minutes reflect that accurately and thinks the minutes are inaccurate and misleading. Director Langhorst responded to Mr. Boren's comments and stated that we have a recording of all of those discussions and it may be that the discussion that Board member Boren is referring to occurred in the February 2017 meeting when everybody was together and when there was a big active discussion about Executive Session. Director Langhorst also stated that during the January teleconference, we were discussing the February Board meeting agenda and that was the one where it is accurately reflected where Director Langhorst informed the Board what he had heard from Mr. Strack. Director Langhorst stated that he thinks the February minutes are the ones we want to focus on. Mr. Boren stated that we are looking at the January minutes now and he does not believe that what was said is accurately reflected in those minutes. Mr. Boren stated that some of these comments were from the February meeting maybe but he said he would like to check and make sure that these are accurate because he does not think that they are. Mr. Boren stated that he does not think we talked about this this way in the January meeting. Director Langhorst stated that we can reword the portion of the minutes to make them clearer and reflect better the conversation between the Director and Mr. Strack and then be very detailed in the February minutes about the discussion that occurred there regarding Executive Sessions. Mr. Bob Hansen requested more on the discussion that went on because he guarantees, there would have been a discussion on his part and he doesn't think this reflected the discussion on it. Mr. Boren concurred with Mr. Bob Hansen, if his memory of the January meeting is wrong, that's fine but he would like to hear it on the transcripts if it is wrong because he does not think these minutes accurately represent the January meeting. It's not just a little confusion about who said what, that Mr. Strack said it or whether he was quoted, Mr. Boren doesn't think this was from the January meeting and if he is wrong, he would like to hear that part of the transcript. Mr. Boren stated that this discussion was from the February meeting and if this had come up in the January meeting, he does think he would have said something and he thinks this information is completely inaccurate and is what he said in the February meeting. Chairman Black stated that if the Board is okay with the December minutes, we can approve them today and hold the January minutes until the May Board meeting. Prior to the May meeting, the Board members can listen to the tape of the January meeting and can also change

Mr. Strack's statements to reflect what was communicated to the Director. Chairman Black requested Ms. Mills send the January teleconference recording to all of the Board members.

**Mr. Gordy Hansen made a motion to approve the Consent Agenda items minus the January 26, 2017 minutes which will be discussed during the May Board meeting. 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. Gordy Hansen asked if the audio recordings could be included on the SharePoint site. Ms. Mills confirmed that this could be done and will upload the Board meeting and Teleconference recordings going forward. Chairman Black asked if the Board has had the opportunity to review the new Board SharePoint site. Chairman Black stated that this is a very unique site and it will be very helpful before and during the Board meetings. Mr. Bob Hansen stated that this is a Board meeting and if we are going to use this site, the Board needs to approve this. Mr. Bob Hansen stated that he thinks this needs to be a discussion in Harriman during the May Board meeting and that some things need to be discussed face to face since he has some questions about it. Chairman Black stated that we will add this topic to the agenda in May and have a demonstration on how the site works. Chairman Black encouraged the Board to contact Ms. Mills if they had any questions regarding the site.

#### **Flooding Issue Update – Director Langhorst**

The Director provided an update on the parks that have had issues due to the flooding.

- Heyburn – has had some slides on the Trail of the Coeur'd Alene. There was damage to the docks and the road into the park.
- Round Lake – there is flooding on two ends of the lake and over the trail.
- Priest Lake – the ice is off of the lake, the metal pilings for the docks will need to be reset.
- Eagle Island –The Boise River is still a big concern for flooding. The Conservation Corp built a levy in hopes of keeping the water out of the park.
- Bear Lake – water is high which means all three boat ramps will be accessible. Cars will not be able to park on the beach as they have in the past.

Board and staff discussion followed.

#### **Billingsley Visitor Center/Event Center Cost Comparison – Jim Thomas**

Mr. Thomas reported that during the February Board meeting, IDPR staff presented budget numbers for constructing each of the various components of the Billingsley Creek Master Plan. A separate budget number was presented for the Visitor Center and the Event Center due to these buildings being physically located in different areas of the future park. The Board directed staff to complete an analysis of cost savings, if any, by combining the 2 buildings into one multi-use facility. Mr. Thomas reviewed these comparisons with the Board. Director Langhorst stated that we have hired CHM to do a Market Analysis of Billingsley Creek and this analysis will be presented to the Board during the May Board meeting. Director Langhorst commented that the purpose of this topic being discussed during today's meeting is to determine if the Board wishes to build these two buildings or just one. Chairman Black commented that since IDPR has already incurred costs to hire a consultant, he would like to see what CHM recommends in their analysis. Mr. Black also reiterated that once we receive the analysis from CHM, we will have a better idea of what direction we need to move forward with. The Board requested this item be moved to the May Board meeting and will then determine how to proceed with this project.

### **Change in Employee Compensation (CEC) – Director Langhorst**

Director Langhorst commented that this year's CEC plan has not been formally approved as yet with DFM. The Director also gave a brief explanation of the process IDPR uses each year when implementing a CEC increase for staff. The Director discussed the supporting documents that were requested by Mr. Bob Hansen, showing pay changes for all IDPR employees over the last three years. The Director stated with the documentation that has been supplied to the Board, it is hopeful the Board has a better understanding of how the CEC is implemented. The Director stood for questions. Mr. Boren asked what the rationale is behind giving increases in excess of inflation to employees who are barely meeting their expectations. Mr. Boren also asked what the real ways are to analyze whether positions are actually comparable from one state agency to another. Director Langhorst stated that every year DHR does an analysis prior to the Legislative Session and it highlights why they think raises are warranted, what the comparative salaries in the state are compared to private sector and compared to other public agencies in nearby states. DHR then makes their arguments to the CEC committee which involves Legislators and they come up with a recommendation to the Governor who in turn makes his decision on how much he is going to recommend in his budget for the year. This year it was 3% and the Legislators agreed with this recommendation. Director Langhorst stated the final step was the guidance DHR and DFM provided which directs state agencies on how they should implement those raises. Mr. Boren stated this didn't really answer his question, it just deferred it to someone else and he doesn't really agree with the approach. The Director stated he couldn't speak for DHR and Mr. Boren stated sure, but you can speak for your own department. Director Langhorst stated for our department, we go by the rules. Mr. Boren asked are the rules IDPR has to go by DHR's recommendations, is that what you are saying? Director Langhorst referred this question to the Governor's office representative, Katrine Franks. Ms. Franks stated that when the Governor recommends the CEC, it is statewide, not just agency wide so we distribute that 3% raise through the entire agency. The Director reviewed the matrix that is provided by DFM which shows that the CEC is awarded to employees according to merit. Mr. Boren asked if this matrix is a requirement that is handed down by the Governor or is it IDPR's interpretation of how to allocate the 3% across the board that is handed down by the Governor. Ms. Hoopes stated that part of the guidance that all state agencies receive from DFM and DHR requires us to use a matrix. Ms. Hoopes stated that things are not going to be approved if we do not follow the guidelines that are lined out. Ms. Hoopes also stated that what the Board sees before them today is a pretty standard recommendation from the Governor's office. Mr. Warnick stated that the guidance DFM provides does say that they want there to be a matrix based on merit and compa-ratio. Mr. Warnick also stated there is some flexibility on what percentages are provided depending on performance evaluations and percentage of policy. Mr. Boren stated that he does not like this matrix and feels we want to reward the staff who really excel as much as you can and he doesn't think you want to increase pay for an amount of work that is done year after year if there are no changes in that or the quality of the employees work. Mr. Boren stated he doesn't like adding pay when there is no real reason to do it, just because it is what people do. Mr. Warnick stated that in previous years, because we have a merit system, the Governor has required that everyone who has at least a satisfactory performance rating, should receive some kind of increase. Mr. Warnick stated that while there is flexibility in the percentages, he doesn't think DFM would approve a matrix where people who are achieving wouldn't receive an increase. Mr. Bob Hansen asked if the evaluation process was consistent throughout the department. Ms. Hoopes stated there is agency wide training so when there are people in different regions as well as headquarters, HR uses the same wording as the state to determine if a staff member achieves or exceeds those expectations. Director Langhorst stated that according to the DHR compensation study, the Idaho public employees work for about 23% less than the private sector and 13% below other neighboring states. The Director stated this CEC plan is an attempt to get employees' salaries caught up but unfortunately, it isn't able to

accomplish this. Mr. Boren stated that he disagrees with the Director's comments, this may be the case vs other states but he disagrees with these percentages on public vs private pay for employees. Ms. Franks commented that it has been a great concern of the Governor's office since 2008 when we had the financial crash and we all have had to tighten our belts. Mr. Franks also stated, now that we are seeing better revenues statewide, it is the Governor's office goal as well as the Governor himself, to make sure that the rates we are paying our employees across the state are competitive with the private sector or neighboring states. Ms. Franks stated we are unable to keep and maintain good employees if we don't pay them for being good employees. Director Langhorst stated that the CEC committee does take public testimony during their review process and if the Board feels like this committee is going down the wrong road, they could attend the meeting next year and express their thoughts. Mr. Boren stated that since we do have flexibility within the adoption of these standards, his recommendation would be different from the one presented to the Board today. Director Langhorst stated that this is one of the reasons why this responsibility is normally designated to department staff and now the Board is in the position of needing to learn more about the state system in order to make an informed vote. Mr. Doman stated he had reviewed all of the documentation submitted to the Board on the CEC and there is a lot of information to consume in a very short time. Mr. Doman stated he is hoping staff is not looking for approval on the CEC today. Director Langhorst stated that staff is looking for approval on the CEC today and if it is not approved today, it would make it difficult for the budgeting process. Mr. Bob Hansen commented that he wanted to repeat someone on our Board by the name of Pete Black. Mr. Hansen stated that when the Board met in Challis in 2016, there was discussions among the Board which involved differences of opinions which is the way it is with Boards. Mr. Hansen felt what was being told to the Board during this meeting was that they needed to get the CEC plan approved right now. Mr. Bob Hansen stated that we are a month earlier with reviewing the CEC then last year and a man by the name of Pete Black said last year that having been in government he thought what we need to do is approve the CEC now and then next year we will have more time. Mr. Hansen said, speaking of Boards, and I leave myself out of this thing but you deal with Boards with enormous capacity and I will say this much about Board member Boren because I have looked at his website and he is at the top of the game in the world and his experience is excelled. Mr. Bob Hansen stated that if he could sit beside Mr. Boren, he could learn a lot of things and he thinks he would be very wise to learn things. Mr. Bob Hansen stated that some of us come from different backgrounds with enormous capacity and we are all here as a Board to help the department grow and we can do that when we are open minded. We have recourses here, these aren't the average guys on the street. Mr. Bob Hansen stated he didn't like the way the process worked last year and out of respect for Mr. Black, I voted for it but outside of that I wouldn't have voted for it. Mr. Bob Hansen stated that he thinks we need to put the CEC off until the Board meeting in Harriman and have the discussion and bring it together and then move on with it then but this is premature. Mr. Bob Hansen commented that he got this thing two days before the teleconference and if you want to pay him by the hour of what he actually makes, Board Member Boren and others, maybe we would be happy to take the time to do it but he does not have the time to do it a day or two days before a meeting which he stated he has voiced at the last two meetings and he stated he doesn't like that. Mr. Bob Hansen stated IDPR staff should give it to the Board so they can digest it and that they are here to help but he don't like being put in a corner like this because the time isn't there. Mr. Bob Hansen stated he can easily handle it a month from now. Ms. Canning provided the Board with an explanation on how these numbers and matrix are put together and how much impact they will have on the agency and it all depends on available funds. Ms. Canning also commented on how much time it takes to revise these calculations and it is not something staff can just do on the fly. Ms. Canning stated that staff will need more specifics on what the Board would like to see. Mr. Boren stated that he does not buy the compa-ratio and he does not agree with the way that is done and does

not think it is accurate and in some cases it is relevant and in some it is not. Mr. Boren stated that if he was directed by the Governor to implement a 3% pay raise over all of the employees, he would raise his employees who were meeting their expectations by 1% and then take the rest of it and skew it towards staff who were really making a difference. Ms. Canning stated IDPR could run a new matrix to consider this but it will still have the compa-ratio due to our requirements from DFM and DHR. Ms. Canning stated we can run this new matrix if that is what the rest of the Board wishes to do. Mr. Warnick provided information as to why compa-ratio is a factor. Mr. Warnick stated that when the CEC committee, which is made up of members of the Legislature, met this year, they had a lot of discussion around some of these same issues. Mr. Warnick stated the committee had similar discussions on how to reward lower paid employees and at the end of the day, they decided that their recommendation would be 3% increase with discretion for Director's. Mr. Warnick stated that in the intent language the CEC committee provided they stated that the compa-ratio should be a factor. When JFAC chose to adopt that recommendation and it was also adopted statewide including the Legislature, DFM felt that in their guidance it would be appropriate to recognize and make some of those decisions and also defer to what it says in code which is that DHR develops the matrix based on merit and compa-ratio and agencies can adapt it to their use. Mr. Bob Hansen requested to move the CEC topic to the May meeting to allow more time to review the provided information and stated that he had not read this information that was provided to the Board and is not going to for another week until he gets through the projects, and he doesn't feel comfortable with what has been proposed today. Mr. Black stated that if IDPR staff can come up with additional options he is okay with that but at the point of trying to hold agenda items over and over again and not moving forward in getting things done, it is frustrating that we are unable to make decisions. Director Langhorst stated he hears the Boards frustrations about the amount of time it takes to receive this information but we get this information out to the Board as soon as we receive it. The Director asked the Board to please think about what exactly they need between now and the May Board meeting that has not already been provided to them and to let IDPR staff know so we can assist them in making a decision on the CEC. Ms. Hoopes also reiterated that IDPR has to wait until we receive guidance from DHR and DFM. Mr. Boren stated that he had not heard a specific motion yet to approve the CEC plan as proposed.

**Mr. Bob Hansen made a motion to move the CEC discussion to the May meeting in Harriman. Mr. Randy Doman seconded the motion. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

**Mr. Crimmins moved to adjourn the meeting. Mr. Bob Hansen seconded the motion. The Chair called for a vote on the motion. Motion carried unanimously. Meeting was adjourned at 11:50 A.M.**

---

Pete Black, Chairman  
Idaho Park and Recreation Board

---

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

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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**May 24-25, 2017**  
**Harriman State Park**  
**3489 Green Canyon Rd.**  
**Island Park, ID 83429**

**AGENDA ITEM:**                      **CHM Market Analysis of Proposed  
Thousand Springs State Park Event Center**

**ACTION REQUIRED:**                      **None, Informational Only**

**PRESENTER:**                      **Keith Hobbs  
Operations Division Administrator**

**PRESENTATION**

**BACKGROUND INFORMATION:**

As reported during the February 2017 IDPR Board Meeting, staff entered discussions with CHM Government Services, to develop a market analysis of a proposed multi-purpose pavilion (event center) at Billingsley Creek, for presentation at the May, 2017 board meeting. These discussions led to the establishment of Professional Services Agreement with CHM to evaluate the potential market for an approximately 5,000 square foot multi-use facility comprised of a 300-person capacity reception/conference room, a covered outdoor space, and a caterer's preparation kitchen.

The Market Analysis describes the inventory of services/facilities currently offered in the area, identifies service/facility needs not currently being met and defines the ideal mix of services/facilities which could be offered and their anticipated use. The development of the Market Analysis is complete. Via conference call, Margaret Bailey, Sr. Vice President of CHM Government Services will present the conclusions of the Billingsley Creek Event Center Market Analysis.

**STAFF RECOMMENDATIONS:**

None. Informational only



# ***Thousand Springs Event Center Market Analysis***

Prepared for:

**Idaho Department of Parks and Recreation**

**May 5, 2017**



## Purpose of Report

---

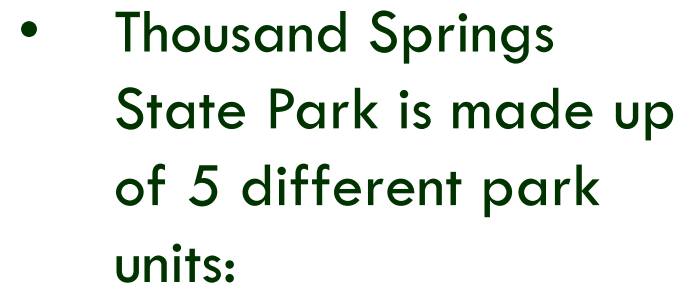
- Gain understanding of the supply and demand for a proposed event center at Thousand Springs State Park – Billingsley Creek unit.
- Identify the potential market demand for a proposed event center.
- Identify site and facility attributes to support a proposed event center.

## Key Findings

---

- CHMGS has identified that the market in and around Hagerman, ID is suitable for a new event center at the Billingsley Creek unit of Thousand Springs State Park.
- The demand for event venues in South Central Idaho is sufficient to reasonably assume that the proposed event center would be booked for roughly 81 events in its stabilized year (Year 3) of the operation.
- An event center to accommodate 300+ individuals is market supportable.
- Overnight facilities at the Park are a critical element required to support the event center due to a limited supply of overnight accommodations in the area.

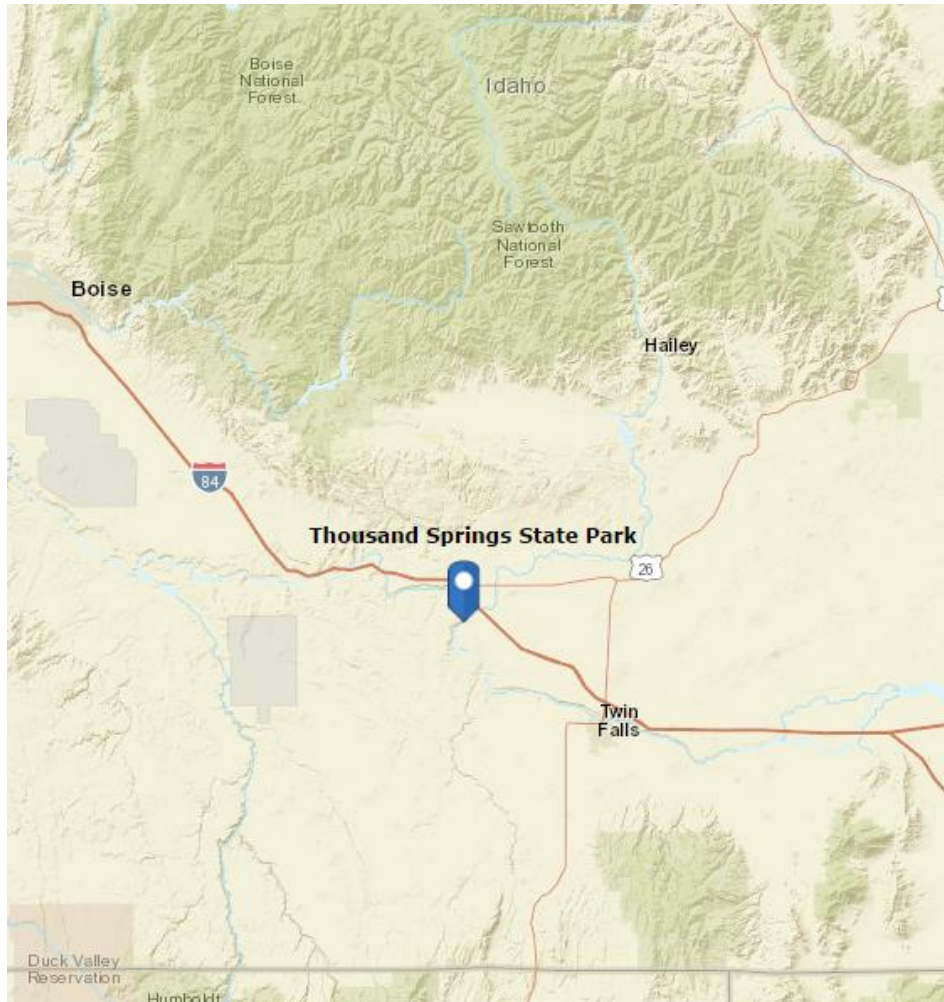
# **THOUSAND SPRINGS STATE PARK UNIT**



- **Billingsley Creek  
(Proposed Site)**
- Malad Gorge
- Ritter Island
- Box Canyon
- Niagara Springs

5

# Location of Thousand Springs State Park



Source: ESRI Business Analyst

- Thousand Springs State Park is located in Hagerman, ID – a town in Gooding County.
- Hagerman is approximately an hour and a thirty minute drive from Boise and a forty minute drive from Twin Falls.

## Current Site Profile

- The current Billingsley Creek unit of Thousand Springs State Park has a basic barn structure and separate horse arena as well as day use areas for walking/and hiking.



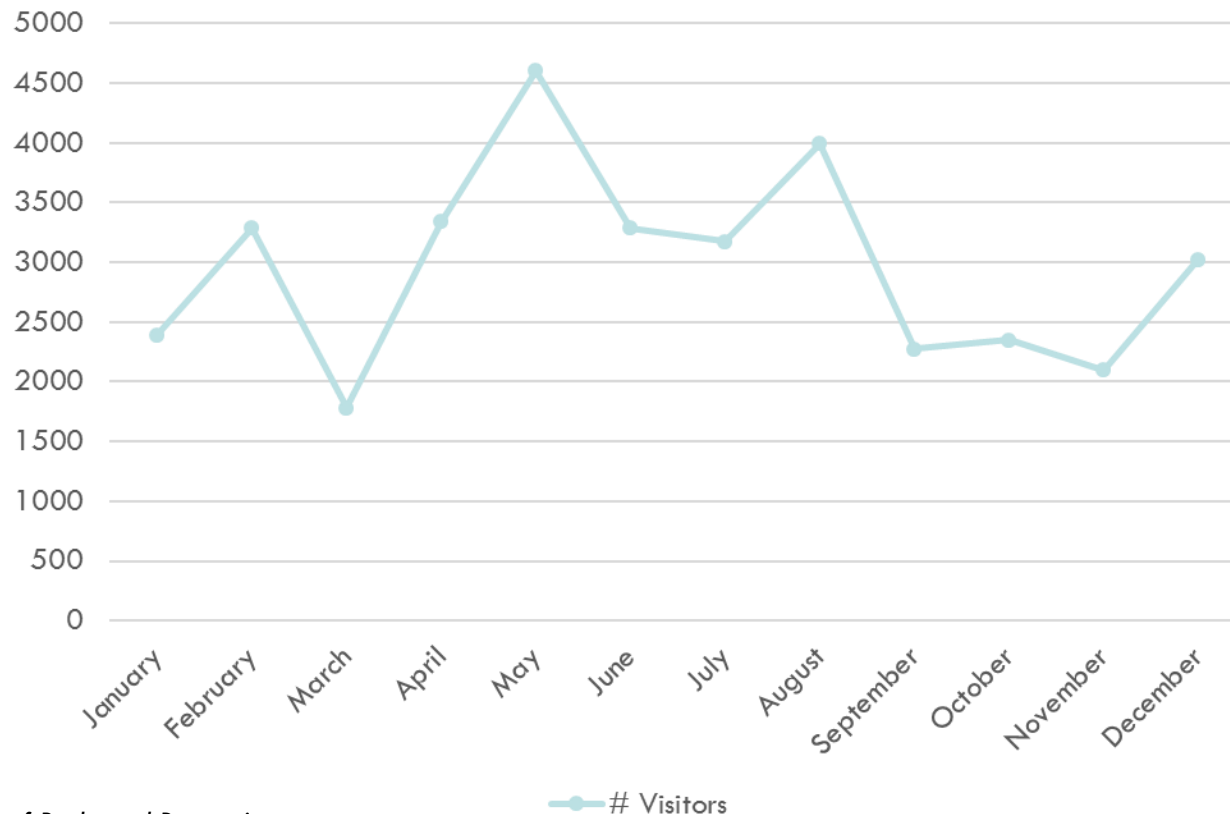
## Current Site Profile – Existing Uses

---

- **Existing Barn:**
  - On weekends the existing barn is used for a flea market.
  - They occasionally hold events in the existing barn (Cowboy Poets, prom).
- **Horse Arena:**
  - The horse arena is primarily used for horseback riding at night in the summer and in the afternoon in the winter.
  - Barrel race practices are also held in the horse arena.
  - Ducks Unlimited held a dinner in the horse arena in previous years.
- **Day Use**
  - Walking/hiking, fishing, and picnicking.

## Current Site Profile – Monthly Visitation

- The chart below indicates the monthly visitation at the Billingsley Creek Unit of Thousand Springs State Park in 2016.



Source: Idaho Dept. of Parks and Recreation



# Current Park Visitation vs. IDPR Total Usage

	Total Day Use	% of IDPR Day Use from TSSP	Total Campers	% of IDPR Campers from TSSP	Total Visitation	% of IDPR Total Visitation from TSSP
2016	4,819,436	3.0%	609,967	0.0%	5,429,403	2.7%

Source: Idaho Dept. of Parks and Recreation

## Thousand Springs State Park Unit - Summary

---

- There are currently no camping facilities at Thousand Springs State Park.
- In 2016, only 2.7 percent of total visitation to Idaho State Parks occurred at Thousand Springs State Park. 3.0 percent of day use at Idaho State Parks occurred at Thousand Springs State Park.

# **ECONOMIC & DEMOGRAPHIC PROFILE**

# Demographics

## Overview

	Gooding County	Idaho
Population, 2016	15,909	1,686,061
Median Household Income	\$37,138	\$47,915
Persons below Poverty Level	13.9%	15.1%
Unemployment Rate	3.3%	3.8%

Direct Relationship between Household Income and wedding/event budget. Higher income households more likely to spend more on a wedding or event venue.

## Race

	Gooding County	Idaho
White Alone	79.1%	87.7%
Black Alone	0.4%	0.8%
American Indian Alone	1.1%	1.4%
Asian Alone	0.7%	1.4%
Pacific Islander Alone	0.1%	0.2%
Some Other Race Alone	15.9%	5.6%
2+ Races	2.7%	2.9%
Hispanic Origin (Any Race)	29.1%	12.5%

Quinceñera celebrations are popular among the Hispanic population.

# Demographic Trends – Gooding County

	2010	2016	2021	CAGR
Population, 2016	15,464	15,909	16,153	0.4%

The population of Gooding County is expected to grow at a compound annual growth rate (CAGR) of 0.4 percent from 2010-2021.

Population by Age	2010 #	2010 %	2016 #	2016 %	2021 #	2021 %	CAGR
0-4	1,288	8.3%	1279	8.0%	1291	8.0%	0.0%
5-9	1,311	8.5%	1243	7.8%	1291	8.0%	-0.1%
10-14	1,227	7.9%	1279	8.0%	1277	7.9%	0.4%
15-19	1,181	7.6%	1127	7.1%	1227	7.6%	0.3%
20-24	906	5.9%	986	6.2%	941	5.8%	0.3%
25-34	1,938	12.5%	2036	12.8%	1920	11.9%	-0.1%
35-44	1,759	11.47%	1806	11.4%	1905	11.8%	0.7%
45-54	1,932	12.5%	1808	11.4%	1765	10.9%	-0.8%
55-64	1,594	10.3%	1750	11.0%	1807	11.2%	1.1%
65-74	1,238	8.0%	1465	9.2%	1537	9.5%	2.0%
75-84	809	5.2%	819	5.1%	879	5.4%	0.8%
85+	281	1.8%	311	2.0%	313	1.9%	1.0%

In 2015, 50 percent of marriages in this part of Idaho happen between individuals who are aged 20-34.

## Idaho Latter-Day Saints

---

- At 26.4%, Idaho has the second highest percentage of Latter-day Saints (LDS) members after Utah (68.1%).
- Idaho is home to approximately 437,000 LDS members in 126 Stakes, 4 LDS Temples, 4 LDS Missions, 1126 LDS Congregations (1059 wards and 67 branches), and 72 LDS Family History Centers.
- Field research has indicated that many Mormon couples will choose to get married in the LDS church, have a luncheon at a non-LDS venue, and then return to the church or family home for a dinner.

# Psychographic Profile of Gooding County

- ESRI Tapestry Segmentation/Profiles classifies areas into unique segments based not only on demographics but also socioeconomic characteristics.
- The figures below represent the tapestry segmentation profile for Gooding County; the different profiles are explained on the following slide.
  - **22.8% Southern Satellites**
  - **20.9% Heartland Communities**
  - **17.5% Valley Growers**
  - **16.2% Rooted Rural**
  - 10.4% Small Town Simplicity
  - 6.4% Prairie Living
  - 6.0% Middleburg
- **77 percent of profiles indicate “do it yourself” and “cost conscious” tendencies.**

# Psychographic Profile Explanations

## 10A Southern Satellites



Household  
Married Couples



Housing  
Single Family;  
Mobile Homes

39.7

Median Age

\$44k

Median Income

Households: 3,775,000

6

Svcs/Prof/Admin  
HS Diploma Only  
White

- Go hunting, fishing
- Shop at Walmart
- Own a pet dog
- Listen to country music; watch CMT
- Own, maintain truck

## 6F Heartland Communities



Household  
Married Couples



Housing  
Single Family

41.5

Median Age

\$39k

Median Income

Households: 2,864,000

5

Svcs/Prof  
HS Diploma Only  
White

- Go hunting, fishing; ride motorcycles
- Buy insurance from agent
- Participate in local activities
- Listen to country music; watch CMT
- Own domestic truck, SUV

## 7E Valley Growers



Household  
Married Couples



Housing  
Single Family

26.6

Median Age

\$32k

Median Income

Households: 293,000

5

Farm/Svcs  
No HS Diploma  
Hispanic

- Go camping; do scrapbooking
- Pay bills in person; prepare own taxes
- Do home improvement projects
- Watch Discovery Channel, Spanish network TV
- Own/Maintain used vehicle

## 10B Rooted Rural



Household  
Married Couples



Housing  
Single Fam; Mobile Hm

44.1

Median Age

\$38k

Median Income

Households: 2,425,000

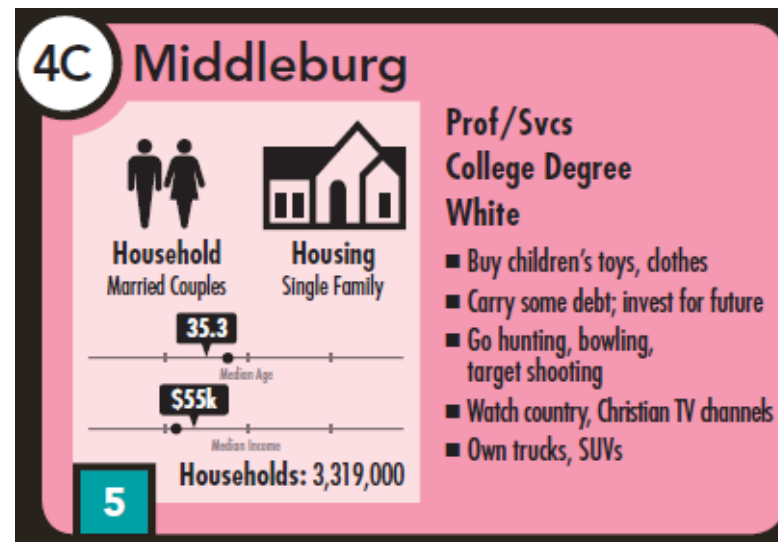
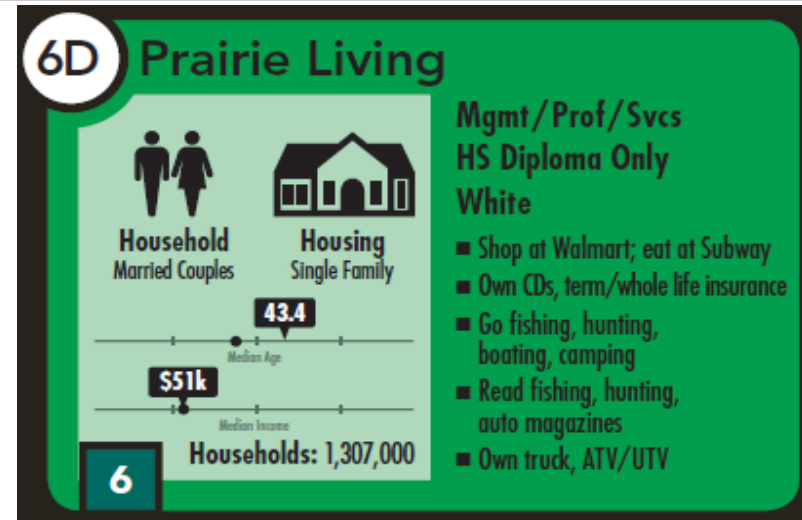
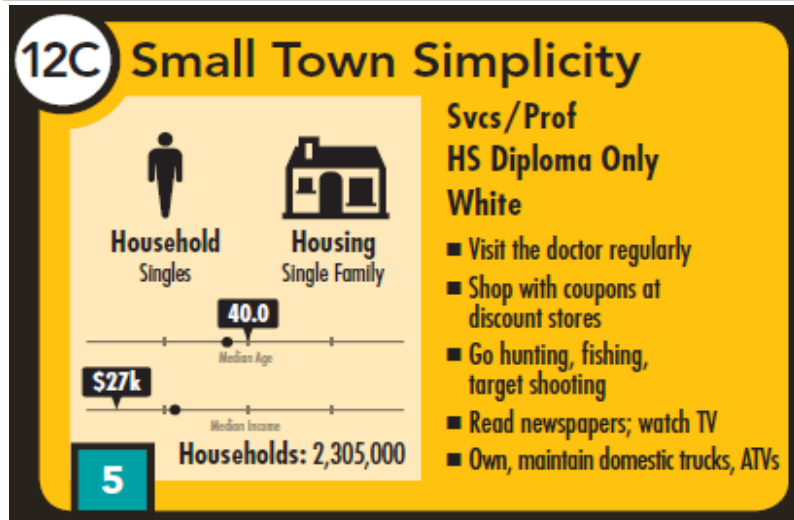
6

Svcs/Prof/Admin  
HS Diploma Only  
White

- Shop with coupons; buy generic products
- Pay bills in person
- Go hunting, fishing
- Listen to faith-based radio, gospel music
- Own, maintain cars, ATVs



# Psychographic Profile Explanations (continued)



Source: ESRI Business Analyst

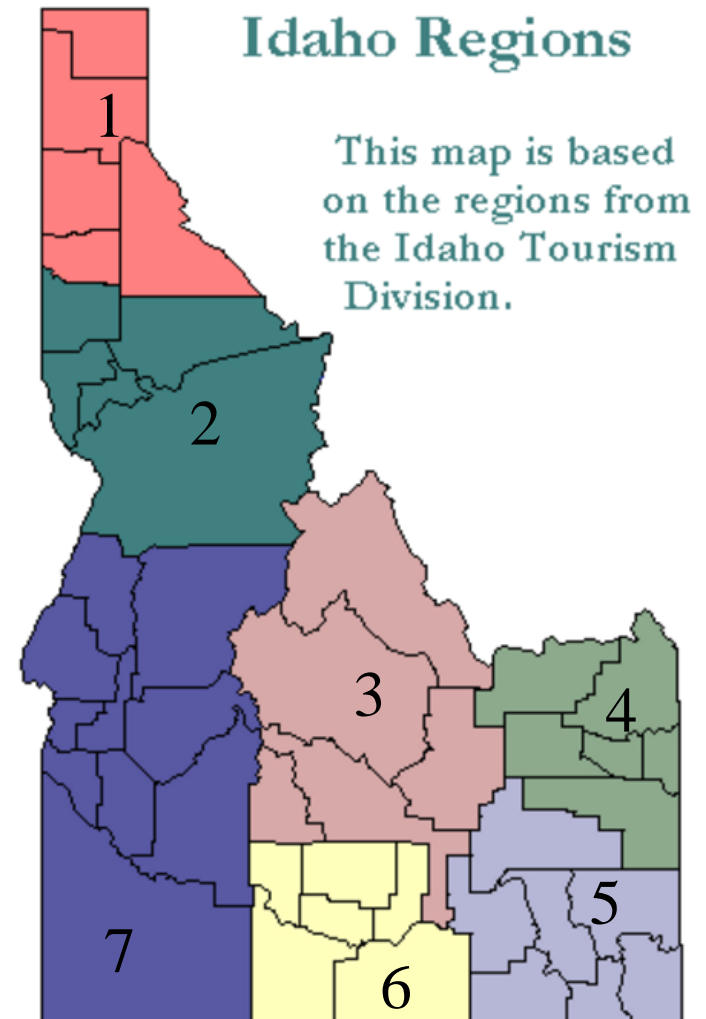
## Economic & Demographic Profile - Summary

- Gooding County median household income is 22% lower than all of Idaho – identifying potential market for lower cost event venues.
- 29.1% of Gooding County is Hispanic – Quinceñera celebrations are popular events and potential market demand segment.
- LDS wedding luncheons are common – providing for a potential market demand segment.
- 77% of the tapestry segmentation profiles for Gooding County indicated “do it yourself” and “cost conscious” tendencies – rental rates and services need to be focused on self service.
- Gooding County overall population is growing at a CAGR of 0.4 percent, with the 20-34 age group growing at a CAGR of 0.1 percent – population numbers are relatively stable but growing slightly for both overall population and the “wedding population”.

# TOURISM PROFILE

# Idaho Tourism Profile

- Idaho Department of Commerce identifies seven tourism regions in the state: 1. Northern Idaho, 2. North Central Idaho, 3. Central Idaho, 4. Eastern Idaho, 5. Southeast Idaho, 6. South Central Idaho, 7. Southwest Idaho.
- Tourism is Idaho's third largest industry, behind agriculture and technology.
- The top reasons visitors reported for coming to Idaho were visiting friends and family, experiencing the outdoors, and touring the region.
- Thousand Springs State Park is located in the South Central Idaho tourism region.



Source: Idaho Dept. of Commerce

# South Central Idaho Tourism Profile

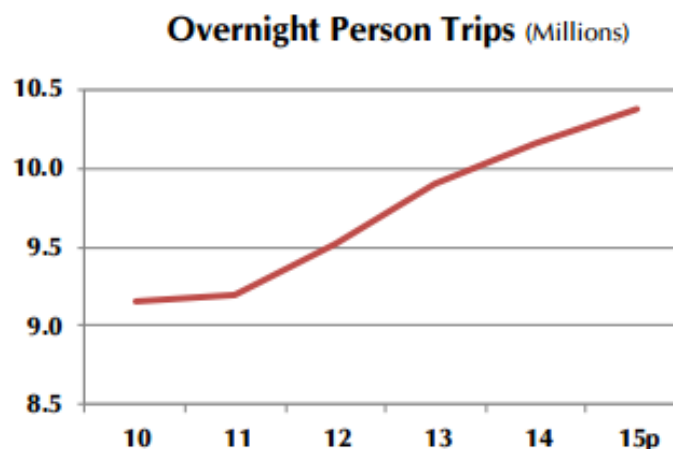
- By traveler spending, South Central Idaho is the sixth (out of seven) tourism region in the state with travelers spending \$184.2 million in 2014.
- The top five cities of origin for overnight trips to this region are:
  1. Boise, ID
  2. Salt Lake City, UT
  3. Idaho Falls – Pocatello, ID
  4. Portland, OR
  5. Spokane, WA
- The top five visitor activities in South Central Idaho are:
  1. Shopping
  2. Landmarks/historic sites
  3. Swimming
  4. National and State Parks
  5. Camping

# Overnight Visitor Trends in South Central Region

- Between 2012 and 2014, the total number of overnight visitors to the South Central Region of Idaho grew by a CAGR of 1.2 percent.
- Overnight person trips for the entire state of Idaho have grown 2.2 percent year over year from 2010-2015.

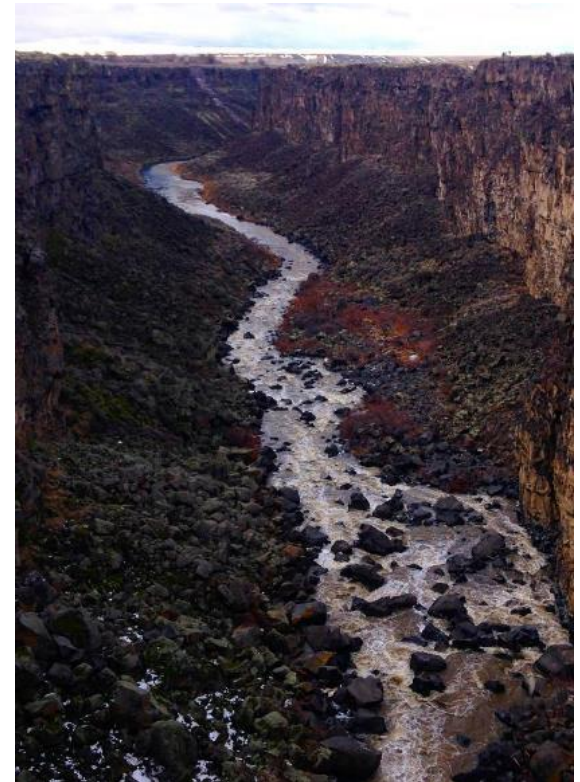
South Central Region Visitors	2012	2013	2014	CAGR
Hotel, Motel	780,000	830,000	810,000	1.9%
Private Home	1,880,000	1,900,000	1,900,000	0.5%
Other Overnight*	190,000	210,000	200,000	2.6%
All Overnight	2,850,000	2,940,000	2,920,000	1.2%

\*Other overnight includes all private and commercial campgrounds and second homes



# Unique Characteristics of Hagerman as a Tourist Destination

- Access to the Snake River sets Hagerman apart from other destinations in the Snake River Valley.
  - Rafting trips, boating, swimming, and hot springs are all accessible in Hagerman.
  - Site visit interviews indicated Snake River access was important to both the local population and the visitors that come to Hagerman.
- Additionally, Hagerman is typically 15 degrees warmer than the rest of the region because of its unique canyon location.
  - The warm weather allows for year-round water fowl and also longer special event season.



Source: CHMGS

# Hagerman Overnight Accommodations

- Hotels/B&B:

Name	Distance from Site	Amenities	# Rooms
Billingsley Creek Lodge	0.5 miles	TV, phone, refrigerator, microwave	10
Hagerman Valley Inn	2.4 miles	A/C, cable TV, phone, Wi-Fi, refrigerator, microwave	5
Thousand Springs Winery B&B	9.7 miles	24-hour coffee and tea, Wi-Fi, HD TV, breakfast	3
Total # of Rooms in Hagerman:			18

- Airbnb.com: Five homes for rent, ranging from a capacity of 1 bed to 13 beds.
- RV Parks: Hagerman RV Village, 1000 Springs Resort RV Park, and High Adventure Tours RV Park.
- Additions to Supply: Ritter Island Unit – One, 4 bedroom house, One, 1 bedroom cottage.



## Tourism Profile – Summary

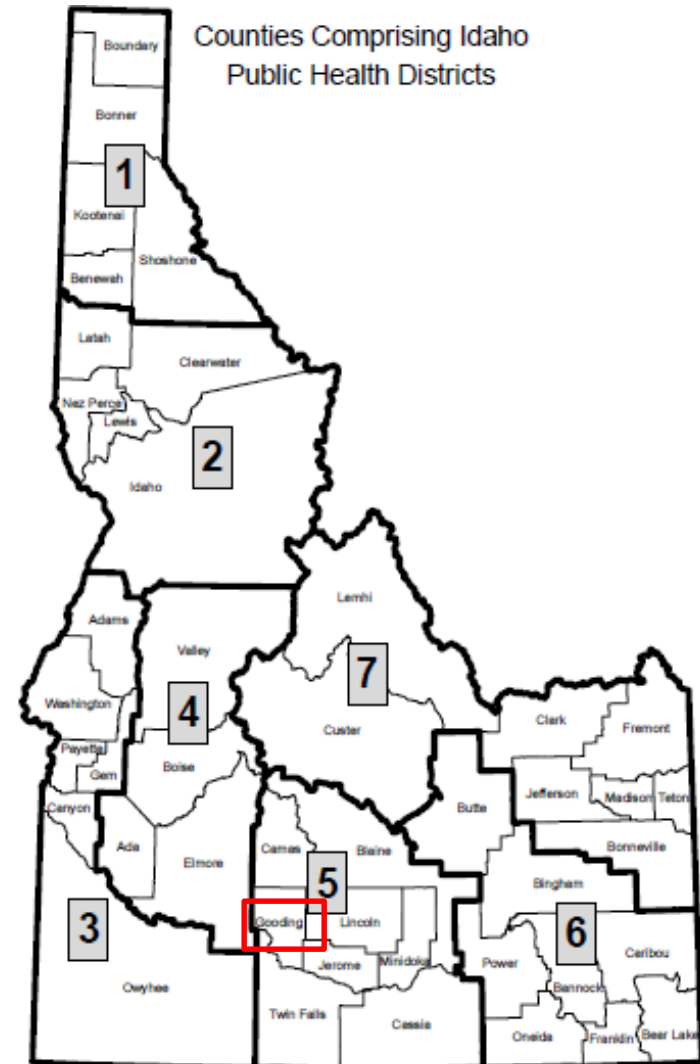
---

- Overnight stays to South Central Idaho grew at a CAGR of 1.2 percent from 2012-2014, indicating relatively stable visitation levels to this part of Idaho and opportunities to develop Festivals and Events to continue growth to this area.
- Visiting friends/family, swimming, and National/State Parks were all reported as popular visitor activities. Thousand Springs State Park is well positioned as a central location for Family Reunions and other group events wanting to leverage surrounding destinations.
- Snake River access is unique to Hagerman and is a highly desirable attribute to both the local population and visitors to the region providing for attractive location for Family Reunions and other groups.

# WEDDING DEMAND INDICATORS

# Idaho Wedding Profile

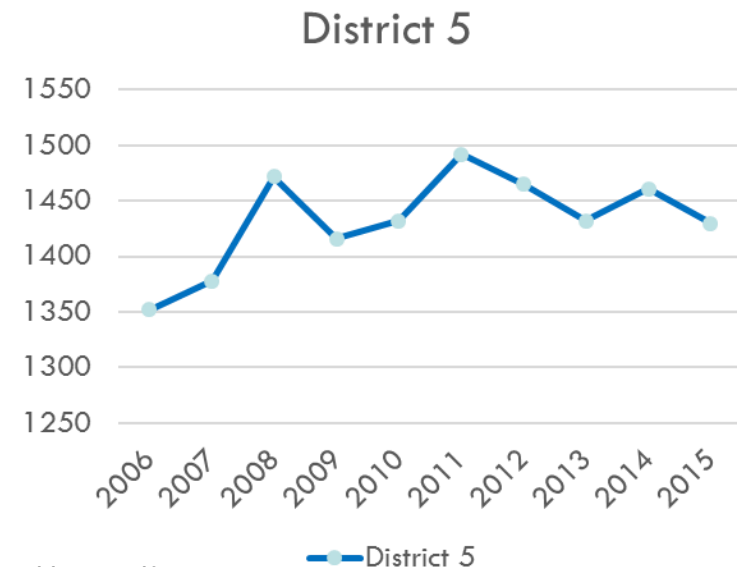
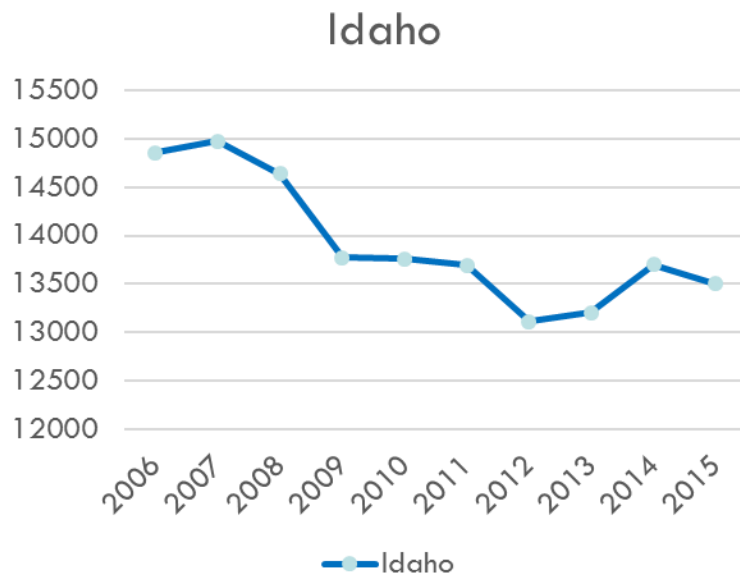
- The 2015 Idaho Vital Statistics Report, published by the Idaho Department of Health & Welfare, identifies seven districts in the state, which vary slightly from those identified by the Idaho Department of Commerce.
- Hagerman is located within Gooding County, which is part of District 5.



Source: Idaho Dept. of Health & Welfare

## Idaho Wedding Profile (continued)

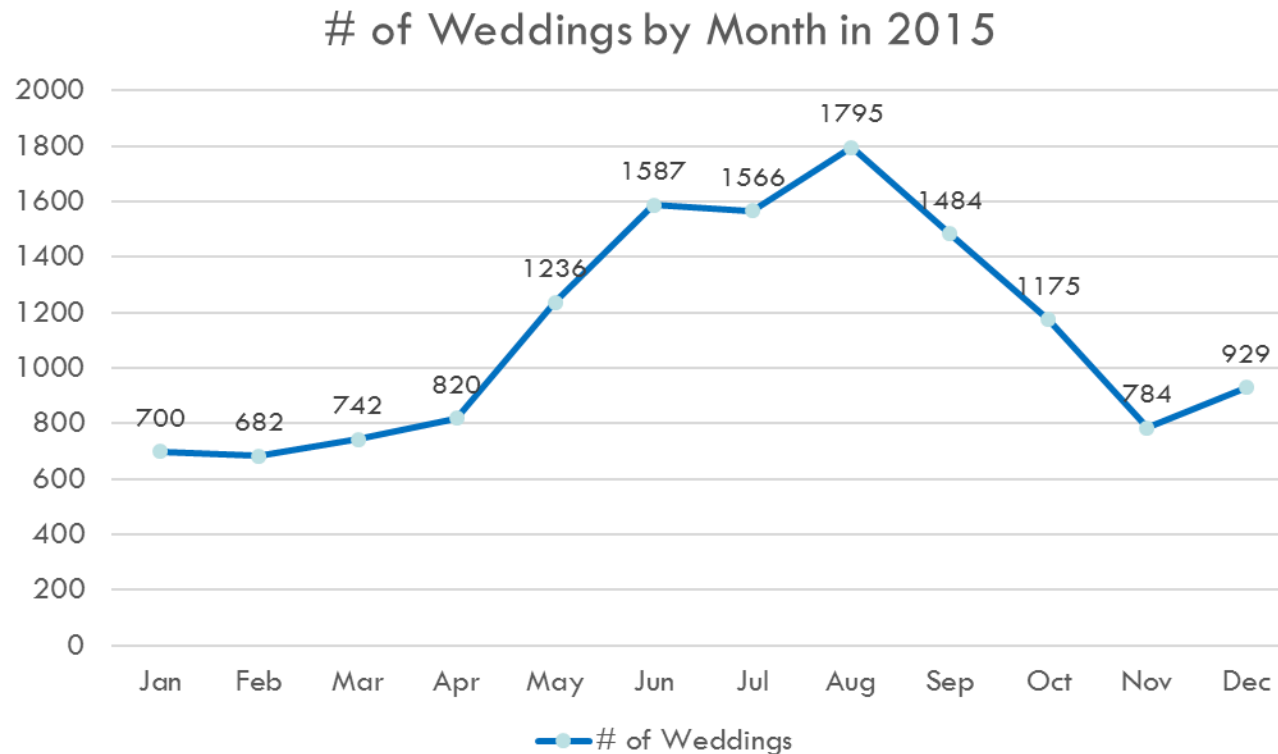
- According to the 2015 Idaho Vital Statistics Report, the number of marriages that occurred in Idaho dropped 1.5 percent from 2014 to 2015, and has decreased at a CAGR of (1.1) percent between 2006 and 2015.
- Within District 5 the number of marriages dropped 2.1 percent from 2014 to 2015, but has grown at a CAGR of 0.63 percent between 2006 and 2015.



Source: Idaho Dept. of Health & Welfare

# Idaho Wedding Profile (continued)

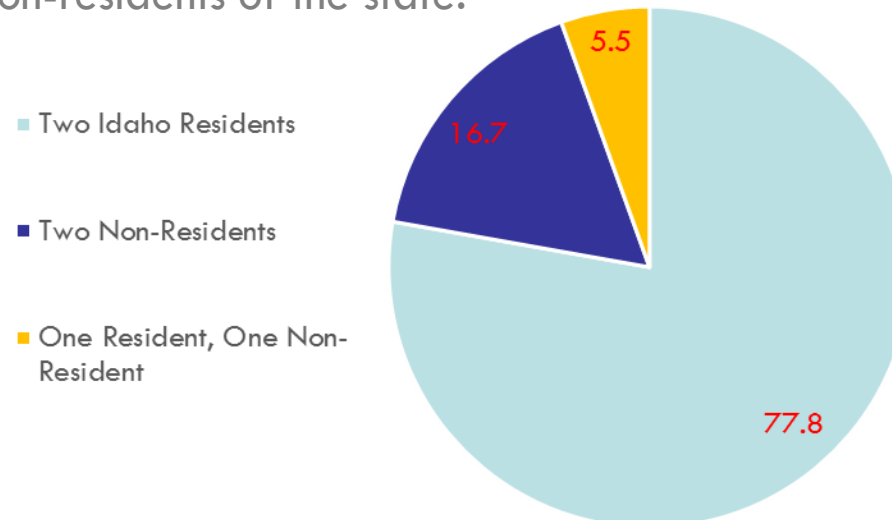
- The majority of weddings in Idaho take place between May and October, with 65.5 percent of weddings happening in this time frame.



Source: Idaho Dept. of Health & Welfare

## Idaho Wedding Profile (continued)

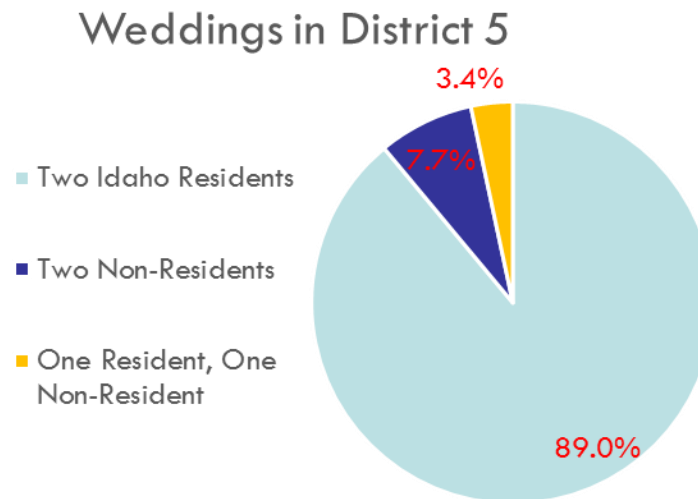
- The marriage rate for Idaho in 2015 was 8.2 per 1,000 population.
- This is the lowest marriage rate for the state in over 60 years, however, it is still a higher rate than the U.S. as a whole, which has a marriage rate of 6.9 per 1,000.
  - o The Vital Statistic Report credits the higher rate of marriages in Idaho largely to the high number of nonresidents who marry in northern Idaho.
  - o As shown in the chart below, in 2015, 16.7 percent of weddings in Idaho were between two non-residents of the state.



Source: Idaho Dept. of Health & Welfare

## Idaho Wedding Profile (continued)

- Within District 5, there are a smaller percentage of weddings between non-residents.
- In Gooding County alone, there were a total of 100 weddings in 2015, 96 of which were between two residents, two of which were between one resident and one non-resident, and two of which were between two non-residents.



## Wedding Demand Indicators – Summary

---

- Although the number of marriages in the state of Idaho decreased at a CAGR of 1.1 percent between 2006-2015, the number of marriages in District 5 actually grew at a CAGR of 0.64 percent during that same time frame—this small growth rate indicates a relatively stable wedding market.
- 65.5 percent of weddings in Idaho occur between May and October, meaning that the proposed event center would likely experience peak wedding season during this six month time frame.
- 89.0 percent of weddings in District five happen between two Idaho residents; couples from out of state are not likely to get married in this part of Idaho.



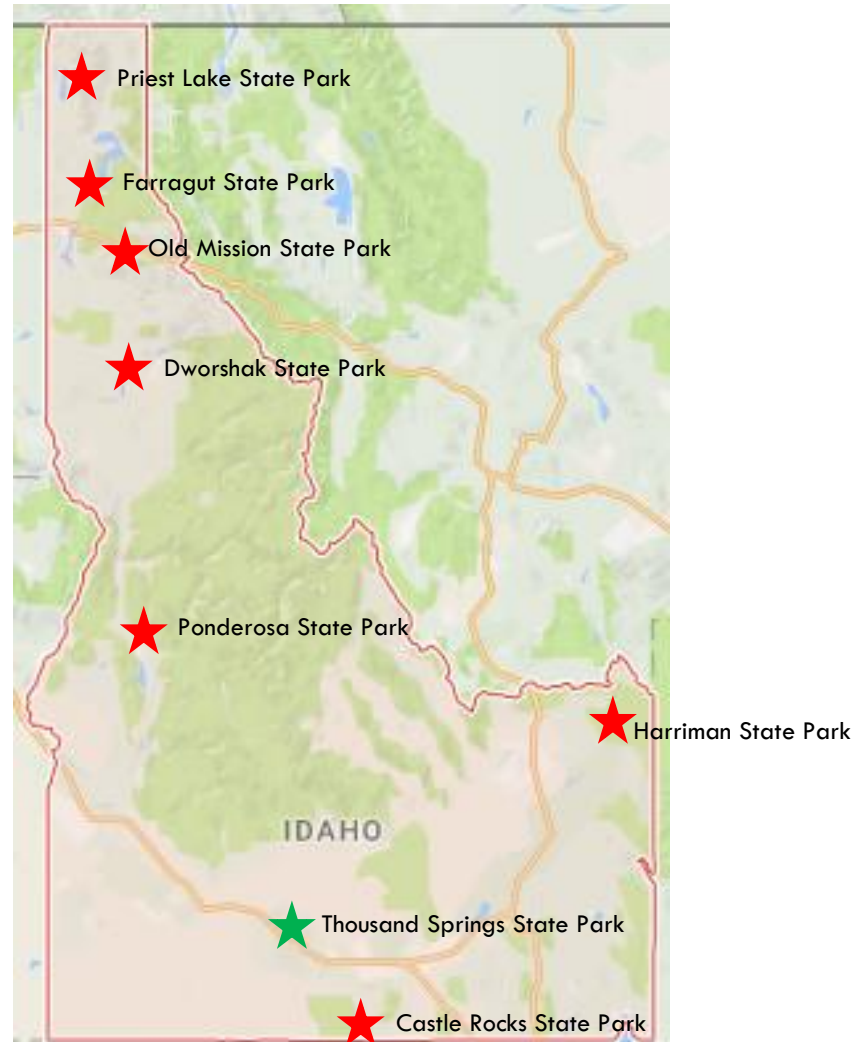
# **IDAHO STATE PARK SPECIAL EVENT DEMAND**

# Idaho State Parks – Current Events Parks

- Currently, Idaho State Parks and Recreation highlights seven State Parks that have special accommodations for groups and that would be particularly good venues for reunions, retreats, and weddings.

Park	Events Specified
Ponderosa State Park	Weddings, receptions, group cabins
Old Mission State Park	Weddings, receptions
Harriman State Park	Weddings, receptions
Dworshak State Park	Group cabins, lodge, cooking facilities
Farragut State Park	Special areas for any-size groups; group camping
Priest Lake State Park	Group cabins
Castle Rocks State Park	Weddings, receptions, shelter, lodge, and bunkhouse

# Idaho State Parks with Event Venues - Map



Source: Google Maps

# Idaho State Parks – Existing Events Business

(For 2016)	Thousand Springs	Castle Rocks	Farragut	Harriman	Priest Lake	Old Mission	Ponderosa	Dworshak	Total
Association	8	1	3	5	0	2	0	0	19
Corporate	2	1	2	0	0	0	4	0	9
Festival	1	1	0	1	0	0	0	0	3
Wedding	5	3	17	2	1	6	20	8	62
SMERF (Social)	15	5	24	2	19	0	33	2	100
SMERF (Military)	0	0	1	0	0	0	0	0	1
SMERF (Education)	2	1	2	4	1	0	3	0	13
SMERF (Religious)	6	0	3	0	0	16	1	0	26
SMERF (Fraternal)	3	0	1	1	0	0	0	1	6
<b>TOTAL:</b>	<b>42</b>	<b>12</b>	<b>53</b>	<b>15</b>	<b>21</b>	<b>24</b>	<b>61</b>	<b>11</b>	<b>239</b>

Source: Idaho Dept. of Parks and Recreation

# Performance of Idaho State Park Overnight Accommodations

- Each of the seven Idaho State Parks discussed in the previous slides have overnight accommodations available for rent.

Park	Accommodations	Avg. Occ.*
Castle Rocks	The Lodge at Castle Rock Ranch, Bunkhouse, Ranch Site 1, Ranch Site 2, Castle Rock Shelter, Pinyon Yurt, Sage Yurt	20%
Dworshak	Clearwater Cabin Camper, Lochsa Cabin Camper, North Folk Cabin Camper, Selway Cabin Camper, Aspen Group Camp, Blackberry Group Camp, Three Meadows Group Camp	20%
Farragut	Honeysuckle Cabin, Kestrel Cabin, Larch Group Camp, Locust Grove Group Area, Lodgepole Cabin, Morel Group Camp, Nighthawk Cabin, Ninebark Cabin, Ocean Spray Group Camp, Ponderosa Cabin, Redtail Cabin, Saw Whet Group Camp, Scott Group Camp, Spruce Cabin, Syringa Cabin, Thimbleberry Group Camp, Wild Rose Cabin	26%
Harriman	Bunkhouse, Cattle Foremans House, Dormitory, Ranch Managers House, Lodge Rooms 001 - 010, Cygnet Yurt, Wyethia Yurt	24%
Old Mission	<i>N/A – Information not available for this park</i>	-
Ponderosa	Bear Cabin, Elk Cabin, Fawn Cabin Camper, Fox Cabin, Moose Cabin, Wolf Cabin	56%
Priest Lake	Caribou Cabin Camper, Grizzly Cabin Camber, Kokanee Cabin Camper, Lionhead Group Site, Lynx Cabin Camper, Mackinaw Cabin Camper, Moose Cabin Camper	40%

Source: Idaho Dept. of Parks and Recreation

\*Occ. % is for years 2013-2015

# Group Use Permits at Thousand Springs State Park

- The number of group use permits issued at Thousand Springs State Park has grown by a CAGR of 5.1 percent from 2014 to 2016.

	2014	2015	2016	CAGR
Billingsley Creek	5	5	3	(22.5)%
Malad Gorge	11	6	15	16.8%
Niagara Springs	22	16	22	0.0%
Ritter Island	0	2	2	N/A
<b>Total TSSP</b>	<b>38</b>	<b>29</b>	<b>42</b>	<b>5.1%</b>

# ID State Park Special Event Demand – Summary



- Of the parks specifically mentioned on the IDPR website, Thousand Springs State Park had the third highest number of special events in 2016, after Ponderosa State Park and Farragut State Park.
- SMERF – Social events were the most popular type of event to hold in an Idaho State Park in 2016, followed by weddings.
- Military, Festival, and Corporate events were the least popular types of events to hold in an Idaho State Park.
- Rentable overnight facilities were popular at other parks with special events.
- The addition of deluxe cabins onsite at Thousand Springs State Park could help to increase the number of events.

# COMPETITIVE SUPPLY ANALYSIS



# Competitive Supply

---

- CHMGS identified four different types of venues in the competitive market:
  - Private Event Venues
  - Non-Profit Event Venues
  - Public Venues with Indoor Facilities
  - Public Park Venues

## Private Event Venues

- CHMGS identified the following private event venues in the potential competitive supply:
  - Mountain View Barn
  - The Risk Barn
  - Blue Lakes Country Club
  - Billingsley Creek Lodge
  - Thousand Springs Resort
  - Miracle Hot Springs
  - Stone House and Co.
  - Canyon Crest Dining and Event Center
  - Hampton Inn & Suites Mountain Home
  - Crossings Winery
  - 360 Event Center
  - CSI Herrett Center
  - Radio Rondevoo
  - Elevation 486
  - Thousand Springs Winery and B&B
  - Turf Club
  - Hilton Garden Inn Twin Falls

## Non-Profit Event Venues

- CHMGS identified 19 non-profit event venues in the competitive supply.
- These event venues consist mainly of American Legion and VFW posts throughout South Central Idaho, within 50 miles of Thousand Springs State Park, and also include one Elks Lodge, a Portuguese cultural center, and a hall at the College of Southern Idaho.



# Public Venues with Indoor Facilities

- CHMGS identified only two public venues with indoor facilities in the competitive market both were located in Boise:
  - The Boise Depot
  - Barber Park Education and Event Center



*The Boise Depot*



*Barber Park Education and Event Center*

## Public Park Venues

---

- CHMGS identified the following public park venues within the competitive supply:
  - Shoshone Falls (Jerome)
  - Centennial Park (Twin Falls)
  - Snake River Canyon Rim Trail (Twin Falls)
  - Rock Creek Park (Twin Falls)
  - Murtaugh Lake (Twin Falls)
  - Legacy Park (Mountain Home)
  - Richard Gary Park (Mountain Home)
  - Carl Moore Park (Mountain Home)
  - Optimus Park (Mountain Home)
  - Kathryn Albertson Park (Boise)
  - Julia Davis Park (Boise)
  - CW Moore Park (Boise)
  - Esther Simplot Park (Boise)

# State Park Venues

- As mentioned in previous slides, there are also seven Idaho State Parks that have event venues and contribute to the overall competitive supply:
  - Castle Rocks State Park
  - Dworshak State Park
  - Farragut State Park
  - Harriman State Park
  - Old Mission State Park
  - Ponderosa State Park
  - Priest Lake State Park



Castle Rocks State Park

# Primary Competitive Set

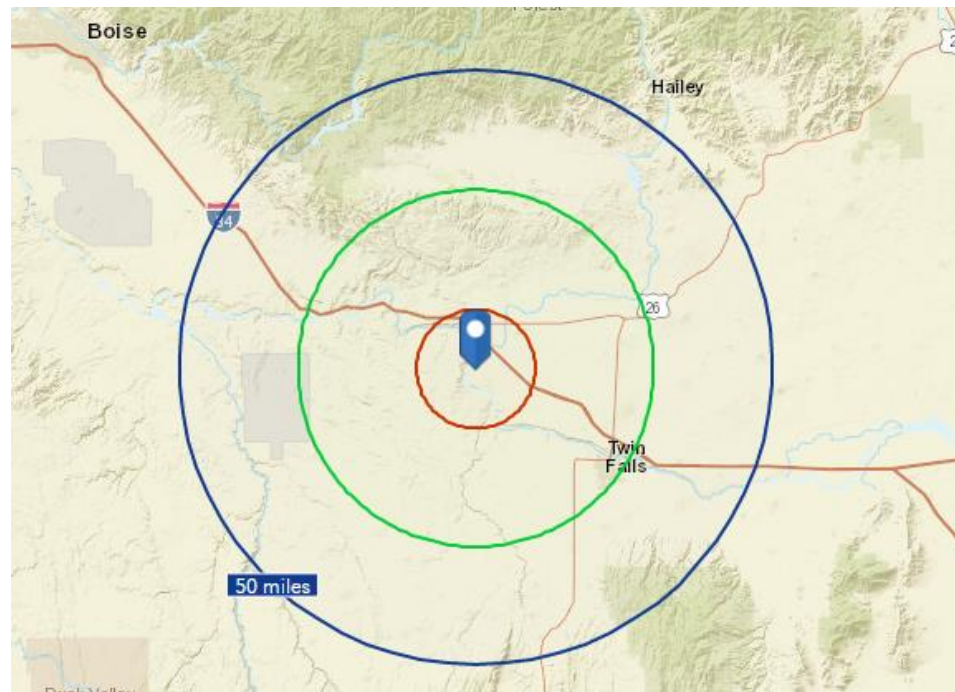
---

- CHMGS took the following factors into account when identifying the primary competitive set:
  - Geographic location
  - Scope of facility
  - Size of facility
  - Price point



## Primary Competitive Set - Geographic Location

- CHMGS site visit interviews and desktop research indicated that the maximum distance a person would travel to host an event is approximately 50 miles, therefore, we considered only venues within 50 miles of Hagerman, ID as part of the primary competitive set.
- This 50 mile radius stretches as far as Mountain Home to the northwest and almost as far as Burley to the southeast.



Source: ESRI Business Analyst



## Primary Competitive Set – Scope of Facility

---

- CHMGS has identified that in order to be included as part of the primary competitive set, a venue must also have a rentable facility.
  - At the minimum, this includes a covered area (pavilion, gazebo, etc.) under which tables and chairs could be set up.
- For this reason, parks without rentable, covered/indoor spaces were not included in the primary competitive set.

## Primary Competitive Set – Size of Facility

---

- CHMGS has identified that in order to be included as part of the primary competitive set, a venue must also be able to accommodate a minimum of 150 people.
- When considering the minimum 150 person occupancy, we were only taking into account indoor or covered spaces.
  - Some facilities in the market supply cannot accommodate 150 people or more unless they set up tents adjacent to the covered/indoor facility—in this case, we would not include them in the primary competitive set because the actual structure does not hold 150.

