

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Quarterly Board Meeting

November 13-14, 2018

IDPR Headquarters

5657 Warm Springs Ave.

Boise, ID 83716

▪ AGENDA

▪ Tuesday, November 13, 2018

- **9:00 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 – Action Item**
 - Concession Agreement
 - Lucky Peak, Redline Concession – Garth Taylor
 - Approval of Minutes
 - August 21-22, 2018
- **9:15 A.M.** Director's Report
- **10:15 A.M.** Off-Highway Vehicle Legislation – Dave Claycomb
- **10:45 A.M.** Financial Reporting Workshop – Steve Martin
- **Noon-1:00 P.M. LUNCH (Provided)**
- **1:00 P.M.** Endowment Fund Investment Board – **Action Item**– Steve Martin
- **2:00 P.M.** Kokanee Cove Update – Keith Hobbs/Anna Canning
- **2:20 P.M.** Kaniksu Project Update – Board Member Eastwood
- **2:30 P.M.** Board Meeting Dates and Locations for 2019 – **Action Item** – Betty Mills
- **2:45 P.M.** Board Elections – **Action Item** – Chairman Black
- **3:00 P.M.** Program Reports / Staff will stand for questions
- Old/New Business
- Public Comment Period
- **RECESS TO NEXT DAY**

▪ Wednesday, November 14, 2018

- **9:00 A.M.** Reconvene Meeting – Chairman Black
- **9:00 – Noon LOAD CARS FOR PARK TOUR** (Discovery, Sandy Point, Spring Shores)
LUNCH PROVIDED
- **ADJOURN**

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.

<input type="checkbox"/> IDAPA RULE	<input type="checkbox"/> IDAPA FEE	X BOARD ACTION REQUIRED
<input type="checkbox"/> BOARD POLICY	<input type="checkbox"/> INFO ONLY, NO ACTION REQUIRED	

AGENDA
Idaho Park and Recreation Board Meeting
November 13-14th, 2018
IDPR Headquarters
Summit Conference Room
Boise ID

AGENDA ITEM: Lucky Peak State Park Large Concession
Redline Recreational Toys, Inc., Dustin Weniger

ACTION REQUIRED: Board Approval

PRESENTER: Garth Taylor
South Region Bureau Chief

ADMINISTRATOR: Keith Hobbs
Operations Administrator

PRESENTATION

BACKGROUND INFORMATION:

Dustin Weniger, dba Redline Recreational Toys Inc., has operated the convenience store, as well as the rental of boating and water recreation convenience items at the Spring Shores Unit of Lucky Peak State Park. The current concession agreement is due to expire December 31, 2018.

This concessionaire agreement began with the Department April 1, 2017, and results in a consistently high percentage of gross sales: \$18,246 at 15% for 2017 operations. Lucky Peak State Park staff has expressed their overall satisfaction with the concessionaire, his working relationship with the park, and his service to the public. The concessionaire wishes to continue operating at Spring Shores.

STAFF RECOMMENDATIONS:

Staff recommends that the Board approve renewal of the concession agreement with Redline Recreational Toys and Mr. Weniger for the term of three (3) years at 15%: January 1, 2019 through December 31, 2021.



LARGE CONCESSION AGREEMENT No. 19-001-LUC-LCA-2021

IDPR Name and Address: Operations Division
Idaho Department of Parks and Recreation
PO Box 83720
Boise ID 83720-0065

Concessionaire Name DBA Name Redline Outdoor Adventures LLC

Concession Address: 600 N. Eagle Rd Ste 102
Meridian, ID 83642

Contact Name: Dustin Weniger
Telephone and/or E-mail: 208-695-2288

Term: Commencement: January 1, 2019
Expiration: December 31, 2021

Concession Location: Lucky Peak State Park.
For specific location of Concession Premises see Attachment B.

Required Dates of Operation: May 15 to September 10, annually.

Rent: Initial rent is fifteen percent (15%) of annual gross receipts.
See Section 7 of Attachment A.
Annual rent for previous year is due on or before January 31, 2020, January 31, 2021, and January 31, 2022.

Agreement: IDPR, in consideration of the rent paid and the covenants, conditions and restrictions hereinafter set forth in this Agreement (including all Attachments), does hereby grant to Concessionaire and Concessionaire accepts from IDPR, the privilege to use and occupy the designated Premises for the purpose of providing the required and optional concession services and facilities as set forth in this Agreement and in Attachment C, *Special Terms and Conditions*.

Liability Insurance: See Section 12, Attachment A.

Index: DATA PAGE
SIGNATURE PAGE

ATTACHMENT A – GENERAL TERMS AND CONDITIONS
ATTACHMENT B – CONCESSION PREMISES
ATTACHMENT C – SPECIAL TERMS AND CONDITIONS
ATTACHMENT D – GROSS RECEIPTS REPORTING FORM

This Agreement, including the Data Page, Signature Page, and all Attachments (which are incorporated herein in their entirety) is made and entered into by and between IDPR and Concessionaire.

IDPR SIGNATURE

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed the day and year first above written.

SIGNED: IDAHO DEPARTMENT OF PARKS AND RECREATION

BY: David Langhorst, its Director

State of Idaho)
 :s
County of Ada)

On this _____ day of _____, in the year _____, before me, a Notary Public in and for said State, personally appeared DAVID LANGHORST, known to me to be the director of the Idaho Department of Parks and Recreation, that executed the within instrument, and acknowledged to me that the Idaho Department of Parks and Recreation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year last above written.

Notary Public for IDPR of Idaho
Commission expires: _____

CONCESSIONAIRE SIGNATURES

By signing, Concessionaire(s) verify receipt, review, and acceptance of all attachments and terms and conditions.

x _____
x _____
(Concessionaire)

(Concessionaire)

STATE OF _____)
 :s
COUNTY OF _____)

On this _____ day of _____, in the year _____, before me, a Notary Public in and for said State, personally appeared _____ known to me to be the person(s) who executed the instrument as Lessee, and acknowledged to me that such person(s) executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the day and year last above written.

Notary Public
Commission expires: _____

Attachment A

General Terms and Conditions

1. Definitions.

- 1.1 Agreement.** This written agreement, including the Agreement Data Page, the Signature Page, Attachment A - *General Terms and Conditions*, Attachment B - *Concession Premises*, Attachment C - *Special Terms and Conditions*, and Attachment D - *Gross Receipts Reporting Form*.
- 1.1.1 Incorporation of Plans and Agreements.** The term "Agreement" incorporates by reference any concession plan, park master plan, lease with the United States or other Park landowner, and/or management agreement for the Park, as each is amended from time to time, and each of which is incorporated by reference into this Agreement.
- 1.2 Concession.** The grant of the right by IDPR to use the Premises to undertake and profit by a specified activity, and any and all business activities and commercial transactions undertaken by Concessionaire on the Premises.
- 1.3 Concessionaire.** The person or entity to which concession rights are granted by this Agreement.
- 1.4 Improvements.** Buildings, structures, fixtures, appliances, sidewalks, landscaping, docks, pilings, or other additions to the Premises, whether permanent, semi-permanent, or short-term. For the purposes of this Agreement, fixtures shall include all windows, doors, awnings, and all apparatus, equipment, or articles used to supply heat, gas, air conditioning, water, light, power, refrigeration, cooking, and ventilation that are physically attached to buildings, structures, or improvements existing upon the Premises.
- 1.5 IDPR.** The Idaho Department of Parks and Recreation, an executive department of the State of Idaho, overseen and administered by the Idaho Park and Recreation Board.
- 1.6 Premises.** The real property described in Attachment B *Concession Premises* upon which the rights granted by this Agreement may be exercised.
- 1.7 Park.** The State Park or other IDPR-managed property upon which the Premises is located.
- 1.8 Park Manager.** The person, as designated by the Director of IDPR, responsible for administering and supervising the state park or IDPR-managed land where the Premises is located. IDAPA 26.01.10.010.06.

2. **Authority.** IDPR is authorized by Idaho Code §§ 67-4204, 67-4210, and 67-4223(7) to grant concessions to proper and desirable parties to provide places of refreshment or to provide recreational facilities within state parks. IDAPA 26.01.20.650 provides that no "person, firm, or corporation may operate any concession, business, or enterprise within lands administered by the department without written permission or permit from the [Idaho Park and Recreation Board]."
3. **Operations.** Concessionaire shall provide the required facilities and services each year of the Agreement during the dates specified on the Data Page.
 - 3.1 Concessionaire is encouraged to be open for service before and after the required dates to better serve Park visitors, provided, that concession operations occurring outside the dates specified on the Data Page require approval of the Park Manager. IDPR reserves the right to require changes in the dates and times of required and optional services to ensure adequate service to the public and avoid conflict with other authorized uses occurring within the Park. Concessionaire shall provide IDPR with an operation schedule indicating times of operation.
 - 3.2 The Park Manager may require the temporary cessation or other changes in Concessionaire's operations when, in the Park Manager's discretion, such changes are necessary to protect Park resources, to protect the health, safety, and welfare of Park visitors, to avoid conflict with other authorized uses occurring with the Park, or in the event of adverse weather conditions.
 - 3.3 Concessionaire, its employees, and representatives shall conduct themselves in such a manner as to promote a positive image for the concession business, the Park, and IDPR.
 - 3.4 Concessionaire shall keep the Premises in a clean and sanitary condition at all times.
4. **Premises.** Concessionaire's operations shall be limited to the Premises identified in Attachment B, *Concession Premises*. Within the designated Premises the Concessionaire shall have the exclusive privilege of providing the specified concession services and facilities.
 - 4.1 **Concessions Outside Premises.** Nothing herein shall be construed as granting to Concessionaire the privilege of providing concession services and facilities on any state park lands outside the Premises, and IDPR reserves the right to grant concession privileges to other persons on those portions of the Park that are outside the Premises; whether or not those concession services and facilities are similar to those operated by Concessionaire, provided, that in the event IDPR determines to grant concession privileges in those portions of the Park that are outside the Premises and similar to those required services and facilities identified in Attachment C, *Special Terms and Conditions*, then Concessionaire shall have

the right of first refusal for any such concession agreement offered by IDPR under such terms and conditions as IDPR may then prescribe.

4.2 No Right of Exclusion. Concessionaire acknowledges that the Concession Premises are State Park lands open to public use and that IDPR reserves the right to authorize others to use the Concession Premises, excepting facilities owned by, or leased to, the Concessionaire, so long as such uses do not unreasonably interfere with Concessionaire's business operations.

4.3 As-Is. Concessionaire accepts the Premises in its present condition with all faults or hazards, whether patent or latent, and without warranties or covenants, express or implied, regarding the suitability of the Premises for Concessionaire's use. Concessionaire acknowledges that IDPR shall have no duty to maintain, repair, or improve the Premises or otherwise make them suitable for Concessionaire's use. If any portion of the Premises is destroyed, IDPR shall have no obligation to replace or restore such portion of the Premises.

5. Term. The term of this Agreement shall be specified on the Data Page.

5.1 Renewal. IDPR does not grant Concessionaire the right to renew this Agreement for an additional period of time. However, if IDPR, at the expiration of this Agreement, desires to lease the Premises again, and if IDPR, in its sole discretion, concludes that Concessionaire's performance of this Agreement has been satisfactory, and Concessionaire is not in default or breach as set forth in Section 15 of this Agreement, then IDPR may, but is not required to, grant Concessionaire the first right to accept a new agreement under such terms and conditions as IDPR may then prescribe and under the following conditions.

5.1.1 Concessionaire shall first notify IDPR in writing of its desire to renew this Agreement sixty (60) days prior to its expiration. If IDPR desires to renew this Agreement, it shall notify the Concessionaire in writing of the terms and conditions that IDPR may then desire to prescribe. Mailing to the last known address of Concessionaire shall constitute notification to Concessionaire. Concessionaire shall then have thirty (30) days from the date of that mailing to notify IDPR of its acceptance of the terms and conditions prescribed by IDPR. Acceptance shall be complete only if received by IDPR in writing and within the time prescribed.

5.1.2 Section 5.1 shall not apply in the event IDPR terminates this Agreement for cause or in the event of early termination of this Agreement by Concessionaire.

5.1.3 Section 5.1 shall not apply to any concession agreement offered by IDPR more than twelve (12) months after the expiration of this Agreement.

5.2 Holdover. If Concessionaire holds over after the expiration of the term of this Agreement with the express or implied consent of IDPR, such holding over shall be deemed to be a month- to-month tenancy of the Premises otherwise subject to the terms of this Agreement. During such month-to-month tenancy, Concessionaire shall pay monthly rental in the amount of one-twelfth (1/12) the prior year's annual rental, as calculated pursuant to Section 7 herein, or fifteen percent (15%) of that month's gross receipts, whichever is greater. Payment shall be made on or before the first day of each month in the manner set forth in Section 7.

6. Going Concern, Blue Sky, Business Values of Concession Operations. Concessionaire's rights and privileges are limited to those rights and privileges specifically granted in this Agreement and Concessionaire's business operations upon the Premises shall not, as between IDPR and Concessionaire, accrue any value for going concern, good will, blue sky, business values, trade name, or other intangible property.

7. Rental. Concessionaire shall pay as rent to IDPR for each year in the specified term of this Agreement that percentage (%) of gross receipts as specified on the Data Page. Payment for each year shall be made on or before the date specified on the Data Page—if such date falls after the expiration or termination of this Agreement, the obligation to pay such rent shall survive such termination or expiration. Payment shall be made to the order of Lucky Peak State Park, 74 Arrowrock Road, Boise, Idaho 83716-5050.

7.1 Late payments. Late Payments shall accrue interest at the legal rate of interest as set by the State Treasurer for the accrual of interest on judgments until paid. Payments that are more than thirty (30) days late will constitute a breach of this Agreement absent a written addendum to this Agreement signed by both parties.

7.2 Reporting of Gross Receipts. Gross Receipts shall be reported to IDPR on Attachment D, IDPR Concessionaire *Gross Receipts Reporting Form*. The Form shall be submitted to IDPR on or before January 31 of each year. The Form shall be accompanied by an appropriate certification that all gross receipts during the yearly accounting period have been duly and properly reported to IDPR.

7.3 Definition of Gross Receipts. Gross receipts, as used in this Agreement, shall include all monies and anything else of value received by Concessionaire from the sale, rental, or provision of goods, services, or facilities, or from any other business whatsoever conducted by Concessionaire on the Premises, whether such goods, services and activities are required by this Agreement or optional, excepting an allowance of deductions for sales or excise taxes imposed by any governmental entity and collected by Concessionaire.

8. **Record-Keeping.** Concessionaire shall keep true and accurate books and records showing all of its business transactions in separate records of account for the concession in a manner acceptable to IDPR. IDPR shall have the right to examine daily sales records kept on the Premises. IDPR shall have the right to examine all other books and records, including but not limited to inventory records and certified State of Idaho Sales Tax Return Records, provided that IDPR shall treat such records as confidential and not divulge them to third parties except in the event of litigation. IDPR shall examine books and records only upon reasonable notice and only at such times as will not unreasonably interfere with Concessionaire's operation of the concession. IDPR further shall have the right to examine all such books and records at any time within two (2) years of termination or expiration of this Agreement, or until such time that a final audit is concluded as to Concessionaire's business under this Agreement, whichever event occurs first.
- 8.1 Concessionaire shall install and maintain inventory, bookkeeping, and accounting methods, and methods of collection of monies, which shall permit IDPR to accurately compute the gross revenue of Concessionaire.
- 8.2 Concessionaire shall install and maintain such cash register equipment as will provide a continuous registering tape and show sales breakdown as to major categories of items sold. Concessionaire shall also maintain at its own expense a sales journal, cash disbursement journal, and general ledger.
9. **Quality of Goods and Services.** Concessionaire shall engage in best business practices and strive to provide high-quality goods and services. All food items and food service, if any, provided by Concessionaire shall comply with the Rules of the Idaho Department of Health and Welfare governing Food Safety and Sanitation Standards for Food Establishments as enforced by the applicable municipal government or District Health Department. Copies of all permits, licenses and inspection reports issued by a municipal government or District Health Department shall be made available to the Park Manager. IDPR shall have the right to prohibit the sale of any item or to order the improvement of any service or equipment not satisfying the above requirements.
- 9.1 The Concessionaire shall serve the public courteously and efficiently. All services should serve to enhance IDPR's mission of improving the quality of life through outdoor recreation and resource stewardship. The Concessionaire shall cooperate with Park staff in providing interpretative service to the public and in promoting the Park and its programs. The Concessionaire shall present a positive image of the Park and provide accurate information of the Park and its programs. These requirements also apply to any employee, agent, or representative of the Concessionaire.

9.2 The Concessionaire shall not employ or retain in its services, or permit to remain upon the Concession Premises, any person declared by IDPR to be unfit for such employment or otherwise objectionable. The Concessionaire and its employees are expected to maintain high standards of grooming and cleanliness, to the satisfaction of IDPR.

10. **Control of Rates and Charges.** Concessionaire agrees that any fees and all rates and prices charged by Concessionaire for goods, beverages, food, and services furnished or sold to the public may be subject to review and approval by IDPR. Concessionaire shall, by May 1 of each year, submit to IDPR for approval a list of the fees, rates, and prices proposed for the following operating season. Such submission shall also include all information necessary to determine the quality and quantity of goods, beverages, food, and services furnished or sold to the public. Prices charged by Concessionaire shall be reasonably related to the quality and quantity of the items sold. If IDPR determines that any price is not so related, IDPR may order that the price be modified. IDPR may not require a modification in price that would prevent Concessionaire from realizing a reasonable profit on items sold. Concessionaire shall keep a schedule for such fees, rates, or prices posted at all times in a conspicuous place on the Premises.

11, **Improvements.** Concessionaire is granted the right to use those improvements, if any, included with the Premises as identified in Attachment B, *Concession Premises*. IDPR makes no warranty as to the suitability of such improvements for Concessionaire's use; all such improvements are leased to Concessionaire "as is." Concessionaire shall, at its own expense, maintain the Premises and all improvements thereon in clean, healthful, and safe condition, in accordance with applicable state, federal, and local government laws and regulations, and in a condition comparable to other improvements within the Park. If, after reasonable notice, Concessionaire fails to undertake repairs necessary to maintain such conditions, IDPR shall have the right to perform such maintenance or repairs and Concessionaire shall promptly reimburse IDPR for the cost thereof, provided that IDPR shall first give Concessionaire fifteen (15) days written notice of its intention to perform such maintenance or repairs to enable Concessionaire to perform such maintenance or repairs at its own expense.

11.1 **Construction and Modification of Improvements.** If the Concessionaire should undertake at its own expense any construction, alteration, or modification of the Premises, the Concessionaire shall submit, for the review and prior written approval of IDPR, all plans, drawings, and specifications. IDPR shall approve, reject, or require modifications of such plans within forty-five (45) days after submission of those plans to IDPR. Unless otherwise agreed to in writing by IDPR prior to construction or modification, Concessionaire shall be responsible for all costs associated with the construction, alteration, or modification of improvements.

11.2 Emergency Repairs. In the event of any emergency such as vandalism, fire, wind, flooding, hail, or other event, which threatens damage to the Premises or harm to the public, IDPR may immediately act to respond to such emergencies and mitigate any potential damage to the Premises. IDPR shall notify Concessionaire of any emergency circumstances, action, or repair, and shall request that Concessionaire make further repairs necessitated by such emergency. Concessionaire shall reimburse IDPR for all reasonable repairs made pursuant to this emergency provision.

11.3 Liens. Concessionaire shall not allow or suffer any liens of any kind or nature to be effected on or enforced against the Premises or against any improvements thereon, including, but not limited to, any mechanics' liens or material suppliers' liens for any work done or materials furnished on the Premises at Concessionaire's instance or request. Concessionaire shall ensure that full payment is made for any and all materials joined or affixed to the Premises pursuant to this Agreement for any and all persons who perform labor on the Premises.

12. Insurance. Concessionaire shall obtain and maintain insurance at its own expense as required herein for the duration of this Agreement, and comply with all limits, terms, and conditions stipulated. Policies shall provide, or be endorsed to provide, all required coverage. Concessionaire shall provide certificates of insurance or certified endorsements as applicable for the insurance required. The Concessionaire shall not provide required or optional concession services or facilities or transact business on the Premises until satisfactory evidence of all required insurance is provided to IDPR.

12.1 All insurance, except for Workers Compensation, shall be endorsed to name the State of Idaho and the Idaho Department of Parks and Recreation as Additional Insureds. Concessionaire shall provide to IDPR a certified endorsement naming the State of Idaho and the Idaho Department of Parks and Recreation as Additional Insureds.

12.2 All insurance shall be with insurers rated A-, VII, or better in the latest Bests Rating Guide, and be in good standing and authorized to transact business in Idaho. The coverage provided by such policies shall be primary. Policies may contain deductibles, but such deductibles shall not be deducted from any damages due the State.

12.3 If any of the liability insurance required for this Agreement is arranged on a "claims-made" basis, "tail coverage" will be required at the completion or termination of this Agreement for a duration of twenty-four (24) months thereafter.

12.4 By requiring insurance herein, IDPR does not represent that coverage and limits will necessarily be adequate to protect the Concessionaire, and such coverage and limits shall

not be deemed as a limitation on the Concessionaire's liability under the indemnities granted to the State.

12.5 Concessionaire shall maintain insurance in amounts not less than the following:

12.5.1 Commercial General Liability (CGL) with a limit of not less than \$1,000,000 each occurrence, and \$1,000,000 annual aggregate, if defense is outside the limits. If defense is inside the limits, the limit must be \$2,000,000 each occurrence, and \$2,000,000 aggregate. If necessary, a commercial umbrella or excess policy may be used to meet the limits required, providing the CGL is listed on the underlying insurance in the umbrella or excess policy, and the umbrella/excess policy meets the requirements above for acceptable carriers.

12.5.2 Automobile Liability including owned, non-owned, and hired liability with a limit of not less than \$1,000,000 each occurrence, and \$1,000,000 aggregate. If necessary, a commercial umbrella or excess policy may be used to meet the limits required, providing the Auto is listed on the underlying insurance in the umbrella or excess policy, and the umbrella/excess policy meets the requirements above for acceptable carriers.

12.5.3 Workers Compensation Insurance in amounts as required by statute in all states in which the contractor performs work, and Employers' Liability with a limit of \$100,000 Bodily Injury by Accident-each Accident, \$100,000 Bodily Injury by disease-each employee, \$500,000 Bodily Injury by Disease-policy limit.

12.5.4 Business property insurance covering all improvements, fixtures, and personal property of Concessionaire upon the Concession Premises. Policy limit shall be sufficient to cover the value of all Concessionaire-owned property upon the Concession Premises, and shall cover all risks to such property unless specifically and explicitly excluded.

13. Hold Harmless Agreement. Concessionaire shall indemnify, defend, and save harmless IDPR and the State of Idaho, its officers, agents, and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorneys' fees and suits whatsoever caused by or arising out of Concessionaire's negligent or wrongful performance, acts, or omissions under this Agreement or Concessionaire's failure to comply with any state or federal statute, law, regulation, or rule.

13.1 Upon receipt of IDPR's tender of indemnity and defense, Concessionaire shall immediately take all reasonable actions necessary, including, but not limited to, providing a legal defense

for IDPR, to begin fulfilling its obligation to indemnify, defend, and save harmless IDPR. Concessionaire's indemnification and defense liabilities described herein shall apply regardless of any allegations that a claim or suit is attributable in whole or in part to any act or omission of IDPR under this Agreement. However, if it is determined by a final judgment that IDPR's negligent act or omission is the sole proximate cause of a suit or claim, IDPR shall not be entitled to indemnification from Concessionaire with respect to such suit or claim, and IDPR, in its discretion, may reimburse Concessionaire for reasonable defense costs attributable to the defense provided by any Special Deputy Attorney General appointed pursuant to Section 13.2.

13.2 Any legal defense provided by Concessionaire to IDPR under this Section must be free of any conflicts of interest, even if retention of separate legal counsel for IDPR is necessary. Any attorney appointed to represent IDPR must first qualify as and be appointed by the Attorney General of the State of Idaho as a Special Deputy Attorney General pursuant to Idaho Code Sections 67-1401(13) and 67-1409(1).

14. Assignments, Sale of Interest, and Subleases. Concessionaire and/or any person or entity that owns a controlling interest in Concessionaire's ownership shall not assign or otherwise sell or transfer responsibilities under this Agreement or the concession operations authorized hereunder, or sell, or otherwise assign or transfer (including but not limited to mergers, consolidations, reorganizations or other business combinations) a controlling interest in such operations, this Agreement, or controlling interest in Concessionaire's ownership as defined herein, without the prior written consent of IDPR. Failure to comply with this provision or the procedures described herein shall constitute a material breach of this Agreement for which the Agreement may be terminated immediately by IDPR without regard to the procedures for termination set forth in Section 15, and IDPR shall not be obligated to recognize any right of any person or entity claiming an interest in this Agreement or claiming the right to own or operate the concession operations authorized hereunder.

14.1 Concessionaire shall advise the person or entity proposing to enter into a transaction described above that IDPR must be notified and the proposed transaction is subject to review and approval by IDPR. Concessionaire shall request in writing IDPR's approval of the proposed transaction and shall promptly provide IDPR all relevant documents related to the transaction, including all information necessary for IDPR to evaluate the fitness and ability of the prospective Concessionaire to carry out the terms of this Agreement in a manner satisfactory to IDPR.

- 14.2** IDPR in exercising its discretionary authority herein shall, among other matters, take into consideration the management qualifications of any individual or entity that would obtain an interest in facilities or services authorized hereunder, the experience of any such individual or entity with similar operations, and the ability of any such individual or entity to operate the concession authorized hereunder in the public interest under the regulation of IDPR.
- 14.3** For the purposes of this Section, the term "controlling interest" in Concessionaire's ownership shall mean, in the instance where Concessionaire is a corporation or limited liability company, an interest beneficial or otherwise of sufficient outstanding voting securities or capital of Concessionaire so as to permit exercise of substantial managerial influence over the operations of the Concessionaire. In the instance of a partnership, limited partnership, joint venture, or individual entrepreneurship, any beneficial ownership of the capital assets of Concessionaire sufficient to permit substantial managerial influence over the operations of Concessionaire shall constitute a controlling interest for purposes of this Agreement.
- 14.4** No mortgage shall be executed and no bonds or other evidence of interest in, or indebtedness upon the assets or proposed assets of Concessionaire, including this Agreement, shall be issued except for the purpose of installing, enlarging, or improving facilities and equipment for the accommodation of the public upon the Premises and then only with prior written consent from IDPR. In the event of default on such mortgage, encumbrance or other indebtedness or of other assignment or transfer, the creditor or any assignee thereof shall succeed to the interest of Concessionaire in such assets, if any, but shall not thereby acquire any operating right or privilege in or to the operation of the concession, or the Premises, pursuant to this Agreement, without the express prior written consent of IDPR, and any improvements so acquired shall remain subject to the terms of Sections 16.2 and 16.3 herein. .
- 14.5** In the event that approved improvements are financed by any outside investors, Concessionaire shall disclose the identity of said investors to IDPR.
- 14.6** In the event that IDPR shall approve assignment of this Agreement to any other person or entity, Concessionaire shall pay to IDPR an amount equivalent to ten percent (10%) of the assignment price, minus the amount paid by the assignee for any buildings, improvements, appurtenances, and fixtures owned by Concessionaire existing upon the Premises.
- 14.7** Concessionaire shall not sublease any portion of the Premises, including Concessionaire-owned improvements or facilities thereon, to any other person or entity.

15. Termination for Breach.

15.1 Violations. Each term and condition of this Agreement is material, and default as to or breach of any of these terms by Concessionaire shall be grounds for termination of the entire Agreement by IDPR. Any material violation by Concessionaire of any rule or regulation now in force, or hereafter adopted by the Board, shall be grounds for termination of this Agreement. The determination of whether a violation constitutes a material violation subjecting this Agreement to termination shall rest solely in the discretion of IDPR.

15.1.1 A material violation of this Agreement shall be deemed to occur if Concessionaire files a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act or if involuntary proceedings under any bankruptcy act or insolvency act be instituted against Concessionaire or if a trustee or receiver is appointed of any property of Concessionaire.

15.2 Violation of Land and Water Conservation Fund Act Requirements. All concession operations must comply with the provisions of the Land and Water Conservation Fund Act (LWCF) and implementing guidelines (36 Code Federal Regulations 59), including, but not limited to, provisions requiring the leased area to be maintained as a public outdoor recreation facility, not as a private area; the provision requiring fees to be competitive with fees for similar private facilities; and compliance with all Civil Rights and accessibility legislation (e.g., Title VI of Civil Rights Act, Section 504 of Rehabilitation Act, and Americans with Disabilities Act), with such compliance indicated by signs posted in visible public areas, statements in public information brochures, etc. Noncompliance with LWCF requirements shall be deemed a material violation of this Agreement and cause for termination.

15.3 Notice of Violation. IDPR shall provide written notice to Concessionaire of any Agreement or rule violation and shall allow Concessionaire thirty (30) days from service of the notice to cure the violation.

15.4 Notice of Termination. Agreement or rule violations which have not been cured within thirty (30) days of receipt of the notice of violation shall subject the Agreement to termination. Notice of termination shall be in writing and shall be effective upon service.

15.5 Administrative Fees. Prior to the termination, Concessionaire may elect to pay the Department's administrative costs associated with enforcing the terms of this Agreement, and the IDPR may agree to accept payment of such costs in lieu of termination for each day that such violation went uncorrected over and beyond the thirty-day grace period provided in Section 15.3 of this Agreement. IDPR and Concessionaire agree that such administrative

costs are fixed at fifty dollars (\$50) for each day that the violation goes uncorrected, up to a maximum of one thousand, five hundred dollars (\$1,500).

15.6 Immediate Termination; No Opportunity to Cure. IDPR shall not be required to provide advance written notice or a cure period and may immediately terminate this Agreement in whole or in part if IDPR, in its sole discretion, determines that it is reasonably necessary to preserve public safety or prevent immediate public crisis.

15.7 Reinstatement. Not later than thirty (30) days following the termination of this Agreement for cause, the Concessionaire may submit to the IDPR a written request for reinstatement setting forth good cause why the Agreement should be reinstated. At the Director's discretion, the Agreement may be reinstated upon the payment of a reinstatement fee of four hundred dollars (\$400), and upon such other terms and conditions as the Director deems appropriate.

15.8 Termination by Concessionaire. Concessionaire may terminate this Agreement at any time by giving one (1) year written notice to IDPR of its intent to terminate.

16. Concessionaire's Obligations and Rights upon Termination or Expiration. At the expiration or early termination of this Agreement, Concessionaire shall, within thirty (30) days thereafter, remove from the Premises or otherwise dispose of in a manner satisfactory to IDPR all personal property belonging to Concessionaire, and restore the Premises to as good a condition as the same were in at the date of this Agreement. If removal and restoration is not completed within thirty (30) days after termination, IDPR may, at its election, perform the work and bill Concessionaire for the costs thereof. Concessionaire shall pay such bill within thirty (30) days of receipt.

16.1 Payment of Rent Due. Upon termination, the annual rent for the year in which termination occurs (i.e., the specified percentage of gross receipts received up to the date of termination), as well as any unpaid annual rent from previous years, shall be considered at once due and payable by Concessionaire without notice by IDPR. Concessionaire's obligation to pay all rent due under this Agreement shall survive termination or expiration of this Agreement until all rent is paid in full.

16.2 Improvements and Fixtures. Unless agreed otherwise in writing prior to construction of improvements by Concessionaire, upon expiration of this Agreement or early termination of this Agreement for cause, all improvements and fixtures constructed or installed by Concessionaire during the term of this Agreement shall be considered the property of IDPR, with no further compensation due to Concessionaire, regardless of whether IDPR intends to continue similar business operations upon the Premises or offer an opportunity to a successor concessionaire to operate a similar business upon the Premises.

- 16.3 Option to Require Removal.** At IDPR's option, Concessionaire shall, upon the expiration or termination of this Agreement, be required to remove from the Premises or otherwise dispose of in a manner satisfactory to IDPR, those improvements and fixtures constructed or installed by Concessionaire that are not acceptable to IDPR. If IDPR elects to require Concessionaire to remove any improvements or fixtures, Concessionaire shall do so and restore the Premises to as good a condition as the same were in at the date of this Agreement. If removal and restoration is not completed within thirty (30) days after termination, IDPR may, at its election, perform the work and bill Concessionaire for the costs thereof. Concessionaire shall pay such bill within thirty (30) days of receipt.
- 16.4 Bankruptcy.** If, upon bankruptcy or insolvency of Concessionaire, IDPR does not elect to terminate this Agreement pursuant to Section 15.1.1, any use, assignment, or disposition of buildings, improvements, appurtenances, and fixtures existing upon the Premises by a trustee or receiver shall be subject to the terms of this Agreement.
- 16.5 Going Concern, Blue Sky, Business Values.** Concessionaire waives any claim that it is entitled to compensation for going concern, good will, blue sky, business values, trade name, or other intangible property upon expiration or termination of this Agreement, regardless of whether IDPR intends to continue similar business operations upon the Premises or offer an opportunity to a successor concessionaire to operate a similar business upon the Premises.
- 17. Repair and Maintenance Fund.** Concessionaire shall maintain a repair and maintenance fund into which one percent (1%) of Concessionaire's annual gross revenue shall be deposited. This fund shall remain Concessionaire's property, shall be accounted for separately from Concessionaire's other funds, and may only be spent with the consent and approval of IDPR, and will be accessible to IDPR on demand in the event Concessionaire fails to maintain the Premises as specified in this Agreement.
- 18. Equipment.** Except as otherwise specified in Attachment C, *Special Term and Conditions*, Concessionaire at its own expense shall provide the Premises with all equipment necessary for the services required under this Agreement. The quality and maintenance of such equipment shall comply with all applicable laws and regulations, including but not limited to the rules of the Idaho Department of Health and Welfare governing Food Safety and Sanitation Standards for Food Establishments.
- 19. Signs and Advertising.** Concessionaire shall not erect any sign on the Premises or in the vicinity thereof, without obtaining the prior written approval of IDPR. No signs advertising alcohol or containing brand names are to be displayed on the exterior of any building or displayed in such a manner as to be visible from outside such building, without the prior written approval of IDPR.

