

IDAHO DEPARTMENT OF PARKS AND RECREATION
"To improve the quality of life in Idaho through outdoor recreation and resource stewardship"
BOARD MEETING MINUTES
May 21-23, 2018
Lodge at River's Edge
615 Main St.
Orofino, ID 83544

Minutes – Monday, May 21, 2018

Call to Order – Chairman Black

The Chairman called the meeting to order at 3:00 P.M. CT. Chairman Black requested a roll call.

Board Member Lou Fatkin - Present
Board Member Gordy Hansen – Present
Chairman Pete Black – Present
Board Member Doug Eastwood – Present
Board Member Randy Doman – Present
Board Member Mike Boren - Present

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
Garth Taylor – South Region Manager
David White – North Region Manager
Steve Martin – Fiscal Officer
Tammy Kolsky – Reservation Program Manager
Jim Thomas – Development Bureau Chief
Debbie Hoopes – Human Resource Officer
Kathy Muir – Grants Management Supervisor
Rick Just – Friends of Idaho Parks
Katrine Franks – Governor's Office
Rob Sepich – Legislative Services
Matt Warnick – Department of Financial Management
Amber Christofferson – Department of Financial Management
Kevin Mills - Public

Consent Agenda

- **Approval of Minutes**
February 13, 2018
- **Special Use Permit**
Land of the Yankee Fork State Park Special Use Permit

Mr. Eastwood moved to approve the consent agenda items. 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.

Director's Report

The Director reported on the following topics:

- The Director welcomed our new Board member, Lou Fatkin.
- Asked if the Board might want to consider moving the May Board meeting to Headquarters and switching either the February or November meetings to a travel meeting. This was suggested as a way to lower travel expenses, since many IDPR staff are needed to attend the May meetings.
- Provided a brief overview of the RMSPEC conference he attended.

- Attended Capital for A Day in Riggins on Friday, May 18th.
- The Idaho Department of Lands is launching an effort to purchase the Gregerson Property which is located to the East of our IDPR headquarters building.

The Director stood for questions.

Change in Employee Compensation (CEC) – Director Langhorst

Director Langhorst provided a brief overview of this year's CEC Plan. The Director reviewed the pay increase matrix which is influenced by two factors: Merit (performance evaluations) and an employee's compa-ratio. Employees with lower compa-ratios would receive a slight upward adjustment. The Director pointed out that in IDPR's Strategic Plan, one of our goals is to bring our hire rate up to 80% of the policy rate. In a move to address pay equity, a group of Rangers salaries were increased by an additional 2% this year on top of the Governor's office recommended 3% CEC increase. A more in-depth Board and staff discussion followed pertaining to this year's recommended CEC increase.

Mr. Doman made a motion to approve staff recommendation to implement the legislatively authorized CEC for FY2019. Motion was seconded by Mr. Hansen. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

FY2019 Grant Approval Request – Kathy Muir

Ms. Muir provided a brief overview on this year's grant approval process and stated that there are six grant project rankings that require Board approval for FY2019. Ms. Muir also stated that a new electronic process was implemented this year for submitting grant applications. Ms. Muir distributed copies of the Advisory Committee information and provided a quick run through of this material. The material included a list of all the names of the committee members and when their terms will expire. This information is important since new committee members will need to be recruited and approved by the Board during the August Board meeting.

FY2019 Recreational Vehicle (RV) Grants

Ms. Muir stated that there are three positions on the RV Committee that will expire this year and the announcement has been sent out, seeking applications for their replacements. Ms. Muir reported there is approximately \$5,000,000 available to award for this grant. \$50,000 was held back to fund emergency cost overruns associated with these grant projects. The RV Committee reviewed 28 grant applications and the requests totaled \$5,150,690.

Mr. Boren moved to approve staff recommendation. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion. Further discussion followed and the Board requested additional information on how the RV Committee made their decision on the cut off for the distribution of these funds. Ms. Muir will provide the Board with the committee's comments following the meeting. The Chairman called for a vote on the motion. Motion carried unanimously.