## Primary Competitive Set – Price Point

---

- CHMGS identified, and confirmed through site visit interviews, that the maximum price for a venue within the 50 mile radius of Hagerman to be included in the primary competitive set is \$1500.
  - This part of Idaho is a relatively cost conscious and the individuals who live in the towns within 50 miles of Hagerman have lower levels of discretionary income.

## Venues in the Primary Competitive Supply

---

- After taking into account the factors detailed in the previous slides, CHMGS identified the following venues as the primary competitive set:
  - Mountain View Barn
  - The Risk Barn
  - 360 Event Center
  - CSI Herrett Center
  - Radio Rondevoo
  - American Legion – Lea Owsley, ID Post 31
  - American Legion – Twin Falls, ID Post 7
  - American Legion – Elmer Miller, ID Post 19
  - Hagerman Valley Senior Center
  - Magic Valley Portuguese Hall
  - Elks Lodge #2276

# Primary Competitive Supply - Location

Venue	Location	Dist. From Hagerman
Mountain View Barn	Jerome, ID	33 miles
The Risk Barn	Jerome, ID	33 miles
360 Event Center	Twin Falls, ID	35 miles
CSI Herrett Center	Twin Falls, ID	35 miles
Radio Rondevoo	Twin Falls, ID	35 miles
American Legion – Lea Owsley, ID Post 39	Hagerman, ID	0 miles
American Legion – Twin Falls, ID Post 7	Twin Falls, ID	35 miles
American Legion – Elmer Miller, ID Post 19	Fairfield, ID	50 miles
Magic Valley Portuguese Hall	Wendell, ID	11 miles
Hagerman Valley Senior Center	Hagerman, ID	0 miles
Elks Lodge #2276	Mountain Home, ID	50 miles

# Primary Competitive Supply – Attributes

Venue	Facility Type	Cost	Person Capacity	Total # Annual Events
Mountain View Barn	Private	\$1,200	200	60
The Risk Barn	Private	\$1,200	320	75
360 Event Center	Private	N/A	N/A	50
CSI Herrett Center	Non Profit	\$1000	260	160
Radio Rondevoo	Private	N/A	N/A	20
American Legion – Lea Owsley, ID Post 39	Non Profit	N/A	180	30
American Legion – Twin Falls, ID Post 7	Non Profit	\$550	150	50
American Legion – Elmer Miller, ID Post 19	Non Profit	\$150	200	25
Magic Valley Portuguese Hall	Non Profit	\$550	296	39
Hagerman Valley Senior Center	Non Profit	\$250	150	20
Elks Lodge #2276	Non Profit	\$375	400	50

## Market Supply Findings

---

- The largest venue in the primary competitive set can hold 400 people.
- The majority of event venues in the market have a small capacity, gap in market for large event spaces.
- Majority of facilities are managed by non profits with large market supply of VFW and American Legion Halls.
- Many non profit facilities are older and have not had recent renovations.
- The average cost for a day-long rental is around \$800.
- Most facilities in the primary competitive set allow or require off-site caterers to come in and cater the events.

# DEMAND ANALYSIS



# Types of Demand

---

- **There are three types of demand in the competitive market:**
  - Existing/Demonstrated Demand – captured in market for type of use.
  - Induced Demand – created by a new demand generator or addition of competitive supply.
  - Displaced Demand – demand unable to be secured in the market previously due to full capacity or as a result of properties closing.

# Demand Segments for Special Event Facilities

- The following are demand generators for Special Event Facilities:
  - **Corporate** – Company events, trainings, holiday parties, employee appreciation
  - **Association** – Association events, fundraisers, meetings
  - **Weddings**
  - **Festivals** – Music festivals, art festivals, fun runs/races, etc.
  - **SMERF (Social, Military, Education, Religious, Fraternal)** – birthday parties, military ceremonies, educational meetings/events, baptisms, fraternal organization events, etc.

# Existing Demonstrated Demand: Corporate

- The Corporate demand segment in South Central Idaho consists of mainly dairy and agricultural companies with headquarters or factory facilities in the region.
  - Chobani has its largest manufacturing plant in Twin Falls.
  - Glanbia has an office facility in Twin Falls, and manufacturing facilities in Twin Falls, Gooding, and Blackfoot.
  - Clif Bar has a baking facility in Twin Falls.
  - Site research indicated that proximity to the company facility and size of venue are the most important factors when a company is looking to hold an event.



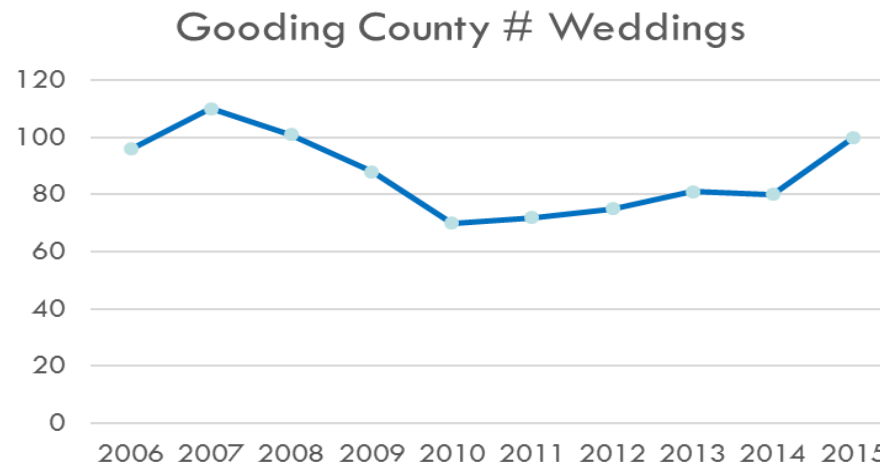
# Existing Demonstrated Demand: Association

- The Association demand segment in South Central Idaho consists of government associations, non-profit organizations, and various municipal or state departments.
  - Local Chambers of Commerce
  - Idaho Department of Parks and Recreation
  - Idaho Fish and Game
  - Southern Idaho Tourism Council
  - Idaho Master Naturalist Board
  - Ducks Unlimited
  - Wildlife Investigators' Western Conference



# Existing Demonstrated Demand: Weddings

- The number of weddings in Gooding County grew 25.0 percent from 2014 to 2015, and 4.2 percent since 2006.
- As mentioned in a previous slide, 96 percent of 2015 weddings in Gooding County were between two Idaho residents.
- Most weddings occur between the months of May and October.
- LDS weddings typically have the ceremony in the LDS church, a luncheon event at an off-site venue, and then a dinner at the family home.

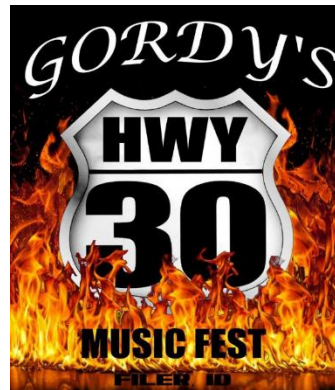


Source: Idaho Dept. of Health & Welfare

# Existing Demonstrated Demand: Festivals

- There are a number of annual/bi-annual festival events in Southern Central Idaho.
- The Southern Idaho Tourism identified a list of major festivals in this region:

- Thousand Springs Art Festival
- Bi-Annual Birding Event
- Blast on the Grass Car Show
- Cowboy Poet Event
- HWY 30 Music Festival
- Magic Valley Dairy Days
- Gooding Basque Festival



Juried Arts and Crafts of more than 80 Artisans

Sponsored by  
**MAGIC VALLEY ARTS COUNCIL**

24th Annual  
**Thousand Springs Festival of the Arts**

Food Vendors  
Kids Corner 11 am - 3 pm  
Wagon Rides  
History & Info Section

Live Music:  
Saturday:  
**Headliners: Emily Stanton Band**  
Sunday:  
**Headliners: Wilson-Fairchild**

Admission:  
\$6/Adults  
\$5/Seniors  
\$3/Kids 5-12

**NO PETS ALLOWED**

Ritter Island State Park  
September 24, 10 am - 6 pm  
25, 10 am - 5 pm



For complete musical lineup or more information visit [ThousandSpringsFestival.org](http://ThousandSpringsFestival.org) or call Magic Valley Arts Council at 208.734.ARTS (2787)

# Existing Demonstrated Demand: SMERF

- **SMERF (Social, Military, Education, Religious, Fraternal)**
  - Social includes birthday parties, family reunions, quinceñeras.
  - Military includes military ceremonies, military funerals.
  - Education includes educational meetings and conferences; in this area the College of Southern Idaho (CSI) holds the majority of the educational events.
  - Religious includes religious ceremonies/celebrations, baptisms, funerals, church events.
  - Fraternal includes Gun/Hunting/Fishing Clubs, Elks, Etc.
- **Notable SMERF events in this area include:**
  - Family Reunions (particularly around the Snake River).
  - Quinceñeras (there is a large Hispanic population in this region)
  - Hunting/Fishing club fraternal events (hunting/fishing is a popular hobby).

# Primary Competitive Supply – Existing Demand

Venue	Total # Annual Events	# Association Events	# Corporate Events	# Weddings	# Festivals	# SMERF	% of Market Demand
Mountain View Barn	60	5	5	30	1	19	10%
The Risk Barn	75	1	1	72	0	1	13%
360 Event Center	50	0	0	30	0	20	9%
CSI Herrett Center	160	0	96	3	0	61	28%
Radio Rondevoo	20	0	0	6	0	14	3%
American Legion – Lea Owsley, ID Post 39	32	0	0	8	0	24	6%
American Legion – Twin Falls, ID Post 7	50	0	10	10	0	30	9%



# Primary Competitive Set – Existing Demand (continued)

Venue	Total # Annual Events	# Association Events	# Corporate Events	# Weddings	# Festivals	# SMERF	% of Market Demand
American Legion – Elmer Miller, ID Post 19	25	5	0	5	0	15	4%
Magic Valley Portuguese Hall	39	5	0	12	0	22	7%
Hagerman Valley Senior Center	20	5	5	0	0	10	3%
Elks Lodge #2276	50	10	10	10	0	20	9%
<b>Total:</b>	<b>581</b>	<b>31</b>	<b>127</b>	<b>186</b>	<b>1</b>	<b>236</b>	<b>100%</b>
<b>% of Total:</b>		<b>5.3%</b>	<b>21.9%</b>	<b>32%</b>	<b>0.2%</b>	<b>40.6%</b>	<b>100%</b>

# Induced Demand: New Federal Military Cemetery



- The Department of Veterans Affairs National Cemetery Administration announced in October 2016 that it bought 8 acres of land in Buhl, ID to establish a national cemetery.
- This new cemetery will be the only federal military cemetery in the entire state of Idaho.
  - There is only one other military cemetery in Idaho (a state military cemetery in Boise).
  - Since opening in 2004, the Idaho State Veterans Cemetery is now the final resting place for over 6,500 servicemen and women.
- This new cemetery in Buhl will potentially increase the demand for funeral reception venues in south central Idaho.

# Induced Demand: Existing Thousand Spring State Park Events



- CHMGS believes that the building of a new facility itself would also induce demand.
- CHMGS estimates that between current outdoor events moving inside, existing Thousand Springs State Park events relocating from the rentable shelters to the proposed event center, and the opportunity to use the new venue, the following demand would be induced:
  - 4 Association events
  - 12 Weddings
  - 5 SMERF – Social events
  - 1 SMERF – Religious event
  - 6 SMERF – Fraternal events

# Displaced Demand

---

- The Ballroom in Twin Falls recently shut down.
  - Was a popular event venue in South Central Idaho.
- The Miracle Hot Springs no longer holds weddings.
  - Popular venue for events; no longer allows weddings because they don't have the capacity.
- Holesinsky Winery no longer holds events.
  - In previous years the winery hosted events from weddings to birthday parties; no longer allowing any events on the property.
- The Mountain View Barn is now taking a limited number of weddings.
  - The owner of the Mountain View Barn said that she was limiting the number of weddings she holds per season to allow for improved focus on existing demand.

# Demand Build Up – Total Market Demand

	Corporate	Association	Weddings	Festivals	SMERF-S	SMERF-M	SMERF-E	SMERF-R	SMERF-F	TOTAL:
Competitive Market Base Demand	127	31	186	1	121	5	65	28	17	581
Market Growth – Zero	0	0	0	0	0	0	0	0	0	0
Induced Demand	1	4	12	0	5	28	0	1	6	57
Displaced Demand	0	0	90	0	0	0	0	0	0	90
<b>Total Demand in Market</b>	<b>128</b>	<b>35</b>	<b>288</b>	<b>1</b>	<b>126</b>	<b>33</b>	<b>65</b>	<b>29</b>	<b>23</b>	<b>728</b>

# Demand Build Up – Penetration for Proposed Event Center

Name of Venue	# Facilities	Proposed Fair Share of Facilities	Proposed # of Events	Proposed Market Share	Proposed Penetration
Mountain View Barn	1	6.3%	60	9%	145%
Risk Barn	1	6.3%	75	11%	181%
360 Event Center	1	6.3%	50	8%	121%
CSI Herrett Center	5	31.3%	160	24%	77%
Radio Rondevoo	1	6.3%	20	3%	48%
American Legion – Lea Owsley, ID Post 31	1	6.3%	30	5%	77%
American Legion – Twin Falls, ID Post 7	1	6.3%	50	8%	121%
American Legion – Elmer Miller, ID Post 19	1	6.3%	25	4%	60%
Magic Valley Portuguese Hall	1	6.3%	39	6%	94%
Hagerman Valley Senior Center	1	6.3%	20	3%	48%
Elks Lodge #2276	1	6.3%	50	8%	121%
Proposed Thousand Springs Event Center	1	6.3%	81	12%	196%
<b>Total</b>	<b>16</b>	<b>100%</b>	<b>660</b>	<b>100%</b>	<b>N/A</b>

\*totals may not foot because of rounding

# Demand Build Up - Conclusion

- CHMGS estimates that the total demand for events at the new facility at the Billingsley Creek unit of Thousand Springs State Park in its stabilized year (3 years after opening) will total 81 events per year.

	Corporate	Association	Weddings	Festivals	SMERF-S	SMERF-M	SMERF-E	SMERF-R	SMERF-F	TOTAL:
Total:	4	4	41	0	16	6	0	4	6	81

# CONCLUSION



# Attributes for a Successful Operation

---

- **Demand**
  - Market demand exists to support a proposed new event center at the Billingsley Creek unit of Thousand Springs State Park.
  - Approximately 50 percent of proposed demand is related to the wedding market.
- **Size and Orientation**
  - The ability to accommodate 250 could be increased to 300.
  - Inside and outside facilities are desired by the market. This includes outside venue for ceremony with orientation to beautiful setting. Inside venue for reception and meal functions.
- **Price Point**
  - In this market, the price of the venue is one of the most important factors.
  - A rental rate ranging from \$750 to \$1000 would be considered market acceptable.

# Attributes for a Successful Operation (continued)

- **Overnight Accommodations (e.g. yurts, cabins, camping)**
  - Overnight accommodations at other Idaho state parks are very popular.
  - Weddings usually desire hotel or cabin facilities for guests, so non-camping accommodations are key for the wedding market.
  - Campgrounds are typically sufficient for family reunions.
  - Based on the limited inventory of hotel, motel, and cabin rooms available in Hagerman, there appears to be a need for onsite deluxe cabin facilities that can accommodate approximately 25 people.
  - Deluxe cabins should be considered as part of the overnight inventory of assets to be developed at Thousand Springs State Park if an Event Center is proposed at Thousand Springs.

# Attributes for a Successful Operation (continued)

---

- **Facility Needs:**
  - Combination of banquet rounds and six foot tables
  - 300+ chairs
- **Catering Kitchen Needs:**
  - Industrial refrigerator
  - Ice machine
  - Three compartment sink
  - Audio/Visual Equipment
  - Prep/Plating tables
  - Proofing oven
  - Appropriate outlets and electrical capacity

# Attributes for a Successful Operation (continued)

- **Policies and Procedures**

- People prefer the flexibility to bring in their own caterer or bring in their own food.
- Propose day use rental facility for first five years and then potential opportunity to shift to exclusive caterer/concessioner.

- **Marketing and Promotion**

- Demand forecasts are based upon the assumption that a commitment would be made to marketing and promoting this facility not only on the agencies website, but also within social media and through strategic investments in publications.
- Particular focus should be placed on promoting this facility within the wedding market.
- If marketing and promotion is not undertaken, the demand forecast would be impacted.

- **Financial Feasibility (Optional Service)**

- Phase 2: Financial Feasibility should be evaluated to ascertain if market demand is sufficient to support financial feasibility with management by the State.

# **DISCUSSION & NEXT STEPS**

# Questions?

---

## Assumptions and Limiting Conditions

---

- This document is provided as part of a more comprehensive oral report and is not considered complete without the accompanying oral report.
- Our services were performed and this Report was developed in accordance with a Professional Services Agreement with Idaho State Parks and are subject to the terms and conditions included therein.
- Our work was limited to the specific procedures and analysis described herein and was based only on the information made available through April 28, 2017. Accordingly, changes in circumstances after this date could affect findings outlined in this report.

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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**May 24-25, 2017**  
**Island Park, ID**

**AGENDA ITEM:**                      **BILLINGSLEY CREEK UPDATE**  
**ACTION REQUIRED:**                      **DETERMINE FY2019 DEVELOPMENT PROJECTS**  
**PRESENTERS:**                      **Jim Thomas**

**PRESENTATION**

**BACKGROUND INFORMATION:**

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 Springs 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. Following this meeting, staff made a few revisions to the plan and presented a revised draft at the February, 2017 meeting. At this time, staff also presented budget estimates for facilities and infrastructure. At the April Board Conference call Meeting staff presented budget estimates for the Visitor Center, Event Center, and a combined Visitor Center/Event Center building. Staff recommended not combining the two facilities into one building. Budget numbers did not indicate significant savings and it could limit the ability to phase the work.

IDPR staff coordinated with CHM Government Services to conduct a market analysis on the proposed multi-purpose pavilion. CHM has a substantial history in working with Federal, State, and County agencies in providing assistance in park facility planning, contracting, and contract oversight. CHM provided a market analysis report on an approximately 5,000 square foot event center which would include a reception/conference room capable of hosting up to 300 persons, an attached covered outdoor patio with equivalent capacity, a caterer preparation room, restrooms, and ADA access and parking. The market analysis includes an inventory of services and facilities currently offered in the area, identifies services/facilities needs not currently being met locally, and defines the ideal mix of services/facilities which could be offered and anticipated use.

**NEXT STEPS:**

Development staff has made the recommended changes and prepared budget estimates for structures, infrastructure and other amenities detailed on the conceptual plan. The stated intent of the Board has been to include some of these items in the FY2019 IDPR budget request.

IDPR staff have prepared a multi-year, phased development outlay for Billingsley Creek, including budget estimates and potential funding sources for FY2019 recommended projects. The projects recommended for FY2019 follow the theme of Billingsley Creek becoming the hub for Thousand Springs State Park and other natural resources in the Hagerman Valley. Proposed projects include a



visitor center, new entrance road, campground and a paved pathway within the park to connect to the City of Hagerman. These developments will help meet identified needs of the community, while providing the necessary accommodations and information to serve as a regional hub for nature-based tourism.

The budget for these items includes costs for developing the structures and support infrastructure, including utility connections, parking, roads to the facility and site work. Staff has determined potential funding sources and grants to leverage the dedicated funds currently set aside for Billingsley Creek from the sale of the Vardis Fisher property. Of the FY19 projects proposed, the campground will have the most potential for revenue generation. Based on average occupancy of similar campgrounds in our system, we could expect 60% of 50 sites occupied over a six month window.  $183 \text{ days} \times 50 \text{ sites} \times .60 \times \$29.00 \text{ per night} = \$159,210.00$  annual revenue.

**STAFF RECOMMENDATIONS:**

Staff recommends the Board review the recommended projects and discuss development priorities for the FY2019 budget.

## Billingsley Creek Budget

			Budget Estimate by Year				FY2019 Funding Source		
Facility	Details	Potential Funding Source	FY2019	FY2020	FY2021	OTHER	Vardis Fisher	Other	TOTAL
Visitor Center	2,400 sq. ft. building. Four work spaces, retail and information area, conference/break room, restrooms, parking and site work	DPW V. Fisher	\$ 1,000,000				\$ 1,000,000		\$ 1,000,000
Park Entrance Road	1.4 miles of paved road, including boulevard entrance and connecting to Visitor Center and campground	R&B Capital Imp. V. Fisher	\$ 650,000					\$ 650,000	\$ 650,000
Paved Trail	½ mile long, 10 foot wide, asphalt surface trail connecting to (planned) trail from Hagerman	V. Fisher RTP	\$ 100,000				\$ 25,000	\$ 75,000	\$ 100,000
50-unit Campground	50-unit RV campground. Water and power to all sites, sewer to some. Central restroom/shower building. Paved roads and sites.	LWCF RV	\$ 2,200,000					\$ 2,200,000	\$ 2,200,000
Irrigation Modification	Needs to be completed as part of implementation year	V. Fisher	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 50,000
							\$ 1,075,000	\$ 2,925,000	\$ 4,000,000
Amphitheater	Includes parking to be shared with large shelter			\$ 235,000					
Indoor Arena Repairs	Insulation repairs, removal of loft and stalls to convert to riding surface, riding surface (dirt) replacement. Replacement of garage doors.			\$ 90,000					
Large Shelter	30'x50' open shelter. Holds up to 50 people.				\$ 90,000				
Arboretum	20-acre arboretum; includes irrigation modifications, tree planting and site work.	Donations and Sponsorships			\$ 650,000				
Group Camp	Flush restroom, parking, 30'x50' shelter (\$100,000), improved camping areas.					\$ 400,000			
Unpaved trail	2.2 miles long, dirt surface, multi-use (hiking/biking/equestrian)					\$ 25,000			
Event Center	5,000 sq. ft. Holds up to 300 people with tables and chairs. Includes restrooms, catering kitchen, 100-car parking lot and site work.					\$ 1,160,000			
Fishing/Paddling Access	Includes small parking area (10 cars), single vault CXT, and dock/boardwalk					\$ 55,000			

## Chimney Creek Budget

			Budget Estimate by Year				FY2019 Funding Source		
Facility	Details	Potential Funding Source	FY2019	FY2020	FY2021	OTHER	Vardis Fisher	Other	TOTAL
Garden Center Demolition	Removal of structure and foundation. Site remediation.					\$ 50,000			
Kiosk	Manned entrance kiosk. Power, water sewer, telecommunication, computer/internet connections.					\$ 60,000			
Information Huts	12'x12', 150 sq. ft. structures with power. 8 proposed @ \$25,000/ea.	Concessions and Sponsorships				\$ 200,000			
Pump Track	Concrete pump track, includes design and construction.					\$ 400,000			
Elevated Camping	14'x14' elevated cabin like structures. 3 proposed @ \$40,000/ea. Includes CXT restroom.					\$ 150,000			
Barn Repairs	Install metal siding, clean interior.					\$ 35,000			
Fiscal Year Totals			\$ 4,000,000	\$ 375,000	\$ 790,000	\$ 2,585,000			
<b>TOTAL</b>			<b>\$ 7,750,000</b>						

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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**May 24 – 25, 2017**  
**Harriman State Park**  
**Island Park, ID 83429**

**AGENDA ITEM:**      **FY 2019 Budget Proposal**

**ACTION REQUIRED:**   **Board Action Requested**

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

**PRESENTATION**

**BACKGROUND INFORMATION**

Information regarding the fiscal year (FY) 2018 budget is provided as a beginning reference and basis for the FY 2019 budget. The information includes charts displaying the department's FY 2018 appropriation (pages 1 and 2) and a ten-year expenditure history for the department (page 3).

**FY 2019 BUDGET PROPOSAL**

The FY 2019 budget proposal assumes increases in benefit costs of \$131,400 and CEC of \$336,500 (page 5). Actual benefit cost increases and CEC, if any, are unknown until the Division of Financial Management (DFM) issues budget instructions in July, however in an effort to more accurately reflect projected cash balances these amounts are being reserved.

The FY 2019 budget includes enhancement requests for increases in personnel and operating costs as well as the addition of two new FTPs (see DUs 12.01 – 12.04, 12.07 and 12.08 on page 9). These requests will be from both general and dedicated funds which will be reviewed in detail during the presentation.

The FY 2019 budget request for one-time capital outlay is \$9,902,900 and represents a 56.3% increase from the total approved in FY 2018. The total by category is as follows:

- Capital Equipment Replacement - \$1,969,900 (16% increase versus FY 2018) includes ongoing efforts to update the department's aging vehicle fleet as well as recreation program specialty equipment.
- Capital Repairs – Deferred Maintenance Projects - \$3,743,000 (120% increase versus FY 2018) includes the first phase of a multi-year effort to address the department's deferred maintenance backlog. This includes both general and dedicated fund requests.

- Program Enhancements
  - Recreation Program Equipment and Building - \$160,000 (no FY 2018 comparison)
  - Billingsley Creek - \$4,000,000 (no FY 2018 comparison). A detailed presentation will be included in a separate agenda item.

Overall, the FY 2019 budget request is an 11.4% increase from the FY 2018 appropriation. Current cash balance projections support this increase while preserving appropriate balances in our dedicated funds.

Staff has reviewed and ranked the enhancement and replacement items and if approved by the Board, the information will be incorporated into the final budget document submitted to DFM and the Legislative Services Office (LSO) on September 1, 2017.

### **FUND BALANCE TRENDS**

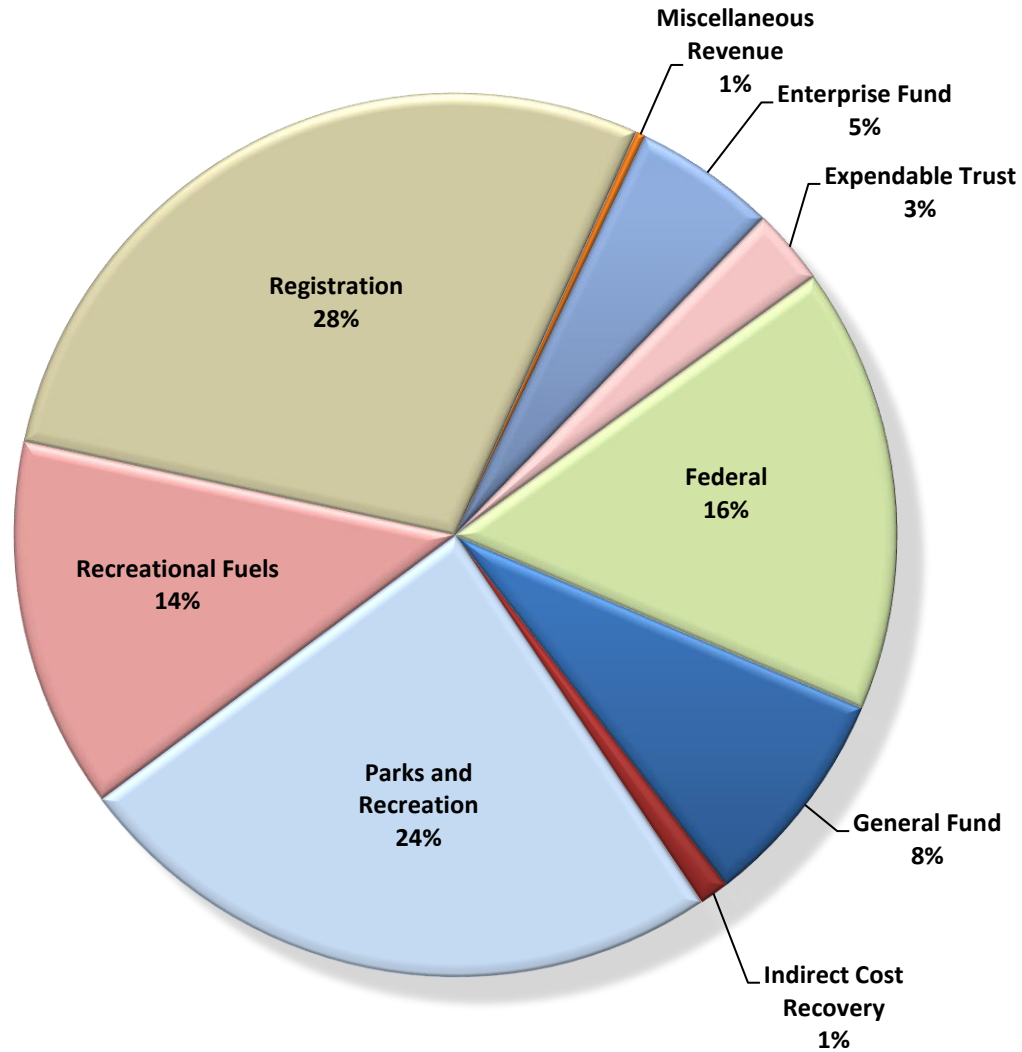
The *Analysis of Fund Balances* (B-12) forms and related cash balance trend charts are being provided to supplement the information previously distributed in the *Board Fund Book*. These schedules help determine the amount of cash available for program enhancements, capital repair projects, and equipment replacement items. Revenue projections are based on current historical trends. Expenditures are estimated at 100% of the budget appropriation unless otherwise noted.

Please note these schedules reflect all cash inflows and outflows that are recorded in the fiscal year they actually occur (cash basis accounting). This primarily affects expenditures as prior year encumbrances are an actual cash outflow in a subsequent year. All encumbrances and capital development carryover is assumed to be spent in the current (FY 2017) fiscal year. This is necessary to ensure the fund balances in subsequent years do not reflect amounts already committed to prior year projects.

### **STAFF RECOMMENDATIONS**

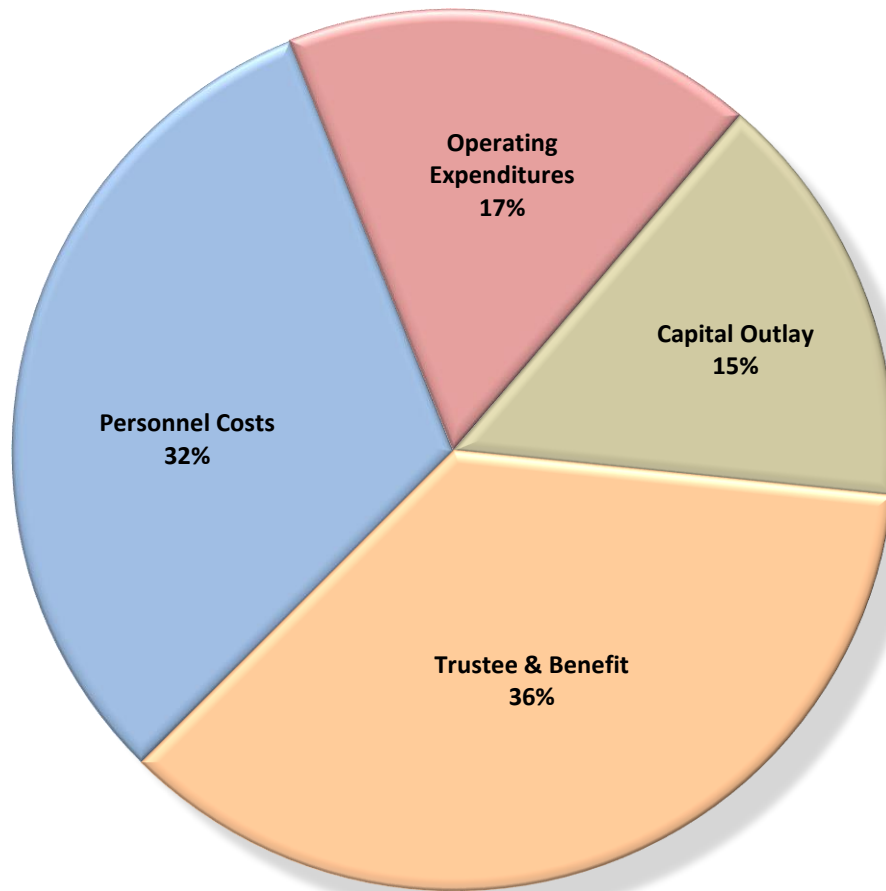
Staff recommends Board approval of the FY 2019 budget proposal based upon the ranked replacement and enhancement items, for a total request of \$45,922,300, and as summarized on page five (5) of this agenda item.

**Idaho Department of Parks and Recreation  
FY 2018 Budget Appropriation by Fund**



Total Appropriation by Fund		% Change from FY 2017
General Fund	\$ 3,356,600	0.6%
Indirect Cost Recovery	\$ 443,800	0.2%
Parks and Recreation	\$ 9,971,600	-0.5%
Recreational Fuels	\$ 5,608,800	-1.4%
Registration	\$ 11,674,400	-2.0%
Miscellaneous Revenue	\$ 141,500	0.0%
Enterprise Fund	\$ 2,151,200	-5.8%
Expendable Trust	\$ 1,153,800	27.4%
Federal	\$ 6,727,500	37.4%
<b>Total</b>	<b>\$ 41,229,200</b>	<b>4.0%</b>

**Idaho Department of Parks and Recreation  
FY 2018 Budget Appropriation by Expenditure Classification**



Total Appropriation by Expenditure Classification		% Change from FY 2017
Personnel Costs	\$ 12,970,200	1.6%
Operating Expenditures	\$ 7,134,000	0.0%
Capital Outlay	\$ 6,335,700	-1.0%
Trustee & Benefit	\$ 14,789,300	10.9%
<b>Total</b>	<b>\$ 41,229,200</b>	<b>4.0%</b>

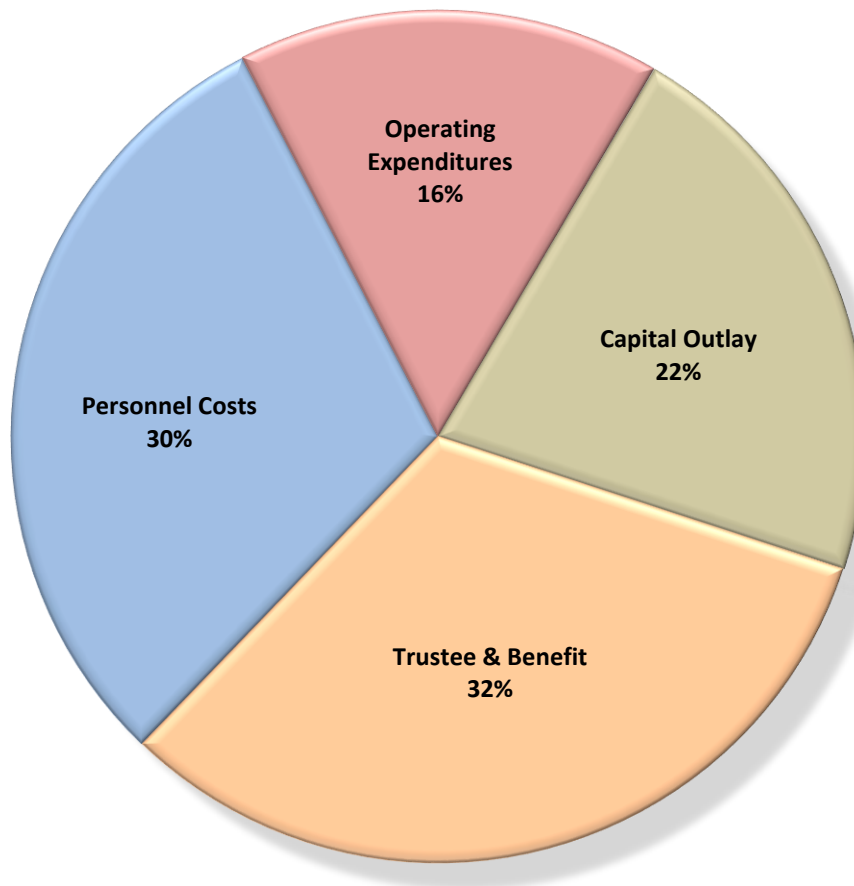
**Idaho Department of Parks and Recreation**  
**Actual Expenditures Summary**  
*Budget Year Basis (Includes Encumbrances)*

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Appropriation	FY 2018 Appropriation	% Change from FY 2017
<b>BY PROGRAM</b>											
Management Services	12,648,400	12,598,800	10,477,700	12,661,200	12,622,100	9,756,700	12,617,200	11,991,500	16,728,400	18,126,600	8.4%
Park Operations	15,635,400	14,493,200	13,870,000	13,786,300	14,791,800	14,630,200	14,740,100	15,117,300	17,737,500	18,468,600	4.1%
Capital Development	12,772,200	4,594,500	1,547,100	2,829,700	2,945,900	3,881,800	2,787,700	1,884,800	5,165,000	4,634,000	-10.3%
<b>Total</b>	<b>41,056,000</b>	<b>31,686,500</b>	<b>25,894,800</b>	<b>29,277,200</b>	<b>30,359,800</b>	<b>28,268,700</b>	<b>30,145,000</b>	<b>28,993,600</b>	<b>39,630,900</b>	<b>41,229,200</b>	<b>4.0%</b>
<b>BY FUND SOURCE</b>											
0001-00 General	15,995,600	6,311,700	1,397,900	1,308,500	1,324,100	1,332,000	1,791,400	3,978,300	3,336,700	3,356,600	0.6%
0125-00 Indirect Cost Recovery	341,500	209,000	371,600	433,800	607,700	388,100	489,900	353,300	442,700	443,800	0.2%
0150-00 Budget Stabilization	-	-	16,300	12,900	-	-	-	-	-	-	-
0150-01 Economic Recovery Reserve	492,000	114,300	-	-	153,600	-	-	-	-	-	-
0243-00 Parks and Recreation	4,860,400	4,585,200	5,974,700	6,653,200	6,966,100	7,316,700	7,151,900	7,464,100	10,024,300	9,971,600	-0.5%
0247-00 Recreational Fuels	5,517,700	4,133,100	3,473,700	4,660,800	4,831,000	4,517,300	3,800,900	3,797,300	5,685,900	5,608,800	-1.4%
0250-00 Parks and Rec Registration	8,031,400	9,603,700	8,470,600	9,715,300	9,633,600	8,165,900	9,810,700	6,970,900	11,913,200	11,674,400	-2.0%
0349-00 Miscellaneous Revenue	29,500	5,400	12,700	90,800	67,500	152,500	72,700	32,800	141,500	141,500	0.0%
0410-00 Enterprise Funds	923,700	1,062,500	1,615,000	1,592,900	1,730,800	1,731,000	2,052,700	1,911,800	2,283,000	2,151,200	-5.8%
0496-00 Parks and Recreation Trust	1,418,200	1,196,500	763,800	852,500	784,100	728,600	641,400	505,600	905,800	1,153,800	27.4%
0348-00 Federal Grant	3,446,000	4,465,100	3,798,500	3,956,500	4,261,300	3,936,600	4,333,400	3,979,500	4,897,800	6,727,500	37.4%
<b>Total</b>	<b>41,056,000</b>	<b>31,686,500</b>	<b>25,894,800</b>	<b>29,277,200</b>	<b>30,359,800</b>	<b>28,268,700</b>	<b>30,145,000</b>	<b>28,993,600</b>	<b>39,630,900</b>	<b>41,229,200</b>	<b>4.0%</b>
<b>BY EXPENDITURE CLASSIFICATION</b>											
Personnel Costs	11,459,300	10,573,300	9,615,600	9,891,000	10,286,100	10,212,000	10,920,300	11,135,100	12,765,500	12,970,200	1.6%
Operating Expenditures	5,763,900	5,490,600	5,291,100	5,740,700	5,926,400	5,506,000	5,471,700	5,768,700	7,130,900	7,134,000	0.0%
Capital Outlay	14,983,900	6,180,300	2,874,600	4,012,600	4,507,800	5,521,000	3,991,200	3,193,200	6,396,900	6,335,700	-1.0%
Trustee/Benefit	8,848,900	9,442,300	8,113,500	9,632,900	9,639,500	7,029,700	9,761,800	8,896,600	13,337,600	14,789,300	10.9%
<b>Total</b>	<b>41,056,000</b>	<b>31,686,500</b>	<b>25,894,800</b>	<b>29,277,200</b>	<b>30,359,800</b>	<b>28,268,700</b>	<b>30,145,000</b>	<b>28,993,600</b>	<b>39,630,900</b>	<b>41,229,200</b>	<b>4.0%</b>
Full-Time Positions (FTP)	162.25	164.50	139.50	139.50	143.50	143.50	144.25	150.39	150.89	154.64	

**Note:** FY 2017 appropriation includes approximately \$300,000 in one-time Personnel Costs for 27th payroll.



**Idaho Department of Parks and Recreation  
FY 2019 Budget Proposal**



Total Appropriation by Expenditure Classification		% Change from FY 2018
Personnel Costs	\$ 13,866,100	6.9%
Operating Expenditures	\$ 7,364,000	3.2%
Capital Outlay	\$ 9,902,900	56.3%
Trustee & Benefit	\$ 14,789,300	0.0%
<b>Total</b>	<b>\$ 45,922,300</b>	<b>11.4%</b>

**Idaho Department of Parks and Recreation**  
**FY 2019 Budget Request**  
**All Agency Functions**

<b>Budget by Decision Unit</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>
<b>FY 2018 Total Appropriation</b>	<b>154.64</b>	<b>3,356,600</b>	<b>31,145,100</b>	<b>6,727,500</b>	<b>41,229,200</b>
<b>FY 2018 Total Estimated Expenditures</b>	<b>154.64</b>	<b>3,856,600</b>	<b>38,895,100</b>	<b>7,227,500</b>	<b>49,979,200</b>
FTP or Fund Adjustment	-	-	-	-	-
Removal of One-time Expenditures	-	-	(5,108,200)	(1,227,500)	(6,335,700)
Removal of Reappropriation	-	(500,000)	(7,750,000)	(500,000)	(8,750,000)
Base Reductions	-	-	-	-	-
<b>FY 2019 Base</b>	<b>154.64</b>	<b>3,356,600</b>	<b>26,036,900</b>	<b>5,500,000</b>	<b>34,893,500</b>
<b>Program Maintenance</b>					
Benefit Cost Increase (Estimate \$850 per FTP)	-	29,900	91,000	10,500	131,400
Inflationary Increase	-	-	-	-	-
CEC Salary Multiplier (Estimate 3%)	-	74,700	235,500	26,300	336,500
Replacement Items - Rec Bureau Equipment	-	-	713,300	493,000	1,206,300
Replacement Items - Park Infrastructure & Equipment	-	-	199,300	-	199,300
Replacement Items - Vehicles	-	-	367,000	-	367,000
Replacement Items - Computer Replacement	-	-	197,300	-	197,300
Replacement Items - Deferred Maintenance Projects	-	2,761,000	982,000	-	3,743,000
<b>FY 2019 Program Maintenance</b>	<b>154.64</b>	<b>6,222,200</b>	<b>28,822,300</b>	<b>6,029,800</b>	<b>41,074,300</b>
<b>Program Enhancements</b>					
12.01 - Increase Minimum Hiring Rate to 80% of Policy	-	-	71,000	-	71,000
12.02 - Increase in Park Seasonal PC	-	-	175,000	-	175,000
12.03 - Increase in Park OE	-	-	230,000	-	230,000
12.04 - Increase in OHV Seasonal PC	-	-	35,000	-	35,000
12.05 - OHV Rec Single Track Trail Dozer	-	-	100,000	-	100,000
12.06 - Boating Equipment Storage Building	-	-	-	60,000	60,000
12.07 - Capital Development FTP Construction Foreman	1.00	97,000	-	-	97,000
12.08 - Capital Development FTP Design Professional	1.00	80,000	-	-	80,000
12.08 - Billingsley Creek - Visitor Center	-	-	1,000,000	-	1,000,000
12.09 - Billingsley Creek - Park Entrance Road	-	-	650,000	-	650,000
12.10 - Billingsley Creek - Paved Trail (RTP Grant)	-	-	25,000	75,000	100,000
12.11 - Billingsley Creek - Campground (RV Grant)	-	-	1,100,000	1,100,000	2,200,000
12.12 - Billingsley Creek - Irrigation System Modification	-	-	50,000	-	50,000
<b>FY 2019 Budget Request</b>	<b>156.64</b>	<b>6,399,200</b>	<b>32,258,300</b>	<b>7,264,800</b>	<b>45,922,300</b>
<b>Budget by Expenditure Object</b>					
Personnel Costs		2,744,200	10,043,800	1,078,100	13,866,100
Operating Expenditures		864,000	5,868,800	631,200	7,364,000
Capital Outlay		2,791,000	5,383,900	1,728,000	9,902,900
Trustee and Benefit		-	10,961,800	3,827,500	14,789,300
		<b>6,399,200</b>	<b>32,258,300</b>	<b>7,264,800</b>	<b>45,922,300</b>

**Idaho Department of Parks and Recreation**  
**FY 2019 Budget Request**  
**Management Services**

<b>Budget by Decision Unit</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>
<b>FY 2018 Total Appropriation</b>	<b>37.75</b>	<b>645,200</b>	<b>14,878,800</b>	<b>2,602,600</b>	<b>18,126,600</b>
<b>FY 2018 Total Estimated Expenditures</b>	<b>37.75</b>	<b>645,200</b>	<b>14,878,800</b>	<b>2,602,600</b>	<b>18,126,600</b>
FTP or Fund Adjustment	-	-	-	-	-
Removal of One-time Expenditures	-	-	(114,700)	-	(114,700)
Base Reductions	-	-	-	-	-
<b>FY 2019 Base</b>	<b>37.75</b>	<b>645,200</b>	<b>14,764,100</b>	<b>2,602,600</b>	<b>18,011,900</b>
<b>Program Maintenance</b>					
Benefit Cost Increase (Estimate \$850 per FTP)	-	4,000	28,100	-	32,100
Inflationary Increase	-	-	-	-	-
CEC Salary Multiplier (Estimate 3%)	-	11,800	77,300	-	89,100
Replacement Items - Park Infrastructure & Equipment	-	-	-	-	-
Replacement Items - Vehicles	-	-	-	-	-
Replacement Items - Computer Replacement	-	-	197,300	-	197,300
Replacement Items - Deferred Maintenance Projects	-	-	-	-	-
<b>FY 2019 Program Maintenance</b>	<b>37.75</b>	<b>661,000</b>	<b>15,066,800</b>	<b>2,602,600</b>	<b>18,330,400</b>
<b>Program Enhancements</b>					
12.01 - Increase Minimum Hiring Rate to 80% of Policy	-	-	16,000	-	16,000
12.07 - Capital Development FTP Construction Foreman	1.00	97,000	-	-	97,000
12.08 - Capital Development FTP Design Professional	1.00	80,000	-	-	80,000
<b>FY 2019 Budget Request</b>	<b>39.75</b>	<b>838,000</b>	<b>15,082,800</b>	<b>2,602,600</b>	<b>18,523,400</b>
<b>Budget by Expenditure Object</b>					
Personnel Costs		544,700	2,659,100	-	3,203,800
Operating Expenditures		263,300	1,464,600	2,600	1,730,500
Capital Outlay		30,000	197,300	-	227,300
Trustee and Benefit		-	10,761,800	2,600,000	13,361,800
		<b>838,000</b>	<b>15,082,800</b>	<b>2,602,600</b>	<b>18,523,400</b>

**Idaho Department of Parks and Recreation**  
**FY 2019 Budget Request**  
**Operations**

<b>Budget by Decision Unit</b>	<b>FTP</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Total</b>
<b>FY 2018 Total Appropriation</b>	<b>116.89</b>	<b>2,711,400</b>	<b>12,859,800</b>	<b>2,897,400</b>	<b>18,468,600</b>
<b>FY 2018 Total Estimated Expenditures</b>	<b>116.89</b>	<b>2,711,400</b>	<b>12,859,800</b>	<b>2,897,400</b>	<b>18,468,600</b>
FTP or Fund Adjustment	-	-	-	-	-
Removal of One-time Expenditures	-	-	(1,587,000)	-	(1,587,000)
Base Reductions	-	-	-	-	-
<b>FY 2019 Base</b>	<b>116.89</b>	<b>2,711,400</b>	<b>11,272,800</b>	<b>2,897,400</b>	<b>16,881,600</b>
<b>Program Maintenance</b>					
Benefit Cost Increase (Estimate \$850 per FTP)	-	25,900	62,900	10,500	99,300
Inflationary Increase	-	-	-	-	-
CEC Salary Multiplier (Estimate 3%)	-	62,900	158,200	26,300	247,400
Replacement Items - Rec Bureau Equipment & Vehicles	-	-	713,300	493,000	1,206,300
Replacement Items - Park Infrastructure & Equipment	-	-	199,300	-	199,300
Replacement Items - Park Vehicles	-	-	367,000	-	367,000
Replacement Items - Computer Replacement	-	-	-	-	-
Replacement Items - Deferred Maintenance Projects	-	-	-	-	-
<b>FY 2019 Program Maintenance</b>	<b>116.89</b>	<b>2,800,200</b>	<b>12,773,500</b>	<b>3,427,200</b>	<b>19,000,900</b>
<b>Program Enhancements</b>					
12.01 - Increase Minimum Hiring Rate to 80% of Policy		-	55,000	-	55,000
12.02 - Increase in Park Seasonal PC		-	175,000	-	175,000
12.03 - Increase in Park OE		-	230,000	-	230,000
12.04 - Increase in OHV Seasonal PC		-	35,000	-	35,000
12.05 - OHV Rec Single Track Trail Dozer			100,000		100,000
12.06 - Boating Equipment Storage Building		-	-	60,000	60,000
<b>FY 2019 Budget Request</b>	<b>116.89</b>	<b>2,800,200</b>	<b>13,368,500</b>	<b>3,487,200</b>	<b>19,655,900</b>
<b>Budget by Expenditure Object</b>					
Personnel Costs		2,199,500	7,384,700	1,078,100	10,662,300
Operating Expenditures		600,700	4,404,200	628,600	5,633,500
Capital Outlay		-	1,379,600	553,000	1,932,600
Trustee and Benefit		-	200,000	1,227,500	1,427,500
		<b>2,800,200</b>	<b>13,368,500</b>	<b>3,487,200</b>	<b>19,655,900</b>

**Idaho Department of Parks and Recreation**  
**FY 2019 Budget Request**  
**Capital Development**

Budget by Decision Unit	FTP	General	Dedicated	Federal	Total
<b>FY 2018 Total Appropriation</b>	-	-	<b>3,406,500</b>	<b>1,227,500</b>	<b>4,634,000</b>
Reappropriation	-	500,000	7,750,000	500,000	8,750,000
<b>FY 2018 Total Estimated Expenditures</b>	-	<b>500,000</b>	<b>11,156,500</b>	<b>1,727,500</b>	<b>13,384,000</b>
FTP or Fund Adjustment	-	-	-	-	-
Removal of One-time Expenditures	-	-	(3,406,500)	(1,227,500)	(4,634,000)
Removal of Reappropriation	-	(500,000)	(7,750,000)	(500,000)	(8,750,000)
Base Reductions	-	-	-	-	-
<b>FY 2019 Base</b>	-	-	-	-	-
<b>Program Maintenance</b>					
Benefit Cost Increase	-	-	-	-	-
Inflationary Increase	-	-	-	-	-
CEC Salary Multiplier	-	-	-	-	-
Replacement Items - Park Infrastructure & Equipment	-	-	-	-	-
Replacement Items - Vehicles	-	-	-	-	-
Replacement Items - Computer Replacement	-	-	-	-	-
Replacement Items - Deferred Maintenance Projects	-	2,761,000	982,000	-	3,743,000
<b>FY 2019 Program Maintenance</b>	-	<b>2,761,000</b>	<b>982,000</b>	-	<b>3,743,000</b>
<b>Program Enhancements</b>					
12.09 - Billingsley Creek - Visitor Center			1,000,000		1,000,000
12.10 - Billingsley Creek - Park Entrance Road			650,000		650,000
12.11 - Billingsley Creek - Paved Trail (Match for RTP Grant)			25,000		25,000
12.11 - Billingsley Creek - Paved Trail (RTP Grant)				75,000	75,000
12.12 - Billingsley Creek - Campground (RV Grant)			1,100,000		1,100,000
12.12 - Billingsley Creek - Campground (LWCF Grant)				1,100,000	1,100,000
12.13 - Billingsley Creek - Irrigation System Modification			50,000		50,000
<b>FY 2019 Budget Request</b>	-	<b>2,761,000</b>	<b>3,807,000</b>	<b>1,175,000</b>	<b>7,743,000</b>
<b>Budget by Expenditure Object</b>					
Personnel Costs		-	-	-	-
Operating Expenditures		-	-	-	-
Capital Outlay		2,761,000	3,807,000	1,175,000	7,743,000
Trustee and Benefit		-	-	-	-
		<b>2,761,000</b>	<b>3,807,000</b>	<b>1,175,000</b>	<b>7,743,000</b>

Idaho Department of Parks and Recreation  
FY 2019 Budget Request

**Program Enhancement Summary**

Priority Rank	DU	Description	Fund	FTP	Personnel Costs	Operating Expenditure	Capital Outlay	Trustee/ Benefit	TOTAL
1	12.01	<b>Increase Minimum Entry Hire Rate to 80%</b> Increase in ongoing PC in Management Services and Park Operations to covering increasing new hiring rate.	0243		71,000				71,000
		<b>Subtotal</b>		-	<b>71,000</b>	-	-	-	<b>71,000</b>
2	12.02	<b>Park Operations - Statewide Increase in Seasonal PC</b> Increase in ongoing PC appropriation for seasonal park staff to accommodate more hours and higher wages.	0243		175,000				175,000
		<b>Subtotal</b>		-	<b>175,000</b>	-	-	-	<b>175,000</b>
3	12.03	<b>Park Operations - Statewide Increase in Op Exp</b> Increase in ongoing OE appropriation for parks to provide for increased utility costs and demand from increased visitation.	0243 0410.01			180,000 50,000			180,000 50,000
		<b>Subtotal</b>		-	-	<b>230,000</b>	-	-	<b>230,000</b>
4	12.04	<b>OHV Recreation - Increase in Seasonal PC</b> Increase in ongoing PC appropriation for seasonal summer trail cat operator in north Idaho.	0247.06		35,000				35,000
		<b>Subtotal</b>		-	<b>35,000</b>	-	-	-	<b>35,000</b>
5	12.05	<b>OHV Recreation - Single Track Mini-Dozer</b> One-time request for a single track trail excavator. Addition to existing inventory to be used by existing staff.	0247.03				100,000		100,000
		<b>Subtotal</b>		-	-	-	<b>100,000</b>	-	<b>100,000</b>
6	12.06	<b>Boating Recreation - Covered Storage Building</b> One-time request to expand existing covered storage building at HQ to add space for boating program equipment.	0348				60,000		60,000
		<b>Subtotal</b>		-	-	-	<b>60,000</b>	-	<b>60,000</b>
7	12.07	<b>1.0 FTP - Development Bureau Construction Foreman</b> New Construction Foreman for Development Bureau Staff 1.0 FTP pay grade "K" ongoing. One-time Cap Outlay for Truck/Trailer	0001	1.00	67,000		30,000		97,000
		<b>Subtotal</b>		<b>1.00</b>	<b>67,000</b>	-	<b>30,000</b>	-	<b>97,000</b>
8	12.08	<b>1.0 FTP - Development Bureau Design Professional</b> Additional Design Professional for Development Bureau Staff 1.0 FTP pay grade "M" ongoing.	0001	1.00	80,000				80,000
		<b>Subtotal</b>		<b>1.00</b>	<b>80,000</b>	-	-	-	<b>80,000</b>
		<b>Total Program Enhancements</b>		<b>2.00</b>	<b>428,000</b>	<b>230,000</b>	<b>190,000</b>	-	<b>848,000</b>

Idaho Department of Parks and Recreation  
FY 2019 Budget Request

**Program Enhancement Summary - Billingsley Creek**

Priority Rank	DU	Description	Fund	FTP	Personnel Costs	Operating Expenditure	Capital Outlay	Trustee/Benefit	TOTAL
9	12.09	<b>Billingsley Creek - Visitor Center</b> Construct a 2,400 square foot building for visitor interpretive center, retail sales, work spaces, conference room and restrooms	0496.03				1,000,000		1,000,000
		<b>Subtotal</b>		-	-	-	<b>1,000,000</b>	-	<b>1,000,000</b>
10	12.10	<b>Billingsley Creek - Entrance Road</b> Construct 1.4 miles of paved road, including boulevard entrance and connection between visitor center and campground	0247.03				650,000		650,000
		<b>Subtotal</b>		-	-	-	<b>650,000</b>	-	<b>650,000</b>
11	12.11	<b>Billingsley Creek - Paved Trail Western Boundary</b> 1/2 mile long, 10 ft. wide paved surface trail connected to planned non-motorized trail from Hagerman	0496.03 0348				25,000 75,000		25,000 75,000
		<b>Subtotal</b>		-	-	-	<b>100,000</b>	-	<b>100,000</b>
12	12.12	<b>Billingsley Creek - Campground</b> Construct 50-site RV campground, water and power to all sites, sewer to some, central restroom and shower and asphalt paving	0250.05 0348				1,100,000 1,100,000		1,100,000 1,100,000
		<b>Subtotal</b>		-	-	-	<b>2,200,000</b>	-	<b>2,200,000</b>
13	12.13	<b>Billingsley Creek - Irrigation Modification</b> Modification and rerouting of existing irrigation system needed to accommodate current and future construction plans	0496.03				50,000		50,000
		<b>Subtotal</b>		-	-	-	<b>50,000</b>	-	<b>50,000</b>
		<b>Total Program Enhancements</b>		-	-	-	<b>4,000,000</b>	-	<b>4,000,000</b>

**FORM B7: ONE-TIME OE AND ONE-TIME CO SUMMARY**

 Agency/Department: Department of Parks and Recreation  
 Program (if applicable):

Request for Fiscal Year : 2019

Agency Number: 340

Function/Activity Number:

 Original Request Date:  
 9/1/2017

Revision Request Date:

Page: of

Priority Order	Program	DU	Fund	Subobject Code	Item/Description	Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
1	03	10.35	0247.01	6231	Hells Gate - Shed/Barn Reroof				1	30,000	30,000
2	03	10.35	0247.01	6231	Bruneau Dunes - Broken Wheel and Eagle Cove Shower house water heater replacement				1	15,000	15,000
3	03	10.35	0247.01	6231	Old Mission - VC Lighting Upgrade				1	15,000	15,000
4	03	10.35	0247.01	6231	Eagle Island - West Restroom skylight replacement				1	15,000	15,000
5	03	10.35	0247.01	6398	Hells Gate - Volunteer Sites Electrical Upgrade				1	10,000	10,000
6	03	10.35	0247.01	6231	Winchester - Ponderosa Point Shelter reroof				1	20,000	20,000
7	03	10.35	0247.01	6198	Hells Gate - Road and Trail Resurfacing				1	62,000	62,000
8	03	10.35	0247.01	6398	Henrys Lake - Well House and Water System upgrade				1	150,000	150,000
9	03	10.35	0247.01	6398	Dworshak - Freeman Creek lift station rebuild				1	60,000	60,000
10	03	10.35	0247.01	6231	Lucky Peak - Spring Shores and Sandy Point concession building electric system upgrade				1	35,000	35,000
11	03	10.35	0247.01	6231	Land of the Yankee Fork - Visitor Center water line repair				1	50,000	50,000
12	03	10.35	0247.01	6398	Round Lake - Water Tank				1	40,000	40,000
13	03	10.35	0247.01	6398	Three Island - Cleanouts in Wagonwheel/Day Use Restrooms				1	15,000	15,000
14	03	10.35	0247.01	6398	Land of the Yankee Fork - Visitor Center irrigation replacement				1	125,000	125,000
15	03	10.35	0247.01	6398	Ponderosa - Peninsula Campground water and electric upgrades (Blackberry)				1	100,000	100,000
16	03	10.35	0247.01	6231	Harriman - Cygnet and Wyethia Yurt repairs				1	25,000	25,000
17	03	10.35	0247.01	6398	Bruneau Dunes - Parkwide Light Pollution Reduction				1	15,000	15,000
18	03	10.35	0247.01	6398	Bear Lake - N. Beach Boat Launch dock replacement				1	100,000	100,000
19	03	10.35	0247.01	6231	Dworshak - Double Vault Toilet Replacement				1	40,000	40,000
20	03	10.35	0247.01	6398	Henrys Lake - Volunteer Host Site Upgrade				1	40,000	40,000
21	03	10.35	0247.01	6231	Heyburn - Lakeview Cabin structural evaluation				1	20,000	20,000
22	03	10.35	0001	6398	Eagle Island - Pond Water Quality Improvements				1	200,000	200,000
23	03	10.35	0001	6198	Lake Cascade - Boulder Creek Boat Ramp Parking crack seal				1	30,000	30,000
24	03	10.35	0001	6231	Harriman - Jones House window replacement				1	20,000	20,000
25	03	10.35	0001	6231	Harriman - Jones House foundation/log repair				1	60,000	60,000
26	03	10.35	0001	6231	Lucky Peak - Discovery Entrance Kiosk replacement				1	45,000	45,000
27	03	10.35	0001	6198	Massacre Rocks - Park Road chip seal				1	175,000	175,000
28	03	10.35	0001	6231	Hells Gate - Managers House renovation				1	40,000	40,000
29	03	10.35	0001	6198	Ponderosa - Kokanee Cove Cleanup				1	75,000	75,000
30	03	10.35	0001	6231	Harriman - Scovel Center winterization				1	75,000	75,000
31	03	10.35	0001	6198	Winchester - Pave boat launch parking				1	140,000	140,000
32	03	10.35	0001	6398	Thousand Springs - Crystal Springs dock system replacement				1	120,000	120,000
33	03	10.35	0001	6198	Lake Walcott - Asphalt Improvements				1	50,000	50,000
34	03	10.35	0001	6231	Three Island - Interpretive Center HVAC Upgrade				1	125,000	125,000
35	03	10.35	0001	6198	Ashton-Tetonia - Trail access control				1	25,000	25,000
36	03	10.35	0001	6231	Priest Lake - Shaffer Cabin improvements				1	50,000	50,000
37	03	10.35	0001	6231	Massacre Rocks - Vehicle Storage extension				1	25,000	25,000
38	03	10.35	0001	6231	Dworshak - Freeman Creek Vault Toilet Replacement				1	45,000	45,000
39	03	10.35	0001	6231	Eagle Island - Entry Kiosk Utilities				1	25,000	25,000
40	03	10.35	0001	6231	Harriman - Dormitory interior upgrade				1	125,000	125,000
41	03	10.35	0001	6231	Mowry - Garage reroof				1	15,000	15,000
42	03	10.35	0001	6198	Ponderosa - Pave the road to the point/overlook				1	150,000	150,000
43	03	10.35	0001	6198	Harriman - Road paving (Phase 1)				1	200,000	200,000
44	03	10.35	0001	6198	Thousand Springs - Malad Road Repair				1	200,000	200,000



**FORM B7: ONE-TIME OE AND ONE-TIME CO SUMMARY**

 Agency/Department: Department of Parks and Recreation  
 Program (if applicable):

Request for Fiscal Year : 2019

Agency Number: 340

Function/Activity Number:

 Original Request Date: 9/1/2017  
 Revision Request Date:

Page: of

45	03	10.35	0001	6699	Bear Lake - North Beach tables			1	21,000	21,000	
46	03	10.35	0001	6699	Henrys Lake - Campground Fire Rings			1	5,000	5,000	
47	03	10.35	0001	6198	Three Island - Primary underground powerline			1	100,000	100,000	
48	03	10.35	0001	6398	Hells Gate - Marina Gangway Replacement			1	20,000	20,000	
49	03	10.35	0001	6398	Hells Gate - Marina Mooring Dock Replacement			1	600,000	600,000	
E5	02	12.05	0247.03	6610	OHV Rec - New Single Track Trail Dozer Acquisition			1	100,000	100,000	
E6	02	12.06	0348	6231	Boating Rec - New Covered Storage Building at HQ			1	60,000	60,000	
E7	01	12.07	0001	6630	1/2-ton Pickup and Trailer to Support 1.0 FTP Request			1	30,000	30,000	
E8	03	12.09	0496.03	6231	Billingsley Creek - Visitor Center			1	1,000,000	1,000,000	
E9	03	12.10	0247.04	6198	Billingsley Creek - Park Entrance Road			1	650,000	650,000	
E10a	03	12.11	0496.03	6198	Billingsley Creek - Paved Trail (Match for RTP Grant)			1	25,000	25,000	
E10b	03	12.11	0348	6198	Billingsley Creek - Paved Trail (RTP Grant)			1	75,000	75,000	
E10a	03	12.12	0250.05	6398	Billingsley Creek - Campground (RV Grant)			1	1,100,000	1,100,000	
E10b	03	12.12	0348	6398	Billingsley Creek - Campground (LWCF Grant)			1	1,100,000	1,100,000	
E11	03	12.13	0496.03	6198	Billingsley Creek - Irrigation System Modification			1	50,000	50,000	
50	02	10.33	0348	6630	Boating Rec - Replace 1/2-ton 4WD Pickup (R368)	N/A	2008	1	1	28,000	28,000
51	02	10.31	0247.03	6610	OHV Rec - Replace 3 Snowmobile Trail Groomers (50% Match for Fed Grant)	N/A	2009	40	3	155,000	465,000
52	02	10.31	0348	6610	OHV Rec - Replace 3 Snowmobile Trail Groomers (50% Federal Grant)	N/A	2009	40	3	155,000	465,000
53	02	10.31	0247.03	6610	OHV Rec - Replace 3 snowmobile trail groomer drags	N/A	2009	40	3	20,000	60,000
54	02	10.31	0247.03	6610	OHV Rec - Replace 1 mini-excavators	N/A	2010	3	1	30,000	30,000
55	02	10.31	0247.03	6610	OHV Rec - Replace Trail Cat / Trail Dozer	N/A	2010	4	1	85,000	85,000
56	02	10.33	0247.03	6699	OHV Rec - Replace HD 2-axle Trailer for Trail Dozer	N/A	1999	4	1	12,000	12,000
57	02	10.33	0247.03	6699	OHV Rec - Replace HD 1-axle Trailer for mini-excavator	N/A	2009	3	1	6,000	6,000
58	02	10.33	0247.03	6650	OHV Rec - Replace 3 Off-highway Motorcycles	N/A	2013	18	3	9,100	27,300
59	02	10.33	0247.03	6650	OHV Rec - Replace 1 Snowmobiles	N/A	2012	8	1	11,000	11,000
60	02	10.33	0247.03	6650	OHV Rec - Replace 2 ATVs	N/A	2012	10	2	8,500	17,000
61	02	10.33	0410.01	6630	Heyburn - Replace 1/2-ton 4WD 4x4 Pickup Truck (R248)	157,500	1999	1	1	26,000	26,000
62	02	10.33	0243	6630	Thousand Springs - Replace 1/2-ton 4WD 4x4 Pickup Truck (R266)	140,000	2000	1	1	26,000	26,000
63	02	10.33	0243	6630	NRO - Replace 8 Passenger Van (R283)	145,900	2001	1	1	26,000	26,000
64	02	10.33	0243	6630	Hells Gate - Replace 1/2-ton 4WD 4x4 Pickup Truck (R191)	140,000	1997	1	1	26,000	26,000
65	02	10.33	0243	6630	Cascade - Replace 1/2-ton 4WD 4x4 Pickup Truck (R428)	136,800	2001	1	1	26,000	26,000
66	02	10.33	0243	6630	Bruneau Dunes - Replace 1/2-ton 4WD 4x4 Pickup Truck (R277)	131,600	2001	1	1	26,000	26,000
67	02	10.33	0243	6630	City of Rocks - Replace 1/2-ton 4WD 4x4 Pickup Truck (R297)	112,000	2002	1	1	26,000	26,000
68	02	10.33	0243	6630	Farragut - Replace 1/2-ton 4WD 4x4 Pickup Truck (R319)	185,400	2005	1	1	26,000	26,000
69	02	10.31	0243	6630	Priest Lake - Replace 1/2-ton 4WD 4x4 Pickup Truck (R310)	173,600	2004	1	1	26,000	26,000
70	02	10.33	0243	6630	Old Mission - Replace 1/2-ton 4WD 4x4 Pickup Truck (R352)	157,200	2007	1	1	26,000	26,000
71	02	10.31	0243	6650	Lucky Peak - Replace Tractor	N/A	1982	1	1	45,000	45,000
72	02	10.31	0243	6610	Trail of the Cd'A - Replace 60" Mower	N/A	N/A	1	1	15,000	15,000
73	02	10.33	0243	6650	Massacre Rocks - Replace Kawasaki Mule Type UTV	N/A	2001	1	1	10,000	10,000
74	02	10.33	0243	6650	Walcott - Replace Kawasaki Mule Type UTV	N/A	2004	1	1	10,000	10,000
75	02	10.33	0410.01	6650	Heyburn - Replace Kawasaki Mule Type UTV	N/A	2003	1	1	10,000	10,000
76	02	10.31	0243	6610	Massacre - Replace Deere F935 Turf Mower	N/A	1999	1	1	6,500	6,500
77	02	10.31	0243	6610	Three Island - Replace 60" Mower	N/A	2009	1	1	15,000	15,000
78	02	10.31	0243	6650	NRO - Replace 5,000 lbs Forklift	N/A	1964	1	1	7,000	7,000
79	02	10.31	0243	6650	Walcott - Replace Air Compressor	N/A	2005	1	1	2,500	2,500
80	02	10.31	0243	6699	Eagle Island - Replace Truck Bed Fire Pumper Unit	N/A	1998	1	1	8,000	8,000
81	02	10.31	0243	6699	Round Lake - Replace Campsite Grills	N/A	N/A	15	15	300	4,500
82	02	10.31	0243	6610	Harriman - Replace X-Country Ski Trail Groomer	N/A	2000	1	1	60,000	60,000
83	02	10.33	0243	6650	Priest Lake - Replace Kawasaki Mule Type UTV	N/A	2000	1	1	10,000	10,000

**FORM B7: ONE-TIME OE AND ONE-TIME CO SUMMARY**

 Agency/Department: Department of Parks and Recreation  
 Program (if applicable):

Request for Fiscal Year : 2019

Agency Number: 340

Function/Activity Number:

 Original Request Date: 9/1/2017  
 Revision Request Date:

Page: of

84	02	10.33	0243	6650	Henrys Lake - Replace Kawasaki Mule Type UTV	N/A	1999	1	1	10,000	10,000
85	02	10.31	0243	6699	Yankee Fork - Replace Snow Plow Blade	N/A	1993	1	1	6,800	6,800
86	02	10.31	0243	6699	Old Mission - Replace Sprinkler System Components	N/A	1980	1	1	3,000	3,000
87	02	10.33	0243	6650	Eagle Island - Replace Golf Cart	N/A	2006	1	1	8,000	8,000
88	02	10.33	0243	6620	SRO - Replace Single Axle 5 Yd Dump Truck (R341) w/used equivalent	300,000	1993	1	1	35,000	35,000
89	02	10.33	0243	6630	Hells Gate - Replace 1-ton Pickup w/Dump Body	62,400	1975	1	1	40,000	40,000
72	01	10.34	0243	6410	IT - Replace Desktop Computers	N/A	various	185	56	1,100	61,600
73	01	10.34	0243	6410	IT - Replace Laptop Computers	N/A	various	59	2	1,700	3,400
74	01	10.34	0243	6411	IT - Replace Servers	N/A	various	9	2	12,000	24,000
75	01	10.34	0243	6413	IT - Replace Network Switches	N/A	various	11	10	2,000	20,000
76	01	10.34	0243	6415	IT - Replace Server Tape Drive Backup Systems	N/A	various	9	3	7,700	23,100
77	01	10.34	0125	6416	IT - Replace Telephone System - Desktop Handsets	N/A	various	100	100	300	30,000
78	01	10.34	0125	6416	IT - Replace Telephone System - Licensing	N/A	various	100	100	200	20,000
79	01	10.34	0125	6416	IT - Replace Telephone System - Conference Room Handsets	N/A	various	4	4	1,300	5,200
80	01	10.34	0125	6416	IT - Replace Telephone System - Software for Call Center Management	N/A	various	2	2	2,000	4,000
81	01	10.34	0125	6416	IT - Replace Telephone System - Implementation Services	N/A	various	1	1	6,000	6,000
										<b>Grand Total</b>	<b>9,902,900</b>

<b>Grand Total by Program</b>										<b>9,902,900</b>
01	Management Services									227,300
02	Park Operations									1,932,600
03	Capital Development									7,743,000

<b>Grand Total by Decision Unit</b>										<b>9,902,900</b>
10.31	Replacement Items - Park Infrastructure Repair & Equipment Replacement									1,304,300
10.33	Replacement Items - Vehicles									468,300
10.34	Replacement Items - IT Replacement Equipment									197,300
10.35	Replacement Items - Deferred Maintenance Projects									3,743,000
12.05	Program Enhancement - OHV Rec - New Single Track Trail Dozer Acquisition									100,000
12.06	Program Enhancement - Boating Rec - New Covered Storage Building at HQ									60,000
12.07	Program Enhancement - Truck and Trailer to Support 1.0 FTP									30,000
12.09	Program Enhancement - Billingsley Creek - Visitor Center									1,000,000
12.10	Program Enhancement - Billingsley Creek - Park Entrance Road									650,000
12.11	Program Enhancement - Billingsley Creek - Paved Trail (Match for RTP Grant)									100,000
12.12	Program Enhancement - Billingsley Creek - Campground (RV Grant)									2,200,000
12.13	Program Enhancement - Billingsley Creek - Irrigation System Modification									50,000

<b>Grand Total by Fund Source</b>										<b>9,902,900</b>
0001	Indirect Cost Recovery									2,791,000
0125	Indirect Cost Recovery									65,200
0243	Parks and Recreation									662,400
0247.01	Recreational Fuels - Capital Improvement									982,000
0247.03	Recreational Fuels - Off-road Motor Vehicle									813,300
0247.04	Recreational Fuels - Road and Bridge Fund									650,000
0250.05	Parks and Recreation - Recreational Vehicle Fund									1,100,000
0348	Federal Grant Fund									1,728,000
0410.01	Parks and Recreation Enterprise (enterprise operations, cabins, marina, retail sales)									36,000
0496.03	Park Land Trust - McCroskey									1,075,000

**FORM B7: ONE-TIME OE AND ONE-TIME CO SUMMARY**Agency/Department: Department of Parks and Recreation  
Program (if applicable)

Request for Fiscal Year : 2019

Agency Number: 340

Function/Activity Number:

Original Request Date:  
9/1/2017

Revision Request Date:

Page: of

<b>Grand Total by Category</b>					<b>9,902,900</b>
6198	Other Site Development - 1099 Reportable	0	11		2,007,000
6231	Building Improvement - 1099 Reportable	0	24		1,975,000
6398	Other Property Improvements - 1099 Reportable	0	16		3,795,000
6410	Personal Computer Hardware	244	58		65,000
6411	Server and Storage Hardware	9	2		24,000
6413	Networking Hardware	11	10		20,000
6415	Peripheral Equipment	9	3		23,100
6416	Telephone and VOIP Equipment	207	207		65,200
6610	Landscape Equipment	131	16		1,301,500
6620	Construction Equipment	1	1		35,000
6630	Auto & Light Trucks	12	13		358,000
6650	Small Motorized Equipment	45	15		167,800
6699	Other Non-motorized Equipment	25	22		66,300

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Source - Indirect cost rate recovery on federal grants. Uses - General department administrative costs and State & Federal Grant Program administration.