20. **Business Name.** Any assumed or fictional business name used by Concessionaire in conjunction with its concession operations upon the Premises shall be subject to the approval of IDPR.
21. **Licenses and Permits.** Concessionaire shall obtain and pay for all permits or licenses that may be required for the operation of the concession.
22. **Compliance with Applicable Laws.** Concessionaire shall at all times comply with all applicable laws, ordinances, and regulations of IDPR, the State of Idaho, the United States, as well as any applicable county or city ordinances. Violation of such laws, ordinances, or regulations may be considered as cause for termination of this Agreement.
23. **Utilities.** Concessionaire shall at its own expense be responsible for the extension, hookup, and metering of all utilities used in connection with the Premises where separate metering is available. All new utilities, including electrical wiring, shall be installed underground. Concessionaire shall be responsible for the accrual and payment of all utility charges or fees, commencing seven (7) days prior to the first open business day. The termination of this responsibility will occur seven (7) days after the close of the last business day.
- 23.1 **IDPR-Supplied Water.** If IDPR supplies water to the Premises, it will do so without charge, provided that such supply shall be for the term of this Agreement only. IDPR shall not be responsible for improvement of the water supply beyond that quantity and quality existing as of the date of this Agreement, and IDPR shall not be liable for any damages due to the failure in the supply of water. IDPR shall give reasonable notice to Concessionaire of any temporary discontinuance of the water supply due to repair or maintenance.
- 23.2 **Trash Service.** IDPR will haul normal concession-generated garbage during regularly scheduled maintenance runs if it is properly bagged and placed in trash collector.
24. **Right to Access.** IDPR shall have access to the Premises and to each part thereof during the regular business hours of Concessionaire for the purpose of inspecting the Premises and daily sales records.
- Concessionaire shall have the right at all times to travel across Park property on a route approved by IDPR to get to and from the Premises in order to keep the Premises open during regularly scheduled business hours.
25. **Taxes.** Concessionaire shall pay all lawfully-levied taxes on personal property and improvements belonging to Concessionaire located on the Premises. Concessionaire shall pay all sales and other taxes levied against the operation of the concession. Concessionaire shall pay all taxes or assessments or charges, which at anytime may be lawfully levied upon any interest in this

Agreement or any possessory right that Concessionaire may have in or to the Premises.
Concessionaire shall provide IDPR with a valid tax identification number. (W-9 form)

- 26. Waiver of Agreement Terms.** No waiver by either party at any time of any of the terms, conditions or covenants of this Agreement shall be deemed a waiver at any time thereafter of the same or any other term, condition or covenant herein contained, nor of the strict and prompt performance thereof. No delay or failure by IDPR to reenter the Premises or to exercise any right, power or privilege or option arising from any default, nor any subsequent acceptance of rent then or thereafter accrued shall impair any such right, power, privilege or option held by IDPR, or be construed as a waiver of such default or relinquishment of any rights herein. No option, right, power, remedy, or privilege of IDPR shall be construed as being exhausted by the exercise thereof in one or more instances. The rights, powers, options, and remedies given to IDPR by this concession Agreement shall be deemed cumulative.
- 27. Marketing and Media:** IDPR and Concessionaire will coordinate their media and marketing activities. Such coordination shall address but shall not be limited to the following: trade names, logos or marks, materials, websites, press releases, press outings and press conferences, logoed apparel and merchandise, and events. IDPR shall retain the right to reject any material inappropriate to the mission of IDPR. The Concessionaire shall have the right to use the park name and to reference materials published by IDPR in carrying out its marketing and media activities. The Concessionaire shall have the right to purchase and/or develop web domain names, names, and logos or marks in the commercial development of the Concession. The Concessionaire and IDPR shall work diligently to protect the said names and marks in all their forms. The Concessionaire is authorized to make exclusive use of these names and marks for commercial purposes, i.e., logoed merchandise, 'official energy bar of...' type partnerships, etc., in conjunction with ongoing operation of approved activities as contained in the Concession Agreement, and with written approval by IDPR, for development of products. Nothing in this Section precludes the State of Idaho from the use of the names and logos for non-commercial purposes or for the production of pins or other memorabilia for State of Idaho activities. Upon termination of this Concession Agreement, domain names developed in connection with the operation of the Concession shall be available on the basis of first right of refusal for purchase by IDPR from the Concessionaire for the total amount of one dollar (\$1.00) for each domain name. Names and logos shall be available on the basis of first right of refusal for purchase by IDPR for their cost of development, but not more than one thousand dollars (\$1,000) each.
- 28. Concession Performance Review:** A performance review shall be conducted every year during the term of this contract to determine the Concessionaire's compliance with this Agreement and to evaluate performance. During these reviews, visitor services, and corresponding fees charged by

the Concessionaire shall be reviewed and be subject to approval of IDPR. Revenue (e.g. rent) paid to IDPR shall also be reviewed, and such fees may be adjusted up or down by mutual agreement of both contracting parties.

29. **IDPR Consent.** Whenever any action by Concessionaire requires IDPR's consent pursuant to a provision in this Agreement, IDPR's consent to such action shall be strictly construed to apply to the specific action to which such consent applied and not to imply consent to any similar or subsequent actions by Concessionaire or waiver of any rights provided to IDPR by this Agreement. Consent of IDPR to any action of Concessionaire must be explicit; no provision in this Agreement shall be construed to allow consent by omission.
30. **Complete Statement of Terms.** No other understanding, whether oral or written, whether made prior to or contemporaneously with this Agreement, shall be deemed to enlarge, limit, or otherwise affect the operation of this Agreement. All rights of Concessionaire and the legal relations of IDPR and Concessionaire are defined herein, and no rights not specifically identified herein are intended.
31. **Modification.** Notwithstanding any of the provisions hereof; the parties hereinafter, by mutual consent, may agree to written modifications or additions to this Agreement, subject to approval of the Idaho Park and Recreation Board. No modification, release, discharge, change, or waiver of any provision hereof shall be of any force, effect, or value unless it is in writing and signed by both parties to this Agreement. IDPR shall have the right to grant reasonable extensions of time to Concessionaire for any purpose, or for performance of any obligation of Concessionaire hereunder.
32. **Severability.** If any term or provision of this Agreement is declared invalid or becomes inoperative for any reason, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be continued and enforced as if the invalid term or provision were not contained in this Agreement.
33. **Officials, Agents, and Employees of IDPR Not Liable.** It is agreed by and between the Parties that in no event shall any official, officer, employee, or agent of the State of Idaho be in any way liable or responsible for any covenant or agreement contained in this Agreement, express or implied, nor for any statement, representation, or warranty made in or in any way connected with this Agreement or the Premises. In particular, and without limitation of the foregoing, no full-time or part-time agent or employee of the State of Idaho shall have any personal liability or responsibility under this Agreement, and the sole responsibility and liability for the performance of this Agreement and all of the provisions and covenants contained in this Agreement shall rest in and be vested with the State of Idaho and IDPR.
34. **Terms Binding Upon Successor.** All the terms, covenants, and conditions of this Agreement shall inure to the benefit of and be binding upon the successors and assignees of the parties

hereto. The provisions of this Section shall not be deemed as a waiver of any of the conditions against assignment set forth above.

- 35. Non-Discrimination.** Concessionaire and its employees shall not discriminate against any person because of race, gender, color, ancestry, national origin, or disability by refusing to furnish such person any accommodation, facilities, services, or privileges offered to or enjoyed by the general public. Nor shall Concessionaire or its employees publicize the accommodations, facilities, services, or privileges in any manner that would directly or inferentially reflect upon or question the acceptability or the patronage of any person because of race, gender, religion, color, ancestry, national origin, or disability.

In the performance of this Agreement, Concessionaire shall not discriminate against any employee or applicant for employment because of race, gender, color, religion, national origin, or disability. Concessionaire shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, gender, color, religion, ancestry, national origin, or disability. Such action shall include, but not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Concessionaire shall permit access to its records of employment, employment advertisement, application forms and other pertinent data and records by any agency of IDPR designated for the purpose of investigation to ascertain compliance with Title 67, Chapter 59, Idaho Code.

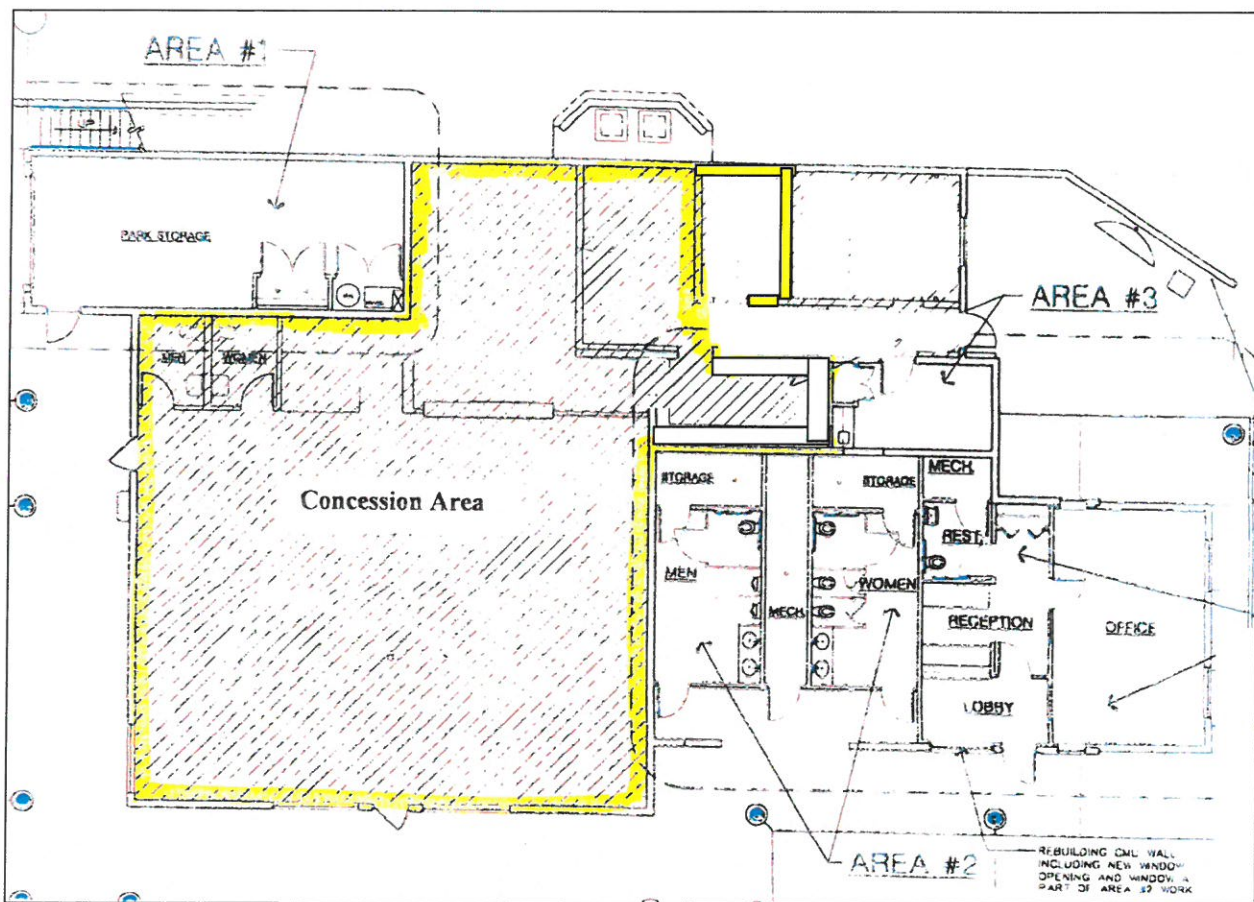
- 36. Time of the Essence.** Time is expressly declared to be of the essence in this Agreement.
- 37. Notices.** Any notice given under the terms of this Agreement shall be deemed given and delivered when personally delivered or if mailed, the date same is deposited in the United States Mail, and mailed by regular or certified mail, postage prepaid and properly addressed to the appropriate party. Notices to Concessionaire shall be addressed to Concessionaire at the address designated in the Data Page of this Agreement. Notices to IDPR shall be addressed to IDPR shall be addressed to IDPR at the address designated in the Data Page of this Agreement.
- 38. Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Idaho.
- 39. Special Terms and Conditions.** Attachment A sets forth the *General Terms and Conditions* applicable to all concessionaires. Attachment C sets forth the *Special Terms and Conditions* applicable to the signatory Concessionaire. In the event of any conflict between the General Terms and Conditions in Attachment A, and the Special Terms and Conditions in Attachment C, the Special Terms and Conditions are deemed to be controlling.

Attachment B

Concession Premises

Legal Description and Map

1. Lucky Peak State Park
2. The below-depicted portion of the Spring Shores Unit of Lucky Peak is located in the NE1/4 of the SE1/4 of Section 16 in Township 03N, Range .04E, Boise Meridian.
3. Map of Park with concession location and areas accessed identified:



Attachment C

Special Terms and Conditions

1. This Concession Agreement is subject to the terms of Department of the Army Corps of Engineers Master Lease DACW68-1-00-35, which is attached hereto and incorporated into this Agreement by reference.
2. Required services and facilities:
 - 2.1. Sale of food and beverages.
 - 2.2. Motorized and non-motorized outdoor recreation equipment rentals.
3. Optional services and facilities.
 - 3.1. Sale of beer and wine.
4. Activities specifically prohibited:
 - 4.1 The sale of beverages containing more than fourteen percent (14%) alcohol.
 - 4.2 The sale of beverages (including, but not limited to, beer, wine, and soft drinks) in glass bottles.
5. The following additions apply to Section 10, Control of Rates and Charges:

Section 10. Control Rates and Changes

- 10.1 In addition to review by IDPR, all fees, rates, and prices charged by Concessionaire for goods, beverages, food and services furnished or sold to the public are subject to the review and approval of the Army Corps of Engineers.
6. IDPR will be responsible for installation, inspection, and maintenance of the fuel delivery system. This obligation is limited to items that the agency can reasonably fund and does not obligate IDPR of Idaho or the Department of Parks and Recreation to any indebtedness, or loss of business opportunity should the system become unusable.

Attachment D

Gross Receipts Reporting Form

Date: _____

Concession Number*: 19-001-LUC-LCA-2021

Park: Lucky Peak State Park

Park Unit if applicable: Spring Shores

Concession Company Name: Redline Outdoor Adventures LLC

dba: _____

Company Address: 600 N Eagle Rd STE 102

City State Zip: Meridian, ID 83642

Contact Name: Dustin Weniger

Contact Phone or E-mail: 208-695-2288

Tax ID # _____ Date From: 01-01-2019 Date To: 12-31-2021

Attach a Copy of W-9 form

A. Income

(1)	Initial Fee (Ref: Data Page)	\$ n/a
(2)	Food and Beverage	\$
(3)	Outdoor Equipment Rental-motorized	\$
(4)	Outdoor Equipment Rental-non-motorized	\$
(5)	Restaurant/Bar Sales	\$
(6)	Trips (guiding, instruction, etc)	\$
(7)	Other (specify)	\$

B. Total Gross Income - add amounts from lines A(2) – A(7)

C. Sales and Excise Taxes

D. Net Income - subtract amount on line C from amount on line B

E. Total Gross Income ~~over \$10k (from above)~~

F. Idaho Department of Parks and Recreation Share **Line E X 15% = \$0.00**

SEND THIS AMOUNT

Attach check or money order and mail to:

**Idaho Department of Parks and Recreation
Lucky Peak State Park
74 Arrowhead Road
Boise, ID 83719-5050**

*contact OPS for # information

OPS to Accounting; cc: Park Manager

Park Use Only

Ck \$:
Ck #:
PCA:
Fund:
Grant:
S/O: 2735

IDAHO DEPARTMENT OF PARKS AND RECREATION

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

BOARD MEETING MINUTES

August 21 & 22, 2018

Priest Lake State Park

Indian Creek Unit

314 Indian Creek Park Rd.

Coolin, ID 83821

Minutes – Tuesday, August 21, 2018

Call to Order – Chairman Black

The Chairman called the meeting to order at 9:02 A.M. Chairman Black requested a roll call.

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

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
Jennifer Okerlund – Public Information Officer
Dave Claycomb – Recreation Bureau Chief
Lonnie Johnson – Park Manager, Priest Lake
Samuel Hoggatt – IDPR Boating Program Specialist
Tiffany Brunson – Grants Specialist
Tom Crimmins – Past IDPR Board Member
Wade Vagias – Superintendent, Craters of the Moon National Monument & Preserve
Dennis McLane – Friends of Idaho Parks
Katrine Franks – Governor's Office
Amber Christofferson – Department of Financial Management
Dan Shipman – U.S. Coast Guard
Hsingyen Fu – U.S. Coast Guard
Regan Plumb – Kaniksu Land Trust
Jim Ziberbuhler – Kaniksu Land Trust
Eric Grace – Kaniksu Land Trust

Consent Agenda – Action Item

- **Approval of Minutes**
May 21-23, 2018

Mr. Eastwood stated that he needed to make a correction to the minutes and change the wording from the National Trail System to the Rails to Trails Conservatory under the New Business section. Mr. Hansen moved to approve the minutes with Mr. Eastwood's proposed changes. Mr. Eastwood seconded the motion. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

- **Concession Agreement**

Silver Valley Farmer's Market Concession Agreement

David White provided a brief overview of the concession agreement.

Mr. Eastwood moved to approve the Concession Agreement. Mr. Fatkin 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 introduced Amber Christofferson, with the Department of Financial Management and Katrine Franks from the Governor's office and thanked them for attending our meeting today. The Director reported on the following topics:

- Lake Cascade Visitor Center, proposed grand opening in October 2018.
- IDPR was approached by an individual to add a marina on Lake Cascade. Tamarack may be interested in a partnership with IDPR on the west side of the lake for a combined marina.
- The Kempthorne Dedication of the Visitor Center at Ponderosa State Park. Private donors provided the funds for the signage and interpretive materials. An additional \$55,000 was raised by Kempthorne's supporters and donors to be used for the self-guided backpack program in all of our IDPR parks. The IDPR Interpretive Team assisted with compiling the list of items that would be the most impacting and advantageous for this program. Keith Hobbs stated that these backpacks cover two goals for the Interpretive Program: 1) to create a more branded approach and 2) to bring more youth into our parks to enjoy the outdoors.
- Passport sales continue to increase – 20% revenue growth.
- The Director announced that Jennifer Okerlund's position will be changing to incorporate fund raising for IDPR. A new employee will be hired to assist Jennifer with communications.
- Black Canyon Reservoir – Keith Hobbs has been involved in conversations with the Bureau of Reclamation (BOR) regarding this property. The BOR expressed an interest in a potential partnership with IDPR.
- Bruesch Ranch – This is the most significant property between City of Rocks National Reserve and Castle Rocks SP, and the family is planning to sell. It has historical and recreational significance and would be the major factor in connecting the two parks. Wallace Keck is working with the NPS on exploring potential to acquire fee simple title or access easements to benefit the parks and the public. Any of these ideas would come before the Board for final approval.
- Billingsley Creek Update – The Director provided an update on the potential partnership with the National Park Service at the new Visitor Center. The Director introduced Wade Vagias, Superintendent, Craters of the Moon National Monument & Preserve and gave the Board an opportunity to ask him questions regarding this potential partnership.
- IDPR HQ Staff Outing at Lucky Peak – Board Member Hansen invited the HQ staff to an evening of boating and water sports. The Director thanked Mr. Hansen for providing the boat and a great event for HQ staff.
- Non-Motorized Trail Summit is planned for Wednesday, October 10th at IDPR HQ.
- 2019 Legislation – OHV Non-resident Sticker proposed legislation.
- The Director stood for questions.

Temporary Permit Rule Change – Action Item – David White

Mr. White stated that this is a repeat request and is asking to make a few changes to this rule. He stood for questions. Board and staff discussion followed pertaining to the fair market value and appraisal of the properties.

Mr. Hansen made a motion to approve staff recommendation of the text of the proposed rule on Temporary Permits. 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.

BREAK AT 10:30 A.M.

RECONVENED AT 10:45 A.M.

Surcharge Assessment Rule Change – Action Item – Anna Canning

Ms. Canning stated that Mr. Hobbs presented a potential rule change to the Board during the June 2018 Board meeting, concerning a surcharge fee assessment for failure to obtain and properly display payment of motor vehicle entrance fees and camping fees. The Board approved staff moving forward with the rule change. Staff then initiated the rule change with DFM. Staff completed the negotiated rule making process in August 2017. Staff has published the proposed rule and the process assumes that the rule changed since the last time the Board reviewed it, so we are required to bring the rule back to the Board to ratify the proposed rule.

Mr. Eastwood made a motion to approve staff recommendation as presented. 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.

Filming within Idaho State Parks Rule Amendment – Action Item – Keith Hobbs

Mr. Hobbs stated that IDPR staff is bringing this rule back to modify commercial filming in state parks to make this more manageable for park staff. Mr. Hobbs stood for questions. Board and staff discussion followed regarding examples of issues with filming in state parks.

Mr. Eastwood made a motion to approve the IDAPA Rule change and would like to see changes to include IDPR receiving credit for this type of filming in our parks. 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.

Overview of the IDPR Boating Program – Dave Claycomb

Mr. Claycomb provided a brief overview of the IDPR Boating Program. Dave Dahms manages this program with four FTE's and one seasonal. The Boating Program taught over 1,000 students this past year through online training, home study and outreach events. In 2010, the Boating Program installed their first life jacket loaner station at Lake Cascade State Park. In 2017, IDPR celebrated the installation of the 100th loaner station at Ririe Reservoir, outside of Idaho Falls. As of August 2018, there are 107 loaner stations located in Idaho (30 in state parks and 77 in other locations). Mr. Claycomb stated that the champion for this program was Juelie Traska. Mr. Claycomb nominated Ms. Traska for numerous awards for her accomplishments. Mr. Dan Shipman and Mr. John Fue with the U.S. Coast Guard were in attendance and presented Ms. Traska with the second highest award given by the Coast Guard, the Meritorious Public Service Award, 2012-2018.

Introductions of Priest Lake Staff – David White

Mr. White introduced the staff from Priest Lake and stated that this park runs in an almost 100% occupancy year-round.

Grant Advisory Committee Appointments – Action Item – Steve Martin

Mr. Martin informed the Board that there are 15 citizen advisory committee positions to appoint today and staff recommends that the Board nominate and appoint committee members to the appropriate committees from the applicant list that was provided. Staff recommended for the:

- Recreational Vehicle Fund, staff recommends Lynn Moss to District II; Brad Foltman to District III; and Michael Mason to District V.

Mr. Eastwood moved to approve staff recommendation. 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.

- Waterways Improvement Fund, staff recommends Robert Bjelland to District I; Justin Harrison to District III; and Lamar Waters to District IV.

Mr. Eastwood moved to approve staff recommendation. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Mr. Hansen abstained from voting due to employing Mr. Harrison. Motion carried with a vote of 3 Aye's and 1 abstained.

- Off-Road Motor Vehicle, staff recommends Larry White to District I/II Motorbike/ATV; Shawn Slinkard to District I/II Snowmobiling; Jake Howard to District III/IV Non-Motorized; Bob Status District V/VI Snowmobiling; and Max Lohmeyer to District V/VI.

Mr. Eastwood moved to approve staff recommendation. 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.

- Recreational Trail Program, staff recommends Lindsay Dressler as Hiking representative; Tom Wuest as Motorbike representative; Madonna Lengerich as Cross-Country Ski representative; and Martin Poxleitner as Snowmobiling representative.

Mr. Eastwood moved to approve staff recommendation. 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.

LUNCH BREAK

RECONVENED – 1:15 P.M.

Kokanee Cove Update – Anna Canning

Ms. Canning provided an update on the process of the RFI for Kokanee Cove and a list of the businesses who received the RFI. Board and staff discussion followed around the process IDPR has taken in reaching out to interested businesses for this project.

RTP Grant Application, Kaniksu Land Trust – Action Item – Board Member Eastwood, Eric Grace

Mr. Eastwood stated that shortly after the May 2018 Board meeting, when the Board had approved the grants, he began receiving phone calls from the Kaniksu Land Trust. Their grant request that was submitted to the Recreational Trails Program (RTP), was denied by the Board during the May meeting. They had questions for Mr. Eastwood on why their grant request was not funded when they had met all the qualifications and scored 5th by the grant committee, out of 58 applicants. Mr. Eastwood checked in to this with HQ staff and then requested of the IDPR Board Chairman and the Director, for this item to be placed back on the agenda for our August meeting for further vetting by the Board and reconsideration. Mr. Eastwood stated the Kaniksu Land Trust fell well within the parameters of eligibility regarding land acquisition. Mr. Eastwood stated that more importantly than how they lined up with the RTP grant application, they also aligned very well with the SCORP program. The SCORP states that acquisition of land is a very high priority and something IDPR should be supporting. Mr. Eastwood toured the 168-acre site the Kaniksu Land Trust will be acquiring, and he stated it is a very beautiful piece of property and very family friendly environment. The property will be used for hiking, walking, cross country skiing, there will be motor access into the property with a designated parking lot and mountain biking to and from the area, so you can access it from a growing community.

Mr. Eastwood moved to rescind the Board's decision on the Kaniksu Land Trust grant from the May meeting and authorize the allocation of the Kaniksu Land Trust application as recommended by the Recreational Trails Program committee. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion. Mr. Eastwood introduced Mr. Eric Grace from the Kaniksu Land Trust. Mr. Grace addressed the Board and thanked them for their consideration of rescinding their previous decision of not funding their grant request. Mr. Grace stated their goals are to make the trails easily accessible and family oriented and to find ways for people who do not normally interact with nature, to become more involved in the outdoors. Board and staff discussion followed regarding the use of these dedicated grant funds and the grant appeal process. The Chairman called for a vote on the motion. Motion carried unanimously.

Program Reports

Questions asked by the Board:

- Mr. Eastwood requested an update from Mr. White regarding the beetle damage in Farragut State Park. Mr. White stated that staff are keeping a close eye on this situation and they are doing the best they can in this area. The park can use this damaged wood for fire wood.
- Mr. Eastwood inquired about having sufficient housing for park staff and offered examples of options IDPR may consider for housing.

- Old Mission parking issues – Lower area at the park is for sale. Negotiations are ongoing for the possible purchase by IDPR.
- Mr. Eastwood inquired about retail sales in our parks. Mr. Eastwood reported that the staff reports have a continuous and common thread on a few things. He asked if Mr. Martin could address those comments. The first one had to do with a concern raised at most of the State Parks that have retail sales. The park managers are saying they cannot replenish their inventory due to the allocated retail budget was exhausted before the season ended. Mr. Eastwood asked why the Parks, who are charged with raising funds to support themselves, cannot use the retail fund revenues to further increase their Park income. Mr. Martin said the department does not have the budget authority and there may also be some misunderstanding with the department managers on supplemental budgeting for retail purposes. Mr. Martin said he would try and meet with those managers on this topic and report back to us at our next meeting.
- Part Time Staff – Hiring is a challenge given the competitive labor market. For the benefit of our new Board members, the Director provided a brief update on what IDPR has undergone over the past four years to increase staff salaries and seasonal wages. Mr. Eastwood asked Mr. Martin to remain at the podium for the next question regarding staffing. Mr. Eastwood said that the staff reports indicate that at least 13 of the 30 parks are pleading, almost begging, for help. The plea is mostly related to seasonal help and a lack thereof to have the Parks ready for use prior to the camping season. It sounds like the park managers are requesting to be allowed to bring their seasonal help on board at least a month earlier to help with preparations. Mr. Eastwood said he added up the seasonal requests and a cursory review to try and meet the needs of the Parks equates to approximately \$150,000. That takes into account the seasonal help requests, expanding a few part time positions and adding a few interpreters. All of this may not be necessary, but the seasonal help certainly sounds important if we intend to provide a good and pleasant experience to the park visitors. Mr. Eastwood said he looked at the yearend personnel budget for 2017 and 2018 and they were \$552,176 and 873,818 respectively for management and park operations. If this is the case, then it appears that the needs of the park managers request fall well within the year end budget surplus. Why don't we allow the inclusion of additional seasonal hours to meet the needs of the Parks if we are within the allocated annual budgeted personnel costs? Mr. Eastwood added that we should take a hard look at our hourly wage. He read in the staff reports that it is becoming more difficult to fill vacant positions. We are paying \$9 per hour while Walmart is paying \$10 plus and considering another hourly pay hike. A lengthy discussion pursued, and it was decided that staff would contact the budget and finance committee to see if someone can attend our next board meeting in November to add some clarification to these concerns.
- Chairman Black requested an update on the South Region needs. Mr. Taylor commented on how difficult it is to find and keep staff with today's competitive private sector labor market.
- Mr. Eastwood asked the Director what the status was regarding park reservations. Two of our parks, Farragut and Priest, have stated that there are more than 50 reservation scenarios at Farragut and more than 30 at Priest Lake. We were informed at the August meeting that staff is looking into this and has created a review committee to evaluate reservations and fees. Both park managers stated that it was very time consuming to walk people through these scenarios. Mr. Eastwood said that we should be able to reduce that number to 10 or 12 scenarios, maybe less. Staff will report back at next meeting.
- Chairman Black inquired about staff's exit interviews, are they stating they are finding a better paying job? Ms. Hoopes reported that throughout all state agencies, compensation is the main reason staff leave for other employment.
- Mr. Hansen inquired about what the next steps are to fill the vacant positions in Development. It was reported that Jim Thomas's position has been filled by Adam Zaragoza and he starts on September 10th. One of Mr. Zaragoza's top priorities will be to fill the vacant positions in Development.

Public Comment

Mr. Tom Crimmins, past Board member, addressed the Board with a question pertaining to the Kaniksu grant decision.

Mr. Dennis McClain, Friends of Idaho State Parks, informed the Board that four years ago today, he set out to visit all 30 State Parks in Idaho. He completed his trek by visiting Priest Lake for this Board meeting. He stated that he paid his way into each park by using his Passport sticker.

Mr. Hobbs recognized the Friends Group for being an important partner to IDPR for the Kempthorne dedication event at Ponderosa. Their organization worked as the bank for all the funding and payment transactions for this event.

Executive Session

Chairman Black asked for a motion to go in to Executive Session. Hearing none, the Executive Session was not held.

RECESS TO NEXT DAY AT 8:30 A.M.

Minutes – Wednesday, August 22, 2018

8:30 A.M. Load Bus at hotel for Park Tours – Lunch Provided

8:30 A.M. – 5:00 P.M. Indian Creek and Lionhead

Mr. Fatkin moved to adjourn the meeting. Mr. Hansen seconded the motion. Meeting was adjourned at 3:30 P.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
November 13 & 14, 2018
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Off-Highway Vehicle Legislation**
ACTION REQUIRED: **N/A**
PRESENTER: **David Claycomb**

PRESENTATION

BACKGROUND INFORMATION:

The Idaho Recreation Council (IRC) has initiated efforts to pass two pieces of legislation that would have impacts to Off-Highway Vehicle (OHV) enthusiast recreating in Idaho.

While the legislation being discussed is being carried by the enthusiasts themselves, they have afforded IDPR staff a chance to review that legislation to ensure it didn't create an untenable outcome for the agency. Staff has completed that process.

The first piece of legislation they will present will eliminate reciprocity for non-resident OHV enthusiasts that come to Idaho to ride. That same piece of legislation would also separate titling out of the registration process as identified in Title 67, Chapter 71.

The second piece of legislation they will be discussing would also change Title 67, Chapter 71 to allow for a two-year registration process in addition to the single-year process currently being offered. This change would essentially mirror what is available for highway licensed vehicles in Idaho.

Sandra Mitchell of the IRC will be present to answer any questions the IDPR Board might have.

STAFF RECOMMENDATIONS:

N/A

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

AGENDA
Idaho Park and Recreation Board Meeting
November 13 – 14, 2018
IDPR Headquarters
5657 Warm Springs Avenue
Boise, ID 83716

AGENDA ITEM: **Financial Reporting Workshop**

ACTION REQUIRED: **Information Only**

PRESENTER: **Steve Martin**

PRESENTATION

Steve Martin will facilitate a discussion of government accounting standards, review the current board financial statement package, and generate feedback from the Board on any changes needed.

STAFF RECOMMENDATIONS

This agenda item is for information only.

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

AGENDA
Idaho Park and Recreation Board Meeting
November 13 – 14, 2018
IDPR Headquarters
5657 Warm Springs Avenue
Boise, ID 83716

AGENDA ITEM: **Endowment Fund Investment Pool**

ACTION REQUIRED: **Board Action Required**

PRESENTERS: **Steve Martin**
 Endowment Fund Investment Board Staff

PRESENTATION

BACGROUND INFORMATION:

The department has two endowment funds managed by the Endowment Fund Investment Board (EFIB), the Ritter Island Endowment Fund (RIEF) and the Trail of the Coeur d’Alene Endowment Fund (TCDA). Annual reporting for these funds were submitted under the FY 2019 1st Quarter Financial Statements.

Currently, both the RIEF and TCDA funds are invested in passively managed index funds that approximate the asset allocation of the much larger statewide Endowment Fund Pool. Because they are passively managed, they have historically not earned returns that exceed comparable benchmark indices.

The statewide Endowment Fund Investment Pool is an actively managed account that has outperformed comparable benchmark indices by a considerable margin over the past ten years.

EFIB staff will present additional information and a formal recommendation that the RIEF and TCDA funds be consolidated into the statewide Endowment Fund Investment Pool.

STAFF RECOMMENDATIONS

Staff has carefully considered the EFIB recommendation and agree the long-term investment returns for the RIEF and TCDA funds will be better as part of the Endowment Fund Investment Pool. Staff recommends Board approval of a motion to consolidate the Ritter Island Endowment Fund and Trail of the Coeur d’Alene Endowment fund into the statewide Endowment Fund Investment Pool.