FY2019 Waterways Improvement Fund (WIF) Grants

Ms. Muir stated that there are three positions on the WIF Committee that will expire this year. There is approximately \$1,200,000 available to award for this grant. \$50,000 was held back to fund emergency cost overruns associated with these grant projects. The WIF Committee reviewed 24 grant applications and the requests totaled \$1,619,079.

Mr. Boren moved to approve staff recommendation. Motion was seconded by Mr. Fatkin. Mr. Hansen abstained from this vote due to a conflict of interest. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed with five Aye's and Mr. Hansen abstaining.

FY2019 Road & Bridge (RB) Grants

Ms. Muir stated that there were only two applications submitted this year. There is approximately \$216,500 available for this grant and there are sufficient funds to fund both.

Mr. Boren moved to approve staff recommendation. Motion was seconded by Mr. Doman. The Chairman asked for further discussion. Further discussion followed with questions on the match

amount and clarification on what roads and bridges these funds can be used for. The Chairman called for a vote on the motion. Motion carried unanimously.

FY2019 Off-Road Motor Vehicle (ORMV) Grants

Ms. Muir stated that there are five positions on the ORMV Committee that will expire this year. There is approximately \$500,000 available to award for this grant. The ORMV Committee reviewed 32 grant applications and the requests totaled \$1,034,535.

Mr. Boren moved to approve staff recommendation. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion. Further discussion followed with questions on the applications and if they were related to parks or not and if law enforcement would be required on the trails. The Chairman called for a vote on the motion. Motion carried unanimously.

FY2019 Motorbike (MB) Grants

Ms. Muir stated that the MB money comes from Registration funds that are collected and left over from what the Recreation Bureau does not use. There is approximately \$50,000 available to award for this grant. The MB Committee reviewed 19 grant applications and the requests totaled \$828,829. Ms. Muir stated that there are three committee members that are on both the ORMV Committee and the MB Committee.

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

FY2019 Recreational Trails Program (RTP) Grants

Ms. Muir stated there are four positions on the RTP Committee that will expire this year. There is approximately \$1,600,000 available to award for this grant. There will be approximately \$275,000 additionally in carry over funds. The RTP Committee reviewed 58 grant applications and the requests totaled \$2,887,304.62.

Mr. Eastwood moved to approve staff recommendation. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion. Further discussion followed with questions on where the carry over funds came from. Mr. Boren also inquired about the Kaniksu Land Trust Acquisition application and if funds will be used to purchase property. Ms. Muir explained that land acquisition is an eligible project if they are acquiring land for a trail system and this is a trail system near Sandpoint where they are trying to build non-motorized trails for mountain biking, hiking and cross-country skiing. Mr. Boren asked for additional information on this application. Ms. Muir stated that she did not have that information with her at the moment but could pull the application for him to review. Mr. Boren stated that he does not support this application without knowing more about it. The Chairman called for a vote on the motion. Mr. Fatkin Aye -, Mr. Black Aye -, Mr. Eastwood Aye -, Mr. Boren Nay -, Mr. Doman Nay -, Mr. Hansen Nay -. Motion failed.

Board and staff discussion followed pertaining to the Board's reasoning on how they voted.

Mr. Boren moved to accept staff's funding proposal with the exception of the Kaniksu Land Trust Acquisition and with the \$100,000 we have from that not being funded, we use it to fund the Burley Urban project. Motion was seconded by Mr. Hansen. The Chairman asked for further discussion. Further discussion followed with questions from Mr. Eastwood pertaining to land acquisition and reaching down the list to approve the Burley project. Mr. Boren amended his motion and moved to accept staff recommendation except the approval of the Kaniksu Land Trust Acquisition and that the money left over be distributed as staff seems fit within their ranking system. Mr. Hansen amended his previous second and seconded this motion. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Mr. Eastwood stated there is almost \$9 million that went out in funding of projects today and commended IDPR staff and the Director for the work that was put in to this.