FUND NAME:	Indirect Cost Recovery	FUND CODE:	0125-00	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>798,700</b>	<b>770,500</b>	<b>799,500</b>	<b>788,800</b>	<b>777,000</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>798,700</b>	<b>770,500</b>	<b>799,500</b>	<b>788,800</b>	<b>777,000</b>
4. Revenue (from Form B-11)				461,700	164,000	432,000	432,000	432,000
5. Non-revenue Receipts and Other Adjustments				0	134,700	0	0	0
6. Transfers in from (Fund Title): Federal Grant		Fund or Reference:	0348-00	0	84,900	0	0	0
7. Transfers in from (Fund Title):		Fund or Reference:		0	0	0	0	0
<b>8. Total Available for Year</b>				<b>1,260,400</b>	<b>1,154,100</b>	<b>1,231,500</b>	<b>1,220,800</b>	<b>1,209,000</b>
9. Transfers out to (Fund Title):		Fund or Reference:		0	800	0	0	0
10. Transfers out to (Fund Title):		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	400	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				475,500	425,600	442,700	443,800	519,400
14. Prior Year Reappropriations, Supplementals, Rescissions				89,200	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(74,800)	(72,200)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				489,900	353,400	442,700	443,800	519,400
<b>Ending Cash Balance</b>				<b>770,500</b>	<b>799,500</b>	<b>788,800</b>	<b>777,000</b>	<b>689,600</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0	0	0
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>770,500</b>	<b>799,500</b>	<b>788,800</b>	<b>777,000</b>	<b>689,600</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>489,900</b>	<b>353,400</b>	<b>442,700</b>	<b>443,800</b>	<b>519,400</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : **2019**Agency/Department: **Department of Parks and Recreation**Agency Number: **340**Original Request Date: **September 1, 2017** or Revision Request Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Sources and Uses: Sources - Park user fees (e.g., camping, motor vehicle entry fees and Park Passports). Uses - Administration and operations of the department.

FUND NAME:	Parks and Recreation	FUND CODE:	0243-00	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>1,437,500</b>	<b>2,348,700</b>	<b>3,497,600</b>	<b>2,663,900</b>	<b>2,284,500</b>
2. Encumbrances as of July 1				17,800	0	63,700	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>1,455,300</b>	<b>2,348,700</b>	<b>3,561,300</b>	<b>2,663,900</b>	<b>2,284,500</b>
4. Revenue (from Form B-11)				6,589,800	6,175,700	6,510,000	6,640,100	6,771,000
5. Non-revenue Receipts and Other Adjustments				(293,000)	447,700	0	0	0
6. Transfers in from (Fund Title): RV Reservation Waiver	Fund or Reference:	0250-05		54,700	62,500	62,500	62,500	62,500
7. Transfers in from (Fund Title): ITD - Park Passport	Fund or Reference:			1,439,600	1,584,100	1,742,500	1,829,600	1,921,100
<b>8. Total Available for Year</b>				<b>9,246,400</b>	<b>10,618,700</b>	<b>11,876,300</b>	<b>11,196,100</b>	<b>11,039,100</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				535,500	541,300	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				17,800	0	63,700	0	0
13. Original Appropriation				6,851,700	7,528,700	8,973,000	8,911,600	8,822,500
14. Prior Year Reappropriations, Supplementals, Rescissions				133,600	74,300	375,700	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				16,300	8,000	0	0	0
16. Reversions / Projected Reversions				(582,900)	(655,500)	(200,000)	0	0
17. Current Year Reappropriation / Projected Reappropriation				(74,300)	(375,700)	0	0	0
18. Reserve for Current Year Encumbrances				0	(63,700)	0	0	0
19. Current Year Cash Expenditures				6,344,400	6,516,100	9,148,700	8,911,600	8,822,500
<b>Ending Cash Balance</b>				<b>2,348,700</b>	<b>3,561,300</b>	<b>2,663,900</b>	<b>2,284,500</b>	<b>2,216,600</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0			
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0			
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	63,700			
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0			
22a. Current Year Reappropriation				N/A	N/A		0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>2,348,700</b>	<b>3,497,600</b>	<b>2,663,900</b>	<b>2,284,500</b>	<b>2,216,600</b>

<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>	<b>6,344,400</b>	<b>6,579,800</b>	<b>9,148,700</b>	<b>8,911,600</b>	<b>8,822,500</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>					

Notes:

- Revenue projection for FY 2017 bumped Passport to 10% increase over FY 2016 based on actual y-t-d results. Other actual y-t-d results are at 72% of estimate.
- Revenue projections for FY 2018 and FY 2019 include 2% increases in Camping and Use Fees, and 5% Passport growth.

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Source - Administrative fee (15%) of revenue from boat, snowmobile, motorbike and ATV/UTV registrations (does not include RVs). Uses - Any department administrative costs. Also includes cash transfers to counties for OHV law enforcement and to ISDA for invasive species.

FUND NAME:	Registration Administration	FUND CODE:	0243-02	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>1,958,400</b>	<b>2,360,800</b>	<b>2,646,100</b>	<b>2,632,700</b>	<b>2,610,600</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>1,958,400</b>	<b>2,360,800</b>	<b>2,646,100</b>	<b>2,632,700</b>	<b>2,610,600</b>
4. Revenue (from Form B-11)				2,455,500	2,470,900	2,406,100	2,406,100	2,406,100
5. Non-revenue Receipts and Other Adjustments				58,300	228,500	0	0	0
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>4,472,200</b>	<b>5,060,200</b>	<b>5,052,200</b>	<b>5,038,800</b>	<b>5,016,700</b>
9. Transfers out to (Fund Title): ISDA - Invasive Species	Fund or Reference:			1,356,800	1,583,400	1,500,000	1,500,000	1,500,000
10. Transfers out to (Fund Title): IDL - OHV	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				23,000	21,800	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				897,500	908,000	919,500	928,200	943,500
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(165,900)	(99,100)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				731,600	808,900	919,500	928,200	943,500
<b>Ending Cash Balance</b>				<b>2,360,800</b>	<b>2,646,100</b>	<b>2,632,700</b>	<b>2,610,600</b>	<b>2,573,200</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>2,360,800</b>	<b>2,646,100</b>	<b>2,632,700</b>	<b>2,610,600</b>	<b>2,573,200</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>731,600</b>	<b>808,900</b>	<b>919,500</b>	<b>928,200</b>	<b>943,500</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Source - Revenue from the sale and renewal of the Sawtooth National Recreation Area (SNRA) specialty license plate. Uses - 15% is retained by the department for administrative costs and 85% is transferred to the Sawtooth Society for grants supporting facilities and services within the SNRA.

FUND NAME:	Sawtooth License Plates	FUND CODE:	0243-03	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				0	0	0	0	0
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				0	0	0	0	0
4. Revenue (from Form B-11)				0	0	0	0	0
5. Non-revenue Receipts and Oth Suspense Clearing				0	0	0	0	0
6. Transfers in from (Fund Title): ITD	Fund or Reference:	49-419(A)		39,600	39,500	40,000	40,000	40,000
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>39,600</b>	<b>39,500</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
9. Transfers out to (Fund Title): ITD Passport Transfer Error Correction	Fund or Reference:	0243		0	0	0	0	0
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				60,000	60,000	58,800	58,800	58,800
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(20,400)	(20,500)	(18,800)	(18,800)	(18,800)
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				39,600	39,500	40,000	40,000	40,000
<b>Ending Cash Balance</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>39,600</b>	<b>39,500</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Source - Revenue set-aside from the sale and renewal of the Cutthroat Wildlife specialty license plate. Uses - Grant program for the construction and maintenance of nonmotorized boating access facilities.

FUND NAME:	Cutthroat License Plate	FUND CODE:	0243-04	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>63,700</b>	<b>45,000</b>	<b>25,200</b>	<b>11,700</b>	<b>28,200</b>
2. Encumbrances as of July 1				2,500	0	15,000	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>66,200</b>	<b>45,000</b>	<b>40,200</b>	<b>11,700</b>	<b>28,200</b>
4. Revenue (from Form B-11)				0	0	0	0	0
5. Non-revenue Receipts and Other Adjustments				0	0	0	0	0
6. Transfers in from (Fund Title): IDFG		Fund or Reference:	49-417(2)(c)	15,200	16,000	16,500	16,500	16,500
7. Transfers in from (Fund Title):		Fund or Reference:		0	0	0	0	0
<b>8. Total Available for Year</b>				<b>81,400</b>	<b>61,000</b>	<b>56,700</b>	<b>28,200</b>	<b>44,700</b>
9. Transfers out to (Fund Title):		Fund or Reference:		0	0	0	0	0
10. Transfers out to (Fund Title):		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	15,000	0	0
13. Original Appropriation				60,000	60,000	30,000	30,000	30,000
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(23,600)	(24,200)	0	(30,000)	(30,000)
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	(15,000)	0	0	0
19. Current Year Cash Expenditures				36,400	20,800	30,000	0	0
<b>Ending Cash Balance</b>				<b>45,000</b>	<b>40,200</b>	<b>11,700</b>	<b>28,200</b>	<b>44,700</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	15,000	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>45,000</b>	<b>25,200</b>	<b>11,700</b>	<b>28,200</b>	<b>44,700</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>36,400</b>	<b>35,800</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:



**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Source - Revenue from the sale and renewal of the Idaho Mountain Bike specialty license plate. \$22 for each new plate and \$12 for each renewal. Uses - Grant program for the preservation, maintenance and expansion of recreational trails within Idaho where mountain biking is permitted (I.C. 49-419E).

FUND NAME:	Mountain Bike License Plate	FUND CODE:	0243-05	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>49,000</b>	<b>72,600</b>	<b>98,000</b>	<b>80,000</b>	<b>62,000</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>49,000</b>	<b>72,600</b>	<b>98,000</b>	<b>80,000</b>	<b>62,000</b>
4. Revenue (from Form B-11)				0	0	0	0	0
5. Non-revenue Receipts and Other Adjustments				0	0	0	0	0
6. Transfers in from (Fund Title): ITD		Fund or Reference:	49-419(E)	23,600	25,400	25,000	25,000	25,000
7. Transfers in from (Fund Title):		Fund or Reference:		0	0	0	0	0
<b>8. Total Available for Year</b>				<b>72,600</b>	<b>98,000</b>	<b>123,000</b>	<b>105,000</b>	<b>87,000</b>
9. Transfers out to (Fund Title):		Fund or Reference:		0	0	0	0	0
10. Transfers out to (Fund Title):		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				11,800	11,800	43,000	43,000	43,000
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(11,800)	(11,800)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				0	0	43,000	43,000	43,000
<b>Ending Cash Balance</b>				<b>72,600</b>	<b>98,000</b>	<b>80,000</b>	<b>62,000</b>	<b>44,000</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>72,600</b>	<b>98,000</b>	<b>80,000</b>	<b>62,000</b>	<b>44,000</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>0</b>	<b>0</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : **2019**Agency/Department: **Department of Parks and Recreation**Agency Number: **340**Original Request Date: **September 1, 2017**

or Revision Request Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Sources and Uses: Source - Percentage of state fuel tax collection. Uses - Acquisition, maintenance, improvement, repair and equipment for parks and recreation sites (63-2412 and 57-1801).

FUND NAME:	Capital Improvement Fund	FUND CODE:	0247-01	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>1,749,600</b>	<b>2,510,300</b>	<b>3,328,900</b>	<b>1,034,800</b>	<b>957,700</b>
2. Encumbrances as of July 1				150,500	0	8,600	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>1,900,100</b>	<b>2,510,300</b>	<b>3,337,500</b>	<b>1,034,800</b>	<b>957,700</b>
4. Revenue (from Form B-11) Vehicle & Equipment Sales, Insurance, Interest				28,400	9,200	0	0	0
5. Non-revenue Receipts and Other Adjustments				100	0	0	0	0
6. Transfers in from (Fund Title): Gas Tax Distribution Fund or Reference: 63-2412				1,521,800	1,518,400	1,500,000	1,500,000	1,500,000
7. Transfers in from (Fund Title): Fund or Reference:				0	0	0	0	0
<b>8. Total Available for Year</b>				<b>3,450,400</b>	<b>4,037,900</b>	<b>4,837,500</b>	<b>2,534,800</b>	<b>2,457,700</b>
9. Transfers out to (Fund Title): Rec Fuels Administrative Fund (20%) Fund or Reference: 0247-06				272,100	286,000	290,000	290,000	290,000
10. Transfers out to (Fund Title): Fund or Reference:				0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				200	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				149,600	0	8,600	0	0
13. Original Appropriation				693,100	1,238,300	1,788,600	1,287,100	1,176,600
14. Prior Year Reappropriations, Supplementals, Rescissions				817,200	908,400	1,715,500	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				26,300	9,100	0	0	0
16. Reversions / Projected Reversions				(110,000)	(17,300)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				(908,400)	(1,715,500)	0	0	0
18. Reserve for Current Year Encumbrances				0	(8,600)	0	0	0
19. Current Year Cash Expenditures				518,200	414,400	3,504,100	1,287,100	1,176,600
<b>Ending Cash Balance</b>				<b>2,510,300</b>	<b>3,337,500</b>	<b>1,034,800</b>	<b>957,700</b>	<b>991,100</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	8,600	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>2,510,300</b>	<b>3,328,900</b>	<b>1,034,800</b>	<b>957,700</b>	<b>991,100</b>

<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>	<b>518,200</b>	<b>423,000</b>	<b>3,504,100</b>	<b>1,287,100</b>	<b>1,176,600</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>					

Notes:

- FY 2017 Fuel Tax Distributions almost dead even with FY 2016 totals through March 31st.

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : **2019**Agency/Department: **Department of Parks and Recreation**Agency Number: **340**Original Request Date: **September 1, 2017**

or Revision Request Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Sources and Uses: Source - Percentage of state fuel tax collection. Uses - Grant program for the protection and promotion of safety, waterways improvement including boat ramps, parking, marking, search and rescue, and property acquisition (63-2412 and 57-1501).

FUND NAME:	Waterways Improvement Fund	FUND CODE:	0247-02	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>1,391,900</b>	<b>1,246,700</b>	<b>1,555,500</b>	<b>1,216,600</b>	<b>1,179,100</b>
2. Encumbrances as of July 1				195,700	588,900	303,000	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>1,587,600</b>	<b>1,835,600</b>	<b>1,858,500</b>	<b>1,216,600</b>	<b>1,179,100</b>
4. Revenue (from Form B-11) Vehicle & Equipment Sales, Insurance, Interest				0	0	0	0	0
5. Non-revenue Receipts and Oth Suspense Clearing, Deferred Revenue				0	0	0	0	0
6. Transfers in from (Fund Title): Gas Tax Distribution	Fund or Reference:	63-2412		1,520,300	1,517,800	1,500,000	1,500,000	1,500,000
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>3,107,900</b>	<b>3,353,400</b>	<b>3,358,500</b>	<b>2,716,600</b>	<b>2,679,100</b>
9. Transfers out to (Fund Title): Rec Fuels Administrative Fund (20%)	Fund or Reference:	0247-06		272,100	286,000	290,000	290,000	290,000
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				151,400	443,200	303,000	0	0
13. Original Appropriation				1,225,000	1,221,200	1,247,500	1,247,500	1,247,500
14. Prior Year Reappropriations, Supplementals, Rescissions				397,000	122,200	301,400	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(105,100)	(39,200)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				(122,200)	(301,300)	0	0	0
18. Reserve for Current Year Encumbrances				(545,900)	(237,200)	0	0	0
19. Current Year Cash Expenditures				848,800	765,700	1,548,900	1,247,500	1,247,500
<b>Ending Cash Balance</b>				<b>1,835,600</b>	<b>1,858,500</b>	<b>1,216,600</b>	<b>1,179,100</b>	<b>1,141,600</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				43,000	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				545,900	65,800	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	237,200	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>1,246,700</b>	<b>1,555,500</b>	<b>1,216,600</b>	<b>1,179,100</b>	<b>1,141,600</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>1,394,700</b>	<b>1,002,900</b>	<b>1,548,900</b>	<b>1,247,500</b>	<b>1,247,500</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : **2019**Agency/Department: **Department of Parks and Recreation**Agency Number: **340**Original Request Date: **September 1, 2017**

or Revision Request Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Sources and Uses: Source - Percentage of state fuel tax collection. Uses - Grant program for the acquisition and maintenance of off-highway vehicle sites and facilities (63-2412 and 57-1901).

<b>FUND NAME:</b>	<b>Off-Road Motor Vehicle Fund (ORMV)</b>	<b>FUND CODE:</b>	<b>0247-03</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Estimate</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Estimate</b>
<b>1. Beginning Free Fund Balance</b>				<b>950,800</b>	<b>1,614,400</b>	<b>1,927,100</b>	<b>1,977,400</b>	<b>1,609,700</b>
2. Encumbrances as of July 1				560,900	371,200	408,200	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>1,511,700</b>	<b>1,985,600</b>	<b>2,335,300</b>	<b>1,977,400</b>	<b>1,609,700</b>
4. Revenue (from Form B-11) Vehicle & Equipment Sales, Insurance, Interest				0	0	0	0	0
5. Non-revenue Receipts and Oth Suspense Clearing, Deferred Revenue				0	0	0	0	0
6. Transfers in from (Fund Title): Gas Tax Distribution	Fund or Reference:	63-2412		1,520,300	1,517,800	1,500,000	1,500,000	1,500,000
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>3,032,000</b>	<b>3,503,400</b>	<b>3,835,300</b>	<b>3,477,400</b>	<b>3,109,700</b>
9. Transfers out to (Fund Title): Rec Fuels Administrative Fund (20%)	Fund or Reference:	0247-06		272,100	286,000	290,000	290,000	290,000
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				383,200	274,500	408,200	0	0
13. Original Appropriation				1,067,200	1,109,500	1,155,600	1,577,700	1,310,400
14. Prior Year Reappropriations, Supplementals, Rescissions				4,600	4,600	4,100	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(374,200)	(139,900)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				(4,600)	(4,100)	0	0	0
18. Reserve for Current Year Encumbrances				(301,900)	(362,500)	0	0	0
19. Current Year Cash Expenditures				391,100	607,600	1,159,700	1,577,700	1,310,400
<b>Ending Cash Balance</b>				<b>1,985,600</b>	<b>2,335,300</b>	<b>1,977,400</b>	<b>1,609,700</b>	<b>1,509,300</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				69,300	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				301,900	45,700	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	362,500	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>1,614,400</b>	<b>1,927,100</b>	<b>1,977,400</b>	<b>1,609,700</b>	<b>1,509,300</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>693,000</b>	<b>970,100</b>	<b>1,159,700</b>	<b>1,577,700</b>	<b>1,310,400</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017or Revision Request Date: Page      of     

Sources and Uses: Source - Percentage of state fuel tax collection. Uses - Approximately 1/2 to Capital Development and 1/2 to grant program the development and maintenance of roads, bridges and parking areas within and leading to parks and recreation areas of the state (63-2412).

FUND NAME:	Road and Bridge Fund	FUND CODE:	0247-04	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>749,400</b>	<b>911,100</b>	<b>1,030,600</b>	<b>903,300</b>	<b>1,076,100</b>
2. Encumbrances as of July 1				246,400	324,100	274,600	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>995,800</b>	<b>1,235,200</b>	<b>1,305,200</b>	<b>903,300</b>	<b>1,076,100</b>
4. Revenue (from Form B-11) Vehicle & Equipment Sales, Insurance, Interest				0	0	0	0	0
5. Non-revenue Receipts and Oth Suspense Clearing, Deferred Revenue				0	0	0	0	0
6. Transfers in from (Fund Title): Gas Tax Distribution		Fund or Reference:	63-2412	791,900	790,500	800,000	800,000	800,000
7. Transfers in from (Fund Title):		Fund or Reference:		0	0	0	0	0
<b>8. Total Available for Year</b>				<b>1,787,700</b>	<b>2,025,700</b>	<b>2,105,200</b>	<b>1,703,300</b>	<b>1,876,100</b>
9. Transfers out to (Fund Title): Rec Fuels Administrative Fund (20%)		Fund or Reference:	0247-06	141,100	149,000	150,000	150,000	150,000
10. Transfers out to (Fund Title):		Fund or Reference:		0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				86,300	118,600	274,600	0	0
13. Original Appropriation				524,400	547,400	477,200	477,200	1,127,200
14. Prior Year Reappropriations, Supplementals, Rescissions				313,100	348,400	300,100	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				0	(18,200)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				(348,400)	(300,100)	0	0	0
18. Reserve for Current Year Encumbrances				(164,000)	(124,600)	0	0	0
19. Current Year Cash Expenditures				325,100	452,900	777,300	477,200	1,127,200
<b>Ending Cash Balance</b>				<b>1,235,200</b>	<b>1,305,200</b>	<b>903,300</b>	<b>1,076,100</b>	<b>598,900</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				160,100	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				164,000	150,000	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	124,600	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>911,100</b>	<b>1,030,600</b>	<b>903,300</b>	<b>1,076,100</b>	<b>598,900</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>489,100</b>	<b>577,500</b>	<b>777,300</b>	<b>477,200</b>	<b>1,127,200</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     Sources and Uses: Source - Administration fee (20%) from each of the four dedicated recreational fuel tax funds (0247-01, 0247-02, 0247-03 and 0247-04).

Uses - Any department administrative costs (63-2412).

FUND NAME:	Rec Fuels Administration Fund	FUND CODE:	0247-06	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>612,700</b>	<b>324,400</b>	<b>256,000</b>	<b>239,000</b>	<b>219,700</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>612,700</b>	<b>324,400</b>	<b>256,000</b>	<b>239,000</b>	<b>219,700</b>
4. Revenue (from Form B-11) Vehicle & Equipment Sales, Insurance, Interest				0	0	0	0	0
5. Non-revenue Receipts and Oth Suspense Clearing, Deferred Revenue				0	0	0	0	0
6. Transfers in from (Fund Title): Gas Tax Distribution Fund or Reference: 63-2412				957,300	1,006,900	1,000,000	1,000,000	1,000,000
7. Transfers in from (Fund Title): Fund or Reference:				0	0	0	0	0
<b>8. Total Available for Year</b>				<b>1,570,000</b>	<b>1,331,300</b>	<b>1,256,000</b>	<b>1,239,000</b>	<b>1,219,700</b>
9. Transfers out to (Fund Title): Return Unused Distribution Fund or Reference:				539,700	251,500	0	0	0
10. Transfers out to (Fund Title): Fund or Reference:				0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				864,400	976,900	1,017,000	1,019,300	996,000
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(158,500)	(153,100)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				705,900	823,800	1,017,000	1,019,300	996,000
<b>Ending Cash Balance</b>				<b>324,400</b>	<b>256,000</b>	<b>239,000</b>	<b>219,700</b>	<b>223,700</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>324,400</b>	<b>256,000</b>	<b>239,000</b>	<b>219,700</b>	<b>223,700</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>705,900</b>	<b>823,800</b>	<b>1,017,000</b>	<b>1,019,300</b>	<b>996,000</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Source - Revenue from boat registration fees. Uses - Up to 15% retained by the department for administrative costs (fund 0243-02). 85% distributed to counties to support program development, boating facilities, maintenance and services (67-7013).

FUND NAME:	State Vessel Fund	FUND CODE:	0250-01	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				0	0	0	0	0
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				0	0	0	0	0
4. Revenue (from Form B-11)				2,326,400	2,303,700	2,300,000	2,300,000	2,300,000
5. Non-revenue Receipts and Oth Suspense Clearing, Deferred Revenue				0	0	0	0	0
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>2,326,400</b>	<b>2,303,700</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>2,300,000</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				2,350,000	2,350,000	2,350,000	2,350,000	2,350,000
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(23,600)	(46,300)	(50,000)	(50,000)	(50,000)
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				2,326,400	2,303,700	2,300,000	2,300,000	2,300,000
<b>Ending Cash Balance</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>2,326,400</b>	<b>2,303,700</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>2,300,000</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Source - Revenue from the Park and Ski permits. Uses - Up to 15% retained by the department for administrative costs (fund 0243-02). 85% distributed to programs for snow removal, development and maintenance of trails and parking lots (67-7115 and 67-7118).

FUND NAME:	Cross-Country Ski Fund	FUND CODE:	0250-02	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>118,900</b>	<b>138,000</b>	<b>109,700</b>	<b>102,900</b>	<b>101,100</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>118,900</b>	<b>138,000</b>	<b>109,700</b>	<b>102,900</b>	<b>101,100</b>
4. Revenue (from Form B-11)				73,600	91,200	84,800	84,800	84,800
5. Non-revenue Receipts and Oth Suspense Clearing, Deferred Revenue				0	0	0	0	0
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>192,500</b>	<b>229,200</b>	<b>194,500</b>	<b>187,700</b>	<b>185,900</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				106,600	157,000	111,600	111,600	111,600
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(52,100)	(37,500)	(20,000)	(25,000)	(25,000)
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				54,500	119,500	91,600	86,600	86,600
<b>Ending Cash Balance</b>				<b>138,000</b>	<b>109,700</b>	<b>102,900</b>	<b>101,100</b>	<b>99,300</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>138,000</b>	<b>109,700</b>	<b>102,900</b>	<b>101,100</b>	<b>99,300</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>54,500</b>	<b>119,500</b>	<b>91,600</b>	<b>86,600</b>	<b>86,600</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:



**FORM B12: ANALYSIS OF FUND BALANCES**

Request for Fiscal Year : 2019

Agency/Department: Department of Parks and Recreation

Agency Number: 340

Original Request Date: September 1, 2017 or Revision Request Date:

Page \_\_\_\_ of \_\_\_\_

Sources and Uses: Source - Revenue from snowmobile registration fees. Uses - After \$1.00 set-aside transferred to ISP Search & Rescue Fund (0266-01), up to 15% retained by the department for administrative costs (fund 0243-02). 85% distributed to counties to provide services or facilities benefitting snowmobiling (e.g., trail grooming, parking lot plowing, warming huts and trail signing (67-7106)).

FUND NAME:	Snowmobile Fund	FUND CODE:	0250-03	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>1,244,200</b>	<b>993,300</b>	<b>1,018,500</b>	<b>941,400</b>	<b>891,400</b>
2. Encumbrances as of July 1				0	0	18,000	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>1,244,200</b>	<b>993,300</b>	<b>1,036,500</b>	<b>941,400</b>	<b>891,400</b>
4. Revenue (from Form B-11)				901,700	909,000	1,021,100	1,021,100	1,021,100
5. Non-revenue Receipts and Other Adjustments				0	0	0	0	0
6. Transfers in from (Fund Title): ISP - Search & Rescue Excess	Fund or Reference:	67-2913A		6,700	6,500	0	0	0
7. Transfers in from (Fund Title): ITD - Snowmobile Plate / Unused Admin	Fund or Reference:	49-420		29,800	467,700	91,000	91,000	91,000
<b>8. Total Available for Year</b>				<b>2,182,400</b>	<b>2,376,500</b>	<b>2,148,600</b>	<b>2,053,500</b>	<b>2,003,500</b>
9. Transfers out to (Fund Title): ISP - Search & Rescue (see 0266.01)	Fund or Reference:	67-7106		13,800	0	0	0	0
10. Transfers out to (Fund Title): Internal Transfer to 17SNOW-00	Fund or Reference:			0	228,800	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	18,000	0	0
13. Original Appropriation				1,334,900	1,328,800	1,289,200	1,262,100	1,268,700
14. Prior Year Reappropriations, Supplementals, Rescissions				0	0	0	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(159,600)	(199,600)	(100,000)	(100,000)	(100,000)
17. Current Year Reappropriation / Projected Reappropriation				0	0	0	0	0
18. Reserve for Current Year Encumbrances				0	(18,000)	0	0	0
19. Current Year Cash Expenditures				1,175,300	1,111,200	1,189,200	1,162,100	1,168,700
<b>Ending Cash Balance</b>				<b>993,300</b>	<b>1,036,500</b>	<b>941,400</b>	<b>891,400</b>	<b>834,800</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	18,000	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>993,300</b>	<b>1,018,500</b>	<b>941,400</b>	<b>891,400</b>	<b>834,800</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>1,175,300</b>	<b>1,129,200</b>	<b>1,189,200</b>	<b>1,162,100</b>	<b>1,168,700</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page  of 

Sources and Uses: Source - Revenue from motorbike, ATV and UTV registration fees. Uses - Up to 15% retained by the department for administrative costs (fund 0243-02). 85% distributed through grant program for acquisition, development and maintenance of off-highway trails and facilities and for off-road user education. (67-7127).

FUND NAME:	Motorbike Fund	FUND CODE:	0250-04	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>438,900</b>	<b>677,700</b>	<b>877,800</b>	<b>957,400</b>	<b>906,400</b>
2. Encumbrances as of July 1				305,800	182,200	150,000	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>744,700</b>	<b>859,900</b>	<b>1,027,800</b>	<b>957,400</b>	<b>906,400</b>
4. Revenue (from Form B-11)				1,113,200	1,099,900	1,059,400	1,059,400	1,059,400
5. Non-revenue Receipts and Oth Suspense Clearing, Deferred Revenue				0	0	0	0	0
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>1,857,900</b>	<b>1,959,800</b>	<b>2,087,200</b>	<b>2,016,800</b>	<b>1,965,800</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				242,500	155,600	150,000	0	0
13. Original Appropriation				1,608,800	1,472,700	1,276,600	1,110,400	1,124,900
14. Prior Year Reappropriations, Supplementals, Rescissions				26,700	15,000	3,200	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				7,500	3,400	0	0	0
16. Reversions / Projected Reversions				(727,000)	(561,500)	(300,000)	0	0
17. Current Year Reappropriation / Projected Reappropriation				(15,000)	(3,200)	0	0	0
18. Reserve for Current Year Encumbrances				(145,500)	(150,000)	0	0	0
19. Current Year Cash Expenditures				755,500	776,400	979,800	1,110,400	1,124,900
<b>Ending Cash Balance</b>				<b>859,900</b>	<b>1,027,800</b>	<b>957,400</b>	<b>906,400</b>	<b>840,900</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				36,700	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				145,500	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	150,000	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>677,700</b>	<b>877,800</b>	<b>957,400</b>	<b>906,400</b>	<b>840,900</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>901,000</b>	<b>926,400</b>	<b>979,800</b>	<b>1,110,400</b>	<b>1,124,900</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : **2019**Agency/Department: **Department of Parks and Recreation**Agency Number: **340**Original Request Date: **September 1, 2017** or Revision Request Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

**Sources and Uses:** Source - Revenue recreational vehicle registration fees. Uses - After \$2 deduction for county assessor costs and a 1% set-aside for ISP - Search and Rescue Fund, up to 15% retained by the department for administrative costs. From the remaining 85%, up to \$1.5 million used to support personnel and operating costs at state parks, and the remainder to grants for developing, maintaining and expanding RV facilities (49-448 and 67-4223).

<b>FUND NAME:</b>	<b>Recreational Vehicle Fund</b>	<b>FUND CODE:</b>	<b>0250-05</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Estimate</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Estimate</b>
<b>1. Beginning Free Fund Balance</b>				<b>4,777,300</b>	<b>4,415,500</b>	<b>7,474,300</b>	<b>5,135,800</b>	<b>3,524,100</b>
2. Encumbrances as of July 1				444,700	1,436,100	1,351,500	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>5,222,000</b>	<b>5,851,600</b>	<b>8,825,800</b>	<b>5,135,800</b>	<b>3,524,100</b>
4. Revenue (from Form B-11)				0	0	0	0	0
5. Non-revenue Receipts and Other Adjustments				0	0	0	0	0
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title): ITD - RV Registration Fees	Fund or Reference:	49-448		5,000,500	5,456,700	5,228,600	5,228,600	5,228,600
<b>8. Total Available for Year</b>				<b>10,222,500</b>	<b>11,308,300</b>	<b>14,054,400</b>	<b>10,364,400</b>	<b>8,752,700</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title): Waived Camping Reservation Fee	Fund or Reference:	0243		47,700	55,400	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				405,800	930,400	1,351,500	0	0
13. Original Appropriation				4,368,700	4,455,500	6,885,800	6,840,300	6,857,700
14. Prior Year Reappropriations, Supplementals, Rescissions				1,637,900	552,100	681,300	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(101,000)	(1,834,100)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				(552,100)	(681,300)	0	0	0
18. Reserve for Current Year Encumbrances				(1,436,100)	(995,500)	0	0	0
19. Current Year Cash Expenditures				3,917,400	1,496,700	7,567,100	6,840,300	6,857,700
<b>Ending Cash Balance</b>				<b>5,851,600</b>	<b>8,825,800</b>	<b>5,135,800</b>	<b>3,524,100</b>	<b>1,895,000</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				1,436,100	356,000	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	995,500	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>4,415,500</b>	<b>7,474,300</b>	<b>5,135,800</b>	<b>3,524,100</b>	<b>1,895,000</b>

<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>	<b>5,353,500</b>	<b>2,492,200</b>	<b>7,567,100</b>	<b>6,840,300</b>	<b>6,857,700</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>					

**Notes:**

- FY 2016 RV Fund transfers are about 10% ahead of FY 2015 totals through February.

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : **2019**Agency/Department: **Department of Parks and Recreation**Agency Number: **340**Original Request Date: **September 1, 2017** or Revision Request Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Sources and Uses: Grant reimbursements from Federal agencies (National Park Service, Bureau of Reclamation, U.S. Coast Guard, Federal Highways Administration and Fish and Wildlife Service). \$1.25 million borrowing limit established at SCO in October 2013.

<b>FUND NAME:</b>	<b>Federal Grants</b>	<b>FUND CODE:</b>	<b>0348</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Estimate</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Estimate</b>
<b>1. Beginning Free Fund Balance</b>				<b>(2,832,500)</b>	<b>(2,838,100)</b>	<b>(3,122,800)</b>	<b>(3,001,800)</b>	<b>(4,483,400)</b>
2. Encumbrances as of July 1				2,255,500	2,189,400	2,375,100	2,000,000	2,000,000
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>(577,000)</b>	<b>(648,700)</b>	<b>(747,700)</b>	<b>(1,001,800)</b>	<b>(2,483,400)</b>
4. Revenue (from Form B-11)				4,027,800	3,765,000	4,645,900	4,645,900	4,645,900
5. Non-revenue Receipts and Other Adjustments (includes Borrowing Limit)				1,669,700	1,048,900	1,250,000	1,250,000	1,250,000
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title): Indirect Cost Transfers	Fund or Reference:			(201,000)	201,100	0	0	0
<b>8. Total Available for Year</b>				<b>4,919,500</b>	<b>4,366,300</b>	<b>5,148,200</b>	<b>4,894,100</b>	<b>3,412,500</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title): Indirect Cost Transfers	Fund or Reference:			218,600	218,700	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	100	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				1,823,300	1,732,600	2,375,100	2,000,000	2,000,000
13. Original Appropriation				4,929,400	4,948,100	4,897,800	6,727,500	7,264,800
14. Prior Year Reappropriations, Supplementals, Rescissions				75,400	47,800	227,100	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(623,600)	(789,200)	(600,000)	(600,000)	(600,000)
17. Current Year Reappropriation / Projected Reappropriation				(47,800)	(227,100)	0	0	0
18. Reserve for Current Year Encumbrances				(2,057,100)	(2,067,000)	(2,000,000)	(2,000,000)	(2,000,000)
19. Current Year Cash Expenditures				2,276,300	1,912,600	2,524,900	4,127,500	4,664,800
<b>Ending Cash Balance</b>				<b>601,300</b>	<b>502,300</b>	<b>248,200</b>	<b>(1,233,400)</b>	<b>(3,252,300)</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				132,300	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				2,057,100	308,100	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	2,067,000	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	2,000,000	2,000,000	
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
<b>24. Ending Free Fund Balance</b>				<b>(2,838,100)</b>	<b>(3,122,800)</b>	<b>(3,001,800)</b>	<b>(4,483,400)</b>	<b>(4,502,300)</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>4,333,400</b>	<b>3,979,600</b>	<b>4,524,900</b>	<b>6,127,500</b>	<b>4,664,800</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes: - FY 2015 revenue adjusted to reflect change in 0125 revenue reporting (see 0125 tab).

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     Sources and Uses: Non-Federal grant reimbursements and other miscellaneous agreements.

FUND NAME:	Miscellaneous Revenue Fund	FUND CODE:	0349	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>136,400</b>	<b>120,400</b>	<b>137,200</b>	<b>(145,900)</b>	<b>(111,800)</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	300,000	300,000
<b>3. Beginning Cash Balance</b>				<b>136,400</b>	<b>120,400</b>	<b>137,200</b>	<b>154,100</b>	<b>188,200</b>
4. Revenue (from Form B-11)				56,800	49,500	52,500	52,500	52,500
5. Non-revenue Receipts and Oth Advances from other funds, unreserved fund				0	0	0	0	0
6. Transfers in from (Fund Title): Fund or Reference:				0	0	0	0	0
7. Transfers in from (Fund Title): Fund or Reference:				0	100	0	0	0
<b>8. Total Available for Year</b>				<b>193,200</b>	<b>170,000</b>	<b>189,700</b>	<b>206,600</b>	<b>240,700</b>
9. Transfers out to (Fund Title): Fund or Reference:				0	0	0	0	0
10. Transfers out to (Fund Title): Fund or Reference:				0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				100	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				141,900	141,500	141,500	141,500	141,500
14. Prior Year Reappropriations, Supplementals, Rescissions				382,200	325,600	317,200	300,000	300,000
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(125,800)	(117,100)	(123,100)	(123,100)	(123,100)
17. Current Year Reappropriation / Projected Reappropriation				(325,600)	(317,200)	(300,000)	(300,000)	(300,000)
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				72,700	32,800	35,600	18,400	18,400
<b>Ending Cash Balance</b>				<b>120,400</b>	<b>137,200</b>	<b>154,100</b>	<b>188,200</b>	<b>222,300</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	300,000	300,000	300,000
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>120,400</b>	<b>137,200</b>	<b>(145,900)</b>	<b>(111,800)</b>	<b>(77,700)</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>72,700</b>	<b>32,800</b>	<b>35,600</b>	<b>18,400</b>	<b>18,400</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : **2019**Agency/Department: **Department of Parks and Recreation**Agency Number: **340**Original Request Date: **September 1, 2017** or Revision Request Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Sources and Uses: Sources - Enterprise operations such as retail sales, marina operations and rentals of cabins and yurts. Uses - Park and recreation enterprise operations.

FUND NAME:	Public Recreation Enterprise Fund	FUND CODE:	0410-01	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>3,624,000</b>	<b>3,941,500</b>	<b>4,184,500</b>	<b>3,726,200</b>	<b>3,939,500</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>3,624,000</b>	<b>3,941,500</b>	<b>4,184,500</b>	<b>3,726,200</b>	<b>3,939,500</b>
4. Revenue (from Form B-11)				2,383,200	2,162,400	2,318,200	2,364,500	2,411,200
5. Non-revenue Receipts and Other Adjustments				600	2,300	0	0	0
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title): Internal Grant Transfers	Fund or Reference:			113,300	328,400	0	0	0
<b>8. Total Available for Year</b>				<b>6,121,100</b>	<b>6,434,600</b>	<b>6,502,700</b>	<b>6,090,700</b>	<b>6,350,700</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title): Internal Grant Transfers	Fund or Reference:			126,300	336,100	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				600	2,300	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				1,985,700	2,348,400	2,283,000	2,151,200	2,138,300
14. Prior Year Reappropriations, Supplementals, Rescissions				350,100	152,600	493,500	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	1,900	0	0	0
16. Reversions / Projected Reversions				(130,500)	(97,700)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				(152,600)	(493,500)	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				2,052,700	1,911,700	2,776,500	2,151,200	2,138,300
<b>Ending Cash Balance</b>				<b>3,941,500</b>	<b>4,184,500</b>	<b>3,726,200</b>	<b>3,939,500</b>	<b>4,212,400</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>3,941,500</b>	<b>4,184,500</b>	<b>3,726,200</b>	<b>3,939,500</b>	<b>4,212,400</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>2,052,700</b>	<b>1,911,700</b>	<b>2,776,500</b>	<b>2,151,200</b>	<b>2,138,300</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

- Revenue projections for FY 2018 and FY 2019 include 2% increases in Camping (Yurts & Cabins) Fees.

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page  of 

Sources and Uses: Sources - Any donation not related to other specific trust funds (0496-02, 0496-03 and 0496-05). Uses - Any purpose designated by the donor or the Parks and Recreation Board.

FUND NAME:	Park Donations Fund	FUND CODE:	0496-01	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>341,700</b>	<b>323,000</b>	<b>327,800</b>	<b>251,400</b>	<b>212,400</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>341,700</b>	<b>323,000</b>	<b>327,800</b>	<b>251,400</b>	<b>212,400</b>
4. Revenue (from Form B-11)				65,200	79,500	71,100	71,100	71,100
5. Non-revenue Receipts and Other Adjustments				0	300	0	0	0
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title): Internal Grant Transfers	Fund or Reference:			0	7,000	0	0	0
<b>8. Total Available for Year</b>				<b>406,900</b>	<b>409,800</b>	<b>398,900</b>	<b>322,500</b>	<b>283,500</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title): Internal Grant Transfers	Fund or Reference:			0	7,000	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				337,600	340,800	363,600	360,100	360,100
14. Prior Year Reappropriations, Supplementals, Rescissions				80,000	40,800	33,900	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(292,900)	(272,700)	(250,000)	(250,000)	(250,000)
17. Current Year Reappropriation / Projected Reappropriation				(40,800)	(33,900)	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				83,900	75,000	147,500	110,100	110,100
<b>Ending Cash Balance</b>				<b>323,000</b>	<b>327,800</b>	<b>251,400</b>	<b>212,400</b>	<b>173,400</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>323,000</b>	<b>327,800</b>	<b>251,400</b>	<b>212,400</b>	<b>173,400</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>83,900</b>	<b>75,000</b>	<b>147,500</b>	<b>110,100</b>	<b>110,100</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Sources - Harriman State Park user fees, cabin rentals, grazing leases and investment income (STO Bond Fund). Uses - Operation and maintenance of Harriman State Park.

FUND NAME:	Harriman Trust Fund	FUND CODE:	0496-02	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>198,800</b>	<b>210,900</b>	<b>239,200</b>	<b>205,700</b>	<b>214,900</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>198,800</b>	<b>210,900</b>	<b>239,200</b>	<b>205,700</b>	<b>214,900</b>
4. Revenue (from Form B-11)				246,200	280,300	280,100	283,700	287,300
5. Non-revenue Receipts and Other Adjustments				0	(7,900)	0	0	0
6. Transfers in from (Fund Title): JFAC transfer from ERRF (One-time)	Fund or Reference:	0150.01		0	3,400	0	0	0
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>445,000</b>	<b>486,700</b>	<b>519,300</b>	<b>489,400</b>	<b>502,200</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	1,100	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				210,300	287,600	273,800	274,500	280,800
14. Prior Year Reappropriations, Supplementals, Rescissions				31,900	15,800	39,800	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				8,500	0	0	0	0
16. Reversions / Projected Reversions				(800)	(17,200)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				(15,800)	(39,800)	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				234,100	246,400	313,600	274,500	280,800
<b>Ending Cash Balance</b>				<b>210,900</b>	<b>239,200</b>	<b>205,700</b>	<b>214,900</b>	<b>221,400</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>210,900</b>	<b>239,200</b>	<b>205,700</b>	<b>214,900</b>	<b>221,400</b>

<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>	<b>234,100</b>	<b>246,400</b>	<b>313,600</b>	<b>274,500</b>	<b>280,800</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>					

Notes:

- Revenue projections for FY 2017 and FY 2018 include 2% increases in Camping (Yurts & Cabins) Fees. Increase in grazing lease.



**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : **2019**Agency/Department: **Department of Parks and Recreation**Agency Number: **340**Original Request Date: **September 1, 2017**

or Revision Request Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Sources and Uses: Sources - Proceeds from the sale of surplus land, timber sales and the Ritter Island endowment. Uses - Control, management and administration of properties held in the Park Land Trust (67-4243).

FUND NAME:	Park Land Trust Fund	FUND CODE:	0496-03	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>1,490,000</b>	<b>3,207,300</b>	<b>3,137,500</b>	<b>2,893,500</b>	<b>2,647,200</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A		
<b>3. Beginning Cash Balance</b>				<b>1,490,000</b>	<b>3,207,300</b>	<b>3,137,500</b>	<b>2,893,500</b>	<b>2,647,200</b>
4. Revenue (from Form B-11)				1,950,600	60,300	70,400	70,400	70,400
5. Non-revenue Receipts and Other Adjustments				4,300	(16,500)	(6,000)	(6,000)	(6,000)
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title): Investment Income	Fund or Reference:			20,100	9,900	0	0	0
<b>8. Total Available for Year</b>				<b>3,465,000</b>	<b>3,261,000</b>	<b>3,201,900</b>	<b>2,957,900</b>	<b>2,711,600</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				16,300	4,000	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				279,000	208,700	175,800	426,100	1,253,900
14. Prior Year Reappropriations, Supplementals, Rescissions				1,165,000	1,160,000	1,148,000	900,000	900,000
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				15,200	0	0	0	0
16. Reversions / Projected Reversions				(57,800)	(101,200)	(115,400)	(115,400)	(115,400)
17. Current Year Reappropriation / Projected Reappropriation				(1,160,000)	(1,148,000)	(900,000)	(900,000)	(900,000)
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				241,400	119,500	308,400	310,700	1,138,500
<b>Ending Cash Balance</b>				<b>3,207,300</b>	<b>3,137,500</b>	<b>2,893,500</b>	<b>2,647,200</b>	<b>1,573,100</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0		
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>3,207,300</b>	<b>3,137,500</b>	<b>2,893,500</b>	<b>2,647,200</b>	<b>1,573,100</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>241,400</b>	<b>119,500</b>	<b>308,400</b>	<b>310,700</b>	<b>1,138,500</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

Notes:

- FY 2015 includes one-time \$1,885,000 proceeds from sale of Vardis Fisher property.

**FORM B12: ANALYSIS OF FUND BALANCES**Request for Fiscal Year : 2019Agency/Department: Department of Parks and RecreationAgency Number: 340Original Request Date: September 1, 2017 or Revision Request Date: Page      of     

Sources and Uses: Sources - Investment income from trust fund established under court ordered mitigation settlement with Union Pacific Railroad. Uses - Operations and maintenance of the trail.

FUND NAME:	Trail of the Coeur d'Alenes Trust	FUND CODE:	0496-05	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
<b>1. Beginning Free Fund Balance</b>				<b>138,200</b>	<b>227,200</b>	<b>277,100</b>	<b>341,300</b>	<b>408,100</b>
2. Encumbrances as of July 1				0	0	0	0	0
2a. Reappropriation (Legislative Carryover)				N/A	N/A	N/A	0	0
<b>3. Beginning Cash Balance</b>				<b>138,200</b>	<b>227,200</b>	<b>277,100</b>	<b>341,300</b>	<b>408,100</b>
4. Revenue (from Form B-11)				170,900	114,700	159,900	159,900	159,900
5. Non-revenue Receipts and Oth Investment income, advances from other funds				0	0	0	0	0
6. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
7. Transfers in from (Fund Title):	Fund or Reference:			0	0	0	0	0
<b>8. Total Available for Year</b>				<b>309,100</b>	<b>341,900</b>	<b>437,000</b>	<b>501,200</b>	<b>568,000</b>
9. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
10. Transfers out to (Fund Title):	Fund or Reference:			0	0	0	0	0
11. Non-Expenditure Disbursements (Clearing, P-Card Liability, Sales Tax Payable)				0	100	0	0	0
12. Cash Expenditures for Prior Year Encumbrances				0	0	0	0	0
13. Original Appropriation				93,900	73,600	92,600	93,100	95,900
14. Prior Year Reappropriations, Supplementals, Rescissions				10,100	3,000	3,100	0	0
15. Non-cogs, Receipts to Appropriation, BOE Reduction, Governor's Holdback				0	0	0	0	0
16. Reversions / Projected Reversions				(19,100)	(8,800)	0	0	0
17. Current Year Reappropriation / Projected Reappropriation				(3,000)	(3,100)	0	0	0
18. Reserve for Current Year Encumbrances				0	0	0	0	0
19. Current Year Cash Expenditures				81,900	64,700	95,700	93,100	95,900
<b>Ending Cash Balance</b>				<b>227,200</b>	<b>277,100</b>	<b>341,300</b>	<b>408,100</b>	<b>472,100</b>
21a. Prior Year Encumbrance as of June 30, 2014 (FY 2014)				0	0	0		
21b. Prior Year Encumbrance as of June 30, 2015 (FY 2015)				0	0	0		
21c. Prior Year Encumbrances as of June 30, 2016 (FY 2016)				0	0	0		
22. Current Year Encumbrances as of June 30, 2017 (FY 2017)				0	0	0		
22a. Current Year Reappropriation				N/A	N/A	0	0	0
23. Borrowing Limit				0	0	0	0	0
<b>24. Ending Free Fund Balance</b>				<b>227,200</b>	<b>277,100</b>	<b>341,300</b>	<b>408,100</b>	<b>472,100</b>
<b>25. Budgetary Basis Expenditures (Current Cash Expenditures + Current Year Encumbrances)</b>				<b>81,900</b>	<b>64,700</b>	<b>95,700</b>	<b>93,100</b>	<b>95,900</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>								

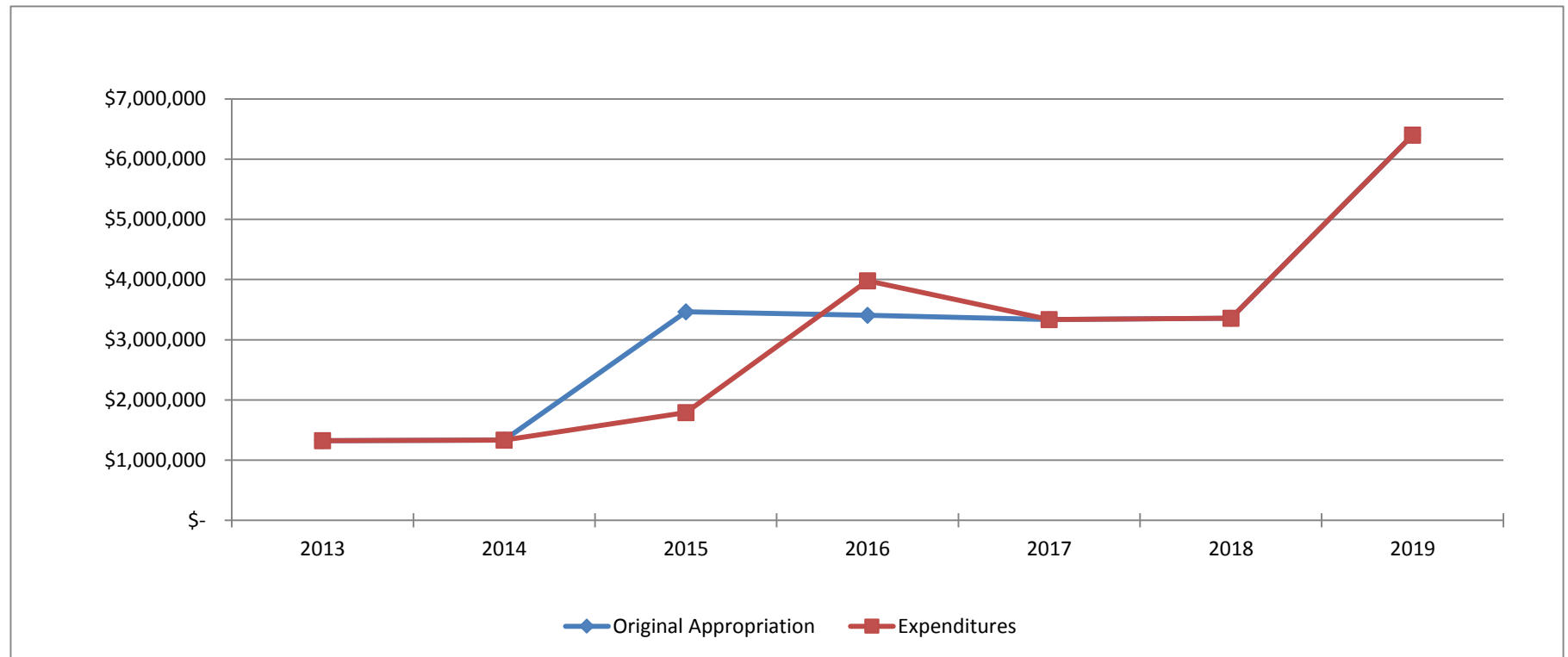
Notes:

**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
GENERAL FUND (0001)**

Sources and Uses: Source - The General Fund primarily consists of state tax revenue (income, sales, cigarette, beer & wine...) not specifically appropriated to any other fund (I.C. 67-1205). Uses - It may be used for any appropriated purpose, typically personnel costs, operating expenditures and capital outlay.

Source of Data - Appropriation Bills, IBIS Data

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Estimated</b>	<b>2019 Request</b>
Original Appropriation	1,322,600	1,332,000	3,463,800	3,407,700	3,336,700	3,356,600	6,399,200
Expenditures	1,322,600	1,332,000	1,791,400	3,978,200	3,336,700	3,356,600	6,399,200
Appropriation % Change	-6.25%	0.71%	160.05%	-1.62%	-2.08%	0.60%	90.65%

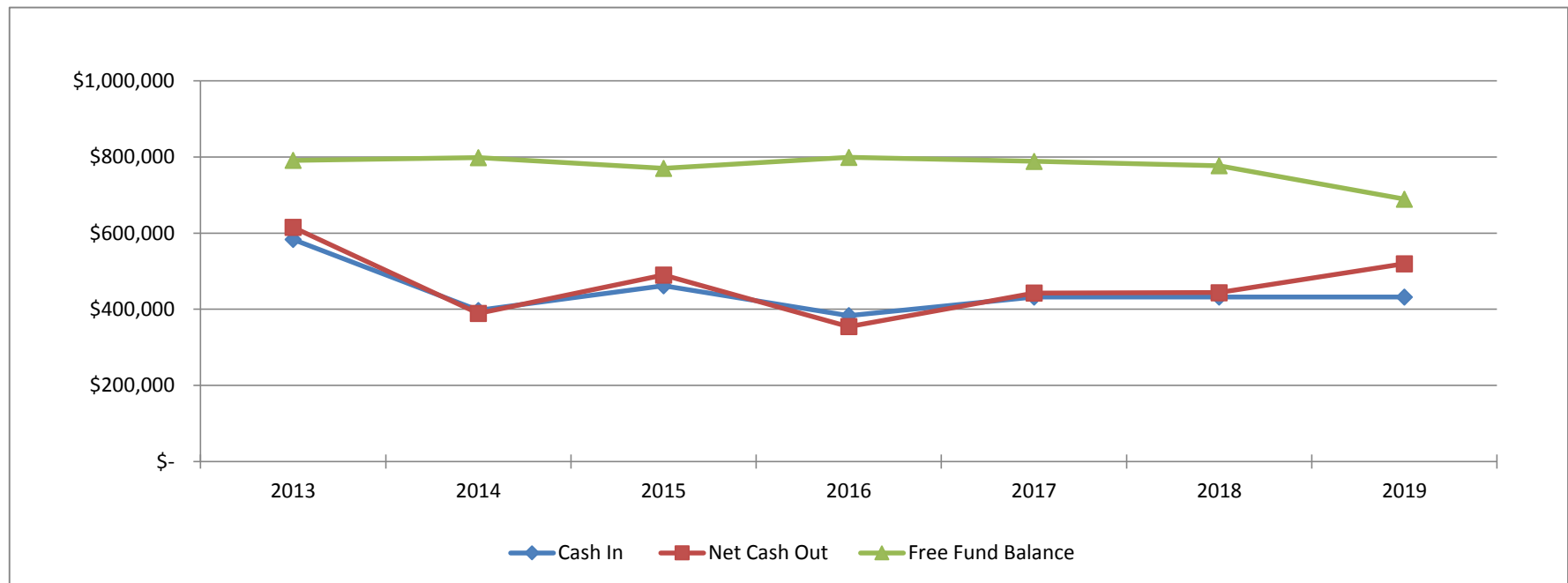


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
INDIRECT COST RECOVERY FUND (0125)**

Sources and Uses: Source - Indirect cost rate recovery on federal grants. Uses - General department administrative costs and State & Federal Grant Program administration.

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	583,800	397,000	461,700	383,600	432,000	432,000	432,000
Cash Out / Appropriation	652,200	432,300	564,800	426,800	442,700	443,800	519,400
Encumbrances							
Reversions / Projected Reversions	(36,700)	(43,000)	(74,800)	(72,200)			
Net Cash Out	615,500	389,300	490,000	354,600	442,700	443,800	519,400
Free Fund Balance	791,100	798,800	770,500	799,500	788,800	777,000	689,600

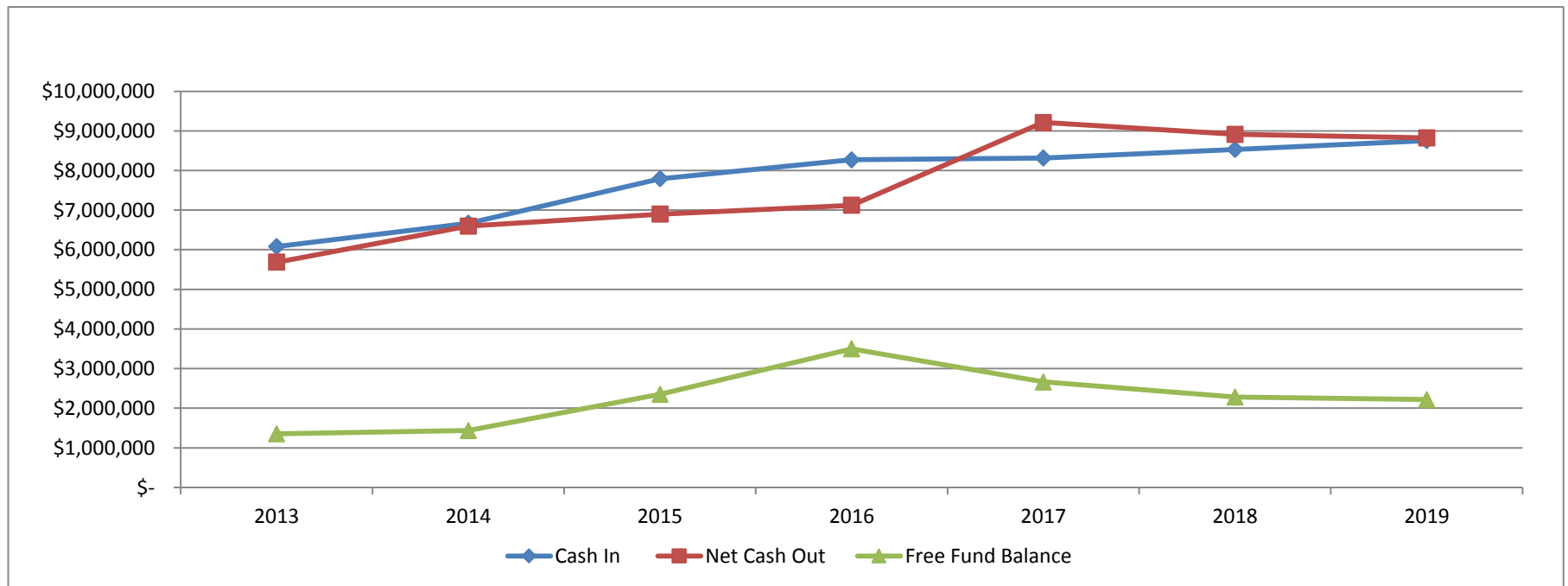


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
PARKS AND RECREATION FUND (0243)**

Sources and Uses: Sources - Park user fees (e.g., camping, motor vehicle entry fees and Park Passports). Uses - Administration and operations of the department.

Source of Data - Proposed Form B-12

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Estimated</b>	<b>2019 Request</b>
Cash In	6,078,500	6,668,500	7,791,100	8,270,000	8,315,000	8,532,200	8,754,600
Cash Out / Appropriation	5,983,500	7,442,500	7,480,600	8,088,600	9,412,400	8,911,600	8,822,500
Encumbrances	11,500	17,800		63,700			
Reversions / Projected Reversions	(309,600)	(863,800)	(582,900)	(1,031,200)	(200,000)		
Net Cash Out	5,685,400	6,596,500	6,897,700	7,121,100	9,212,400	8,911,600	8,822,500
Free Fund Balance	1,354,000	1,437,500	2,348,700	3,497,600	2,663,900	2,284,500	2,216,600

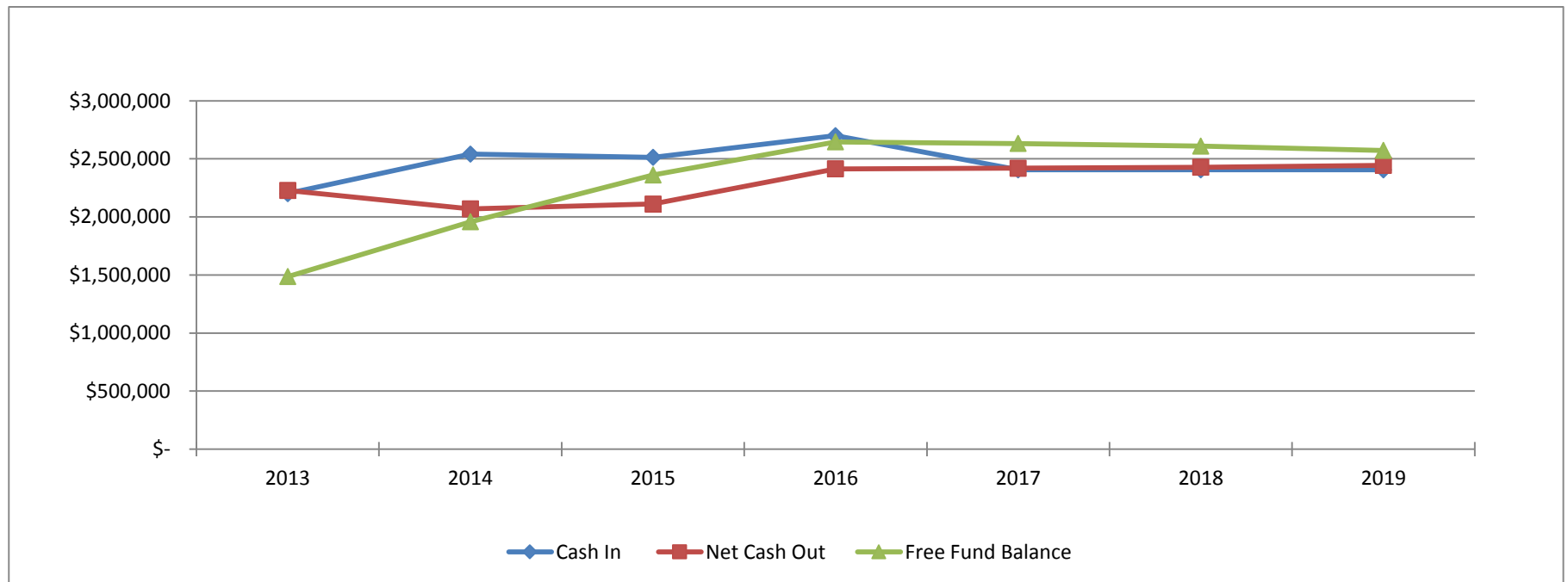


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
REGISTRATION ADMINISTRATION FUND (0243.02)**

Sources and Uses: Source - Administrative fee (15%) of revenue from boat, snowmobile, motorbike and ATV/UTV registrations (does not include RVs).  
Uses - Any department administrative costs. Also includes cash transfers to counties for OHV law enforcement and to ISDA for invasive species.