An Overview of the Idaho Endowment Fund Investment Board

Parks & Recreation Board

November 13, 2018

Mission

Endowment Fund Investment Board

Provide professional investment management services to our stakeholders consistent with our constitutional and statutory mandates.

Trust Assets Overseen by the Investment Board June 30, 2018

	Assets <u>(\$millions)</u>	<u>% of Total</u>
Land Grant Endowments *	2,193.2	71.9%
State Insurance Fund	761.2	25.0%
Bunker Hill Water Treatment *	66.5	2.2%
Fish & Game Endowments *	24.3	0.8%
Parks & Rec Endowments	<u>4.4</u>	<u>0.1%</u>
 TOTAL	 <u><u>3,049.6</u></u>	 <u><u>100.0%</u></u>

** Pooled for Investment Purposes*

Who is the Endowment Fund Investment Board?

- Nine members, appointed by the Governor, confirmed by the Senate
 - One Senator, one Representative
 - One professional educator
 - Six members of the public familiar with financial matters
- Meets at least quarterly
- Full-time staff of four

Investment Board Staff

- Chris Anton
 - Manager of Investments
- Chris Halvorson
 - Investment Officer
- Michelle Watts
 - Fiscal Officer
- Liz Wieneke
 - Office Manager

Investment Board philosophy

- Long-term investors
 - ❑ No attempt to time markets
 - ❑ Hold high proportion of equity in portfolios with an investment horizon of 20 years or more

- Hold a diversified portfolio
 - ❑ U.S. stocks (38%)
 - ❑ International stocks (19%)
 - ❑ Global Stocks (9%)
 - ❑ U.S. Core Real Estate (8%)
 - ❑ High quality bonds (26%)

Investment Manager Lineup

■ Large Cap Equity

- ❑ Northern Trust (S&P index)
- ❑ Sands
- ❑ Boston Partners
- ❑ LSV

■ Mid Cap Equity

- ❑ TimesSquare
- ❑ Systematic

■ Small Cap Equity

- ❑ Eagle Asset Management
- ❑ Barrow, Hanley

■ International Equity

- ❑ WCM
- ❑ Schroders QEP
- ❑ State Street (MSCI index)

■ Global Equity

- ❑ Fiera Capital
- ❑ Wellington Global

■ Fixed Income

- ❑ New Active Manager
- ❑ State Street Aggregate Index and TIPS

■ Real Estate

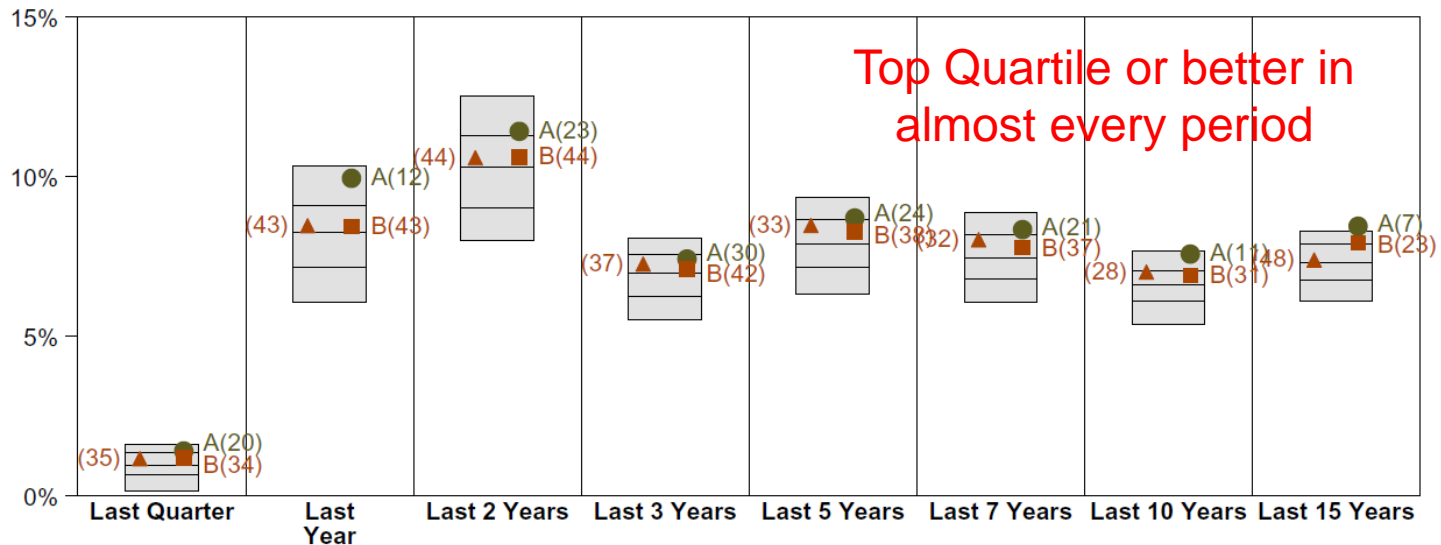
- ❑ UBS Trumbull Properties Income
- ❑ Deutsche Bank RREEF II America

■ Daily Equitization/Rebalance

- ❑ Clearwater Advisors

Investment Board Performance

Performance vs Callan Public Fund Sponsor Database (Gross)



Investment Board Performance

Annualized (gross of fees, ending June 30, 2018)					
	FY 2018	3 Years	5 Years	7 Years	10 Years
Total Fund	9.9%	7.4%	8.7%	8.3%	7.6%
<i>Benchmark (38% Russell 3000, 19% ACWI ex-US, 9% ACWI, 8% ODCE, 26% BBC Aggregate)</i>	<i>8.5%</i>	<i>7.3%</i>	<i>8.5%</i>	<i>8.0%</i>	<i>7.0%</i>
Total Equity	13.9%	9.6%	11.1%	10.4%	8.5%
Domestic Equity	17.2%	11.8%	13.5%	13.3%	11.1%
Large Cap.	16.7%	12.0%	13.9%	13.7%	11.2%
Mid Cap.	16.4%	10.3%	12.0%	11.7%	9.5%
Small Cap.	21.5%	12.8%	13.8%	13.1%	13.6%
International Equity	9.2%	5.7%	6.8%	4.1%	2.7%
Global Equity	8.8%	6.1%	7.0%	6.5%	----
<i>MSCI ACWI Index</i>	<i>11.3%</i>	<i>8.8%</i>	<i>10.0%</i>	<i>8.5%</i>	<i>6.4%</i>
Real Estate (net of fees)	7.2%				
<i>NCREIF ODCE Index</i>	<i>8.1%</i>				
Fixed Income	0.0%	1.8%	2.2%	2.5%	3.7%
<i>Benchmark (85% BBC U.S. Aggregate, 15% BBC U.S. TIPS)</i>	<i>0.0%</i>	<i>1.8%</i>	<i>2.2%</i>	<i>2.5%</i>	<i>3.6%</i>

Parks & Rec Current Policy

Objectives

- Both Funds (gross of fees):
 - ❑ Regular annual distributions of approximately 3% with additional one-time distributions averaging, over time, an additional 1%
 - 0.4% reserved for fees.
- Distribution for Ritter Island:
 - ❑ \$41,000/year
- Distribution for Trail of the Coeur d'Alenes
 - ❑ \$89,000/year

Parks & Rec Current Endowments Asset Mix

- **30% Fixed income**

- *BC Aggregate index fund (26%)*
- *Treasury inflation protected index fund (4%)*

- **49% Domestic equity**

- *Russell 3000 index fund*

- **21% International equity**

- *All Country (ex US) index fund*

EFIB Recommendation to IPR

EFIB staff met with Idaho Parks & Rec. (IPR) staff to discuss investing the two IPR funds (Trail CDA and Ritter Island) in the endowment fund investment pool. Currently, IPR is invested in index funds that approximately match the asset allocation of the endowment fund. Being in passive index funds there is no opportunity for IPR to earn an active management premium. Additionally, IPR would gain additional diversification, and access to managers unattainable at their AUM if they invest in the endowment fund pool.

Approved by EFIB at it's February 2018 Regular meeting

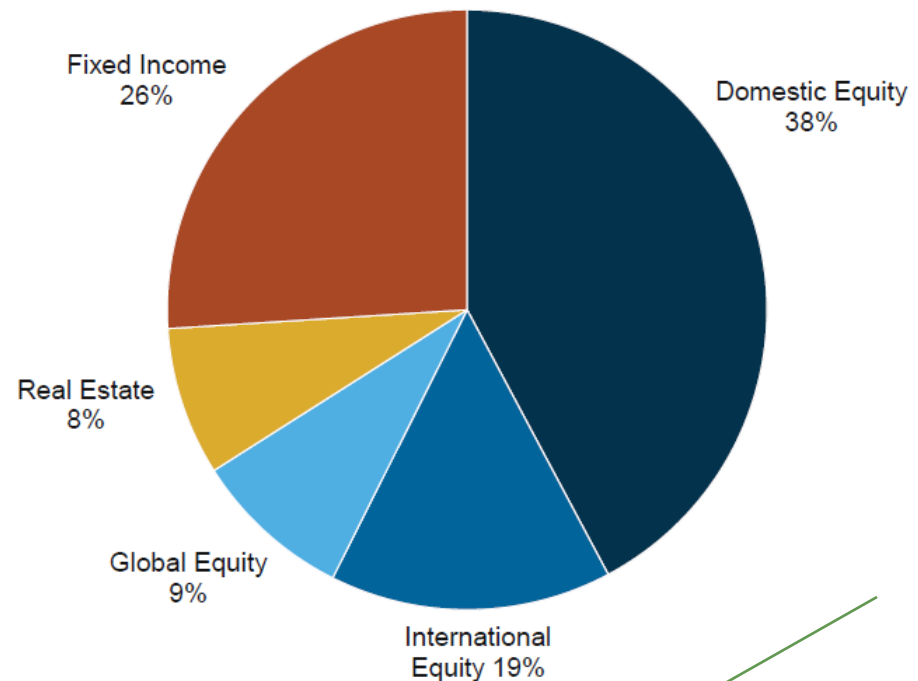
Additional investment cost to IPR is approximately 20 bps annually. The additional cost will be more than offset by the active management premium (66 bps on average over the last 10 years).

Is Endowments Asset Mix Appropriate for IPR

Broad Asset Class Allocations

- The Fund's target asset allocation consists of 66% public equity, 8% real estate, and 26% fixed income
- Within public equity:
 - Small/mid cap equity represents approximately 30% of domestic equity (overweight relative to the market)
 - International equity accounts for approximately 30% of total equity (underweight relative to the market)
 - Emerging markets equity represents approximately 20% of international equity (underweight relative to the market)
- The target has an expected return of 6.3% with a standard deviation of 13.3%

Target Asset Allocation



Expected Return = 6.3%
Expected Risk = 13.3%

Is Endowments Asset Mix Appropriate for IPR

Expected gross return	6.3%
Investment management costs	0.4%
Expected net return	5.9%
Retain in corpus for inflation	2.5%
Expected real net return	3.4%
Desired distribution	3.0%
Growth in real corpus or one-time distribution	0.4%

Consulting and administrative support – Outside suppliers

- Custody, portfolio accounting
 - Northern Trust
- Asset mix advice, assist in manager monitoring
 - Callan Associates
- Performance measurement
 - Callan Associates
 - Northern Trust
- Independent financial audit
 - CliftonLarson

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

AGENDA
Idaho Park and Recreation Board Meeting
November 13 & 14, 2018
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Kokanee Cove Update**
ACTION REQUIRED: **Informational Only**
PRESENTER: **Anna Canning and Keith Hobbs**

PRESENTATION

BACKGROUND INFORMATION:

As reported in the May 2018 IDPR Board Meeting, IDPR staff was currently working with CHM to develop and release a Request For Information (RFI) for the possible development of a lodge facility at Ponderosa State Park. Since that time, a RFI was released on August 1st and sent to a total of 30 recipients. These recipients were those identified as organizations with interest in the development of park or similar facilities or expertise in the management of like facilities. Additionally, the RFI was made available to local entities involved in the hospitality industry. The deadline for responses was established for September 30, 2018.

Despite early interest expressed by some recipients, the RFI did not result in any responses by the deadline for submission. Four responses were received from recipients stating their reasons for not responding, which was requested in the RFI.

Compiled feedback from potential respondents describing their hesitance to participate included:

- initial cost and time of determining economic viability of proposed project
- development opportunity is outside of the current investment profile
- lack of interest in development opportunity with the State
- scope of project below threshold for appropriate return
- lack of existing revenue stream during development

IDPR staff is currently working with CHM to perform follow up interviews with potential respondents to determine if a revised RFI would receive a better response.

STAFF RECOMMENDATIONS:

Informational only. No Board action required.

IDPR 2019 BOARD MEETING DATES

DATE	MEETING	LOCATIONS
February 12-13, 2019	Q1 Board Meeting	Headquarters
May 21-22, 2019	Q2 Board Meeting	
August 6-7, 2019	Q3 Board Meeting	
November 19-20, 2019	Q4 Board Meeting	Headquarters

PAST BOARD MTG LOCATIONS

2011 - McCall, Montpelier
2012 – Coeur d’Alene
2013 – Coeur d’Alene, Harriman
2014 – Lewiston, Twin Falls
2015 – Pocatello, McCall
2016 – Challis, Sandpoint
2017 - Harriman, Burley
2018 – Orofino, Priest Lake
PROPOSED LOCATIONS FOR 2019
2019 – Wallace, Cascade or Montpelier (Bear Lake)

Communications Program

November, 2018 Idaho Park and Recreation Board Report

Accomplishments / Tasks Underway

❑ Marketing / Advertising / Outreach / Experiences

- Public Information Specialist – Interviews will begin late October. The goal of this position will be to expand our information and outreach efforts, as the Communications Manager assumes additional responsibilities.
- Passport: Multi-faceted promotional efforts continue for Passport and sales continue to grow steadily each month.
- Expanded Park Experiences: Additional Experience Idaho Backpacks will be in parks soon. Currently, Ponderosa, Priest Lake and Hells Gate have loaner programs in place. The goal is to have the program within 20 parks by summer, 2019.
- Branded Park Brochures: This project is still underway. We will soon have a branded brochure for each park – the collection of which will be displayed creating cross-promotion in all park and region offices.
- Non-Motorized Trails: Ongoing. The first meeting was held in February. Reminder: An inter-agency coordinating committee has been established that includes all land management and resource management partners. This committee was created to prompt discussions pertaining to non-motorized trails in Idaho. Coordination of the group's efforts ongoing will be managed by IDPRs Non-Motorized Trails Coordinator. Possible discussion topics: issues surrounding non-motorized trails in Idaho including access, maintenance and priority projects. The outcome of discussions may include a maintenance prioritization strategy, public information campaign and/or attempt at a fundraising mechanism to address trail maintenance needs in Idaho.
- IDPR Website: The IDPR Website has an updated look and feel, with seasonal graphics representing recreating in Idaho. This is a very first step in updating the website, which will ultimately require a fiscal investment to bring the site and functionality up-to-date with modern functionality and trip-planning features.

❑ **Sponsors and Partners**

- A new partnership with the Idaho Department of Fish and Game will make fishing poles and tackle available for loan within three Idaho State Parks in 2019. The parks piloting the new concept are: Winchester, Round Lake and Lake Walcott
- Have begun exciting preliminary planning discussions with contractor working with the Albertson's Foundation on what could turn in to a successful rail banking and rail-to-trail project. Details to follow.
- Researching potential funding solutions / partnerships for Kokanee Cove
- Partnership continues with Idaho Forest Products Commission and the Kempthorne's

❑ **Youth Explorer's Program**

- Ongoing project – partnership with Commission for Idaho Libraries
- Reminder: 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.
- Additional libraries signed on to participate in 2018 and more on board for 2019!
 - Libraries promoted the Passport and Junior Ranger Programs throughout the summer.
 - This is a very popular program and we receive many sincere notes of thanks from libraries statewide.

❑ **Miscellaneous/ Reminders / Last Meeting Follow-Up**

- Participating on retail team: goal to maximize retail success and revenue in all parks and regions
- Served on Conference Planning Committee – Total success!
- Continued: Developing ways to generate more awareness about our Grants and Funding Programs.
- Continue to author feature stories in regional publications. Hope to increase this effort and blog opportunities when new staffer joins the Communications Team.
- Working on general fundraising and relationship building opportunities
- Serve as an internal "Strengths Coach"
- Continue to handle all agency-related information requests (public information act) and serve as primary media contact
- 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

July – August – September 2018

DEVELOPMENT BUREAU: BUREAU CHIEF – ADAM ZARAGOZA

Mission

To provide planning, design, engineering, and construction management of all park capital improvements and major facilities maintenance providing a high-quality state park system for the citizens of Idaho.

Goals

- To plan, design and construct facilities in a manner that reflects responsible stewardship of natural resources and protects public safety.
 - 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, responsive, motivated, and capable of identifying new opportunities.
 - To budget for Capital Facility Needs in a manner that is honest, diligent and responsible to the parks and the citizens of Idaho.
-

DEVELOPMENT BUREAU UPDATE:

- Mel Schuster, ADAC was promoted from Design Professional to Architect/Engineer Project Manager, Senior.
- Travis Sorenson is our new East Region Engineering Tech and will be managing design and construction projects out of the Idaho Falls office. His first day was 10/15/2018 and will be permanently stationed in Idaho Falls no later than 11/16/2018. Training on-going at HQ.
- Advertisement for a Design Professional was issued on 10/15/2018 and closes on 11/2/2018. Interviews will immediately follow.
- Kickoff for the 2020 CIN process will occur in November

Project Milestones Achieved This Quarter

Project No.	Name	Milestone	Date
320281	Dworshak Repair Water Treatment Plant	Closed	7/2018
310562	Farragut Scott Group Area Development	Closed	8/2018
320271	Dworshak 3 Meadows Improvements	Closed	8/2018
330272	Eagle Island Restripe & Reconfigure Parking Lot	Closed	8/2018
310652	Old Mission Parish Exterior Repair	Construction Substantial Completion	8/2018
360283	Henry's Lake RR Shower Upgrade	Construction Substantial Completion	8/2018
360171	Harriman Ranchview CXT Replacing Composting Toilet	Construction Substantial Completion	9/2018
330482	Lucky Peak Replacement of Auto Irrigation System	Construction Substantial Completion	10/2018

Deferred Maintenance Projects Achieved

Project No.	Name	Milestone	Year
310371	Round Lake Reroof Campground Restroom	Completed	2016
310653	Old Mission Church Int & Ext Repairs	Completed	2016
330772	Lake Cascade Reroof Manager House	Completed	2016
310372	Round Lake Oil Furnace & Propane Replaced	Completed	2017
310381	Round Lake Replace Restroom Siding	Completed	2017
320371	Hells Gate Reroof DU RR & Life Guard Shack	Completed	2017
330171	Ponderosa Peninsula Road Paving	Completed	2017
330271	Eagle Island Repair Artesian Well Casing	Completed	2017
330571	Bruneau Dunes Asbestos Removal Ranger House	Completed	2017
340571	Castle Rocks VC & Lodge Repair & Repoint Exterior Brick	Completed	2017
340572	Castle Rocks Replace Boundary Fence	Completed	2017
360171	Harriman Ranchview CXT Replace Composting Toilet	Completed	2017
310871	Heyburn Hawley's Landing RR/Shower ADA Improvements	Completed	2018
330671	Three Island Wagon Wheel CG Water System Upgrade	Completed	2018
330681	Three Island ADA Pathway Repairs	Completed	2018
330682	Three Island Chip Seal & Stripe Parking Lots	Completed	2018
350171	Massacre Rocks Insulate Visitor Center	Completed	2018
350371	Bear Lake East Beach CG Electrical Upgrades	Completed	2018
350372	Bear Lake Replace Entrance Kiosk N & E Beach	Completed	2018

BACKGROUND INFORMATON: The following narrative on current projects, their status and progress comments are for Board Information.

North Region Projects

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

Waiting for approval on new design. The new design is approved by DBS. We are asking for pricing from contractors.

310181 – Priest Lake Re-Roof Group Camp Cabin

North Region crew will re-roof the cabin in the fall.

310351 – Round Lake Well

Switched over to the new well September 17, 2018. O&M manual nearing completion.

310382 – Round Lake Group Day Use Shelter, Trails & Parking

The parking lot has been completed. New shelter drawings approved by DBS. Site plans to be prepared and shelter project will be bid. Depending on funding left, a CXT will be ordered. Site plan is in the works now.

310561 – Farragut Repair Group Shelter, Grounds & Paving

The project is in closeout.

310572 – Farragut Gilmore Campground Phase 2

Project nearing completion.

310652 – Old Mission Parish House Interior Repairs

Substantial Completion August 2018.

310671 – Old Mission VC & Exhibit HVAC Upgrades

Pre-con on 10/10/2018. Substantial completion scheduled for November 2018.

310672 – Old Mission VC Electrical & Lighting Upgrades

Planning on replacing existing lights in current locations with LED lights which will not damage historic materials. One new light is planned to provide illumination to entire main sanctuary. Engineer receiving quotes from lighting vendor for lighting package. Electrician contacted to determine light fixture that can mount to existing conditions.

310681 – Old Mission Pave Upper Parking Lot ADA Accessible

The Tribe will not approve pavement in that area. Discussing next steps.

310682 – Old Mission Purchase & Install 2 Back-Up Generators

Evaluating quotes from Contractors.

310691 – Old Mission VC Lighting Upgrade

New 2019 project. Scope evaluation underway.

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

Improvements completed in the restroom/shower building. Requesting scope change to add ADA pathway and ADA parking spot.

310872 – Heyburn Chatcolet Campground Renovations

Development finishing up design. Plan to go out to bid spring/summer 2019 for fall 2019 construction.

310881 – Heyburn Rocky Point Electrical Upgrade Docks & Moorage

Electric issues are our priority. Electrical consultant on board; working on design.

310882 – Heyburn Replace Boat Pump-Out at Chatcolet Marina

95% complete. Repair the dock where the old one was remains.

310883 – Heyburn Repair Benewah Lake Road

Heyburn Park Manager met with Benewah County regarding the road work. Waiting on County's response.

310891 – Heyburn Lakeview Cabin Structural Evaluation

New 2019 project. Scope evaluation underway.

320181 – McCroskey Primitive Campground & Shelters at Redtail

Finalizing design. Will go out to bid winter 2018 with construction spring 2019.

320241 – Dworshak Host Sites Relocate

Waiting on the CORP of Engineers to approve to Clearwater Power to install the transformer. Need Corps approval.

320291 – Dworshak Osprey Loop DBL Vault Replacement

New 2019 project. Will need approval from Corp of Engineers.

320292 – Dworshak Freeman Creek Rebuilt Lift Station

New 2019 project. Requesting cost estimates.

320293 – Dworshak Freeman Creek Tent Area Vault Replacement

New 2019 project. Need approval from Corp of Engineers.

320383 – Hells Gate Electrical Lighting Improvements to Barn

Meeting with local electrician. Waiting for more bids.

320391 – Hells Gate Electrical Upgrade at Volunteer Sites

New 2019 project in tandem with Project 320383.

320392 – Hells Gate Marine Mooring Dock Replacement

New 2019 project. Scope evaluation underway.

320393 – Hells Gate Road and Trail Resurface

New 2019 project. Scope evaluation underway.

320394 – Hells Gate Shed/Barn Re-Roof

New 2019 project in tandem with Project 320383 and 320571.

320561 – Winchester Campground Electrical Upgrade

Substantial completion planned for 10/31/2018.

320571 – Winchester Lake Shop Roof Replacement

Issuing contract 10/29/18. Work to begin in November and work to be completed December, weather permitting.

320581 – Winchester Remove Old Gabions

Docks have been delivered.

320591 – Winchester Ponderosa Point Shelter Re-Roof

Issuing contract 10/29/18. Work to begin in November and work to be completed December, weather permitting.

South Region Projects

330172 – Ponderosa New Deluxe Cabins (5)

Preconstruction meeting was held July 9, 2018 for foundations and utilities. Construction started July 23, 2018. Modular units in place 10/12/18. Remaining work: complete finish work on modular, connect utilities, install propane tank/lines, final grading, build ramp/stairs and pave road. Construction should be complete end of November as long as asphalt plants remain open.

330182 – Ponderosa CG Electrical and Water Upgrades – Phase 1

Development is evaluating the SOQ's received. Looking to design all 3 phases of upgrade work for construction in phases. This will bid winter 2018/spring 2019.

330183 – Ponderosa Kokanee Cove Conceptual Plan

Update included in the Board Meeting as an agenda item.

330192 – Ponderosa Peninsula Blackberry Campground Water & Elec Upgrades

New 2019 project.

330193 – Ponderosa Kokanee Cove Clean-Up

Project bid August 8th. Contract awarded to Falvey. Demo work to start and be completed in November 2018.

DPW 18540 – Eagle Island Re-Roof Admin Support Building

We will work with the DPW Roof Program manager to hire a state roofing service contractor in the spring to reroof the building.

330291 – Eagle Island West Restroom Skylight Replacement

Original vendor who installed the skylight came out and inspected the skylight and determined a replacement was needed. Waiting for a quote.

330292 – Eagle Island Pond Water Quality Improvement

Working with consultant on scope of work.

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. The plan is to use seasonal help to install everything. Staff will visit a local vendor who carries these parts to see if they satisfy our needs.

330482 – Lucky Peak Replace Auto Sprinkler Irrigation System

Substantial completion; contractor is completing punch list. Will keep contract open until full seed germination per specification, fall 2018.

\

330483 – Lucky Peak Marina Expansion Planning Study

Evaluating SOQ's received.

330491 – Lucky Peak Concession Buildings Electrical Upgrades

New 2019 project and under scope development.

330581 – Bruneau Dunes Evaluation of Irrigation System

Potential problems have been identified. Evaluating scope of work.

330591 – Bruneau Dunes Water Heater for Broken Wheel & Eagle Cover Shower Houses

New 2019 project and under scope development.

330691 – Three Island Primary Underground Powerline

Will work with consultant on scope of work November 2018.

330761 – Lake Cascade Erosion Control

Project is under contract. Notice to Proceed issued for work to begin on October 15, 2018 with 90-day substantial completion.

330763 - Lake Cascade West Visitor Information Center

Project on hold.

DPW 17-540 – Lake Cascade New Visitor Center

Construction has restarted with completion fall 2018. Construction underway with substantial completion expected November 9, 2018.

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

On hold, Awaiting spending authority in partnership with BOR.

330771 – Lake Cascade Pelican Cove DU ADA Improvements & CXT

On hold, Awaiting spending authority in partnership with BOR.

330773 – Lake Cascade Crown Pt Dock Repair

On hold, Awaiting spending authority in partnership with BOR.

330781 - Lake Cascade Replace Crown Point Docks

In the process of scheduling in partnership with BOR.

East Region Projects

340381 – Thousand Springs Ritter Island Refurbish Pink House

In the process of scheduling. Scope will involve re-roofing and address on wall that has been destroyed by termites.

340391 – Thousand Springs Crystal Spring Dock Replacement

New 2019 project and under scope development.

340392 – Thousand Springs Billingsley Visitor Center

Request for Qualifications for Design Services will be issued as soon as project funding is finalized.

340393 – Thousand Springs Billingsley Thousand Springs Billingsley Entrance Road

New 2019 project. Project kickoff meeting held and proceeding with scope development.

340394 – Thousand Springs Billingsley Parkwide Trails

New 2019 project. Project kickoff meeting held and proceeding with scope development.

340395 – Thousand Springs Billingsley Campground

New 2019 project. Project kickoff meeting held and proceeding with scope development.

340396 – Thousand Springs Billingsley Irrigation Improvements

New 2019 project. Project kickoff meeting held and proceeding with scope development.

340397 – Thousand Springs Billingsley Arboretum

New 2019 project. Project kickoff meeting held and proceeding with scope development.

340398 – Thousand Springs Billingsley Fishing/Paddling Access

New 2019 project. Project kickoff meeting held and proceeding with scope development.

340573 – Castle Rocks Access Road Improvements

Access road work completed. If approval from BLM is received, campground will be chip sealed spring 2019.

340681 – Lake Walcott Replace Drinking Fountains

Drinking fountains purchased. Additional sprinkler parts to be purchased and installed before winter by park staff.

340682 – Lake Walcott Refurbish Restrooms

Project bid 10/11/18. Contract to be awarded to Ralph Thornton Construction with demo work starting this fall and final completion in the spring before Memorial Day.

350141 – Massacre Rocks Septic System Replacement

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.

350371 – Bear Lake East Beach CG Electrical Upgrades

Completing punch list items and closeout paperwork.

350382 – Bear Lake Tent Camping Area & Parking Improvements

New 2019 project and under scope development.

350391 – Bear Lake N. Beach Boat Launch Dock Replaced

New 2019 project and under scope development.

350392 – Bear Lake E. Beach Restroom at Boat Ramp

New 2019 project and under scope development.

350393 – Bear Lake E. Beach Restroom at Day Use

New 2019 project and under scope development.

360171 – Harriman Ranchview CXT Replacing Composting Toilet

Substantial Completion September 2018. Project closeout in progress.

360173 – Harriman Sage Flat Area DU Developed

Shelter installation has been completed. Project closeout in progress.

360181 – Harriman Eradication of Mold & Clean Ducts

New 2019 project and under scope development.

360182 – Harriman Decks & Furnishings for Silver Lake Yurts

Structural design for yurt deck complete and reviewed by DBS. Yurt locations confirmed, and remaining yurts ordered. Deck construction by Region Crew summer 2019.

360183 – Harriman Repair Foundation on Ranch Manager House

Development to visit with consultant on what needs to be done.

360191 – Harriman Jones House Foundation/Log Repairs

New 2019 project and under scope development.

360251 – Henrys Lake 2 New Camper Cabins

New drawings currently being prepared in-house. Construction may be done by region crew spring 2019.

360271 – Henrys Lake RR Remodel at Boat Launch

CXT purchased and will be installed late October 2018. Vault toilet manufacturer made wrong unit. New vault toilet to be installed spring 2019.

360272 – Henrys Lake Old CG Sewer Evaluation

Consultant under contract. Preparing bid documents.

360281 – Henrys Lake Upgrade Water Distribution in Old Campground

Consultant under contract. Preparing bid documents.

360282 – Henrys Lake New CXT & DU Shelter at Boat Ramp

Shelters have been installed. Single CXT to be installed early November.

360283 – Henrys Lake RR/Shower Upgrade

Final punch list item work has restarted to complete the project.

360291 – Henrys Lake Well House & Water System Upgrades

Consultant under contract.

360582 – Engineer Evaluation Bayhorse Building Stabilization

Materials purchased for temporary bracing for winter. Attic bracing and rakers to be install October 15/16. Project to be designed over the winter with summer reroof and masonry wall repair.

360583 – Yankee Fork Yurt for Staff Housing at Bonanza

Travel trailer has been purchased and on site. Next step prepare site for utility connections with help from region crew.

360591 – Yankee Fork VC Irrigation Replacement

New 2019 project and under scope development.

19542 DPW – Yankee Fork VC Carpet

Development staff visited site in August to determine scope of work. Will work with DPW Project Manager to hire state carpet service contractor to do work in spring 2019.

Experience/Education Program Quarterly Report July – August – September 2018

Experience/Education Program, Jamie Little, Coordinator

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.
- Lead the Interpretive Team to support implementation of improvements in the overall Experience/Education program.
- Begin implementing the new Interpretive Strategic Plan in support of the agency Strategic Plan.
- Plan for and create Natural and Cultural Resource Assessments for the parks starting in 2019.

Quarterly Program Report

- Attended 2018 IDPR teacher workshops at Massacre Rocks State Park, Bruneau Dunes State Park, and Ponderosa State Park; took photos used in the Earth Tracks newsletter articles.
- A photo taken on 07-18-18 of a Mountain Bluebird from Lake Cascade State Park was featured in the National Association for Interpretation national newsletter.
- Delivered the interpretive kiosk to Ponderosa for the Visitor Center dedication in August. Took photos of the event.
- Visited Farragut, Priest Lake, Round Lake, Old Mission, and Heyburn State Parks to take photos of park events, toured the new Junior Ranger Station at Farragut and the new interpretive trail at Round Lake and meet with interpretive volunteers.
- Led interpretive presentations at IDPR HQ for area parks and HQ staff on Snakes of Idaho and Monarch butterflies. I am registered to tag Monarch butterflies through Washington State University, which coordinates Monarch tagging west of the Rocky Mountains.
- Created new resource folders for staff on the shared drive on snake and Monarch presentations.
- Gave a presentation on snakes with a focus on rattlesnakes/safety for the Canyon County ATV Club in Nampa.

- Created new wayfinding exhibit for the Lake Cascade Visitor Center. This 84" x 36" panel used the new GPS base-map model for more accurate maps. This was funded by a grant from the Laura Moore Cunningham Foundation.
- Wrote articles and provided photos for the 2018 fall issue of the Earth Tracks newsletter. (Idaho's environmental education newsletter that goes out to over 3,000 teachers)
- Created a recognition panel for the Cascade Visitor Center recognizing the land donation for the Center.
- Attended the national meeting of state park interpretive coordinators by phone conference.
- Collected native Showy Milkweed seeds from the Nature Center of Idaho Fish and Game that will be used in park natural area restoration projects to benefit Monarch butterflies and other pollinators. Some of the seeds will be used in the native plant area near the new Lake Cascade Visitor Center.
- Conducted a feedback survey with park managers on 2018 teacher workshops to help in planning for 2019. We expanded from four park workshops in 2017 to five in 2018.
- Kathleen Durfee, Park Manager at Old Mission State Park and a member of our Interpretive Team, has been published with the cover story in the September/October issue of Legacy magazine. Legacy magazine is published by the National Association for Interpretation, a 501(c)(3) not-for-profit professional organization dedicated to advancing the profession of heritage interpretation, currently serving about 7,000 members in the United States, Canada, and over thirty other nations. The theme for the September/October 2018 issue of the magazine is interpreting religion. In Kathleen's cover story, she did a great job of sharing interpretation at Old Mission State Park and offered valuable advice for those interpreting religions from various cultures.
- eBird Trail Tracker Kiosk First in Idaho
The new eBird Trail Tracker Kiosk has arrived and is in the Operations Administrator's office. This was funded by a grant from the Laura Moore Cunningham Foundation. The interactive kiosk will be installed in the new Lake Cascade Visitor Center. This birding kiosk has been used at National Parks, National Wildlife Refuges, state parks, and non-profit Nature Centers across the USA, but never before in Idaho. This kiosk from the Cornell Lab of Ornithology allows visitors to connect with the current cutting-edge technology in birding, the eBird database. It allows visitors to look up information on current bird sightings in the area as well as nationally, check photos and information on identification, as well as participate in citizen science by posting their sightings.
- Set up a folder on the H-drive with a collection of photos of IDPR amphitheaters across the state for ideas for those parks that would like to develop an amphitheater. There are eleven amphitheaters from nine parks, with Priest Lake having the distinction of three. Some tips for planning amphitheaters were also created and included in the folder.