Martin Landing Camping Fee Request – Kathy Muir

Ms. Muir provided a brief overview of this request and stated there is a Board policy that states if a request is made to change or add fees to camping sites funded by grant programs, Board approval is required. Fish and Game has submitted a request to charge fees at Martin Landing Campground which has received RV support.

Mr. Eastwood moved to grant approval for this request as proposed. Motion was seconded by Mr. Hansen. The Chairman asked for further discussion. Further discussion followed pertaining to who was doing the work on this site. The Chairman called for a vote on the motion. Motion carried unanimously.

Trail of the Coeur d'Alene At-Large Commission Member Reappointment – David White

Mr. White provided a brief overview of the agreement between IDPR and the Coeur d'Alene Tribe, Lake Management Department.

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

Kokanee Cove Request for Interest (RFI) – Keith Hobbs / Anna Canning

Mr. Hobbs provided an overview of the process of the Request for Interest (RFI). At the February 2018 IDPR Board meeting, the Board directed staff to prepare a detailed RFI for the May 2018 Board meeting. The Board also requested detail regarding an industry day at the site on a date to be determined. Staff was encouraged to not rely heavily on a consultant but to instead, only use a consultant for the specific expertise we lacked. Due to gaps in knowledge between IDPR staff, it was decided there was a need to work with CHM to prepare a cost estimate for four specific tasks:

- Reviewing the RFI to ensure it would yield the intended results
- Reviewing the responses to the RFI
- Reviewing the RFP to ensure it would yield the intended results (if applicable)
- Reviewing the responses to the RFP (if applicable)

Once IDPR receives the proposal, we will forward it to the Board and Mr. Hobbs will provide a verbal update at a future Board meeting. Board and staff discussion followed pertaining to the cost of putting together the RFI and when it would be ready to be released to the public.

Trespass Rule – Garth Taylor

Mr. Taylor provided an overview of this new rule request that would give park staff the ability to restrict visitors and limiting public access to protect and conserve historic structures, to limit access to facilities due to safety concerns, to close areas of natural or cultural resources and to protect vital facilities such as water treatment facilities, etc. Mr. Taylor also read the suggested language that was provided from Deputy Attorney General Steve Strack. Mr. Taylor stated that this request came about due to an instance that occurred at Land of the Yankee Fork last year in a closed and protected area. Mr. Taylor stood for questions. Board and staff discussion followed related to this change and how it will affect other parks.

Mr. Boren moved to approve this recommendation, allowing staff to move forward with changing this rule. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion. Further Board comments followed on what the future will look like in our parks due to this change. The Chairman called for a vote on the motion. Motion carried unanimously.

**BREAK AT 5:08 P.M
RECONVENED AT 5:15 P.M.**

Strategic Plan – Anna Canning

Ms. Canning gave a run through on her process of drafting the updated Strategic Plan and stated that updating the Strategic Plan does not require Board approval, but she wants to keep them informed and get their input. She provided the Board with a marked up copy of suggested changes and changes that have already been completed. She asked the Board how they would like to proceed with reviewing this document. Board and staff discussion followed with the Board providing suggested changes for the Strategic Plan. Additional changes to this plan can be submitted to Ms. Canning until the end of June.

Meeting was recessed at 5:45 P.M.

RECESS TO NEXT DAY AT 9:00 A.M.

Minutes – Tuesday, May 22, 2018

9:00 A.M. Load Bus for Park Tours – Lunch Provided

9:00 A.M. – 5:00 P.M. Tour Big Eddy, Freeman Creek and Three Meadows

Meeting recessed at 5:45 P.M.