Source of Data - Proposed Form B-12

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Estimated</b>	<b>2019 Request</b>
Cash In	2,201,100	2,541,200	2,513,800	2,699,400	2,406,100	2,406,100	2,406,100
Cash Out / Appropriation	2,292,200	2,104,000	2,277,300	2,513,200	2,419,500	2,428,200	2,443,500
Encumbrances							
Reversions / Projected Reversions	(63,700)	(35,400)	(165,900)	(99,100)			
Net Cash Out	2,228,500	2,068,600	2,111,400	2,414,100	2,419,500	2,428,200	2,443,500
Free Fund Balance	1,485,800	1,958,400	2,360,800	2,646,100	2,632,700	2,610,600	2,573,200

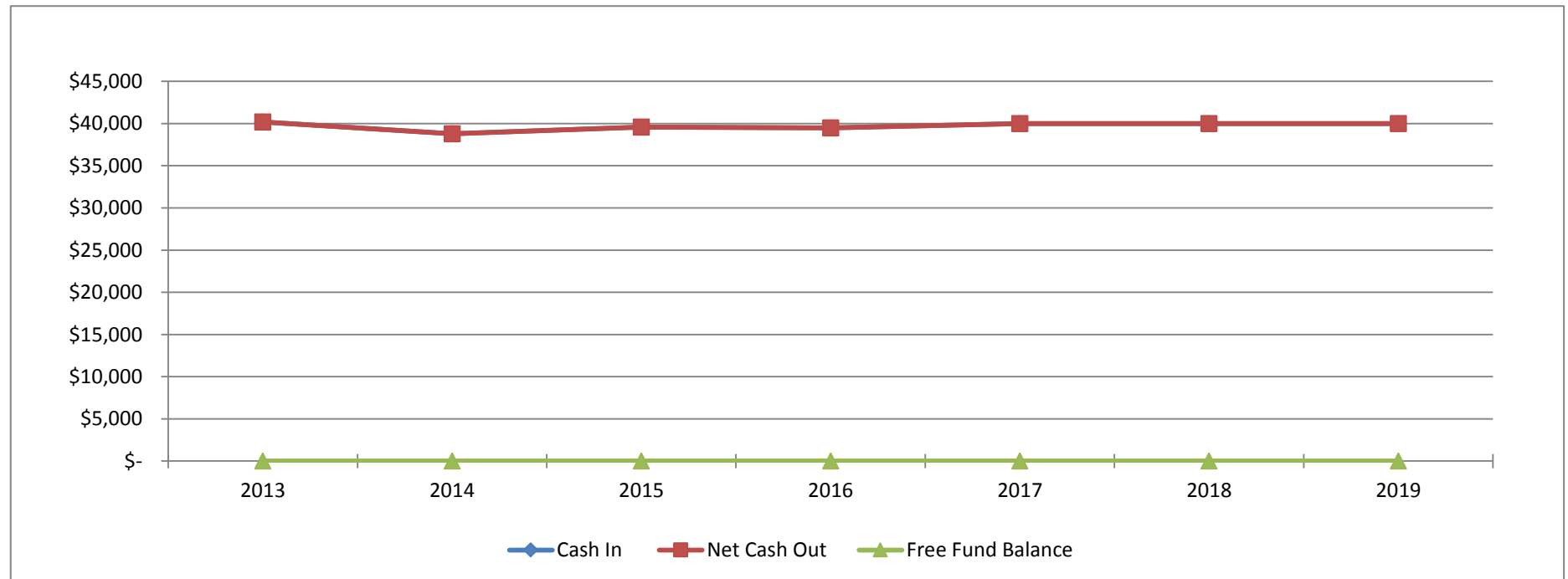


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
SAWTOOTH LICENSE PLATE FUND (0243.03)**

Sources and Uses: Source - Revenue from the sale and renewal of the Sawtooth National Recreation Area (SNRA) specialty license plate. Uses - 15% is retained by the department for administrative costs and 85% is transferred to the Sawtooth Society for grants supporting facilities and services within the SNRA.

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	40,200	38,800	39,600	39,500	40,000	40,000	40,000
Cash Out / Appropriation	48,000	60,000	60,000	60,000	58,800	58,800	58,800
Encumbrances							
Reversions / Projected Reversions	(7,800)	(21,200)	(20,400)	(20,500)	(18,800)	(18,800)	(18,800)
Net Cash Out	40,200	38,800	39,600	39,500	40,000	40,000	40,000
Free Fund Balance	-	-	-	-	-	-	-

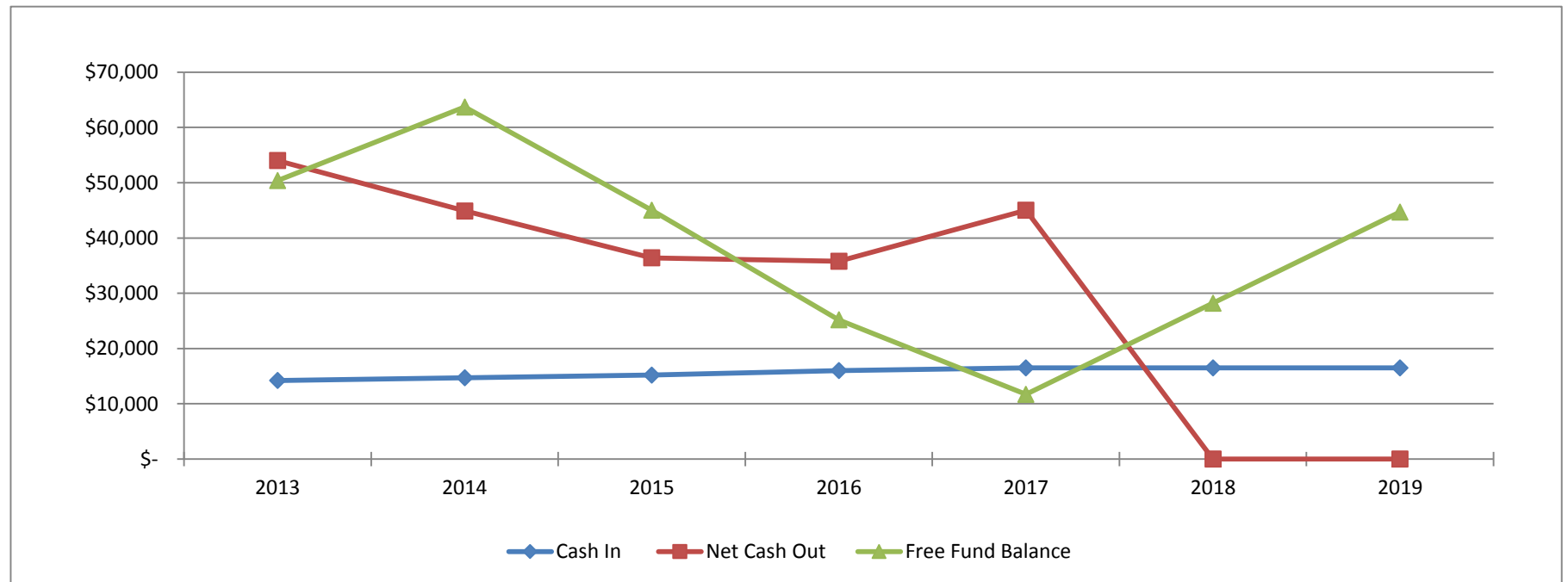


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
CUTTHROAT LICENSE PLATE FUND (0243.04)**

Sources and Uses: Source - Revenue set-aside from the sale and renewal of the Cutthroat Wildlife specialty license plate. Uses - Grant program for the construction and maintenance of nonmotorized boating access facilities.

Source of Data - Proposed Form B-12

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Estimated</b>	<b>2019 Request</b>
Cash In	14,200	14,700	15,200	16,000	16,500	16,500	16,500
Cash Out / Appropriation	10,500	100,100	60,000	45,000	45,000	30,000	30,000
Encumbrances	43,500	2,500		15,000			
Reversions / Projected Reversions		(57,700)	(23,600)	(24,200)		(30,000)	(30,000)
Net Cash Out	54,000	44,900	36,400	35,800	45,000	-	-
Free Fund Balance	50,400	63,700	45,000	25,200	11,700	28,200	44,700



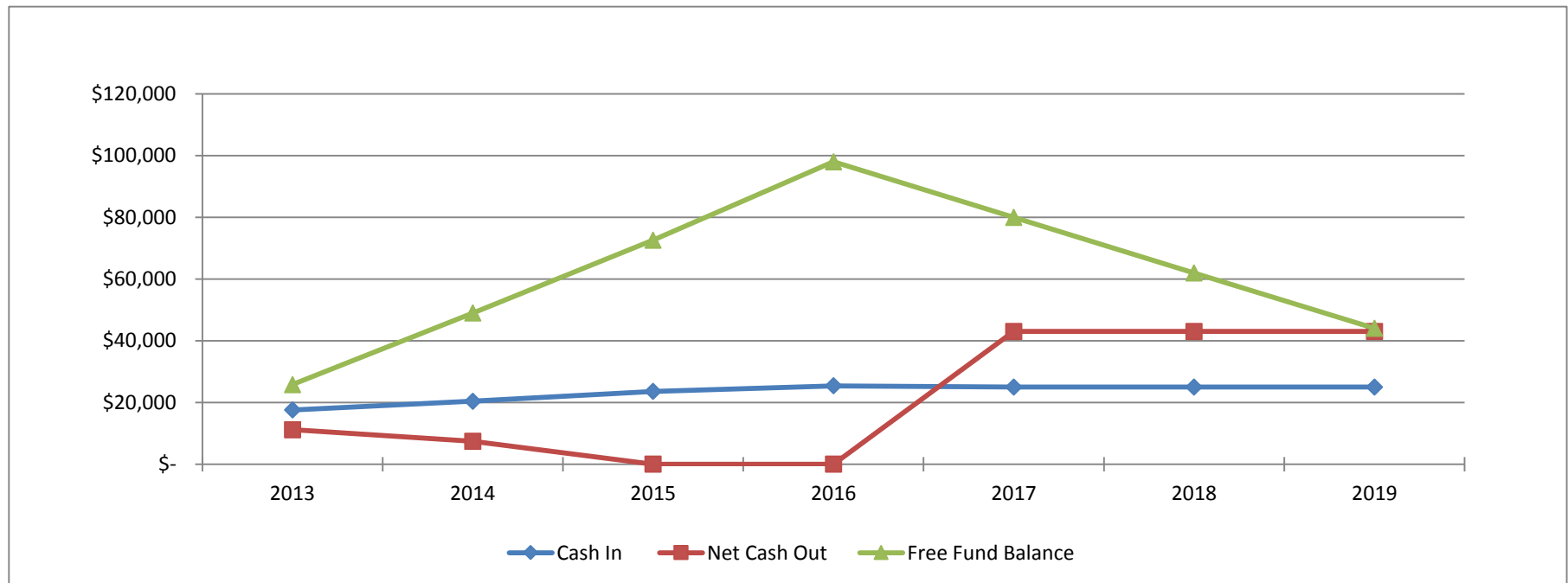


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
MOUNTAIN BIKE LICENSE PLATE FUND (0243.05)**

Sources and Uses: Source - Revenue from the sale and renewal of the Idaho Mountain Bike specialty license plate. \$22 for each new plate and \$12 for each renewal. Uses - Grant program for the preservation, maintenance and expansion of recreational trails within Idaho where mountain biking is permitted (I.C. 49-419E).

Source of Data - Proposed Form B-12

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Estimated</b>	<b>2019 Request</b>
Cash In	17,600	20,400	23,600	25,400	25,000	25,000	25,000
Cash Out / Appropriation	1,000	19,200	11,800	11,800	43,000	43,000	43,000
Encumbrances	10,200						
Reversions / Projected Reversions		(11,800)	(11,800)	(11,800)	-	-	-
Net Cash Out	11,200	7,400	-	-	43,000	43,000	43,000
Free Fund Balance	25,800	49,000	72,600	98,000	80,000	62,000	44,000

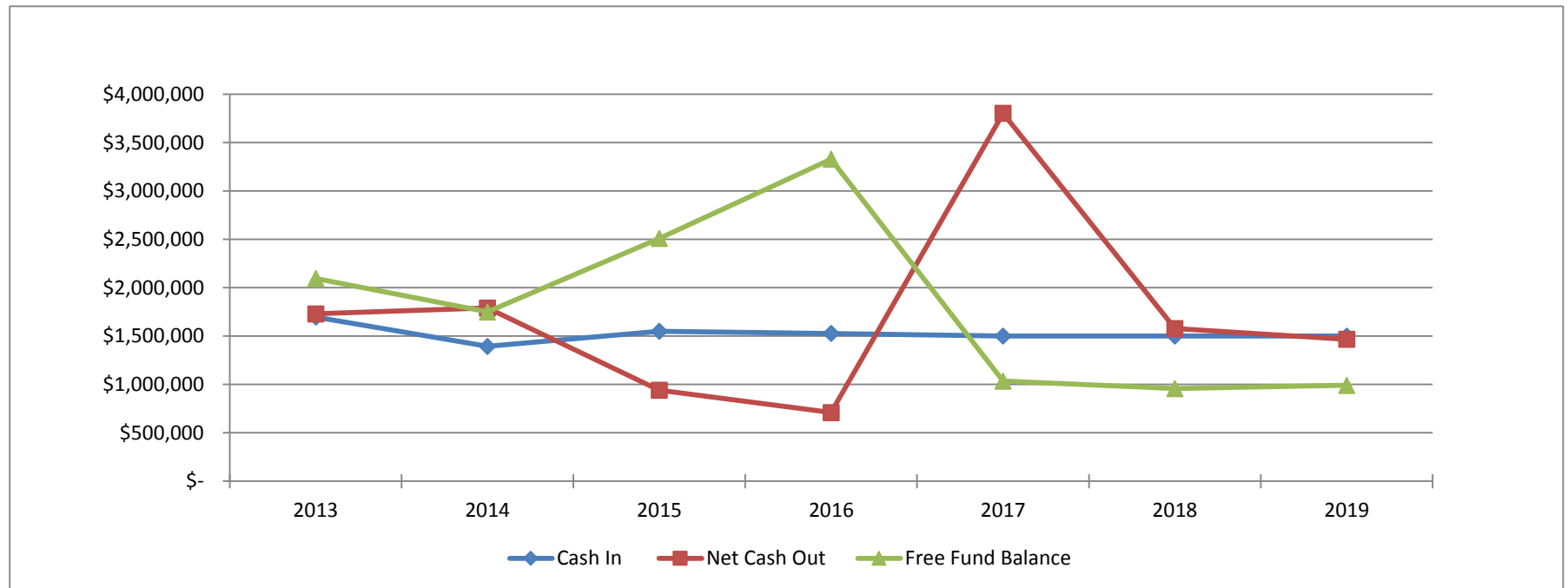


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
CAPITAL IMPROVEMENT FUND (0247.01)**

Sources and Uses: Source - Percentage of state fuel tax collection. Uses - Acquisition, maintenance, improvement, repair and equipment for parks and recreation sites (63-2412 and 57-1801).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	1,697,100	1,393,700	1,550,300	1,527,600	1,500,000	1,500,000	1,500,000
Cash Out / Appropriation	1,747,900	1,727,900	1,050,100	717,700	3,802,700	1,577,100	1,466,600
Encumbrances	49,800	150,500		8,600			
Reversions / Projected Reversions	(67,700)	(87,900)	(110,000)	(17,300)			
Net Cash Out	1,730,000	1,790,500	940,100	709,000	3,802,700	1,577,100	1,466,600
Free Fund Balance	2,096,600	1,749,600	2,510,300	3,328,900	1,034,800	957,700	991,100

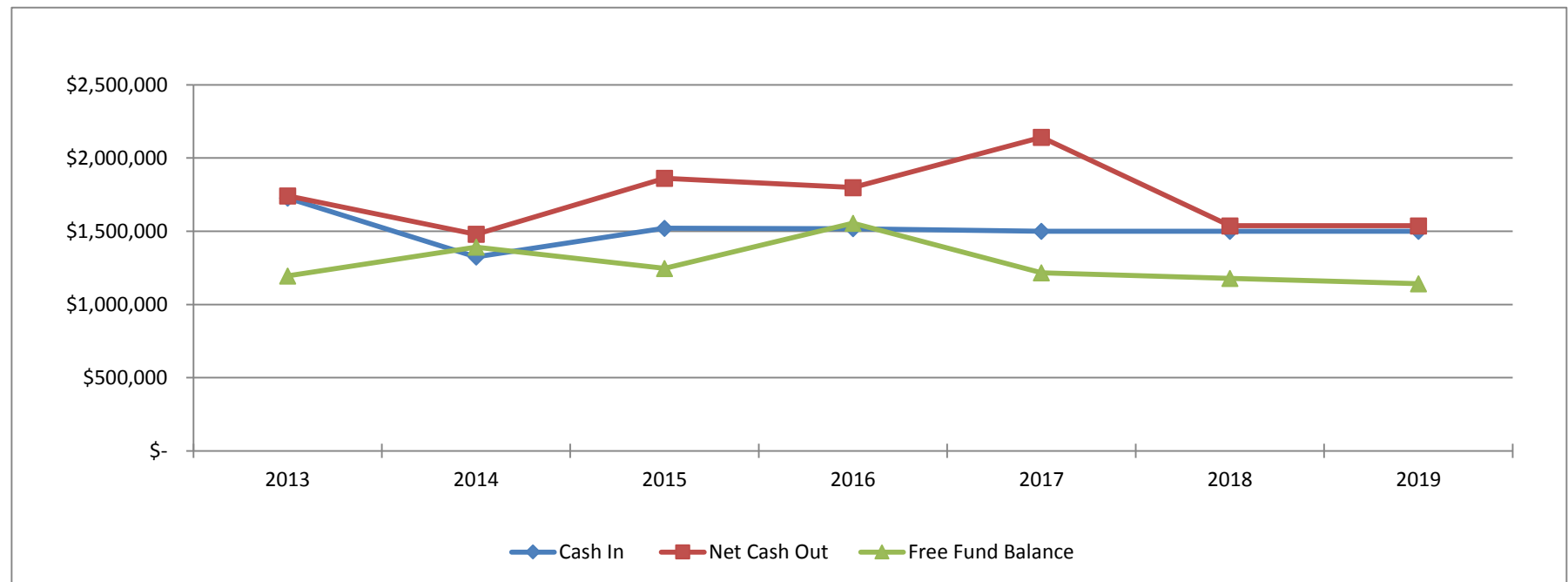


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
WATERWAYS IMPROVEMENT FUND (0247.02)**

Sources and Uses: Source - Percentage of state fuel tax collection. Uses - Grant program for the protection and promotion of safety, waterways improvement including boat ramps, parking, marking, search and rescue, and property acquisition (63-2412 and 57-1501).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	1,726,200	1,324,500	1,520,300	1,517,800	1,500,000	1,500,000	1,500,000
Cash Out / Appropriation	1,415,000	1,304,600	1,377,400	1,534,100	2,141,900	1,537,500	1,537,500
Encumbrances	351,700	195,700	588,900	303,000			
Reversions / Projected Reversions	(25,300)	(20,900)	(105,100)	(39,200)			
Net Cash Out	1,741,400	1,479,400	1,861,200	1,797,900	2,141,900	1,537,500	1,537,500
Free Fund Balance	1,195,100	1,391,900	1,246,700	1,555,500	1,216,600	1,179,100	1,141,600

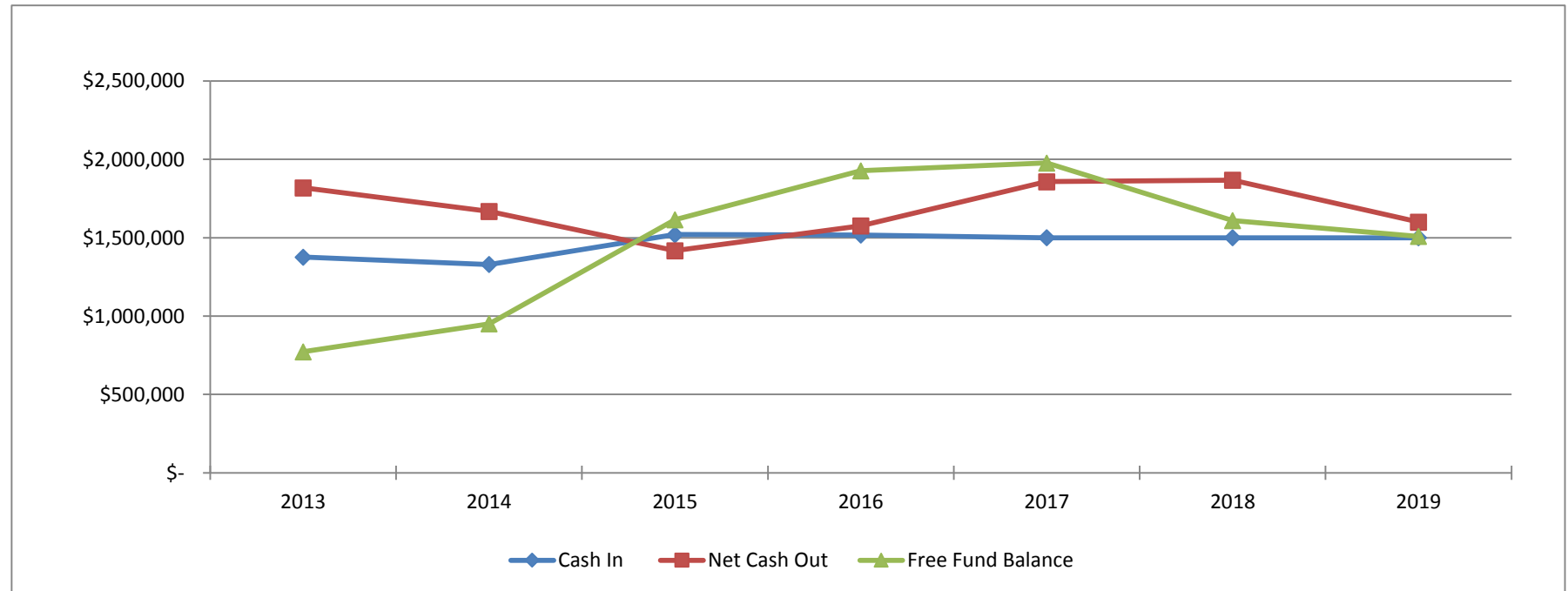


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
OFF-ROAD MOTOR VEHICLE FUND (0247.03)**

Sources and Uses: Source - Percentage of state fuel tax collection. Uses - Grant program for the acquisition and maintenance of off-highway vehicle sites and facilities (63-2412 and 57-1901).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	1,376,200	1,329,800	1,520,300	1,517,800	1,500,000	1,500,000	1,500,000
Cash Out / Appropriation	1,337,500	1,388,300	1,420,600	1,308,000	1,857,900	1,867,700	1,600,400
Encumbrances	516,900	560,900	371,200	408,200			
Reversions / Projected Reversions	(35,500)	(280,500)	(374,200)	(139,900)			
Net Cash Out	1,818,900	1,668,700	1,417,600	1,576,300	1,857,900	1,867,700	1,600,400
Free Fund Balance	772,800	950,800	1,614,400	1,927,100	1,977,400	1,609,700	1,509,300

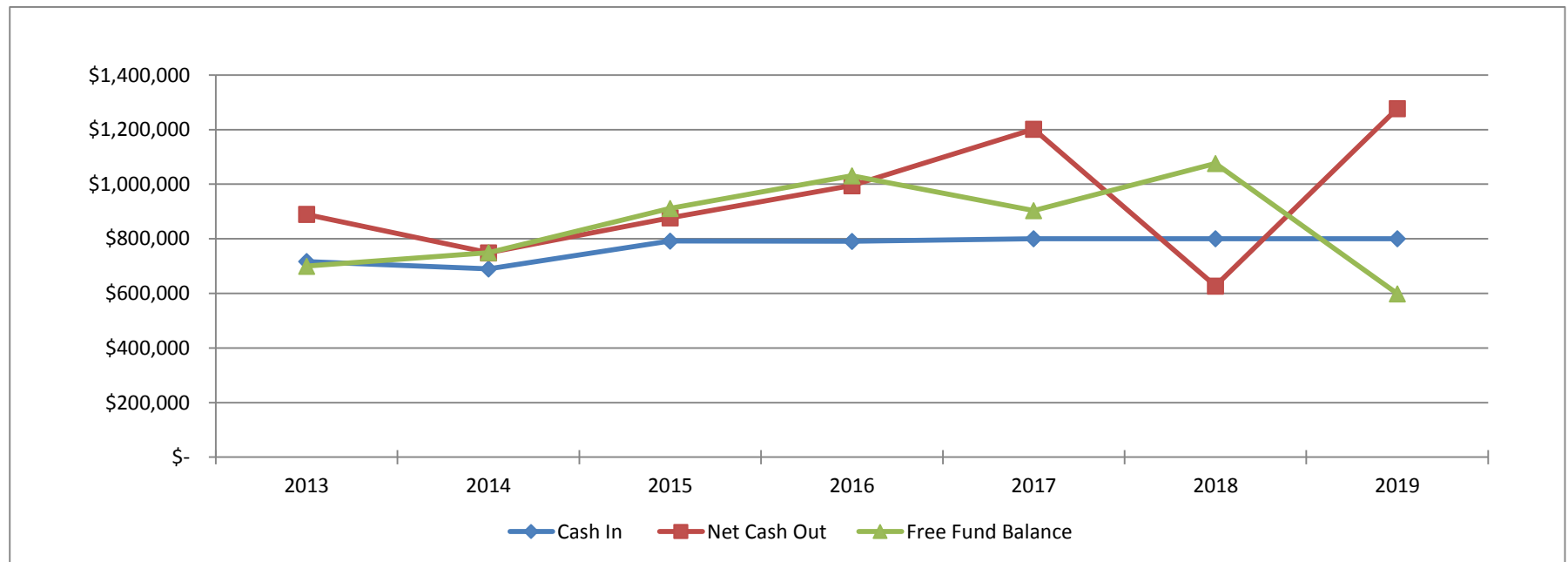


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
ROAD AND BRIDGE FUND (0247.04)**

Sources and Uses: Source - Percentage of state fuel tax collection. Uses - Approximately 1/2 to Capital Development and 1/2 to grant program for the development and maintenance of roads, bridges and parking areas within and leading to parks and recreation areas of the state (63-2412).

Source of Data - Proposed Form B-12

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Estimated</b>	<b>2019 Request</b>
Cash In	716,800	689,900	791,900	790,500	800,000	800,000	800,000
Cash Out / Appropriation	780,600	637,200	900,900	738,700	1,201,900	627,200	1,277,200
Encumbrances	108,700	246,400	324,100	274,600			
Reversions / Projected Reversions		(134,700)	(348,400)	(18,200)			
Net Cash Out	889,300	748,900	876,600	995,100	1,201,900	627,200	1,277,200
Free Fund Balance	699,700	749,400	911,100	1,030,600	903,300	1,076,100	598,900

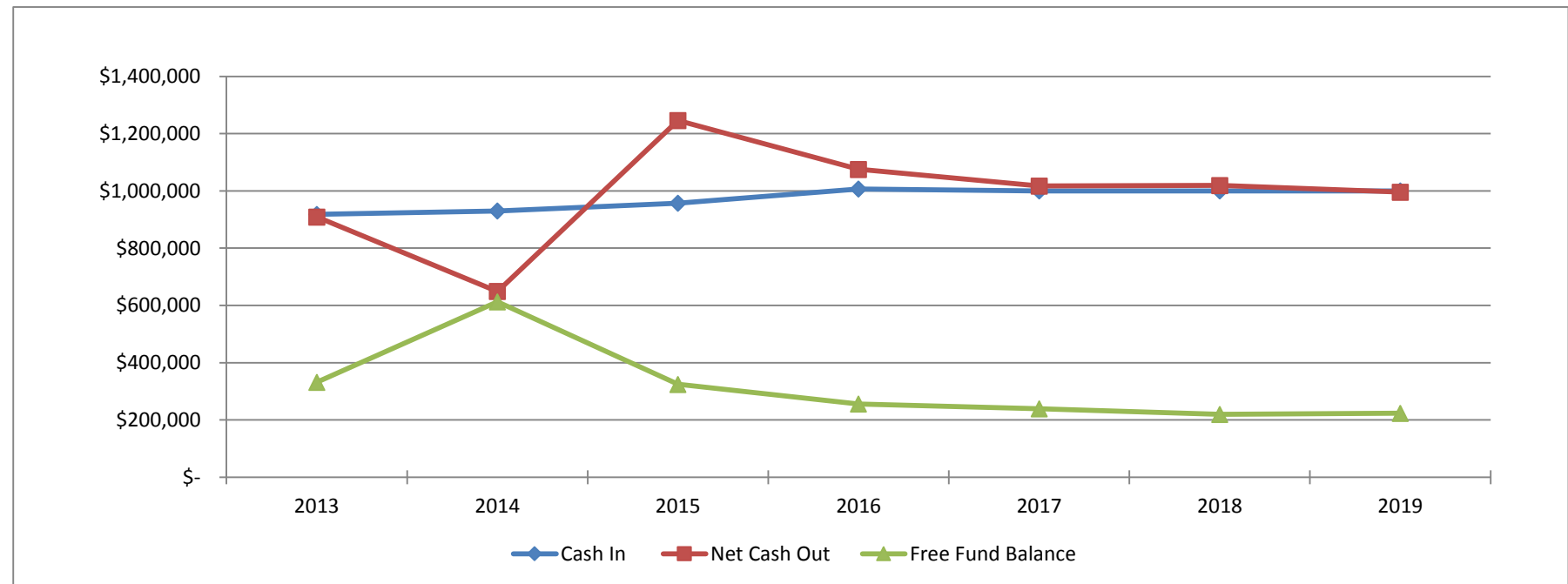


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
RECREATIONAL FUELS ADMINISTRATION FUND (0247.06)**

Sources and Uses: Source - Administration fee (20%) from each of the four dedicated recreational fuel tax funds (0247-01, 0247-02, 0247-03 and 0247-04).  
Uses - Any department administrative costs (63-2412).

Source of Data - Proposed Form B-12

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Estimated</b>	<b>2019 Request</b>
Cash In	917,800	930,300	957,300	1,006,900	1,000,000	1,000,000	1,000,000
Cash Out / Appropriation	1,047,900	805,600	1,404,100	1,228,400	1,017,000	1,019,300	996,000
Encumbrances							
Reversions / Projected Reversions	(138,700)	(156,400)	(158,500)	(153,100)			
Net Cash Out	909,200	649,200	1,245,600	1,075,300	1,017,000	1,019,300	996,000
Free Fund Balance	331,600	612,700	324,400	256,000	239,000	219,700	223,700

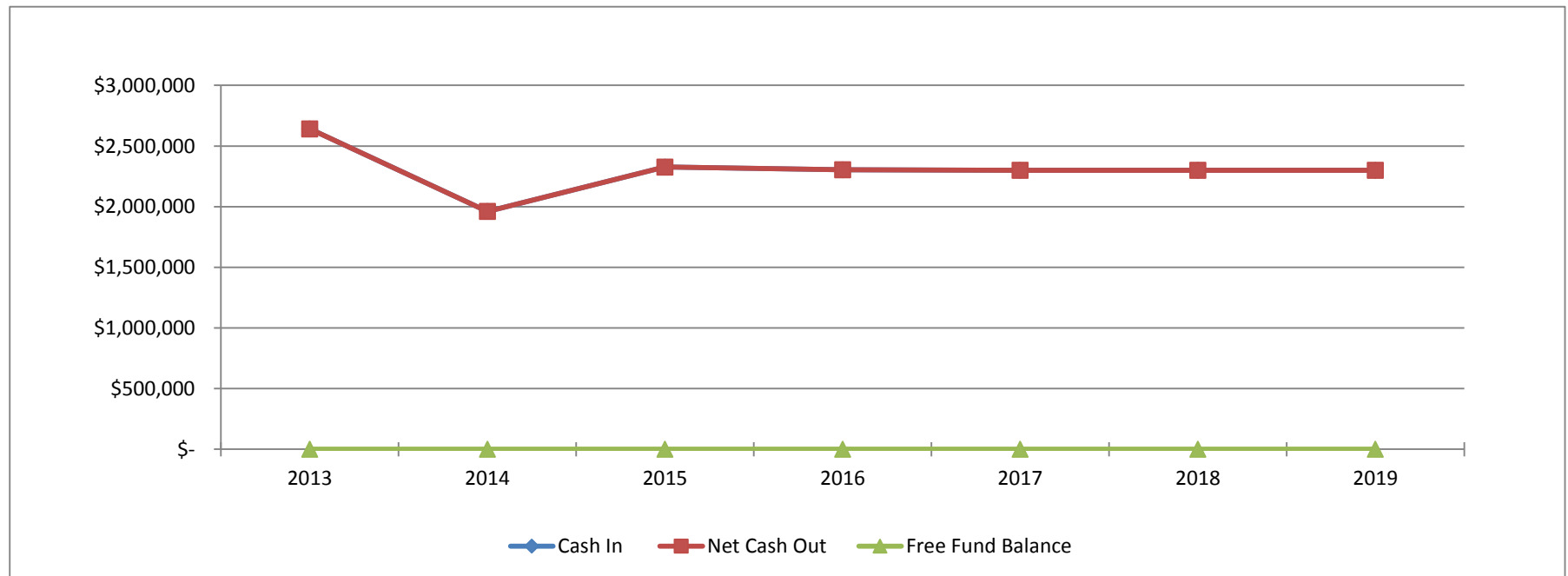


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
STATE VESSEL FUND (0250.01)**

Sources and Uses: Source - Revenue from boat registration fees. Uses - Up to 15% retained by the department for administrative costs (fund 0243-02). 85% distributed to counties to support program development, boating facilities, maintenance and services (67-7013).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	2,640,500	1,960,200	2,326,400	2,303,700	2,300,000	2,300,000	2,300,000
Cash Out / Appropriation	2,641,000	2,350,000	2,350,000	2,350,000	2,350,000	2,350,000	2,350,000
Encumbrances							
Reversions / Projected Reversions		(389,800)	(23,600)	(46,300)	(50,000)	(50,000)	(50,000)
Net Cash Out	2,641,000	1,960,200	2,326,400	2,303,700	2,300,000	2,300,000	2,300,000
Free Fund Balance	-	-	-	-	-	-	-

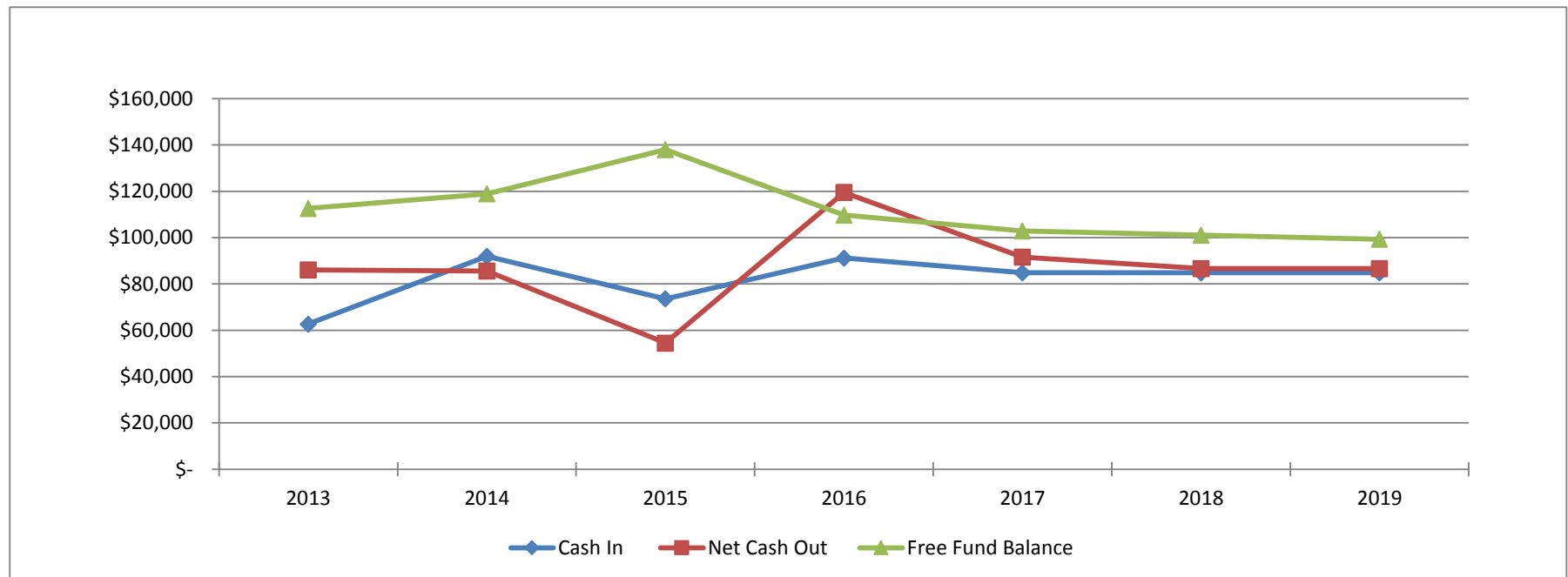


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
CROSS COUNTRY SKIING FUND (0250.02)**

Sources and Uses: Source - Revenue from the Park and Ski permits. Uses - Up to 15% retained by the department for administrative costs (fund 0243-02). 85% distributed to programs for snow removal, development and maintenance of trails and parking lots (67-7115 and 67-7118).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	62,700	91,900	73,600	91,200	84,800	84,800	84,800
Cash Out / Appropriation	101,500	99,700	106,600	157,000	111,600	111,600	111,600
Encumbrances							
Reversions / Projected Reversions	(15,400)	(14,100)	(52,100)	(37,500)	(20,000)	(25,000)	(25,000)
Net Cash Out	86,100	85,600	54,500	119,500	91,600	86,600	86,600
Free Fund Balance	112,600	118,900	138,000	109,700	102,900	101,100	99,300



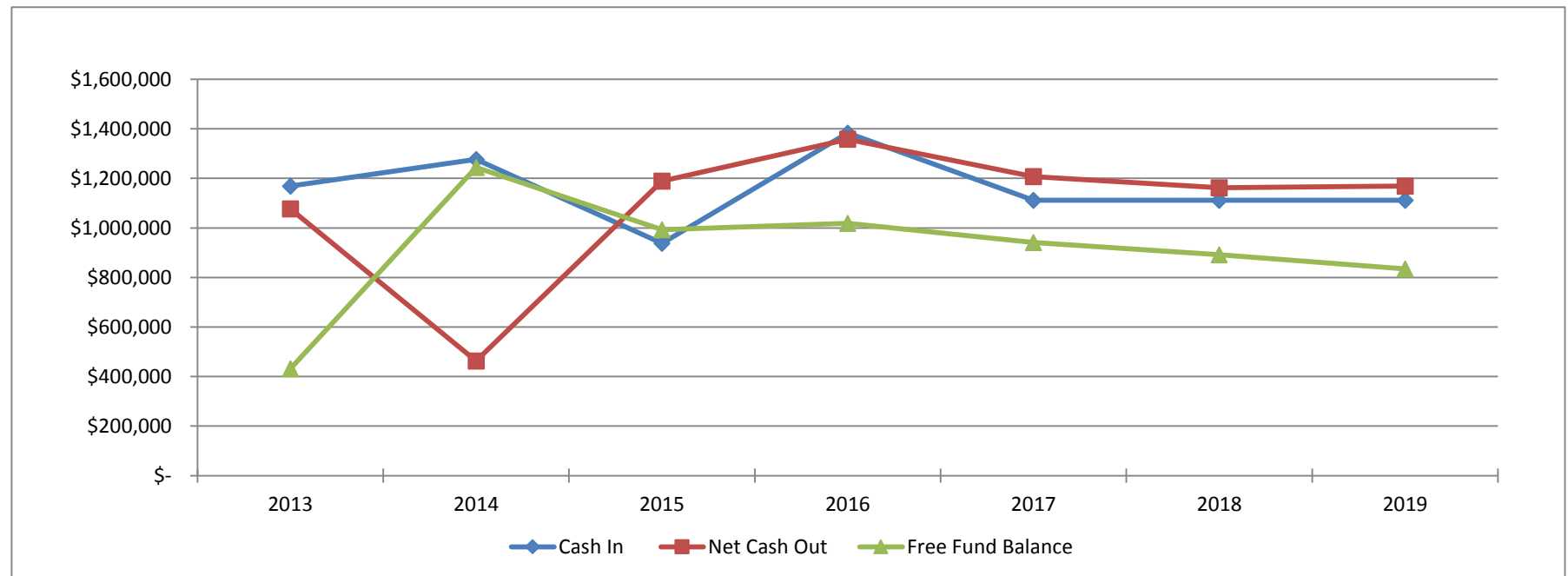


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
SNOWMOBILE FUND (0250.03)**

Sources and Uses: Source - Revenue from snowmobile registration fees. Uses - After \$1.00 set-aside transferred to ISP Search & Rescue Fund (0266-01), up to 15% retained by the department for administrative costs (fund 0243-02). 85% distributed to counties to provide services or facilities benefitting snowmobiling (e.g., trail grooming, parking lot plowing, warming huts and trail signing (67-7106)).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	1,168,800	1,276,500	938,200	1,383,200	1,112,100	1,112,100	1,112,100
Cash Out / Appropriation	1,300,700	1,280,900	1,348,700	1,539,600	1,307,200	1,262,100	1,268,700
Encumbrances				18,000			
Reversions / Projected Reversions	(223,600)	(817,400)	(159,600)	(199,600)	(100,000)	(100,000)	(100,000)
Net Cash Out	1,077,100	463,500	1,189,100	1,358,000	1,207,200	1,162,100	1,168,700
Free Fund Balance	431,200	1,244,200	993,300	1,018,500	941,400	891,400	834,800

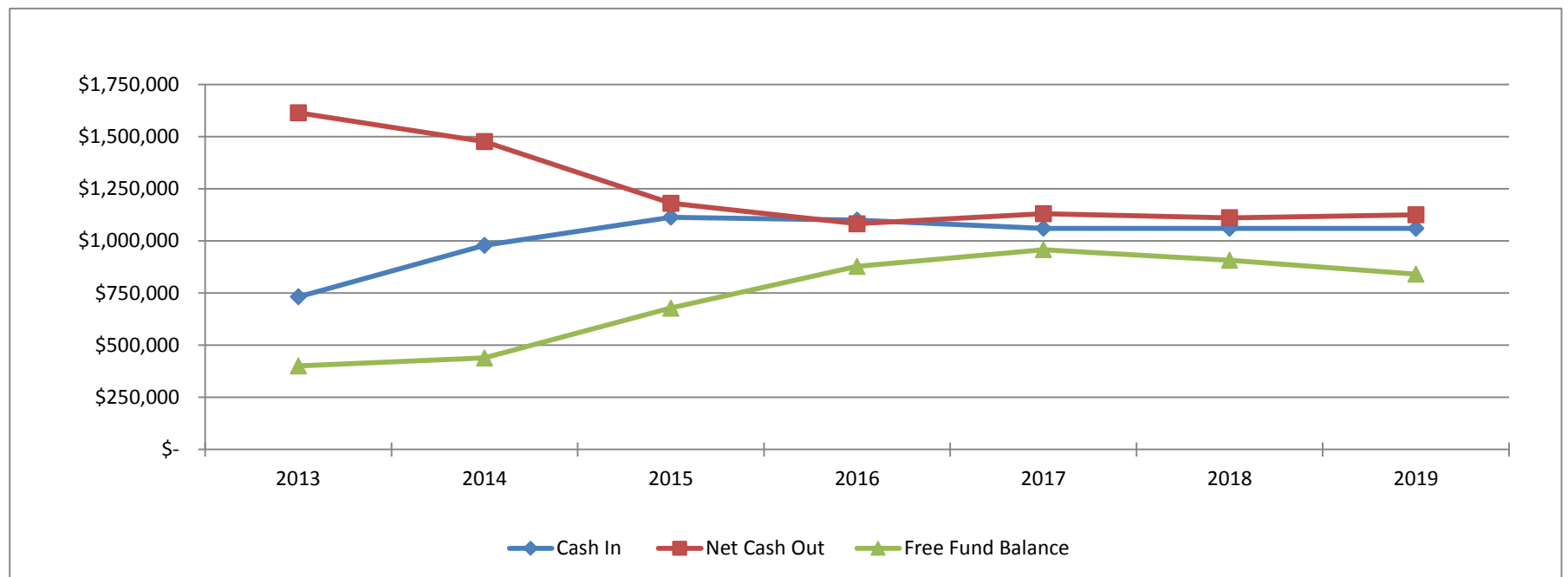


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
MOTORBIKE FUND (0250.04)**

Sources and Uses: Source - Revenue from motorbike, ATV and UTV registration fees. Uses - Up to 15% retained by the department for administrative costs (fund 0243-02). 85% distributed through grant program for acquisition, development and maintenance of off-highway trails and facilities and for off-road user education. (67-7127).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	732,000	978,700	1,113,200	1,099,900	1,059,400	1,059,400	1,059,400
Cash Out / Appropriation	1,627,900	1,627,900	1,725,000	1,493,500	1,429,800	1,110,400	1,124,900
Encumbrances	535,000	305,800	182,200	150,000			
Reversions / Projected Reversions	(548,700)	(458,300)	(727,000)	(561,500)	(300,000)		
Net Cash Out	1,614,200	1,475,400	1,180,200	1,082,000	1,129,800	1,110,400	1,124,900
Free Fund Balance	400,600	438,900	677,700	877,800	957,400	906,400	840,900

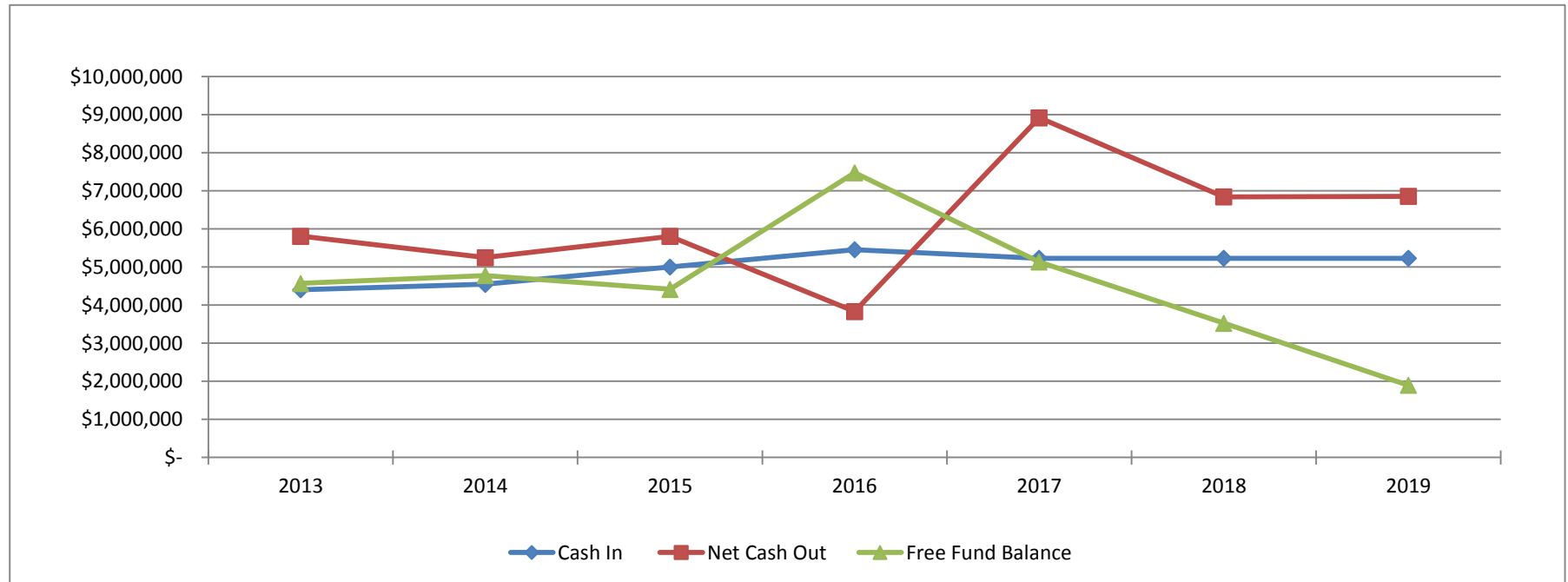


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
RECREATIONAL VEHICLE FUND (0250.05)**

Sources and Uses: Source - Revenue recreational vehicle registration fees. Uses - After \$2 deduction for county assessor costs and a 1% set-aside for ISP - Search and Rescue Fund, up to 15% retained by the department for administrative costs. From the remaining 85%, up to \$1.5 million used to support personnel and operating costs at state parks, and the remainder to grants for developing, maintaining and expanding RV facilities (49-448 and 67-4223).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	4,403,200	4,546,800	5,000,500	5,456,700	5,228,600	5,228,600	5,228,600
Cash Out / Appropriation	5,214,500	5,491,600	4,471,900	4,316,600	8,918,600	6,840,300	6,857,700
Encumbrances	911,100	444,700	1,436,100	1,351,500			
Reversions / Projected Reversions	(317,000)	(688,500)	(101,000)	(1,834,100)			
Net Cash Out	5,808,600	5,247,800	5,807,000	3,834,000	8,918,600	6,840,300	6,857,700
Free Fund Balance	4,567,200	4,777,300	4,415,500	7,474,300	5,135,800	3,524,100	1,895,000

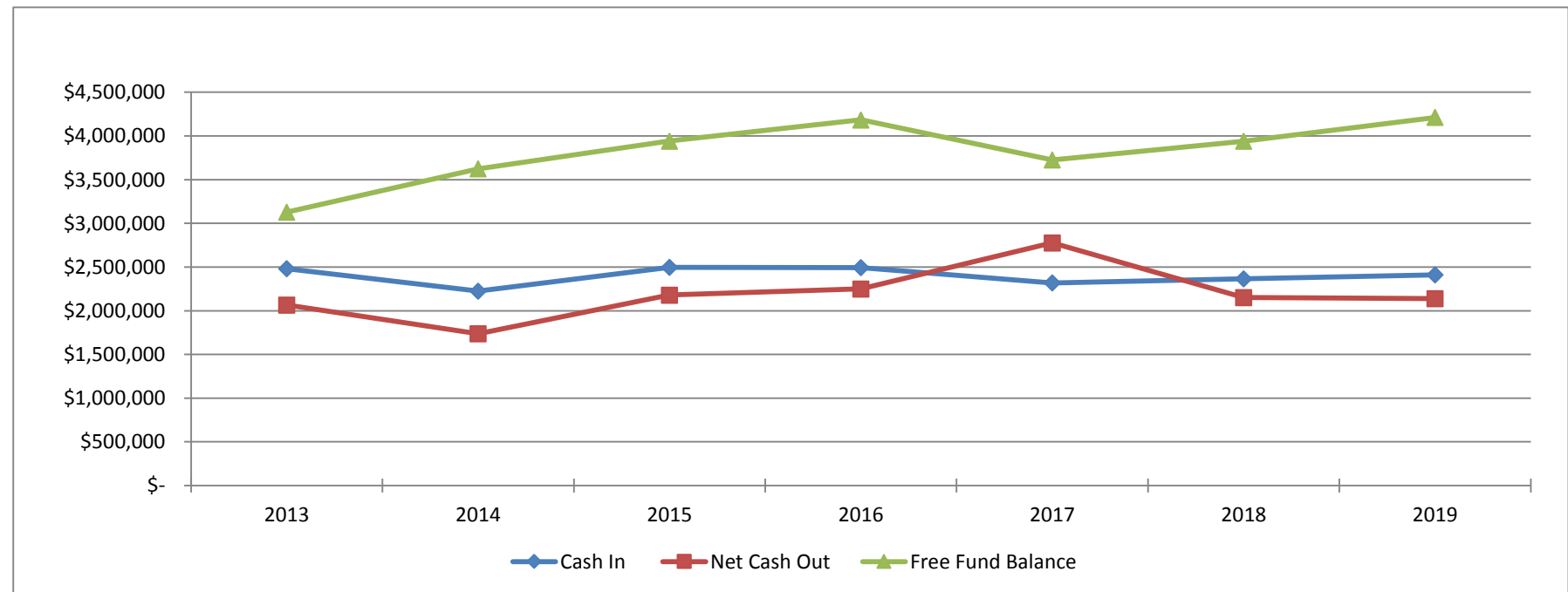


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
PUBLIC RECREATION ENTERPRISE FUND (0410.01)**

Sources and Uses: Sources - Enterprise operations such as retail sales, marina operations and rentals of cabins and yurts. Uses - Park and recreation enterprise operations.

Source of Data - Proposed Form B-12

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Estimated</b>	<b>2019 Request</b>
Cash In	2,481,700	2,225,400	2,497,100	2,493,100	2,318,200	2,364,500	2,411,200
Cash Out / Appropriation	2,904,400	1,973,500	2,310,100	2,347,800	2,776,500	2,151,200	2,138,300
Encumbrances	6,700						
Reversions / Projected Reversions	(844,700)	(235,900)	(130,500)	(97,700)			
Net Cash Out	2,066,400	1,737,600	2,179,600	2,250,100	2,776,500	2,151,200	2,138,300
Free Fund Balance	3,129,500	3,624,000	3,941,500	4,184,500	3,726,200	3,939,500	4,212,400

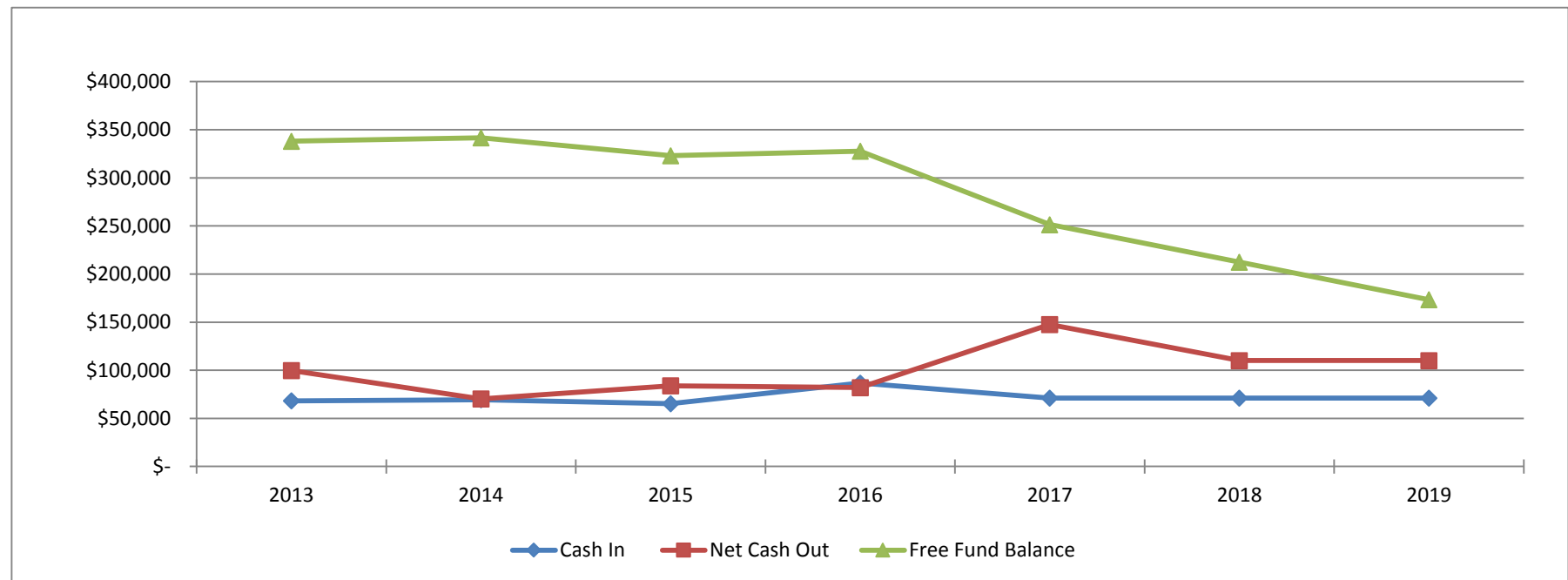


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
PARK DONATIONS FUND (0496.01)**

Sources and Uses: Sources - Any donation not related to other specific trust funds (0496-02, 0496-03 and 0496-05). Uses - Any purpose designated by the donor or the Parks and Recreation Board.

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	68,300	69,400	65,200	86,800	71,100	71,100	71,100
Cash Out / Appropriation	240,100	250,900	376,800	354,700	397,500	360,100	360,100
Encumbrances	4,600						
Reversions / Projected Reversions	(145,000)	(180,600)	(292,900)	(272,700)	(250,000)	(250,000)	(250,000)
Net Cash Out	99,700	70,300	83,900	82,000	147,500	110,100	110,100
Free Fund Balance	338,000	341,700	323,000	327,800	251,400	212,400	173,400

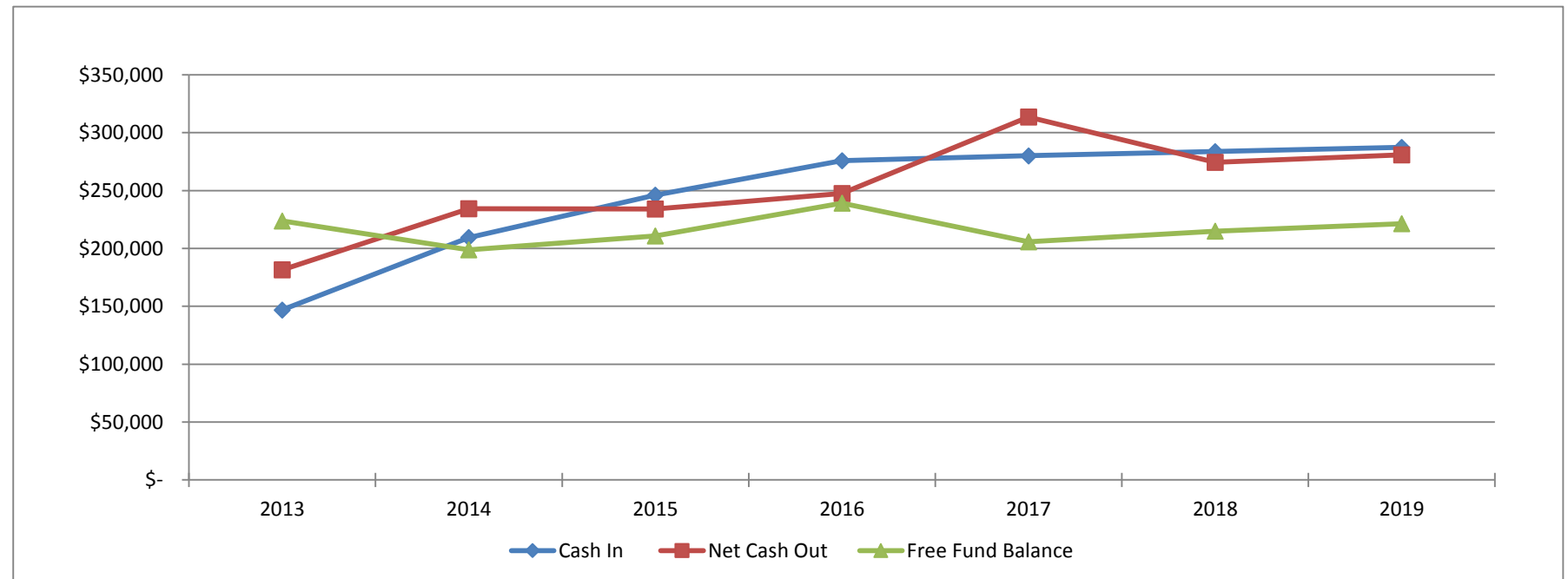


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
HARRIMAN TRUST FUND (0496.02)**

Sources and Uses: Sources - Harriman State Park user fees, cabin rentals, grazing leases and investment income (STO Bond Fund). Uses - Operation and maintenance of Harriman State Park.

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	146,900	209,400	246,200	275,800	280,100	283,700	287,300
Cash Out / Appropriation	184,300	234,400	234,900	264,700	313,600	274,500	280,800
Encumbrances							
Reversions / Projected Reversions	(2,700)	-	(800)	(17,200)	-	-	-
Net Cash Out	181,600	234,400	234,100	247,500	313,600	274,500	280,800
Free Fund Balance	223,800	198,800	210,900	239,200	205,700	214,900	221,400

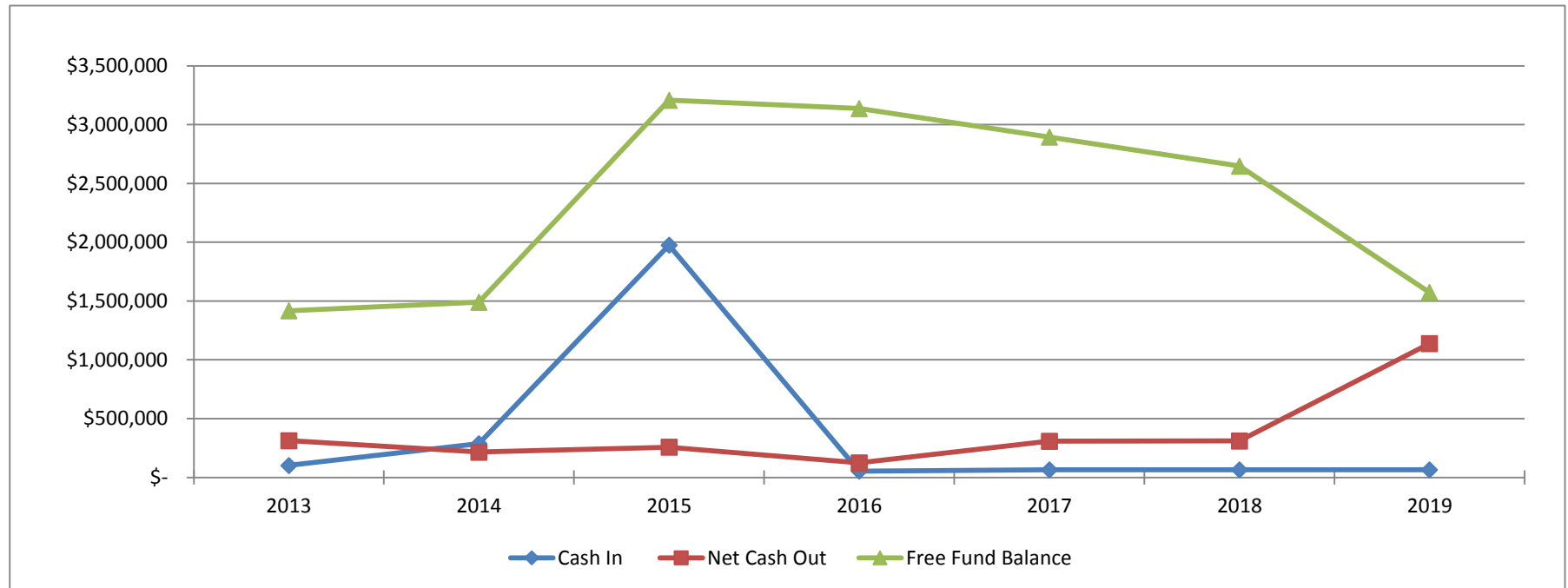


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
PARK LAND TRUST FUND (0496.03)**

Sources and Uses: Sources - Proceeds from the sale of surplus land, timber sales and the Ritter Island endowment. Uses - Control, management and administration of properties held in the Park Land Trust (67-4243).

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	101,800	287,500	1,975,000	53,700	64,400	64,400	64,400
Cash Out / Appropriation Encumbrances	341,800	236,900	315,500	224,700	423,800	426,100	1,253,900
Reversions / Projected Reversions	(28,900)	(21,400)	(57,800)	(101,200)	(115,400)	(115,400)	(115,400)
Net Cash Out	312,900	215,500	257,700	123,500	308,400	310,700	1,138,500
Free Fund Balance	1,418,000	1,490,000	3,207,300	3,137,500	2,893,500	2,647,200	1,573,100

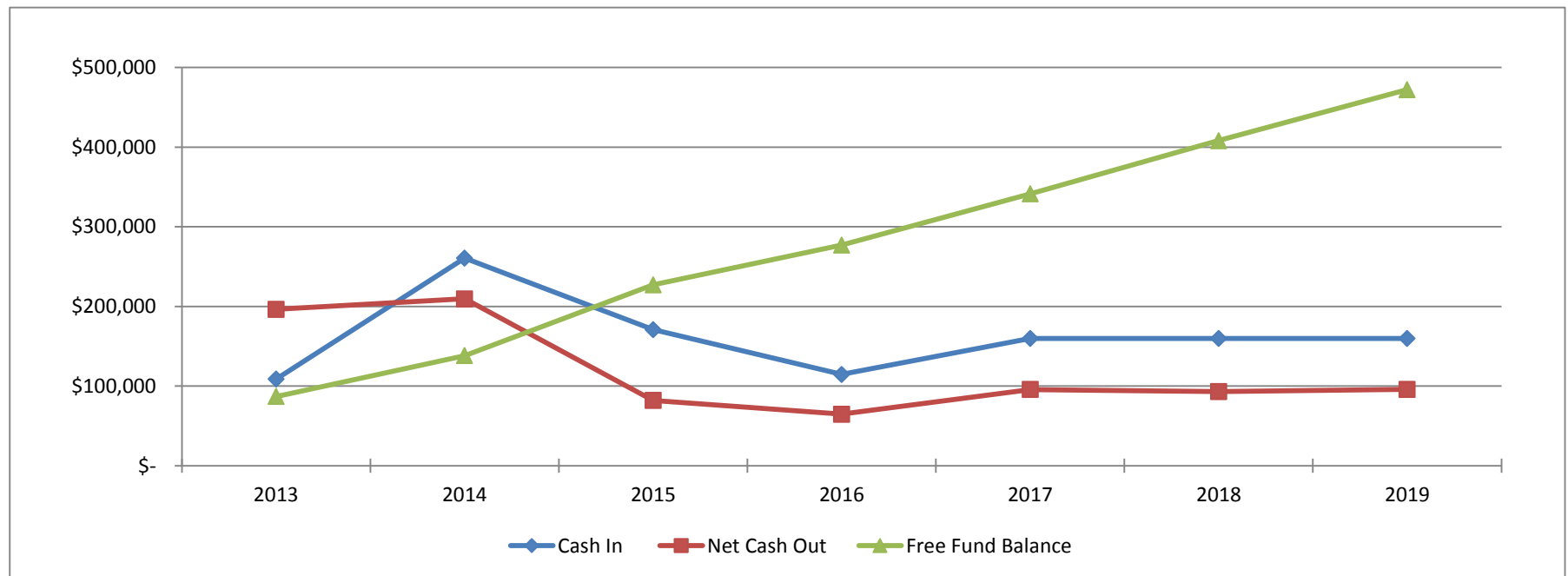


**IDAHO DEPARTMENT OF PARKS AND RECREATION  
FUND REVENUE & EXPENDITURE HISTORY  
TRAIL OF THE COEUR D'ALENES TRUST FUND (0496.05)**

Sources and Uses: Sources - Investment income from trust fund established under court ordered mitigation settlement with Union Pacific Railroad. Uses - Operations and maintenance of the trail.

Source of Data - Proposed Form B-12

	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Estimated	2018 Estimated	2019 Request
Cash In	108,800	260,700	170,900	114,700	159,900	159,900	159,900
Cash Out / Appropriation	199,000	216,500	101,000	73,600	95,700	93,100	95,900
Encumbrances							
Reversions / Projected Reversions	(2,600)	(7,000)	(19,100)	(8,800)			
Net Cash Out	196,400	209,500	81,900	64,800	95,700	93,100	95,900
Free Fund Balance	87,000	138,200	227,200	277,100	341,300	408,100	472,100





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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**May 24-25, 2017**  
**Harriman State Park**  
**3489 Green Canyon Rd.**  
**Island Park, ID 83429**

**AGENDA ITEM:**                      **Development Bureau Ongoing Construction Update**

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

**PRESENTER:**                      **Jim Thomas**

**PRESENTATION**

**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 slide presentation shows the progress on various Development Bureau construction projects across the state. For detailed information on each Development Bureau Project, please refer to the Development Board Report. The following slide presentation is providing a visual update on current projects; their status and progress comments are for Board Information.