IDAHO DEPARTMENT OF PARKS AND RECREATION

Fiscal Year 2019 – Financial Statements

July 1, 2018 – September 30, 2018



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
November 13 – 14, 2018
IDPR Headquarters
5657 Warm Springs Avenue
Boise, ID 83716

AGENDA ITEM: **FY 2019 1st Quarter Financial Statements**

ACTION REQUIRED: **Information Only**

PRESENTER: **Steve Martin**

PRESENTATION

Attached are the first quarter financial statements for fiscal year (FY) 2019. The information presented reflects an overview of the department's revenues, expenditures and cash balances along with a summary of the Passport Program. Also included for this quarter is the annual summary of the endowment fund accounts. We have determined that the FY 2018 investment gains in both funds were sufficient to allow for a 3% withdrawal from each fund pursuant to the investment policy objectives.

- Page 2 – FY 2019 Financial Statement / Budget Status as of 09/30/2018
- Pages 3-5 – FY 2019 Y-T-D Park Operations Revenues / Expenditures
- Pages 6-12 – FY 2019 Cash Balances as of 09/30/2018
- Page 13 – FY 2019 Y-T-D Passport Program Revenue
- Pages 14-18 – FY 2019 Endowment Fund Distributions and Reporting

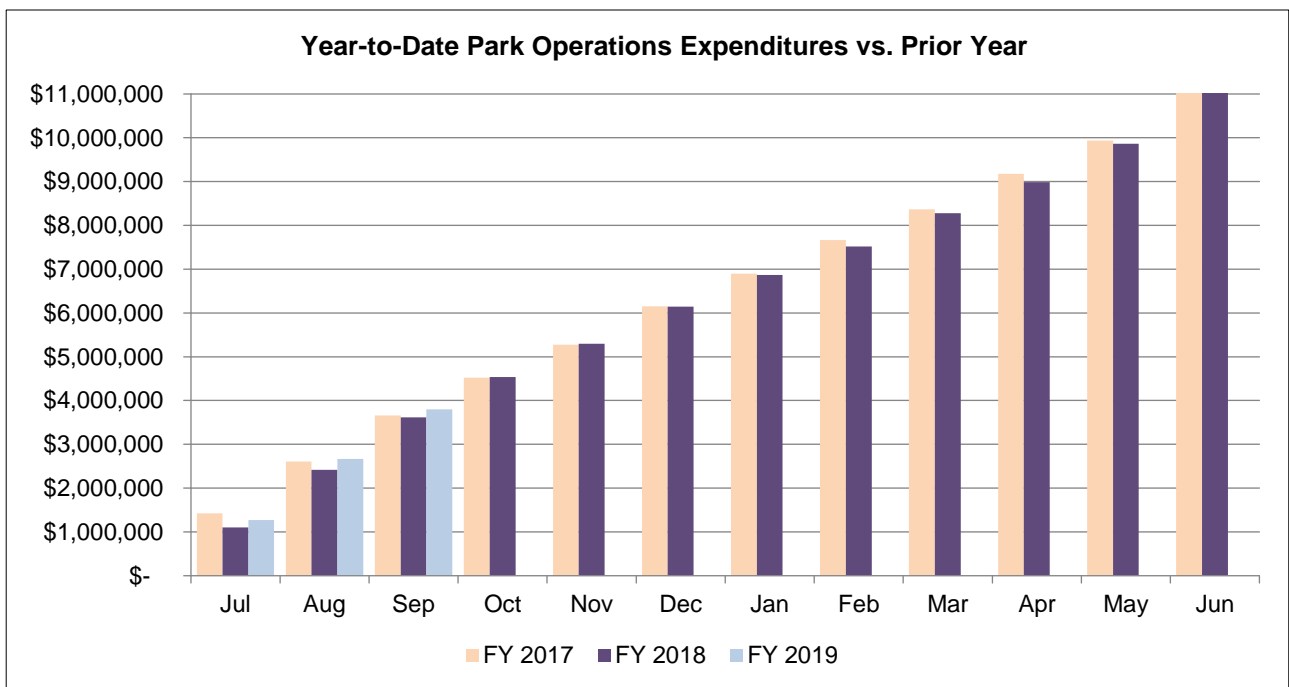
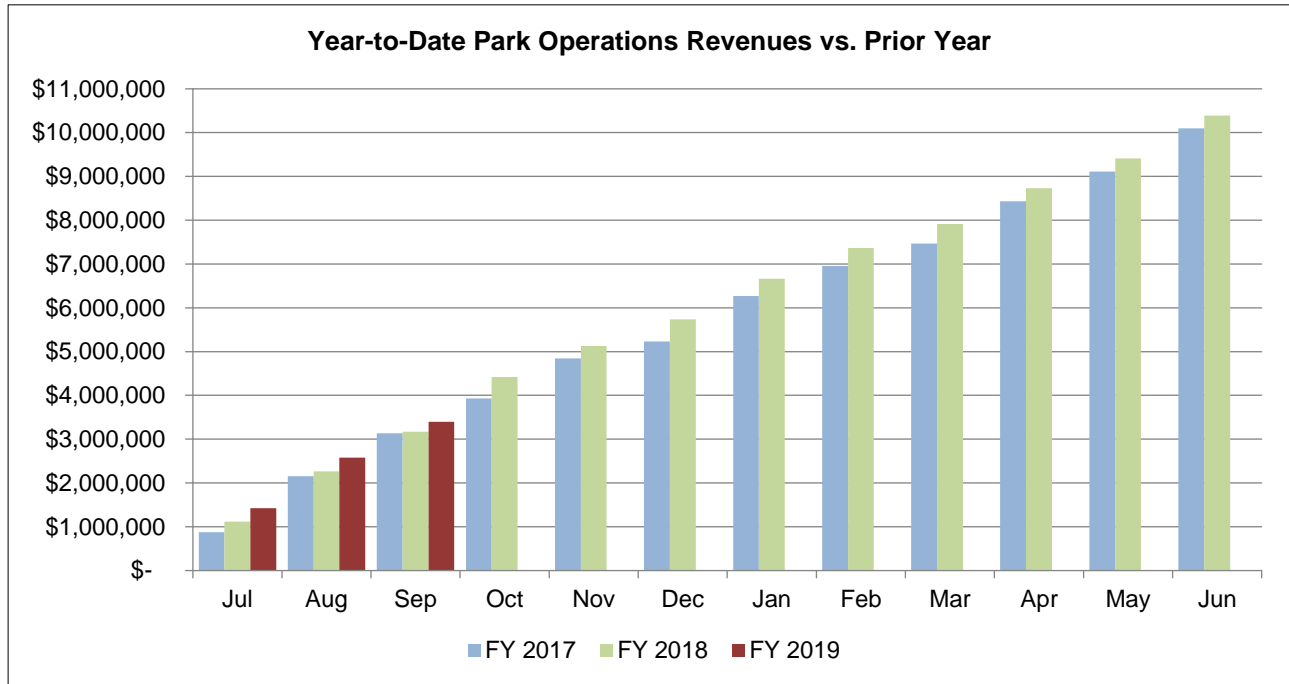
STAFF RECOMMENDATIONS

This agenda item is for information only.

**Idaho Department of Parks and Recreation
FY 2019 Financial Statement / Budget Status
as of September 30, 2018**

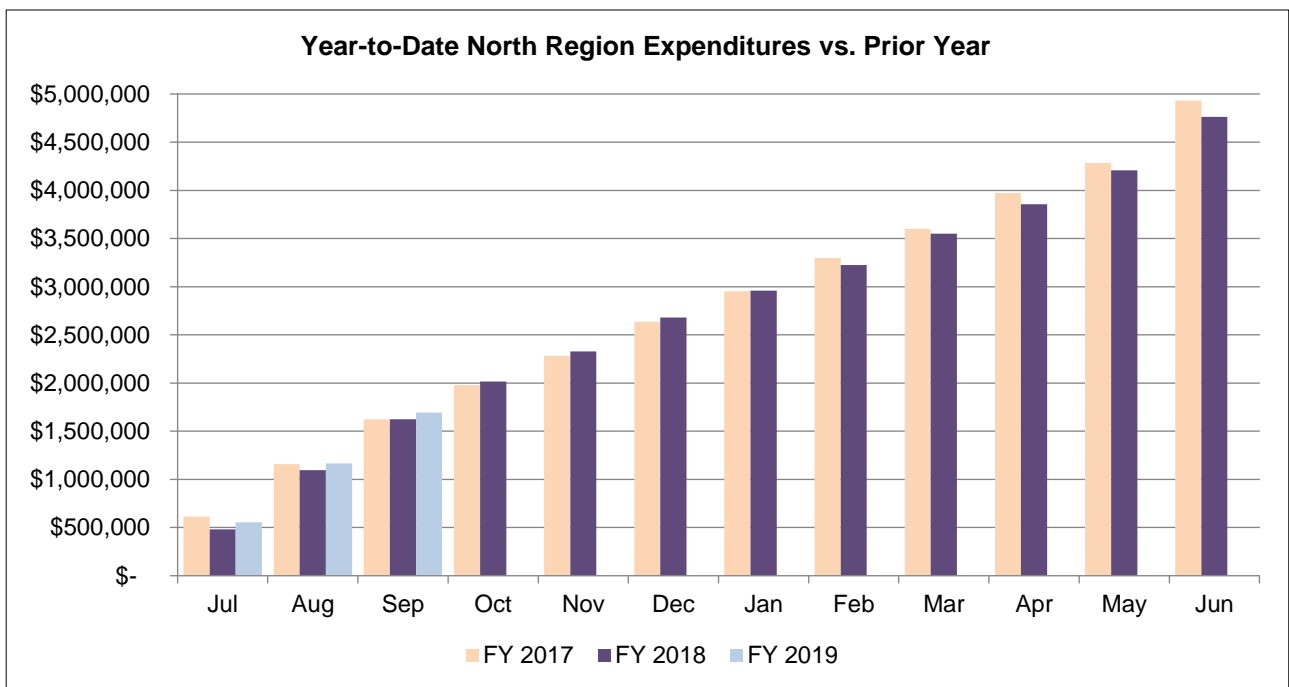
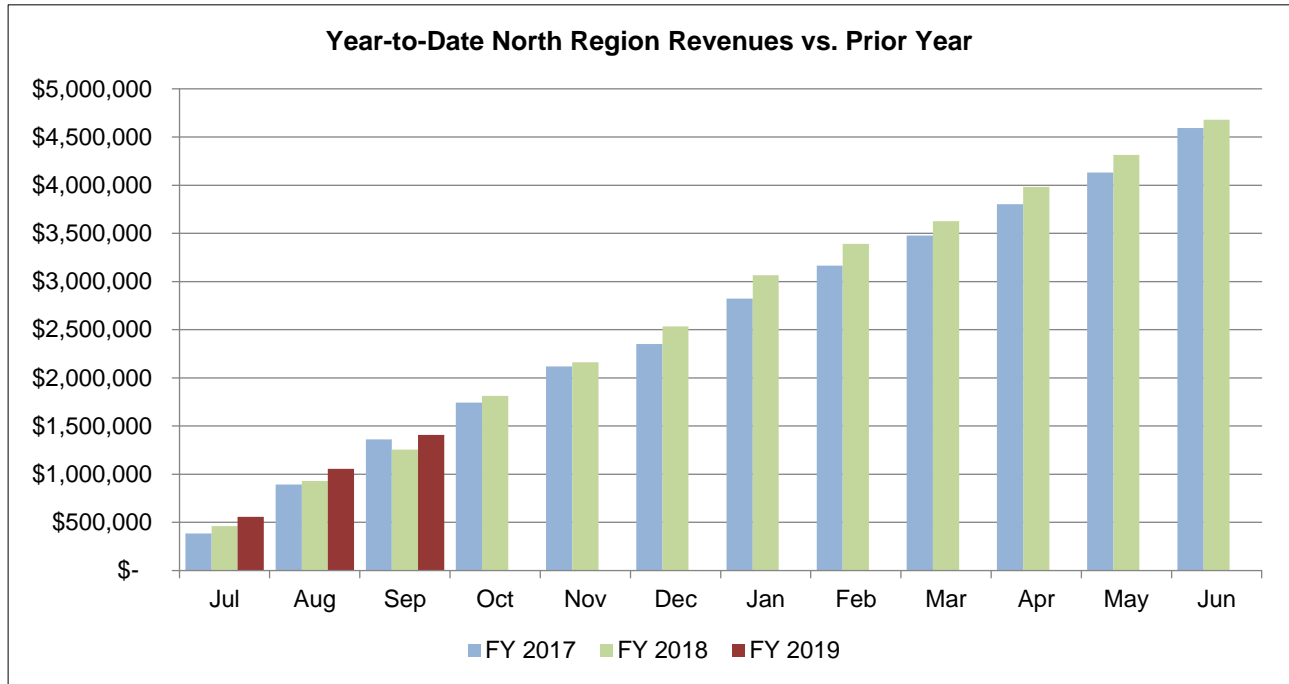
Program/Object	Appropriation	Expenditures	Encumbrances	Balance	% Remaining
Management Services					
Personnel Costs	\$ 3,080,200	\$ 622,031	\$ -	\$ 2,458,169	79.8%
Operating Expenditures	1,731,900	524,442	-	1,207,458	69.7%
Capital Outlay	227,300	18,105	-	209,195	92.0%
Trustee & Benefit	12,641,800	1,901,555	4,673,672	6,066,574	48.0%
Subtotal	\$ 17,681,200	\$ 3,066,133	\$ 4,673,672	\$ 9,941,395	56.2%
Park Operations					
Personnel Costs	\$ 10,270,800	\$ 2,906,362	\$ -	\$ 7,364,438	71.7%
Operating Expenditures	5,633,500	1,778,457	-	3,855,044	68.4%
Capital Outlay	1,931,027	-	-	1,931,027	100.0%
Trustee & Benefit	1,427,500	4,867	-	1,422,633	99.7%
Subtotal	\$ 19,262,827	\$ 4,689,685	\$ -	\$ 14,573,142	75.7%
Capital Development					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	-
Operating Expenditures	-	-	-	-	-
Capital Outlay	15,814,131	1,870,313	-	13,943,818	88.2%
Trustee & Benefit	-	-	-	-	-
Subtotal	\$ 15,814,131	\$ 1,870,313	\$ -	\$ 13,943,818	88.2%
Total	\$ 52,758,158	\$ 9,626,131	\$ 4,673,672	\$ 38,458,355	72.9%

Idaho Department of Parks and Recreation
Park Operations - All Funds
Year-to-Date Revenues and Expenditures
September 30, 2018



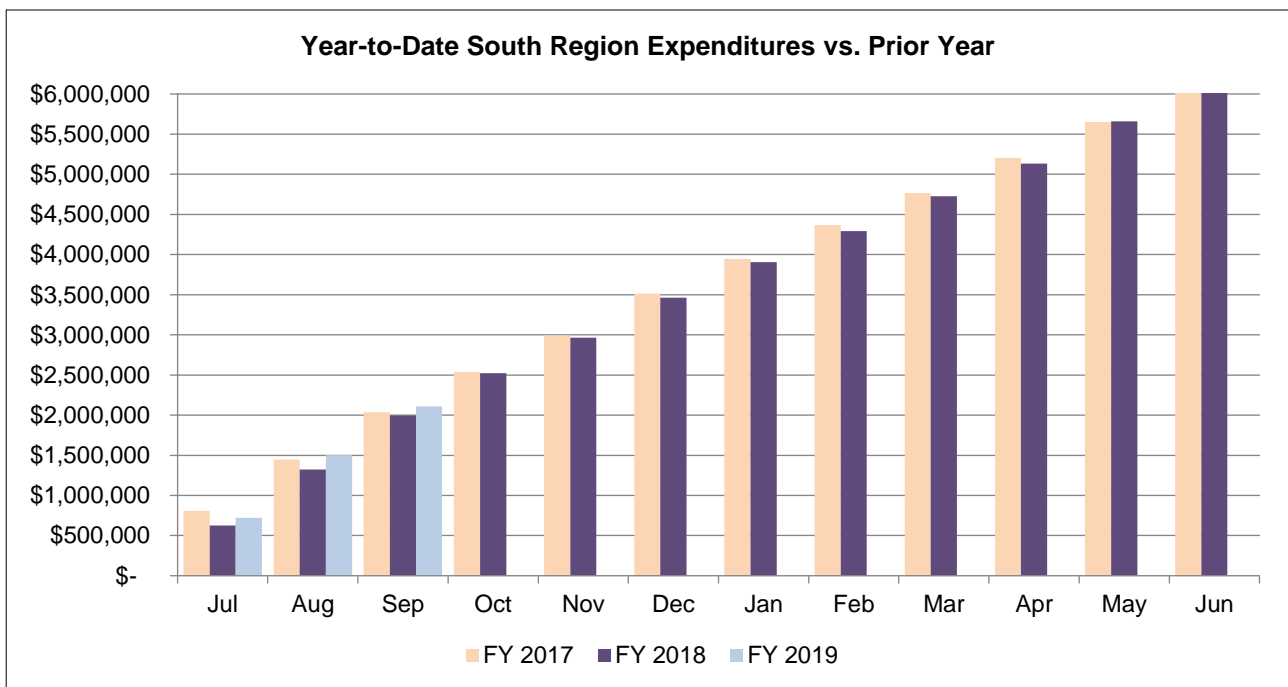
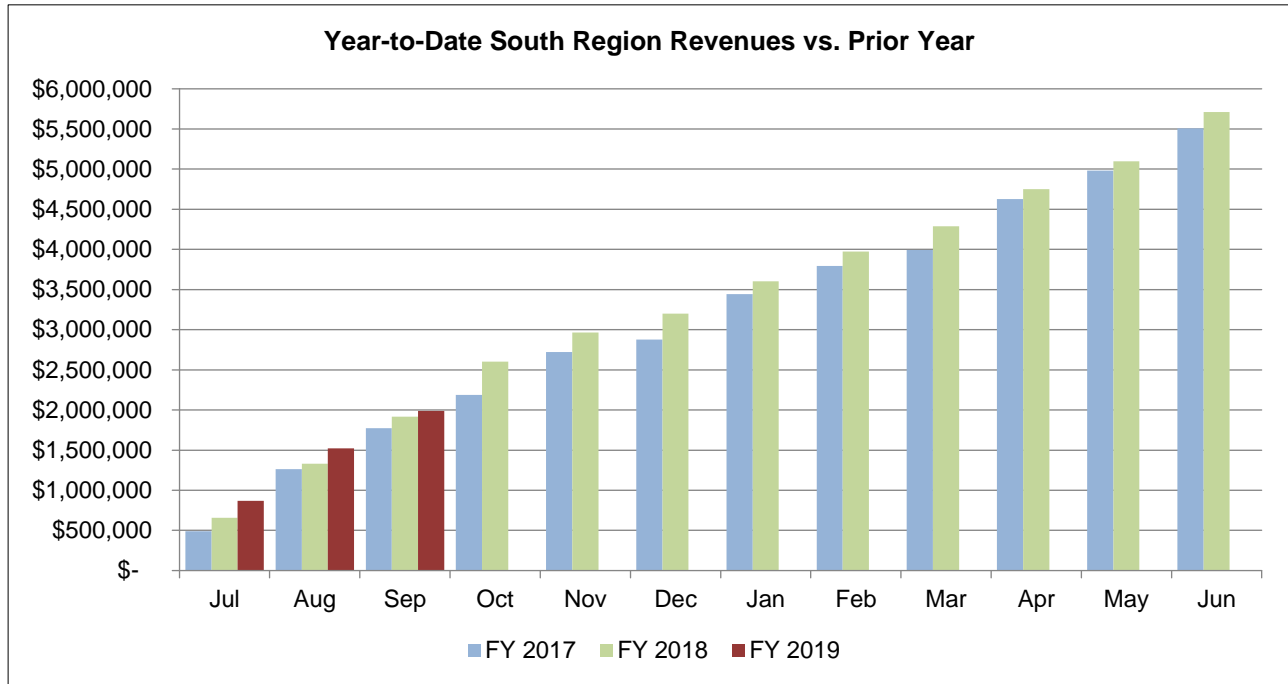
- All Park Operations fiscal year-to-date revenues are up \$227,700 (or 7.2%) compared to FY 2018
- All Park Operations fiscal year-to-date expenditures are up \$182,800 (or 5.1%) compared to FY 2018

**Idaho Department of Parks and Recreation
North Region - All Funds
Year-to-Date Revenues and Expenditures
September 30, 2018**



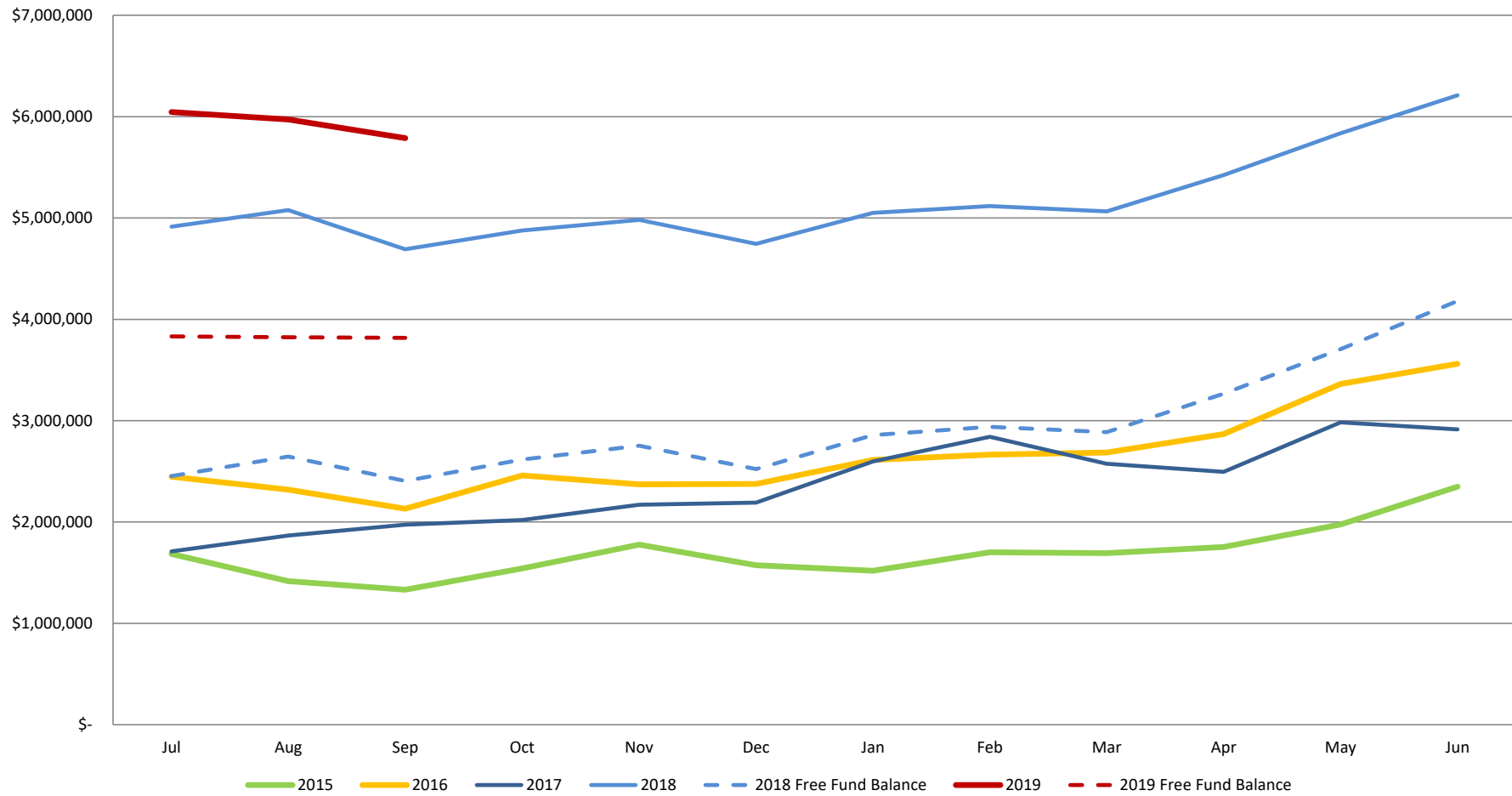
- North Region fiscal year-to-date revenues are up \$154,800 (or 12.3%) compared to FY 2018
- North Region fiscal year-to-date expenditures are up \$70,000 (or 4.3%) compared to FY 2018

**Idaho Department of Parks and Recreation
South Region - All Funds
Year-to-Date Revenues and Expenditures
September 30, 2018**

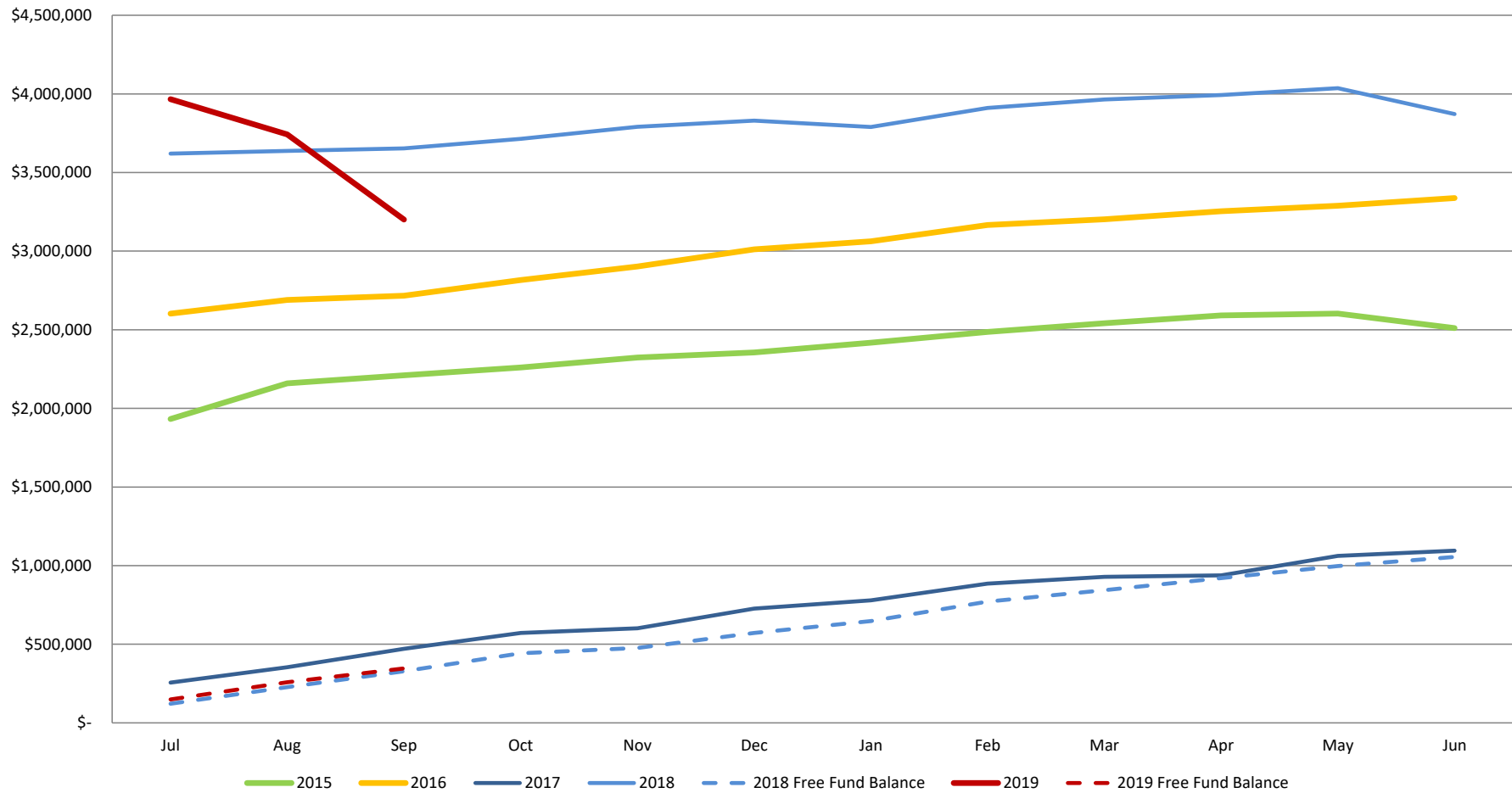


- South Region fiscal year-to-date revenues are up \$72,900 (or 3.8%) compared to FY 2018
- South Region fiscal year-to-date expenditures are up \$112,800 (or 5.7%) compared to FY 2018

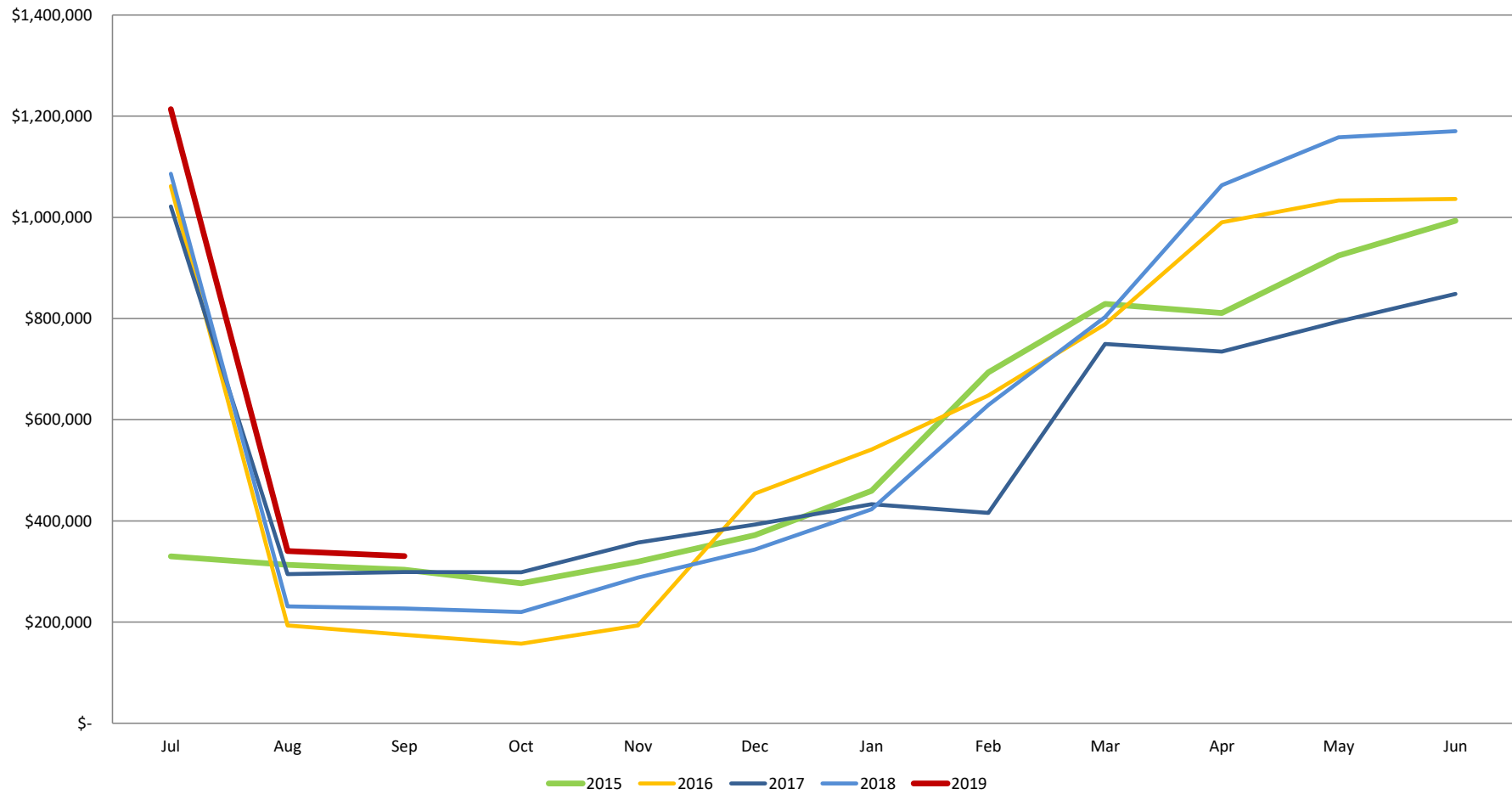
**Idaho Department of Parks and Recreation
Cash Balance Trend - Parks and Recreation Fund (0243)
September 30, 2018**