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

Minutes – Wednesday, May 23, 2018

8:00 A.M. Executive Session

Chairman Black called the meeting back into session and requested a roll call

Board Member Lou Fatkin - Present
Board Member Gordy Hansen – Present
Chairman Pete Black – Present
Board Member Doug Eastwood – Present
Board Member Randy Doman – Present
Board Member Mike Boren - Present

Board Member Hansen moved to go into Executive Session under the authority of the Idaho Code 74-206 (b) “To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent” to discuss the Director’s annual review. Motion was seconded by Board Member Fatkin. A roll call vote was conducted by Ms. Mills to go into Executive Session.

Board Member Fatkin – Aye
Board Member Hansen – Aye
Chairman Black – Aye
Board Member Eastwood – Aye
Board Member Doman – Aye
Board Member Boren – Aye

Motion passed.

Mr. Hansen moved to reconvene from Executive Session. Motion was seconded by Mr. Boren. Motion passed unanimously. Meeting was reconvened at 10:29 A.M.

Mr. Hansen moved to accept the Board’s review of the Director and compensation and that we schedule another Executive Session via teleconference in one month. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none the Chairman called for a vote on the motion. Motion carried unanimously.

Billingsley Visitor Center Update – Director Langhorst / Jim Thomas / Anna Canning

Director Langhorst stated that since we last met with the Board, staff efforts have been focused on two main things; 1) defining the scope of the building, the uses and the size of the shared Visitor Center and 2) coming up with the document that describes the roles and responsibilities of the different parties, in a Cooperative Management Agreement. Mr. Wallace Keck has been very valuable in all this due to his long-time relationship with the National Park Service (NPS). The Director made it clear that no matter what is decided by the Board today, the schedule for the construction of the Visitor Center should not be negatively affected. Board and staff discussion followed pertaining to the possibility of co-locating with the NPS and their proposed offer to IDPR. Mr. Thomas presented the process IDPR will follow for the construction of the Visitor Center at Billingsley Creek. Board and staff discussion continued regarding the

original motion from that Board that was made during the May 2017 Board meeting which instructed staff on how the Vardis Fischer funds should be allocated for the Visitor Center at Billingsley Creek.

Mr. Boren moved that the Board submit a budget request for \$2,400,000, not more than \$600,000 of which will come from IDPR for a combined NPS and IDPR interpretive center at the Billingsley Creek Unit of Thousand Springs State Park. Motion was seconded by Mr. Doman. The Chairman asked for further discussion. Board and staff discussion followed directing IDPR staff to continue working with the NPS on the possibility of co-locating at the Billingsley Creek Visitor Center and what NPS will be willing to contribute financially to this project. There was additional discussion pertaining to the distribution of the Vardis Fischer funds the Board had previously agreed upon during the May 2017 Board meeting. The Chairman called for a vote on the motion. Motion carried unanimously.

Mr. Hansen moved that the Board direct staff and the Director to continue to work out a management agreement with NPS and that the Board continue to receive details about the progress on this monthly. 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.

11:30 A.M. WORKING LUNCH

FY 2020 Budget Proposal – Steve Martin

Mr. Martin provided a brief overview of the FY2019 budget and basis for the FY2020 budget and provided a PowerPoint presentation which included:

- FY2019 Budget Appropriation by Expenditure – Classifications
- FY2020 Budget Cash Flow Projections by fund accounts
- FY2020 Budget Proposal Program Enhancements
- FY2020 Budget Proposal Capital Maintenance and Equipment Replacement Requests

Mr. Martin stated that IDPR 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 on September 1, 2018. Board members thanked Mr. Martin for the clarity in his budget presentation. Board and staff discussion followed with additional questions pertaining to this year's budget proposal and current revenues from the Passport sales.

Mr. Hansen moved to request the Financial Department provide the Board with more detail of the effects of the Passport program on our budget; how has it gone per IDPR's expectation and are we suffering any losses because of it. Motion was seconded by Mr. Boren. The Chairman asked for further discussion. Board and staff discussion followed regarding the information that IDPR staff have submitted and continue to submit to the Board since the Passport program was implemented. The Chairman called for a vote on the motion. Motion carried unanimously.