**STAFF RECOMMENDATIONS:** Information Only

# IDPR Pay Matrix FY 2018 CEC **Performance**

Estimated Performance Ratings	Does not meet expectations	Meets expectations	Solid sustained performance	Exemplary performance
	0%	17.0%	69.3%	13.7%

Totals

100%

Market (Compa-Ratio)	Performance			
	Does not meet expectations	Meets expectations	Solid sustained performance	Exemplary performance
	90% -- 107%	0%	1.0%	2.5%
	79% -- 89%	0%	1.1%	2.6%
	73% -- 78%	0%	1.2%	2.7%

Number of Employees

Average Pay Rate

Average Years in Class

Management Services	Park Operations	Management Services	Park Operations	Management Services	Park Operations
6	11	\$31.01	\$21.64	5.5	16.9
19	44	\$24.49	\$22.50	3.8	8.8
13	63	\$15.12	\$16.99	1.6	3.5
38	118				

## Distribution Breakdown

Performance	95.7%
Market	4.3%

# IDPR Pay Matrix FY 2018 CEC

## Market

Estimated Performance Ratings	Does not meet expectations	Meets expectations	Solid sustained performance	Exemplary performance
	0%	17.0%	69.3%	13.7%

Totals

100%

Market (Compa-Ratio)	Performance			
	Does not meet expectations	Meets expectations	Solid sustained performance	Exemplary performance
	90% -- 107%	0%	1.0%	1.5%
	79% -- 89%	0%	2.0%	2.5%
	73% -- 78%	0%	3.5%	4.0%

### Distribution Breakdown

Performance	28.6%
Market	71.4%

### Number of Employees

### Average Pay Rate

### Average Years in Class

Management Services	Park Operations	Management Services	Park Operations	Management Services	Park Operations
6	11	\$31.01	\$21.64	5.5	16.9
19	44	\$24.49	\$22.50	3.8	8.8
13	63	\$15.12	\$16.99	1.6	3.5
38	118				

# IDPR Pay Matrix FY 2018 CEC

## Staff

Estimated Performance Ratings	Does not meet expectations	Meets expectations	Solid sustained performance	Exemplary performance
	0%	17.0%	69.3%	13.7%

Totals

100%

Market (Compa-Ratio)	Performance			
	Does not meet expectations	Meets expectations	Solid sustained performance	Exemplary performance
	90% -- 107%	0%	1.9%	2.8%
	79% -- 89%	0%	2.0%	2.9%
	73% -- 78%	0%	2.1%	3.0%

### Distribution Breakdown

Performance	89.5%
Market	10.5%

### Number of Employees

### Average Pay Rate

### Average Years in Class

Management Services	Park Operations	Management Services	Park Operations	Management Services	Park Operations
6	11	\$31.01	\$21.64	5.5	16.9
19	44	\$24.49	\$22.50	3.8	8.8
13	63	\$15.12	\$16.99	1.6	3.5
38	118				

## Communications Program

May 2017 Idaho Park and Recreation Board Report

### Accomplishments / Tasks Underway

#### ❑ Marketing / Advertising / Outreach

- Passport: Continue to research creative strategies to boost promotion and purchase of the Idaho State Parks Passport. Have asked Mitchel Palmer and Red Sky Public Relations (PR) for their ideas on concepts.
- All Agency Publication: Red Sky Public Relations is assisting with the creation of a new agency informational guide. Ads will be sold to assist in covering costs.
- Boating Program: Assisted the boating program with the creation and launch of their spring, 2017 safe boating campaign. This included billboard, radio and print ad production and placement.
- Motorized Trails Program: Coordinated efforts move to TreadLightly “Ride On” messaging, managing message changes and collateral creation. In the process of creating a campaign plan to launch in May to include PSAs, billboards and heavy social media.
- Junior Ranger Program: Created informational materials to support the new program including the production of three-fold informational brochures in both English and Spanish, certificates, patches and in-park event promotion fliers. These items will be used to promote activities within participating parks, as well as reward visitors who participate. Training is underway for regional assistance to help with web posting of in-park activities and events that have increased with the creation of the Junior Ranger Program.
- Recreation Outreach: Working with Motorized Trails Program Staff on the creation and execution of an informational outreach campaign that will demonstrate how the Idaho Department of Parks and Recreation (IDPR) puts motorbike registration dollars to work benefitting off highway vehicle access in Idaho. These efforts will include news releases, social media elements, print ads, website revisions, banner creation, point-of-sale informational pieces for OHV dealerships and the placement of printed material and registration renewals for 2018.
- Scout Marketing: Scout plays a prominent role within the newly created Junior Ranger Program. Additionally, he has a calendar full of appearances throughout the state in 2017.

#### ❑ Retail

- Commissioned local artist Ward Hooper to produce commemorative images for Idaho State Parks. The goal: to create branded, collectable items that becomes another unique revenue generating source within our park retail stores. Revenue will stay within parks.
  - Stationary, posters, framed posters, magnets
  - Priest Lake and Ponderosa are first parks completed, Farragut and Castle Rocks are next.

❑ **Branding**

- Continued efforts: The Brand Standards and corresponding manual proves to be a fluid, ever growing document. Scout and the new Junior Ranger Program logos, etc. need to be incorporated so that the standards can be reviewed by Executive Staff members. As a reminder, the goal will be to create standards for use of agency logos, letterhead, etc., while providing staff with guidance on how and when to use the elements of our brand.

❑ **General Media**

- There has been a lot of media interest in area flooding and its impact to state parks in the region.
- Launch of campaigns for boating, motorized trails and the passport will likely increase media inquiries.

❑ **Youth Explorer's Program**

- Program is in full swing for 2017.
- 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.
- Libraries have embraced the program and are promoting more heavily than in first two years.
- Continued: Coupon use numbers prove the program is a public relations success without a huge fiscal impact.

❑ **Every Kid in a Park**

- Reminder: This program offered free access to National Parks for Fourth Graders, in celebration of NPS Centennial. Although federal entities decided to carry the program into 2017 there has been very little promotion of the program, if any at all on their part. IDPR continues to accept the passes. Few are redeemed.

❑ **Miscellaneous**

- The second IDPR pool vehicle (East Region) will be wrapped this month. Why not utilize our vehicles as rolling billboards?
- IDPR Intranet is up and running!
- Continue to handle all agency-related information requests (public information act) and serve as primary media contact
- Submission of articles on use of the Passport within Greenbelt and Eagle Magazines (May 2017)
- 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 JANUARY-FEBRUARY-MARCH 2017**

**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**

#### **FY19 Capital Inventory of Needs (CIN) and Facility Conditions Assessment**

Regional priorities were presented by David White and Garth Taylor to staff in March. Staff worked to merge the regional CIN priorities with the results of the facility conditions assessment to determine the FY19 capital outlay request.

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

Idaho's SCORP expires December 31, 2018. Staff established a project timeline and process for completing the plan in accordance with National Park Service requirements as outlined in the Land and Water Conservation Fund manual. Staff conducted 6 regional focus group meetings with agency recreation providers and land managers from November-January. 6 regional focus groups across the state.

#### **Facility Conditions Assessment**

A final report of the assessment was completed by staff in March. The report details the findings of the assessment, as well as providing a budgetary timeframe and cost estimate to repair facilities determined to be in fair, poor or failing condition.

#### **Water Rights Reporting**

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

## **Statewide Projects**

### **300051 – Septic Tank Pump Out**

Development notified all State Parks to start scheduling septic tanks tied to drain fields pumped and inspected. Several parks have completed pumping and others have scheduled for spring 2017.

## **North Region Projects**

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

Access road to park closed in October. Project will be rebid in the spring as part of the Farragut Scott Group to facilitate interest.

### **310351 – Round Lake Well**

Installing pump the week of 1-9-2017 and doing pump test the week of 1-23-2017. Due to weather, project was put on hold. Work resumed in April.

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

Three quotes needed. Due to weather, project was put on hold. Work resumed in April.

### **310441 – TOC Fence in Smelterville**

Sending letters out to property owners to notify them that we will be installing monuments on the southern boundary line. Final survey map completed and recorded by County 2<sup>nd</sup> week in April.

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

The re-roof of the two shelters at the Sunrise Day Use area is completed. Plans are in review, Pat will get bids for portions of the project. Begin construction summer 2017.

### **310562 - Farragut Scott Group Area Development**

Project is out to bid and we intend to start work summer 2017.

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

Design team selected through state evaluation process. Project in design.

### **310572 – Farragut Gilmore Campground Phase 2**

Discrepancies in topography prompted a survey which is now complete and design is being revised to reflect the updated topography. Hope to be out to bid the end of May 2017.

### **310651 – Old Mission Church Roof Repair**

As requested by the Coeur d'Alene Tribe, IDPR Development Bureau staff architect will handle the design and over sight of this project with some technical assistance provided by Idaho Heritage staff architect Fred Walters. A thorough analysis of the existing conditions and construction techniques previously used on the roof was completed 1<sup>st</sup> week of May 2016. An additional survey was completed 1<sup>st</sup> week of June 2016 as well as an instructional presentation to the Coeur d'Alene Tribe and a teleconference with the fire sprinkler system install. Shake purchase specification approved by THPO. Received 3 bids for shakes and have issued purchase order. Construction is planned for Fall 2017.



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

Region crew will repair siding in the spring, to be followed by painting by DPW project.

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

NPS with assistance from the region crew completed work on the columns. Region crew will complete the remaining items.

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

Reroof complete. Next stage will be painting after region crew makes siding repairs in the spring.

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

Investigate project scope in the winter and select Engineer. Site investigation by Engineer on March 15, awaiting preliminary recommendations from Engineer.

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

Investigate project scope in the winter and work with Integrated Design Lab for design options. Site survey conducted March 16 for preparation of electrical asbuilts.

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

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

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

Design to be completed fall 2016 with construction fall 2017.

**310872 – Heyburn Chatcolet Campground Renovations**

Tate Engineering has completed the survey. Planning site visit mid-April then work through the design process. Bidding in the summer with construction fall 2017.

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

Preparing specifications to solicit purchase order bids for several North Region CXTs, including this one. Bids have been received. Installation to start the end of May, 2017.

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

Stabilization completed March 2017. Waiting on final invoice.

**320241 – Dworshak Host Sites Relocate**

Due to weather conditions this project is on hold waiting final approval from ACORP.

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

Ovens and grill in process of being serviced. Some components are on backorder. All work to be completed by June 2017.

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

Notice to Proceed letter will be issued 2<sup>nd</sup> week of April.

**320561 – Winchester Campground Electrical Upgrade**

Working with Engineer firm on design.

**320571 – Winchester Lake Shop Roof Replacement**

Due to weather this project is on hold until spring of 2017

**320572 – Winchester Yurt Area Dbl CXT**

CXT ordered and installation scheduled for spring 2017.

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

Scope of work identified. We will essentially pave the existing road grade. Preliminary work will begin June 2017, out to bid August 2017 and construction to start September 2017.

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

Cabin design developed over the winter 2016. Determined that cabin construction would be available within project budget by modular manufacturer. Fee proposals requested from Electrical Engineer and Civil engineer for site design. Modular cabin bid documents under preparation for spring bid. Summer 2017 construction.

**330201 – Eagle Island Gravel Extraction**

Knife River's mineral lease to extract gravel expires April 30, 2016. Development Bureau has received notice of cancelation of Knife River's insurance tied to mineral extraction at Eagle Island State Park effective April 30, 2016. Knife River's mineral lease to extract gravel expires April 30, 2016. Development Bureau has received notice of cancelation of Knife River's insurance tied to mineral extraction at Eagle Island State Park effective April 30, 2016. Five years ago Idaho Department of Lands (IDL) assisted IDPR in the mineral lease process, including the public auction, for the right to extract minerals at Eagle Island SP. We will coordinate with IDL, since they are the state's governing agency for mineral extraction on state owned lands. Staff are reviewing options for bidding spring 2017.

**330252 – Eagle Island Sewer Upgrade**

NP Level 2 study will start in March 2017 and continue through October 2017. At conclusion of monitoring NP Level 2 study will be submitted to DEQ for approval. Onsite water level monitoring started 1<sup>st</sup> of March. Notified 3/30/17 by Central District Health that site was underwater and unsuitable for drainfield. Following up with Engineer and DEQ to confirm if there are any other possibilities.

**330261 – Eagle Island East Restroom Upgrade**

Construction complete and restrooms open. Final exterior painting touch-up will be completed in the spring when weather allows. Complete and waiting for final invoice from contractor.

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

We now have a video that shows the issues. We have a quote to replace a valve and two well drillers that will be submitting quotes to clean out the casing. Project is expected to be under 25,000 after talking to the professionals and work should start mid to late May 2017.

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

Working on a redesign of the traffic flow to reverse the existing traffic pattern and expand the existing spaces where possible. Plans to start project early spring 2017 and begin construction summer 2017 or fall when it is warm enough for paving.

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

Two new platforms have arrived on site and 2 new wenches and stands have been ordered and will arrive within a few weeks. The original manufacturer still has the gaskets and rub rails needed so park staff is getting a count of new parts required and then will order. Spoke to Park Manager and the plan is to use seasonal help to install everything.

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

Region crew installed concrete slab in April. Storage building will be purchased and placed in May.

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

New windows, insulated garage doors and new roof with insulation installed. Remaining funds will go towards interior wall insulation. DPW will issue final contract for interior wall insulation in April.

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

Reviewing fee proposal received from architect 8/1/2016. Construction will be completed over fall 2017.

**330672 – Three Island Redevelop Overflow Parking**

Laid out and staked parking lot but are waiting on park staff to approve final design before construction documents can be drafted. Construction to begin summer 2017 when warm enough for paving.

**330761 – Lake Cascade Erosion Control**

Working with Consultant to determine when we can submit the first 404 permit for the first section. There is a hold up with the cultural review process. We should have a revised timeline by the end of the week.

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

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

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

Currently working with land owner on stipulations of land donation. Anticipated schedule: construction docs completed in May 2017, project bid June 2017, construction start August 2017.

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

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

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

Scope of work calls for a CXT and paving of the existing parking lot. Will complete design documents and specs in house to go out to bid in late spring of 2017. Construction will begin summer of 2017.

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

Have design from Land Group for ADA access to docks. Need to make alterations and get fee proposals for the work. Go out to bid late summer 2017 and begin construction fall 2017.

## **East Region Projects**

### **340351 – Ritter Island House Renovation**

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

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

This project is underway. All work will be finished by May 2017.

### **340572 – Castle Rocks Replace Boundary Fence**

Development and park staff have contracted with local fence company to repair priority sections of the fence. Project will be concluded by end of June.

### **340573 – Castle Rocks Access Road Improvements**

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

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

Project scope being revised to a glamping yurt at Castle Rocks. Park Manager to receive permission from the state for scope change. IDPR received approval from state to change scope of project. Park Manager currently working on yurt order.

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

Design is in review process, construction to begin summer 2017 by park staff.

### **350141 – Massacre Rocks Septic System Replacement**

Engineering services contract initiated. Engineering continues in progress. Coordination with IDEQ and Idaho Regional Health Department has concluded that multiple variances to project LSAS requirements is the only path forward for approval to perform intended project work scope major improvements of existing campground septic systems. Variance application under **review – anticipate start of engineering for variance application for septic systems improvements.** **Project on hold. Park is monitoring system. DEQ will not allow replacement because it is too close to the river. Only a full treatment system will be allowed.**

### **350161 – Massacre Rocks Campground Electrical Upgrade**

Have a meeting 4-6-17 on site, estimating they are about 85% completed. Substantial completion was extended as sectionalizers got delayed but they should have been ordered sooner regardless. Working on determining if liquidated damages will be applied.

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

Construction complete. Looking into replacing VC furnace with remaining funds. DPW issued contract in April to replace VC furnace.

### **350171 – Massacre Rocks Insulate VC**

Staff is in communication with DPW about the potential to reroof and add an insulation layer below the roof.

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

Design to be done mid-April and will go out to bid in May for a late summer 2017 construction.

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

Evaluate kiosk location in fall 2016. Prepare drawings over the winter for bidding in February 2017 and spring construction. Met 10/17/16 with Park Manager to review locations. Drawings being prepared. Issue bid documents in April for construction of N. Beach kiosk in May and E. Beach kiosk in October.

**360163 – Harriman Ranchview Group Shelter**

Precon on 10/26/16, construction started. 11/22/16 site cleared and footings poured, construction stopping for the winter due to snow. Construction will resume May 2017.

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

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

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

Henry's Fork Foundation is working on an MOU with IDPR and just sent IDPR a check for the cost of engineering work on the restoration of the Harriman Canal.

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

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

**360242 – Henrys Lake Seasonal Housing**

Bid documents prepared for spring bidding and early summer placement. Projects bid 2/22/17. Project awarded to Hathaway Homes 3/7/17. Existing mobile homes approved for disposal authority mid-April. Existing mobile homes to be removed in May and new manufactured home to be delivered in June.

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

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

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

Project was bid in September. Bids came in double the budget. Consultant making revisions to drawings and specs. Was bid a second time. Bids too high to award. Applying for additional grant funds 2017.

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

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

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

Evaluation to be conducted May 2017.

**STAFF RECOMMENDATIONS:** Information only

## **EXPERIENCE/EDUCATION PROGRAM QUARTERLY REPORT JANUARY-FEBRUARY-MARCH 2017**

### **Mission**

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.

### **Goals**

- Assess all parks in the system in terms of needs/priorities for interpretive facilities, exhibits, programming, training, and staffing.
- Start creating high quality photo files of the parks for use in interpretation, social media, and marketing.
- Create an organizational structure (Interpretive Team) to support implementation of improvements in the overall Experience/Education program.
- Begin preparing for the creation of a work plan for the Experience/Education program by July 2017 in support of the agency Strategic Plan.

### **EXPERIENCE/EDUCATION PROGRAM, JAMIE LITTLE, COORDINATOR**

- Have visited twenty-five parks as of 03-31-17. (Start date with agency was 9-21-16) Visits are to assess needs/priorities for interpretive facilities, exhibits, programming, training, and staffing, as well as start creation of photo files.
- Have held two meetings of the Interpretive Team, the meetings were very successful in providing field feedback on new interpretive and education projects.
- Have developed a state-wide Junior Ranger program with a new logo, brochure, and recognition. Working on final draft of a manual and training for May 2017.
- Created an interpretive training schedule for staff and volunteers. Working on final draft Interpreters' Manual and agenda for annual Interpretive Training to be held in May 2017 at Harriman.
- Worked with Wallace Keck to create a 14' x 4' wingspan bird banner to support birding events in the parks. 22 parks requested one and will receive them in April.
- Coordinated set up of four new summer teacher workshops in cooperation with the Friends of Idaho State Parks at Harriman, Bruneau Dunes, City of Rocks, and Massacre Rocks.
- Working on first draft schedule of Interpretive Plans for parks
- Have participated with the National Association for Interpretation Facebook group for Chiefs of Interpretation at state parks in the USA to share ideas and resources.
- Worked with our grants coordinator on a grant for interpretive exhibits at the new Cascade Welcome Center. A foundation approved an initial letter and has requested a full proposal.
- Have taken professional quality photo files for parks. The photos can be used in social media, our website, brochures, and exhibits. Photos from twenty-two parks are posted on the H drive as of 03-31-17. I have added 40 new photos to the agency website.
- Have promoted attendance for interpretive rangers and interested managers at the National Association for Interpretation National Conference in Spokane in Nov 2017. (This is an unusual opportunity to attend this conference when it is in the area.) Contacted the NAI National Conference planning committee to coordinate having some of our parks in Northern Idaho on the conference tour session.
- Set up sixteen additional informational folders on the H drive for reference for field staff, there are now twenty-seven resource folders.

New folders with information include:

1. ADA Guidelines for Interpretive Media
2. Astronomy
3. E-bird and I-naturalist
4. Flora
5. Grizzly Bear Safety
6. Idaho Fish
7. Idaho Raptors
8. Interpretive Presentations
9. Interpretive Exhibits Development
10. Manual for Scout
11. Mountain Lion Safety
12. NAI Awards
13. Reptiles and Amphibians in Idaho
14. Wildlife Blinds
15. Wildlife Information
16. Wildlife Permits

# **IDAHO DEPARTMENT OF PARKS AND RECREATION**

Fiscal Year 2017 – Financial Statements

July 1, 2016 – March 31, 2017



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**  
**May 24 – 25, 2017**  
**Harriman State Park**  
**Island Park, ID 83429**

**AGENDA ITEM:**                      **FY 2017 3<sup>rd</sup> Quarter Financial Statements**

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

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

**PRESENTATION**

Attached are the third quarter financial statements for fiscal year (FY) 2017. The information presented reflects an overview of the department's revenues, expenditures and cash balances along with a summary of the Passport Program. At the request of Board Member Boren, I have also included GASB basic financial statements for FY 2016.

- Page 2 – FY 2017 Financial Statement / Budget Status as of 03/31/2017
- Pages 3-5 – FY 2017 Y-T-D Park Operations Revenues / Expenditures
- Pages 6-12 – FY 2017 Cash Balances as of 03/31/2017
- Page 13 – FY 2017 Y-T-D Passport Program Revenue
- GASB Basic Financial Statements FY 2016 (13 pages)

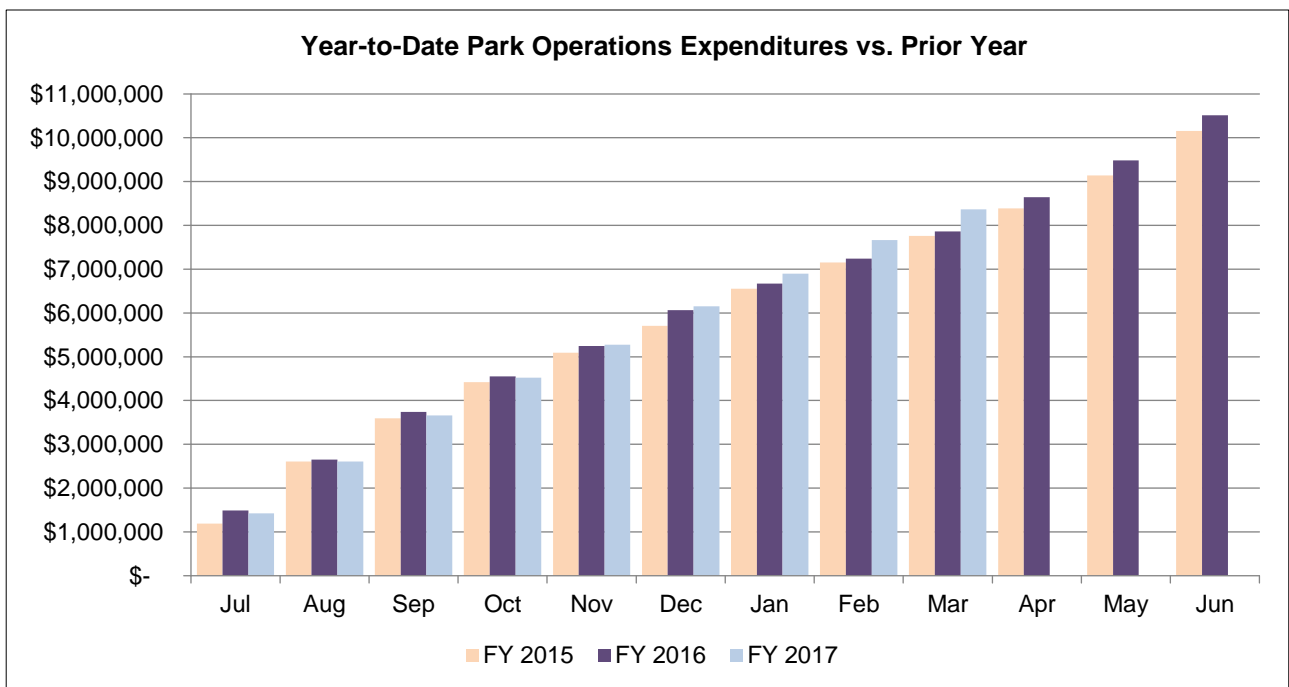
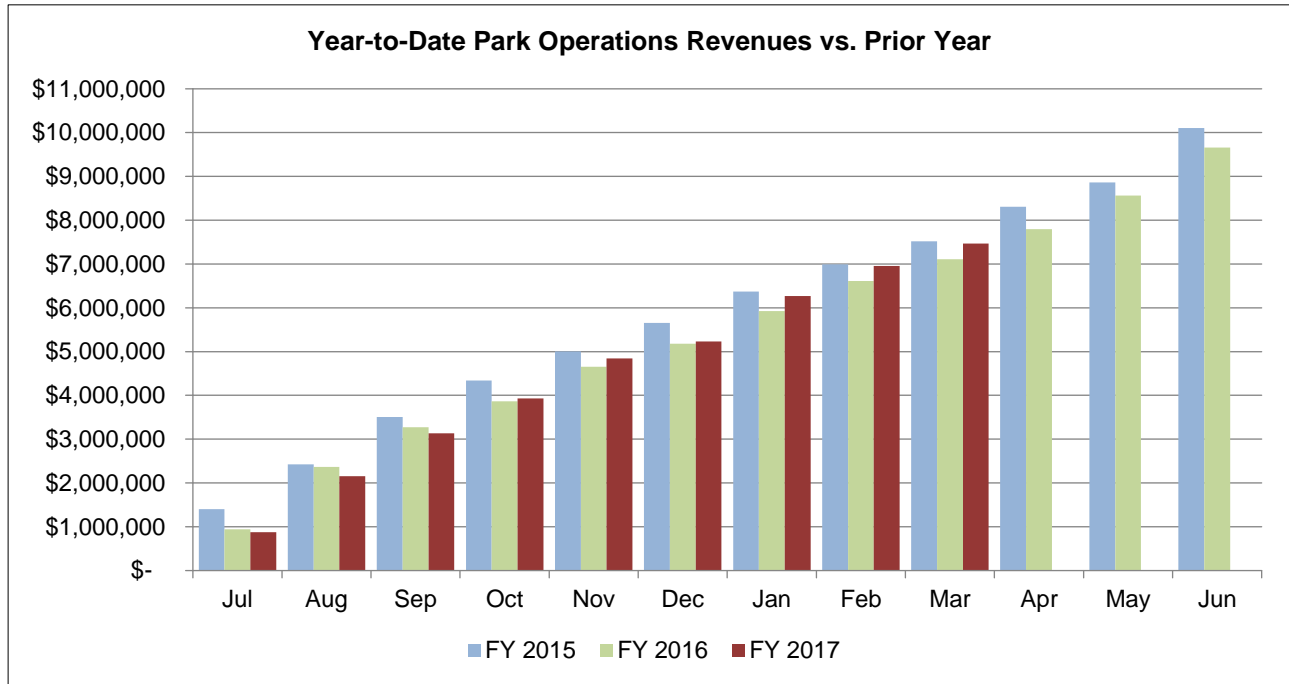
**STAFF RECOMMENDATIONS**

This agenda item is for information only.

**Idaho Department of Parks and Recreation  
FY 2017 Financial Statement / Budget Status  
as of March 31, 2017**

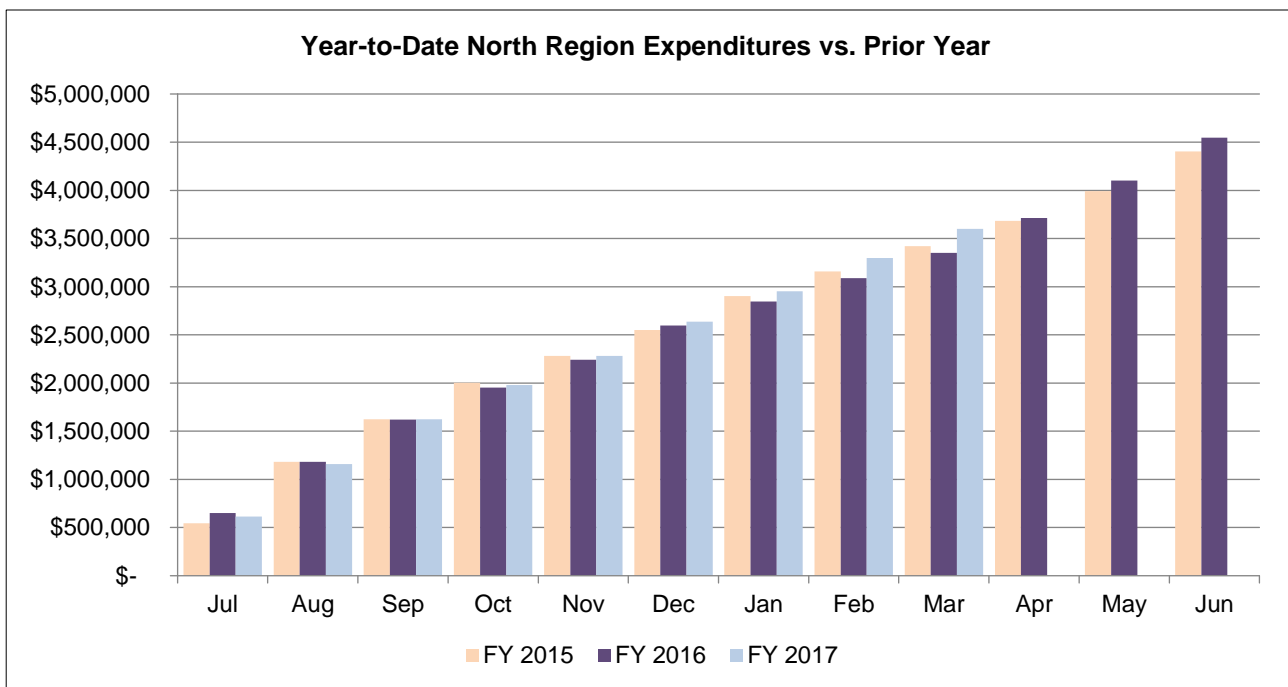
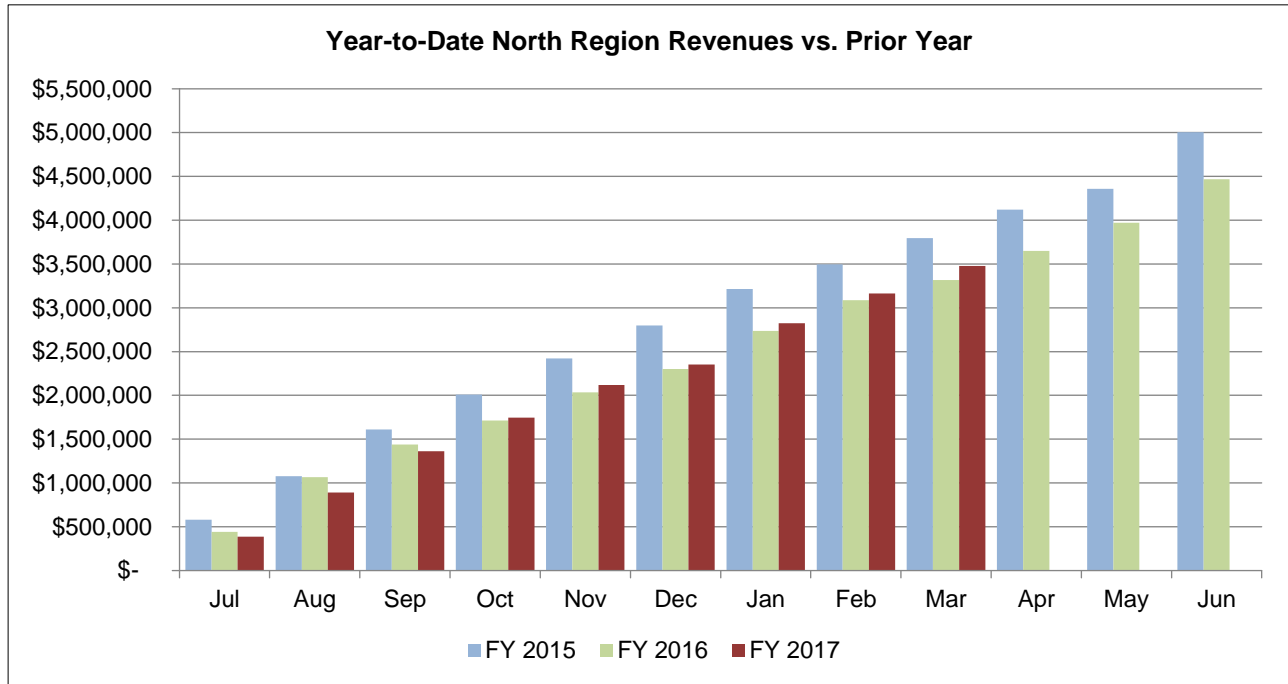
<b>Program/Object</b>	<b>Appropriation</b>	<b>Expenditures</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
<b>Management Services</b>					
Personnel Costs	\$ 2,906,800	\$ 1,993,169	\$ -	\$ 913,631	31.4%
Operating Expenditures	1,727,400	994,654	-	732,746	42.4%
Capital Outlay	105,400	44,886	-	60,514	57.4%
Trustee & Benefit	10,698,871	3,838,208	5,181,801	1,678,862	15.7%
Subtotal	<b>\$ 15,438,471</b>	<b>\$ 6,870,917</b>	<b>\$ 5,181,801</b>	<b>\$ 3,385,753</b>	21.9%
<b>Park Operations</b>					
Personnel Costs	\$ 9,858,700	\$ 7,056,543	\$ -	\$ 2,802,157	28.4%
Operating Expenditures	5,403,500	3,441,272	-	1,962,228	36.3%
Capital Outlay	1,447,026	671,339	64,594	711,093	49.1%
Trustee & Benefit	1,221,603	21,552	575,002	625,049	51.2%
Subtotal	<b>\$ 17,930,829</b>	<b>\$ 11,190,707</b>	<b>\$ 639,596</b>	<b>\$ 6,100,527</b>	34.0%
<b>Capital Development</b>					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	-
Operating Expenditures	-	-	-	-	-
Capital Outlay	13,046,153	1,314,558	192,053	11,539,542	88.5%
Trustee & Benefit	-	-	-	-	-
Subtotal	<b>\$ 13,046,153</b>	<b>\$ 1,314,558</b>	<b>\$ 192,053</b>	<b>\$ 11,539,542</b>	88.5%
<b>Total</b>	<b>\$ 46,415,453</b>	<b>\$ 19,376,182</b>	<b>\$ 6,013,449</b>	<b>\$ 21,025,821</b>	<b>45.3%</b>

**Idaho Department of Parks and Recreation**  
**Park Operations - All Funds**  
**Year-to-Date Revenues and Expenditures**  
**March 31, 2017**



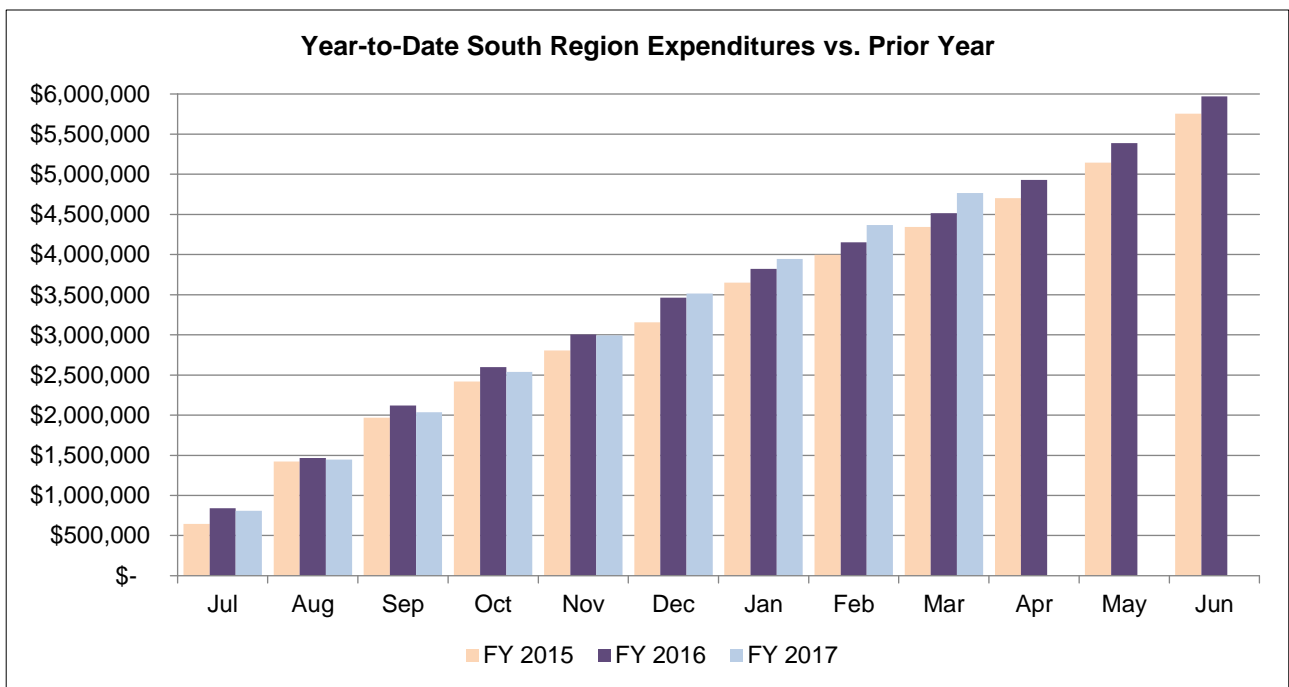
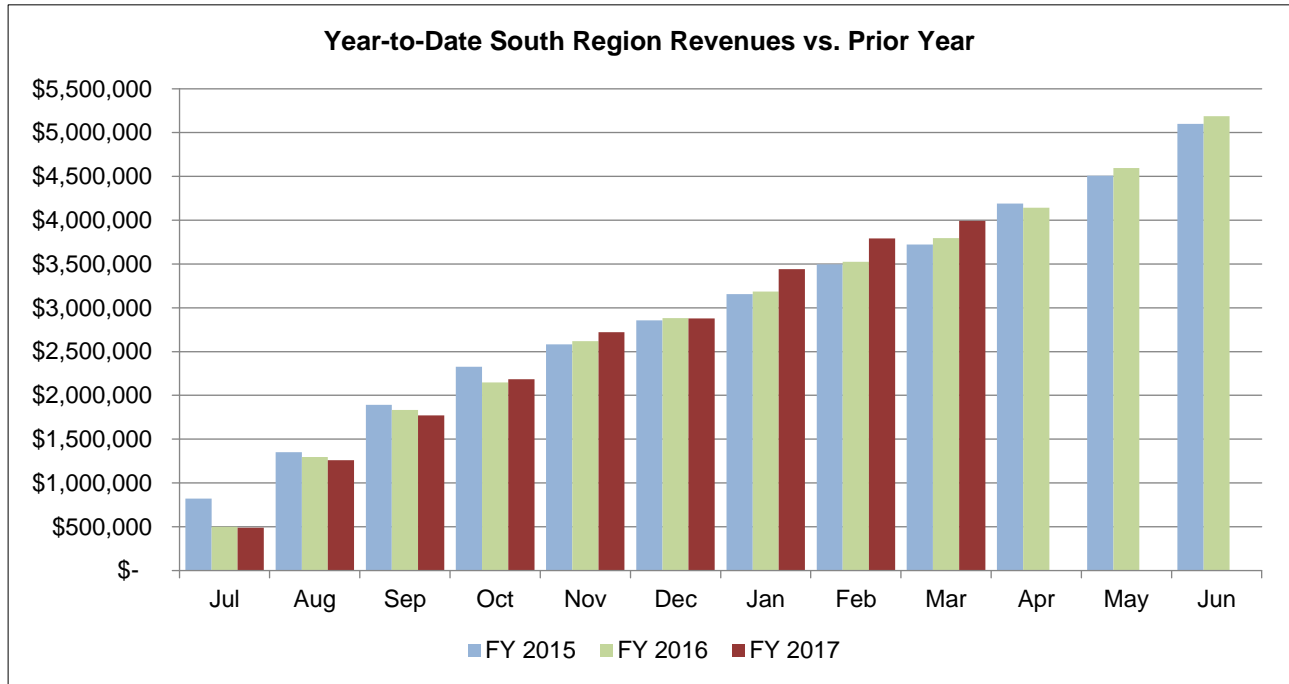
- All Park Operations fiscal year-to-date revenues are up \$359,500 (or 5.1%) compared to FY 2016
- All Park Operations fiscal year-to-date expenditures are up \$502,000 (or 6.4%) compared to FY 2016

**Idaho Department of Parks and Recreation  
North Region - All Funds  
Year-to-Date Revenues and Expenditures  
March 31, 2017**



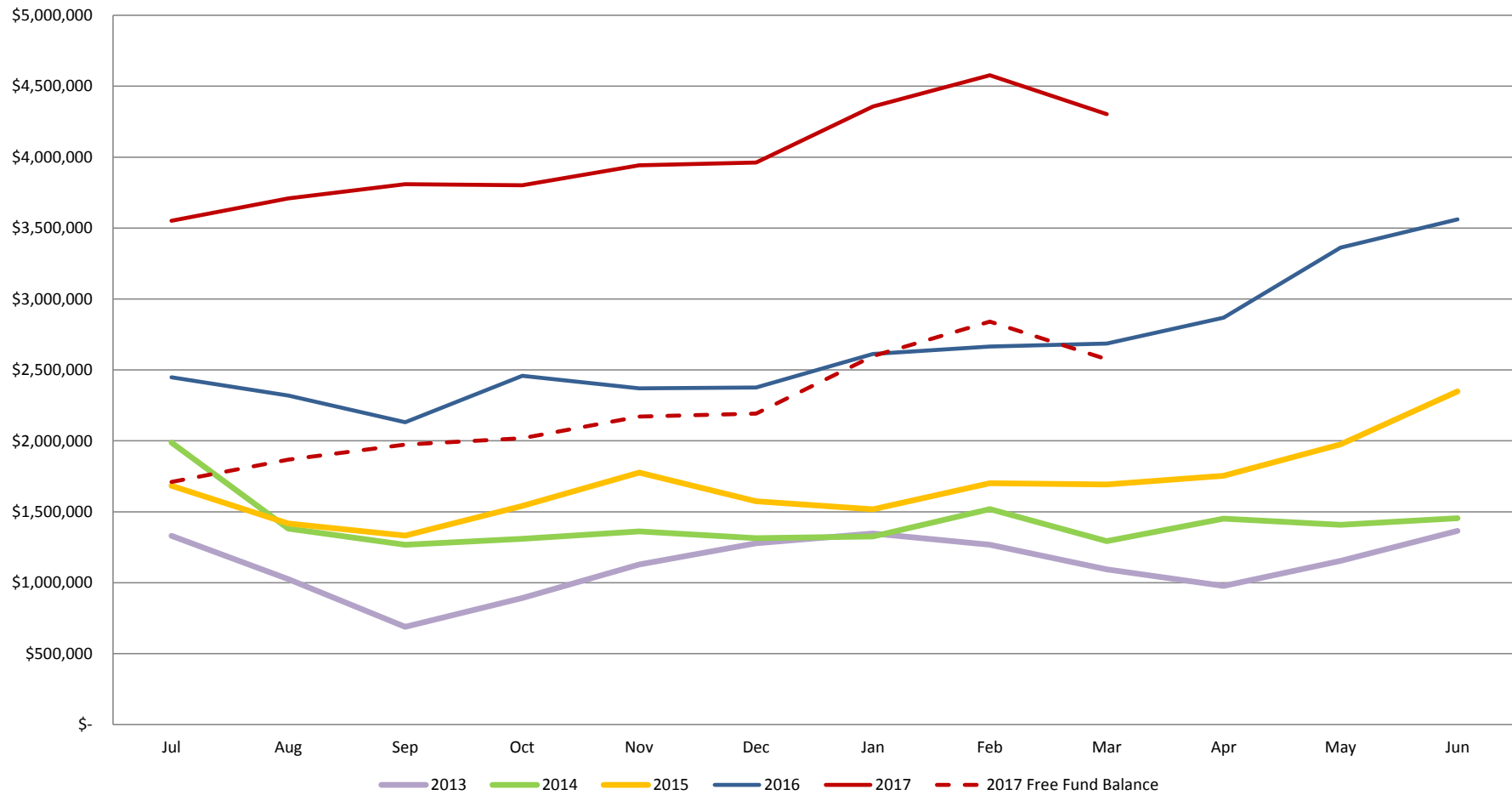
- North Region fiscal year-to-date revenues are up \$162,700 (or 4.9%) compared to FY 2016
- North Region fiscal year-to-date expenditures are up \$248,900 (or 7.4%) compared to FY 2016

**Idaho Department of Parks and Recreation  
South Region - All Funds  
Year-to-Date Revenues and Expenditures  
March 31, 2017**

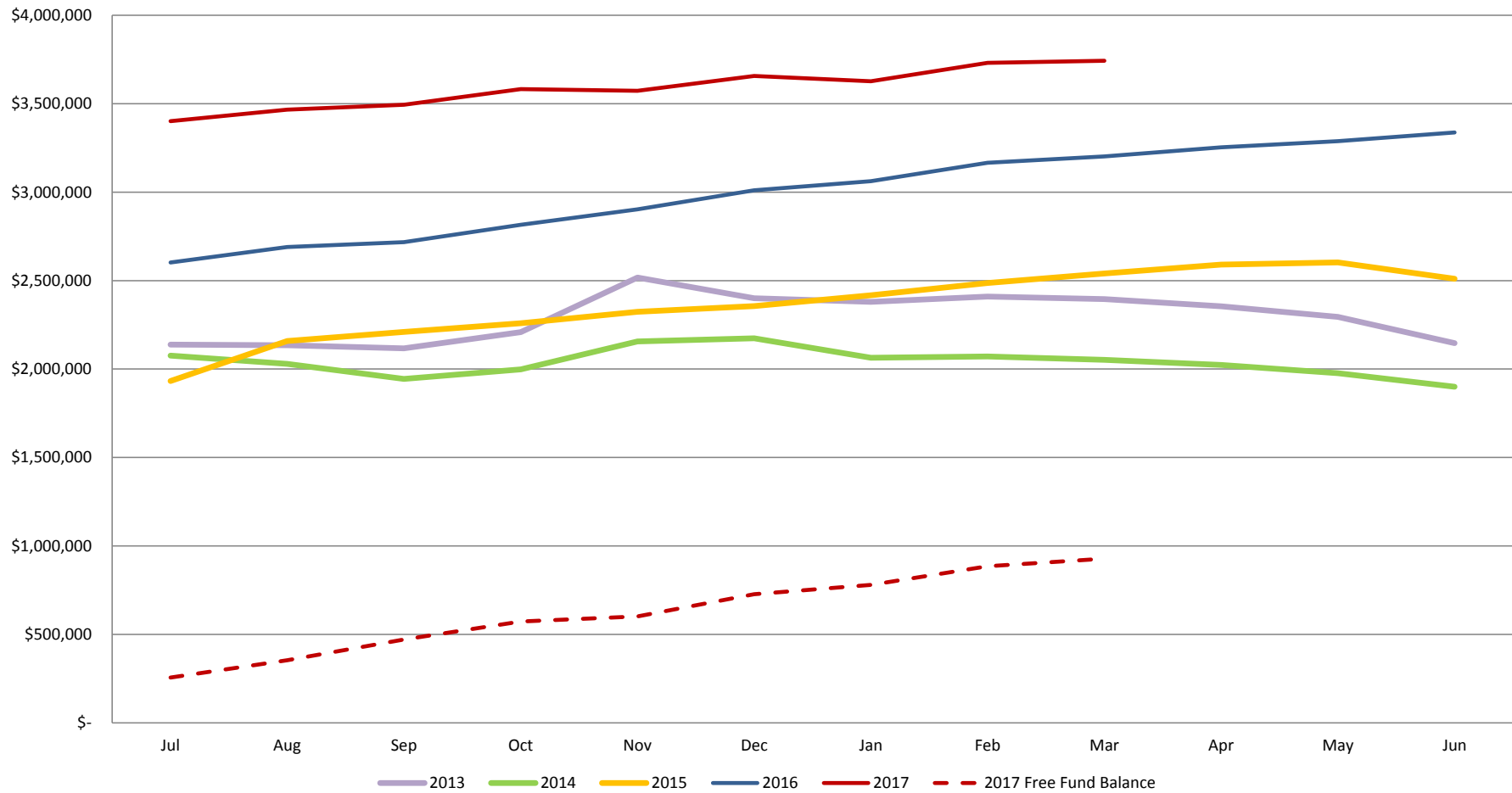


- South Region fiscal year-to-date revenues are up \$196,800 (or 5.2%) compared to FY 2016
- South Region fiscal year-to-date expenditures are up \$253,100 (or 5.6%) compared to FY 2016

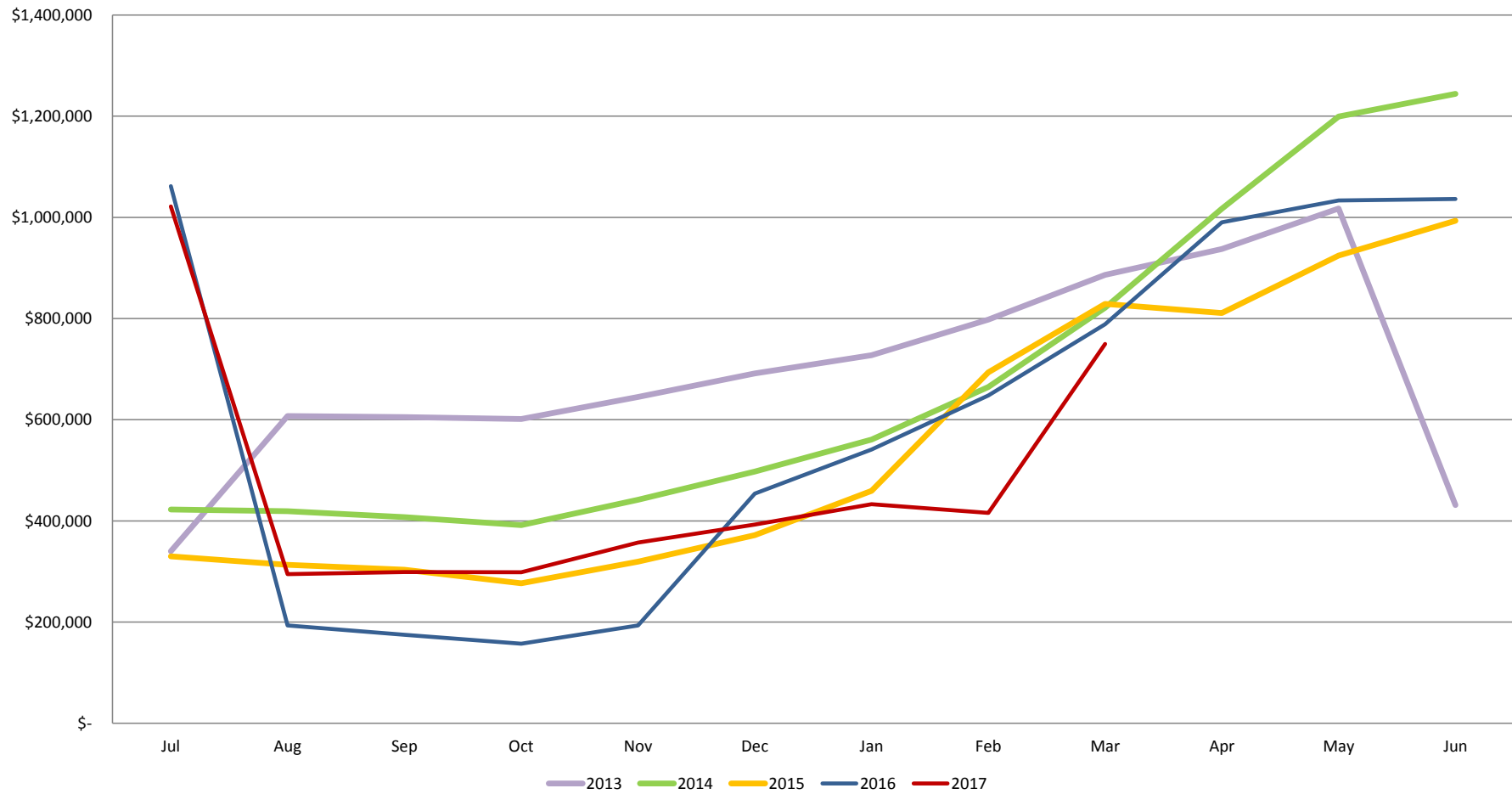
**Idaho Department of Parks and Recreation  
Cash Balance Trend - Parks and Recreation Fund (0243)  
March 31, 2017**



**Idaho Department of Parks and Recreation**  
**Cash Balance Trend - Recreational Fuels Capital Improvement Fund (0247.01)**  
**March 31, 2017**

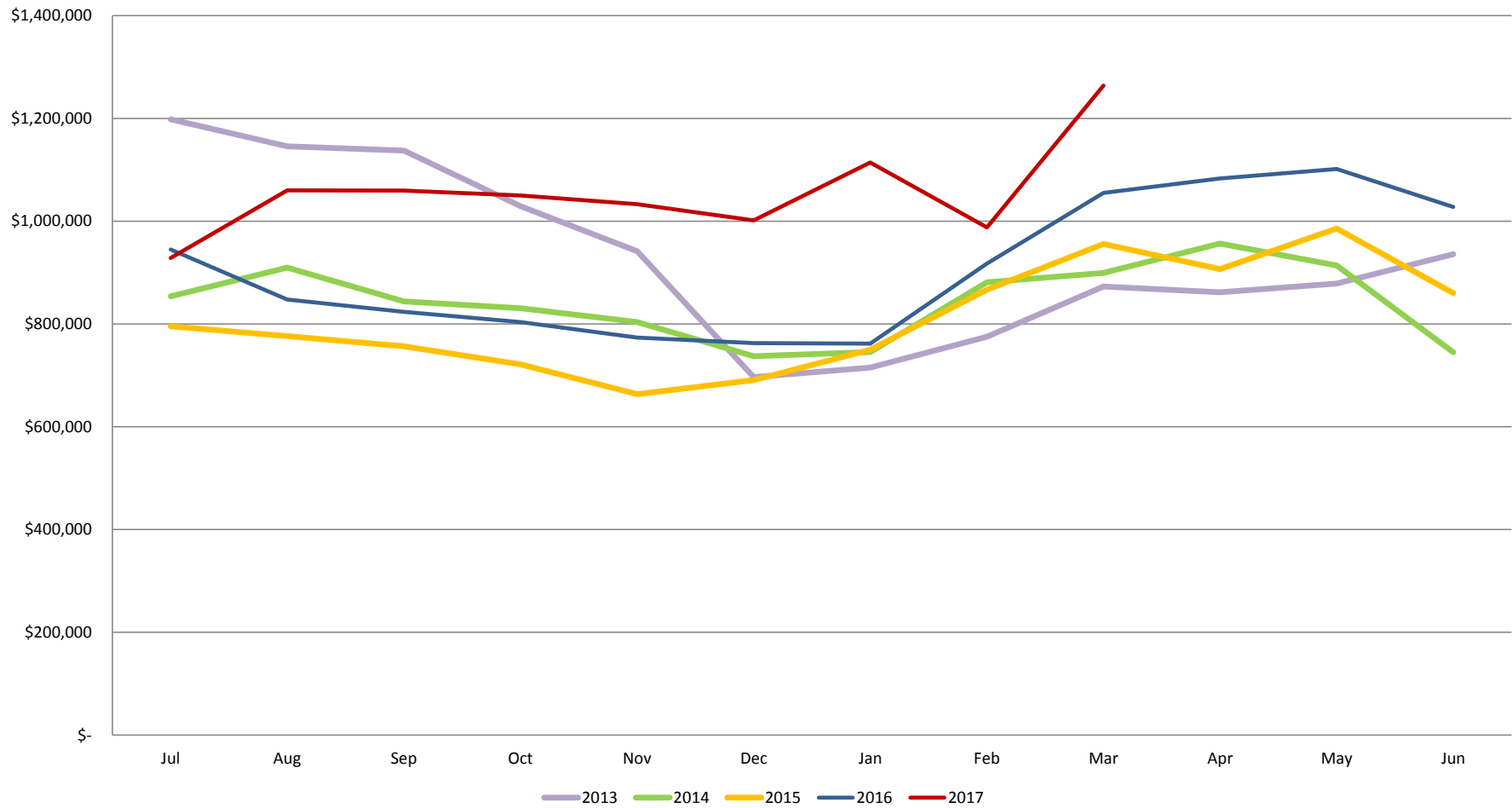


**Idaho Department of Parks and Recreation  
Cash Balance Trend - Snowmobile Fund (0250.03)  
March 31, 2017**

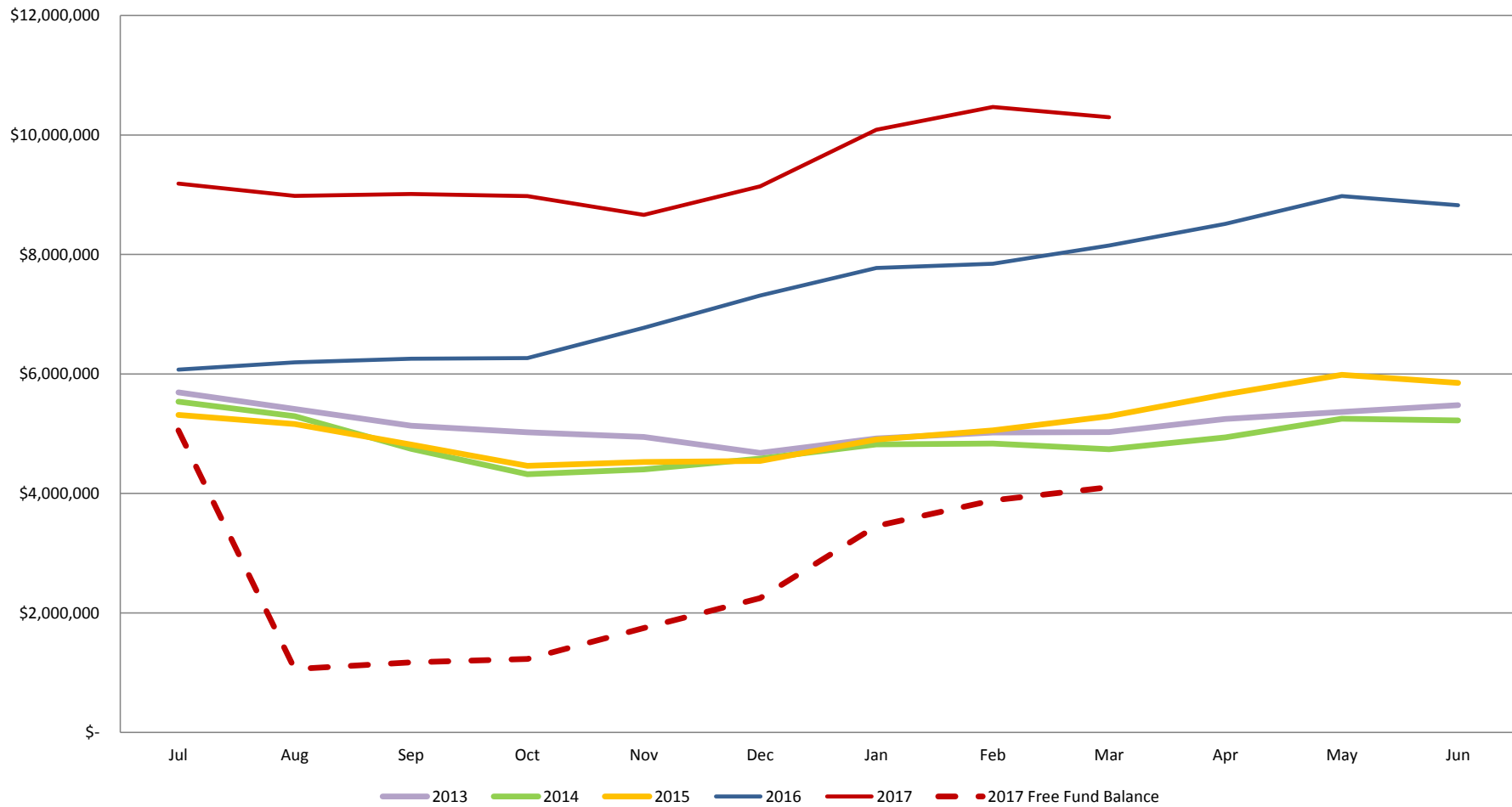




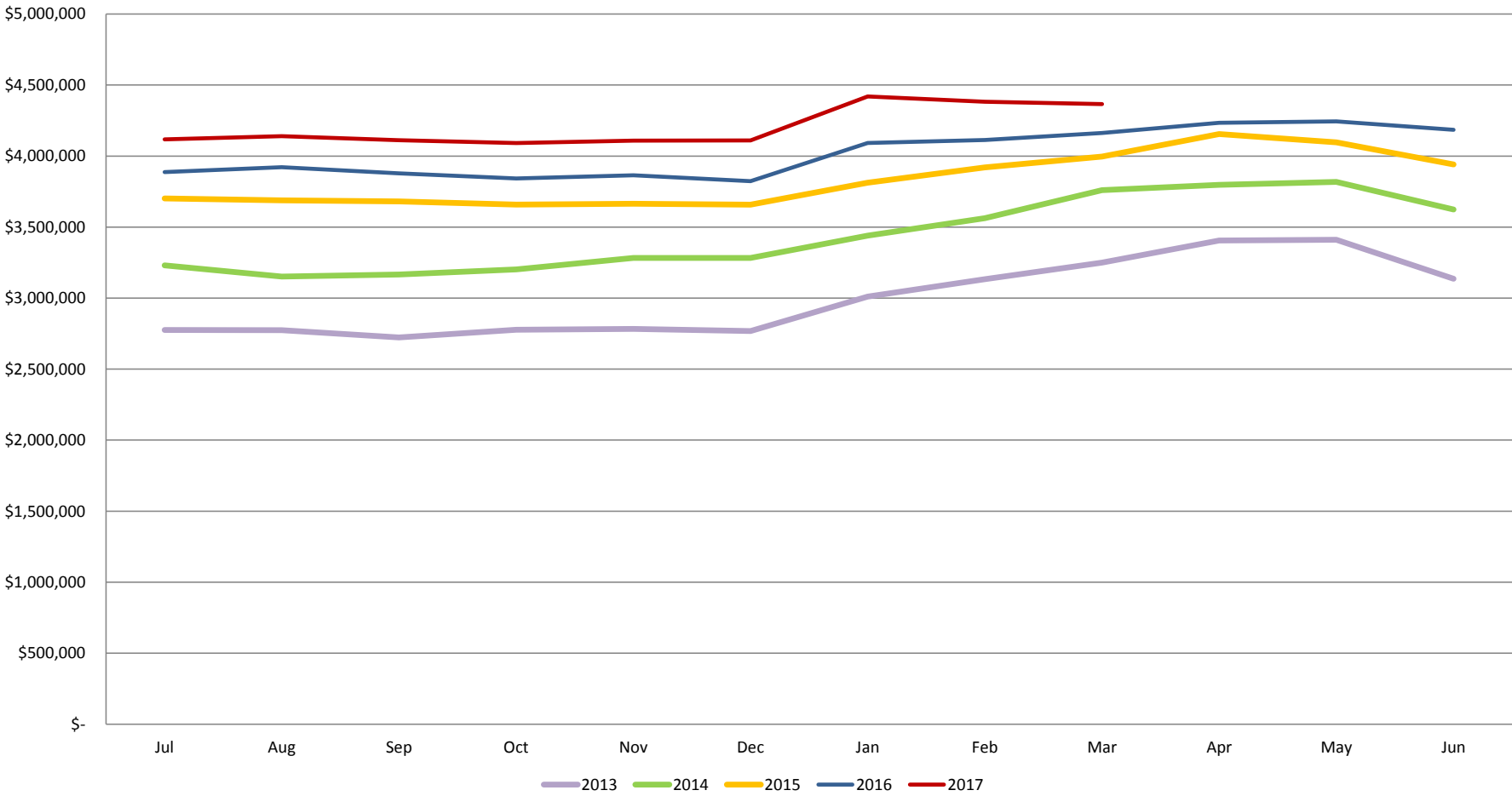
**Idaho Department of Parks and Recreation  
Cash Balance Trend - Motorbike / OHV Fund (0250.04)  
March 31, 2017**



**Idaho Department of Parks and Recreation  
Cash Balance Trend - Recreational Vehicle Fund (0250.05)  
March 31, 2017**



**Idaho Department of Parks and Recreation  
Cash Balance Trend - Enterprise Fund (0410.01)  
March 31, 2017**



**Idaho Department of Parks and Recreation**  
**Statement of Cash Balances - FY 2017**  
**as of March 31, 2017**

<b>Fund</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Cash Inflows</b>	<b>Cash Outflows</b>	<b>Cash Balance</b>	<b>Encumbrances</b>	<b>Unobligated Fund Balance</b>
0125	Federal Indirect Cost Recovery	\$ 799,494	\$ 193,159	\$ (249,573)	\$ 743,081	\$ -	\$ 743,081
0243	Parks and Recreation Fund	3,561,332	6,675,160	(5,933,861)	4,302,631	-	4,302,631
0243.02	Parks & Rec - Registration Administration	2,646,104	1,331,956	(1,340,415)	2,637,644	-	2,637,644
0243.03	Parks & Rec - Sawtooth License Plate	-	31,480	(31,480)	-	-	-
0243.04	Parks & Rec - Cutthroat Wildlife Plate	40,250	16,501	(14,347)	42,404	30,000	12,404
0243.05	Parks & Rec - Mountain Bike	97,990	20,199	-	118,189	42,936	75,253
0247.01	Recreational Fuels - Capital Improvement	3,337,479	1,185,884	(780,637)	3,742,726	38,411	3,704,316
0247.02	Recreational Fuels - Waterway Improvement	1,858,468	1,169,474	(982,284)	2,045,658	739,804	1,305,855
0247.03	Recreational Fuels - Off-road Motor Vehicles	2,335,250	1,174,499	(674,073)	2,835,676	648,447	2,187,229
0247.04	Recreational Fuels - Road & Bridge	1,305,247	609,112	(366,457)	1,547,902	324,412	1,223,490
0247.06	Recreational Fuels - Administration	256,043	797,441	(840,640)	212,844	-	212,844
0250.01	Registration - State Vessel	-	1,437,277	(1,437,277)	-	-	-
0250.02	Registration - Cross Country Ski	109,666	68,761	(48,602)	129,825	-	129,825
0250.03	Registration - Snowmobile	1,036,460	819,971	(1,106,692)	749,738	3,730	746,008
0250.04	Registration - Motorbike	1,027,813	899,811	(663,813)	1,263,812	226,729	1,037,083
0250.05	Registration - Recreational Vehicle	8,825,799	3,854,102	(2,382,135)	10,297,766	3,355,940	6,941,826
0348	Federal Grant Fund <sup>1</sup>	502,351	2,956,227	(2,710,919)	747,659	2,739,462	(1,991,803)
0349	Miscellaneous Revenue	137,153	81,246	(143,069)	75,331	-	75,331
0410.01	Enterprise	4,184,462	1,609,059	(1,428,037)	4,365,483	-	4,365,483
0496.01	Expendable Trust - Park Donations <sup>2</sup>	327,767	85,806	(38,766)	374,807	-	374,807
0496.02	Harriman Trust	239,206	312,909	(259,933)	292,183	-	292,183
0496.03	Park Land Trust	3,137,519	46,550	(93,527)	3,090,542	-	3,090,542
0496.05	Trail of the Coeur d'Alenes	277,133	128,874	(64,137)	341,870	-	341,870
<b>Total</b>		<b>\$ 36,042,986</b>	<b>\$ 25,505,459</b>	<b>\$ (21,590,674)</b>	<b>\$ 39,957,771</b>	<b>\$ 8,149,871</b>	<b>\$ 31,807,900</b>

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

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

**Idaho Department of Parks and Recreation**  
**Passport Program Revenue FY 2017**  
as of March 31, 2017

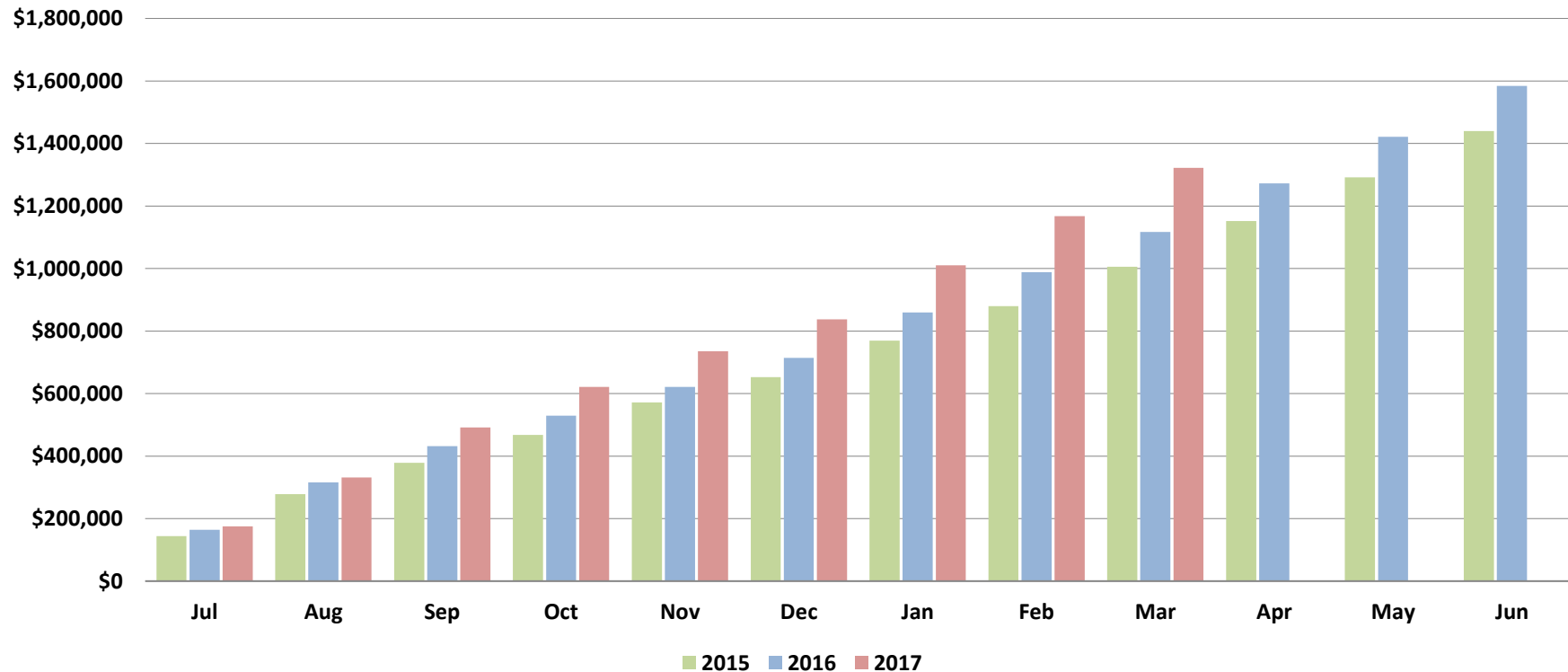
Gross Revenue	FY 2016 March	FY 2017 March	Increase/ (Decrease)	% Change
1-Year Registrations	\$ 82,410	\$ 96,870	\$ 14,460	17.5%
2-Year Registrations	45,980	57,340	11,360	24.7%
Total	<b>\$ 128,390</b>	<b>\$ 154,210</b>	<b>\$ 25,820</b>	<b>20.1%</b>

Transactions				
1-Year Registrations	8,241	9,687	1,446	17.5%
2-Year Registrations	2,299	2,867	568	24.7%
Total	<b>10,540</b>	<b>12,554</b>	<b>2,014</b>	<b>19.1%</b>

FY 2016 Y-T-D	FY 2017 Y-T-D	Increase/ (Decrease)	% Change
\$ 688,390	\$ 822,730	\$ 134,340	19.5%
428,300	499,440	71,140	16.6%
<b>\$ 1,116,690</b>	<b>\$ 1,322,170</b>	<b>\$ 205,480</b>	<b>18.4%</b>

68,839	82,273	13,434	19.5%
21,415	24,972	3,557	16.6%
<b>90,254</b>	<b>107,245</b>	<b>16,991</b>	<b>18.8%</b>

**Revenue Trend by Fiscal Year**



**Idaho Department of Parks and Recreation**  
GASB Basic Financial Statements for Fiscal Year 2016

**Management's Discussion and Analysis**

This discussion and analysis is intended to serve as an introduction to the basic financial statements prepared by the Idaho Department of Parks and Recreation (IDPR) for the fiscal year ending June 30, 2016. These financial statements are designed to provide readers with a broad overview of IDPR's finances in a manner similar to private sector businesses, but are prepared in accordance with government reporting standards.