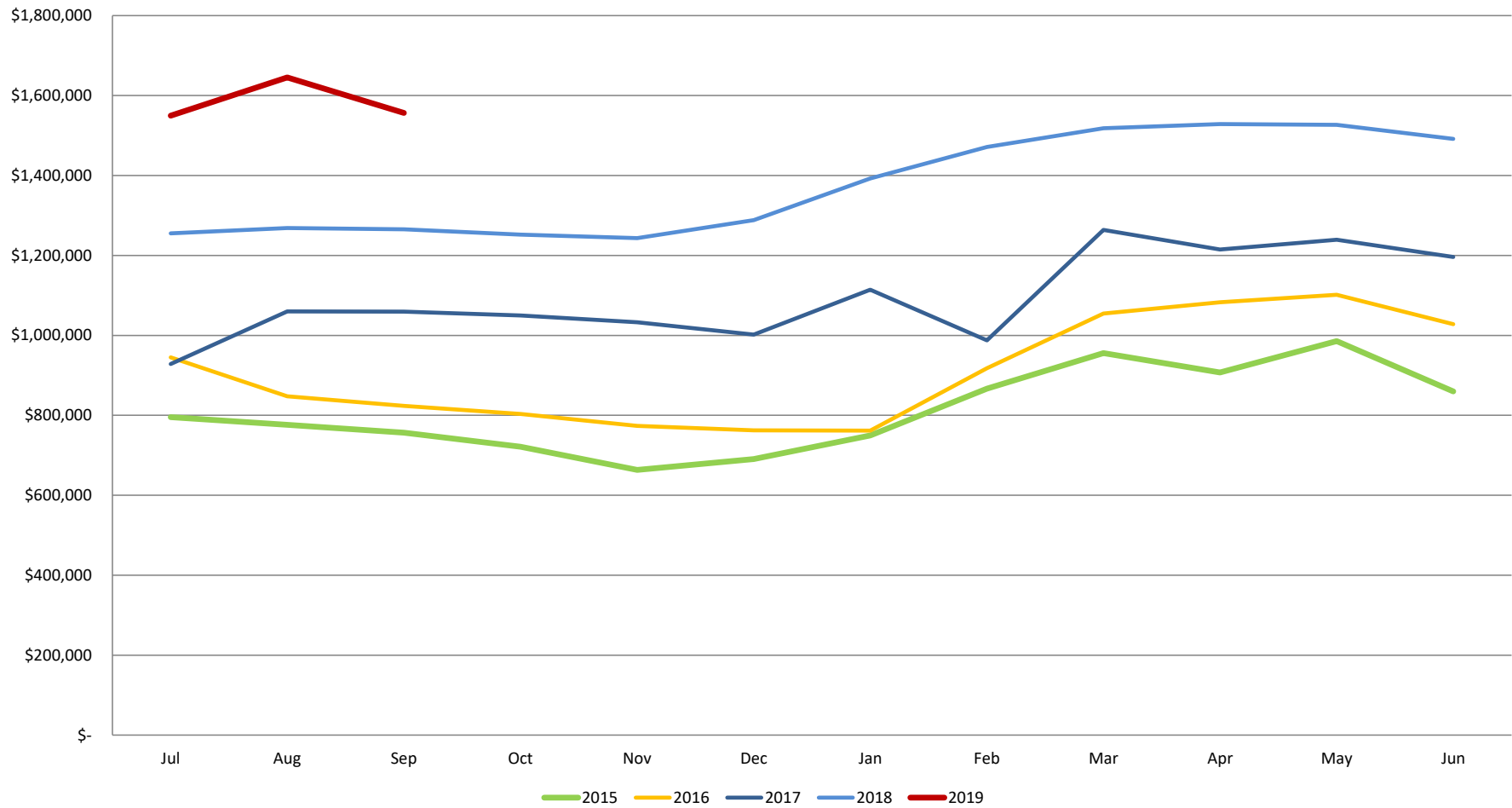
**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Fuels Capital Improvement Fund (0247.01)
September 30, 2018**



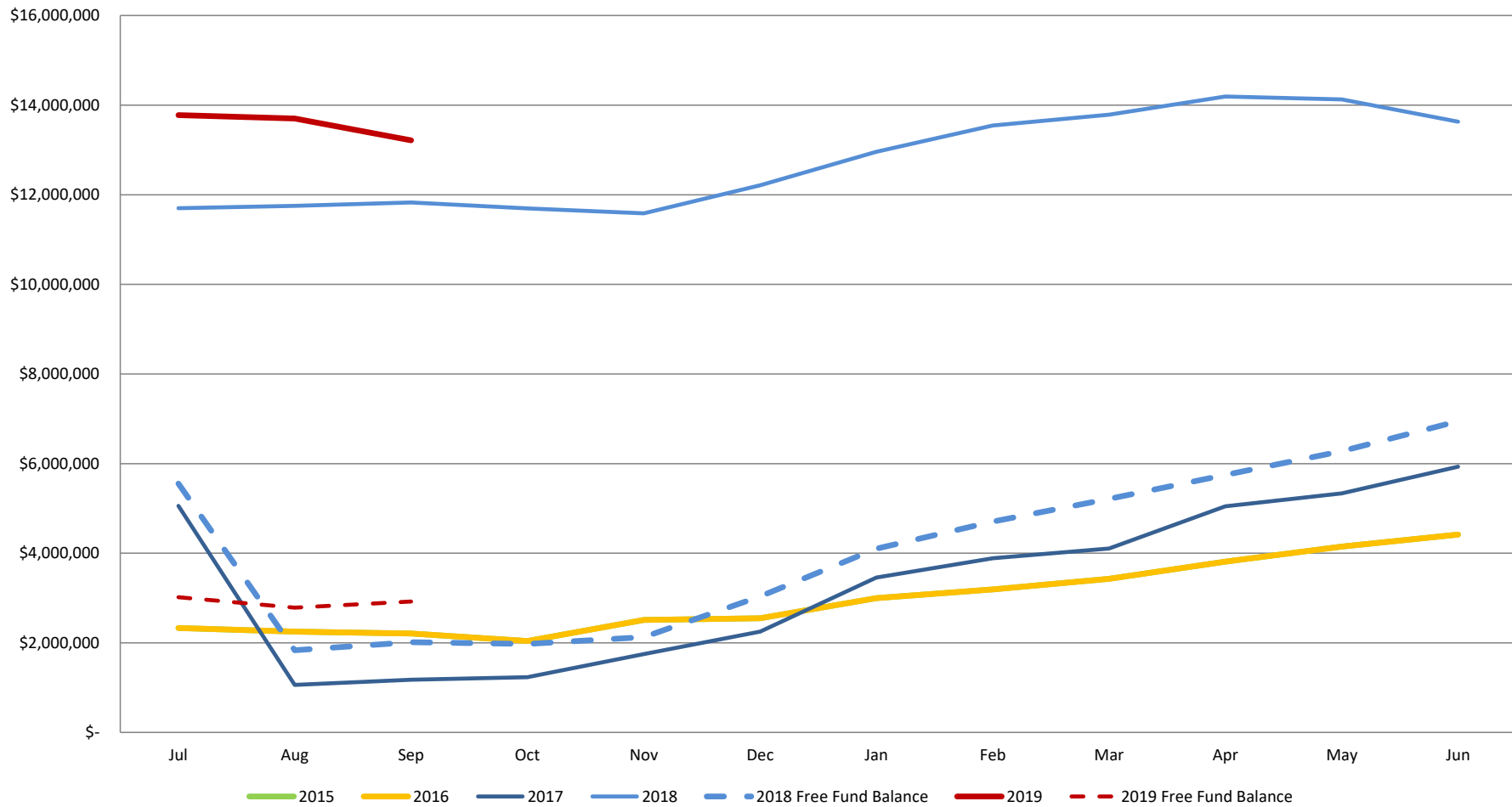
**Idaho Department of Parks and Recreation
Cash Balance Trend - Snowmobile Fund (0250.03)
September 30, 2018**



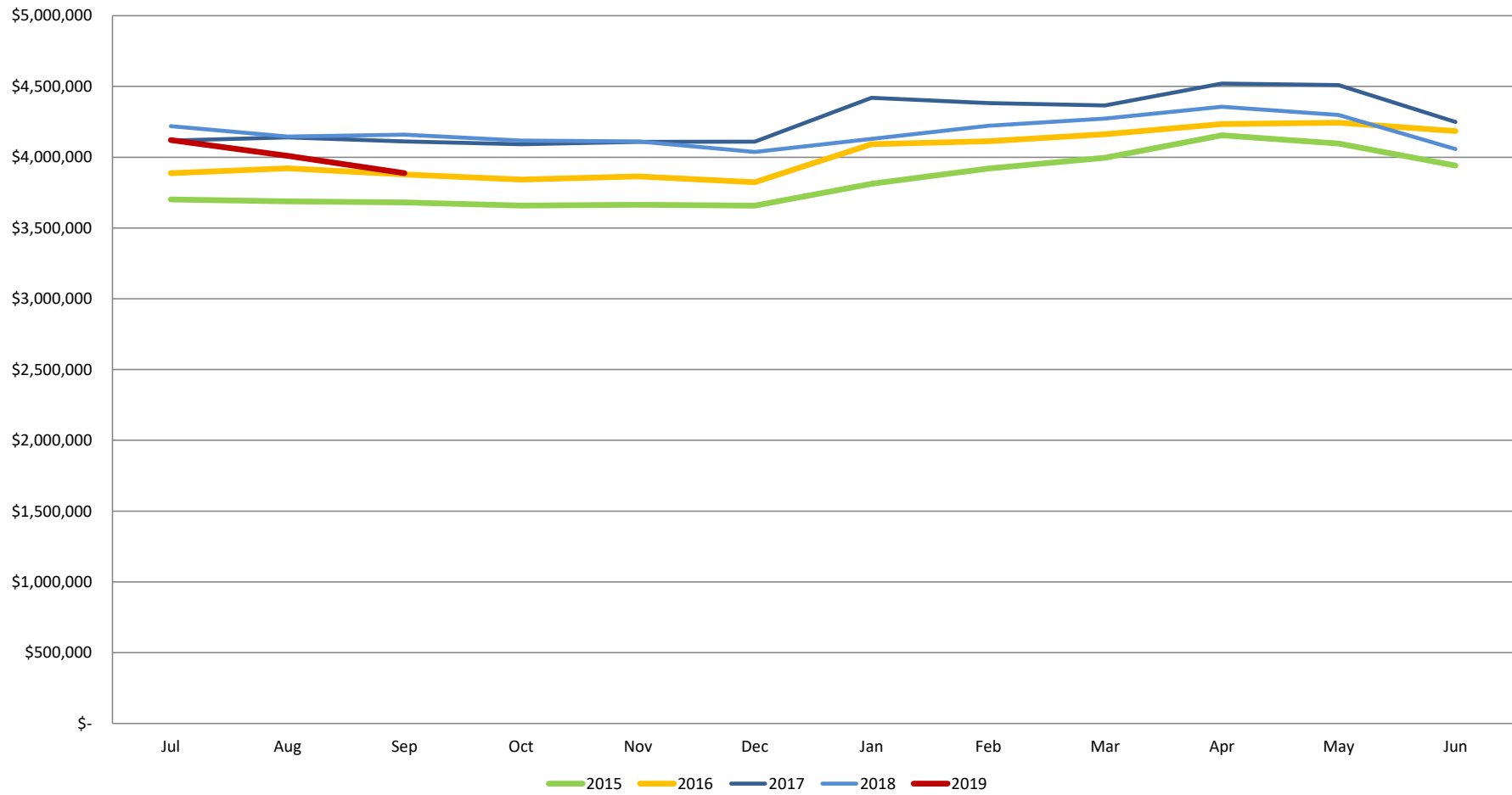
**Idaho Department of Parks and Recreation
Cash Balance Trend - Motorbike / OHV Fund (0250.04)
September 30, 2018**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Vehicle Fund (0250.05)
September 30, 2018**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Enterprise Fund (0410.01)
September 30, 2018**



Idaho Department of Parks and Recreation
Statement of Cash Balances - FY 2019
as of September 30, 2018

Fund	Description	Beginning Balance	Cash Inflows	Cash Outflows	Cash Balance	Encumbrances	Unobligated Fund Balance
0125	Federal Indirect Cost Recovery	\$ 561,179	\$ 16,850	\$ (88,640)	\$ 489,389	\$ -	\$ 489,389
0243	Parks and Recreation Fund	6,210,451	2,381,181	(2,803,519)	5,788,113	4,654	5,783,459
0243.02	Parks & Rec - Registration Administration	2,559,188	1,061,007	(644,014)	2,976,180	-	2,976,180
0243.03	Parks & Rec - Sawtooth License Plate	(100)	12,302	(12,202)	-	-	-
0243.04	Parks & Rec - Cutthroat Wildlife Plate	60,034	18,936	-	78,971	30,000	48,971
0243.05	Parks & Rec - Mountain Bike	75,015	8,676	-	83,691	-	83,691
0247.01	Recreational Fuels - Capital Improvement	3,871,446	417,604	(1,088,259)	3,200,791	-	3,200,791
0247.02	Recreational Fuels - Waterway Improvement	2,167,657	417,604	(244,164)	2,341,097	1,242,560	1,098,538
0247.03	Recreational Fuels - Off-road Motor Vehicles	3,059,408	417,604	(117,298)	3,359,714	925,366	2,434,348
0247.04	Recreational Fuels - Road & Bridge	1,910,679	217,504	(239,036)	1,889,147	409,000	1,480,147
0247.06	Recreational Fuels - Administration	240,289	288,943	(179,828)	349,405	-	349,405
0250.01	Registration - State Vessel	84,291	871,978	(723,118)	233,151	-	233,151
0250.02	Registration - Cross Country Ski	102,905	1,606	(3,567)	100,944	-	100,944
0250.03	Registration - Snowmobile	1,170,412	141,478	(981,481)	330,409	-	330,409
0250.04	Registration - Motorbike	1,491,759	313,236	(248,478)	1,556,517	114,958	1,441,559
0250.05	Registration - Recreational Vehicle	13,630,265	971,948	(1,387,482)	13,214,730	6,957,027	6,257,703
0348	Federal Grant Fund ¹	512,742	746,021	(1,129,748)	129,015	2,457,251	(2,328,236)
0349	Miscellaneous Revenue	87,167	13	(26,440)	60,741	-	60,741
0410.01	Enterprise	4,058,470	963,948	(1,134,840)	3,887,578	-	3,887,578
0496.01	Expendable Trust - Park Donations ²	310,042	46,922	(13,447)	343,517	-	343,517
0496.02	Harriman Trust	404,597	61,173	(75,687)	390,083	-	390,083
0496.03	Park Land Trust	3,598,921	172,829	(23,592)	3,748,158	-	3,748,158
0496.05	Trail of the Coeur d'Alenes	381,954	176,514	(30,991)	527,476	-	527,476
Total		\$ 46,548,772	\$ 9,725,876	\$ (11,195,830)	\$ 45,078,818	\$ 12,140,816	\$ 32,938,002

Notes: ¹ Federal Grant Fund is a borrowing limit and does not represent department cash

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

Idaho Department of Parks and Recreation
Passport Program Revenue FY 2019
as of September 30, 2018

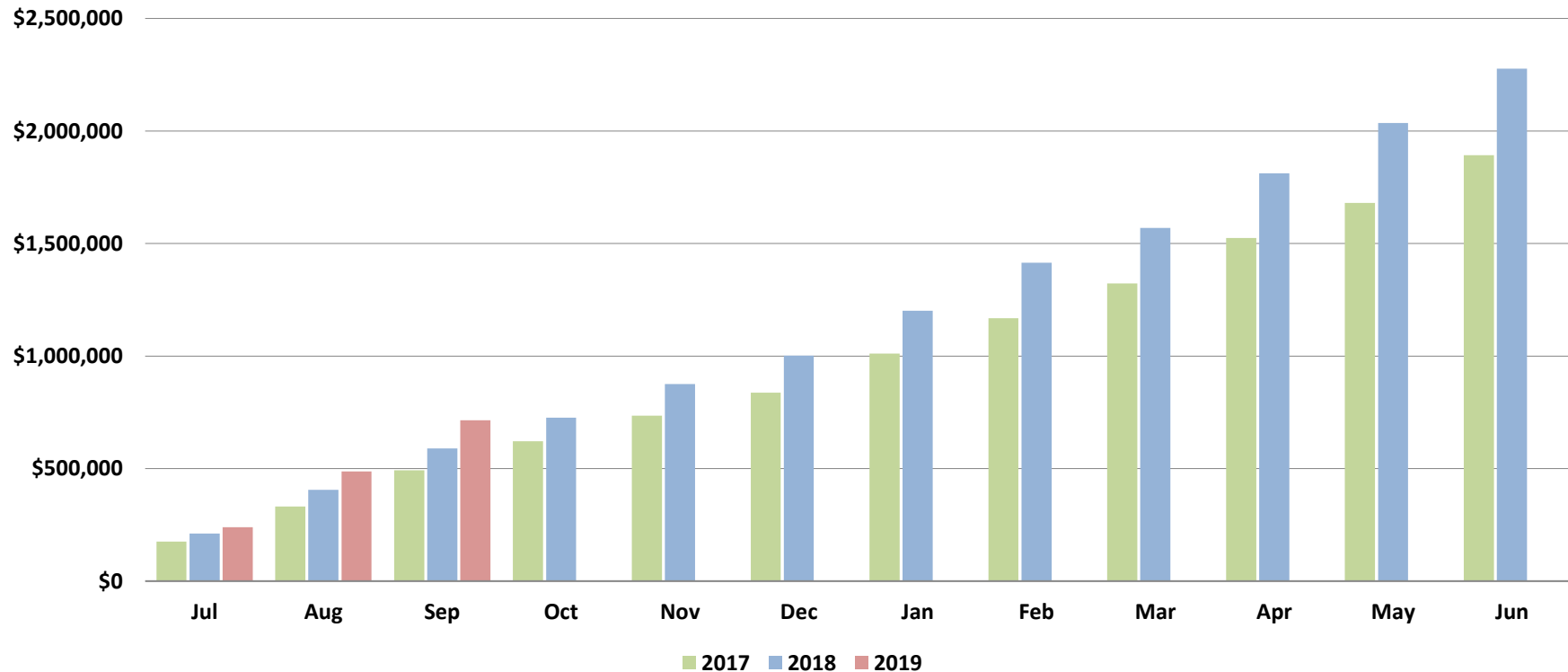
Gross Revenue	FY 2018 September	FY 2019 September	Increase/ (Decrease)	% Change
1-Year Registrations	\$ 103,900	\$ 124,400	\$ 20,500	19.7%
2-Year Registrations	80,040	102,720	22,680	28.3%
Total	\$ 183,940	\$ 227,120	\$ 43,180	23.5%

Transactions				
1-Year Registrations	10,390	12,440	2,050	19.7%
2-Year Registrations	4,002	5,136	1,134	28.3%
Total	14,392	17,576	3,184	22.1%

FY 2018 Y-T-D	FY 2019 Y-T-D	Increase/ (Decrease)	% Change
\$ 343,640	\$ 403,080	\$ 59,440	17.3%
245,920	311,220	65,300	26.6%
\$ 589,560	\$ 714,300	\$ 124,740	21.2%

34,364	40,308	5,944	17.3%
12,296	15,561	3,265	26.6%
46,660	55,869	9,209	19.7%

Revenue Trend by Fiscal Year



Idaho Department of Parks and Recreation
Endowment Fund Cash Distribution Statement
FY 2019

Ritter Island Endowment Fund

Fund	PCA	Object	FY 2018 Expenditures	FY 2019 Budget Allocation	9/19/18 Cash Balance	FY 2019 Additional Cash Requirement
0496.03	93427	4000	\$ 11,890	\$ -		
0496.03	23427	5000	13,712	5,000		
0496.03	33016	6000	-	-		
Total			\$ 25,602	\$ 5,000	\$ 53,282	\$ (48,282)

Balance as of June 30, 2017	FY 2018 Withdrawal	FY 2018 Fees	Balance as of June 30, 2018	FY 2018 Investment Gain
\$ 1,314,496	\$ 39,000	\$ 969	\$ 1,391,728	\$ 117,201

8.92%

Target 3% distribution per MOA and investment policy.

FY 2019 Withdrawal Amount \$ 41,000

Trail of the Coeur d'Alenes Endowment Fund

Fund	PCA	Object	FY 2018 Expenditures	FY 2019 Budget Allocation	9/19/18 Cash Balance	FY 2019 Additional Cash Requirement
0496.05	21145	TOC - 4000	\$ 20,679	\$ 20,000		
0496.05	91146	TOC - 4000	48,647	73,535		
0496.05	21145	TOC - 5000	15,283	15,000		
0496.05	33007	6000	-	-		
Total			\$ 84,609	\$ 108,535	\$ 444,308	\$ (335,773)

Balance as of June 30, 2017	FY 2018 Withdrawal	FY 2018 Fees	Balance as of June 30, 2018	FY 2018 Investment Gain
\$ 2,805,084	\$ 84,000	\$ 2,069	\$ 2,969,384	\$ 250,369

8.93%

Target 3% distribution per investment policy.

FY 2019 Withdrawal Amount \$ 89,000

Final Report (gross of fees)

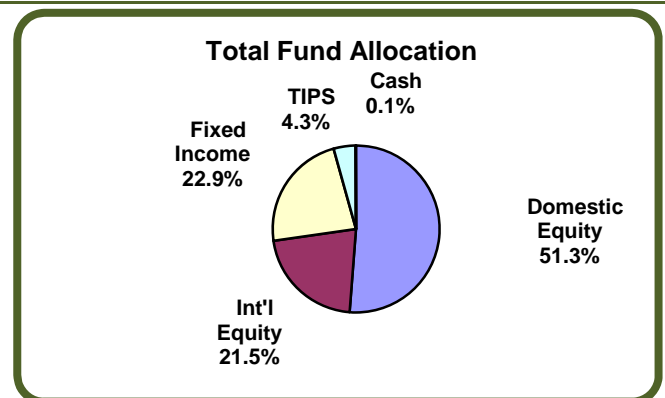
June 30, 2018

Current Value of the Fund	\$	1,391,728
Investment Change in Market Value Inception-to-Date	\$	743,044
Contributions Inception-to-Date	\$	1,000,000
Withdrawals Inception-to-Date (fees & distributions)	\$	(351,316)
Month-to-Date Returns		-0.1%
Inception-to-Date Annualized Return		6.2%

<u>Jun-18</u>		<u>Fiscal YTD</u>		<u>Last Five Years</u>	
Total Fund	-0.1%	Total Fund	9.0%	Total Fund	8.1%
49% R3, 21% ACX, 30% Agg	-0.1%	49% R3, 21% ACX, 30% Agg	8.6%	49% R3, 21% ACX, 30% Agg	8.0%
U.S Equity	0.7%	U.S Equity	14.9%	U.S Equity	13.4%
Russell 3000 (R3)	0.7%	Russell 3000 (R3)	14.8%	Russell 3000 (R3)	13.3%
Int'l Equity	-1.8%	Int'l Equity	8.0%	Int'l Equity	6.5%
MSCI ACWI ex-US (ACX)	-1.9%	MSCI ACWI ex-US (ACX)	7.3%	MSCI ACWI ex-US (ACX)	6.0%
Fixed Income	-0.1%	Fixed Income	-0.1%	Fixed Income	2.1%
BBC Agg. (Agg)	-0.1%	BBC Agg. (Agg)	-0.4%	BBC Agg. (Agg)	2.3%

Asset Allocation

	<u>Mkt Value</u>	<u>% Alloc</u>
Domestic Equity	713,368	51.3%
Int'l Equity	298,822	21.5%
Fixed Income	319,239	22.9%
TIPS	59,159	4.3%
Cash	1,141	0.1%
Total Fund	<u>1,391,728</u>	<u>100.0%</u>



Endowment Fund Staff Comments:

For the month the fund was down 0.1%, even with the benchmark. Financial markets were generally down this month; the Russell 3000 (U.S.) was up 0.7%, and the MCSI ACWI ex-US (International) was down 1.9% and bonds, as measured by the BBC Aggregate, were down 0.1%. On a Fiscal YTD basis, the fund is up 9.0%, 0.5% above the benchmark.

The Benchmark for the fund is 30% BBC Aggregate Bond Index, 49% Russell 3000 Equity Index, and 21% ACWI ex-US (All Country World Equity Index ex-US Equities). The Investment inception date is September 2007.

Final Report (gross of fees)

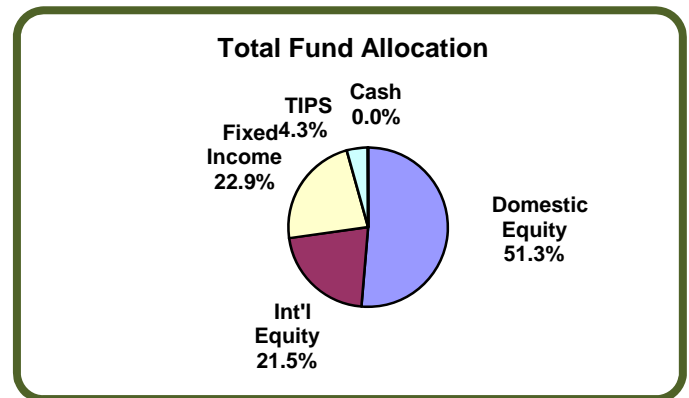
June 30, 2018

Current Value of the Fund	\$	2,969,384
Investment Change in Market Value Inception-to-Date	\$	1,719,559
Contributions Inception-to-Date	\$	2,163,600
Withdrawals Inception-to-Date (fees & distributions)	\$	(913,775)
Month-to-Date Returns		-0.1%
Inception-to-Date Annualized Return		8.1%

<u>Jun-18</u>		<u>Fiscal YTD</u>		<u>Last Five Years</u>	
Total Fund	-0.1%	Total Fund	9.1%	Total Fund	8.1%
49% R3, 21% ACX, 30% Agg	-0.1%	49% R3, 21% ACX, 30% Agg	8.6%	49% R3, 21% ACX, 30% Agg	8.0%
U.S Equity	0.7%	U.S Equity	14.9%	U.S Equity	13.3%
Russell 3000 (R3)	0.7%	Russell 3000 (R3)	14.8%	Russell 3000 (R3)	13.3%
Int'l Equity	-1.8%	Int'l Equity	8.0%	Int'l Equity	6.5%
MSCI ACWI ex-US (ACX)	-1.9%	MSCI ACWI ex-US (ACX)	7.3%	MSCI ACWI ex-US (ACX)	6.0%
Fixed Income	-0.1%	Fixed Income	-0.1%	Fixed Income	2.1%
BBC Agg. (Agg)	-0.1%	BBC Agg. (Agg)	-0.4%	BBC Agg. (Agg)	2.3%

Asset Allocation

	<u>Mkt Value</u>	<u>% Alloc</u>
Domestic Equity	1,523,952	51.3%
Int'l Equity	638,078	21.5%
Fixed Income	679,624	22.9%
TIPS	126,353	4.3%
Cash	1,377	0.0%
Total Fund	2,969,384	100.0%



Endowment Fund Staff Comments:

For the month the fund was down 0.1%, even with the benchmark. Financial markets were generally down this month; the Russell 3000 (U.S.) was up 0.7%, and the MCSI ACWI ex-US (International) was down 1.9% and bonds, as measured by the BBC Aggregate, were down 0.1%. On a Fiscal YTD basis, the fund is up 9.1%, 0.5% over the benchmark.

The Benchmark for the fund is 30% BBC Aggregate Bond Index, 49% Russell 3000 Equity Index, and 21% ACWI ex-US (All Country World Equity Index ex-US Equities). The Investment inception date is June 2009.

Idaho Department of Parks and Recreation
Endowment Fund Investment History

Ritter Island Endowment Fund
Established September 2007

	Actuals											Projections		
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Principal Contribution	1,000,000													
Investment Gain / (Loss)	(17,364)	(96,158)	95,041	168,553	29,836	90,201	152,686	27,527	22,437	153,084	117,201	55,669	56,103	56,510
Withdrawals (Distributions)				(29,100)	(105,000)	(26,213)	(54,000)	(35,000)	(25,000)	-	(39,000)	(41,000)	(42,077)	(42,383)
Fees	(3,684)	(3,684)	(3,684)	(3,976)	(3,623)	(3,608)	(3,695)	(3,733)	(3,530)	(3,817)	(969)	(3,829)	(3,835)	(3,841)
Market Value (as of June 30)	978,952	879,110	970,467	1,105,944	1,027,157	1,087,537	1,182,528	1,171,322	1,165,229	1,314,496	1,391,728	1,402,568	1,412,759	1,423,045
Gross Annual Return (per EFIB Reports)	-1.7%	-9.8%	10.8%	17.5%	3.3%	8.9%	14.6%	2.4%	2.0%	13.2%	9.0%	4.0%	4.0%	4.0%
Net Annual Return (net of Fees)	-2.1%	-10.2%	10.4%	17.0%	2.4%	8.4%	13.7%	2.0%	1.6%	12.8%	8.8%			
Total Annualized Return (XIRR)	-2.1%	-6.4%	-0.7%	3.8%	3.6%	4.4%	5.7%	5.3%	5.0%	5.7%	5.9%			
Actual / Desired Distribution				3.0%	9.5%	2.6%	5.0%	3.0%	2.1%	0.0%	3.0%	2.9%	3.0%	3.0%
Inflation Factor (CPI-U) as of June 30	218.815	215.693	217.965	225.722	229.478	233.504	238.343	238.638	241.018	244.955	251.989			
Annual Inflation Rate	5.0%	-1.4%	1.1%	3.6%	1.7%	1.8%	2.1%	0.1%	1.0%	1.6%	2.9%	2.0%	2.0%	2.0%
Compounded Inflation Rate	5.0%	3.6%	4.6%	8.2%	9.9%	11.6%	13.7%	13.8%	14.8%	16.5%	19.3%	21.3%	23.3%	25.3%
Principal in Constant (FY 2008) Dollars	1,050,218	1,035,950	1,046,484	1,082,072	1,098,712	1,116,256	1,136,979	1,138,217	1,148,190	1,164,525	1,193,241	1,213,241	1,233,241	1,253,241
Market Value Variance to Inflation	(71,266)	(156,840)	(76,017)	23,872	(71,555)	(28,719)	45,549	33,105	17,039	149,971	198,487	189,327	179,518	169,804

Idaho Department of Parks and Recreation
Endowment Fund Investment History

Trail of the Coeur d'Alenes

Established June 2009

	Actuals									Projections		
	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Principal Contribution	2,163,600											
Investment Gain / (Loss)	176,195	199,265	139,458	194,959	323,831	59,056	49,854	326,572	250,369	118,775	119,778	120,788
Withdrawals (Distributions)		(240,200)	(200,000)	(61,523)	(165,000)	(75,000)	(50,000)	-	(84,000)	(89,000)	(89,834)	(90,591)
Fees	(2,472)	(3,679)	(7,644)	(4,315)	(4,492)	(4,522)	(4,121)	(4,738)	(2,069)	(4,700)	(4,700)	(4,700)
Market Value (as of June 30)	2,337,323	2,292,709	2,224,523	2,353,644	2,507,983	2,487,517	2,483,250	2,805,084	2,969,384	2,994,459	3,019,704	3,045,201
Gross Annual Return (per EFIB Reports)	8.2%	9.1%	6.4%	8.9%	14.6%	2.4%	2.1%	13.2%	9.1%	4.0%	4.0%	4.0%
Net Annual Return (net of fees)	8.0%	8.4%	5.7%	8.6%	13.6%	2.2%	1.8%	13.0%	8.9%			
Total Annualized Return (XIRR)	8.0%	8.4%	7.8%	8.1%	9.2%	8.2%	7.4%	8.0%	8.1%			
Actual / Desired Distribution		10.3%	8.7%	2.8%	7.0%	3.0%	2.0%	0.0%	3.0%	3.0%	3.0%	3.0%
Inflation Factor (CPI-U) as of June 30	217.965	225.722	229.478	233.504	238.343	238.638	241.018	244.955	251.989			
Annual Inflation Rate	1.1%	3.6%	1.7%	1.8%	2.1%	0.1%	1.0%	1.6%	2.9%	2.0%	2.0%	2.0%
Compounded Inflation Rate	1.1%	4.6%	6.3%	8.0%	10.1%	10.2%	11.2%	12.9%	15.7%	17.7%	19.7%	21.7%
Principal in Constant (FY 2009) Dollars	2,186,390	2,263,389	2,299,391	2,337,350	2,382,187	2,384,865	2,406,443	2,441,785	2,503,914	2,547,186	2,590,458	2,633,730
Market Value Variance to Inflation	150,933	29,320	(74,868)	16,294	125,796	102,652	76,807	363,299	465,470	447,273	429,246	411,471

HUMAN RESOURCE REPORT

July-August-September

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

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.
- IDPR currently has five classified positions open; Design Professional, Assistant Manager, Manager 2, Information Specialist, two Rangers, and two Technical Record Specialist 1 positions.
- Partner with Lands and Fish and Game in attending job fairs state-wide. HR continues to look for new and innovative ways to use social media for recruitment.
- Assessing overall training for both field and HQ staff.
- Provide supervisory training addressing seasonal and volunteer staff to regions.
- Monitor IT security training per state requirement.
- Continue conference calls on performance management for supervisory staff agency-wide.
- Continued review of classification for all IDPR positions to ensure accuracy of job placement.

Worker's Compensation Data for 2014-2018 (to date):

		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2015	30	\$10,482	\$18,057	\$39,449	1
2016	46	\$67,595	\$450,324	\$916,575	3
2017	26	\$13,673	\$204,995	\$167,952	3
2018	22	\$2,279	\$33,614	\$60,152	7

*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
2016	137	146	141.5	<u>19</u>	13.40%	14.30%
2017	146	149	148.5	<u>13</u>	8.80%	15.20%
2018	149	147	148.0	<u>16</u>	10.80%	11.30%
2019	148	150	149	<u>9</u>	6%	5%

MANAGEMENT SERVICES QUARTERLY REPORT
July 28 to October 24, 2018

MANAGEMENT SERVICES DIVISION ADMINISTRATOR – ANNA BORCHERS CANNING, AICP

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

Management Services Division 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, 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. Proactively work to meet Board priorities and concerns.