The Board requested for Mr. Martin to gather more detailed information on the Passport Program and compile it into an easy to read format for them.

Mr. Hansen expressed his wishes to increase the cost of the Passport and feels the data Mr. Martin will provide to the Board will be helpful in this consideration.

Mr. Boren requested more detail in the financials presented to the Board. Mr. Martin offered to work with Mr. Boren on compiling the exact financial information he would like to see going forward.

Mr. Boren moved to approve the FY2020 budget proposal based upon the ranked replacement and enhancement items, for a total request of \$44,864,600, as summarized on page 5 of the agenda package and that we approve the adjustments for Health Benefit costs and CEC, if any, to the actual amounts included in DFM's budget instructions. Motion was seconded by Mr. Doman. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Program Reports

Mr. Hobbs stated that OPS likes to make available to the Board, the parks Annual Reports and Work Plans. These reports are available now and Mr. Hobbs will provide these to Ms. Mills, so she can upload them to the Board's SharePoint site. Mr. Hobbs also stated that he has a few hard copies available today if any Board member wishes to have one.

Old/New Business

Mr. Doman inquired about the sale of the Challis Hot Springs and the possibility of acquiring it to becoming a state park. Director Langhorst stated that IDPR did not hear back from the family after we referred them to the Attorney General's office to review their options.

Mr. Eastwood shared that he was invited to a Trail Symposium in Spokane about a month ago. Leo Hennessy and the Mayor of Plummer were also in attendance from Idaho. Washington hosted the meeting which was attended by people from the National level, as well as many others throughout Washington state. The National Park Service will be rolling out a plan that will create a bicycle and pedestrian trail from Virginia to Seattle. On a map that was provided during the meeting, it showed that the trail is approximately 80% complete at this time. They would like to close in the gaps to be able to complete this trail system. There is a 20-mile gap in Idaho. During the next Governor's conference, they would like to conduct a meeting with the Governor's that are located within that corridor and bordering states and discuss what could happen. They are still unsure how they will roll this out but will speak to each state to see what they might be able to contribute. This may be a Rails to Trails Conservancy and adopted and managed by a National Department. More information will be provided in the near future. Mr. Eastwood also announced that on June 2, 2018, Round Lake State Park is having a grand opening of a new trail system.

The Board recognized Jim Thomas, who will be retiring at the end of June, for his great work, expertise, knowledge and service to IDPR and stated that he will be greatly missed. Mr. Thomas has worked for IDPR for 27 years and has enjoyed every minute. Mr. Thomas thanked the Board for their acknowledgement.

Chairman Black announced that IDPR will be losing Matt Warnick as our DFM analyst and Amber Christoffersen will be replacing him. Ms. Katrine Franks from the Governor's Office reported that she attended a Land Use meeting and stated that the number one Land Use priority for Idaho residents who have lived in the state for less than seven years is recreation. Ms. Franks emphasized the importance of what IDPR does and thanked everyone for their commitment in this area.

Public Comment Period

Mr. Rick Just, President of Friends of Idaho State Parks, shared what their organization has participated in recently:

- They led the charge against HB496. It was a successful charge and the bill was defeated.
- They are helping IDPR with the Kempthorne project. They are assisting with managing and distributing the donations.
- In August, Writers of Harriman will begin. This brings in about \$9,000 to the park and 40 high school students will attend this event from around the state.
- Continuing education classes for teacher certifications for about 90 teachers.

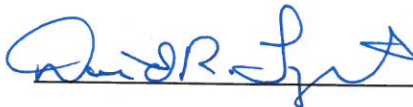
The August IDPR Board meeting will be held at Priest Lake.

Director Langhorst thanked the Board for all they do for IDPR and stated this meeting was one of the most substantive meetings in quite some time and he appreciates the time each of them puts in to these meetings.

Mr. Boren moved to adjourn the meeting. Mr. Fatkin seconded the motion. Meeting was adjourned at 1:10 P.M.



Pete Black, Chairman
Idaho Park and Recreation Board



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