The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting principles. GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, defines the basic financial statements required of a government entity in three components: 1) government-wide financial statements; 2) fund financial statements; and 3) notes to the financial statements.

IDPR defers the government-wide financial statements to the Office of the State Controller (SCO) which prepares the *Comprehensive Annual Financial Report* on an annual basis. The government-wide financial statements include the *Statement of Net Position* and the *Statement of Activities* which represent a consolidated picture of the entire government and are not prepared on an agency by agency basis.

The emphasis in this presentation is limited to the fund financial statements and corresponding notes. Fund financial statements provide a detailed look at the individual funds used to support the department's services. IDPR's dedicated funds are classified as non-major governmental funds by GASB and SCO definition. The GASB required governmental fund financial statements are a *Fund Balance Sheet* and a *Statement of Revenues, Expenditures, and Changes in Fund Balances*.

The *Fund Balance Sheet* reports what is owned or controlled and what is owed by government funds. The focus is on short-term, rather than long-term assets and liabilities. The data is reflected as of a single point in time – the end of the fiscal year.

Governmental funds present current financial resources which do not include capital assets or long-term liabilities. Current financial resources are generally turned into cash or consumed within a year.

The *Statement of Revenues, Expenditures, and Changes in Fund Balances* are similar to an operating statement and contain information for the entire fiscal year. This statement shows the flow of short-term resources into and out of the department's dedicated funds in both consolidated and detailed form.

In governmental funds, revenues are included only if cash is received during the year or within 60 days of the end of the year. Expenditures are generally recorded when the department has received goods or services and the payment is due and payable. Capital outlay shows the purchase, construction and improvement of capital assets. This amount is different than the accumulated capital asset balance and depreciation expense which is only reported on the government-wide financial statements.

Governmental fund balances are presented in four components intended to improve consistency, comparability, and usefulness. They are listed in descending order from funds with the most restrictions in place to those with the least restrictions.

- *Non-spendable* fund balances consist of resources that cannot be spent because they are in non-spendable form such as merchandise inventories.

- *Restricted* fund balances consist of amounts that are constrained by external parties (such as the federal government or endowment restrictions) or imposed by law or legislative action. This includes IDPR's Parks and Recreation Fund and certain Expendable Trust Fund balances.
- *Committed* fund balances represent amounts that can only be used for a specific purpose imposed by formal action of the Legislature and signed by the Governor. This includes most of IDPR's other dedicated fund balances.
- *Assigned* funds consist of amounts that are intended by the Legislature, an agency director, or a board to be used for a specific purpose, and are neither restricted nor committed. For distinction in IDPR's Fund Balance Sheets this includes all encumbrances and Capital Development carryover.

Fund balances are also presented on the *Statement of Revenues, Expenditures, and Changes in Fund Balances* with a "Free Fund Balance" which is a more accurate depiction of the resources available after all encumbrances and Capital Development projects have been expended.

IDPR uses Idaho's Statewide Accounting and Reporting System (STARS) which is a "cash basis" accounting system. Revenue is recorded when cash is received and expenses are recorded when actually paid. GASB standards are to convert these cash accounts to the "modified accrual basis" of accounting. IDPR provides these adjustments to SCO once as part of the year-end close process. Due to the constraints of the STARS system it would be prohibitively time-consuming and difficult to determine the accrual basis adjustments more frequently than the annual SCO closing requirements.

**Idaho Department of Parks and Recreation**  
Balance Sheet Governmental Funds - Consolidated  
June 30, 2016

	General Fund 0001	Indirect Cost Recovery Fund 0125	Parks and Recreation Fund 0243	Recreational Fuel Tax Fund 0247	Parks and Rec Registration Fund 0250	Federal Fund 0348
<b>ASSETS</b>						
Cash and Cash Equivalents	\$ -	\$ 799,494	\$ 6,355,431	\$ 9,092,488	\$ 10,999,738	\$ 502,351
Investments	-	-	-	5,752	-	-
Advances to Other Funds	-	-	146,400	-	-	-
Accounts Receivable	-	14,584	47,195	-	-	604,721
Inventories and Prepaid Items	-	-	-	-	-	-
<b>Total Assets</b>	<b>\$ -</b>	<b>\$ 814,078</b>	<b>\$ 6,549,026</b>	<b>\$ 9,098,239</b>	<b>\$ 10,999,738</b>	<b>\$ 1,107,072</b>
<b>LIABILITIES</b>						
Accounts Payable	\$ -	\$ -	\$ 109,173	\$ -	\$ -	\$ -
Sales Tax Payable	-	-	41,866	-	-	-
Unearned Revenue	-	-	17,882	-	-	-
Suspense Clearing Account	-	-	495,052	-	-	-
Due to Other Funds	-	-	-	-	-	-
Other Liabilities	-	(447)	(138)	-	(342)	(14)
<b>Total Liabilities</b>	<b>-</b>	<b>(447)</b>	<b>663,835</b>	<b>-</b>	<b>(342)</b>	<b>(14)</b>
<b>FUND BALANCES</b>						
Non-spendable: Inventories and Prepaid Items	-	-	-	-	-	-
Restricted	-	814,525	5,430,728	-	-	(1,495,184)
Committed	-	-	-	5,782,765	8,796,121	-
Assigned	-	-	454,463	3,315,474	2,203,958	2,602,269
<b>Total Fund Balances</b>	<b>-</b>	<b>814,525</b>	<b>5,885,191</b>	<b>9,098,239</b>	<b>11,000,079</b>	<b>1,107,085</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ -</b>	<b>\$ 814,078</b>	<b>\$ 6,549,026</b>	<b>\$ 9,098,239</b>	<b>\$ 10,999,738</b>	<b>\$ 1,107,072</b>



**Idaho Department of Parks and Recreation**  
Balance Sheet Governmental Funds - Consolidated  
June 30, 2016

	Miscellaneous Fund 0349	Enterprise Fund 0410.01	Expendable Trust Fund 0496	Total
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 137,153	\$ 4,184,462	\$ 3,981,625	\$ 36,052,742
Investments	-	-	4,460,234	4,465,986
Advances to Other Funds	-	-	-	146,400
Accounts Receivable	-	-	-	666,500
Inventories and Prepaid Items	-	340,434	-	340,434
<b>Total Assets</b>	<b>\$ 137,153</b>	<b>\$ 4,524,896</b>	<b>\$ 8,441,860</b>	<b>\$ 41,672,062</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ -	\$ 51,425	\$ -	\$ 160,597
Sales Tax Payable	-	-	-	41,866
Unearned Revenue	-	28	-	17,910
Suspense Clearing Account	-	-	305	495,357
Due to Other Funds	-	-	146,400	146,400
Other Liabilities	-	-	3,500	2,560
<b>Total Liabilities</b>	<b>-</b>	<b>51,453</b>	<b>150,205</b>	<b>864,690</b>
<b>FUND BALANCES</b>				
Non-spendable: Inventories and Prepaid Items	-	340,434	-	340,434
Restricted	51,266	-	3,648,479	8,449,815
Committed	-	3,639,485	3,418,383	21,636,755
Assigned	85,887	493,523	1,224,793	10,380,367
<b>Total Fund Balances</b>	<b>137,153</b>	<b>4,473,443</b>	<b>8,291,655</b>	<b>40,807,372</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 137,153</b>	<b>\$ 4,524,896</b>	<b>\$ 8,441,860</b>	<b>\$ 41,672,062</b>

**Idaho Department of Parks and Recreation**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
Governmental Funds - Consolidated  
For the Fiscal Year Ended June 30, 2016

	General Fund	Parks and Recreation Dedicated Funds	Federal Fund	Miscellaneous Fund	Total
<b>REVENUES</b>					
Licenses, Permits and Fees	\$ -	\$ 13,456,744	\$ -	\$ -	\$ 13,456,744
Rent and Lease	-	1,108,127	-	-	1,108,127
Sale of Goods and Services	-	833,805	-	-	833,805
Federal and State Grant Contributions	-	47,195	4,369,734	49,512	4,466,441
Interest	-	109,966	-	-	109,966
Miscellaneous Revenue	-	407,594	-	-	407,594
<b>Total Revenues</b>	<b>-</b>	<b>15,963,430</b>	<b>4,369,734</b>	<b>49,512</b>	<b>20,382,676</b>
<b>EXPENDITURES</b>					
Gross Salary and Wages	1,565,878	5,547,818	647,221	3,585	7,764,502
Benefit Costs	752,022	2,340,871	277,001	680	3,370,575
Operating Expenditures	839,800	4,639,001	403,838	20,090	5,902,729
Capital Outlay	820,544	1,990,888	361,943	8,416	3,181,792
Trustee and Benefit Payments	-	6,592,398	2,140,915	-	8,733,313
<b>Total Expenditures</b>	<b>3,978,244</b>	<b>21,110,977</b>	<b>3,830,918</b>	<b>32,771</b>	<b>28,952,910</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>(3,978,244)</b>	<b>(5,147,547)</b>	<b>538,816</b>	<b>16,741</b>	<b>(8,570,234)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	-	14,435,653	201,145	-	14,636,798
Transfers Out	-	(3,463,126)	(218,734)	-	(3,681,860)
Other Non-Revenue Receipts / (Adjustments)	3,978,244	135,260	(15,480)	-	4,098,025
Surplus Equipment Sales	-	19,175	-	-	19,175
<b>Total Other Financing Sources (Uses)</b>	<b>3,978,244</b>	<b>11,126,963</b>	<b>(33,069)</b>	<b>-</b>	<b>15,072,138</b>
<b>Net Change in Fund Balances</b>	<b>-</b>	<b>5,979,416</b>	<b>505,747</b>	<b>16,741</b>	<b>6,501,904</b>
<b>Fund Balances - Beginning of Year</b>	<b>-</b>	<b>33,583,717</b>	<b>601,338</b>	<b>120,412</b>	<b>34,305,467</b>
<b>Fund Balances - End of Year</b>	<b>\$ -</b>	<b>\$ 39,563,133</b>	<b>\$ 1,107,085</b>	<b>\$ 137,153</b>	<b>\$ 40,807,372</b>
<b>ASSIGNED FUND BALANCES</b>					
Encumbrances	-	2,592,530	2,375,122	-	4,967,653
Capital Development Projects	1,056,507	5,099,680	227,147	85,887	6,469,221
<b>Total Assigned Fund Balance</b>	<b>1,056,507</b>	<b>7,692,211</b>	<b>2,602,269</b>	<b>85,887</b>	<b>11,436,874</b>
<b>Free Fund Balances - End of Year</b>	<b>\$ (1,056,507)</b>	<b>\$ 31,870,922</b>	<b>\$ (1,495,184)</b>	<b>\$ 51,266</b>	<b>\$ 29,370,497</b>

Idaho Department of Parks and Recreation  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
 Governmental Fund - Indirect Cost Recovery Fund (0125)  
 For the Fiscal Year Ended June 30, 2016

	<b>Indirect Cost Recovery Fund 0125</b>
<b>REVENUES</b>	
Licenses, Permits and Fees	\$ -
Rent and Lease	-
Sale of Goods and Services	-
Federal and State Grant Contributions	-
Interest	-
Miscellaneous Revenue	178,588
<b>Total Revenues</b>	<b>178,588</b>
<b>EXPENDITURES</b>	
Gross Salary and Wages	138,566
Benefit Costs	66,370
Operating Expenditures	148,419
Capital Outlay	-
Trustee and Benefit Payments	-
<b>Total Expenditures</b>	<b>353,354</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>(174,765)</b>
<b>OTHER FINANCING SOURCES (USES)</b>	
Transfers In	84,914
Transfers Out	(865)
Other Non-Revenue Receipts / (Adjustments)	134,685
Surplus Equipment Sales	-
<b>Total Other Financing Sources (Uses)</b>	<b>218,734</b>
<b>Net Change in Fund Balances</b>	<b>43,968</b>
<b>Fund Balances - Beginning of Year</b>	<b>770,557</b>
<b>Fund Balances - End of Year</b>	<b>\$ 814,525</b>
<b>ASSIGNED FUND BALANCES</b>	
Encumbrances	-
Capital Development Projects	-
<b>Total Assigned Fund Balance</b>	<b>-</b>
<b>Free Fund Balances - End of Year</b>	<b>\$ 814,525</b>

**Idaho Department of Parks and Recreation**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
Governmental Fund - Parks and Recreation Fund (0243)  
For the Fiscal Year Ended June 30, 2016

	<b>Parks and Recreation Fund 0243</b>	<b>Registration Admin Fund 0243.02</b>	<b>Sawtooth License Plate Fund 0243.03</b>	<b>Cutthroat License Plate Fund 0243.04</b>	<b>Mountain Bike License Plate Fund 0243.05</b>	<b>Total Fund 0243</b>
<b>REVENUES</b>						
Licenses, Permits and Fees	\$ 5,755,975	\$ 2,365,103	\$ -	\$ -	\$ -	\$ 8,121,078
Rent and Lease	369,664	-	-	-	-	369,664
Sale of Goods and Services	29,160	40	-	-	-	29,200
Federal and State Grant Contributions	47,195	-	-	-	-	47,195
Interest	-	-	-	-	-	-
Miscellaneous Revenue	20,683	105,806	-	-	-	126,489
<b>Total Revenues</b>	<b>6,222,677</b>	<b>2,470,949</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,693,626</b>
<b>EXPENDITURES</b>						
Gross Salary and Wages	3,278,581	184,403	-	-	-	3,462,984
Benefit Costs	1,421,678	105,408	-	-	-	1,527,087
Operating Expenditures	1,703,629	362,770	-	-	-	2,066,399
Capital Outlay	221,395	-	-	-	-	221,395
Trustee and Benefit Payments	-	156,341	39,483	20,750	-	216,574
<b>Total Expenditures</b>	<b>6,625,284</b>	<b>808,922</b>	<b>39,483</b>	<b>20,750</b>	<b>-</b>	<b>7,494,439</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>(402,606)</b>	<b>1,662,027</b>	<b>(39,483)</b>	<b>(20,750)</b>	<b>-</b>	<b>1,199,187</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	1,646,558	-	39,483	15,998	25,414	1,727,452
Transfers Out	-	(1,583,428)	-	-	-	(1,583,428)
Other Non-Revenue Receipts / (Adjustments)	-	-	-	-	-	-
Surplus Equipment Sales	126	-	-	-	-	126
<b>Total Other Financing Sources (Uses)</b>	<b>1,646,684</b>	<b>(1,583,428)</b>	<b>39,483</b>	<b>15,998</b>	<b>25,414</b>	<b>144,150</b>
<b>Net Change in Fund Balances</b>	<b>1,244,077</b>	<b>78,599</b>	<b>-</b>	<b>(4,753)</b>	<b>25,414</b>	<b>1,343,338</b>
<b>Fund Balances - Beginning of Year</b>	<b>3,192,508</b>	<b>1,231,767</b>	<b>-</b>	<b>45,003</b>	<b>72,576</b>	<b>4,541,854</b>
<b>Fund Balances - End of Year</b>	<b>\$ 4,436,585</b>	<b>\$ 1,310,366</b>	<b>\$ -</b>	<b>\$ 40,250</b>	<b>\$ 97,990</b>	<b>\$ 5,885,191</b>
<b>ASSIGNED FUND BALANCES</b>						
Encumbrances	63,720	-	-	15,000	-	78,720
Capital Development Projects	375,743	-	-	-	-	375,743
<b>Total Assigned Fund Balance</b>	<b>439,463</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>454,463</b>
<b>Free Fund Balances - End of Year</b>	<b>\$ 3,997,122</b>	<b>\$ 1,310,366</b>	<b>\$ -</b>	<b>\$ 25,250</b>	<b>\$ 97,990</b>	<b>\$ 5,430,728</b>

Idaho Department of Parks and Recreation  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
Governmental Fund - Recreational Fuels Tax Fund (0247)  
For the Fiscal Year Ended June 30, 2016

	Capital Improvement Fund 0247.01	Waterways Improvement Fund 0247.02	Off-Road Motor Vehicle Fund 0247.03	Road and Bridge Fund 0247.04	Rec Fuels Administration Fund 0247.06	Total Fund 0247
<b>REVENUES</b>						
Licenses, Permits and Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent and Lease	-	-	-	-	-	-
Sale of Goods and Services	-	-	-	-	-	-
Federal and State Grant Contributions	-	-	-	-	-	-
Interest	105	-	-	-	-	105
Miscellaneous Revenue	-	-	-	-	-	-
<b>Total Revenues</b>	<b>105</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>105</b>
<b>EXPENDITURES</b>						
Gross Salary and Wages	-	-	-	-	439,558	439,558
Benefit Costs	-	-	-	-	195,388	195,388
Operating Expenditures	157,800	-	-	-	116,586	274,386
Capital Outlay	256,570	190,744	486,843	352,863	72,304	1,359,324
Trustee and Benefit Payments	-	1,018,188	395,345	218,617	-	1,632,150
<b>Total Expenditures</b>	<b>414,370</b>	<b>1,208,932</b>	<b>882,189</b>	<b>571,480</b>	<b>823,835</b>	<b>3,900,806</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>(414,265)</b>	<b>(1,208,932)</b>	<b>(882,189)</b>	<b>(571,480)</b>	<b>(823,835)</b>	<b>(3,900,701)</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	1,517,785	1,517,785	1,517,785	790,522	1,006,938	6,350,815
Transfers Out	(285,983.74)	(285,983.73)	(285,983.73)	(148,986.69)	(251,453.50)	(1,258,391)
Other Non-Revenue Receipts / (Adjustments)	576	-	-	-	-	576
Surplus Equipment Sales	9,149	-	-	-	-	9,149
<b>Total Other Financing Sources (Uses)</b>	<b>1,241,526</b>	<b>1,231,801</b>	<b>1,231,801</b>	<b>641,535</b>	<b>755,484</b>	<b>5,102,149</b>
<b>Net Change in Fund Balances</b>	<b>827,261</b>	<b>22,869</b>	<b>349,612</b>	<b>70,056</b>	<b>(68,351)</b>	<b>1,201,447</b>
<b>Fund Balances - Beginning of Year</b>	<b>2,515,970</b>	<b>1,835,599</b>	<b>1,985,638</b>	<b>1,235,192</b>	<b>324,394</b>	<b>7,896,792</b>
<b>Fund Balances - End of Year</b>	<b>\$ 3,343,231</b>	<b>\$ 1,858,468</b>	<b>\$ 2,335,250</b>	<b>\$ 1,305,247</b>	<b>\$ 256,043</b>	<b>\$ 9,098,239</b>
<b>ASSIGNED FUND BALANCES</b>						
Encumbrances	8,640	302,964	408,176	274,600	-	994,380
Capital Development Projects	1,715,514	301,350	4,132	300,098	-	2,321,094
<b>Total Assigned Fund Balance</b>	<b>1,724,154</b>	<b>604,314</b>	<b>412,308</b>	<b>574,698</b>	<b>-</b>	<b>3,315,474</b>
<b>Free Fund Balances - End of Year</b>	<b>\$ 1,619,077</b>	<b>\$ 1,254,154</b>	<b>\$ 1,922,942</b>	<b>\$ 730,549</b>	<b>\$ 256,043</b>	<b>\$ 5,782,765</b>

**Idaho Department of Parks and Recreation**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
Governmental Fund - Parks and Recreation Registration Fund (0250)  
For the Fiscal Year Ended June 30, 2016

	State Vessel Fund 0250.01	X-Country Ski Fund 0250.02	Snowmobile Fund 0250.03	Motorbike Fund 0250.04	RV Fund 0250.05	Total Fund 0250
<b>REVENUES</b>						
Licenses, Permits and Fees	\$ 2,303,686	\$ 91,200	\$ 901,721	\$ 1,096,433	\$ -	\$ 4,393,040
Rent and Lease	-	-	-	-	-	-
Sale of Goods and Services	-	-	-	-	-	-
Federal and State Grant Contributions	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Miscellaneous Revenue	-	-	7,343	3,439	4	10,786
<b>Total Revenues</b>	<b>2,303,686</b>	<b>91,200</b>	<b>909,064</b>	<b>1,099,872</b>	<b>4</b>	<b>4,403,826</b>
<b>EXPENDITURES</b>						
Gross Salary and Wages	-	16,368	147,900	308,015	242,519	714,803
Benefit Costs	-	2,089	69,810	126,348	114,456	312,702
Operating Expenditures	-	51,006	18,050	242,186	459,877	771,120
Capital Outlay	-	44,867	-	139,971	166,421	351,259
Trustee and Benefit Payments	2,303,686	5,227	875,472	115,481	1,443,808	4,743,674
<b>Total Expenditures</b>	<b>2,303,686</b>	<b>119,557</b>	<b>1,111,232</b>	<b>932,001</b>	<b>2,427,082</b>	<b>6,893,557</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>-</b>	<b>(28,357)</b>	<b>(202,168)</b>	<b>167,871</b>	<b>(2,427,078)</b>	<b>(2,489,731)</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	-	-	474,172	-	5,456,701	5,930,873
Transfers Out	-	-	(228,843)	-	(55,460)	(284,303)
Other Non-Revenue Receipts / (Adjustments)	-	-	-	-	-	-
Surplus Equipment Sales	-	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>245,328</b>	<b>-</b>	<b>5,401,241</b>	<b>5,646,569</b>
<b>Net Change in Fund Balances</b>	<b>-</b>	<b>(28,357)</b>	<b>43,161</b>	<b>167,871</b>	<b>2,974,163</b>	<b>3,156,838</b>
<b>Fund Balances - Beginning of Year</b>	<b>-</b>	<b>138,022</b>	<b>993,299</b>	<b>860,284</b>	<b>5,851,636</b>	<b>7,843,241</b>
<b>Fund Balances - End of Year</b>	<b>\$ -</b>	<b>\$ 109,666</b>	<b>\$ 1,036,460</b>	<b>\$ 1,028,155</b>	<b>\$ 8,825,799</b>	<b>\$ 11,000,079</b>
<b>ASSIGNED FUND BALANCES</b>						
Encumbrances	-	-	17,957	150,000	1,351,474	1,519,431
Capital Development Projects	-	-	-	3,204	681,323	684,527
<b>Total Assigned Fund Balance</b>	<b>-</b>	<b>-</b>	<b>17,957</b>	<b>153,204</b>	<b>2,032,797</b>	<b>2,203,958</b>
<b>Free Fund Balances - End of Year</b>	<b>\$ -</b>	<b>\$ 109,666</b>	<b>\$ 1,018,503</b>	<b>\$ 874,951</b>	<b>\$ 6,793,002</b>	<b>\$ 8,796,121</b>

**Idaho Department of Parks and Recreation**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
Governmental Fund - Public Recreation Enterprise Fund (0410.01)  
For the Fiscal Year Ended June 30, 2016

	<b>Enterprise Fund 0410.01</b>
<b>REVENUES</b>	
Licenses, Permits and Fees	\$ 759,012
Rent and Lease	588,843
Sale of Goods and Services	804,454
Federal and State Grant Contributions	-
Interest	188
Miscellaneous Revenue	9,911
<b>Total Revenues</b>	<b>2,162,408</b>
<b>EXPENDITURES</b>	
Gross Salary and Wages	559,228
Benefit Costs	143,659
Operating Expenditures	1,220,222
Capital Outlay	40,055
Trustee and Benefit Payments	-
<b>Total Expenditures</b>	<b>1,963,164</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>199,244</b>
<b>OTHER FINANCING SOURCES (USES)</b>	
Transfers In	328,338
Transfers Out	(336,139)
Other Non-Revenue Receipts / (Adjustments)	-
Surplus Equipment Sales	-
<b>Total Other Financing Sources (Uses)</b>	<b>(7,801)</b>
<b>Net Change in Fund Balances</b>	<b>191,443</b>
<b>Fund Balances - Beginning of Year</b>	<b>4,282,000</b>
<b>Fund Balances - End of Year</b>	<b>\$ 4,473,443</b>
<b>ASSIGNED FUND BALANCES</b>	
Encumbrances	-
Capital Development Projects	493,523
<b>Total Assigned Fund Balance</b>	<b>493,523</b>
<b>Free Fund Balances - End of Year</b>	<b>\$ 3,979,920</b>

**Idaho Department of Parks and Recreation**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
Governmental Fund - Parks and Recreation Expendable Trust Fund (0496)  
For the Fiscal Year Ended June 30, 2016

	<b>Park Donation Fund 0496.01</b>	<b>Harriman Trust Fund 0496.02</b>	<b>Park Land Trust Fund 0496.03</b>	<b>Trail of the Cd'A Trust 0496.05</b>	<b>Total Fund 0496</b>
<b>REVENUES</b>					
Licenses, Permits and Fees	107	183,478	\$ 30	\$ -	\$ 183,614
Rent and Lease	-	85,772	700	63,148	149,620
Sale of Goods and Services	-	-	151	-	151
Federal and State Grant Contributions	-	-	-	-	-
Interest	1,675	10,783	45,914	51,301	109,673
Miscellaneous Revenue	77,267	226	4,099	227	81,818
<b>Total Revenues</b>	<b>79,049</b>	<b>280,259</b>	<b>50,893</b>	<b>114,676</b>	<b>524,877</b>
<b>EXPENDITURES</b>					
Gross Salary and Wages	-	131,262	61,354	40,064	232,681
Benefit Costs	-	47,403	27,545	20,719	95,667
Operating Expenditures	68,148	67,709	18,656	3,943	158,456
Capital Outlay	6,892	-	11,962	-	18,854
Trustee and Benefit Payments	-	-	-	-	-
<b>Total Expenditures</b>	<b>75,039</b>	<b>246,373</b>	<b>119,518</b>	<b>64,727</b>	<b>505,657</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>4,009</b>	<b>33,886</b>	<b>(68,624)</b>	<b>49,950</b>	<b>19,220</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In	-	3,394	9,867	-	13,261
Transfers Out	-	-	-	-	-
Other Non-Revenue Receipts / (Adjustments)	-	-	-	-	-
Surplus Equipment Sales	450	-	9,450	-	9,900
<b>Total Other Financing Sources (Uses)</b>	<b>450</b>	<b>3,394</b>	<b>19,317</b>	<b>-</b>	<b>23,161</b>
<b>Net Change in Fund Balances</b>	<b>4,459</b>	<b>37,279</b>	<b>(49,307)</b>	<b>49,950</b>	<b>42,382</b>
<b>Fund Balances - Beginning of Year</b>	<b>176,602</b>	<b>710,893</b>	<b>4,651,344</b>	<b>2,710,434</b>	<b>8,249,273</b>
<b>Fund Balances - End of Year</b>	<b>\$ 181,062</b>	<b>\$ 748,172</b>	<b>\$ 4,602,037</b>	<b>\$ 2,760,383</b>	<b>\$ 8,291,655</b>
<b>ASSIGNED FUND BALANCES</b>					
Encumbrances	-	-	-	-	-
Capital Development Projects	33,915	39,848	1,147,997	3,033	1,224,793
<b>Total Assigned Fund Balance</b>	<b>33,915</b>	<b>39,848</b>	<b>1,147,997</b>	<b>3,033</b>	<b>1,224,793</b>
<b>Free Fund Balances - End of Year</b>	<b>\$ 147,147</b>	<b>\$ 708,325</b>	<b>\$ 3,454,041</b>	<b>\$ 2,757,350</b>	<b>\$ 7,066,862</b>



**Idaho Department of Parks and Recreation**  
GASB Basic Financial Statements for Fiscal Year 2016

**Notes to the Financial Statements**

**Note 1. Summary of Significant Accounting Policies**

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB). GASB is the standard-setting body of governmental accounting and financial reporting principles.

- A. Reporting Entity – The Idaho Department of Parks and Recreation (IDPR) is an executive branch of the State of Idaho government. Separate fund financial statements are presented for each of the department's funds.
- B. Measurement Focus and Basis of Accounting – Governmental fund statements are reporting using the current financial resources measurement and the modified accrual basis of accounting. Revenues are recognized as they become susceptible to accrual, generally when they are both measureable and available. Revenues are considered available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are generally recorded when a liability is incurred.
- C. Financial Statement Elements
  - a. Assets
    - i. Cash and Cash Equivalents – Consists of cash balances on account with the State Treasurer's Office (STO) including sweep accounts.
    - ii. Investments – Consists of balances on deposit with STO's diversified bond fund as well as endowment fund balances with the Endowment Fund Investment Board.
    - iii. Advances to Other Funds – Consists of inter-fund loans made when the department first acquired Ritter Island.
    - iv. Accounts Receivable – Consists of Grants and/or inter-agency billings expected to be received within 60 days of the end of the fiscal year.
    - v. Inventories – Consists of retail merchandise and resale fuel inventories.
  - b. Liabilities
    - i. Accounts Payable – Consists of invoices for goods and services received prior to the end of the fiscal year, but not paid until the following fiscal year.
    - ii. Sales Tax Payable – Consists of the computed sales tax for taxable transactions made in June and not remitted to the Idaho State Tax Commission until July.
    - iii. Unearned Revenue – Consists of refund vouchers.
    - iv. Suspense Clearing Account – Consists of cash balances and sweep account funds not yet classified as revenue, as well as refunds issued that are not yet classified as refunds.
    - v. Due to Other Funds – Consists of inter-fund loans made when the department first acquired Ritter Island.
    - vi. Other Liabilities – Consists primarily of unreconciled travel voucher claims where the traveler owes the department reimbursement.
  - c. Fund Balance – Fund balance is the difference between assets and liabilities on the governmental fund financial statements. The Legislature approves appropriations for these funds and in so doing specifies the funding sources and order in which restricted, committed and assigned balances may be spent.

## **Note 2. Deposits, investments, and restricted assets**

- A. Deposits – Cash and cash equivalents are deposited with various financial institutions. STO acts as the State’s (and thus IDPR’s) bank, receiving and disbursing all moneys.
- B. Investments – STO invests all IDPR idle moneys in pooled investments in accordance with Idaho Code. STO also manages a Diversified Bond Fund (DBF) available for marginally higher yields on moneys not needed to meet immediate operating obligations. IDPR had the following deposits in the DBF with balances as of June 30, 2016.
  - a. Harriman Trust - \$509,000
  - b. Mowry (Nelson) Trust - \$302,800
  - c. Bayhorse Environmental Covenant - \$5,700
- C. Restricted Assets – IDPR has two donor restricted endowment accounts managed by the Endowment Fund Investment Board (EFIB). EFIB investments are measured pursuant to GASB Statement 72, Fair Value Measurement and Application. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. IDPR’s endowment fund balances as of June 30, 2016 were as follows.
  - a. Ritter Island Fund - \$1,165,200
  - b. Trail of the Coeur d’Alenes Fund - \$2,483,300

## **Note 3. General and Federal Funds**

- A. General Fund – The department receives a portion of its annual budget through an appropriation from the State’s general fund. Only the portion available to IDPR is reflected in these government fund financial statements.
- B. Federal Fund – The department’s Federal Fund is also a component of the State’s larger fund. This fund acts primarily as a clearing house for federal grant expenditures and federal grant reimbursements. IDPR receives a borrowing limit of \$1,250,000 at the beginning of each fiscal year that helps maintain a positive cash flow balance throughout the year.

## **Note 4. Encumbrances and Capital Development Carryover**

- A. Encumbrances – The department encumbers all Trustee and Benefit appropriation for amounts awarded through the State and Federal Grants program. These amounts are reflected as “assigned” fund balances for the purpose of clear identification and calculation of available free fund balances.
- B. Capital Development Carryover – The department receives a Legislative intent section in its annual appropriation bill that allows any unexpended and unencumbered balances in the Capital Development program to be reappropriated in the next fiscal year. These amounts are also reflected as “assigned” fund balances for the purpose of clear identification and calculation of available free fund balances.

## **FUNDRAISING QUARTERLY REPORT**

### **JANUARY – MARCH 2017**

The following are the activities for Evelyn Mason - Fundraising Coordinator. The key accomplishments and on-going projects for January through March 2017 are as follows:

#### **Sponsorships**

- Completed the Idaho City Yurts and Trails Burnout Fund event held in Boise at Payette Brewing Company (Kegs 4 Kause), January 30, 2017. The event raised over \$12,000. Money is for any match needed on other grant applications and/or to re-purchase anything not covered by insurance.
- Lucky Peak State Park and Idaho Songwriters Concerts (ISA) – Highlands Hollow Brew House and Cinder Winery are beverage sponsors for the 2018 concert series. Currently working on summer concert lineup with the ISA and seeking additional sponsors.
- Airstream sponsorship for Lake Cascade State Park negotiations continue.

#### **Grants**

- Union Pacific awarded IDPR \$10,000 to purchase AED's for southern Idaho Parks located along the railway lines.
- Assisted in writing the RTP grant for rebuilding trails devastated by the Pioneer fire around Idaho City and the Yurts managed by IDPR. The Forest Service submitted the final grant.
- Submitted Letter of Intent to apply for a Laura Moore Cunningham grant for Cascade Lake State Park for \$32,750. The request is to fund interpretive equipment (eBird Tracker and Kiosk), interpretive signage and, loaner backpack program and Junior Ranger materials for the new Visitors Center. Our Letter has been approved. We have been invited to apply.
- Submitted Letter of Intent to apply for a Laura Moore Cunningham grant for Bruneau Dunes State Park, for \$27,350. The request is for lighting to install at the Park so they have the required lighting supporting an application to become Idaho's first and only Dark Sky Park. The letter of Intent is approved. We have been invited to apply.
- Began work with Ponderosa State Park to apply for an Idaho Fish and Wildlife Foundation grant for \$3,137.00 to purchase interpretive materials for the "Be The Bear" trail educational program.
- Began work on Lowes Foundation Grant to help cover the costs to repair the Old Mission Roof
- Continued work with Land of the Yankee Fork and Bayhorse oral history program.

#### **Individual Donors**

- Research and initial steps to create an IDPR Individual Donor and Legacy Program....
  - Worked with Jenn Okerlund to establish Access Idaho notification on donations in the web based activity for individual donors to begin individual donor program. Discussions under-way with tammy Kolsky on how to include Reserve America information.
  - Worked with Jenn Okerlund to have donation requests included on the back of IDPR thank you cards.

#### **Research**

- Updated grant funding lists for IDPR projects applications with new deadlines and criteria.
- Conference calls and research on the Department of Lands, Large Scale Landscape grant for \$240,000 in support of Keith Jones desire to create resource management masterplans for all parks. The timeline is a pre-application in January/February 2017. Full application in the following year and an award in 2018/19.

## HUMAN RESOURCE REPORT

May 2017

**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**

- Provide management of human resource and volunteer functions agency-wide.
- Volunteer recruitment and networking continue year round.
- Recruitment for seasonal (summer) staff is gearing up. HR continues to look for new and innovative ways to use social media for recruitment. Participated in three job fairs, which increased seasonal applications.
- Development of seasonal exit survey on survey monkey. This will provide IDPR insight into what works and where we need to improve on seasonal retention and recruitment.
- Provided training on various HR policies to field staff.
- Developed partnership with sister agencies to allow park field staff to attend training in Northern Idaho facilitated by Lands.
- Developed and implemented plan to provide leadership training for executive staff. This will include "train the trainer" allowing training to be provided to field staff in a cost effective manner.

### **Worker's Compensation Data for 2012-2017 (to date):**

		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2012	23	\$16,835	\$76,512	\$102,414	1
2013	30	\$7,761	\$51,080	\$195,540	0
2014	30	\$9,235	\$32,771	\$74,859	2
2015	30	\$10,482	\$18,057	\$39,449	1
2016	29	\$6,661	\$33,257	\$29,439	3
2017	20	\$24,048	\$295,320	\$705,395	13

\*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	State
2012	136	135	135.5	<u>11</u>	8.10%	8.60%
2013	135	139	137	<u>17</u>	12.40%	13.00%
2014	139	134	136.5	<u>19</u>	13.90%	13.60%
2015	134	138	136	<u>19</u>	13.70%	14.60%
2016	137	142	139.5	<u>19</u>	13.60%	15.40%
2017	146	151	148.5	<u>12</u>	8.1%	12.8%

**MANAGEMENT SERVICES QUARTERLY REPORT**  
**January – February – March 2017**

**MANAGEMENT SERVICES ADMINISTRATOR – ANNA BORCHERS CANNING, AICP**

**IDPR Mission**

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

**Goals**

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

**Management Services Administrator's Report**

- Worked to resolve concerns related to the management of Veterans Memorial State Park by the City of Boise.
- Completed Board policies and distributed to the Board at your November meeting.
- Completed administrative policies and presented to the Director.
- Attended JFAC and Board confirmation meetings.
- Attended February Board meeting and prepared presentations on the Board policies.
- Attended *Why Public Lands Matter* Conference.
- Developed new forms and other attachments for the revised policies.
- Prepared final set of unified policies, including hyperlinks to forms and references, and posted on the intranet and the shared drive.
- Assisted in SCORP planning and IDPR plan coordination efforts.
- Worked with Development Bureau staff on construction costs for Billingsley Creek.
- Visited Barber Park Education and Event Center as a potential model for Billingsley Creek Event Center.
- Met with Development Bureau, Director, Finance Manager, State and Federal Grant Coordinator, and Region Managers to discuss region priorities for the CIN list.
- Met with Director and others to discuss the maintenance backlog report.
- Celebrated completion of the maintenance backlog report with the Development Bureau.
- Continued work on registration modernization and assisted with registration issues.
- Assisted in writing form letter to all 2017 unregistered boat owners.
- Completed performance evaluations for direct reports (Steve Martin, Scott Williams, Jim Thomas, Tammy Kolsky, and Evelyn Mason).
- Worked with managers on various personnel issues as needed.

- Developed Management Services Annual Plan (with direct reports) and distributed to Executive Staff.
- Organized information for Board regarding staff 2017 attendance at non-IDPR conferences and training.
- Participated as committee member for the Road and Bridge Grant.
- Took Boat Safety Class and passed test.
- Secured space reservation for 2018 IDPR conference.
- Begun research on document automation and long-term records management.
- Worked with Director and Operations Administrator on seasonal labor wages and opportunities.
- Worked with DFM to modify the strategic plan formatting to better meet Governor and DFM expectations.
- Revamped Fundraising Framework document to be a more useful tool for field staff and to document current practices and processes.
- Met and discussed upcoming changes to state security measures and the associated State Cyber Liability Insurance.
- Continued work on select policies to update and overhaul, including, uniforms, employee housing, encroachments, concessions, and CEO.
- Work on new policies, including, interpretation and education, ATV and boating operations, fee collection surcharge, and management classification system.

**Idaho Department of Parks and Recreation  
Information Technology Department Report  
January February March 2017**

The IT department staff are working hard to provide quality service to our customers. Ehrin Affolter is adjusting well in his position as the department's IT Information Systems Technician. IT management regularly receives positive comments regarding Ehrin, Cozette and Cheryl's can-do attitude when it comes to assisting staff with their day-to-day technology issues. JJ Garlitos is progressing nicely in his new role as IT Programmer Analyst, Associate. He manages the majority of the day-to-day processes necessary to support the registration program and also responds quickly to requests for data and reports.

The team received 275 KACE service desk tickets during the quarter. Users reported a variety of issues ranging from assistance needed with application programs to network outage issues at park locations. IT staff promptly addressed and resolved tickets.

The Governor signed the Cybersecurity executive order, 2017-02 [https://adminrules.idaho.gov/rules/current/ExOs/2017-02\\_ExOr\\_17-2.pdf](https://adminrules.idaho.gov/rules/current/ExOs/2017-02_ExOr_17-2.pdf) in January. Several efforts have been started to ensure the department is complying with the requirements the order outlines. A statewide cybersecurity task force has been established and Cheryl Baldus is representing IDPR. She attends bi-weekly meetings, maintains the department's progress on compliance and is working closely with other security professionals to implement the necessary controls in order to comply with the order. Educating staff on the importance of computer security is a top priority.

IT staff member JJ Garlitos has configured a new SharePoint site for the IDPR Board. The goal is to provide documentation to the board in a timely, consistent fashion, and to eliminate the production of the board books that takes staff time and resources to produce on a quarterly basis.

IT staff continue to search for ways to improve park network connectivity. IDPR IT currently uses a variety of technologies to provide the best service to the park location. We use traditional phone company DSL, Verizon data network via a Cradlepoint device, point-to-point microwave wireless, Ethernet via fiber and Satellite-based services. The IT department has recently been made aware that Verizon Wireless amended the contract the State uses to "throttle" data consumption once a monthly threshold of 25GB is reached. This "capping" or "throttling" has impacted business and WIFI connectivity at Bruneau Dunes. IT and purchasing staff are discussing options for improvement with Verizon and other cellular data carriers available within the State.

IDPR IT is working on a project to offer WIFI hotspots at select parks and formulating a plan to decommission the current WIFI service provided by Blue Mesh Networks. The Blue Mesh service is no longer sustainable due to inadequate Internet connectivity, dated equipment and the costs associated with maintaining the systems.

#### Registration Department-

The IT team continues to work closely with the registration department on a day to day basis to address challenges associated with the RIS application. Ken Grover, JJ Garlitos and Scott Williams meet daily with registration management and work on day to day issues as well as formulating technical solutions to address business needs. The boat self-service website was launched mid-March to coincide with the customer letters being delivered to approximately 43,000 vessel owners. The self-service web application and online renewal application experienced a high load for the first three days which equated to several undesirable experiences for customers attempting to use it. IT staff along with IT staff from the Department of Administration (OCIO), as well as Xtreme Consulting worked together to resolve the issues. The online system has been stabilized and the customers experience is back to being predictable and reliable. We have retained contracted services from Xtreme Consulting to help address the issues we face with the registration application and to make improvements to the system to bring further stability.

#### Grants Department-

After a thorough analysis, Fluid Review (<https://fluidreview.com/>) has been selected to manage the Department's Grant programs. Key staff member from Grants, Fiscal, IT and Fluid Review's onboarding team have started the training and configuration processes. This software solution is very intuitive and good progress is being made to ready the application for a projected production launch of August 2017.

#### Recreation Bureau-

With the successful addition of the "My Boat" application in 2016, the recreation staff requested IT to construct two new applications named "My Summer Vehicle" and "My Winter Vehicle" to provide an easy method for customers to obtain information for their vehicles. IT again worked with Resource Data, Inc. (RDI) to construct the apps and they will be placed into production on the Parks and Rec website in May 2017.

Progress continues on the construction of the REC Education application (referred to as REC ED). Key staff from the recreation bureau and IT have met with the development team at Resource Data, Inc. (RDI). A Trello card website was established to exchange testing feedback and track changes and enhancements. The process has been productive and is helping the team finalize the look and feel of the



application. The projected completion is slated for mid-summer. A plan is being put together to merge all existing training data and processes into the new REC ED. Having one application for all recreation training will improve our customer's experience.

**NATURAL RESOURCE MANAGEMENT PROGRAM QUARTERLY REPORT  
JANUARY – FEBRUARY – MARCH 2017**

**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.

**NATURAL RESOURCE MANAGEMENT PROGRAM – KEITH JONES, NATURAL RESOURCE OFFICER**

**Timber/Forest Management:**

- Field inspections and stand health assessments with a forest pathologist and a silviculturalist will be conducted in April/May at Round Lake and Indian Creek to help formalize a developed site vegetation management plan for managing the long term health and aesthetics of the campgrounds at those sites.
- Our LSR grant project for creating Natural resource management plans for Parks was chosen as an Idaho State project to develop for the western States competitive phase. I have been working with the IDL grant coordinator weekly to distill the project into concise terms that we can apply to the western states application in order to write a winning grant. This Landscape Scale Restoration grant would fund the creation of a template for IDPR natural resource plans and a comprehensive natural resource management plan and GIS database for Harriman and Henrys Lake.
- The cooperative scope of work document and general work agreement MOU with IDL and the two shared forester positions has been finalized. The positions were funded, they have been announced, are to be interviewed in May and will potentially start by the third week in June. These efforts with Dept. of Lands, and Fish and Game have developed a Shared forester agreement to document, facilitate and equitably compensate a more reliable and professional cooperative arrangement by which Lands assists IDPR with Timber management at Heyburn, McCroskey, Farragut, and Priest Lake State Parks.
- Secured an AmeriCorps member to focus on Tammany Creek restoration efforts this summer. Priorities will be the removal of non-natives and replanting appropriate natives on the site.
- I am scheduled to travel to Ponderosa State Park during the last week in April to assess the health and condition of the trees and vegetation on the Kokanee Cove site.
- Working on interpretive signage and additional fire control measures to further reduce fire hazards around the yurt camping area in Harriman.
- The “West Farragut” timber sale at Farragut State Park was sold in March. This sale will complete the treatment that was started last year continuing to thin another 50 acres (300 MBF) of overstocked mixed forest to a more healthy pre-fire suppression density that favors a higher percentage of shade intolerant species, which is part of the Parks conservation thinning

prescription. It will also create a 13 acre opening where we will reestablish a white pine stand. The sale will net approximately \$70,000.

- Hazard fuel reduction work being performed by the Coeur d Alene tribe is scheduled to re start next month on 400 acres at Heyburn State Park. Sites in both Heyburn and McCroskey have been identified. This is a fantastic partnership that allows these two Parks to conduct the expensive work of maintaining stands and landscapes that have been restored in the past at no cost to IDPR. This work has a value of \$440,000.
- The McCroskey “Deep Creek” Timber sale cutting is scheduled to begin this summer, with roads and access all complete. 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.
- The “Stuck in the middle” small timber sale at Heyburn, is scheduled to begin in May. This sale will net \$183,151. This treatment will remove approximately 800,000 board feet of over stocked shade tolerant species and beetle killed Douglas fir, encouraging seral species recruitment, while creating a thinner stand that is historically representative of the areas Ponderosa Pine forests.
- Pre planning continues for a second Ponderosa Pine restoration timber sale to be conducted in conjunction with IDFG along the Farragut Shoreline.
- Pre planning has begun for a second Meadow Marsh timber sale at Ponderosa State Park.

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

- I currently have seven cooperative weed treatment days with regional cooperative weed management supervisors scheduled.
- Ongoing Consults with Parks to assess spray treatments, chemical purchases, biological control needs and organizing cooperative spray days.
- Working with Ponderosa State Park staff to develop an integrated pest management plan that prioritizes a greener, chemical free approach to targeted noxious weed management in the park.
- Attended recertification classes for certified pesticide applicators license.
- Representing IDPR as a committee member on the Idaho Weed Coordinating Committee. The IWCC plans and coordinates noxious weed awareness and management strategies for Idaho, and helps steer the states cooperative weed management areas.

## **NORTH REGION QUARTERLY REPORTS JANUARY – FEBRUARY – MARCH 2017**

**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
- Manage operations and opportunities to ensure quality experiences and resources 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, NORTH REGION BUREAU CHIEF**

- Participated in Executive Staff Meetings/Conference Calls; OPS Team Meeting; Board conference call; Coordinated the CdA Chamber's Natural Resource Committee as Chairman;
- Present the information about selling/trading removed parcels associated with McCroskey for investment in the property to the Board; presented North Region FY 19 CIN requests to development, operations, and other staff.
- Discussed McCroskey 40 acres north of St. Maries with Steve Strack, Keith Hobbs, and Ron Hise then developed an Information Only Board Agenda Item accordingly to the Board;
- Worked on annual staff evaluations for all park managers and north region staff under my supervision
- Reviewed all policies and provided feedback accordingly
- Assisted Round Lake with the Stewardship Trail Interpretive Sign Requisition/RFQ process; development and coordinating the Tree to Tree Aerial Adventure Park's Conditional Use Permit Hearing presentation by IDPR and T2T staff; then attended Kootenai County Commissioner's Meeting representing department with other staff as they approved Tree to Tree Conditional Use Permit
- Assisted with Farragut Office Specialist 2 interviews and decided on a quality candidate; Conducted Round Lake Park Manager interviews hiring Mary McGraw
- Reviewed Dworshak, Hells Gate, Old Mission, Heyburn, Round Lake, Farragut, Priest Lake and Round Lake Park operations with staff; Nesbitt property to assess winter damage, two water leaks in cabin and front deck collapsed
- Met with various TOC representatives to celebrate a UPRR retirement and oversight of TOC project and welcome his replacement; with consultants and staff to review the Brig Concept Designs to date providing feedback; Participated in Farragut Brig Visitor Center/Entrance conceptual design and Gilmore Campground Phase 2 reviews.
- Hosted all staff NR Meeting providing training and interaction with Boise staff, then coordinated two retirement parties/send offs for Chuck Gross, Round Lake and Pam Ellis, Farragut; Coordinated and participated in annual 20 hour CEO Refresher Training including defensive tactics and rule/policy review

### **NR MAINTENANCE CREW**

- Boating: Constructed invasive species license plate display box
- Priest Lake: Tore out old fireplace, patched wall, and installed tile hearth/wall for new woodstove in residence 145C; Took steam cleaner to Indian creek and tried to un-freeze water line unsuccessfully
- Round Lake: Delivered gate to new parking lot
- Old Mission: Fixed door latch on fire vault
- Heyburn: Assisted ranger remodeling Lakeview cabin bathroom
- Various Parks: Signs
- North Region Office/Shop: Snow Removal and sidewalk de-icing; Replaced batteries in R339; Installed new tires on R283; Took auction items to auction house; Dug up and unfroze main sewer line from office to manhole; Assisted Rooter Guys unfreezing shop sewer line; Designed and carved new plaques and logos on CNC machine; Made plaques for Region meeting awards; Fixed porch roof on shop; Dug drainage ditch through snow to drain back parking lot; Unclogged curb cutouts to drain main entrance; Assisted Trails Specialist storing snowmobiles in shop loft

### **NR OFFICE STAFF**

- Assisted TOC Manager with invoicing and researching the Trail of the Coeur d'Alenes leases
- Facilitated NR Spring Meeting, Crucial Conversations training, CEO training
- Interpretive Team training at NR Office
- Copy, print and fold Arbor Day brochures for IDL
- Annual Staff Evaluations
- Annual Park Reports

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

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

1. We have vehicles and equipment that are becoming unsafe to drive and not feasible cost wise to repair, replacements are needed. We have received hand me downs from other parks just to keep operating, these are now failing. We showed how much we can do with one new UTV and tracks. We were able to offer a new recreational opportunity, Fat Tire biking on groomed trails in the winter. It brought in new users and more revenue during slow times. Cabins use also increased. With better running park vehicles and equipment we can continue to provide higher quality services which in turn satisfy the user bringing them back all times of the year. We need 3 trucks and 5 UTV's. Staff at times, mainly volunteers have used their own vehicles to get around the park performing duties. Use the sponsorship person in acquiring these or go to a fleet management.
2. Not having park housing for all permanent staff. In the past year a new ranger was hired and lost due to not wanting to drive the distance to and from work each day. No housing was available at the park. Housing is not easy or cheap to find in or around the Priest Lake area. To keep good permanent employees housing needs to be made available. Look into mini homes or luxury cabins. One home is needed. We have also looked at making the old office above the store into an apartment.
3. Seasonal budget is too low for the park needs in keeping up with tasks and visitor services. We are unable to bring on seasonals more than one week before Memorial Day and must let them go shortly after Labor Day. We could accomplish many tasks to keep the park looking and running smoothly and safely with more staff to accomplish maintenance issues such as facilities and grounds maintenance. Currently, permanent staff must rush to get the park open for the season and closed before winter with minimal staffing. This can lead to workers comp

claims doing too much in a short period of time. With extra money we could have staff on the ground preparing and closing down. We can also complete items as stated with less visitors around posing safety issues. \$15,000 more is needed.

#### Customer Service

- The free ski and snowshoe day was a huge success. Over 100 people attended our event and had excellent things to say about the entire day and staff
- Our new UTV with tracks enabled us to groom this winter for skiing, snowshoeing and also new this year Fat Tire bikes
- February was an excellent snow month and staff was able to groom the trails once a week. The word got out via visitors and local papers how many recreational opportunities the park has plus camper cabins which can be rented out all year round. Visitors came, used our trails, rented snow shoes and cabins, and purchased items from the park store
- The park water line was frozen for over one month. We were able to get the main water back on to the park office and store mid-March. This allowed us to open the heated restrooms at the office for park users

#### Park/Program Usage

- The cabins remained full through most of the weekends in March. No boat launching was done in March with the lake being frozen over. March is usually very busy for boat fishing

#### Program Services

- Free Ski/Snowshoe Day
- One educational program was held in March. Park staff provided a program at Eastern Washington University on availability and kinds of jobs in the parks department

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	1	120
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	1	25
Experiential Programs	0	0

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

- Worked with Natural Resource Manager on clearing of trees

#### Staff Training

- All staff attended North Region meeting in Coeur d'Alene
- Two rangers attended Crucial Conversations training 16 hours each
- All classified staff attended 20 hour CEO refresher training
- Two rangers attended water systems training 8 hours each

#### Strategic Plan Actions

- Planning phase on placement of disc golf baskets at Indian Creek unit in early stage
- Purchased two tandem kayaks for events and rentals
- Park purchased a new UTV and tracks to groom for winter recreation opportunities.
- Staff visited Eastern Washington University to discuss openings and types of jobs in Idaho State Parks and Recreation. We held many interviews for openings at Priest Lake State Park

#### Park Manager's Narrative

- This winter the plow truck broke down twice. The Pickup, Jeep, Kawasaki Mule, Bobcat, and snowmobile also broke down. All required professional service repairs. Total cost of all repairs came close to \$8,000
- February brought good snow allowing staff to groom trails. The main water line froze leading to the main office and store

- Park Manager attended the Snowmobile Groomer meetings and Chamber meeting

### **ROUND LAKE STATE PARK – MARY MCGRAW, PARK MANAGER**

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

1. Allocation of additional classified staffing or seasonal staffing dollars. Additional monies would allow us to improve our ability to effectively implement more projects, provide year-round office hours to increase visitor services, retail/other revenue, hold more park sponsored events, and improve park efficiency and staff safety in winter.
2. Increase in the park's O&E budget to help offset increased fixed and maintenance costs resulting from aging equipment and infrastructure. The cost of fuel, electricity, janitorial and maintenance supplies are increasing every year, the O& E budget needs to keep pace with these costs just to maintain the same expected service.
3. Funding for materials and labor to build defined living pads. This will help restore the vegetation and promote timber growth in our campground area. At this time little or no new growth is taking place due to the impact of the campers using more space and eliminating more and more vegetation every year.

#### **Customer Service**

- Park and agency surveys are being handed out to customers when our entrance kiosk is open. They are also available at our visitor center during business hours.
- Many of our regular, local park users have commented favorably on our upgrades to the trail system's east end with boardwalks and added gravel, regular dock maintenance, general building and road maintenance.
- We are currently experiencing very high water levels due to spring run-off, I am updating the phone and Facebook weekly to keep visitors updated of temporary closures.
- Our usual closure of the visitor center for the non-peak use season coincided with focuses on projects and field and phone call contacts to resolve issues and questions.
- Staffing is down to one full time employee due to the resignation of the previous manager and the ranger being promoted to fill the manager position.
- Limited staffing and the lack of a dedicated office specialist or ranger are factors effecting customer service which would allow for regular visitor center hours all year. This would not only provide improved overall customer service, but also allow for year-round retail sales. Less self-payment issues (credit cards, correct change) and time collecting in the field would result in improved day use and camper processing. It would also open up time for more field projects or seasonal park sponsored events organized by field staff.

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

- Day use remained steady as a result of considerable snow and below freezing temperatures that made for better than average ice fishing and winter trail use conditions. We also had a local bicycle shop host their own Fat Tire Bike event that had a good draw thanks to nice weather
- During February and March three winter ecology field trips of 90 students from a local Sandpoint charter school was conducted by a local non-profit providing experiential learning experiences. This is the third season this user group provided these experiential learning experiences for elementary, middle, and high school students. Instructors at field stations included volunteers in professions such as veterinary medicine, forestry, and animal tracking
- Day use remained steady in spite of the spring run-off which has most of the park flooded making the east end of the trail system impassable. After the long winter people are looking to get out to hike, fish and camp

### Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	1	50
Jr. Ranger Programs	0	
Interpretive/Educational Programs	3	120
Experiential Programs	0	

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

- Discussions are ongoing with regards to possible ways to install defined living pads in each campsite in concert with understory and timber replanting to protect the resource and enhance visitor camping experiences

### Staff Training

- CEO refresher training was completed by classified staff

### Strategic Plan Actions

- Discussions continued with our development bureau staff with regards to the well relocation project, and visitor center furnace project
- The parking lot runoff mitigation project was completed as well as the installation of a gate at the new parking lot

### Park Manager's Narrative

- The manager completed and submitted the annual LSAS sewer report to Panhandle Health as required annually
- The park received and reviewed a draft purchase requisition for a new park truck to replace the one that was totaled in the fall. This was finalized and sent to Purchasing. In the meantime, the park continues to use a borrowed 4-wheel drive from the Coeur d'Alene Parkway
- Park staff purchased a portable sewer dolly, splitting the cost with the volunteer coordinator. The sewer dolly will assist volunteers with proper disposal of sewage to the dump station, which is across the road from volunteer sites. We are waiting for the well relocation project to be completed and sewer tie in at the host sites to occur
- The ranger designed, welded and had the sign frame for a granite stone powder coated. The sign will be installed this spring dedicating the Eagle Scout service project
- The new park manager, began in March leaving the park ranger position to be filled. Announcement for a new ranger was open till the end of March
- Staff finalized the RFQ for the Stewardship sign project, and it was released to accept bids for this project
- Farragut staff has committed to help check the park and complete spring cleanup on Manager's days off during the staffing transition
- Day use parking lot dry well was installed to help eliminate the erosion of the day use area. The gate was installed at the new parking lot location
- Park staff continues the routing, caulking and sanding of picnic table boards that will be finished this spring
- Facebook/park website pages were updated as operational changes occurred over the months

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

#### Issues Not Being Addressed

1. Actions to provide for groups in a different manner where they utilize individual site campgrounds, and the issues in making reservations for those sites and associated compliance issues of groups in with individual campers.



2. Fees or amended rules need to be addressed where current policy is allowing for overcrowding of sites by campers wanting to reduce their costs. Requiring individuals to be assigned to specific sites as a result of different fees for in state and out of state campers unduly complicates the registration process for these groups. Requiring all guests wishing to reserve multiple sites at once to pay the out of state fee rate would eliminate this complexity. Reducing number of campers per site to 6 unless family members from same domicile, reduce companion site campers to 10 per site, and fees for additional vehicles over the 1 (or 2 at companion sites) allowed. Where any policy limit is exceeded additional over capacity fees need to be established if site can accommodate and staff provide permission.
3. Re-evaluation of the promotion of parks to increase use. Amending it to a promotion of low use areas or low use time periods at high occupancy parks. Adding more people at overcrowded facilities not only impacts limited staffing and resources but does not provide a quality experience.
4. Simplification of fees for our customers. We can no longer respond to the question about how much does it cost to camp without a 3 minute discussion of who they are to determine in or out of state, presence of annual pass, senior rate, veteran rate, limited income rate, or depending upon what season the proper rate for campground services provided. At Farragut there are 56 different rates, and there is not a senior rate to contend with.

#### Customer Service

- Good snow in January and February provided strong use of cross country skiing, snow shoeing, and fat tire biking trails. Additional use of the Eagle launch area for the viewing of migrating eagles was popular.
- March saw cool wet weather resulting in low use and delay in opening of the campgrounds until April

#### Park Usage

- Significant snow and good weather conditions for Nordic activities provided for the best January attendance in the past decade
- February customer use was focused on Nordic activities with the excellent snow conditions
- Group Camping or Day Use Events: 2 groups – 75 attendees

#### Program Services

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	2	38
Experiential Programs	1	250

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

- Soil erosion along the peninsula at Beaver Bay Beach in Farragut is being addressed and permitting for a riprap project has been completed. Identifying a funding source for the estimated \$18,000 project remains
- Insect spraying is now occurring regularly for Whitetail restroom, Locust Grove restroom and the visitor center as Velvety Tree Ants have infested and are destroying the framing. There is also a quarterly preventive bed bug spraying of the cabins
- Resource work is pending on a project along the western boundary of the park. The project is for stewardship thinning of the area removing smaller trees to help restore historic stand conditions
- Fall of 2017 a planned ponderosa pine restoration project along the shoreline will be done in conjunction with IDFG as they do a similar prescription on their ownership in the area. This will complete initial work that extends from the Viewpoint east to Beaver Bay Beach

### Staff Training

- Ranger attended a water system training class to maintain water licensing
- All Rangers and Assistant Manager attended the annual CEO training
- Three Rangers attended a one day water system class

### Strategic Plan Actions

- The contract has been signed for a large concession agreement for an aerial adventure course with Tree 2 Tree Idaho, and they are pursuing a Conditional Use Permit with Kootenai County.
- Region Manager, Resource Manager, and Park Manager attended the Conditional Use Permit approval meeting for the park concession, Tree 2 Tree on March 16<sup>th</sup> by Kootenai County. The CUP was approved and allows for the IDPR concession agreement to move forward.
- The second phase of Gilmore Campground is now funded and the process of sewer design and then final layout design work has started. The addition will provide more sites during summer months when park is full, and new use in the remaining part of the camping season by providing full hookups at the sites. On March 28<sup>th</sup> a field review was done for adjustment of the layout to field conditions.
- Scott Group Area design was completed during the month and the project is ready to go to bid for construction this spring. The conversion of Scott Field to Scott Group Area will provide for a multi-use site accommodating groups for overnight and day use events. The area will serve to provide another option for groups as Locust Grove Group Camp is converted into the concession run aerial adventure park. The project is out for bid and a pre-bid walk through is scheduled for April 13<sup>th</sup>.
- Sunrise Group shelters and area enhancements are suspended waiting for spring weather and access back into the site. Both shelter roofs were replaced in the fall of 2016 and this spring additional work will repair asphalt areas, add ADA parking sites, and replace the irrigation system. Sunrise is a popular summer event area and provides for the hosting of many events (weddings, reunions, meetings) during the summer.
- Planning is moving forward on conceptual design for a central entrance for the park and moving of the visitor center to be in the Brig building. The benefits of having a central entrance allows for controlled access to the park during summer months and allows Rangers to concentrate on customer service and projects rather than fee compliance. Additionally having the visitor center located in the Brig building allows for the museum to be open year round, which is expected to result in the current museum attendance increasing from 25,000 to over 75,000 per year.
- The park is working with the Farragut Disc Golf Club to design a fifth course in the Bennion oval. This course would provide all options needed for professional tournament play at one location.
- Staff are adding a new exhibit, Women in the Military at Farragut, to the Museum at the Brig. Various exhibits are being reset to provide for a fresh look. This work keeps the museum attractive as a repeat destination for visitors rather than having static displays that never change and don't give a reason for a person to want to return.

### Park Manager's Narrative

- Park staff have been gathering and providing information as needed for the concessionaire Tree 2 Tree Idaho proposal for an aerial adventure park located at Locust Grove. That process includes acquiring a special use permit from Kootenai County.
- Free ski day was held on January 7 and 2 Rangers provided lessons and education of cross country skiing.
- Ranger made a presentation to the Sandpoint Rotary January 25 on park and naval training station history.
- Ranger joined staff from Old Mission State Park and presented IDPR information at the REI outdoor recreation showcase on Saturday January 28.

- Work is ongoing at the Sunrise group shelters, with additional work on paving and irrigation repairs suspended until next spring.
- Design work continues for bidding of enhancements at Scott Field, because budget allotment was insufficient for final design by the Contracting Architect the project is being revised to fit within budget while providing basic enhancements.
- A proposal of design work is now being developed for the Central Entrance.
- The second phase of Gilmore campground for the adding of 48 additional full hook up sites is in design.
- Pam Ellis retired from the Office Specialist position after being employed at the park for 23 years. Jodi Johnson was selected to fill the position. Jodi had been serving as the Spirit Lake Recreation Director and worked for the park in the past as a seasonal
- Two meetings were attended in March regarding design of the Central Entrance; and meeting attended for Gilmore phase two

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

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

1. Resolution of management of the Parkway by IDPR or others. (Notification by ITD is that an agreement to transfer ownership is proceeding with an expectation to divest of ownership)
2. Renewal of the MOU with Idaho Transportation Department for the Cd'A Lake Parkway following the lawsuit and their actions to give the area to another government entity. (Pending resolution of ownership)
3. Stabilization of five additional shoreline failures along the Cd'A Lake Parkway that are soon to result in loss of trail sections. Three of these areas are now resulting in loss of trail asphalt edge

#### **Customer Service**

- Snow accumulation resulted in an inability to plow the trail section from Redmond Hill to Higgins Point on December 23, 2016. Remaining trail section and parking areas were cleared and maintained, with the exception of the week of February 13, 2017 when heavy snow could not be moved with available equipment. With weather forecasts it appears the full trail section will not reopen until close to April.
- During February ice formed on the Wolf Lodge section of the lake icing in the boat launch and extending east to Beacon Point. Such ice had not been seen on the lake since the 1970's.
- Snow melt allowed for reopening of the trail and clearing of debris by the end of the month. Flood level conditions with runoff resulted in all shoreline facilities to be submerged as water level reached 7 feet above normal summer pool level. Some damage and repairs is expected once levels recede.

#### **Park Usage**

- The majority of Bald Eagles migrating through the area moved on to southern locations. A few eagles remain for the winter months and visitation out to the Higgins Point area is still light with photographers and bird watchers

#### **Program Services**

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

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	1	450
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	0	0
Experiential Programs	0	0

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

- Severe erosion points along the Parkway have been threatening the paved trail. A project to address one of these six areas (to the west of the Higgins Point Launch) completed with rock being put on the shoreline to reduce erosion and rebuild the shoulder of the trail section. One area by Silver beach has now eroded to the point where asphalt has broken down and is encroaching father into the trail surface. In another stretch just to the east of Tony's Restaurant two areas have lost all edge beyond the asphalt and soon those areas will begin to lose the asphalt trail surface
- Tree limb thinning on the Cd'A Lake Parkway, done specifically to promote bald eagle use of Higgins Point has shown good success with additional trees being used by the migrating birds during the daytime hours. Previously used trees were snags that have fallen or are close to failure. Additional trees are planned to be thinned as part of the project in 2017
- The Cd'A Lake Parkway continues noxious weed control measures, focusing on IDPR ownership at Higgins Point

#### Staff Training

- Ranger prepared for testing for the Certified Weed Applicators License
- The Manager and Ranger both attended the annual CEO training class.