Management Services Division Administrator's Report

- Continued work on the Surcharge Assessment Rule and assisted on the Temporary Permit and Filming in State Parks rules.
- Attended August Board meeting in Priest Lake State Park. Prepared the agenda items and supporting documents for the Kokanee Cove and Surcharge Rule agenda items (and assisted in the other agenda items related to rules).
- Served as Interim Development Bureau Chief with great assistance from Melanie Schuster.
- Interviewed and hired a new Development Bureau Chief, Mr. Adam Zaragoza.
- Worked as part of the interview team for the data analyst contractor.
- Worked as part of the interview team for the engineering technician, senior position for the east region office.
- Met with group seeking to relicense the Barber Dam to discuss any potential issues.
- Met with motorized recreation supporters to consider and detail statute changes for upcoming legislative session.
- Worked with Fish and Game on a request from Idaho Power on their proposal to swap the location of a conservation easement on the Bonnieview property. Prepared Board agenda item outlining the request from Idaho Power and response from Fish and Game.
- Provided timely accounting and travel approvals for IRTI, management services, human resources, development bureau, and marketing staff as well as Board travel.
- Attended Idaho Chapter American Planning Association Conference in Boise. Emphasized learning more about diversity, customer service, and management.
- Discussed possible access easement to Shakespeare Festival.
- Worked with a small, dedicated team to provide the logistics and most of the content for the 2018 IDPR Conference. I'd like to provide a big shout-out to Kellie Joyce, Lupe Arteaga, and Tammy Kolsky who agreed to help on the conference not knowing that they would also need to dive in and become fully acquainted with Strengths Finder. An even bigger shout-out to Jennifer Okerlund and Debbie Hoopes who were my veteran Strengths Finder champions and the sounding board for my frantic cries for help for defining and refining the conference sessions.

**Idaho Department of Parks and Recreation
Information Technology Department Report
July August September 2018**

The IDPR IT department's primary mission is to provide the highest quality service to our customers. When technology related problems are reported we work to repair issues and restore services as quickly as possible and with the least amount of disruption to park and administrative business operations.

The team received 259 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 statewide cybersecurity initiative continues to progress. The Center for Internet Security (CIS) controls "version 7" has been released. The IT team is working on completing the audit scripts (documentation on where we as an agency meet compliancy) for all 20 controls. We are actively participating in this effort by attending meetings and collaborating on solutions offered by the Office of Information Technology Services (ITS), such as the Tenable vulnerability assessment tool. The goal is for all agencies to complete documenting 2 controls per month and to have all 20 controls documented by June 2019.

Legislation passed during the 2018 session to move the Office of the Chief Information Officer (OCIO) out from the Department of Administration and form the Office of Information Technology Services (ITS) under the Governor's office. ITS will be under the leadership of Director Jeffery Weak. The initial focus of the agency will be around consolidation of network and data center services, as well as opportunities to improve purchasing power of technology products and services through statewide collaboration. No impacts to internal IDPR IT staff are anticipated by this change. The agency became official on July 1, 2018.

Members of the IT team are actively participating in statewide workgroups and committees where we, as State IT professionals, are collaborating and sharing ideas to better leverage our combined knowledge and buying power to procure and implement more efficient, cost effective technology solutions. These include the Information Technology Leadership Council, Cybersecurity technical working group, the Solution group and the Information Systems Executive Committee. IT staff also attended a work group session on agency continuity of operations (COOP) planning. Internal staff are working to update the Department's COOP plan.

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 park locations. 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. IT Manager Scott Williams is participating in the State's Certified Public

Manager (CPM) program and has selected a project to analyze and improve park connectivity for his Capstone Project. The State network team recently finalized new contracts for telecommunication services statewide. IDPR was able to leverage the new contracts to increase the bandwidth at both regional offices in Coeur d'Alene and Idaho Falls at a lower per month cost. The Boise headquarters location will be upgraded soon.

The IT operations team is continuing to move users and resources over to Microsoft Office 365. The migration of staff at the headquarters and both regional offices has been completed and the team is now working through the migration of users in the field on a park by park basis. This update in technology has brought many improvements to the user. The default mailbox size is now 100GB which gives the user ample room to store large amounts of mail without the need to delete and perform cleanup activities on a regular basis. The team is also testing the use of instant messaging (IM) and other productivity tools that are included with our Office 365 licensing. Operations is also busy upgrading PC's on our yearly replacement list. The new systems are being deployed with the Windows 10 operating system and have been received well by our staff.

The IT programming team is working on improving the installation and functionality of the Departments "legacy applications". The Incident Accident Reporting System (IRS), Water Rights, and Facilities Inventory applications have been updated and JJ Garlitos and Ken Grover are working on creating a browser based application to access the legacy Grant Project Inventory data.

Work continues on the Department's change management processes. Specifically, with the Registration Information System (RIS) we have a protocol in place to conduct testing of application enhancements and bug fixes. The registration staff have designated persons to perform testing and provide feedback to the programming staff via a process that includes full regression testing of the entire application. Our goal is to reduce impacts to business operations by adhering to a defined process.

In September the Department hired Mr. Tom Gregory as a contractor to assist the registration department. Tom is currently focusing on two specific tasks. The first being documenting the registration departments business rules and the second will be focusing on the criteria and plan to clean the registration system data. These two tasks will help the Department prepare to move to a service provider-based solution for registration product sales.

The project to decommission WiFi service provided by Blue Mesh Networks is complete. IT staff completed the installation of WiFi hotspots at Henry's Lake and Priest Lake Indian Creek.

Other highlights include the installation of audio visual improvements at the Harriman Scovel Center and preparing for IT services at the new Cascade Visitors

Center. IT staff have visited the site and are coordinating the installation of network and phone services, as well as, preparing new computer systems, WiFi systems and assisting with interpretive technology that will be installed for the public to enjoy.

NORTH REGION QUARTERLY REPORT JULY – AUGUST – SEPTEMBER 2018

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
4. Meeting ever-increasing use and opportunity demands insuring quality experiences

NORTH REGION SERVICE CENTER – DAVID WHITE

- Met Parkway staff, IDL and Eastside Highway District to review and assess encroachments and responsibilities
- Met with TOC staff and IDFG to discuss IDFG Black Rock/Black Lake developments impacts to TOC and need for encroachment agreements
- Met with the Boise staff, Dworshak staff, and USCOE staff to discuss Dworshak Lease and the steps in pursuing a future lease in Walla Walla
- Reviewed Nesbitt property identifying contract punch list items and conducted site cleanup and maintenance
- Reviewed McCroskey, TOC, Winchester, and Hells Gate with staff discussing operations and needs
- Recently found out ISP is not going to allow IDFG to obtain out of state vehicle ownership information needed to effectively conduct compliance enforcement. ISP indicated the problem is we are not considered a "law enforcement" agency so cannot have access to nationwide information. Mr. Strack is checking on what our options are at this point.
- Conducted North Region Managers Meeting reviewing and touring both Nesbitt property and Round Lake then discussing pertinent issues
- Coordinated CdA Chamber's Natural Resource Committee meeting as chairman
- Coordinated 4-H Stock Sale Breakfast which was prepared and served by the Chamber's Natural Resource Committee
- Presented the Economics of Recreation in Idaho at the CdA Chamber's Upbeat Breakfast and gave a Local Gem Award from Natural Resource Committee to the local Girl Scouts for the efforts in protecting the CdA Lake
- Helped coordinate and host the Quarterly Board Meeting at Priest Lake State Park
- Assisted staff with CdA Tribe's annual Feast of Assumption at the Old Mission
- Reviewed with Farragut, Priest Lake staff park operations including the Museum at the Brig's new Junior Ranger wing
- Participated in Executive Staff Meetings

- Participated in North Region Development Projects Review
- Coordinated and led the CdA Chamber's Natural Resource Meeting providing the IDPR Economic Impact Presentation
- Gave an IDPR Economic Impact Presentation to the CdA Sunrise Rotary
- Worked on a Dworshak State Park Operations, Management, and Development Plan for consideration in IDPR releasing the site once the current lease expires in February 2021.
- Reviewed, commented on, then coordinated other internal comment on a City of CdA/IDPR MOU for IDPR to manage that portion of the CdA Parkway that is now under the city's formal management from the Rutledge Trailhead to Silver Beach

NR MAINTENANCE CREW

- CDA Parkway: Unloaded another bench for Randall
- Dworshak: Talked with Manager about backhoe; Picked up extra fire rings from Farragut for volunteer sites at Three Meadows; Received two picnic tables for volunteer sites at Three Meadows from Farragut
- Bought timbers for living pads at Three Meadows volunteer sites; Leveled volunteer sites and spread gravel; Constructed living pads for volunteer sites and filled with gravel; Delivered backhoe from Priest Lake; Delivered picnic tables and two fire rings
- Farragut: Delivered Region Backhoe to Scott Field; Picked up Region Backhoe from shop yard; Delivered Region backhoe to Farragut; Took Farragut backhoe to Western States Cat for repair
- Farragut: Took backhoe to Western States Cat for repair; Picked Farragut backhoe from Western States and delivered back to park; Maintained and rolled new gravel at Scott field
- Hells Gate: Talked with Charlie about ADA stencil and parking lot stencil; Cut plastic signs for Charlie; Cut ADA stencil on CNC; Gave Charlie ADA stencil and plastic signs
- Heyburn: Bought retro fit toilet flanges for Plummer Point and helped install them; Cut trail stencil on CNC; Gave Ron stencil for Bike trail
- North Region Office: Diagnosed alternator and battery problem on R-309; Took R-309 and misc. electronics to auction; Cut diseased cherry trees down in front of office; Helped Keith replace outer bearings on chipper; Fixed bed slide for R-323 and reinstalled in truck; Gavin constructed backpack rack for Ponderosa; Constructed Idaho logo for new VC at Lake Cascade; Bought new jointer knives; Fixed broken irrigation sprinklers; Mowed rough grass around NR complex; Went to Nesbitt property and mowed and trimmed bushes and sprayed weeds; Cozette swapped out shop computers; Called Federal surplus about forklift; Had fire extinguishers, fire sprinkler system and fire backflow inspected, all passed; Fixed air cleaner housing on generator; Cut new entrance signs out of plastic; Took old entrance signs down and installed new ones; Trouble shot problems with CNC computer and got it working again; Dropped R-323 off at Cda Auto care for recharge of A/C and troubleshooting of exhaust leak and cruise control; Dropped R-323 of at Cda Auto care again for repair of exhaust manifold; Pulled weeds and fixed mole holes in island by gate to back compound
- HQ: Glued up oak blanks and cut 14 award plaques for Boise; Put clear finish on 24 plaques and attached metal longevity plates; Gavin completed backpack rack for Lake Cascade; Boxed up plaques and backpack rack; Dropped R-323 off at CDA auto care for rear brakes; Picked up R-323 from CDA auto care; Reset sprinkler timers; Bought woodstove for PL apartment
- Old Mission/TOC: Cut wood signs for Kathleen; Painted signs brown and then painted sign letters; Loaded signs into OM truck along with two picnic tables
- Priest Lake: Picked up 555D backhoe and delivered to Dworshak; Used Region backhoe to bring docks and ramps in at Indian Creek; Delivered woodstove for apartment
- Round Lake: Retrieved lodgepole logs for backpack rack; Helped Keith and park staff cut down and clean up branches
- Boating: Helped Sam unload two LJK from trailer

NR OFFICE STAFF

- Assisted TOC Manager with invoicing and researching the Trail of the Coeur d'Alenes leases
- Kept website and internal calendars updated with park events and activities
- Participated as vendor at Coeur Fest 2018
- Printed and folded several hundred TOC brochures for Old Mission Manager
- Helped with details for the Board Meeting and tour at Priest Lake.

PRIEST LAKE STATE PARK – LONNIE JOHNSON, PARK MANAGER

Current Challenges and Future Focus

1. The 24-Hour Credit Card Gas Sales at Pump went away at Indian Creek. Park recently setup to do sales in the store but this will still impact customers, sales and the park. Still unsure about staffing impacts.

Customer Service

- A new 9-hole disc golf course was installed July 10 – 12. Many happy recreationists enjoyed this new opportunity at Indian Creek campground
- Park interpretive programs once again had high attendance
- New items in store kept sales high
- Park staff continued to provide all visitors with exceptional customer service even with smoke-filled skies

Park/Program Usage

- The campgrounds were almost full each weekend

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	55	1,869
Interpretive Programming	72	1,900
Jr. Ranger Programming	25	398
School Programming	0	0
Special Events	3	194

Preservation of Natural, Cultural, and/or Historical Resources

- Staff working through REMA flood project repairs

Park Manager's Narrative

- Lionhead boat launch was repaired and opened July 30 after a part of the ramp broke free and sank. Pilings and riprap rock were added to stabilize the ramp
- More breaks in White Pine campground with water valves, and septic tanks being pumped at Indian Creek, Lionhead, and Dickensheet
- Upgrades to fuel pumps were completed with a new computer on August 1. We sold fuel when we returned to full staff
- August was the month of smoke. Fires were banned on August 20 because of air quality
- The park board and Boise staff held a board meeting at Indian Creek on August 21. A tour of the park was held on August 22
- Manager was able to attend the 100th Birthday party of long time Priest Lake resident Frank Hungate. Frank came to Priest Lake as a newborn in 1918
- September ended with all water in campgrounds being turned off, buildings winterized, and all docks pulled in

- John Arnold visited the park on September 18 to inform staff on new purchasing guidelines and answer questions on vehicles and equipment. A very enjoyable and rewarding experience
- Headquarters staff from Fiscal visited the park on September 19-21 to do an inventory on facilities and answer questions about fiscal auditing. This was a very educational experience for all. It is nice when Boise staff can visit the parks to see what we deal with and what the parks have in means of grounds, facilities, vehicles, and equipment

ROUND LAKE STATE PARK – MARY MCGRAW, PARK MANAGER

Current Challenges and Future Focus

Nothing to report.

Customer Service

- Park staff provided regular updates to phone and web services to keep customers informed of operational changes for the current season
- Announced park programs and Jr. Ranger programs on Sandpoint on Line, web-based events calendar, we have been getting a lot of response from locals and visitors to Sandpoint that are staying outside the park
- We hosted the Idaho Conservation Corps orientation for the youth corps

Park/Program Usage

- The shelter was rented every weekend for community groups, family reunions, and special events. We have been getting many requests from larger groups (50 to 75 people) to rent the shelter. Until we get a new shelter we are unable to accommodate these groups request
- We had a group of bicyclists that used the park as a lunch stop on their way to New Hampshire. The group of about 50 bicyclists are part of a tour group that stopped to have lunch that was prepared for them. They spent about two hours in the park. They were all treated to ice cream that was purchased at the Visitor Center by the tour group
- The campground was full every day of the week during July and August. During the latter half of August, we had numerous camping cancellations due to the poor air quality and a fire ban that went into effect. The fire ban was lifted the last holiday weekend which kept the campground full
- The campground was full every day of the week during the first week of September. After the holiday visitation dropped off, on the weekends we were about half full and during the week we had anywhere from 2 to 12 campers each night. The weather cooled off but it was dry and very nice for the Fall camping season

Program Services

- Jr. Ranger programs every Saturday and two evening programs were conducted
- Weekly nature hikes every Monday, presented by a Master Naturalist
- Hosted the Sandpoint athletic club's adventure camp for kids. This group rents the shelter for the day and they present their own programs
- The SOLE nature camp was in the park for a week, 15 to 20 kids attended their programs
- During the Labor Day weekend, we provided a Jr. Ranger program and an evening program

Program Type	No. of Programs	No. of Attendees
Experiential Programming	12	277
Interpretive Programming	23	617
Jr. Ranger Programming	10	304
School Programming	0	0
Special Events	1	50

Preservation of Natural, Cultural, and/or Historical Resources

- Discussions are ongoing with regard to ways to install defined living pads in each campsite in concert with vegetation management plan to protect the resource and enhance visitor camping experiences
- Discussions with the Resource Manager have moved forward to include removal of some of the large trees to make way for site re-alignments and replanting smaller trees in strategic locations
- The Park Manager is working with the Resources Manager to develop a plan to reduce and start to control the Canary Reed Grass that has invaded the east side of the park

Staff Training

- The Manager and Ranger met with the Dept. Purchaser to be updated on recently revised purchasing policies

Strategic Plan Actions

- The well relocation project has been started with the water line installed from the new well location to the shop area. The final connection to the new well and control panel was completed. We found the winter system needs to have a new pressure switch and the pressure tanks set to new system before completely switching to the new well
- Discussions continue to work towards connecting the volunteer sites to the sewer system

Park Manager's Narrative

- ACI construction was in to complete the ground work and cleanup at the new well site and new trail where the water line was installed
- Idaho Conservation Corps used the volunteer sites while working on projects in north Idaho. The Park Manager has been working with ICC to schedule some dates for the ICC crew to perform work in the park in exchange for the crews staying in the volunteer sites
- Round Lake received visitors from HQ staff after the board meeting at Priest Lake
- Two local volunteers have been helping at the park with clean-up and splitting wood
- Repairs were made to the kayaks; the foot rests have fallen off numerous times. The company warrantied them and sent replacement parts
- Idaho Conservation Corps bucked up some of the log decks that the Power Company decked when they cleared the power line easement
- We worked with the Resource Manager and North Region Maintenance Crew in removing a number of trees in the day use area. Two trees were large and needed technical felling skills to insure no facilities were damaged
- The sewer bed lift station electrical panel was replaced with metal post, as the treated 6x6 wooden post was rotten
- The east end bridge over Cocolalla Creek on the north side of the bridge was sagging. The bridge was leveled. We discovered the bridge was being undermined by water mostly from spring runoff. By jacking up the bridge we were able to get concrete footings in place to help keep the bridge from being washed out
- The dam bridge (80-foot span) rebuild was completed which included new stringer, decking, and approaches
- Barrier log work in the campground is ongoing as the barrier logs are falling apart after 20 years. We are shuffling them around to fill needed holes and using some rocks in place of barrier logs

FARRAGUT STATE PARK – RANDALL BUTT, PARK MANAGER

Current Challenges and Future Focus

Nothing to report.

Customer Service

- The tot lot playground located in Whitetail campground and installed in 2001 has components failing, and because of age, there are no longer replacement parts available. This fall the feature will need to be removed because of safety issues with existing play pieces and lack of replacements available
- Signage for public input on shoreline access was posted at the Visitor Center, Museum at the Brig and along shoreline areas during the summer of 2017. Growth of the parks overnight accommodations along with dramatic growth of the local community and Department promotion of the park, has overwhelmed summer use of facilities along the shoreline designed for 1960's visitation. The process has now combined a review of those comments and merged them with professional review by staff and the Department Capitol Inventory Needs Listings. Potential actions have been posted for public review and comment in the Visitor Center and at the Discover History wing of the Museum at the Brig for the remainder of the summer. Included is the potential use of a one out/one in method at day use facilities during peak summer visitation times
- The Sunrise Enhancement project is almost complete with only signs and some road striping remaining. Staff continue to work on Scott Group Area even though the project has been closed out to provide the amenities for the customer to include road surfacing, volleyball area, and tent camping area. Future work will be to extend the irrigation system around the activity area and tent camping area and do the landscaping around the shelter
- Construction is underway on the second phase of Gilmore campground; a partial opening of the campground was made on August 23. A closure was put back in place on September 10 for punch list items and completion of sewer line repairs. The campground will be on the reservation system in 2019

Park/Program Usage

- All facilities are now open for the season

Group Use	No. of Groups	No. of Attendees
Farragut Junior Ranger Station	-	1,672
Museum at the Brig	-	9,164
Group camping or day use events	104	19,926

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	36	2,222
Jr. Ranger Programming	9	306
School Programming	0	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Beetle outbreaks of both Western Pine and IPS are causing concerns for the resource within the park and a re-evaluation of future resource work. Future resource plans are now focused on addressing the salvage and work in areas that have been impacted by the beetle outbreak. This - all resource work is scheduled to be done in conjunction with IDFG as they do a similar prescription on their ownership in the shoreline area. This impacts an area of over two miles of shoreline from the Viewpoint east to Beaver Bay Beach
- 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 impacting the internal framing. There is also a quarterly preventative bed bug spraying of the cabins
- Resource work is complete on a project along the western boundary of the park. The project was for stewardship thinning of the area removing smaller trees to help restore historic stand conditions. One area is a small clear cut where over mature locust grove trees were removed, and white pine will be replanted. Burning of slash piles is scheduled for this winter

Staff Training

- Assistant Manager continued her CPM classes with days scheduled out of the park
- Ranger completed an online course for water system operator credits

Strategic Plan Actions

- 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. Future additional work to define RV campsites; a second phase will be added to CIN listings to bring electric service into the area and fully develop the RV sites
- Planning is complete on a 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. During late 2018 staff will begin minor projects associated with the central entrance plan to begin the process of establishing trails and amenities based upon that Visitor Center placement
- The park is working with the Farragut Disc Golf Club to install a fifth course in the Bennion oval, called Cutthroat. This course would provide all options needed for professional tournament play at one location. The course is almost complete with the pouring of concrete T-pads beginning on August 30
- The Farragut Junior Ranger Station opened in May for programs and saw continued growth and success over the summer. Making the Farragut Junior Ranger Station even more appealing was identifying the needs of different aged children and introducing for the younger kids a “Tiny Ranger” and “Mini Ranger” with special activities for their ages

COEUR D’ALENE LAKE PARKWAY – RANDALL BUTT, PARK MANAGER

Current Challenges and Future Focus

1. Stabilization of four shoreline failures along the Cd’A Lake Parkway that are soon to result in loss of trail sections or amenities. One of these areas is now resulting in loss of trail asphalt edge at Silver Beach (now City responsibility), and one the loss of shoreline benches at Beacon Point.

Customer Service

- All trail sections and facilities are open

Park/Program Usage

Group Use	No. of Groups	No. of Attendees
Group camping or day use events	23	1,497

Program Services

- None reported

Preservation of Natural, Cultural, and/or Historical Resources

- Severe erosion points along the Parkway have been threatening the paved trail and one shoreline bench placement. One area by Silverbeach (City of Coeur d'Alene) has now eroded to the point where asphalt has broken down and is encroaching farther into the trail surface. At Beacon Point one bench now has erosion up to the front of the concrete base. A section west of the boat launch continues to erode closer to the trail and is now impacting the safety cable posts, and a one-thousand-foot-long section is creating hazardous conditions at the Osprey Trailhead site
- 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 2018
- The Cd'A Lake Parkway continues noxious weed control measures, focusing on IDPR ownership at Higgins Point

Park Manager's Narrative

- Negotiation of an MOU with East Side Highway District for the Cd'A Lake Parkway is now in process. Staff are pursuing an active deferred maintenance list now that staffing has been bolstered with the replacing of the Ranger position at Farragut. This will be focused on safety issues such as eroded pedestrian paths on Higgins Point, as well as addressing maintenance of facilities to reduce future repair costs

COEUR D'ALENE OLD MISSION STATE PARK – KATHLEEN DURFEE, PARK MANAGER

Current Challenges and Future Focus

1. Lack of adequate parking for visitors, tour buses, school buses, and special events. Park has ten designated parking spots, three of which are handicapped. There is no bus parking for tour or school groups, RVs, vehicles towing, or larger trucks. There is no safe turn around area for buses, RVs, large vehicles or those towing. Lower parking area and upper parking areas need to be redesigned to accommodate park needs.
2. Security for site. Since there is no housing on site, there is no security on site for the historic buildings or the 10 million-dollar Sacred Encounters Exhibit.

Customer Service

- Park continues to struggle with lack of parking for buses and lack of qualified staff available to serve the needs of the park and visitor through administration duties, visitor services, guided tours, and living history presentations, and to complete the needed maintenance and preservation work on the historic buildings and grounds
- The lack of housing for staff and volunteers, and security of site are concerning. One after hours visitor turned the electricity off to the Mission Fire Suppression vault. There are numerous vehicles in the park after it has closed. Staff has noticed where unauthorized people are moving through the shop area and adjacent house

Park/Program Usage

- Park hosted several tours, special events with outdoor mass, experiential programming, school field trips, masses, and Jr. Ranger programs. Visitation steady for September
- Park hosted Draw Cataldo-an event where professional artists, architects and landscape architects spend the day with school-age children using the park as their subject matter for art classes

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	4 – Mass 1 – Skills Fair 1 – Draw Cataldo	1481 362 40
Interpretive Programming	17 – Tours 1466– House of Great Spirit 796 – Sacred Encounters 1 - Interpretive	163 4825 2897 278
Jr. Ranger Programming	485 - Self-guided 0 - Guided	485
School Programming	5	290
Special Events	3 – Wedding 1 – Ride Idaho 1 – Gonzaga University Pilg	348 300 130

Preservation of Natural, Cultural, and/or Historical Resources

- Demonstrations of flint knapping, Dutch-oven cooking, fry bread making, spinning, tatting, making wattle and daub walls, early military life for the time-period, black-powder gun and cannon demos enjoyed by visitors along with food and music
- Feast of the Assumption of the Blessed Virgin Mary outdoor mass and annual Coeur d’Alene Tribe pilgrimage held at the park
- Walk through completed with CdA Trust and contractors for soil remediation project scheduled for September
 - Staff from National Museum of the American Indian on site to review loan agreement and check on beaded men’s shirt in the exhibit
 - CdA Tribe provided stick game pieces for display in exhibit. Park staff installed the pieces
 - Development was on site for final walk through of Parish House, review of mission projects, review proposed site for vault backup generator, and relocation of security camera

Staff Training

- Ranger completed Institutional Controls Program training. OTJ training with staff for IRS reporting, Store Manager, and equipment use.

Strategic Plan Actions

Foster experiences that renew the human spirit and promote community vitality

- Draw Cataldo
- Idaho Heritage Trust Tour
- School Field Trips history programs

Park Manager’s Narrative

- Completed several group use and wedding permits
- Issues with HVAC system in VC theatre and administrative offices. Tech repairs to admin area
- Three-foot Sturgeon Nosed Canoe Replica donated to park by Felix Aripa Family mounted and on display in Visitor Center.
- Manager attended NR Manager’s Meeting August 6 and 7. Toured Round Lake and Nesbitt
- Staff from National Museum of the America Indian on site to review loan agreement and check on men’s beaded shirt in museum
- Park hosted annual Feast of the Assumption of the Blessed Virgin Mary outdoor mass, mini powwow, and CdA Tribe pilgrimage. Staff parked over 302 cars. All who attended enjoyed the day and good food. Jamie Little on site for part of the day. Park hosted 30 campers for week in the west courtyard

- Park hosted Ride Idaho's breakfast and lunch break with 300 bicyclists and support staff. Group enjoyed tours of the museum and mission
- Manager composed article about interpreting religion at Native American sites for NAI Legacy Magazine. Article was published in Sep/Oct edition
- Senator Risch nominated the park for the 2019 National Medal for Museum and Library Service. Manager completed nomination form, narratives, and gathered letters of support for submission
- Cost estimate completed for reroofing the caretakers house. Park would like to move forward to secure housing for staff and make repairs

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

Current Challenges and Future Focus

1. Unknown park boundaries and property lines. It is difficult to manage a park with unknown boundaries and property lines, particularly with the numerous leases, permits, and construction activities associated with the trail and within the ROW.
2. Unreliable traffic counters and lack of adequate counters. Aging traffic counters are not reliable, and the trail lacks an adequate number of counters.

Customer Service

- Staff focused on maintenance, and oversight of construction projects within the ROW at Kellogg, Smelterville, Dudley, Harrison, and Silverton. Staff spent days trimming brush and chipping and clearing trail of debris. Many people on the trail enjoying good weather. Numerous inquiries via email and phone regarding trail, Other Power-Driven Mobility Device (OPDMD) permits, and adjacent trail amenities
- Manager responded to inquiries regarding proposed encroachments, new leases, and met with adjacent landowners regarding their concerns. Completed group use, concession addendum, and encroachment permits
- Work completed on new trail brochure and sent to print

Park/Program Usage

- Wallace – 17,652
- Harrison – 13,310
- Enaville – 9,733
- Kellogg – 8,812
- Continued issues with traffic counters not working properly
- Working through Small Concession Permit Applications and Group Use Permits for coming season

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	4	475
Jr. Ranger Programming	31	45
School Programming	0	0
Special Events	7	11,150

Preservation of Natural, Cultural, and/or Historical Resources

- Shoshone County Fire District responded to four fires set within the trail corridor in Kellogg. Investigation underway to find arsonist. Minimal damage to vegetation along the trail

- Staff continues to monitor City of Kellogg sewer project, Avista projects in Smelterville and Kellogg, Frontier project in Smelterville, Mullan shade structure, and East Shoshone County Water District project at Silverton all within trail right-of-way. Manager working with IDFG for encroachments near Black Rock, and City of Harrison for RV project at Harrison. Big Sky completed encroachment permit for new short-term lease of a laydown yard in Mullan

Staff Training

- None

Strategic Plan Actions

- Work with various community organizations – new trail brochure

Park Manager's Narrative

- Manager created UPRR Budget with NR Manager
- Manager issued 13 OPDMD permits and fielded numerous phone calls about the use of e-bikes
- Manager attended meeting with NR Manager, IDFG, IDEQ, and Ducks Unlimited
- Manager presented two evening programs for the trail to concession groups
- Manager met with East Side Highway District to review their proposed work at Medimont
- Working with group to put in shade shelter at Mullan
- Looked at Kootenai County properties in Cataldo with NR Manager for possible use along the trail, decided not to pursue
- Encroachment permit and lease addendum completed for Harrison RV Campground Upgrade
- Corresponded with adjacent landowner and Harrison mayor regarding trees in ROW at Harrison
- Manager talked with IDFG about IDFG's lessee and lessee's cattle encroachment. Cow pies scattered between Black Rock and Lane. Animals destroying the trail embankment as they access the trail. Lessee is not maintaining fence for lease. Reports of lessee accessing the trail with ATV
- Manager reviewed and completed four encroachment permits and created two new leases
- Under the Freeway Flea Market in Wallace had record-breaking attendance

HEYBURN STATE PARK – RON HISE, PARK MANAGER

Current Challenges and Future Focus

None to report

Customer Service

- Staff continues to keep facilities maintained. Several minor plumbing issues were repaired throughout the park in July. The Visitor Center remains open seven days per week with longer hours of operation on weekends. Rocky Point Marina sales and rentals have increased since June. The store is open six days per week
- Staff began closing and winterizing facilities. The Chatcolet campground closed on September 12 and Benewah campground closed on the 18th. Hawley's Landing campground will remain open until the end of October. Just a handful of seasonals and volunteers remain

Park/Program Usage

- Weekend use was steady. Staff noticed what seems like an increase in visitors during the midweek times
- August brought the hottest temperatures for the year; as a result, our beach and marina facilities were well used
- Hawley's Landing campground saw a high number of campers throughout August. The campground was close to full each weekend. Hikers, bikers, and fishermen took advantage of the nice weather

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	25	218
Interpretive Programming	16	393
Jr. Ranger Programming	7	51
School Programming	0	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- We had no luck filling the vacant Resource Specialist position. Staff plans on meeting with IDL staff to discuss options
- The CDA Tribe is finished the fuels reduction project
- The Boundary fire started near mile post 4.25 on the Trail of the Coeur d'Alene's on August 9 and burned about three acres. At its peak there were 20 people, three engines, two fixed-wing and one rotor-wing aircraft fighting to keep it in check. The trail between Plummer and the Indian Cliff's trailhead was closed for three days. The fire was determined suspicious by IDL investigators
- The Park Manager along with IDPR Resource Program Manager met with IDL staff to tour possible future timber sale areas. The area in and around Plummer Point has been affected by root disease and bark beetles. We hope to set up a small timber sale to take care of the issues this winter

Staff Training

- Ranger attended DHR's 24-hour Supervisory Academy Training

Strategic Plan Actions

- None

Park Manager's Narrative

- The Manager met with the Heyburn Leaseholder's Association for their annual membership meeting on July 8
- The Coeur d'Alene Tribe held a dugout boat journey from the St Joe River to Coeur d'Alene with members of other tribes participating. They spent the first night camping at Chatcolet
- The Manager attended the quarterly Benewah County Local Emergency Planning Committee meeting
- The Manager met with an outdoor writer from the Idaho Statesman to talk about the Park and the Trail of the Coeur d'Alenes
- The Manager attended the north region manager's meeting in Sandpoint
- The Manager met with IDPR's Experience and Education Coordinator
- Extremely high levels of wild-fire smoke pushed air quality levels into the unhealthy range and forced a ban on all wood burning. Rains and a change in the weather patterns brought cooler temperatures and cleaner air to the area towards the end of August. The campfire ban was lifted
- Contractors replaced the 28-year-old boat pump out at Chatcolet with a brand new one. The Park was awarded a CVA grant last year to replace the old, worn out unit
- The Manager met with IDPR Development staff to discuss the proposed upgrades to the Chatcolet campground
- Repairs to Highway 5 at Pee Dee Hill was completed and the road re-opened to two lane traffic in August
- The Park Manager met with Tribal fisheries managers to discuss the Tribe's planned northern pike reduction program. They plan on netting and removing pike from the areas in and around Benewah Lake

- The Manager met with a local representative who is trying to establish a wild-rice harvesting program again. We have not had a wild-rice harvesting contract for four years

MCCROSKEY STATE PARK – RON HISE, PARK MANAGER

Current Challenges and Future Focus

1. We have not heard anything more regarding the process for disposal of the surplus lands.

Customer Service

- Staff spent time in the park maintaining facilities and talking to visitors
- Staff has been preparing for the usual influx of hunters we see camping in the park each fall. The Mission Mountain water system will be winterized in mid-October

Park/Program Usage

- July camping was up but day use was down. We suspect that the decline in the day use was due to the hot, dry conditions
- Good weather for most of September continued to bring people into the park

Program Services

- None

Preservation of Natural, Cultural, and/or Historical Resources

- Park staff along with the Resource Program Manager toured the Deep Creek sale. The sale and all required work was completed by the end of July
- We had no luck filling the vacant Resource Specialist position. Staff plans on meeting with IDL staff to discuss options

Staff Training

- None

Strategic Plan Actions

- None

Park Manager's Narrative

- The Park Manager and Region Manager toured the park
- The Park Manager spent a couple extra days per week in the park checking facilities and doing maintenance
- The Park Manager met with IDPR Development staff to tour the site of the proposed campground at Red Tail

HELLS GATE STATE PARK – CHARLIE CHASE, PARK MANAGER

Current Challenges and Future Focus

1. We have a constant need for group camps of 10 to 20 units.

Customer Service

- Park staff opened the gravel parking area near Hidden Beach in July to single vehicle parking, freeing up the paved parking area to the east of that lot for vehicles with trailers. Signage has been installed and training of customers has begun. Patrons are learning to park properly and over 30 spots have become available for them to use near the popular beach area
- All facilities are open for use. The Lewis and Clark Discovery Center is still open seven days a week, but hours have changed from 8:00 a.m. to 8:00 p.m. seven days a week to 8:00 a.m. to 5:00 p.m. Sunday through Thursday and 8:00 a.m. to 8:00 p.m. Friday and Saturday. The Jack O'Connor Center has removed a day and is now open only six days a week, Tuesday-Sunday. Hells Gate Marina Store, operated by Snake River Adventures is open seven days a week, but the

hours have been shortened to 8:00 a.m. to 5:00 p.m. All the campgrounds were open and available for reservations

Park/Program Usage

- July was busy as usual with just over 72% of available nights used for our cabins. Water, sewer, and electric sites leaped to just over 94% of the available nights being booked for use. Water and electric sites were occupied 88% of the time and standard sites were used 60% of the time. Use of the group shelters was mostly confined to the weekends, with only 27 reservations out of a possible 186 days, or 14% of the time. Cabins dropped 5%, W, S, E sites rose 2%, W, E sites rose 6%, while standard sites and shelter reservations stayed the same. We are now tracking use in the mooring area. In July we were 17.9% full
- August was busy as usual with just over 66% of available nights used for our cabins. Water, sewer and electric sites dropped to 91% of the available nights being booked for use. This is down about 4% from August of 2017. Water and electric sites were occupied 72% of the time and standard sites were used just over 58% of the time. These two types of campsites are about the same as last year. Use of the group shelters was mostly confined to the weekends, with only 26 reservations out of a possible 186 days, or 14% of the time, which is up about 2% over 2017. Moorage was running at almost 18% for August
- September had our normal busy Labor Day and then mostly full weekends the rest of the month. Camper cabins were occupied just over 43% of the time, while full water, sewer and electric sites had a great occupancy of 93.2%. Partial hookup sites were full nearly 82% of the time, considering that site 1 and site 9 are now parking lots for Camper Cabins and these sites are not usable. Standard campsites were occupied just over 54% of the time, usually on the weekends. Day use shelters were reserved only 8% of the time, led by shelter #6, the large group shelter with 30% occupancy. Marina moorage was occupied 17.49%

Program Services

- Hells Gate was host to a very special astronomy presentation by Chuck Schroll of Tucson, AZ. The only problems we had were the moon being a little too bright and finding a suitable spot to have the presentation

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	7	183
Jr. Ranger Programming	116	116
School Programming	0	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Park staff have been removing puncture vine from along the multiuse trail and the roadway. This is a seemingly never-ending battle with this horrible noxious weed
- Trees and shrubs have been ordered from the U of I Forest Nursery. These include some Common Camas, Showy Milkweed, incense cedar, rocky mountain juniper, pinyon pine, quaking aspen, water birch, American chestnut, bur-gambel oak, sugar maple, Idaho hybrid poplar, and black cherry. Various trees have also been marked for removal. Most are old Russian olive, black locust, and tree of heaven. We will be trying to receive donations from Reggear's Tree Farm out of Craigmont for some large trees to replace those trees we are removing

Staff Training

- Assistant Manager attended CPM in Coeur d'Alene and Moscow (48 hours)

Strategic Plan Actions

- We have extended a one-inch irrigation line from the north end of the marina to the residence area. While it doesn't have much pressure, it is able to water most of the volunteer village using river water. This should save us a huge amount of money
- Administrator of Operations offered to help find funds to construct the fence needed for our dog park on the north end of the marina, in the old spoils pond. Estimates have come in too high, so the fencing will hopefully be done in stages over a couple of fiscal years. Revised estimates have been requested
- Money has been ear-marked for mooring dock replacement. Manager has been consulting with the Corps of Engineers and the National Marine Fisheries Service on allowable dock design and placement

Park Manager's Narrative

- The staff has been struggling to keep up with firewood demand and we are thankful to the Clearwater-Potlatch Timber Protective Association for falling dead trees, Dworshak State Park for letting us collect firewood up at Freeman Creek, Winchester Lake State Park had several ponderosa pines, and for Mike Deyo and Nellie Chase who allowed us to utilize nearly four cords of firewood taken from un-merchantable timber fallen on their properties near Orofino
- Staff has started removing old Russian olive, black locust, and tree of heaven. While not great firewood, it still burns, and the campers use it
- Manager Charlie Chase completed the review of the Corps of Engineers Biological Assessment for Hells Gate State Park Marina and suggested a couple of minor changes. The Corps is still grinding away at the permitting process for the state park to begin dredging the marina basin. We are still hoping for dredging in December of 2018 or January of 2019
- Park staff has been slowly working on dock repairs of our 40-year-old mooring docks. Many boards are rotten; we are replacing most with 2x8 treated lumber, trying to make the docks as safe as possible until new docks can be installed in the far future
- In September, City of Lewiston Utility Billing and Water and Wastewater Divisions met with Park Manager and Assistant Manager about the 40% increase in potable water and sewer disposal. By their estimate, Hells Gate will be burdened with at least \$13,000 more per year in costs for these necessary items. Park staff has been instructed to be on close lookout for any possible water leaks and to use as little city water as possible

WINCHESTER LAKE STATE PARK – STEVE KUSKIE, ASSISTANT PARK MANAGER

Current Challenges and Future Focus

1. Leveling of our campsites. We have seen a continuing trend of significantly larger rigs camping with us. The importance of having level sites has increased.
2. Trail enhancement: A significant portion of our Lakeshore trail is currently pit run. 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.

Customer Service

- We've had an exceedingly busy July. It started out as it usually does with a wonderful Winchester Days Celebration followed by a great, fireworks display over the lake. Our park store was busy also, doing a good bit of business with folks commenting on how well it's been stocked this year. Our interpretive programs have been well attended with another season of the Shimi Tree Trio Flamenco dancers packing the amphitheater. Our 'drop-in' one-night-only visitors have increased and a number of those have extended a night or two. We are seeing larger rigs

because of the electrical upgrade, increasing the importance of leveling and lengthening sites as we can

- We had a very strong start to August. Visitation was high, and folks were enjoying themselves. As usual, about mid-month, harvest was in full swing, the temperatures reached record highs and the bees were out in force. We were steadily full to nearly full weekends, but our mid-week stays have dropped significantly. The store remained stocked all season, including ice cream which was ordered weekly
- September saw a lot of project work around the park. We were able to get two new “T” docks installed. The Nez Perce Tribe fire management crew came out and did a fantastic job thinning and chipping along the trails. This has made a dramatic difference in how the trails look and feel

Park/Program Usage

- The yurts had an average of 84% usage for July with reservations remaining strong into August. We averaged 64.5% usage in the campground with our mid-week stays ever increasing. Weekends have been consistently full. Our day use areas have seen heavy use as well with the boat ramp parking lot being full most of the weekend. This adds importance to the paving of that parking lot and designating parking stalls. Quite often, more vehicles could be parked if space was utilized better
- The yurts had an average of 73% usage for August with the campground averaging 47.5% usage. Weekends have again been full to near full throughout the month
- The yurts had an average of 63% usage for September with our Camas Loop averaging 70% usage for the eight days it was open in September. Our Appaloosa loop, which remains open year-round, saw 33% usage

Program Services

- Interpretive program – We are in the swing of the WERC presenting each Wednesday and every other Friday/Saturday; we show an Outdoor Idaho video on opposite weekend nights. We also had Cindy Lunte from PBS swing by for a “wish for a fish” evening program
- Special Events – Shimi Tree Trio Flamenco Dancers

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	21	500
Jr. Ranger Programming	Self-Guided	424
School Programming	0	0
Special Events	1	55

Preservation of Natural, Cultural, and/or Historical Resources

- Our Natural Resource Officer has partnered with the Nez Perce tribe to help with a fuels reduction project in Winchester State Park. The tribe spent a week and a half clearing overgrown and dead areas around the trail system
- We’ve also been utilizing the Department’s chipper to help thin around our road edges. This will be an ongoing effort as the chipper is available
- Three USDA bark beetle traps have been set in the park. The Plant Health Safeguarding Specialist will be back out to let us know the results of the traps
- We would like to work with the IDPR Experience-Education Coordinator to develop a plan for new interpretive panels throughout the park. There are a number that need replaced and we’d like to add 2-3 more. With vandalism to one of the few panels in the park, we currently have only a couple still out

Staff Training

- None reported

Strategic Plan Actions

- Providing new experience-based programs – We are going to try to incorporate a wider variety of programming this season. This will hopefully include both interpretive offerings as well as some experience-based programs. Details will be addressed as staff training progresses
- Increasing revenue – With the completion of the electrical upgrade from 30amp to 50amp in our Camas Loop, we hope to see an increase in visitation by those folks looking for that added amperage. It may also allow folks to be more comfortable for longer stays than usual. A goal of this season will be to focus on retail. There is a lot of room for revenue growth in our retail program

Park Manager's Narrative

- We're excited to be working with the Nez Perce Tribe on a Fire Management plan. There is a lot of work needed to thin out some overgrown areas in and around the park. This will be a great partnership to reach those goals
- A combination of good weather and some seasonal staff staying later this year has allowed for a productive September. The docks were installed, thinning along the trail and the continuation of the electrical upgrade. In addition, we've been able to get the majority of the identified hazard trees down, some leveling done at the trail head, and some roadside thinning finished

DWORSHAK STATE PARK – NATHAN BLACKBURN, PARK MANAGER

Current Challenges and Future Focus

1. Freeman Creek only has a small entry station making display of retail items difficult. Dworshak would like to purchase a vending machine for commonly forgotten camping items, develop storage shelving in the entry station, and purchase a variety of camping and snack items for sale.

Customer Service

- July and August saw Dworshak State Park at full capacity the majority of the time. All major park services were fully available, with the marina and entry station staffed daily, as well as rangers covering both morning and evening compliance shifts
- Interpretive programming was held every weekend. The park was unable to fully meet retail demands without additional funding for expansion of the retail program at Freeman Creek
- Water levels in the reservoir reached their off-season low point during September. We maintained daily Entry Station staffing through Labor Day weekend, then dropped to Saturday and Sundays only for the next two weeks. The Big Eddy Office and Marina are now staffed Monday through Thursday from 9:00 AM to 2:00 PM

Park/Program Usage

- Dworshak had substantial park usage of all facilities. Big Eddy lodge had two weddings and two private parties. Aspen Group Camp was rented 4/4 weekends and 1/3 weekdays. Blackberry was rented 4/4 weekends and 1/2 of all weekdays. Three Meadows was occupied every weekend and all but five weekdays. In addition, almost all campsites were occupied every weekend and about 3/4 during weekdays. This gives Dworshak State Park occupancy that more closely resembles that of Level 3 parks (between group camps and all campsites approaching 1,000 overnight guests plus substantial day use via marina and boat launch access) when it is only staffed as a Level 2 park with no group camps
- August saw visitation steadily decline in correlation with the reservoir levels, with weekday camping occupancy below 50% and weekend occupancy at near 75%. Dworshak had moderate park usage of all facilities excepting Three Meadows which was near to full occupancy. Big Eddy lodge had three private parties. Aspen Group Camp was rented 2/4 weekends and 1/3 weekdays

and Blackberry was rented 2/4 weekends. Three Meadows was occupied every weekend and all but 11 weekdays

- Park occupancy was near to full capacity for Labor Day weekend. There were nine rental nights at Three Meadows Group Camp and no use of Big Eddy or the other group camps. Weekends see between five and ten campers

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	5	39
Jr. Ranger Programming	7	108
School Programming	0	0
Special Events	0	0

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 and a weed management plan, and the woody plants need to be 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

- None reported

Strategic Plan Actions

- Exploration of methods to attract a new user group has resulted in the decision to abandon the 3D archery course, maintain the archery range, and add an 18-hole disc golf course. Operations Administrator Keith Hobbs has allocated \$2,000 towards purchase of disc golf baskets. These improvements will help to fulfill Objective 1.1 to provide different and unique outdoor experiences
- Manager Blackburn is working with Natural Resource Program Manager Keith Jones to establish fire breaks to the neighboring property, helping to meet Performance Measure 3.1.2 to improve fire safety within our parks
- Expansion of the retail program at the Big Eddy Marina store and the Freeman Creek campground will help to meet Performance Measure 3.2.1, to continue to seek additional revenue

Park Manager's Narrative

- Dworshak State Park experienced a very busy July. Camping revenue was slightly lower than 2017 for July, but still well above those of 2015 and 2016. Staff definitely felt the pressure but continued to perform admirably in busy circumstances
- August saw consistent visitation, with mostly full weekend and roughly half full weekdays, although lower than in July as is typical for the park. The park continued to offer weekly interpretive programming and staff the marina and entry station daily. We look forward to beginning late summer and fall projects, with installation of the disk golf course a priority
- September had the park at near to full capacity for Labor Day weekend and then plummeted to minimal use. During this time both the ¾ time ranger and the ¾ time maintenance craftsman are transitioning to 24 hours a week, so while this is ideal time for project work, minimal is possible due to staffing levels. That said, we have repaired two different water leaks, replaced the concrete at the shower house walkway from an earlier project, and began the process of winterization

**NATURAL RESOURCE MANAGEMENT PROGRAM
QUARTERLY REPORT JULY – AUGUST – SEPTEMBER 2018**

NATURAL RESOURCE MANAGEMENT PROGRAM – KEITH JONES

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.

Timber/Forest Management:

- Submitted the Landscape Scale Restoration and Western States Fire grant proposals with IDL. If successful, these two grants would award IDPR \$600,000 and, together, would focus on creating a “Fire Adapted Parks” program that implements protocol and procedure to assess and prioritize individual Park wild fire preparedness, facility safety, and fire adapted Park natural resources as well as help fund field assessments of Parks, facility wildfire preparedness upgrades, modifications to promote fire resistance, Hazard Fuels Reduction projects, and educational components.
- Working with the Nez Perce Fire and Forestry staff and Fish and Game staff to conduct hazard fuel mitigation and create shaded fire breaks along the trails and roadways in the Park.
- Conducted Hazard tree assessments and tree removals at Winchester, Round Lake, and Heyburn.
- Worked with IDL and Heyburn Park staff to assess and mark a diseased timber stand around the Plummer Point day use area for hazard and salvage sale set up.
- Continuing the demonstration vegetation treatment (for clearance, fuels reduction, and aesthetics) along the Trail of the Coeur d Alene’s in preparation for future trail clearance through contracts.
- Completed road and trail improvements on the “West Farragut” timber sale at Farragut State Park. Slash piles will be burned this fall and winter, and the site will be planted with Western White Pine and Larch next spring.
- The “Beavertail” sale at Farragut did not get sold at IDL auction this summer, due to extensive beetle damage and resultant devaluation to the stand. We will re-assess stand value, volumes, and proposed developmental items to help facilitate a better result at the next auction in October. The project will continue the efforts of IDPR and IDFG to

restore 63 acres of the south side of the park to its Ponderosa Pine dominated past as outlined in the Park's Natural Resource Management Plan.

- Met with IDL regional managers to plan for the recruitment of the allusive and suitable senior forester candidate to fill the shared position between Heyburn/McCroskey and IDL. We will advertise for the opening again in October in the hope of receiving a handful of interested and qualified internal candidates.
- The McCroskey "Deep Creek" Timber sale is complete, with the exception of pile burning this fall and the spring planting. This sale continued the objective of Ponderosa Pine habitat restoration and improved forest resilience in McCroskey State Park.
- In the final stages of sale set up for the "Blue Sky" timber sale at McCroskey. This project will selectively remove approximately one million board feet of over-stocked shade-tolerant tree species, and replant thousands of seral species on the site, creating a more historically representative stand, species, and density conditions.
- Set up a small direct timber sale in Farragut that will remove trees from a future parking lot area and thin the Brig road corridor to improve clearance and aesthetics while creating a shaded fuel break.
- Working on the Indian Creek Campground Vegetation Management Plan for Priest Lake State Park to be completed this winter.
- Continuing Hazard Fuel treatments at Harriman State Park this fall and winter.

Noxious Weed Management / Restoration:

- Worked with Lucky Peak staff to create alternative pondweed application for safe and effective treatments to the swimming area.
- Working with Bruneau Dunes staff to create options for more efficient and successful tree retention and turf management on the irrigated sites in the Park.
- Tammany Creek corridor restoration and living classroom at Hells Gate is moving forward with the exciting energy and volunteer help of a U of I landscape architecture professor and his class to create viable plans for maximizing the potential of the site.
- Represented 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 state's cooperative weed management areas.

OPERATIONS DIVISION QUARTERLY REPORT JULY – AUGUST – SEPTEMBER 2018

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

- Worked with the Kempthorne Family, IDPR's Experience/Education Coordinator and IDPR's Communications Officer to establish and define a statewide Loaner Backpack Program. Up to twenty Idaho State Parks will be able to offer free loaner backpacks to children when they visit an Idaho State Park. Inside the backpacks will be a variety of materials designed to engage children with the outdoors.
- Assisted the Idaho Fish and Game Department evaluate the recreation and resource potential of Bureau of Reclamation properties located near the Black Canyon Reservoir.
- Assisted the Annual Conference Planning Team in the development and presentation of the 2018 IDPR Conference in Boise. Comments from the near record attendance were very positive about the provided agenda, the opportunity to network with IDPR colleagues, and meet the many new staff members.
- Continued working with the Office of Administrative Rules, the IDPR Management Services Administrator, and the North Region Manager to achieve publication in the Administrative Rules Publication of three IDAPA Rule changes being sought by IDPR. These rules include revision of Rules Governing the Administration of Park and Recreation Areas and Facilities (adding clarifying language to rule concerning Surcharge Assessments), revision of Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation (increase in the fee for application, modification, and transfer of Temporary Permits) and Rules Governing Filming within Idaho State Parks (reducing the administrative regulation for non-impactive commercial photographers).
- Assisted IDPR staff submit a nomination of the Coeur d'Alene Old Mission for the 2019 National Medal for Museum Services.

- Worked with IDPR Operations staff to revise current IDPR policy for non-motorized boat rentals within Idaho State Parks. The policy revision is a result of the increasing number of non-motorized craft rentals occurring within our parks and the need to ensure consistency in the use of liability releases, money collection, and safety guidelines.
- Represented IDPR at the Salmon, Idaho Capital for a Day.
- Continued work with the IDPR Fee Team to evaluate the fee structure in current use and solicit input from IDPR personnel on potential improvements to reduce complexity, better reflect market prices, and maintain or enhance existing revenue.
- Worked with the IDPR Management Services Administrator to develop a Request for Information (RFI) to evaluate the interest in a public/private partnership for the development and operation of a lodge facility at Ponderosa State Park.
- Worked with the IDPR Senior Buyer to place vehicle orders for the approved FY`19 purchases. As has been done in recent previous years, a minimum of ten new vehicles are entering the current fleet, replacing high mileage and aged vehicles.
- Worked with Lucky Peak State Park staff and IDPR Development Bureau staff to develop the scope for a Request for Quotations (RFQ) for the Lucky Peak Spring Shores Marina. The RFQ will solicit responses for the potential upgrade and possible expansion of the existing dock system to meet increasing demand and address failing dock components.
- Worked with the staff of Eagle Island State Park and a contractor to provide treatment to the park's water body to remove Blue-Green Algae which impacted use of the park. The treatment was successful, and the water was opened to the public within one week.
- Worked with the North Region Manager, CDA Parkway staff, and the Attorney General's Office to finalize the Memorandum of Understanding between IDPR and the City of Coeur d'Alene for the continued operation and maintenance of a section of the CDA Parkway.
- Represented IDPR by providing presentations to the City of Eagle Kiwanis, the Mountain Home Chamber of Commerce, and the Hagerman Bike and Walk Committee. Also served as moderator for an Oral History presentation of Harriman State Park ranching heritage.
- Assisted IDPR staff in the development and presentation of the Kempthorne Visitor Center dedication at Ponderosa State Park.
- Assisted several parks develop agreements with outside constituents for activities within park lands, including a Group Use Permit for Winchester Lake State Park, Concession Agreements for Lucky Peak, Trail of the Coeur d'Alenes and Bruneau Dunes State Parks, and Grant Agreements for City of Rocks National Reserve and Bruneau Dunes State Park.
- Successfully worked with IDPR Recreation Bureau to distribute Throw Bags to Idaho State Parks, to assist in water rescues. The Throw Bags will be kept in vehicles and park locations close to water sources to provide additional needed equipment to effectively responded emergency situations.
- Attended the IDPR Board Meeting held in Coolin, Idaho.

- Worked with the Experience/Education Coordinator to establish a strategy to develop resource inventories for each Idaho State Park. These inventories are important for the development of park interpretive plans and to guide future park development.
- Worked with Harriman State Park staff and the South Region Manager to upgrade the Sr. Maintenance Craftsman position at the Ashton-Tetonia Trail to a Park Ranger position. This upgrade is in response to the park becoming operational, with numerous facility enhancements and increased visitor use.

**RECREATION RESOURCES BUREAU QUARTERLY REPORTS
JULY – AUGUST – SEPTEMBER 2018**

RECREATION RESOURCES BUREAU, DAVID 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. This is in addition to the routine tasks of answering questions from the general public and county marine deputies, grant administration, preparation for various training courses, attending county waterways committee meetings, attending user group meetings, and ordering of equipment and supplies.

- * As of September 30, there have been nine (9) confirmed boating fatalities around the state.
- * Four loaner stations were installed in 2018 and there is now a total of 107 stations located around the state. The 2018 stations were installed in Ada, Boise, Idaho, and Valley counties. One of the stations (Riggins) was installed in conjunction with a family who lost a loved one in a boating accident. A memorial was placed along with the informational kiosk. Plans are being made for additional stations in 2019.
- * Staff participated in numerous outreach efforts around the state to promote boat safety including safety fairs at the Idaho Nuclear Laboratory outside Idaho Falls, National Night Out in Coeur d'Alene, and boating safety informational booths at Redfish Lake, Hells Canyon, and American Falls. Staff also worked with Ada County to put on a Paddle-sports safety class for students at Kuna High School.
- * Staff was busy working with the counties to finalize data for required year-end reports for the U.S. Coast Guard. The Boating Program and counties combined to teach a boat safety course to nearly 900 students this fiscal year and participated in over 80 boat safety outreach events around the state.
- * Staff initiated a partnership with the Hells Canyon Boat Club. Topics of discussion have been the life jacket loaner program and sponsorship of a boat safety class.
- * The Program provided loaner life jackets and other boating safety materials to the Payette River Bassmasters for their annual Conservation Kids Program. The group was very appreciative of the Program and sent a letter thanks. An excerpt from the letter: "Idaho Parks and Recreation provided life jackets for all of the kids and adults and kids. Also, they provided great boat safety pamphlets, and awesome backpacks to carry them in. We were able to use this as we took them out fishing to teach about boating safety. We cannot express our appreciation enough for what you have brought to this event with your program. Many families were able to learn about safety on the water as well as participate with an extra feeling of security wearing the life jackets."
- * Dave Dahms and Sam Hoggatt attended the annual conference of the National Association of State Boating Law Administrators (NASBLA) in Indianapolis, IN. The increase in paddle sports continues to be an issue discussed nationally due to the increase in accidents and fatalities associated with higher use and prevalence of low cost paddling watercraft. Dave served as vice-chair for the NASBLA Paddle Sports committee this past year.

OFF-HIGHWAY VEHICLE PROGRAM, TROY ELMORE, PROGRAM MANAGER

The following is a list of activities that have been recently completed by the Motorized Trails Program Staff:

- * Conducted interviews for South Region Trail Cat/Groomer Operator position and hired Todd Thayer.
- * Attended ITMA State Ride and board meeting near Ketchum.
- * Attended NOHVCC Conference in Grand Rapids Michigan.
- * Attended a two-day field trip with the Central Idaho Public Lands Collaborative and the Salmon Challis National Forest.
- * Attended "Ride the Bayhorse" at Land of the Yankee Fork State Park as well as KLIM Dirt Days on the same weekend.
- * Presented five classes on how to use the IDPR mapping program/Avenza to two local ATV clubs, one trail machine club, one nuclear lab, and one safety day at another nuclear lab.
- * Attended local Idaho Falls Trail Machine Association Rides, a couple of MOTOGIRLS208 rides and trainings, and a Treasure Valley Trail Machine ride in Stanley.
- * Attended Supervisory Academy through DHR in Blackfoot.
- * Held 65 ATV, UTV, and motorbike classes for 328 students.
- * Attended various club meetings and safety events.
- * Processed course completion certificates for 422 students through volunteer and Agency instructor-led classes.
- * Began the distribution of 20,000 of the 2018 Snowmobiling in Idaho booklets.
- * Completed the 2018 Avalanche Safety booklet updates and printed 3,000 copies for public distribution.
- * Scheduling the 2018/2019 IDPR Avalanche awareness and Companion Rescue clinics.
- * Met with IDL and NOHVCC staff to look at new OHV opportunities on small IDL parcel in Liberty Lake.
- * Attended Kaniksu Winter Travel Plan group. FS was hoping for consensus recommendations from group but looks unlikely at this point due to disparate goals of attendees. Future meetings uncertain.

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.

- * Created a new statewide Non-Motorized Interagency Trail Committee (NITC). Its main purpose is to improve non-motorized trails in Idaho through cooperative efforts. The group met for the first time in August and plans to meet again December. One of the many goals is to create a new and substantial funding source for non-motorized trails.

- * On October 10 staff hosted a Central Idaho Trails meeting in Boise. About 30 people attended ranging for government trail agencies to non-profit trail organizations. Issues discussed included the lack of trail maintenance funding to the implementation of the National Trail Stewardship Act in central Idaho
- * Attended monthly Ada County Foundation trail system (FACTS) trail and other trail meetings.
- * Provided technical assistance to trail agencies and answered numerous trail-user inquiries each day relative to the Idaho Centennial Trail, rail trails, and trails in general.
- * In September, opened reservations for all six Idaho City yurts starting November 20. Within two days 95 % of the winter season yurt dates were full.
- * Staff and IDPR volunteers worked cooperatively with the Idaho City Ranger District staff to install about 500 Idaho City Park N' Ski area blue blaze posts after the Pioneer Fire salvage logging operations were completed.
- * Finished construction of the Whispering Pines replacement yurt. That included a new .7-mile winter access trail, road gate, toilet, greywater sewage system, a wood storage room/yurt deck, picnic tables, and a bench.
- * Staff and volunteers cleaned and stocked the yurts with winter supplies. All the yurts received maintenance such as painting and sealing this summer and over 20 cords of firewood were cut, transported, split, and stacked under the yurt decks.
- * Continue to work and meet with Idaho City District staff on issues related to the Pioneer fire: new yurt, trails rehabilitation RTP grant, salvage logging, public access, and IDPR access.

OUTDOOR RESOURCE, JEFF COOK, ANALYST

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

- * Continued working with the Idaho Trails Web Application Updates. Numerous Fires this summer led to several emergency closures which are showing on the Application. The updates were quite difficult due to generic problems with the ArcGIS Production server, but staff found a workaround to get the job done.
- * Reviewed and prepared comments on numerous proposed federal land NEPA documents. These documents included a timber sale on the Coeur d' Alene River Ranger District, new trail construction in the Boise Foothills, a Hazardous Fuels Projects near Big Creek and the Boise Foothills, and a trailhead improvement near Celebration Park on the Snake River. Staff is also monitoring the Sage Grouse Amendments to the Land Management Plans on Bureau of Land Management Land and U.S. Forest Service Land.
- * Attended the Big-Creek Yellow Pine Collaborative Meeting in August. Working through discussions on what to do with the Sugar Creek Road.
- * Helped Non-Motorized staff with mapping out the new trail constructed to access the Hennessy Yurt and included it on the Idaho City Park N' Ski Trail Web Mapping Application.

Reservation Activity Report

FY 2019 1st 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:

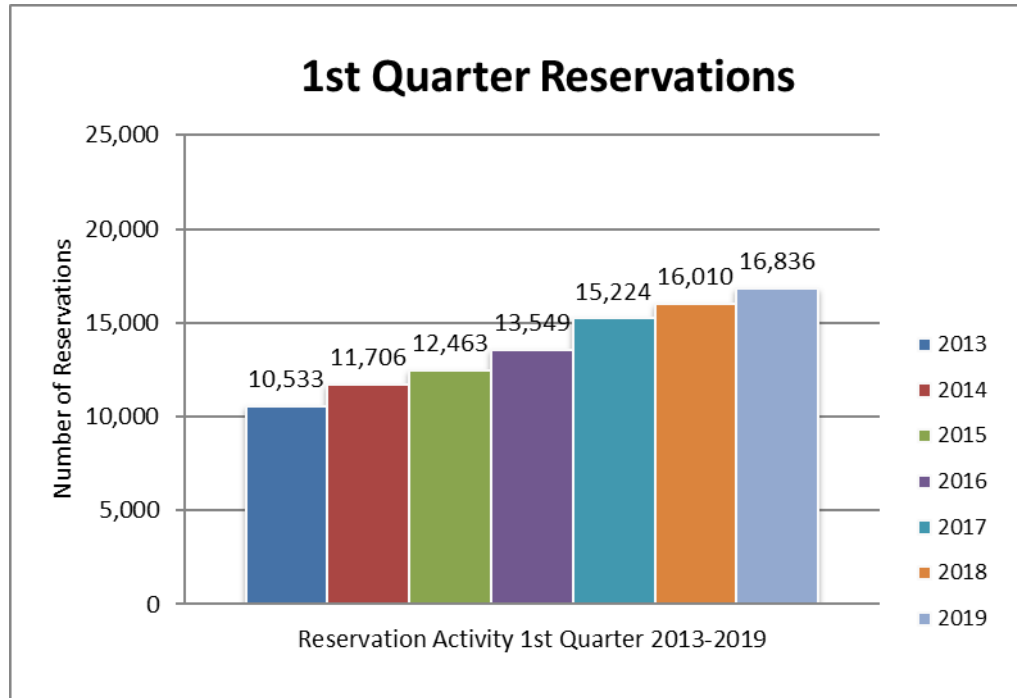
- Reservation Windows
 - How far in advance customers can book
 - How close to arrival date customers can book
- Booking Patterns
 - How far in advance do customers actually book
 - What effect location has on advance bookings
- Inventory turnover
 - What percent of reservations made are ultimately cancelled
- Any external factors that may have impacted bookings

The data presented in this report is for the first quarter (July - September) FY 2019 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 16,836 reservations were processed. This represents a 5.16% increase, or an additional 826 reservations processed during the quarter as compared to FY2018 in which 16,010 reservations were processed.

The Internet sales channel activity represented 87% of the total reservations booked.

The following chart(s) are supplied for FY2019 1st quarter activity for trending/monitoring purposes.



FY Quarter	Reservations	% of Change
2013	10,533	
2014	11,706	11.14%
2015	12,463	6.47%
2016	13,549	8.71%
2017	15,224	12.36%
2018	16,010	5.16%
2019	16,836	5.16%

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

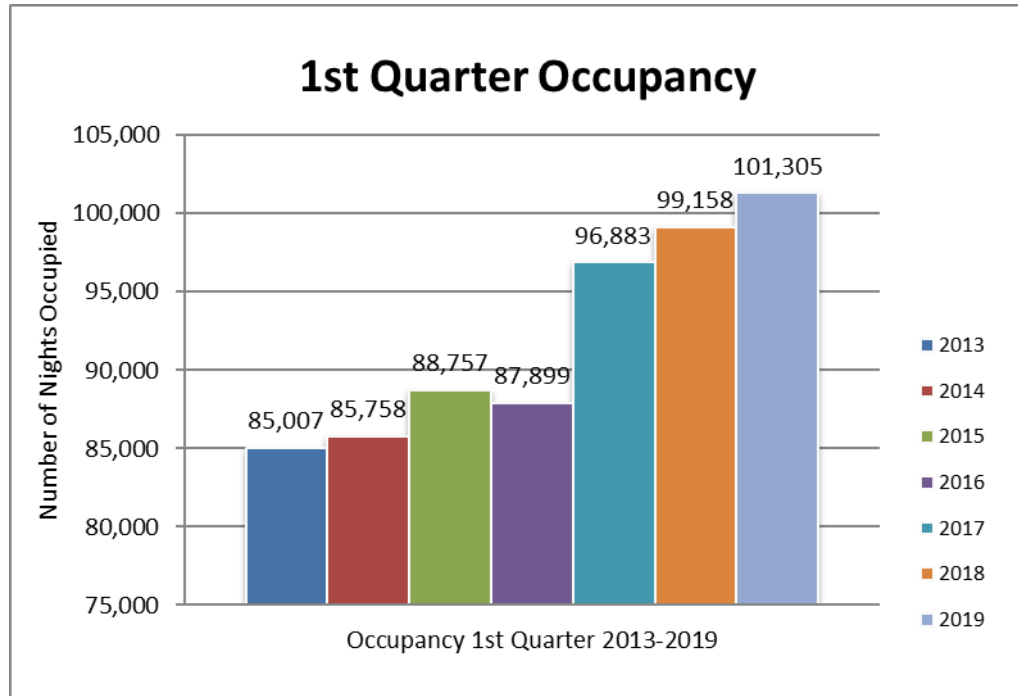
The data contained in this section looks at occupancy for first quarter FY2019 (July - September). It includes information on what percent of occupancy the nights stayed represented by park and by site type. Additionally, comparisons are provided for the past seven years for trending purposes.

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.

Seventy-one (71) % of occupancy for the quarter was from reservations. The remaining twenty-nine (29) % were the result of walk-ins (first come first serve) camping. This is typical for this quarter as most of the time period is inside the reservation windows.

This past quarter occupancy increased by 2,147 nights with 101,305 nights stayed. This represents an 2.17% increase from FY2018 which had 99,158 nights camped during the quarter.