#### Strategic Plan Actions

- The Parkway and Farragut were assessed by park staff to best address the customer needs of both areas and utilize staffing and budget of the two parks to provide the best services possible. The Ranger position originally assigned to the Parkway is now shared between the two areas
- The Manager position provides basic compliance and servicing of the Parkway
- A contract for restroom cleaning during the summer months was entered into, with two Parkway seasonal positions converted to one part time position, and the remaining seasonal funds utilized at Farragut
- Larger projects are coordinated to utilize staff from Farragut. Equipment is moved between the sites for best utilization and avoid duplication

#### Park Manager's Narrative

- On the night of January 30, a car left the roadway just outside of the Parkway boundary, damage was apparent to a power transformer and power meter (previously installed for the Hydroplane event in 2014). No damage to any park facility could be seen
- ITD is continuing to move forward to transfer ownership of the Cd'A Lake Drive transportation corridor. No meetings were held

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

##### Issues Not Being Addressed

1. Lack of parking. There are only 10 dedicated parking spaces in the park next to the visitor center which 7 are ADA assessable. There are no parking areas for tour/school buses or an area for them to safely turn around. This has been an issue since 2010 when the lower parking lot closed. There is no parking for large groups or special events other than the grassy hillside in front of the mission. This area is not usable until mid-June or July due to the underground springs located in the hillside and parking poses a fire hazard during August and September. The park is a hotspot for 4<sup>th</sup> grade field trips and bus tours seeing nearly 4,000 per year. We cannot adequately serve our visitors and our number of bus tours are decreasing due to lack of parking. Dedicated parking would be used to park cars, buses for normal park visits and schools, for weddings, special events, and allow for increased visitation and safety.
2. Increasing costs for utilities, historic building preservation & maintenance, fire suppression inspections, and maintenance costs for Sacred Encounters Exhibit. Park O&E increases not keeping up with increased costs to maintain buildings, fire suppression systems and exhibit.

Additional monies would be used to maintain systems, provide for annual inspection costs, and general maintenance of the Sacred Encounters Exhibit.

3. Lack of staff housing and security for site. Lack of seasonal and permanent housing makes it difficult to recruit and retain staff. The park is dependent upon the visitor center and mission interior security systems. Staff response time is dependent upon staff location and responding county deputies and ISP. Response can be up to an hour or more. Park housing would provide onsite security and staff presence to deter unwanted behavior during hours that the park is closed. Outside and additional security cameras are needed to ensure that the Mission and Visitor Center are protected and that the historic artifacts and buildings remain secure, as do the staff that responds to the after hour alarms.

#### Customer Service

- Snow removal was extensive – received over one foot in January. Low visitation due to weather – over half the number of visitors from the previous low year. Improvements were made to the sledding hill. The plow is shared with Trail of the Coeur d’Alenes and was down for repairs several weeks
- Staff was not able to complete all of the transactions needed to create and order items for the retail area. Several staff members were absent and one position remains to be filled. Difficulties hiring qualified staff due to the lack of qualified applicants and not being able to offer competitive wages
- Staff focused on snow removal and keeping buildings open during first half of March. Increased rains caused CdA River to go above flood stage and in turn caused major flooding at Cataldo Boat Ramp and lower day use area. Flooding continued through end of March

#### Park/Program Usage

- Booked 5 weddings, 13 school and 5 bus tours, group use permits. Low visitation for Jan
- Snowy weather affected projected visitor number. Visitation low for the month. Staff focused on snow removal and keeping buildings open. Park snow plow truck was down for repairs during several large snow events. Staff worked diligently to order parts and complete needed repairs to catch up with the snow loads and removal. Park staff booked several weddings and numerous school groups during the month. University of Iowa professor Lynn Paxton brought historic architect, landscape architect, and interior design students to the park for two days as part of their field trip. The class spent several days with the Coeur d’Alene Tribe learning about tribe culture and history. At the park students met with Fred Walters, historic architect, and Kathleen Durfee, park manager, to learn about the history of the mission, its architecture, and its cultural sense of place in Idaho history. Students developed ideas and drawings for themed group use shelters and will share with the park. Fred Walters provided a special program regarding the architecture of the mission relating to its shared features with Greek and Roman architecture and how these factors influenced Father Anthony Ravalli’s design.
- Visitation increased during March. Park staff booked several weddings and numerous school groups. Park saw 78 groups of people totaling 227 visitors to the visitor center.

#### Program Services

The park hosted the University of Iowa as stated in the section above.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	2	40
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	3 – School	40
	1 – Tour	5
	1 – UI	15
	109 – DVD	465
	65 – Exhibit	295
Experiential Programs	37	68

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

- Worked with Tribe to create/update Sacred Encounters Exhibit Brochure, and create Activity Guide for Children
- Followed up with Development Bureau on projects for Mission, Parish House, and visitor center
- Staff hosted University of Iowa
- Water removed from HVAC system duct work above Sacred Encounters Exhibit where water damage occurred due to excessive water in duct insulation
- Tribe and park staff switched out temporary rifle in exhibit and replaced with Trade Gun replica
- Staff met with Tribe THPO to review upcoming mission roof project and flood damage

#### Staff Training

- Three park staff received snowmobile training from North Region OHV trainer. Ranger is now certified snowmobile trainer
- Staff attended North Region meeting

#### Strategic Plan Actions

- Worked with Tribe to create Cultural programs and activities for visitors
- Worked with CdA Casino to set up Cultural Tourism events – group from casino toured site
- Sledding Event created and posted on Facebook. Park hosted two sledding events during the month. New Wedding Resource Guide book available with Mission Ad
- Park planned Easter Egg Hunt after Easter Sunrise Service
- Staff worked on Jr. Ranger program, and several special events focusing on the following strategic goal: Foster experiences that renew the human spirit and promote community vitality

#### Park Manager's Narrative

- Alarm issues continue with Mission Fire Suppression system, Mission security, Parish House security, and VC security – transmitting issues. Responded to 5 after hours alarm calls during the month – 1 Mission, 1 Fire Suppression, 2 Parish House and 1 VC
- Idaho State Natural Resource Cabinet member Bill Booth, Elizabeth Cooper- U of I, and Sharmon Schmitt from Avista met and toured site to review possibilities for the Mission interior lighting project. Sharmon also looked at the Parish House and Visitor Center. All florescent tube lights in the VC were replaced with LED through the Avista program
- Working with NAI to create/host a workshop at the park as part of the 2017 conference in November
- University of Iowa architecture class toured the park February 18-20 to look at historic structures and landscape. Park will benefit from the visit with the review and drawings
- Mouse ate through MOD 6/7 scrim in 13 different areas – some 5' up the scrim. Looking for replacement material and fabrication. Pest management system set up in museum is specific to small rodent species. Scrim attachments in MOD 2 and MOD 6 need to be replaced– hardware wearing out
- Park hosted 2 sledding special events. Attendees enjoyed the run, hot chocolate, hot dogs, and fire pit. One group returned for a sledding Birthday Party
- Ranger was deployed to Cambodia for 2 weeks in March and a week of training in Boise
- Issues with ice damming on VC roof. Vent and snow diverted were damaged and pulled off by sliding snow
- Annual inspection for wheelchair lift completed. Lift is actually not an outside model and needs to be replaced
- VC HVAC system problems heating administrative section of building due to failed compression and thermostat. Only able to keep the office and theatre at 53 degrees Fahrenheit
- Park hosted Director and Operations Administrator to a tour of adjoining property house
- Sponsored ad for park in the special edition of Then & Now in the Shoshone News Press

- Staff met with Coeur d'Alene Casino on plans for upcoming summer cultural tourism and hosted a site tour at the park
- Manager met via phone with NAI regarding possible tour to site in November during 2017 NAI Conference in Spokane. Manager took part in a round table discussion regarding interpretation of cultural sites. Coordinating with Tribe and NAI
- Excessive snow melt and rain caused fire suppression vault to flood
- Staff worked with CdA school district to book tours, send teacher materials, and arrange upcoming school visits
- Repairs made to HVAC system. Staff met with Mechanical Engineer and Development Bureau staff regarding HVAC upgrade for VC
- Manager attended 3-day Interpretive Team meetings

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

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

1. Unknown park boundaries and property lines. The property lines and park boundaries are unknown for most of the park. The as-builts by the UPRR at time of transfer in 2008 were drafted for construction purposes only, and were not intended to be a reliable indicator of the boundaries, as has been shown in several instances in the past years. It is difficult to manage an area with unknown boundaries and manage the associated leases, crossings, and encroachments without knowing where the property lines are located. It is difficult to enforce rules and create new leases with unknown boundaries.
2. Lack of Staff. Additional positions are needed to staff at the levels needed to maintain the trail and assist with associated administrative office duties for both parks. Replace lost ranger position. As the trail ages maintenance needs increase – staffing levels have not. When the trail was new there were 2 FTEs and 3 seasonals. Now there are 1.5 FTEs and 2 seasonals – during the past three years we have not had a full season of seasonal staff on the trail due to lack of qualified applicants and non-competitive wages. Seasonals have been shared between Old Mission and the Trail to perform maintenance tasks. Noxious weeds, tree roots, ACP maintenance, leases, encroachments, and access controls require additional staff time beyond those when the trail was transferred. Mission staffing was once 2 FTEs before the new visitor center and exhibit were open. Now the park operates with 1.5 FTEs with the increased work load and increased hours of operation.
3. Lack of access controls and unauthorized motorized vehicle use on trail and in the right-of-way (ROW). The unknown park boundaries contribute to the unauthorized use of motorized vehicles on the trail. The lack of access controls allows access to the trail by unauthorized vehicles and damage the trail and ROW.

#### **Customer Service**

- Unauthorized motorized use of the trail by snowmobiles and other recreational vehicles. Lots of snow during January – worked to keep 18 trailheads and RR walkways clear of snow and ice. Plow is shared with Old Mission and was down for repairs several weeks during the month
- Snow covered the trail and staff maintained a section of trail between Cataldo and Bull Run for winter recreation use by Fat Tire bikes, cross country skiing, and snowshoeing. Trail between Wallace and Mullan was groomed for snowmobile use. Staff focused on snow removal and keeping trailheads open. Several staff members were absent and one position remains to be filled
- Snow covered the trail for half of March and staff focused on snow removal, cleaning restroom, and keeping trailheads open. Major flooding occurred during the second half
- Difficulties hiring qualified staff due to lack of qualified applicants and not being able to offer competitive starting or retaining wages. Lack of staff affects the number of interpretive services provided, lease and permit processing, normal park routine duties completed, and maintenance to

restrooms. Spring weather opened sections of trail and saw an increase in the number of trail users

#### Park/Program Usage

Count is not correct due to issues with traffic counters:

- Harrison – 1080
- Enaville – 2040
- Kellogg – 906
- Wallace – 754
- Issued two (2) OPDMD Annual Permits
- Snowy weather and flooding affected use of the trail. Staff spent numerous hours conducting trail inspections due to flooding, snow removal before the flooding, and cleaning restrooms

#### Program Services

Program Type	No. of Programs	No. of Attendees
Special Events	0	0
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	0	0
Experiential Programs	1 – Out of Park REI	0

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

- Staff cleared downed trees along the trail between Mullan and Harrison due to heavy snow
- Monthly trail inspection with ARCADIS canceled due to snow levels and trail covered by snow. Worked with Avista to develop Special Use Permit for contractor to access Cultural Monitoring Sites within the trail ROW
- Staff completed several trail inspections due to flooding and removed flood debris, and several downed trees from trail
- Shoulder gravel repairs made to sections of the trail between Cataldo and Bull Run due to flooding. Other repairs need to wait for the water to recede. Flood debris noted at bases of Pine Creek and Enaville Bridges

#### Staff Training

- Three staff received certified snowmobile training from North Region OHV
- Staff participated in Rails-to-Trails Webinar for upcoming opening trail event

#### Strategic Plan Actions

- Worked on strategies to increase winter recreation use on the trail. Planned a trail opening event in April and bike rodeo in May
- Staff worked on Jr. Ranger program, and several special events focusing on the following strategic goal: Foster experiences that renew the human spirit and promote community vitality

#### Park Manager's Narrative

- Current staffing levels are not sufficient to combat the growing amount of noxious weeds, keep up with the vegetation removal as needed, and maintain the 58 miles of trail and facilities
- Worked with adjacent landowners and lessees in Harrison and Medimont to resolve encroachments. Coordinating with IDL on encroachments that involve illegal docks and access. Worked with Steve Strack to resolve lease issues in Enaville
- Manager received reports of motorized vehicles on trail along different sections. Continue to work with City of Harrison, IDEQ, IDL, and CdA Trust to complete Harrison Tent Area Remediation so that the project can be closed
- TOC shop addition awning collapsed under weight of snow
- Worked with Avista on several projects in Smelterville and Cataldo that require pole replacement and re-alignment



- Letters drafted and sent regarding Tate Engineering survey and property access in Smelterville. Letters sent to all adjacent landowners
- Staff patrolled snowmobile parking sites at 4<sup>th</sup> of July Pass, Bumble Bee, and Shoshone Park, noting registration compliance and use of these areas. Patrolled Wallace to Mullan section for snowmobile compliance
- Trail section from Wallace to Mullan is open for motorized winter recreation use. Section from Cataldo to Bull Run was packed and groomed for non-motorized winter recreation use
- Staff hosted a booth at the REI Event “All Out 2017” in Spokane. Spent time talking with interested users and potential park visitors about the agency and recreational opportunities
- Staff hosted Director and Operations Administrator at the park showing them areas of concern along the trail right-of-way and viewing several encroachment areas
- Staff met with new UPRR program manager Anne Theriault and said good-bye to Gary Honeyman
- Staff completed reimbursement request to submit to UPRR per RAMP for FY15 & FY16. \$86,583.44
- Manager completed and complied 2016 RAMP report for IDPR, DEQ, and Tribe for submission to UPRR & EPA.
- Staff attended North Region Meeting. Manager attended Interpretive Team meetings
- Manager worked with AVISTA to resolve powerline issues in Smelterville. AVISTA will work with adjacent landowner to move poles
- Park sponsored ad for the Trail in the special edition of Then & Now in the Shoshone News Press
- Staff met with Coeur d’Alene Casino on plans for upcoming summer cultural tourism tours pertaining to the trail
- Major flood damage to trail in two areas near Black Lake when Coeur d’Alene River reached above average flood stage mid-March and water covered the trail. Damaged asphalt, trail base, and ROW due to flood waters. Waiting for water to recede to assess damage. Minimal damage to shoulder gravel between Enaville and Black Lake – approximately 24 miles. Water remained high through the end of the March
- March monthly inspection completed with ARCADIS in addition to flood inspection
- Flood cleanup and repairs started. Trail swept between Smelterville and Black Rock Trailhead. Flood waters still over connector trail between trailhead and trail at Black Rock. Silt deposits noted

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

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

- None

##### **Customer Service**

- Cottage lease payments were processed. Marina and trailer court leases are ready to invoice
- Snow and cold weather kept staff busy maintaining roads, parking lots, cottages and cabins. Broken pipes at the Chatcolet rental cottage closed it for a week
- Staff continues improving the rental facilities
- Hawley’s Landing campground opened on March 31. We had 6 campers for the first weekend

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

- Ice fishing was popular with several people fishing from Rocky Point and Chatcolet
- The tundra swans returned on their annual migration. Several groups of bird watchers also arrived
- Use was down during March because of severe flooding and road damage leading into the park

### Program Services

- The Manager signed the 2017 contract with Re-Creation Unlimited and staff is looking forward to having them provide programming for us again
- Staff has been setting up special programs for 2017. The Spokane Astronomical Society and the Audubon Society are scheduled to give a few programs. The Idaho Department of Fish and Game's "Take Me Fishing" trailer will be in the park on three different days this year

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

- The Tribe has suspended its work on the forest fuels reduction project until better weather arrives.
- Several small direct timber sales are being planned to take care of dying, dead, and downed timber throughout the park
- Staff continues work on several small timber sales. The CDA Tribe's forest fuels treatment project has been on hold until better weather conditions arrive
- The Park's long time resource specialist has taken a classified full time position with IDL
- Work on the SITM timber sale and the Tribe's fuel management projects have been delayed until ground conditions improve

### Staff Training

- Assistant Manager attended a seminar on noxious weed control put on by Wilbur-Ellis Company
- Ranger attended a 12 hour Ice Rescue training course hosted by Plummer Gateway Fire
- Ranger enrolled in an online course regarding interpretive trail construction, maintenance, and management. 7 hours
- Ranger studied for her wastewater treatment "Operator in Training" certification
- The Manager attended 3 hour training on drinking water requirements put on by DEQ
- All staff attended the required 20 hour CEO refresher in Spokane and CDA

### Park Manager's Narrative

- Manager attended Benewah County's LEPC meeting; The Manager attended a flood preparedness meeting in St. Maries
- Snow plowing and ice removal were hampered by several mechanical issues with our 1986 plow truck. Park roads have been extremely slick and ice covered
- The Manager met with Development Bureau staff and an electrical engineer to discuss the upcoming electrical upgrade to Hawley's Landing campground
- The remains of the woman that went missing from the park in June of 2015 were discovered in a wooded area just outside the park on March 19, 2017
- The Manager participated on the interview panel for the Round Lake manager interviews
- Excessive runoff and rain has taxed the wastewater treatment facility and effluent storage is becoming an issue. Pumps have been running overtime to compensate. DEQ will allow us to start land application the first of April and this will help reduce our storage concerns
- A 300' portion of highway 5 going up Pee Dee hill failed and slid downhill on March 15, causing the roadway to be closed. The backroad through the park was opened as a detour. Because of the heavy traffic the park road was damaged and closed. There was no access to the park from the west for 14 days. A one lane bypass was constructed around the slide on highway 5 and was opened to traffic on March 29. The back road through the park remained closed for another week. The park's back road remains damaged but is passable at this time. The Manager has met with representatives from Benewah County, ITD, and Worley Highway District to discuss options for repairing the road. The park manager did not authorize the road to be used as a detour and no one is taking responsibility for the damage. ITD estimates that it will take months to repair highway 5
- Ice damage followed by extreme flooding caused major damage to the park's docks and marina systems. Several docks had come loose and were scattered all around the lake. Staff has been busy rounding up dock sections and breakwaters and securing them until they can be repaired and

re-installed once the water level recedes. Staff estimates that it will take 2 months to get everything usable again and most of the summer to finish minor repairs. As of this writing the lake level is still over three feet above summer level. It has receded enough that staff could clear debris from the boat ramp parking lots and perform temporary fixes so the ramps at Chatcolet and Rocky Point are usable

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

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

- None

##### **Customer Service**

- Staff has not been able to access much of the park because of snow

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

- Snow is still blocking access to several areas of the park

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

- Work on the Deep Creek timber has been suspended until summer. The road ROW work has been completed. General harvesting will begin later this year
- Staff continues working on setting up next large timber sale in the four corners area of the park
- The Park's Resource Specialist took a full time classified position with IDL
- Staff continues working on setting up the next large timber sale in the four corners area of the park

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

- Manager continued to work with IDPR staff on the disposal of the 40 acre parcel near St. Maries and the 10 acre parcel near Skyline Dr. and highway 95
- The Manager met with the park resource specialist and walked through the next timber sale area and discussed tree marking and harvesting plans

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

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

1. Re-roof the barn and both residences.
2. Five maintenance vehicles are in need of replacement. Four of these vehicles have well over 100,000 miles and the fifth has been wrecked.
3. Hells Gate needs two group camps. We have a constant need for group camps of 10 to 20 units.

##### **Customer Service**

- The Lewis Clark Discovery Center has been open from 8 to 4 seven days a week. Aspen Campground is open. Birch Campground has been open weekends for overflow from Aspen Campground. Cottonwood Campground was open for several groups, the Hells Canyon Archers and the Boy Scouts of America, during two weekends. The marina store has not been opened yet, but we have completed the contract with Snake River Adventures, and the store should be open in May. The Jack O'Connor Center is open six days a week, being closed on Mondays.

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

- Very low camping and cabin use in February, but the park did have 5 nights of cabin occupancy, 28 nights of electric campsite use and 23 nights of electric, water, and sewer camping. Also two special events were held in the field south of Cottonwood Campground
- Camping has increased dramatically with the warmer weather towards the end March. Aspen Campground had 263 camping nights, while Birch Campground saw 86 nights. Even

Cottonwood Campground, open only two weekends for special events had 48 campsites used. The camper cabins were rented 39 nights in the month of March.

#### Program Services

First Day Hike; Maple Syrup Workshop; Super Bowl Shoot (195) shooters; Boy Scout Merit Badge University, February (216) Boy Scouts and leaders; Edge of Hell Fun Run (86) runners and 8 volunteers; Dumm & Dumber Half Marathon (57) runners and (10) volunteers; Sage Brush Shoot (250) archery shooters each day; Boy Scout Merit Badge University March (135) Boy Scouts and leaders; LCSC Triathlon (100) competitors (50) spectators and (20) volunteers

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	8	1497
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	0	0
Experiential Programs	1	58

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

- Assistant Manager along with Natural Resource Manager led a group of 20 youth from the Idaho Youth ChalleNGe to remove blackberry brambles, and dead and dying trees from Tammany Creek Vehicle Bridge to Tammany Creek Pedestrian Bridge. This is in preparation for creating an outdoor classroom there to study the creek and habitat around it
- Park Manager supervised a second group of 20 cadets from the Idaho Youth ChalleNGe in placing gravel on over 2000 feet of hiking, biking and horseback trail

#### Staff Training

- Assistant Manager and 2 Rangers attended a Back Country First Aid Course (8 hours)
- Office Specialist 2, attended the Crucial Conversations workshop held in Boise (16 hours)
- Ranger presented a re-fresher course on chainsaw maintenance and safety to 6 employees and volunteers. (1 1/2 hours each)
- Staff attended the annual CEO refresher course for (20 hours each)
- Two Rangers attended the Supervisory Academy for (20 hours each)

#### Park Manager's Narrative

- Camping was non-existent with only 6 total camp sites rented and 2 camper cabins used in January
- The 5<sup>th</sup> annual First Day Hikes went off without a hitch. This is the first year that we have not increased numbers for this event with only 120 people attending compared to 135 last year
- The Jack O'Connor Center heat pump number 1 was replaced at a cost of about \$6500.
- Hells Gate State Park hosted the annual Super Bowl Shoot sponsored by the Hells Canyon Archery Club. The weather was not good for archery so the numbers were down from 2016
- Most of the permanent staff attended the spring North Region Meeting. We learned a lot of good information about next year's budget, projects and other interesting topics.
- The biggest hurdle to getting what we need to improve services and facilities is lack of money. Hells Gate has a large backlog of projects just to keep the facilities usable, in particular, new roofs for the barn, residences, shop and marina restroom, re-building the marina moorage docks and dredging the marina basin
- This has been a very unusual year for us, but the campers were raring to get out as soon as possible in March. We had 397 campsites rented during March along with 39 nights of camper cabins
- Financial problems will haunt the park until the end of the fiscal year. Too many funds were spent, too early in the year in both O & E and seasonal funds

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

### **Issues Not Being Addressed**

1. The boat ramp and A-loop parking areas need to be paved. Handicap accessibility is very difficult in both areas due to gravel parking lots and crumbling overlays. Project is indicated on CIN list; \$130,000.
2. Interpretation: Limitations in staffing and budget prevent the park from optimizing its interpretation potential. We are continuing to offer programs facilitated through our interpretation partners but would like to do more. We are also working towards grants with local partners for interpretation panels. These panels would be placed along our Lake Shore Trail and speak to the mill history and some unique natural features found at Winchester. An increase in seasonal budget specifically for an interpretation seasonal would allow for this growth. \$7,000 for an additional five month seasonal at \$9.00/hr.
3. Trail enhancement: A significant portion of our Lakeshore trail is currently pit run rock. There has never been a top layer of  $\frac{3}{4}$  minus to match the rest of Lakeshore trail. This makes for a very rough trail for both bikes and folks walking. We'd like to add this top layer to the remaining portion of the trail to produce a consistent trail surface for users. Estimated cost of 11 truckloads of  $\frac{3}{4}$  - is about \$2,000.

### **Customer Service**

- We had a fantastic January with all the winter weather. Our fishing tournament was the best attended yet, the weather was perfect and we had some great coverage in the local newspapers. Our yurts were full over the weekends with a few mid-week stays. The Lake Shore trail was groomed regularly and saw users every weekend.
- We have experienced some drastic weather changes throughout the month of February. With this, our visitation and thus customer service, has been limited to a few yurt customers
- Our yurts are seeing a good amount of spring break visitors. These stays are anywhere from an overnight to four night stays. Everyone is enjoying the break in the weather and the lake finally thawing out. We have experienced some damage to three of the fishing docks. They are currently unavailable for customer use until we can get them secured again

### **Park/Program Usage**

- The yurts had a 17.65% occupancy rate for January. Only one campground user
- The yurts had a 19.86% occupancy rate for February. We didn't have any campsites utilized
- The yurts had a 13% occupancy rate for March. We had three campsites utilized

### **Program Services**

We held our annual Ice Fishing Derby, more participants of any Derby so far.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	1	140
Jr. Ranger Programs	0	
Interpretive/Educational Programs	0	
Experiential Programs	0	

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

- We're looking into funding for a corrections crew to come out and continue the thinning and clearing of dead and downed trees throughout our trail system. We were able to start this project two seasons ago but were unable to continue last season due to budget constraints
- The local museum has turned back its Idaho Historical Society grant for an interpretive panel display. This is due to a timeframe that could not be met. We will continue to work with the museum to pursue interpretive panels that tell the history of Winchester Lake

#### Staff Training

- Assistant Manager and Ranger attended a Back Country First Aid Course (8 hours each)
- Both the Assistant Manager and Ranger attended the 20 hour CEO refresher course, totaling 40 hours
- The Assistant Manager attended a six hour workshop on recording and presenting folk heritage presented by the Director of Folk and Traditional Arts with the Idaho Commission on the Arts. This has lent itself to a new avenue of acquiring interpretive programming

#### Strategic Plan Actions

- Providing new experience-based programs - With the addition of a stand-up paddle board to our FTA offerings last season, we saw participation in this program increase
- Increasing revenue – We have added some amenities to our yurts. This now includes a BBQ and canoe/snowshoes included with each. This has come with a slight increase in price so we hope to see our yurt revenue increase as a result. We've also been able to purchase our retail apparel from our usual source, so our profit margin should increase this season

#### Park Manager's Narrative

- Our winter fishing tournament was our best yet. The weather was fantastic and folks really enjoyed the day. We caught the eye of the Lewiston Sportsman's Warehouse who would like to be a bigger sponsor of our fishing tournaments
- We received our replacement yurt skin that will be installed in the spring
- Although we had our trail groomed for free ski day, we had no participants
- With the fusible plug re-installed at the dam, we saw water levels increase as the spring run-off began. There was a bit of a learning curve this season with the leak all but stopped, a new radial gate, a new area employee from Fish and Game and the substantial amount of moisture we've seen this season. We not only gained all the water back we needed to fill the lake, we barely got the siphon open in time to prevent it from topping the new fusible plugs. After a couple weeks of daily observation, we are in front of the runoff and hope to maintain a full lake as long as we can into the upcoming season
- Assistant Manager underwent shoulder surgery in March. He will be out approximately 2 weeks and then on very light duty for several months

#### **DWORSHAK STATE PARK – NATHAN BLACKBURN, PARK MANAGER**

##### Issues Not Being Addressed

1. Dworshak State Park needs a full time ranger to improve safety for winter marina operations and an increase in seasonal funding to work on park maintenance and improvements.
2. Staff housing needs provided at Freeman Creek to ensure classified staff presence and thereby reduce vandalism, illegal activity and increase customer safety.
3. Funding for ongoing replacements of vehicles and equipment needs addressed. Vehicle and equipment maintenance is making a significant impact on the park budget.
4. Safety improvements of the Big Eddy Marina docks, winches and islands are needed.
5. Acquisition of a destination dock for swimming is needed to provide a swim area for park users during times of low water levels in the reservoir.
6. Simplification of fees for our customers is needed as Dworshak State Park has 36 different price points for camping. This makes accurate self-pay a near impossibility and staffing is too low to man the Entry Station in shoulder months.
7. Improvements to the trail system in the park is needed to provide an additional destination activity.

#### Customer Service

- Park Manager and the office aide have taken over management of the group use and group facility reservations to eliminate miscommunications with guests. Manager has rewritten the contracts to eliminate areas of confusion, increase profitability and to ensure rule compliance
- Park management determined that plowing to Freeman Creek Campground should be for maintenance access only, so very little of the park was plowed this winter
- There was a steady flow of group reservations for the summer months. Three Meadows Group Camp has 4 weekends left but is otherwise booked from Memorial Day through the end of September. Every weekend of June has a wedding at Big Eddy Marina, during the period of full pool
- Day use and walk in camping slowly increased in April, with sunny weekends bringing in guests. Heavy rainfall has resulted in much of the park being a marshland, and 3 vault toilets overflowed due to cracks in the concrete vaults (all are on the CIN Maintenance list for replacement)
- Billings for the marina were sent out, utilizing email rather than printer to save on the 1000 total printed pages that were being mailed to the nearly 100 customers

#### Park/Program Usage

- Freeman Creek Campground was at near zero use during January and February; heavy snowfall made entry into the park difficult, with only good 4 wheel drives able to drive the grade. Three Meadows is only accessible by boat and snowshoe to the camp or by snow machine
- Freeman Creek Campground was at low use during March. The only sunny weekend saw approximately 4 campers and a dozen day use boaters. The water level is down to minimal for the launch, but still useable

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

- Several items have been identified for natural resource management. The park needs to develop a preventative bed bug program for cabins, a weed management plan needs developed, and woody plants need removed from sewage lagoons at the request of the USACE
- Natural Resource Program Manager has approached Park Manager for the establishment of a fire break for the properties uphill of the park

#### Staff Training

- Manager and Maintenance Craftsman attended the North Region staff meeting
- Two rangers attended Crucial Conversations training (16 hours each)
- Park Ranger attended CEO recertification training for 3 days

#### Strategic Plan Actions

- Exploration of methods to attract a new user group has resulted in the decision to replace the 3D archery course with an 18-hole disc golf course. Operational Director allocated \$3000 towards purchase of disc golf baskets. These improvements will provide different and unique outdoor experiences
- Manager is working with Natural Resource Program Manager to establish fire breaks to the neighboring property to improve fire safety within our parks
- Expansion of the retail program at the Big Eddy Marina store, the Freeman Creek campground and installation of an ice maker will help provide additional revenue

#### Park Manager's Narrative

- The seasonal Maintenance Craftsman has returned from leave but is on minimal hours and the seasonal Park Ranger is working 3 days a week, allowing for minimal staffing. When water levels change rapidly one person is forced to adjust docks, putting staff at risk of injury or cold water immersion without assistance.
- The manager continues to familiarize himself with the park, develop relationships with the Corps of Engineers, meet individuals in the local business associations, reassess the training and safety procedures for the marina, assess park infrastructure maintenance needs, assess park operational

systems, train the new ranger and the seasonal office assistant in agency procedures and policies, and develop both a short and long term plan to address the action items identified previously.

- Park staff has been working diligently towards preparing the park for summer operations, with first priority bringing the water system at Freeman Creek online. Park Ranger has undertaken refurbishing the Entry Station, with new floors, desk, and layout to help streamline operations. All volunteers have backed out other than 1 couple, putting the park in a difficult situation for customer service. The chief problem causing lack of volunteers is communication resources, not having cell phone coverage or WIFI is a significant issue. The park has requested additional funding to secure a WIFI hotspot for volunteers and an additional cell phone booster for a volunteer common area. The park is preparing for a full day of interviews for entry station, marina and maintenance positions.
- The landslide on Three Meadows road is still too wet to begin removal, but the USACE is working with the park manager to move forward as soon as possible. Rebuilding of the lift stations has been slow to begin, with first snow then other commitments with the contractor taking additional time causing a delay which may interfere with the reservation window. Host site installation at Three Meadows appears to be nearing start time, although ideally the slide should be removed from the road prior to work beginning.



## **Operations Division Quarterly Report**

**January – February- March 2017**

### **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**

Continued work with the IDPR Management Services Administrator to review and revise both IDPR and Board Policy in order to ensure consistent format, reduce redundancies, and update content.

Began discussions with individuals wishing to incorporate teacher training into Idaho State Parks interpretive program. Working with the IDPR Experience/Education Coordinator and participating parks, the group was able to prepare for hosting several in-service teacher training opportunities for Idaho teachers, within our parks, primarily using park staff as instructors.

Worked with North Region staff to develop a strategy for the disposal for two parcels of property, donated to IDPR as part of the Mary Minerva McCroskey land gift. The two parcels in reference as separate from the larger gift and difficult for staff to manage efficiently and with poor value to IDPR.

Presented to the City of Eagle Council in order to update policymakers on the status of projects underway and those being proposed for Eagle Island State Park.

Began discussions with IDPR Administrative staff in preparation of a potential CEC dispersement, once and if announced by the Division of Fiscal Management.

Worked with Development Bureau Staff and Region Managers to review region Capitol Development needs and determine priorities for the upcoming FY2019 budget request.

Made presentations to the Idaho House Resources and Conservation Committee and the Senate Resources and Environment Committee to seek approval for IDAPA rule change concerning Idaho State Park motorcycle capacity rule. The rule change was adopted.

Worked with private individuals (local sailing group) and Lucky Peak park staff to assist develop a Waterways Improvement Fund Grant request to improve boat dock facilities at Spring Shores for non-motorized users.

Initiated discussions with CHM for the purpose of developing a Market Analysis for the proposed Event Center located at the Billingsley Creek Unit of Thousand Springs State Park. A Professional Service Agreement was developed and work towards completion of the Market Analysis started. Met with CHM representatives and park staff for tours of Thousand Springs State Park and provided data needed for the creation of the Market Analysis.

Attended the IDPR Interpretive Team meeting held at City of Rocks National Reserve and the North Region Office. Projects the new Experience/Education Coordinator and the Interpretive Team are currently engaged with include the development of the IDPR Interpretive Manual, increased standardization and support of IDPR's Jr. Ranger Program, and instituting annual Interpretive Training.

Attended the North Region Manager's Meeting at the North Region Office in order to provide staff with updates on ongoing projects and IDPR initiatives and to receive input from field staff on existing opportunities and concerns.

Currently representing IDPR in the Idaho 2017 Solar Eclipse Working Group, assisting develop statewide strategies for coping with an anticipated influx of solar eclipse viewers in August of 2017.

Adjusted the Park/Program Annual Report format to present actual park/program expenditures in categories including Operating, Seasonal, Classified, and Capital Outlay, providing a more complete description of actual park/program costs.

As a representative of IDPR, assisted Valley County in celebratory activities during the county's Centennial Celebration.

Met with Boise State University Economics Department staff to review data collected during the 2016 season, to be used in the creation of an Idaho State Park's Economic Impact Study. Currently, a draft document is being created for staff review.

Began discussions with the City of McCall and the Valley County Board of Commissioners for the 2<sup>nd</sup> year of implementation of alcohol restrictions on North Beach of Ponderosa State Park during the 4<sup>th</sup> of July Weekend. It was determined the bouy line would be pulled closer to shore and a 150' section of beach, near the mouth of the North Fork would be made available to boaters.

Assisted the IDPR Director and Recreation Bureau staff formulate a proposal to assist US Forest Service staff emphasize and coordinate volunteer efforts on trails in Central Idaho, in and around the Frank Church River of No Return Wilderness. This proposal is in response to HB845, which specifically directed the USFS to develop projects aimed at increasing efforts in trail maintenance utilizing volunteers.

**RECREATION RESOURCES BUREAU QUARTERLY REPORTS**  
**JANUARY – FEBRUARY – MARCH 2017**

**RECREATION RESOURCES BUREAU: DAVE CLAYCOMB, BUREAU CHIEF**

**BOATING PROGRAM, DAVID DAHMS, PROGRAM MANAGER**

The following is a list of activities that have been recently completed by the Boating Program.

- ◆ Staff participated in a number of outreach events: the Spokane Boat Show, Treasure Valley Boat Show, Big Horn Sportsman Show in Coeur d'Alene, Boat Wars Boat Show in Eastern Idaho, the Boise Fly Fishing Expo, and the Idaho Sportsmen's Show in Boise.
- ◆ Staff attended the annual WIF committee meeting on March 15.
- ◆ Staff coordinated the annual Marine Advisory Committee (MAC) meeting in Boise held January 24-25. This meeting is an opportunity for county marine deputies to meet in one location to discuss pertinent boating issues. Representatives from 19 county programs attended the meeting and nearly 50 individuals participated. The meeting was also attended by representatives of the U.S. Coast Guard, U.S. Coast Guard Auxiliary, Ada County Parks & Waterways, and the Army Corp of Engineers. Feedback from the meeting was excellent and the highlight was a presentation from a physician that discussed CPR techniques for drowning victims.
- ◆ The program sponsored a remote wilderness training class in partnership with the Intermountain Jet Boat Association. Feedback from the participants was very favorable.
- ◆ Staff has started planning for the 2017 boating season marketing initiative to increase life jacket wear among recreational boaters. This will be the second consecutive year of the "Invest In Life" promotion which will include traditional means including billboards, radio spots and newspaper ads, as well as promotion on social media and digital platforms.

**OFF-HIGHWAY VEHICLE PROGRAM, TROY ELMORE, PROGRAM MANAGER:**

Following is a list of activities that have been recently completed by the Motorized Trails Program Staff.

- ◆ There were 28 avalanche awareness and companion rescue clinics held for 819 students, and 3 Snowmobile operators' courses held for 38 students.
- ◆ In 2017 IDPR Responsible Riders class schedule was published in March offering 140 public class opportunities.
- ◆ Staff participated in the Sportsman Show in Boise, and in the Big Horn Outdoor Adventure Show in Spokane.
- ◆ Staff attended the ISSA State Ride held in Stanley, and the Disabled Veterans Ride held in McCall.
- ◆ Met with a new motorcycle club, *Central Idaho Trail Riders Alliance* in McCall, to give them guidance on how to work with IDPR and land management agencies.
- ◆ Staff recovered groomer that slid off of the Mores Creek Summit Trail.

- ◆ Staff is working with local ATV and motorcycle clubs to assist the Mountain Home Ranger District out in the Blacks Creek area with maintenance.
- ◆ Staff is currently working on the Thunder Mountain area near Yellow Pine, for the Big Creek/ Yellow Pine collaborative.
- ◆ Staff met with BLM, enthusiasts, and environmental groups to discuss Grandview Travel planning in the field.

**NON-MOTORIZED TRAILS PROGRAM, LEO HENNESSY, COORDINATOR:**

The following is a list of activities that have been recently completed by the Non-Motorized Trails Program staff.

- ◆ All 4 Idaho City Park N' Ski area parking lots were plowed this winter and the Banner Ridge and Stargaze yurts were rented throughout the winter season. The other three remaining yurts were not rented as per a USFS closure order and associated damages.
- ◆ Hosted a yurt burn-out fund raiser at the Payette Brewery late January and raised approximately \$12,500.
- ◆ Record snowfall occurred at the Idaho City area this winter. Over 30' of snow fell this year on the yurts. They were in danger of collapsing under many feet of heavy, wet snow so staff and volunteers made numerous trips and spent hundreds of hours of shoveling snow off the yurts and their decks.
- ◆ Met a few times with Idaho City District staff to discuss issues related to the Pioneer fire (yurts, trails and salvage logging).
- ◆ Staff worked to repair the five fire damaged yurts, and associated 60 mile long trail network.
- ◆ Ordered replacement walls, roofs and roof/sidewall insulation for fire damaged yurts. Will install this summer with staff and volunteer support.
- ◆ Traveled to the site of the proposed replacement yurt and shot drone video to create a base map for USFS environmental review.

**OUTDOOR RESOURCE ANALYST, JEFF COOK, LANDS PROGRAM SPECIALIST:**

The following is a list of activities that have been recently completed by the Outdoor Recreation Analyst.

- ◆ Started updating the Idaho Trails Application with the latest 2017 Motor Vehicle Use Map information for the Forest Service. Boise National Forest MVUM data is now on the application.
- ◆ Boise District, BLM released three different travel plan public comment periods in March. The plan areas are Canyonlands West, Grandview, and Birds of Prey NCA North. Recreation Bureau staff prepared and submitted comments on all three travel plans.
- ◆ Staff reviewed and submitted comments on the Fairfield Ranger District North Winter Travel Plan Environmental Assessments (EA).
- ◆ Staff is in the process of reviewing the Winschell Dugway ATV Trail Project Draft Environmental Impact Statement (EIS). We have commented on this project in the past, when the project was analyzed under an EA.

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

**AGENDA**  
**Idaho Park and Recreation Board Meeting**  
**May 24-25, 2017**  
**Harriman State Park**  
**3489 Green Canyon Rd.**  
**Island Park, ID 83429**

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

**ACTION REQUIRED:**                      **No Action Required**

**PRESENTER:**                      **Tammy Kolsky**

**PRESENTATION**

**BACKGROUND INFORMATION:**

1. **Analysis of Past Performance** – Project team members continue to be engaged in and focused on the long-term success of the project.

This past quarter the team's efforts have been:

1. Support work associated with the recent implementation of the United States Coast Guard changes to Federal Regulations (CFRs)
2. Addressing customer service impacts associated with the recent implementation of the United States Coast Guard changes to Federal Regulations (CFRs)
3. Work on the Request for Proposal (RFP) for the purpose of acquiring a long-term SaaS solution.

2. **Significant Achievements** – Project team achievements for the past quarter include:
  - Working to resolve a number of RIS software bugs and issues that have resulted due to recent code changes
  - Work with those vessel owners whose records do not meet the CFR requirements.

This effort has included:

    - i. Communicated (by mail) with all 2016 boat registrants whose records did not meet the CFR requirements. This communication was sent out March 9<sup>th</sup> – 12<sup>th</sup> to roughly 46,000 vessel owners. Communication included the nature of the issues that prevented them from receiving renewal notices and of resolution processes
    - ii. Implemented a new web app designed to assist with collecting missing data (driver's license, date of birth etc.) from customers whose records are incomplete
  - Continue work to verify HIN conformity on Idaho registered vessels
  - Ongoing work to clean IDPR boat registration data
  - Continued collaborative efforts with ITD to provide for:
    - i. Ongoing efforts to clean mutual data elements (VIN, HIN numbers, driver's license and title numbers)
    - ii. Ongoing management of a title correction process for owners who have invalid hull identification numbers (HINs) on titles

- iii. Ongoing work to develop additional processes for HIN corrections on non-titled vessels
    - Worked on RFP Development, RFP Tasks for this timeframe include:
      - i. Working with State IT purchasing to:
        - 1. Ensure compliance with State Purchasing requirements for the RFP.
        - 2. Determine evaluation process
        - 3. Discuss RFP bidder pricing schemas
    - Continued meeting with stakeholders on project (program users, retail vendors, and county DMV's).
3. **Work to be performed** – During the next reporting period the project team will be focused on:
- Ongoing work to resolve a number of RIS software bugs and issues that have resulted due to recent code changes
  - Work to clean 2017 transaction records that should not have been processed due to bad data elements
  - Continue work to clean IDPR boat registration data, it is anticipated that this work will be ongoing for some time
  - Continue work to verify HIN conformity on Idaho registered vessels
  - Continue work to develop and issue an RFP through State Purchasing
  - Work to develop a data cleansing and migration plan for 2015 -2017 registration records
  - Develop a data archive plan for RIS records not marked for migration
  - Perform ongoing analysis efforts on the architecture of RIS on what processes will be upgraded, re-written or outsourced with an RFP
  - Work to complete API analysis for developing a web service that will allow IDPR to be in compliance with title verification requirements
  - Establish implementation timelines
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:
- **Customer Service:** Impacts to customer service has required a significant amount of time to address a wide variety of customer service issues associated with the self-serve boat app, online renewals, online payments and customer busy outs. The majority of customer service issues have been due to:
    - i. Boat self-serve and online renewal load handling issues
    - ii. High call volume (March daily call volume ranged from 6,000 callers at its highest to 400 at its lowest)
  - Additional impacts to customer service will continue to be felt by vessel owners for which further HIN inspections, titling or providing proof of ownership will cause delays in their being eligible to purchase stickers
  - **Time:** Many elements of this project have critical timelines that as the project moves forward will require additional support from non-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 all impacted customers
5. **Recognition:** - During this past reporting period, with a great degree of success the entire R&R staff have worked to assist their customers through processes and issues for which they

had little to no control over. Without their tireless efforts this project and IDPR's customer service level would greatly suffer.

**STAFF RECOMMENDATIONS:**

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



## **Reservation Activity Report FY 2017 3<sup>rd</sup> 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

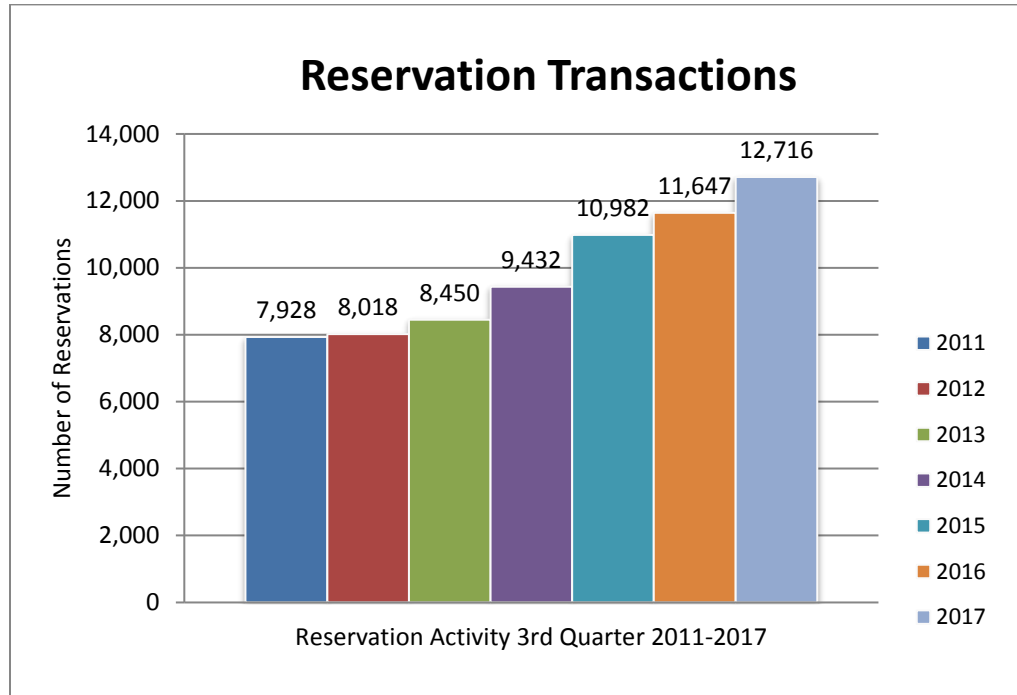
The data presented in this report is for the third quarter (January - March) FY 2017 the data reported is on active non-cancelled transactions and includes a comparison for the last seven year's active non-cancelled reservations for trending purposes.

For this quarter 12,716 reservations were processed. This represents a 9.18% increase or an additional 1,069 reservations processed during the quarter as compared to 2016 in which 11,647 reservations were processed.

The Internet sales channel activity represented 86% of the total reservations booked.

This quarter traditionally sees reservation increases as the nine month in advance reservation window allows for reservations to be made for IDPR's peak camping months of July, August and September.

The following chart(s) are supplied for FY2017 3<sup>rd</sup> quarter activity for trending/monitoring purposes.



Year	Reservations	% of Change
2011	7,928	
2012	8,018	1.14%
2013	8,450	5.39%
2014	9,432	11.62%
2015	10,982	16.43%
2016	11,647	6.06%
2017	12,716	9.18%

## 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 third quarter FY2017 (January - March). It includes information on what percent of occupancy the nights stayed represented by park and by site type. Additionally, comparisons are provided for the past seven years for trending purposes.

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

Fifty one (51) % of occupancy for the quarter was from reservations. The remaining forty nine (49) % 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 decreased by 1,117 nights with 3,324 nights stayed. This represents a -25.15% decrease from FY2016 which had 4,441 nights camped during the quarter.

Factors impacting quarter occupancy were:

**Pioneer Fire:**

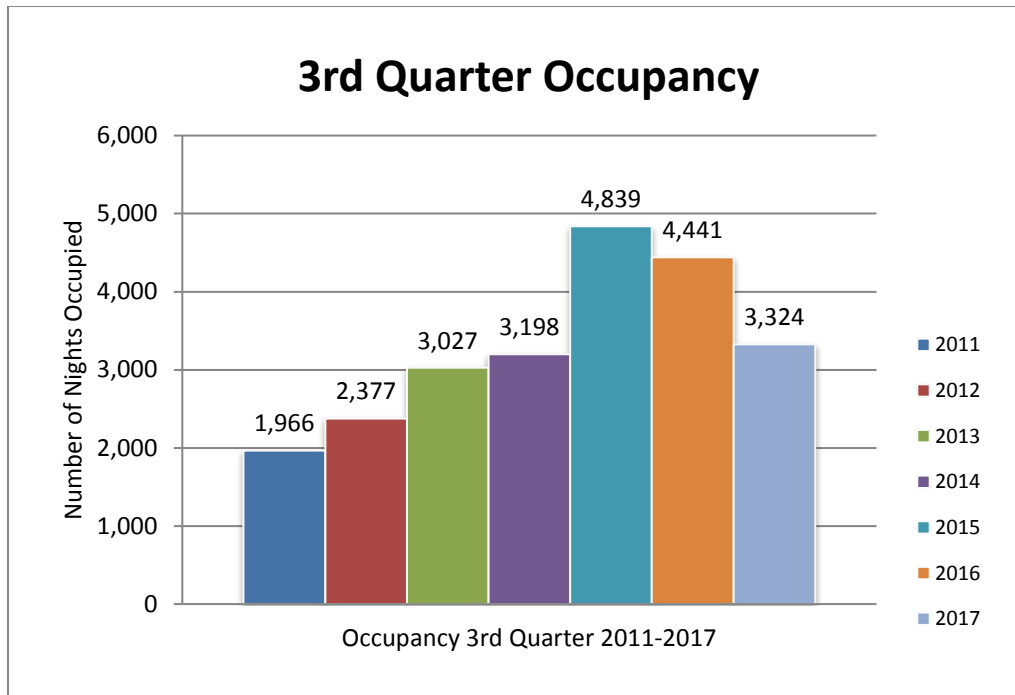
- **Idaho City Yurts** – Four of the Idaho City yurts have remained closed due to the Pioneer fire.
  - This closure resulted in an occupancy decrease of 71.33% with 127 occupied nights as compared to last quarter of 443 occupied nights.
  - Idaho city yurts traditionally make up 10% of the agencies occupancy for 3<sup>rd</sup> quarter.

**Above Average Snow for Idaho**

**Occupancy Decrease for 3<sup>rd</sup> QTR 2017**

- **Bruneau Dunes: -16.9%**
- **Farragut: -55.86%**
- **Hells Gate: -23.15%**
- **Massacre Rocks: -65.10%**
- **Ponderosa: -17.08%**
- **Three Island Crossing: -10.06%**
- **Winchester: -31.06%**

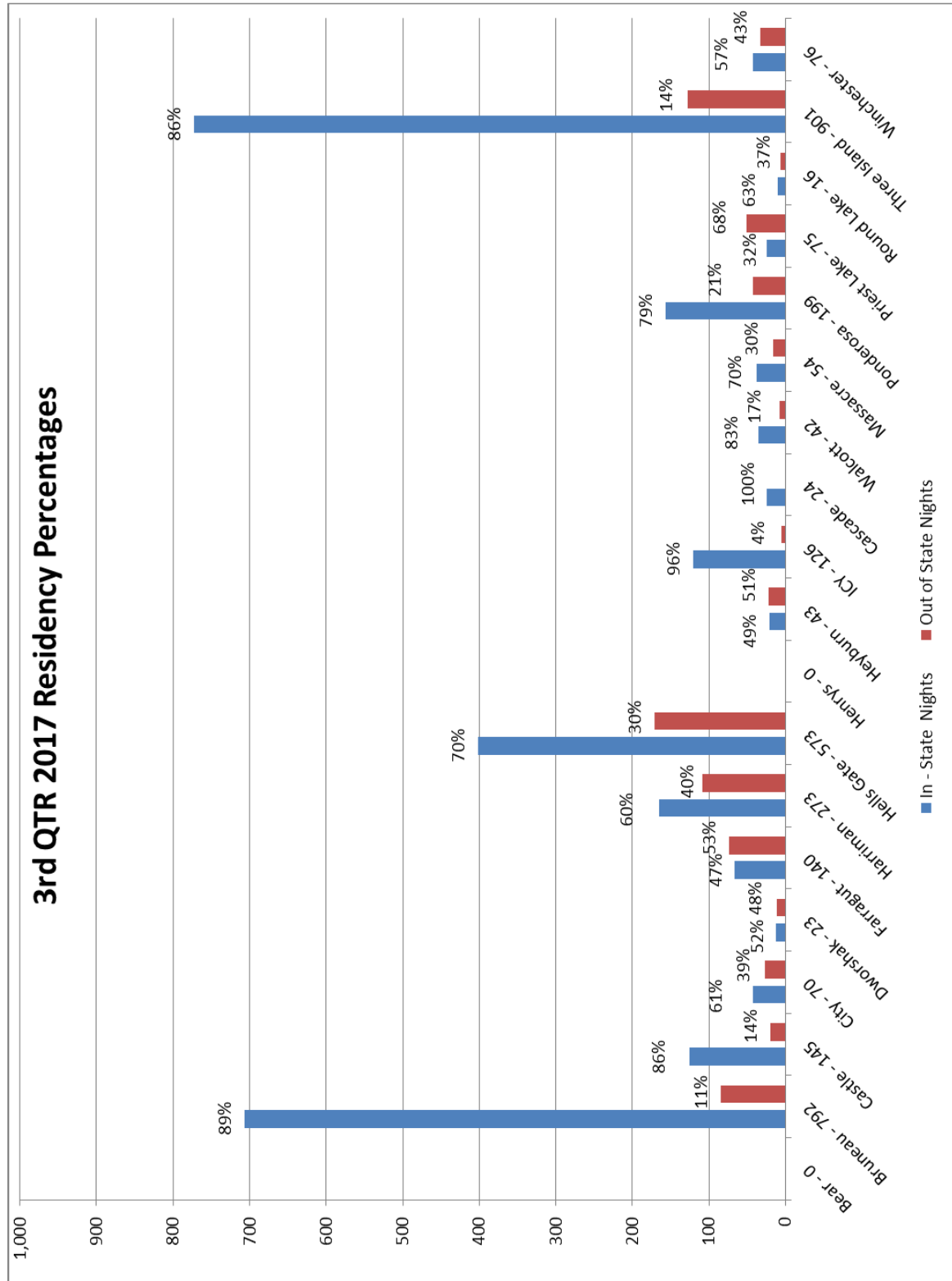
The following chart(s) are supplied for FY2017 3<sup>rd</sup> quarter activity for trending/monitoring purposes.



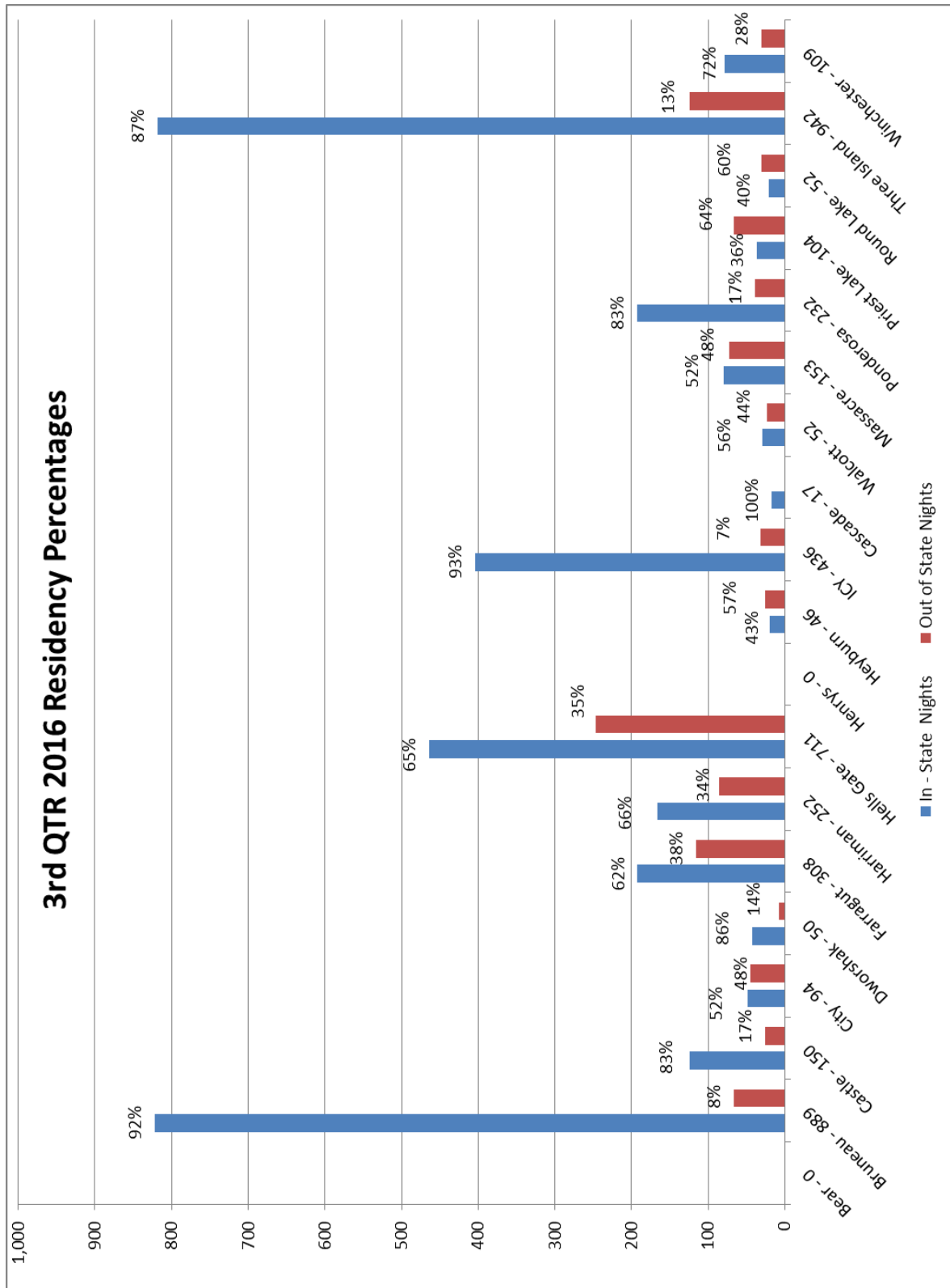
Year	Nights	% of Change
2011	1,966	
2012	2,377	20.91%
2013	3,027	27.35%
2014	3,198	5.65%
2015	4,839	51.31%
2016	4,441	-8.22%
2017	3,324	-25.15%

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

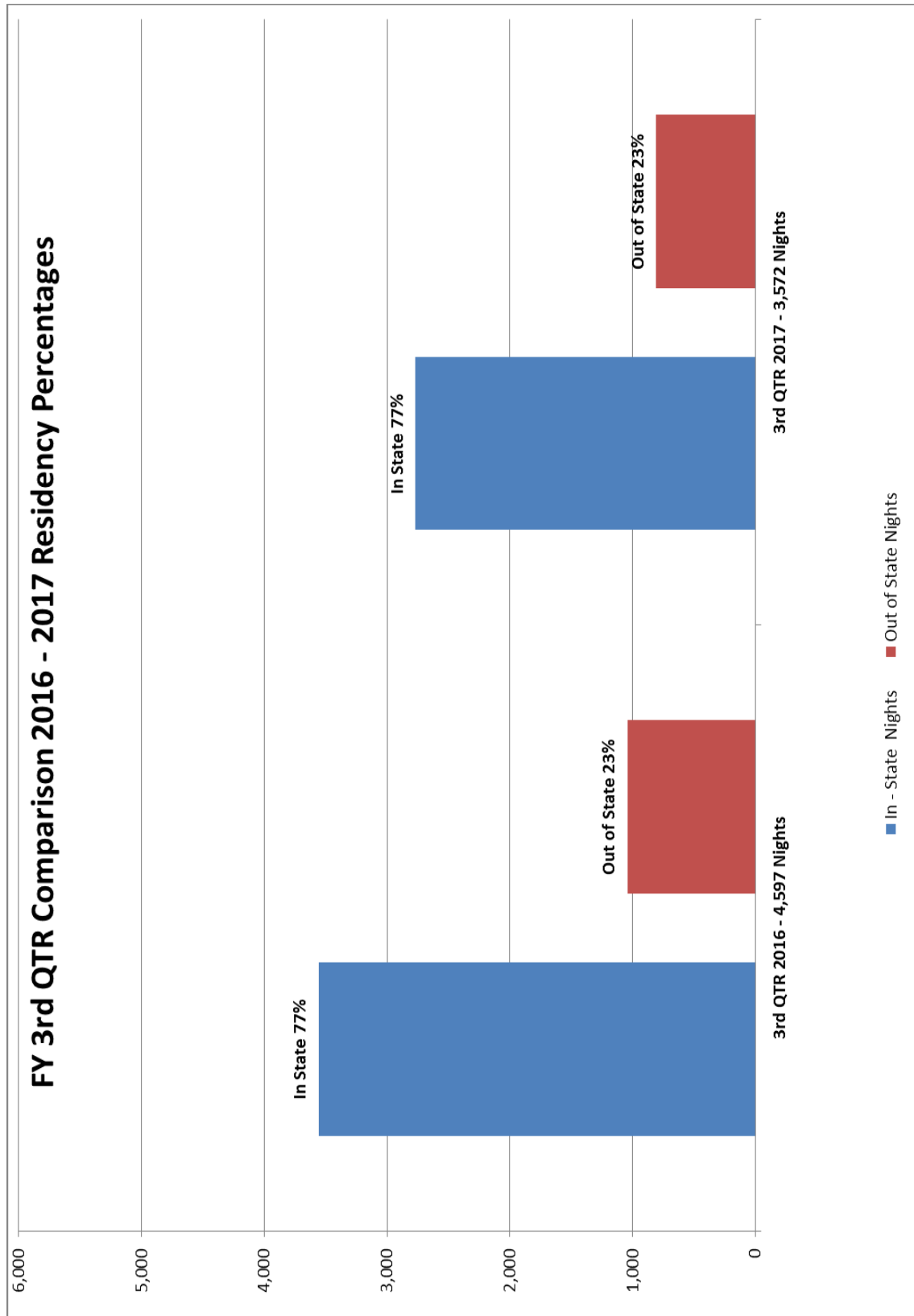
### 2017 Occupancy by residency by park



## 2016 Occupancy by residency by park



## 2017 - 2016 Residency Comparisons





## IDPR Occupancy Jan-Mar

Year	Location	Sites	January		February		March		3rd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Bear Lake	47	0		0		0		0	0.00%	2007
2008	Bear Lake	47	0		0		0		0	0.00%	2008
2009	Bear Lake	47	0		0		0		0	0.00%	2009
2010	Bear Lake	47	0		0		0		0	0.00%	2010
2011	Bear Lake	47	0		0		0		0	0.00%	2011
2012	Bear Lake	47									2012
2013	Bear Lake	47	0		0		0		0	0.00%	2013
2014	Bear Lake	47									2014
2015	Bear Lake	47	0		0		0		0	0.00%	2015
2016	Bear Lake	47									2016
2017	Bear Lake	47	0		0		0		0	0.00%	2017
2007	Bruneau Dunes	95	11	0.37%	5	0.19%	497	16.88%	513	6.00%	2007
2008	Bruneau Dunes	95	4	0.14%	44	1.60%	584	19.83%	632	7.31%	2008
2009	Bruneau Dunes	95	19	0.65%	50	1.88%	348	11.82%	417	4.88%	2009
2010	Bruneau Dunes	95	15	0.51%	76	2.86%	565	19.19%	656	7.67%	2010
2011	Bruneau Dunes	95	21	0.71%	32	1.20%	342	11.61%	395	4.62%	2011
2012	Bruneau Dunes	95	17	0.58%	32	1.16%	513	17.42%	562	6.50%	2012
2013	Bruneau Dunes	95	6	0.20%	31	1.17%	618	20.98%	655	7.66%	2013
2014	Bruneau Dunes	95	18	0.61%	39	1.47%	668	22.68%	725	8.48%	2014
2015	Bruneau Dunes	95	14	0.48%	115	4.32%	750	25.47%	879	10.28%	2015
2016	Bruneau Dunes	95	22	0.75%	116	4.21%	739	25.09%	877	10.14%	2016
2017	Bruneau Dunes	95	16	0.54%	49	1.84%	670	22.75%	735	8.60%	2017
2007	Castle Rocks	38	0		0		0		0	0.00%	2007
2008	Castle Rocks	38	0		0		0		0	0.00%	2008
2009	Castle Rocks	38	0		0		0		0	0.00%	2009
2010	Castle Rocks	40	0		0		4	0.32%	4	0.11%	2010
2011	Castle Rocks	40	4	0.32%	6	0.54%	8	0.65%	18	0.50%	2011
2012	Castle Rocks	40	7	0.56%	20	1.72%	45	3.63%	72	1.98%	2012
2013	Castle Rocks	40	13	1.05%	26	2.32%	62	5.00%	101	2.81%	2013
2014	Castle Rocks	40	21	1.69%	21	1.88%	64	5.16%	106	2.94%	2014
2015	Castle Rocks	44	36	2.64%	30	2.44%	102	7.48%	168	4.24%	2015
2016	Castle Rocks	44	27	1.98%	39	3.06%	83	6.09%	149	3.72%	2016
2017	Castle Rocks	44	29	2.13%	45	3.65%	70	5.13%	144	3.64%	2017

## IDPR Occupancy Jan-Mar

Year	Location	Sites	January		February		March		3rd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	City Of Rocks	64	0		0		2	0.10%	2	0.03%	2007
2008	City Of Rocks	64	0		0		10	0.50%	10	0.17%	2008
2009	City Of Rocks	64	0		0		0		0	0.00%	2009
2010	City Of Rocks	64	0		0		40	2.02%	40	0.69%	2010
2011	City Of Rocks	64	0		0		4	0.20%	4	0.07%	2011
2012	City Of Rocks	64	3	0.15%	1	0.05%	66	3.33%	70	1.20%	2012
2013	City Of Rocks	64	0		0		70	3.53%	70	1.22%	2013
2014	City Of Rocks	64	4	0.20%	2	0.11%	111	5.59%	117	2.03%	2014
2015	City Of Rocks	67	10	0.48%	25	1.33%	434	20.90%	469	7.78%	2015
2016	City Of Rocks	64			7	0.38%	87	4.39%	94	1.61%	2016
2017	City Of Rocks	64	0		0		66	3.33%	66	1.15%	2017
2007	Dworshak	100	3	0.10%	2	0.07%	24	0.77%	29	0.32%	2007
2008	Dworshak	100	0		1	0.03%	2	0.06%	3	0.03%	2008
2009	Dworshak	100	0		0		1	0.03%	1	0.01%	2009
2010	Dworshak	100	0		0		0		0	0.00%	2010
2011	Dworshak	100	0		0		4	0.13%	4	0.04%	2011
2012	Dworshak	100									2012
2013	Dworshak	100	0		0		26	0.84%	26	0.29%	2013
2014	Dworshak	100					30	0.97%	30	0.33%	2014
2015	Dworshak	100	0		4	0.14%	12	0.39%	16	0.18%	2015
2016	Dworshak	100			8	0.28%	18	0.58%	26	0.29%	2016
2017	Dworshak	100	0		3	0.11%	18	0.58%	21	0.23%	2017
2007	Farragut	233	4	0.06%	4	0.06%	10	0.14%	18	0.09%	2007
2008	Farragut	233	5	0.07%	2	0.03%	10	0.14%	17	0.08%	2008
2009	Farragut	233	8	0.11%	4	0.06%	45	0.62%	57	0.27%	2009
2010	Farragut	233	7	0.10%	14	0.21%	171	2.37%	192	0.92%	2010
2011	Farragut	233	4	0.06%	4	0.06%	71	0.98%	79	0.38%	2011
2012	Farragut	233	2	0.03%	9	0.13%	91	1.26%	102	0.48%	2012
2013	Farragut	233	17	0.24%	13	0.20%	151	2.09%	181	0.86%	2013
2014	Farragut	233	11	0.15%	3	0.05%	98	1.36%	112	0.53%	2014
2015	Farragut	233	15	0.21%	15	0.23%	297	4.11%	327	1.56%	2015
2016	Farragut	233	19	0.26%	21	0.31%	216	2.99%	256	1.21%	2016
2017	Farragut	233	8	0.11%	17	0.26%	88	1.22%	113	0.54%	2017

## IDPR Occupancy Jan-Mar

Year	Location	Sites	January		February		March		3rd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Harriman	5	54	34.84%	67	47.86%	46	29.68%	167	37.11%	2007
2008	Harriman	5	57	36.77%	48	33.10%	47	30.32%	152	33.41%	2008
2009	Harriman	5	88	56.77%	62	44.29%	42	27.10%	192	42.67%	2009
2010	Harriman	16	84	16.94%	91	20.31%	40	8.06%	215	14.93%	2010
2011	Harriman	16	87	17.54%	83	18.53%	47	9.48%	217	15.07%	2011
2012	Harriman	16	78	15.73%	84	18.10%	42	8.47%	204	14.01%	2012
2013	Harriman	16	66	13.31%	78	17.41%	41	8.27%	185	12.85%	2013
2014	Harriman	16	86	17.34%	88	19.64%	55	11.09%	229	15.90%	2014
2015	Harriman	16	95	19.15%	95	21.21%	43	8.67%	233	16.18%	2015
2016	Harriman	16	94	18.95%	106	22.84%	58	11.69%	258	17.72%	2016
2017	Harriman	16	102	20.56%	102	22.77%	69	13.91%	273	18.96%	2017
2007	Hells Gate	91	3	0.11%	18	0.71%	81	2.87%	102	1.25%	2007
2008	Hells Gate	91	7	0.25%	25	0.95%	258	9.15%	290	3.50%	2008
2009	Hells Gate	91	0		0		19	0.67%	19	0.23%	2009
2010	Hells Gate	91	0		15	0.59%	308	10.92%	323	3.94%	2010
2011	Hells Gate	91	8	0.28%	46	1.81%	238	8.44%	292	3.57%	2011
2012	Hells Gate	91	7	0.25%	49	1.86%	137	4.86%	193	2.33%	2012
2013	Hells Gate	91	18	0.64%	68	2.67%	346	12.27%	432	5.27%	2013
2014	Hells Gate	91	32	1.13%	68	2.67%	372	13.19%	472	5.76%	2014
2015	Hells Gate	91	69	2.45%	158	6.20%	521	18.47%	748	9.13%	2015
2016	Hells Gate	91	61	2.16%	129	4.89%	475	16.84%	665	8.03%	2016
2017	Hells Gate	91	23	0.82%	57	2.24%	431	15.28%	511	6.24%	2017
2007	Henrys Lake	43	0		0		0		0	0.00%	2007
2008	Henrys Lake	43	0		0		0		0	0.00%	2008
2009	Henrys Lake	43	0		0		0		0	0.00%	2009
2010	Henrys Lake	43	0		0		0		0	0.00%	2010
2011	Henrys Lake	43	0		0		0		0	0.00%	2011
2012	Henrys Lake	43									2012
2013	Henrys Lake	43	0		0		0		0	0.00%	2013
2014	Henrys Lake	43									2014
2015	Henrys Lake	90	0		0		0		0	0.00%	2015
2016	Henrys Lake	90									2016
2017	Henrys Lake	43	0		0		0		0	0.00%	2017

## IDPR Occupancy Jan-Mar

Year	Location	Sites	January		February		March		3rd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Heyburn	128	0		1	0.03%	2	0.05%	3	0.03%	2007
2008	Heyburn	128	4	0.10%	6	0.16%	6	0.15%	16	0.14%	2008
2009	Heyburn	128	4	0.10%	5	0.14%	8	0.20%	17	0.15%	2009
2010	Heyburn	128	6	0.15%	8	0.22%	33	0.83%	47	0.41%	2010
2011	Heyburn	128	11	0.28%	10	0.28%	15	0.38%	36	0.31%	2011
2012	Heyburn	128	7	0.18%	3	0.08%	28	0.71%	38	0.33%	2012
2013	Heyburn	128	4	0.10%	5	0.14%	19	0.48%	28	0.24%	2013
2014	Heyburn	128	9	0.23%	12	0.33%	24	0.60%	45	0.39%	2014
2015	Heyburn	128	6	0.15%	20	0.56%	32	0.81%	58	0.50%	2015
2016	Heyburn	128	12	0.30%	14	0.38%	20	0.50%	46	0.39%	2016
2017	Heyburn	128	15	0.38%	16	0.45%	14	0.35%	45	0.39%	2017
2007	Idaho City Backcountry Yurts	5	54	34.84%	108	77.14%	80	51.61%	242	53.78%	2007
2008	Idaho City Backcountry Yurts	5	109	70.32%	108	74.48%	95	61.29%	312	68.57%	2008
2009	Idaho City Backcountry Yurts	5	82	52.90%	82	58.57%	82	52.90%	246	54.67%	2009
2010	Idaho City Backcountry Yurts	5	124	80.00%	117	83.57%	93	60.00%	334	74.22%	2010
2011	Idaho City Backcountry Yurts	5	131	84.52%	139	99.29%	120	77.42%	390	86.67%	2011
2012	Idaho City Backcountry Yurts	5	141	90.97%	143	98.62%	141	90.97%	425	93.41%	2012
2013	Idaho City Backcountry Yurts	5	111	71.61%	139	99.29%	122	78.71%	372	82.67%	2013
2014	Idaho City Backcountry Yurts	6	160	86.02%	144	85.71%	147	79.03%	451	83.52%	2014
2015	Idaho City Backcountry Yurts	6	164	88.17%	137	81.55%	147	79.03%	448	82.96%	2015
2016	Idaho City Backcountry Yurts	6	161	86.56%	143	82.18%	139	74.73%	443	81.14%	2016
2017	Idaho City Backcountry Yurts	2	50	80.65%	41	73.21%	36	58.06%	127	70.56%	2017
2007	Lake Cascade	171	7	0.13%	0		2	0.04%	9	0.06%	2007
2008	Lake Cascade	171	0		6	0.12%	1	0.02%	7	0.04%	2008
2009	Lake Cascade	171	3	0.06%	8	0.17%	2	0.04%	13	0.08%	2009
2010	Lake Cascade	171	6	0.11%	4	0.08%	2	0.04%	12	0.08%	2010
2011	Lake Cascade	171	5	0.09%	5	0.10%	5	0.09%	15	0.10%	2011
2012	Lake Cascade	171	7	0.13%	11	0.22%	1	0.02%	19	0.12%	2012
2013	Lake Cascade	171	6	0.11%	14	0.29%	6	0.11%	26	0.17%	2013
2014	Lake Cascade	171	20	0.38%	12	0.25%	1	0.02%	33	0.21%	2014
2015	Lake Cascade	171	9	0.17%	5	0.10%	36	0.68%	50	0.32%	2015
2016	Lake Cascade	171	7	0.13%	9	0.18%	2	0.04%	18	0.12%	2016
2017	Lake Cascade	171	7	0.13%	13	0.27%	4	0.08%	24	0.16%	2017

## IDPR Occupancy Jan-Mar

Year	Location	Sites	January		February		March		3rd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Lake Walcott	23	0		0		0		0	0.00%	2007
2008	Lake Walcott	23	0		0		24	3.37%	24	1.15%	2008
2009	Lake Walcott	23	0		0		0		0	0.00%	2009
2010	Lake Walcott	23	0		0		1	0.14%	1	0.05%	2010
2011	Lake Walcott	23	4	0.56%	3	0.47%	6	0.84%	13	0.63%	2011
2012	Lake Walcott	23	18	2.52%	20	3.00%	42	5.89%	80	3.82%	2012
2013	Lake Walcott	23	31	4.35%	18	2.80%	36	5.05%	85	4.11%	2013
2014	Lake Walcott	23	4	0.56%	9	1.40%	8	1.12%	21	1.01%	2014
2015	Lake Walcott	43	17	1.28%	24	1.99%	41	3.08%	82	2.12%	2015
2016	Lake Walcott	23	1	0.14%	9	1.35%	42	5.89%	52	2.48%	2016
2017	Lake Walcott	23	0		2	0.31%	32	4.49%	34	1.64%	2017
2007	Massacre Rocks	42	1	0.08%	5	0.43%	1	0.08%	7	0.19%	2007
2008	Massacre Rocks	42	1	0.08%	4	0.33%	13	1.00%	18	0.47%	2008
2009	Massacre Rocks	42	0		0		6	0.46%	6	0.16%	2009
2010	Massacre Rocks	42	2	0.15%	5	0.43%	38	2.92%	45	1.19%	2010
2011	Massacre Rocks	42	6	0.46%	5	0.43%	19	1.46%	30	0.79%	2011
2012	Massacre Rocks	42	9	0.69%	5	0.41%	46	3.53%	60	1.57%	2012
2013	Massacre Rocks	42	0		2	0.17%	62	4.76%	64	1.69%	2013
2014	Massacre Rocks	42	4	0.31%	7	0.60%	45	3.46%	56	1.48%	2014
2015	Massacre Rocks	42	0		15	1.28%	70	5.38%	85	2.25%	2015
2016	Massacre Rocks	42	3	0.23%	39	3.20%	107	8.22%	149	3.90%	2016
2017	Massacre Rocks	42	0		1	0.09%	51	3.92%	52	1.38%	2017
2007	Ponderosa	186	33	0.57%	23	0.44%	17	0.29%	73	0.44%	2007
2008	Ponderosa	186	27	0.47%	21	0.39%	17	0.29%	65	0.38%	2008
2009	Ponderosa	186	18	0.31%	8	0.15%	12	0.21%	38	0.23%	2009
2010	Ponderosa	186	37	0.64%	26	0.50%	18	0.31%	81	0.48%	2010
2011	Ponderosa	186	25	0.43%	31	0.60%	30	0.52%	86	0.51%	2011
2012	Ponderosa	186	28	0.49%	41	0.76%	49	0.85%	118	0.70%	2012
2013	Ponderosa	186	40	0.69%	44	0.84%	52	0.90%	136	0.81%	2013
2014	Ponderosa	186	78	1.35%	50	0.96%	88	1.53%	216	1.29%	2014
2015	Ponderosa	186	57	0.99%	71	1.36%	81	1.40%	209	1.25%	2015
2016	Ponderosa	186	77	1.34%	67	1.24%	96	1.66%	240	1.42%	2016
2017	Ponderosa	186	73	1.27%	48	0.92%	78	1.35%	199	1.19%	2017

## IDPR Occupancy Jan-Mar

Year	Location	Sites	January		February		March		3rd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Priest Lake	151	5	0.11%	11	0.26%	11	0.23%	27	0.20%	2007
2008	Priest Lake	151	8	0.17%	4	0.09%	17	0.36%	29	0.21%	2008
2009	Priest Lake	151	2	0.04%	5	0.12%	11	0.23%	18	0.13%	2009
2010	Priest Lake	151	6	0.13%	13	0.31%	42	0.90%	61	0.45%	2010
2011	Priest Lake	151	14	0.30%	5	0.12%	10	0.21%	29	0.21%	2011
2012	Priest Lake	151	3	0.06%			13	0.28%	16	0.12%	2012
2013	Priest Lake	151	10	0.21%	5	0.12%	15	0.32%	30	0.22%	2013
2014	Priest Lake	151	18	0.38%	12	0.28%	13	0.28%	43	0.32%	2014
2015	Priest Lake	151	9	0.19%	24	0.57%	38	0.81%	71	0.52%	2015
2016	Priest Lake	151	13	0.28%	42	0.96%	48	1.03%	103	0.75%	2016
2017	Priest Lake	151	23	0.49%	32	0.76%	17	0.36%	72	0.53%	2017
2007	Round Lake	51	0		0		0		0	0.00%	2007
2008	Round Lake	51	0		0		0		0	0.00%	2008
2009	Round Lake	51	0		0		0		0	0.00%	2009
2010	Round Lake	51	1	0.06%	8	0.56%	34	2.15%	43	0.94%	2010
2011	Round Lake	51	4	0.25%	0		5	0.32%	9	0.20%	2011
2012	Round Lake	51					12	0.76%	12	0.26%	2012
2013	Round Lake	51	2	0.13%	3	0.21%	9	0.57%	14	0.31%	2013
2014	Round Lake	51			4	0.28%	12	0.76%	16	0.35%	2014
2015	Round Lake	51	2	0.13%	4	0.28%	46	2.91%	52	1.13%	2015
2016	Round Lake	51	1	0.06%	6	0.41%	41	2.59%	48	1.03%	2016
2017	Round Lake	51	6	0.38%	3	0.21%	6	0.38%	15	0.33%	2017
2007	Three Island Crossing	82	9	0.35%	41	1.79%	317	12.47%	367	4.97%	2007
2008	Three Island Crossing	82	10	0.39%	19	0.80%	455	17.90%	484	6.49%	2008
2009	Three Island Crossing	82	9	0.35%	30	1.31%	86	3.38%	125	1.69%	2009
2010	Three Island Crossing	82	10	0.39%	46	2.00%	372	14.63%	428	5.80%	2010
2011	Three Island Crossing	82	15	0.59%	13	0.57%	240	9.44%	268	3.63%	2011
2012	Three Island Crossing	82	11	0.43%	28	1.18%	329	12.94%	368	4.93%	2012
2013	Three Island Crossing	82	5	0.20%	26	1.13%	514	20.22%	545	7.38%	2013
2014	Three Island Crossing	82	12	0.47%	17	0.74%	430	16.92%	459	6.22%	2014
2015	Three Island Crossing	82	29	1.14%	74	3.22%	769	30.25%	872	11.82%	2015
2016	Three Island Crossing	82	15	0.59%	159	6.69%	740	29.11%	914	12.25%	2016
2017	Three Island Crossing	82	2	0.08%	43	1.87%	777	30.57%	822	11.14%	2017

## IDPR Occupancy Jan-Mar

Year	Location	Sites	January		February		March		3rd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2007	Winchester Lake	69	7	0.33%	12	0.62%	14	0.65%	33	0.53%	2007
2008	Winchester Lake	69	10	0.47%	10	0.50%	15	0.70%	35	0.56%	2008
2009	Winchester Lake	69	1	0.05%	1	0.05%	0		2	0.03%	2009
2010	Winchester Lake	69	15	0.70%	15	0.78%	36	1.68%	66	1.06%	2010
2011	Winchester Lake	69	10	0.47%	49	2.54%	22	1.03%	81	1.30%	2011
2012	Winchester Lake	69	18	0.84%	12	0.60%	8	0.37%	38	0.61%	2012
2013	Winchester Lake	69	28	1.31%	22	1.14%	27	1.26%	77	1.24%	2013
2014	Winchester Lake	69	25	1.17%	19	0.98%	23	1.08%	67	1.08%	2014
2015	Winchester Lake	69	12	0.56%	17	0.88%	43	2.01%	72	1.16%	2015
2016	Winchester Lake	69	23	1.08%	15	0.75%	65	3.04%	103	1.64%	2016
2017	Winchester Lake	69	22	1.03%	23	1.19%	26	1.22%	71	1.14%	2017

3rd Quarter for the Year	Total Nights Occupied for Year	% Sites Occupied for Year	% Change Over Previous
2007	1,592	1.09%	NA
2008	2,094	1.42%	31.53%
2009	1,151	0.79%	-45.03%
2010	2,548	1.73%	121.37%
2011	1,966	1.33%	-22.84%
2012	2,377	1.60%	20.91%
2013	3,027	2.05%	27.35%
2014	3,198	2.17%	5.65%
2015	4,839	3.14%	51.31%
2016	4,441	2.89%	-8.22%
2017	3,324	2.25%	-25.15%

**RESERVATION & REGISTRATION (R&R) PROGRAM QUARTERLY REPORT**  
**January – February – March 2017**

**RESERVATION & REGISTRATION PROGRAM – TAMMY KOLSKY**

**Mission**

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

**Program Manager's Report**

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

- Provided ongoing administration/monitoring of agency customer satisfaction survey
  - Parks overall satisfaction rating for 2016 was up slightly from 4.11 in 2015 - to 4.17 for 2016.
  - Customer satisfaction is measured 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.
    - When asked about their visit 86% of respondents rated their overall experience at above average - excellent
    - When asked how we met their expectations 78% of respondents rated us above average - excellent
    - When asked how they would rate the value they received for the price charged 73% of respondents rated the value of services at above average – excellent
    - When asked about our customer service 70% of respondents rated our customer service above average to excellent.
    - Of the 43,950 responses 32,049 or 73% rated their satisfaction at above average – excellent.
- Served and continue to serve as project manager on the modernization of the Recreational Registration Program project
- Implemented the Coast Guard changes to federal regulations
- Continued outreach efforts on the status of the modernization project
- Continued to work on RFP development in order to acquire a long-term service provider contract for the program's software, as well as to enhance current agency business needs and program services
- Sent written communication to all registration vendors on changes to boat registration requirements
- Continued to provide additional cross-training of program staff



- 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 January – February - March was as follows:

12,716 reservations were processed during the quarter booking 36,038 nights. Of those reservations:

- 3,629 reservations were for customers who claimed the Idaho State Parks Passport discount, this discount was applied to 10,039 nights.
- 342 reservations processed were for customers who claimed an MVEF Annual sticker, this discount was applied to 1,174 nights.
- 24,825 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 24,825 nights where no discount was claimed is up by 2,558 nights for the quarter from third quarter FY 2016's 22,267 nights. This may well be due to enhanced efforts in primary occupant information collection and discount validation.

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

- **Customer Service -**
- Manually processed 10,042 retail vendor recreational registrations
- Processed 24,941 online recreational registrations
- Processed 4,743 mail and walk-in recreational registration transactions
- Administered the daily processes that allow input of county recreational registration transactions
- Provided fulfilment for 39,591 registrations
- Received 36,399 phone calls with 2,250 callers abandoning the call prior to speaking to a staff person and 33,175 callers receiving busy signal.
- Attended cross training sessions
- 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 help desk support for field staff. Help desk support tickets typically include hardware and software issues, site, and fee changes, POS inventory management support items and revenue code changes as needed.
- Provided day-to-day support for external customers for both IDPR and Montana FWP.
- Performed weekly joint call monitoring with Reserve America 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 Reserve America 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

**SOUTH REGION QUARTERLY REPORT  
JANUARY – FEBRUARY – MARCH 2017**

**MISSION:**

To provide a safe and unique experience while preserving, protecting, and enhancing recreation. To interpret natural, cultural, and historic values. To maintain park infrastructure for visitor services and programs, while looking for new opportunities.

**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.

**SOUTH REGION SERVICE CENTER – GARTH TAYLOR, SOUTH REGION BUREAU CHIEF**

- Continued monitoring of region operating and seasonal budgets.
- Finalizing park's CIN and equipment requests for FY19.
- Creating new opportunities with limited resources.
- Finish year-end evaluations.
- Investment in marketing and revenue-enhancing ideas.
- Continue to work on incident reporting and staff training.
- Await draft US Fish and Wildlife Comprehensive Conservation Plan at Lake Walcott. They have been in consultation with our Department and we are waiting for a draft review as they are in the writing phase. They are almost ready for public input on the draft.
- Working with parks for park programming, special event opportunities, potential partnerships, and outside-funding options. Parks have finalized their Annual Work Plans.
- Partnered with F&G and Gooding County to fix washed-out road to Niagara and Crystal Springs.
- Still waiting to hear back from BLM on a few compliance R&PP lease issues at Smoky Mountain campground. Keck has responded by letter; we now await a response.
- Assist in agency policy reviews.
- Bruneau Dunes has reestablished power to observatory.
- Monitoring spring runoff and flooding issues at several parks: Thousand Springs, Eagle Island, and Bear Lake.
- Preparing for annual staff Compliance Refresher training.

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

**Issues Not Being Addressed**

1. We continue to work on the campground electrical improvement project as well as the North and East Beach kiosk replacement projects. It is our concern these projects get started in April. A delay in starting will interfere with park operations during the normal summer season. These projects need to be bid as soon as possible.

**Customer Service**

- We are making efforts to educate the public about the lack of day-use opportunity. The reduced beach space and parking is a result of the predicted high water levels resulting from a heavy snow season. Our goal is to steer usage to the less busy weekdays.

- We are exploring the idea of using a reader-board sign to help keep the public informed of current conditions. Social media venues to inform folks will also be utilized.
- Water level has been rising at over one inch per day. Launching at the short ramp became prohibitive due to high turbulence from high water flow at the inlet. However, the water is now high enough at the jetty ramp for most boats. It is evident that customers will be parking on the road. Beach footage will be limited but we will have a total of seven lanes of launch ramp space.

#### Park/Program Usage

- The excessive snows of late December and early January created troublesome grooming conditions because of downed trees and avalanche danger. Some parking lots such as Copenhagen were not utilized this year due to the 172% snowpack.
- Park reservations continued at a steady pace for the upcoming summer with all but nine days during the three month summer season: it is reserved for the main group camp.

#### Strategic Plan Actions

- The park work plan and annual report was completed.

#### Park Manager's Narrative

- Snow grooming ceased after trailheads became too soft in March, but, good riding existed at higher elevations.
- Snowpack stood at 152% by the end of March. We can anticipate another seven foot vertical rise in the lake. Precipitation for March was almost two inches which exceeds the average of 1.6.
- Planning on the replacement kiosks with Development has started. We are currently waiting on an electrician to provide information on the specs of our current kiosks.
- We recently took possession of a new patrol boat for Bear Lake County thanks to a waterways grant. The craft was launched and tested. Efforts are being made to install radios and other safety equipment.
- Staff completed the first water rescue of the season when a lone kayaker attempted to cross the lake from east to west. The boater was returned to shore within an hour.
- In anticipation of quickly rising water, all tables have been moved to higher ground.
- The harsh winter took its toll with considerable loss of deer within the bounds of the park. We are attempting to gather carcasses.

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

#### Issues Not Being Addressed

1. **Staffing:** In FY09 BRU generated \$238,245.24 and in FY16 BRU generated \$315,422.61. Our seasons are longer than most other campgrounds, and visitation continues to grow every year. The staffing levels remain the same since the cutbacks of 2009. It is getting increasingly more difficult every year to manage with two  $\frac{3}{4}$  FTPs of 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. The .75 park ranger will become fulltime on July 1.
2. **Irrigation:** The Park is not able to adequately irrigate all the turf areas and trees added during park expansions over the years. We are exploring options such as eliminating irrigated acreage, planting drought tolerant species, testing soil quality, and increasing efficiency. Development will be looking at our irrigation pump in spring to determine if it is running at full capacity.
3. **Electrical:** The Park often experiences brown outs which cause equipment failures and can be dangerous and expensive to repair. These brown outs are one possible reason for the transformer issue currently happening in the Broken Wheel campground, commercial electricians had to make repairs.

#### Customer Service

- In January visitation at the Center was 18, February was 130, and March was 2,363.

- Staff updated the standard park map to improve readability and focus on the main attractions and areas of the park.

#### Park/Program Usage

- Colder than usual weather and larger than normal snow amounts significantly affected visitation and kept visitors away in January. The park received over a foot of snow in one storm.
- We had one long-term camper in the Broken Wheel campground in January, all other park visitation was day use. February brought a few campers. Increased day use traffic and nicer weather in March, coupled with Spring Break for local schools, increased visitation.
- Sand boarding is significantly growing in popularity. Even with the addition of the new boards we are selling out on weekends.

#### Program Services

- Staff will soon be starting the interpretive season and working on new programs for the upcoming season.
- The observatory was originally scheduled to open on March 17 but was delayed until the end of March. During the interim, observatory/interpretive staff were able to host free programs in the campgrounds using portable telescopes. These programs were attended by a total of 70 people. By opening two weeks later than usual, revenue losses project to be \$900-\$1500.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	3	129
Experiential Programs	0	0

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

- We would like to increase fishing access at the small lake by removing brush and reeds as well as acquiring more docks.
- Office specialist has begun researching ways to prevent bird strikes at the visitor center. She will also be preparing interpretive displays for Monarch butterfly habitat improvement and the 2017 Solar Eclipse.
- Staff has been clearing Russian olive from the small lake hiking trail and continues to improve trail markers.
- We have seen an increase in after-hours off-roading, mainly near the small dune. We are planning to install some new signs and possibly some fencing in the most active areas.
- Met with Idaho Water Resources personnel concerning the monitoring of well water levels in the park as part of a greater study on aquifer trends. Water resource staff measured our irrigation well in February and determined static water levels were 50 feet below surface. The irrigation well was measured again in March and found that spring levels increased 3 feet to a static water level of 47 feet.
- Recharge pumping continues for the two lakes.
- We have started spraying pre-emergent herbicide for noxious weeds.
- Staff spoke with Development to plan a time in April to look at irrigation pump efficiencies in hopes of addressing turf/irrigation issues in the campgrounds.
- The observatory electrical project included a four-foot deep trench for the line which was done by heavy equipment and significantly disturbed the area. We will harrow the area to remove tracks and may also need to replant.
- IDFG is planning on restocking the Big Dune Lake in spring; no date has been specified.

#### Staff Training

- Both park rangers attended IDPR ATV Instructor Training at Thousand Springs State Park.

- Park ranger attended the North Region Compliance Refresher and the other ranger needs full CEO training.
- The assistant manager and ranger are studying for their pesticide applicators certification.
- Assistant manager is continuing park management training online through the Eppley Institute.
- Rangers will pursue becoming certified CPR/First Aid instructors.
- Our office specialist will attend the Supervisory Academy.
- Our park interpreter will be attending interpretive training in May at Harriman and completed her Supervisory Academy training in March.

#### Strategic Plan Actions

- We are currently shopping for new heating units, futons, and covers for the rental cabins.
- The “Drone Use” area was delineated in a location away from most park use and campgrounds. “Wind socks” will be added to boundary markers for visibility and wind direction. Once assembled, new picnic tables will be added to the drone and “dog run” area.
- We continue 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 still working through.
- A letter of Intent to Apply was accepted for a Laura Moore Cunningham grant of \$27,000. If awarded, the money will be used to purchase and install Dark Sky compliant lighting.
- Initial research for a kite festival shows there are already two local festivals happening (Treasure Valley and Mountain Home). This may cause a decrease in interest and will need to be discussed further.

#### Park Manager’s Narrative

- We are discussing possible ways to provide activities beyond the observatory, dunes, and hiking. One area of focus is on activities and events that increase mid-week occupancy.
- The asbestos removal at the park residence are now complete.
- Spring break week was a success. There were noticeably few compliance issues and we were very close to full capacity for the final weekend and day use was significant.
- Conversion of the “Group Sites” back to standard campsite has been successful so far. Scout troops and other groups are still coming to the park and have been understanding of our changes.

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

#### Issues Not Being Addressed

1. One of the ranger houses is being converted to seasonal quarters but needs furniture. We will seek region minor maintenance funds to purchase the basic bed frames and mattresses for three rooms, a dining room table, and living room chairs. Estimated cost for basic furniture is \$2,500.

#### Customer Service

- Some customers are confused about booking campsites prior to the reservation season. First-come first-served sites appear reserved, causing some to think the park campgrounds are full.
- The resale program is introducing new T-shirt designs, park-developed note cards, and high-end climbing equipment for the upcoming season.

#### Park/Program Usage

- Media promotion about snowshoeing and groomed trails resulted in increased winter visitation and staff conducted free guided snowshoe hikes, and wildlife safaris. Heavy snows helped the promotion but also required additional expenditures to keep roads and parking area plowed and open.

- Most day/overnight visitors in January were participating in snowshoeing, cross-country skiing, and wildlife watching. A series of heavy snowstorms in mid-January caused state highways into Alto to be closed periodically; likely reducing the overall number of visitors we might have seen otherwise.
- Other use in January included Blue Fire Wilderness Therapy who brought a group of students for an extended stay and ice fishermen who utilized the Castle Rocks pond. We also had a local volunteer assist the park with grooming trails, utilizing his own equipment, as the park does not have a groomer.
- At the request of the guide/outfitter, the 2017-18 Temporary Small Concessions Agreement was issued to Exum Mountain Guides.

#### Program Services

- January educational/experiential programs included Christmas bird count, wildlife safari, and snowshoeing with a ranger. In an effort to get more visitors to the park in January, we waived snowshoe rental fee when attending the guided hike. While we lost some revenue through this offer, we made it back with publicity and more families coming out to snowshoe on their own but still renting snowshoes.
- February programs included the Winter Photo Safari (15 participants), a winter day camp for kids, and snowshoe hikes. We also had an exhibit in the visitor center celebrating women's history month and focusing on pioneer women's contributions in history.
- Park manager gave a presentation at the Sun Valley Public Library to approximately 110 people. The focus of the program included an exhibition of photos taken by the Sun Valley camera club. The presentation was the general orientation to City of Rocks National Reserve and Castle Rocks State Park using Keck's photos of the four seasons and things to do and see in these parks.
- Park manager also gave a presentation to the Southern Hospitality group on March 15. Southern hospitality group is a subset of the Southern Idaho Tourism organization. Attendees are made up of hotel supervisors and managers throughout region four of Idaho. The presentation was given at the Twin Falls Visitor Center and covered City of Rocks and Castle Rocks overnight facilities and recreational opportunities. The program was well attended and educated several attendees who had never been to the park but were likely to send their guests there when asked about things to do in the area.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	39	140
Experiential Programs	3	43

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

- Park manager conducted the annual Christmas Bird Count on January third with 6 other volunteers and documented 44 species of birds, including an extremely rare (for the months of November through February) sighting of Sandhill Cranes. Manager documented the sighting of eight moose on January 26 in CIRO. Animals have moved down from the high country due to deep snow.
- In February, a seasonal ranger (resources) was hired to assist in conducting condition assessments on archeological sites within CIRO.
- We have developed new protocols for the annual raptor survey. The purpose of the survey is to determine where birds of prey are nesting and what climbing routes may need to be closed to prevent disturbance.

- Resource ranger ordered and received homestead records for the Jensen home site across from the Castle Rocks fishing pond parking lot. This location will be the subject of an archaeological survey to be conducted in June.
- Ranger completed the archaeological report for the area of potential effect around the proposed glamping yurt.
- Park manager and staff met with representatives of the Shoshone-Bannock Tribes at Fort Hall on March 13 to discuss the NPS wayside exhibit project.
- Keck conducted Short-eared Owl in western landscape surveys in March as part of a four-state on-going study by multiple resource agencies and the Intermountain Bird Observatory.

#### Staff Training

- Maintenance foreman continues to attend the Certified Public Manager program course.
- One of our rangers is studying to achieve a commercial driver's license and also attended the Idaho Weed Conference in January to remain certified in noxious weed/chemical treatment (16 hours).
- Resource ranger took a one-hour Sacred Sites training online, provided by the National Park Service. She is also doing a self-study and online training for Adobe In-design Software.
- Another ranger participated in a one-hour webinar on volunteer sexual harassment prevention and attended EMS training.

#### Strategic Plan Actions

- The IDPR interpretive team met at Castle Rocks on February 27 through March 1.
- The development of a glamping yurt for the Ranch Unit (Project 340-574) has been approved. Manager developed interior furnishings and amenities design for the proposed glamping yurt.

#### Park Manager's Narrative

- Maintenance staff spent many hours over several days plowing roads and shoveling walkways for visitor access and safety. Still, park staff had to assist in the removal of six different vehicles in January. Total accumulated snowfall in January exceeded 20 inches in the valley and up to three feet in higher park elevations.
- Manager met with the Climbing Resources Advisory Group in January to discuss climbing management and policies.
- Staff worked through remaining issues to enter into contract with Base Ward to construct and repair Ranch Unit fences (Project 340-572).
- Brick repair to the lodge has been scheduled for March (Project 340-571).
- Staff provided assistance to the county during severe flood event by repairing roads and opening culverts in an around the parks and Almo. Severe flooding was documented with video and pictures that Times-News used. Images were viewed by over 50,000 people.
- Idaho State University Credit Union dedicated one wall of their business to an image of City of Rocks.
- Our assistant manager has completed a standard operating procedure for the management of the seasonal and volunteer campgrounds as well as the vacant ranger residence, which will be used for short-term seasonal housing through the summer of 2017.
- Grazing lease was advertised, lease revised, and bid opened on March 22. Bid was accepted at \$46.50/AUM x 190 AUM for a total lease of \$8,835.
- Manager worked with HQ to print, frame, and deliver a photo of Castle Rocks State Park to the mayor of Hansen at the request of the director.

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

##### Issues Not Being Addressed

1. Artesian well used to supplement clean/cold water to park swimming lake is no longer producing water quantity needed to keep the lake clean and safe. 29 gpm, 250 gpm



originally. The amount of water has reduced significantly in the last year. *Funding has been approved for this item.*

2. Realign and restripe existing parking lot due to new entrance road direction. *Funding has been approved for this item.*

#### Customer Service

- Built one corn-hole game to rent during the summer to add some more revenue.
- Used social media to update park visitors about the flooding issues.
- Visitors continue to make shelter reservations for 2017.
- Staffing the entrance booth on weekends to answer visitor's questions and maintain MVEF revenue.

#### Park/Program Usage

- The Gateway Park snow hill had a good amount of tubers on weekends in January, but has slowly decreased in usage. They have tried a couple promotions to increase usage. The snow hill closed for the season in March.
- Fish and Game started stocking the lake again in February as the ice subsided. The amount of fishermen increased during the February weekends and continued into March.
- An impressive amount of dog walkers are utilizing the park on weekends. The amount of dog walkers has increased tremendously and has been the most we have seen.
- Pulse Running Endurance Runs (48, 24, 12, and 6 hour runs) had 112 participants: one participant ran 182 miles. We had to change the course mid-race due to flooding.

#### Program Services

- "Welcome to Chain Gang" disc golf tournaments were held in January, February, and March. Ice Bowl Disc Golf Tournament was held in January. In March, Pulse Running Endurance Runs were held.

Program Type	No. of Programs	No. of Attendees
Special Events	5	211
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	0	0
Experiential Programs	0	0

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

- Continued to patrol the Park's historical buildings and look for damage from vandalism.

#### Staff Training

- Water rescue training would be good training to have for permanent and summer seasonal staff.
- CPR training will be needed for seasonal staff.

#### Strategic Plan Actions

- Hosted Ice Rescue multi-agency drill. This training included IDPR Staff, Ada County Sheriff, Ada County Paramedics, Eagle Fire Dept., Meridian Fire Dept., Boise Fire Dept., Star Fire Dept., and Idaho Fish and Game.
- Working with Eagle Rodeo coordinators to look at the feasibility of hosting the rodeo next year.
- Continued to work with DEV for the east restroom enlargement project. Additional work needs to be completed.
- Working with City of Eagle on the trails master plan on the feasibility of a dog park in the park.
- Working with Sheriff's Dept. regarding bike patrols at Eagle Island and Lucky Peak.

#### Park Manager's Narrative

- Shop well pump stopped working. Possibly froze with the deep freeze we had. Had to replace pump and PVC lines in the pump house.

- Opened the restrooms, but we had more domestic water pump issues. Electricians came out multiple times to repair the issue.
- Continued to communicate with several large event coordinators for 2017.
- Continued to monitor the levels of the north and south Boise River channels due to Lucky Peak releasing water. Park staff has spent a lot of time sand bagging the north channel levy and Fish and Game has been sand bagging the south channel levy.
- Attended Ada County press briefing on the flooding and possible levy break on the Boise River, just up river, east of the park.
- Met with Dan Westin (Silver Creek Volunteer Department) to coordinate fire training.
- Attended Mace-Catlin and Hart-Davis ditch meetings.
- Met with lake artesian well pump companies to increase well output.

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

**Issues Not Being Addressed**

1. Mold issues plaguing the buildings and the enormous cost of over \$25,000. This has been funded through the CIN list for FY18.
2. Snow cat repairs and eventual replacement. \$10K+ for repairs and approximately \$100K+ for replacement. This has been our top priority for the B-7 list every year, but fails to be funded. We have been barely keeping this patched together. Our winter program is at jeopardy without the funding for this piece of equipment.

**Customer Service**

- The new Becker warming yurt was a huge success.
- March saw slowed usage due to warmer weather and snow melt.

**Park/Program Usage**

- Our strange weather played a factor in visitation during February snow, rain, 40+ degree temps, subzero temps all played a role and affected our winter grooming and trail conditions.
- Ashton Elementary came out with 120, 4th and 5th graders, on two separate days, to enjoy skiing at the park and get some tips from the Idaho Nordic Ski patrol. We also provided first aid and transport for two minor injuries to students.
- We hosted Idaho Mountain Trading and their annual wine, cheese, lunch, and lessons bus trip with 50 attendees.

**Program Services**

- The park hosted its first winter triathlon “Moose on the Loose.” It was a small first-year turnout with 15 competitors. The event was very well received and participants had a great time.
- Free winter access day was brutally cold (-20) but well attended.
- Our “First Day” hike/snow trek had minor participation due to sub-zero temps and snow fall.
- The “Fat Pursuit” 200 mile fat bike race came through the park again. The -40+ degree temps took their toll. It is rumored less than four competitors completed the race.
- Lots of programs in January: snow shoe hikes, moonlight ski with music in Jones House, winter survival, and Snow Trek Saturdays for the kids.
- We participated in and set up an informational/education booth at the annual Banff Film Festival, with over 120 individual contacts made.
- Our winter Jr. Explorer backpacks went out 15 times in February and 10 in March.
- We are putting together our summer 2017 calendar of events.
- A moon light ski and serenade went well in March with 55 people in attendance.
- Snow Trek Saturday also went well with eight in attendance.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	4	299
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	9	126
Experiential Programs	7	150

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

- We are working to finalize our fuels reduction partnership project at the yurts with the Island Park Sustainable Fire Community. The cutting/thinning and most of the wood and slash removal has been done. We are now designing and writing the interpretive panels, and finding sources for fire-wise skirting for the yurts and firewood lean-to.
- Work continues with the Henrys Fork Foundation (HFF) for repair and improvements to the north canal.
- The 2017 project lists and maintenance days are being generated for the historic buildings.
- The Friends of Harriman State Park have taken on, and been given the full support of IDPR, for the repair/rebuild of the historic railroad ranch bridge. Fund raising has already started and historic preservation groups contacted. The goal is to have the project completed for its 100th anniversary in 2021.

#### Strategic Plan Actions

- New park events are in the works and will be a great addition to the parks special event calendar: winter tri-Athlon, 25 K and 50K trail race, endurance horse ride.
- Revenues are ahead of last year for the same time period. We should easily make the 3% increase goal.
- Our marketing and promotional efforts seem to be paying off. In January we had two local press articles regarding our winter program, a similar article carried in the Seattle press, Channel Four Utah news did a great segment on us for their "Road Tour." Yellowstone Teton Territory / Rexburg Chamber of Commerce filmed commercial segments at Harriman to promote the local area.

#### Park Manager's Narrative

- The new fire alarm system was put in. Already experienced a series five of supervisory alarms/error alarms. We have contacted Omni and they are sending a tech out.
- John met with the USFS regarding the following; 1) Renewing the Mesa Ops Plan for 2017. We discussed future plans for the winter season. USFS believes the operation is too hard on the building and would prefer we not be in there. Additionally, the summer operation was also discussed along with the benefits to IDPR and to USFS. 2) Harriman "Refuge" closures, definitions, and history.
- One staff member attended the first meetings of the new IDPR Interpretive Team at City of Rocks in February.

#### ASHTON TETONIA TRAIL – JOHN SULLIVAN, PARK MANAGER

##### Issues Not Being Addressed

1. Coordinating the design/installation of signs at the Tetonia trailhead.
2. Easement applications: These are growing in number. Requests continue to come in. Single individuals are requesting multiple crossings. We need to finalize policy and fee structure, as well as firmly determine when and how to say "No. "
3. Trespass issues: Motorized travel on the Trail is still a problem. The park has no CEO staff. We receive no support from local law enforcement agencies with this issue. Re-classification of the .75 maintenance craftsman position to a fulltime ranger should be looked into.

4. Trailhead development partnership with the City of Tetonia: Coordination of multiple interested parties is difficult to manage. We are in the final stages and this project should be completed in the spring of 2017.

#### Customer Service

- The park has secured an iPad from IT staff. The park and staff are now set up with email and have the programming necessary to have more effective communication.
- With wheeled vehicles being able to get on the trail along with soft conditions, damage to the trail is becoming more prevalent.

#### Park/Program Usage

- With spring weather the trail is starting to see more traffic.

#### Program Services

- In January we hosted Tetonia City's annual Snow Plane event. Ten snow planes participated and over 150 people showed up to watch and have a meal.

Program Type	No. of Programs	No. of Attendees
Special Events	1	150
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	0	0
Experiential Programs	0	0

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

- Development of parking areas has resumed.
- We are working on additional signage in Tetonia. We hope to make people more aware of the trail.

#### Staff Training

- Nothing new to report.

#### Strategic Plan Actions

- Working with the city of Tetonia to beautify the trailhead continues.

#### Park Manager's Narrative

- Winter snow covered the trail and we saw very limited use by all user groups, except for hundreds of deer and elk. The trail was only groomed twice this season.
- The A-TT ranger discovered Tetonia City was actually plowing the trail for easier access to a city sewage pond about 200 yards down the trail. We contacted them and put a stop to that!
- We have contacted: 62 snowmobilers, 22 skiers and 4 motorized users.
- A-TT staff helped cover the Mesa Falls warming huts on weekends January through March 5. All indications are that this was a good plan.
- Working with the City of Tetonia has been great. They have been very supportive of putting signs up to mark the trailhead and the park.

#### **HENRYS LAKE STATE PARK, JOHN SULLIVAN, PARK MANAGER**

##### Issues Not Being Addressed

1. There is no heat in the Caddis shower house. In the early summer and late fall this poses a possible pipe-freezing problem and the building is cold for the customers.
2. Volunteers/employees are having to use their own vehicles because there are not enough for park needs. In the summer of 2015, one of the park trucks was sold, but not replaced. The park could do without the truck, but a mule would help volunteers and seasonals alike.

#### Customer Service

- The park has at least two businesses that are interested in providing a concession for boat rentals, docks, and a shop to provide ice, fishing licenses, bait, and other fishing and camping equipment. It has been decided to write a request for proposal (RFP) for this concession opportunity to go to bid.

#### Park/Program Usage

- The park has been closed for the winter, but over the season there have been many “likes” on Facebook showing that customers are watching.
- The road to the boat ramp was still snow filled in March. Someone drove their vehicle from the Caddis Loop to the Blue Dun Loop across the grass. Staff is talking about putting a gate in at each access to the campground loops to prevent this.

#### Program Services

- No programs were held in March but plans are being made for the summer.

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

- Plans have been made to update and replace the interpretative panels in the park.

#### Staff Training

- Two seasonals are filling out applications to attend the IDPR interpretive training in May.

#### Strategic Plan Actions

- The orientation PowerPoint has been started.
- Disposal of the old mobile homes was started by placing them on the state surplus page. The bid for a new modular home for seasonal housing has been awarded to Hathaway Homes.

#### Park Manager's Narrative

- Two RV grants were written and submitted. One regarding an upgrade of the parks water system, the other was a re-submittal of a previously awarded 2014 grant for a complete remodel of a camp loop restroom. We have gone out to bid twice on the restroom remodel and all bids have exceeded the awarded grant budget.
- Seasonal housing is going to be issue until the new house is in and furnished. Seasonal staff will have to find their own accommodations until then.
- Plans have been made to ensure the DEQ regulations for seasonal water systems are complied with and that the systems are ready for the summer.
- Park internet provider, Rise Broadband, has a technician coming at the end of April to update their equipment.
- The snow's mostly melted on the park road from Highway 20 to the entrance station and through Caddis Loop. The Goosebay Road is still full of ice and snow.

#### **MESA FALLS RECREATION AREA— JOHN SULLIVAN, PARK MANAGER**

##### Issues Not Being Addressed

1. Due to its location, improvements to communications may not be a reality without a large capital investment. We will research ideas with IT in Boise.
2. Securing staff at Mesa Falls has been challenging. Some discussion has occurred with region regarding Ashton-Tetonia staff permanently covering in winter and seasonal budget dollars re-allocated to the trail.
3. Current budgets fall just short of being able to staff Mesa Falls for an entire summer season. Harriman staff often have to cover. A small \$2,000 per year increase could solve the problem. Increased spending authority will be sought.

#### Park/Program Usage

- Visitation appears to be average for a typical year with approximately 40 people per day on the weekends in the building.
- The Mesa Falls warming hut closed for the season on March 5.

#### Park Manager's Narrative

- The cooperative Mesa Falls Operation Plan with the USFS has been renewed.
- There has been some initial conversations between park management and the district forest service ranger regarding IDPR's continued participation at Mesa Falls, especially in winter. There is concern about impacts on the historic building and they want to be sure the operation makes sense both fiscally and operationally. There was also a misunderstanding of how Mesa Falls was funded and who benefited from the revenues collected. Now that they better understand the situation, District Ranger Liz Davy will be writing a letter to open formal discussion on the topic.

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

##### Issues Not Being Addressed

- 1 No new activity or information on radio communication needs. Park staff have found methods to make the existing system work: i.e.; relaying information, moving locations, or using cellular service. (This item will remain on the monthly report until a definitive solution is reached or the current approach is deemed acceptable.)
- 2 The need for an angling area that meets the accessibility needs of those with mobility limitations exists. At this time, the schedule or funding for this project has not been determined.

##### Customer Service

- The park has received requests for additional winter access, in particular to the Sugarloaf area. This request has been vetted at several levels (inter- and intra-agency IDFG, Valley County, Reclamation) on several occasions. It has been determined that plowing into this area is neither feasible nor safe.
- Nordic trails were groomed for the final time in March and by month's end, most of the east side units were free of ice and snow. However, extremely saturated soils limited the opening of most these units.

##### Park/Program Usage

- The expectation of providing adequate winter parking is increasing, especially as the fishery continues to improve. This need was particularly prominent as the park hosted the annual Hard Water Classic in January.
- The quantity of snow, good ice conditions, and excellent fishing encouraged additional day use and overnight use in February. The Osprey Point group yurts were in use each weekend, with a few mid-week occupancies being noted.
- The Perch Assault is a new two-day ice fishing tournament, which was coordinated by a group in Montana, brought more than 100 anglers each day to the Van Wyck unit of the park. Park staff provided additional snow removal and coordinated parking to ensure safe and adequate access.
- We continued to see some ice fishing and started to see bank fishing in March. Overnight use has been limited primarily to the yurts with a few overnight campers.

##### Program Services

- Idaho Free Ski day was celebrated on January 7. The park partnered with several community partners to provide the public with instruction on Nordic skiing, snowshoeing, and using fat-tire bikes on Nordic trails. Unfortunately very cold temperatures (-30) limited this normally well attended event.
- The park provided planning and support to the Valley County Centennial celebrations in February. Throughout the county, most communities, including Cascade, held corresponding evening bon fires to recognize the upcoming date the county was established.
- In March the following programs were offered: Cascade After-school Program (CAP)-on feeding and attracting wild birds, an afternoon and evening presentation of The Owl Outing by Horizons,

the Forest Service, and the Trout in the Classroom program. The trout eggs have now hatched and approximately 70 one-inch juvenile trout are being cared for!

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	3	365
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	3	86
Experiential Programs	1	38

#### Staff Training

- All permanent staff participated in a six-hour First Aid and CPR training in March.
- The park manager attended the North Region CEO 20-hour refresher course.
- Reservation system, compliance enforcement (both the refresher and the full 80-hour course), interpretation, and Crucial Conversations training is needed.

#### Strategic Plan Actions

- We continued our partnership with the Cascade Golf Course and Cascade Nordic Club by providing grooming on the Cascade golf course and the Hasbrock Ranch Nordic area. One of the park's rangers designed and constructed a 40-inch roller to help with grooming portions of the trail that can be designated for fat bike use. Each of these efforts diversify the options for Nordic use, attract new users to the area, and strengthen our partnerships.
- The park will be meeting with the Nordic club and the Southern Valley County Recreation District to discuss future partnership opportunities related to Nordic activities.
- Park staff attended the Horizons' Life-Style and Education quarterly board meeting. The park will continue to collaborate with this valuable community group to bring educational and recreational opportunities to the public.

#### Park Manager's Narrative

- Activities in January related to development and construction projects primarily focused on the continued review of schematic drawing for the new park administrative and maintenance site.
- Planning meetings for the 2017 4-Summit Challenge event and the August solar eclipse were attended in February.
- The park attended a meeting with the Valley County Fire Working Group in March. The focus of this group is to ensure coordination between federal, state, county, and city fire response personnel. The group is preparing for a mock exercise at the end of April that will involve multiple agencies, a portion of the scenario will occur near the Crown Point area.

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

##### Issues Not Being Addressed

1. Lack of adequate shop facilities makes it difficult to work on our equipment or store the equipment during the winter. Outside storage results in more repair work and faster wear on our equipment.
2. The trees in the park are in need of substantial trimming. Currently we only have the man power and time to deal with safety hazards and storm damaged trees.
3. Drinking fountains in the park need to be replaced. Currently only two function and the rest cannot be repaired due to the unavailability of repair parts. Most of the in-ground valves will need to be replaced as well.

#### Customer Service

- We have finalized the details to have the Belegarth LARPing (live action role playing) group return during the last week of July for their Chaos Wars event. Last year the event brought in

over 400 participants from all over the country. Traffic in the park has been light due to poor weather.

- We are continuing to receive inquiries regarding summer reservations for not only camping, but also for reunions, weddings, and disc golf tournaments.
- Weather improved and people began calling to ask when the water will be turned on and about the lake conditions.

#### Park/Program Usage

- Had a few people cross-country skiing in the park this winter which is a rarity at Walcott.
- Ice fishing was popular in February when the weather cooperated.
- Ice came off the lake in early March and some bank fishing started to occur. When the weather cooperated, disc golfers started to use the course. Toward the end of March, our first campers of the spring have begun trickling in.

#### Program Services

- We held two disc golf tournaments in February. The first was part of the I'SIC'LE series from the local club out of Twin Falls with 40 participants. We also hosted our 7<sup>th</sup> Ice Bowl tournament in February with 63 participants.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	2	105
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	0	0
Experiential Programs	0	0

#### Staff Training

- Park ranger will attend the CEO refresher in Boise in April.

#### Strategic Plan Actions

- Park ranger has been working with the organizers of our largest disc golf tournament, the Idaho State Championship who have announced that they are expanding the September tournament from a two-day event to a three-day (Fri, Sat, and Sun) event. This will effectively increase the field from approximately 130 to upwards of 200 participants and should increase revenue 30% that weekend. That tournament will be held Sept 22-24, 2017.

#### Park Manager's Narrative

- There were several days in January that the park was inaccessible due to major storms that resulted in large drifts of snow.
- Our RV grant to rebuild the RV was submitted in January.
- Several snow storms in February made access to the park difficult and the resulting historical flooding near the park made us unreachable for nearly a week.
- The spillway on the dam has been flowing very heavy with the river running very high. The highest flows through the dam in several years occurred in March (> 20,000cfs).

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

##### Issues Not Being Addressed

1. Having a full-time, year-round Park Aide II would allow us to be open on a daily, year-round basis. This would require an additional 592 hours for the year plus benefits. We are also years behind in updating and verifying artifact records and with the loss of the interpretive specialist position back in 2010 the park no longer offers junior ranger or other programs. The current part-time park aide is doing the work of three park aides and the interpretive specialist.
2. The Bayhorse ranger position needs to be moved into a full-time classified position. This position provides compliance enforcement, fee collection, environmental testing, and other



monitoring jobs which puts them in the same category as most classified rangers. Off-season time would be spent repairing equipment, designing programs for the summer season, and working on possible grants to help with the Bayhorse town site.

#### Customer Service

- The park is only open four days a week with shortened hours. Local businesses have started selling invasive species stickers for fishermen as the park is not open. Steelhead season is in full swing and the demand for invasive species stickers has increased.

#### Park/Program Usage

- In January, 91 visitors used the facilities, 116 in February, and 354 in March. This is an increase of three times from last month but still falling far short of 2016.
- The park movie was shown three times to five visitors in January, one time to three visitors in February, and four times to nine visitors in March.
- One child did the museum search in February and two in March.
- Custer and the Gold Dredge are closed for the season.
- The park was the host site in March for a two-day hunter education class with 19 students attending.

#### Program Services

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	1	2
Experiential Programs	0	0

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

- Staff is photographing, drawing, and documenting artifacts.

#### Staff Training

- Bayhorse ranger completed the National Association of Interpretation-Certified Interpretive Guide (NAI –CIG) training in Salt Lake City – 24 hours.

#### Strategic Plan Actions

- Staff continues final planning for the May Archeology Day event.
- The first Geology program for the summer has been planned with presenters. Final confirmations are being made for a May 20 program.
- The park has designed custom sweatshirts of Bayhorse and is having new sales items made for the gift shop.

#### Park Manager's Narrative

- January had temperatures well below normal. Water lines froze in the visitor center during a long cold spell but we were able to raise the temperature of the building to thaw out the pipes and no pipes burst.
- Due to more than three feet of snow on our roof, we hired a company for snow removal. As a result of snow and ice falling off the highest ridges, the support braces for the propane stove and wood stove were snapped or bent and also had to be repaired.
- Our snow removal equipment broke down so we had to hire another company to come in and remove snow from the back of the building where 5-6 foot high piles built up from the clearing of the roof. This may be a problem in the spring at the front of the building with possible flooding.
- The snow removal company had to make a return visit as some ice dams on the roof had water backing up and flooding inside the building. There were water leaks inside the front entryway and above the windows in the front of the lobby.

- We have been contacting folks interested in volunteering for the park this summer. No one locked in yet.
- March brought both rangers back fulltime; however, the park aide II went on her mandatory one-month layoff.
- Bayhorse ranger was able to make it to the town site on the last day of March and found the heavy snow loads this winter did considerable damage to at least four buildings.

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

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

1. Upgrade of restrooms and of shelters is needed at Sandy Point. The restroom has completely outdated plumbing that requires constant maintenance and breaks down often. We spend a lot of time every year just getting it ready to open in the spring. There is extensive wood rot around the building, the pipe chase is too narrow to work on all the broken down plumbing parts. The shelters are in high demand and will bring in additional revenue to the park. New shelters could provide additional opportunities for special events such as small concerts and interpretive activities.
2. Spring Shores Master Plan is needed to study feasibility of expanding marina slips to reduce waiting time and to improve facilities. Project will require customer surveys, engineering and fiscal impacts. Funded for FY18.
3. The Discovery unit needs an automatic irrigation system. A new electrical system and pump will also be required. Funded for FY18.

##### **Customer Service**

- The frozen lake has allowed folks to ice fish, run ATVs, motorcycles and snowmobiles across the lake. One group plowed an oval course and ran spike tired motorcycles.

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

- Spring Shores hosted the annual Polar Bear Challenge: a huge fund raiser for Make-a-Wish with approximately 1,453 total participants and spectators (about 400 jumped in). Ice had to be broken open to allow people to plunge and they did so in different waves.

##### **Program Services**

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	1	1,453
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	0	0
Experiential Programs	0	0

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

- Staff are at a stopping point for hazardous tree removal. We have four large willows that need to be removed, but require climbers to safely take them down. We will have to wait until weather conditions improve or delay into the fall to avoid disrupting nesting.

##### **Staff Training**

- Staff attended ice rescue training at Eagle Island.
- Assistant manager coordinated with Eagle Island assistant manager and Ada County Sheriff's Office on the 2017 South Region CEO Refresher training.

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

- Assistant manager attended meetings for the Race to Robie Creek to be held on April 15. IDPR has been an active partner for nearly 20 years.
- We are looking into starting an Adopt-a-Tree Program.
- Met with Idaho Songwriters concerning the summer concert schedule.

#### Park Manager's Narrative

- WIF grant for new sailing facilities was finalized and submitted. This is a good plan with a broad support from our partners.
- Last two docks arrived to complete the new buoy line at Spring Shores.
- Staff met with new Sandy Point concessionaire about facilities and operation of stand-up paddleboard rentals.
- Assistant manager participated in mock interviews at Idaho City High School and discussed jobs and education/skills required to work at IDPR.

#### **MASSACRE ROCKS – KEVIN LYNOTT, PARK MANAGER**

##### Issues Not Being Addressed

1. A larger seasonal salary budget is needed to hire an interpretive seasonal to provide our visitors with educational programs. It would also help to pay our maintenance and office seasonals a higher wage. We have had difficulties finding applicants to fill our open positions the past three years due to low wages in comparison to regional seasonal salary levels and no available housing.

##### Customer Service

- We moved the water risers in three campground sites to the correct side of the spur in March and will be testing the water system in early April to determine if any water lines were cut during the trenching phase of the electrical upgrade.
- We were able to make some access improvements on our fishing dock system in March by resetting the shoreline anchors.

##### Park/Program Usage

- Heavy snowfall and colder than average temperatures reduced our day use numbers in January.
- Due to weather the annual Bonfire event was postponed until January 21. The event went well with 65 attendees enjoying the bonfire, hotdogs, chili, and hot chocolate that we served during the event. Participants donated over 300 pounds of canned foods that was given to the local food bank after the event.
- Even with the power being off line in March, we had some campers coming in during March, but we were still much lower in visitor numbers than what we have seen in recent years due to the electrical upgrade project.
- Day use numbers are beginning to increase with nicer weather. We have seen disc golfers coming out in larger numbers and hikers have been enjoying the drying trail system in late March.
- We had increased fisherman usage of the docks as they were all excited to get out their boats and try their luck at landing some fish. Fishing reports though have not been overly encouraging so far in the season, but hopefully that will improve as the water temperatures begin to rise.

##### Program Services

- We have been able to join up with the Snake River Disc Golf summer tournament series this coming summer. We will be able to bring back the Bring on the Heat Disc Golf tournament on August 5 as a PDGA sanctioned event. We are talking to the local Lion's Club about helping out with this year's event and we should have a much bigger event in August. We will also put together a teacher workshop once again at Massacre Rocks scheduled for late July.

##### Staff Training

- Park Ranger will reapply to be a CPR and First Aid Instructor for this coming summer.

##### Park Manager's Narrative

- We have commitments from volunteer hosts for the upcoming summer months. We are happy to say that we have a full allotment of volunteers for the 2017 season. We will bring on six volunteers that include campground host, alternate campground host, office/fee collection hosts,

interpretive hosts, and two maintenance hosts. Our service to our visitors should be great this coming summer season.

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

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

1. Our 25-year-old tractor is at high risk of failure and needs to be replaced. If the tractor fails, the park would have a difficult time opening by Memorial Day and keeping the park open in the winter. Hazard tree removal would also be negatively affected if tractor is not replaced and could cause public safety concerns.
2. Seasonal budget is not adequate to staff the park for duties and for the needs of public and park. More money would allow park to hire more employees, visitor center could be open more hours/days, increased hours at the entrance station, and improved customer service and revenue collection throughout the park. Current wages for the City of McCall start at \$11.25/hour, whereas the park budget only allows \$10.50 hour.
3. Operational budget is not keeping up with needs of park and is creating deferred maintenance. Increased budget would allow park staff to do more preventative maintenance on facilities and equipment and would keep facilities looking their best for the customer. Without more money park facilities will deteriorate and cause lost revenue and possible public safety concern.

##### **Customer Service**

- Blue Moon Yurt continued to have good attendance this season and provided excellent customer service and promotion for the park.

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

- Deluxe cabins remained popular this winter.
- MOSS and Early Roots have strong support from the local community and continue to offer educational opportunities to the public and increase usage at the park.
- Nordic trail usage good through February. We stopped grooming trails on March 22 due to weather, trail conditions and lack of users.
- Park usage dropped off in March due to almost six inches of rain.

##### **Program Services**

- Educational program presented by Early Roots Forest School held 19 programs with 279 attendees in January, 15 programs with 138 attendees in February, and 20 programs with 244 attendees in March.
- Experiential Programs: ski lessons 71, snowshoe lessons 25.
- Special Events – Free Ski Day 600 visitors; Race for Diamonds 50 people, Re-Master Ski Event 150 people.
- Master Naturalist training is being held at the park and is meeting twice per week.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	3	800
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	62	760
Experiential Programs	4	185

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

- Setting up salvage timber sale, MCH Douglas fir beetle control and biological control of weed using insects. MCH mimics a pheromone released by the beetles once a tree is successfully infested essentially sending a message to other beetles in the area that the tree is "full" and to move on to another tree.

#### Staff Training

- Staff first aid and CPR training: Approximately 64 hours.
- Ranger attended meeting about forest restoration and natural resource management, eight hours.
- Ranger participated in interpretive training and programing, 24 hours
- Some staff members will attend insect and disease training, and hazard tree training this spring.

#### Strategic Plan Actions

- We are working with Snowdon Wildlife Center in McCall to expand programing. Snowdon is a non-profit organization that specializes in the rehabilitation of local wildlife and assimilation back into the wild.
- Park working with Early Roots preschool group to expand educational and experienced based programing.
- Park working with the Master Naturalist program. Training more Master Naturalists would help to assist park in programing.

#### Park Manager's Narrative

- Park remained busy with lots of day users enjoying the trails in January and February.
- Attended July 4 meeting with Valley County Sheriff, City of McCall, and Valley County to review last year's July 4 actions and recommendations for this year's July 4 weekend.
- Valley County Sheriff will be opening part of beach (150 feet) to boaters at North Beach this July 4 weekend but will still restrict alcohol on those boats.

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

##### Issues Not Being Addressed

1. Staffing of both seasonal and full-time positions remains an issue at all units.
2. Seal coating of roads and trails is needed at Malad Gorge. This has turned into a safety hazard and will only get worse as time goes by.
3. 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.
4. Need to replace old wooden docks at Crystal Springs.
5. The eight inch main line irrigation pipe on Ritter Island needs to be replaced. Park purchased two pieces at a cost of \$300.00 each but needs four more to complete project.

##### Customer Service

- Without a visitor center, park visitors cannot easily find directions to the different units or to access the services we provide.
- Replacing or updating park signs would improve customer service.

##### Park/Program Usage

- The riding arena saw high usage in February with more than 40 people bringing an excess of 100 horses. Niagara Springs and Crystal Springs saw nearly no usage due to the Niagara Springs grade being washed out.
- With warmer weather, usage at the riding arena started to slow down and usage at units like Malad Gorge and Box Canyon has started picking up.

##### Program Services

- An ATV instructor course was held to train the two rangers at Bruneau Dunes to be ATV safety instructors.
- Our ATV safety courses are starting to gain interest as we start summer classes.
- We hosted the St. Patty's Fun Run and Walk, and the weather was perfect.

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	1	300
Jr. Ranger Programs	0	0
Interpretive/Educational Programs	1	2
Experiential Programs	0	0

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

- Painting and repairs at Ritter Island Rock Eouse and yellow house is nearing full completion. Cabinet hardware is being cleaned and cabinet doors are being touched up with paint. Wood floors upstairs in the Rock House were sealed and look good.

#### Park Manager's Narrative

- Snow drifted into the irrigation ditch at Billingsley Creek and caused the ditch to flood the fields down to Hwy.30 and the manager's house. The Garden Center at Billingsley Creek also had flooding problems which created a mess for the Flea Market and caused them to close for most of January.
- The Niagara Springs road was closed for most of February due to the weather and Bonnieview took six dump truck loads of road mix to temporarily repair. There is more work to get the road repaired correctly.
- With higher than normal snow melt we have a lot of water coming down the Malad River making for lots of park visitors coming to see the falls and the Devil's Washbowl.
- In March, the farm was planted with sugar beets and 40 acres are left to plant watermelon and cantaloupe.

#### THREE ISLAND – NITA MOSES, PARK MANAGER

##### Issues Not Being Addressed

1. Inadequate O&E budgets: Three Island's utilities continue to increase significantly and require more than 70% of the park's current budget.
2. Inadequate staff budgets: Visitation continues to grow, requiring more staff, upkeep and maintenance of the entire park.
3. Grounds maintenance, including trail work and invasive weed eradication continues to be an ongoing issue. The trees in the park are mature and in need of extensive pruning which will require a lift to remove all the dead branches.
4. The older equipment and vehicles in the park are wearing out which requires staff to spend a lot of time on upkeep.
5. Roads require asphalt patching, and parking for group and cabin areas is inadequate to best serve our customers.

#### Customer Service

- There were days this winter that the history center had to be closed early due to bad weather and employees needing to drive long distances to get home before the roads closed.
- Staff has been educating the customers of department rules and regulations as normal. Our first volunteer camp host and seasonal employees began arriving in March. They assisted with the campers arriving, cleaned the facilities and readied the park for March 17.
- One Boy Scout troop with eight boys volunteered for two hours cleaning up the area behind the shop.

#### Park/Program Usage

- Visitation in January was way down due to the colder temperatures and snow accumulation this winter.

- Valentine's Day is a popular day for campers each year and generally visitation begins increasing in February.
- Two school tours with 45 students/adults came to the park in March and 11 basketball players toured while waiting for their next game.

#### Program Services

<b>Program Type</b>	<b>No. of Programs</b>	<b>No. of Attendees</b>
Special Events	0	0
Jr. Ranger Programs		
Interpretive/Educational Programs	2	45
Experiential Programs	1	11

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

- In February staff submitted the annual weed chemical application log for 2016 to the natural resource manager. The park spent \$968.00 on chemicals and applied over 400 gallons of herbicide throughout the park.
- In March staff sprayed Krovar in the barrow pits throughout the park and fell hazard trees in the upper Wagon Wheel camping loop.

#### Staff Training

- Staff training needs include: Excel/Microsoft Office training, pesticide applicator certification training, reservation training (new/refresher), Compliance Enforcement Officer Refresher, volunteer management, leadership and supervisor training.
- In January Park Manager Nita Moses provided evaluation and work plan (on-the-job) training for Assistant Manager Bryce Bealba at Bruneau.
- Orientation of seasonal staff was held in March using the newly renovated employee standards handbook.

#### Strategic Plan Action

- Park manager is looking into the viability of providing rental canoes and kayaks, lifejacket station as well as determining the ROI for rental bicycles.
- Staff will also explore the feasibility of hosting teacher workshops that offer CEUs at the park, particularly in history and wildlife subjects this winter.
- Staff continues to work with marketing staff to see that routine and special event updates are fed to traditional and social media.
- Staff plans to work with newly hired Education/Experience Coordinator to create printed and electronic materials to support promotion of the park in general and specific materials for Oregon Trail and family reunion promotion.
- Staff will look at what would encourage tour bus operators to once again make the park a stop on their tours. Staff will also be working with the crossing committee to promote stage coach rides for campers to go into town with scheduled stage stops.
- Park Manager met with IDPR's director, both administrators of operations and management services, the Idaho Division of Aeronautics, airport and city officials (among others) regarding fly-in camping in the park opportunities and LWCF land swap possibilities to help improve the airport. Discussions have stalled as the park waits on surveys to be completed by the city of Glens Ferry.

#### Park Manager's Narrative

- Park Manager Nita Moses provided cabin donations to the Idaho Environmental Education Association (IDEEA) for THR and also to Hagerman Volunteer Fire Dept for both BRU and THR per park manager Dave Landrum's request.

- With the snow melting in February we experienced flooding at the Oregon Trail History and Education Center by the back entrance and staff is exploring tying into a French drain to prevent this in the future.
- Staff fell trees and cleaned up down in the lower Trailside camping loop overflow parking area. A grant will allow paving of this overflow parking area, so staff is preparing it for RFQs in cooperation with development.

#### **SOUTH REGION MAINTENANCE CREW – CHRISTOPHER RE, FOREMAN**

##### **Bruneau Dunes**

- January - Worked with park staff to reassemble ranger house after asbestos removal. Installed vanities, fixtures, toilets and replaced water heater. Painted ceilings and installed light fixtures.
- February - Worked with park staff to complete remodel of employee housing. Shower in master bathroom needed to be reassembled.

##### **Eagle Island**

- January - Helped plow snow in the parking lots and main entrance road off State Street.
- February - Fabricated/welded new underwater irrigation box for pump inlet that is underwater in the lake.
- March - Helped with sandbagging due to rising river levels.

##### **Lake Walcott**

March - Placed handling docks in the water at boat launch. Connected and prepared them for the season. Dug trench approximately five feet down to expose leak. Fixed water main to restroom by kiosk. Moved old fishing docks to be repaired.

##### **Lucky Peak**

- January - Moved equipment to prepare for unloading the docks in February.
- February - Met new dock delivery truck at the park and unloaded two docks for Spring Shores.
- March - Moved R32, from Spring Shores Marina to the auto repair shop to repair electrical issues.

##### **South Region /HQ**

- January - Worked with headquarters staff to plow snow at headquarters and maintain equipment. Received picnic tables for south/east region parks.
- February - Delivered two surplus vehicles to the Dealers Auto Auction in Nampa. Sorted and delivered picnic tables and fire rings to the following parks: Bear Lake (dropped off at Massacre Rocks), Ponderosa, Three Island and Bruneau Dunes.
- March - Delivered picnic tables and fire rings to Lake Walcott and City of Rocks (dropped off at Walcott). Vehicle maintenance: new tires for back hoe, moved tool box out of R385, removed bulk fuel tank from R385, refinished by sanding rust and repainting, cleaned up fuel pump, prepped R508 for fuel tank by wiring and placing new tank in truck

##### **Three Island**

- March - Helped move a fallen tree in upper loop camping area. Cleared trees and stumps from new overflow parking area in the lower loop camping area. Moved branches and stumps to burn pile while filling holes left by stumps with fill dirt.

##### **Three Island / Motorized Trails**

- March – Worked on new ATV training and parking area: removed brush piles and stumps, graded approximately 200' x 200', made a 25' x 12' berm with new material that was delivered. Also created a 100'x200' parking/unloading area for the ATV training area.