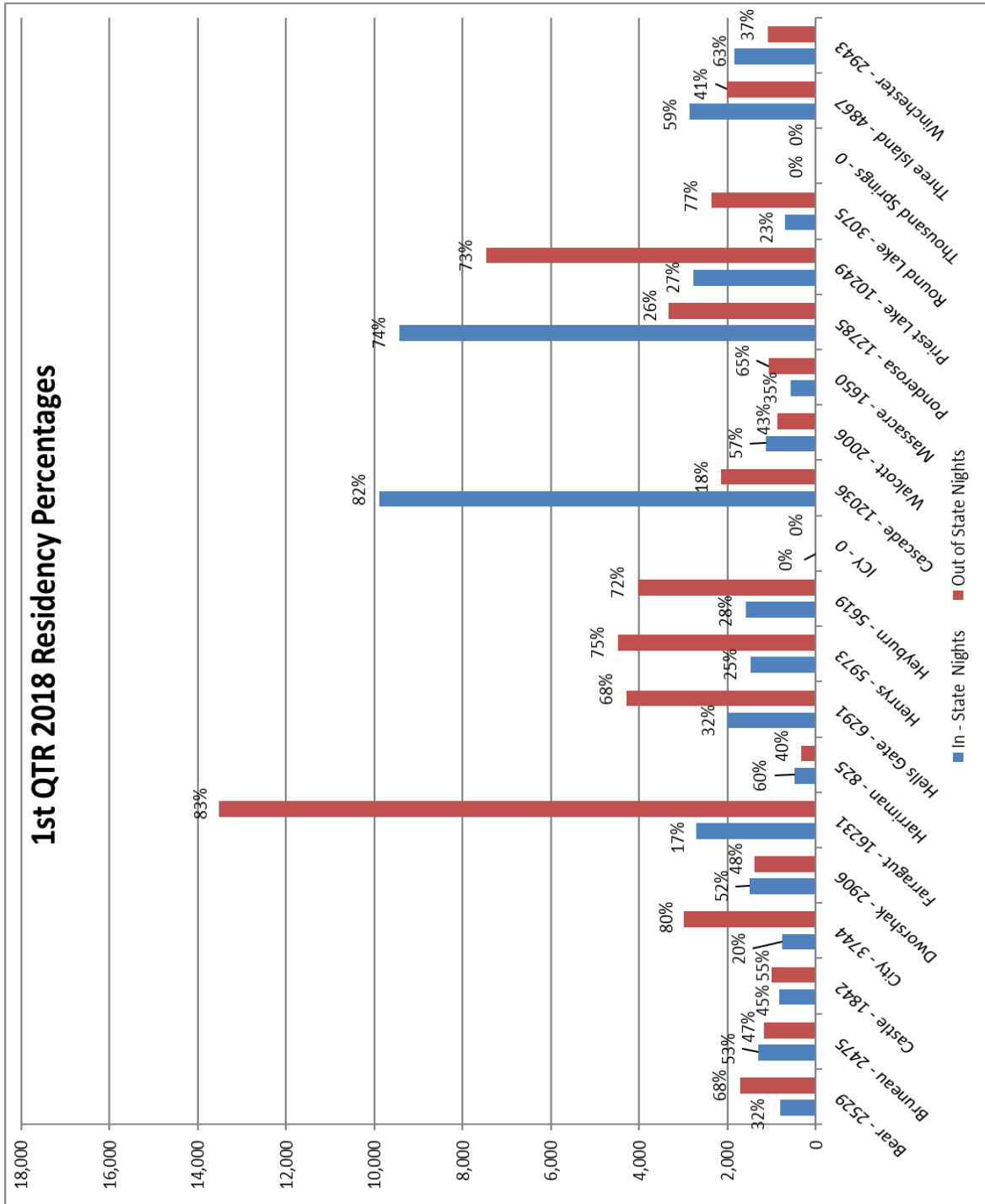
The following chart(s) are supplied for FY2019 1st quarter activity for trending/monitoring purposes.



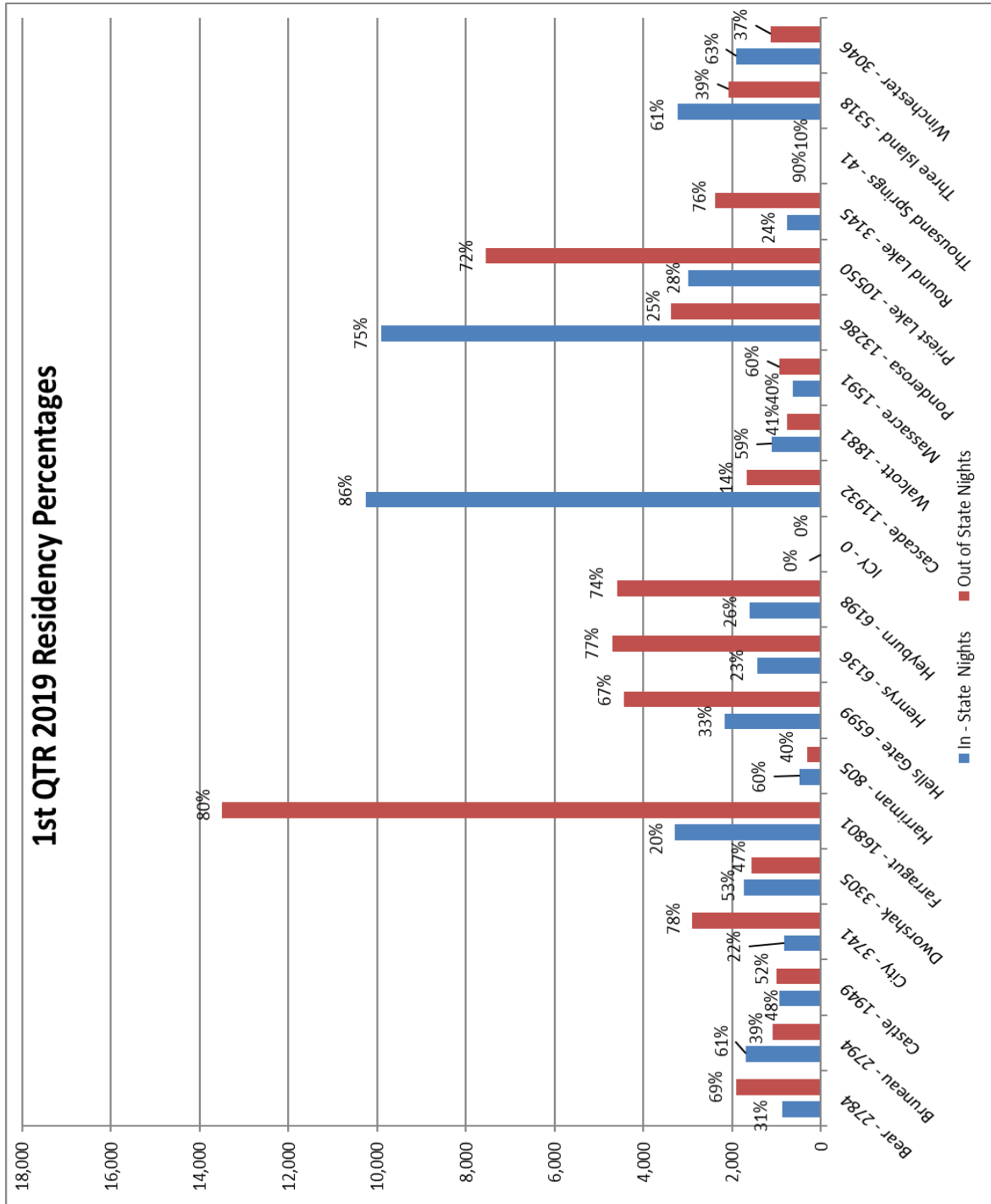
FY Quarter	Nights	% of Change
2013	85,007	
2014	85,758	0.88%
2015	88,757	3.50%
2016	87,899	-0.97%
2017	96,883	10.22%
2018	99,158	2.35%
2019	101,305	2.17%

The following charts are supplied to monitor occupancy by residency, by park.

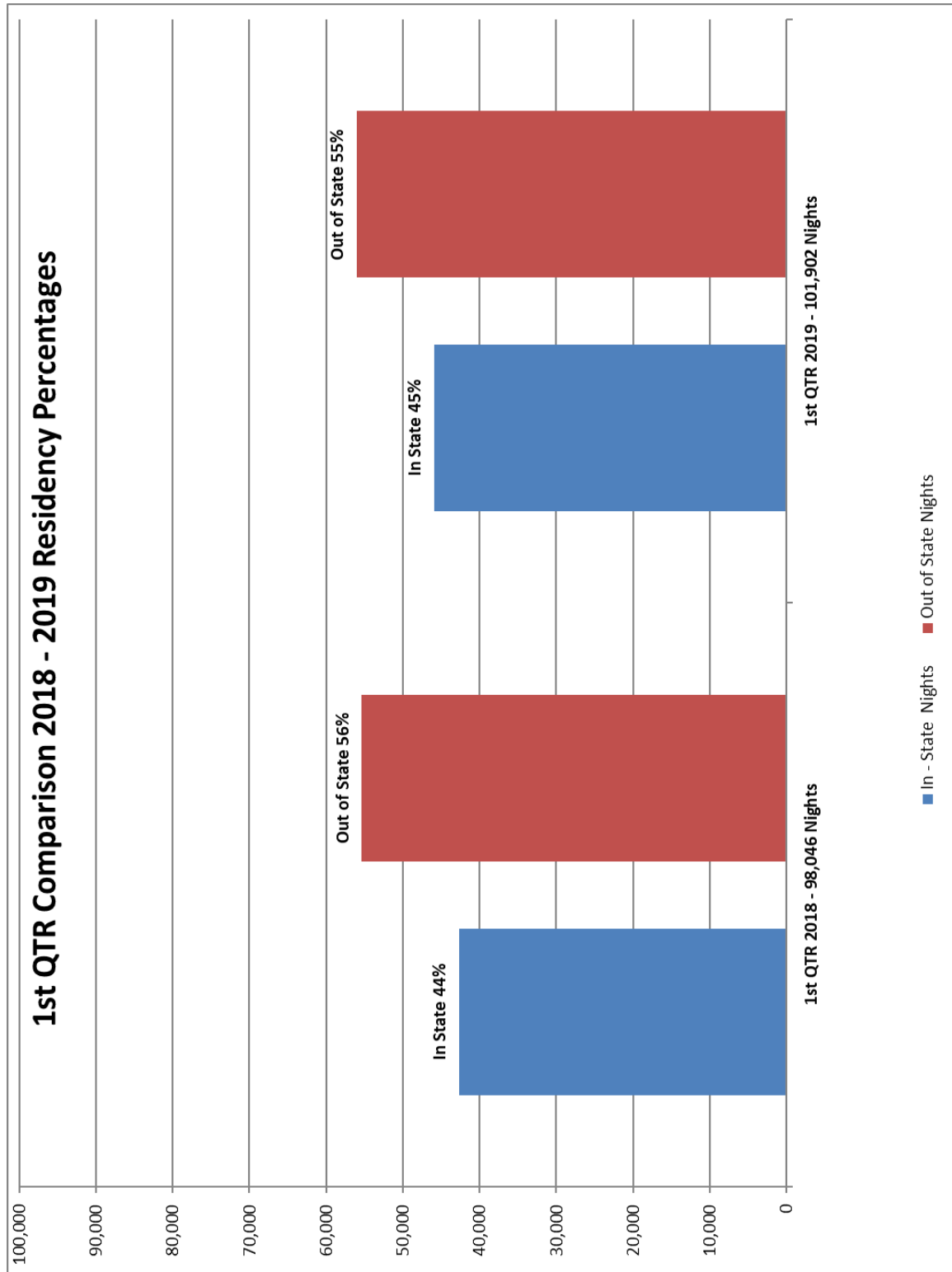
1st Quarter 2018 Occupancy by residency by park



1st Quarter 2019 Occupancy by residency by park



1st Quarter 2018 - 2019 Residency Comparisons



IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Bear Lake	47	1,094	75.09%	896	61.50%	321	22.77%	2,311	53.45%	2015
2016	Bear Lake	47	1,180	80.99%	1,017	69.80%	280	19.86%	2,477	57.28%	2016
2017	Bear Lake	47	1,328	91.15%	979	67.19%	232	16.45%	2,539	58.72%	2017
2018	Bear Lake	47	1,307	89.70%	1,126	77.28%	313	22.20%	2,746	63.51%	2018
2019	Bear Lake	47	0		0		0		0	0.00%	2019
2020	Bear Lake	47									2020
2021	Bear Lake	47	0		0		0		0	0.00%	2021
2022	Bear Lake	47									2022
2023	Bear Lake	47	0		0		0		0	0.00%	2023
2024	Bear Lake	47									2024
2025	Bear Lake	47	0		0		0		0	0.00%	2025
2015	Bruneau Dunes	95	516	17.52%	522	17.72%	1,004	35.23%	2,042	23.36%	2015
2016	Bruneau Dunes	95	652	22.14%	695	23.60%	1,077	37.79%	2,424	27.73%	2016
2017	Bruneau Dunes	95	609	20.68%	779	26.45%	1,125	39.47%	2,513	28.75%	2017
2018	Bruneau Dunes	95	687	23.33%	686	23.29%	1,405	49.30%	2,778	31.78%	2018
2019	Bruneau Dunes	95	0		0		0		0	0.00%	2019
2020	Bruneau Dunes	95									2020
2021	Bruneau Dunes	95	0		0		0		0	0.00%	2021
2022	Bruneau Dunes	95									2022
2023	Bruneau Dunes	95	0		0		0		0	0.00%	2023
2024	Bruneau Dunes	95									2024
2025	Bruneau Dunes	95	0		0		0		0	0.00%	2025
2015	Castle Rocks	44	460	33.72%	344	25.22%	558	42.27%	1,362	33.65%	2015
2016	Castle Rocks	44	591	43.33%	431	31.60%	752	56.97%	1,774	43.82%	2016
2017	Castle Rocks	44	654	47.95%	502	36.80%	714	54.09%	1,870	46.20%	2017
2018	Castle Rocks	40	658	53.06%	519	41.85%	788	65.67%	1,965	53.40%	2018
2019	Castle Rocks	40	0		0		0		0	0.00%	2019
2020	Castle Rocks	40									2020
2021	Castle Rocks	40	0		0		0		0	0.00%	2021
2022	Castle Rocks	40									2022
2023	Castle Rocks	44	0		0		0		0	0.00%	2023
2024	Castle Rocks	44									2024
2025	Castle Rocks	44	0		0		0		0	0.00%	2025

IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	City Of Rocks	67	1,173	56.48%	1,016	48.92%	1,271	63.23%	3,460	56.13%	2015
2016	City Of Rocks	64	1,310	66.03%	1,097	55.29%	1,199	62.45%	3,606	61.24%	2016
2017	City Of Rocks	64	1,295	65.27%	1,227	61.84%	1,277	66.51%	3,799	64.52%	2017
2018	City Of Rocks	64	1,189	59.93%	1,087	54.79%	1,443	75.16%	3,719	63.16%	2018
2019	City Of Rocks	64	0		0		0		0	0.00%	2019
2020	City Of Rocks	64									2020
2021	City Of Rocks	64	0		0		0		0	0.00%	2021
2022	City Of Rocks	64									2022
2023	City Of Rocks	67	0		0		0		0	0.00%	2023
2024	City Of Rocks	64									2024
2025	City Of Rocks	64	0		0		0		0	0.00%	2025
2015	Dworshak	100	1,390	44.84%	474	15.29%	218	7.27%	2,082	22.63%	2015
2016	Dworshak	100	1,784	57.55%	759	24.48%	425	14.17%	2,968	32.26%	2016
2017	Dworshak	100	1,806	58.26%	800	25.81%	433	14.43%	3,039	33.03%	2017
2018	Dworshak	100	1,869	60.29%	864	27.87%	312	10.40%	3,045	33.10%	2018
2019	Dworshak	100	0		0		0		0	0.00%	2019
2020	Dworshak	100									2020
2021	Dworshak	100	0		0		0		0	0.00%	2021
2022	Dworshak	100									2022
2023	Dworshak	100	0		0		0		0	0.00%	2023
2024	Dworshak	100									2024
2025	Dworshak	100	0		0		0		0	0.00%	2025
2015	Farragut	233	6,365	88.12%	6,513	90.17%	2,434	34.82%	15,312	71.43%	2015
2016	Farragut	233	7,034	97.38%	6,794	94.06%	2,913	41.67%	16,741	78.10%	2016
2017	Farragut	233	7,082	98.05%	6,867	95.07%	2,622	37.51%	16,571	77.30%	2017
2018	Farragut	233	7,130	98.71%	6,624	91.71%	2,919	41.76%	16,673	77.78%	2018
2019	Farragut	233	0		0		0		0	0.00%	2019
2020	Farragut	233									2020
2021	Farragut	233	0		0		0		0	0.00%	2021
2022	Farragut	233									2022
2023	Farragut	233	0		0		0		0	0.00%	2023
2024	Farragut	233									2024
2025	Farragut	233	0		0		0		0	0.00%	2025

IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Harriman	16	309	62.30%	200	40.32%	183	38.13%	692	47.01%	2015
2016	Harriman	16	327	65.93%	288	58.06%	154	32.08%	769	52.24%	2016
2017	Harriman	16	292	58.87%	270	54.44%	184	38.33%	746	50.68%	2017
2018	Harriman	16	267	53.83%	272	54.84%	183	38.13%	722	49.05%	2018
2019	Harriman	16	0		0		0		0	0.00%	2019
2020	Harriman	16									2020
2021	Harriman	16	0		0		0		0	0.00%	2021
2022	Harriman	16									2022
2023	Harriman	16	0		0		0		0	0.00%	2023
2024	Harriman	16									2024
2025	Harriman	16	0		0		0		0	0.00%	2025
2015	Hells Gate	91	2,010	71.25%	1,825	64.69%	1,423	52.12%	5,258	62.80%	2015
2016	Hells Gate	91	2,286	81.04%	1,825	64.69%	1,897	69.49%	6,008	71.76%	2016
2017	Hells Gate	91	2,307	81.78%	2,097	74.34%	1,827	66.92%	6,231	74.43%	2017
2018	Hells Gate	91	2,438	86.42%	2,141	75.90%	2,100	76.92%	6,679	79.78%	2018
2019	Hells Gate	91	0		0		0		0	0.00%	2019
2020	Hells Gate	91									2020
2021	Hells Gate	91	0		0		0		0	0.00%	2021
2022	Hells Gate	91									2022
2023	Hells Gate	91	0		0		0		0	0.00%	2023
2024	Hells Gate	91									2024
2025	Hells Gate	91	0		0		0		0	0.00%	2025
2015	Henrys Lake	90	2,286	81.94%	1,493	53.51%	1,082	40.07%	4,861	58.71%	2015
2016	Henrys Lake	90	2,524	90.47%	1,553	55.66%	1,151	42.63%	5,228	63.14%	2016
2017	Henrys Lake	90	2,559	91.72%	2,298	82.37%	1,200	44.44%	6,057	73.15%	2017
2018	Henrys Lake	90	2,607	93.44%	2,291	82.11%	1,374	50.89%	6,272	75.75%	2018
2019	Henrys Lake	90	0		0		0		0	0.00%	2019
2020	Henrys Lake	90									2020
2021	Henrys Lake	90	0		0		0		0	0.00%	2021
2022	Henrys Lake	90									2022
2023	Henrys Lake	90	0		0		0		0	0.00%	2023
2024	Henrys Lake	90									2024
2025	Henrys Lake	43	0		0		0		0	0.00%	2025

IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Heyburn	128	2,649	66.76%	2,227	56.12%	982	25.57%	5,858	49.75%	2015
2016	Heyburn	128	2,643	66.61%	2,172	54.74%	1,201	31.28%	6,016	51.09%	2016
2017	Heyburn	128	2,643	66.61%	2,148	54.13%	972	25.31%	5,763	48.94%	2017
2018	Heyburn	128	2,696	67.94%	2,271	57.23%	1,336	34.79%	6,303	53.52%	2018
2019	Heyburn	128	0		0		0		0	0.00%	2019
2020	Heyburn	128									2020
2021	Heyburn	128	0		0		0		0	0.00%	2021
2022	Heyburn	128									2022
2023	Heyburn	128	0		0		0		0	0.00%	2023
2024	Heyburn	128									2024
2025	Heyburn	128	0		0		0		0	0.00%	2025
2015	Idaho City Backcountry Yurts	6	102	54.84%	98	52.69%	82	45.56%	282	51.09%	2015
2016	Idaho City Backcountry Yurts	6	0	53.23%	0		0		0	0.00%	2016
2017	Idaho City Backcountry Yurts	2	0		0		0		0	0.00%	2017
2018	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2018
2019	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2019
2020	Idaho City Backcountry Yurts	5									2020
2021	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2021
2022	Idaho City Backcountry Yurts	5									2022
2023	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2023
2024	Idaho City Backcountry Yurts	5									2024
2025	Idaho City Backcountry Yurts	5	0		0		0		0	0.00%	2025
2015	Lake Cascade	171	5,073	95.70%	3,652	68.89%	1,637	31.91%	10,362	65.87%	2015
2016	Lake Cascade	171	5,668	106.92%	4,297	81.06%	1,941	37.84%	11,906	75.68%	2016
2017	Lake Cascade	171	5,890	111.11%	4,841	91.32%	1,417	27.62%	12,148	77.22%	2017
2018	Lake Cascade	171	6,017	113.51%	4,874	91.94%	1,328	25.89%	12,219	77.67%	2018
2019	Lake Cascade	171	0		0		0		0	0.00%	2019
2020	Lake Cascade	171									2020
2021	Lake Cascade	171	0		0		0		0	0.00%	2021
2022	Lake Cascade	171									2022
2023	Lake Cascade	171	0		0		0		0	0.00%	2023
2024	Lake Cascade	171									2024
2025	Lake Cascade	171	0		0		0		0	0.00%	2025

IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Lake Walcott	43	655	49.14%	549	41.19%	422	32.71%	1,626	41.10%	2015
2016	Lake Walcott	23	782	109.68%	588	82.47%	471	68.26%	1,841	87.00%	2016
2017	Lake Walcott	23	808	113.32%	685	96.07%	483	70.00%	1,976	93.38%	2017
2018	Lake Walcott	23	750	105.19%	642	90.04%	454	65.80%	1,846	87.24%	2018
2019	Lake Walcott	23	0		0		0		0	0.00%	2019
2020	Lake Walcott	23									2020
2021	Lake Walcott	23	0		0		0		0	0.00%	2021
2022	Lake Walcott	23									2022
2023	Lake Walcott	43	0		0		0		0	0.00%	2023
2024	Lake Walcott	23									2024
2025	Lake Walcott	23	0		0		0		0	0.00%	2025
2015	Massacre Rocks	42	487	37.40%	356	27.34%	460	36.51%	1,303	33.72%	2015
2016	Massacre Rocks	42	495	38.02%	444	34.10%	507	40.24%	1,446	37.42%	2016
2017	Massacre Rocks	42	596	45.78%	569	43.70%	512	40.63%	1,677	43.40%	2017
2018	Massacre Rocks	42	626	48.08%	448	34.41%	525	41.67%	1,599	41.38%	2018
2019	Massacre Rocks	42	0		0		0		0	0.00%	2019
2020	Massacre Rocks	42									2020
2021	Massacre Rocks	42	0		0		0		0	0.00%	2021
2022	Massacre Rocks	42									2022
2023	Massacre Rocks	42	0		0		0		0	0.00%	2023
2024	Massacre Rocks	42									2024
2025	Massacre Rocks	42	0		0		0		0	0.00%	2025
2015	Ponderosa	186	5,308	92.06%	4,496	77.97%	2,227	39.91%	12,031	70.31%	2015
2016	Ponderosa	186	5,369	93.11%	4,938	85.64%	2,856	51.18%	13,163	76.92%	2016
2017	Ponderosa	186	5,529	95.89%	5,126	88.90%	2,380	42.65%	13,035	76.17%	2017
2018	Ponderosa	186	5,426	94.10%	5,166	89.59%	2,330	41.76%	12,922	75.51%	2018
2019	Ponderosa	186	0		0		0		0	0.00%	2019
2020	Ponderosa	186									2020
2021	Ponderosa	186	0		0		0		0	0.00%	2021
2022	Ponderosa	186									2022
2023	Ponderosa	186	0		0		0		0	0.00%	2023
2024	Ponderosa	186									2024
2025	Ponderosa	186	0		0		0		0	0.00%	2025

IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Priest Lake	151	4,271	91.24%	3,772	80.58%	1,280	28.26%	9,323	67.11%	2015
2016	Priest Lake	151	4,221	90.17%	4,219	90.13%	1,616	35.67%	10,056	72.39%	2016
2017	Priest Lake	151	4,389	93.76%	4,282	91.48%	1,385	30.57%	10,056	72.39%	2017
2018	Priest Lake	151	4,482	95.75%	4,062	86.78%	1,680	37.09%	10,224	73.60%	2018
2019	Priest Lake	151	0		0		0		0	0.00%	2019
2020	Priest Lake	151									2020
2021	Priest Lake	151	0		0		0		0	0.00%	2021
2022	Priest Lake	151									2022
2023	Priest Lake	151	0		0		0		0	0.00%	2023
2024	Priest Lake	151									2024
2025	Priest Lake	151	0		0		0		0	0.00%	2025
2015	Round Lake	51	1,380	87.29%	1,274	80.58%	406	26.54%	3,060	65.22%	2015
2016	Round Lake	51	1,393	88.11%	1,293	81.78%	485	31.70%	3,171	67.58%	2016
2017	Round Lake	51	1,468	92.85%	1,323	83.68%	381	24.90%	3,172	67.60%	2017
2018	Round Lake	51	1,460	92.35%	1,278	80.83%	432	28.24%	3,170	67.56%	2018
2019	Round Lake	51	0		0		0		0	0.00%	2019
2020	Round Lake	51									2020
2021	Round Lake	51	0		0		0		0	0.00%	2021
2022	Round Lake	51									2022
2023	Round Lake	51	0		0		0		0	0.00%	2023
2024	Round Lake	51									2024
2025	Round Lake	51	0		0		0		0	0.00%	2025
2018	Thousand Springs	2	6	9.68%	13	20.97%	6	9.68%	25	13.59%	2018
2019	Thousand Springs	2									2019
2020	Thousand Springs	2									2020
2021	Thousand Springs	2									2021
2022	Thousand Springs	2									2022
2023	Thousand Springs	2									2023
2024	Thousand Springs	2									2024
2025	Thousand Springs	2									2025

IDPR Occupancy Jul-Sep

Year	Location	Sites	July		August		September		1st Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Three Island Crossing	82	1,499	58.97%	1,197	47.09%	1,625	66.06%	4,321	57.28%	2015
2016	Three Island Crossing	82	1,745	68.65%	1,234	48.54%	1,630	66.26%	4,609	61.09%	2016
2017	Three Island Crossing	82	1,603	63.06%	1,504	59.17%	1,815	73.78%	4,922	65.24%	2017
2018	Three Island Crossing	82	1,785	70.22%	1,546	60.82%	1,956	79.51%	5,287	70.08%	2018
2019	Three Island Crossing	82	0		0		0		0	0.00%	2019
2020	Three Island Crossing	82									2020
2021	Three Island Crossing	82	0		0		0		0	0.00%	2021
2022	Three Island Crossing	82									2022
2023	Three Island Crossing	82	0		0		0		0	0.00%	2023
2024	Three Island Crossing	82									2024
2025	Three Island Crossing	82	0		0		0		0	0.00%	2025
2015	Winchester Lake	69	1,217	56.90%	675	31.56%	461	22.27%	2,353	37.07%	2015
2016	Winchester Lake	69	1,166	54.51%	934	43.67%	580	28.02%	2,680	42.22%	2016
2017	Winchester Lake	69	1,388	64.89%	1,104	51.61%	552	26.67%	3,044	47.95%	2017
2018	Winchester Lake	69	1,456	68.07%	1,129	52.78%	526	25.41%	3,111	49.01%	2018
2019	Winchester Lake	69	0		0		0		0	0.00%	2019
2020	Winchester Lake	69									2020
2021	Winchester Lake	69	0		0		0		0	0.00%	2021
2022	Winchester Lake	69									2022
2023	Winchester Lake	69	0		0		0		0	0.00%	2023
2024	Winchester Lake	69									2024
2025	Winchester Lake	69	0		0		0		0	0.00%	2025

1st Quarter for the Year	Total Nights Occupied for Year	% Sites Occupied for Year	% Change Over Previous
2015	87,899	55.81%	NA
2016	96,883	62.35%	10.22%
2017	99,158	63.96%	2.35%
2018	101,305	65.39%	2.17%

RESERVATION & REGISTRATION (R&R) PROGRAM QUARTERLY REPORT

July – August – September'18

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 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:

- Working on project to review IDPR fees.
 - Work this past quarter involved:
 - Held kick off meetings with the project team which is comprised of staff representing both North and South Regions as well as Administrative and Reservation Program staff.
 - Collected fee comparisons for Western States, Federal Properties and Private Campgrounds adjacent to or near Idaho State Parks,
 - Developed and conducted a survey that allowed for all agency staff to supply impute.
 - Fee team is currently focusing on the following as potential actions/recommendations:
 - Look into market rate pricing
 - Provide for means to reduce self-pay
 - Recommend whole dollar tax inclusive fees
 - Re-Evaluate our Senior discount
 - Identify ways to manage capacity limits
 - Pre-sale day use etc.
 - Fee change recommendations will be brought to the Park Board for Approval.
- Attended a session of the Idaho Association of County Assessors Annual meeting to field questions on would IDPR entertain seeking Statute changes to allow for an admin fee for DMV registration transactions. By Statute all IDPR vendors currently charge a \$1.50 vendor fee per registration transaction. County Assessors would like to see this increased to \$4 or \$5 admin fee per transaction.
- Served and continue to serve as project manager on the modernization of the Recreational Registration Program project
- Contracted with a Data Analyst to assist the registration modernization project by defining business rules by transaction type and profiling IDPR's registration customer data to determine methods, costs, resources and time required to clean and migrate Registration data. Business rules being developed will further be used in the RFP to spell out data technical requirements. Lastly this contractor will develop an entity

relationship diagram (ERD) that can be used by new service provider for data migration.

- Met with Sandra Mitchel and David Clayborn of the Idaho Recreation Counsel to provide registration program feedback on Statute changes the motorized user community would like to pursue during the upcoming legislative session.
- Provided ongoing administration/monitoring of agency customer satisfaction survey
- Continued efforts on Boat Registration Data clean-up as a result of the implementation of the 2017 Coast Guard changes to federal regulations
- Continued outreach efforts on the status of the modernization project – current focus continues to be on retail vendors
- Provided Retail Registration Vendors with additional training – This past quarters focus was on North Idaho Vendors
- Continued to work with State Purchasing 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
- 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 April – May - June was as follows:

16,836 reservations were processed during the quarter booking 36,014 nights. Of those reservations:

- 7,481 reservations were for customers who claimed the Idaho State Parks Passport discount, this discount was applied to 17,242 nights.
- 1,087 reservations processed were for customers who claimed an MVEF Annual sticker, this discount was applied to 2,954 nights.
- 15,818 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 15,818 nights where no discount was claimed is up by 1,417 nights for the quarter from first quarter FY 2018's 14,401 nights.

Program staff emphasis over the past three months has been on the following:

Customer Service -

Manually processed 40,949 retail vendor recreational registrations

- Processed 3,907 online recreational registrations
- Processed 942 mail and walk-in recreational registration transactions
- Administered the daily processes that allow input of county recreational registration transactions
- Provided fulfilment for 4,849 registrations

- Received 5,123 phone calls with 196 callers abandoning the call prior to speaking to staff and 1,381 callers receiving busy signal.
- Attended cross training sessions
- Resumed accepting Reservations for the Idaho City Backcountry Yurt Program (September 19th).
- Performed a roll out of an upgrade to Store Manager the software used by parks for POS transactions.
- Performed on site visits to North Region parks to check on park system issues and install various pieces of equipment.
- Participated on and created numerous reports for fee team analysis.
- Facilitated park retail product orders for multiple parks that support marketing and promoting parks educational and adventure offerings
- 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-EAST REGION QUARTERLY REPORT
JULY – AUGUST – SEPTEMBER 2018**

MISSION:

To provide a safe and unique experience while preserving, protecting, and enhancing recreation. We 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 staff 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.

Primary Issues and Concerns

1. Ensuring that all facilities are kept clean and hazard free.
2. Staffing parks to cover needed services.
3. 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.
- Creating new opportunities with limited resources.
- Continue investment in interpretation, marketing, and revenue enhancing ideas.
- Continue to work on incident reporting and staff training.
- Working with parks for park programming, special events, new potential partnerships, and concession opportunities.
- BLM noncompliance issues with R&PP lease for Castle Rocks at Smoky Mountain campground. All issues have been resolved. Wallace Keck is drafting a new lease for review.
- Continue agency policy reviews.
- Evaluation of irrigation/water pipe for Ritter Island. Manager seeking bids.
- Billingsley Creek development meetings. NPS discussion continues for the new visitor center.
- Monitoring of many development projects.
- Meeting with BOR for planning move to new Cascade Visitor Center.
- Salmon/Challis Forest Service planning process continues.
- Hiring of new rangers for Henrys Lake and the Ashton-Tetonia Trail.
- Looking to enhance marketing and resale opportunities at Mesa Falls Recreation Area.
- Rentals are doing well at Ritter Island.
- Working with Harriman Friends group on historic bridge project.
- Provided tour with Board member Lou Fatkin at Land of the Yankee Fork.
- Attend Capital for a Day in Dayton with Chairman Black and Park Manager Rich.
- Meeting with realtor on Bear Lake property that is interested in selling the state more beach access.
- Participate in Fee Team, reviewing all IDPR fees.

BEAR LAKE – KIRK RICH, PARK MANAGER

Current Challenges and Future Focus

1. There continues to be intermittent problems with electrical pedestals in campground Sites 1-20. These are 30-amp sites that are 30 years old and problems tend to occur when the campground were full, and the nights were hot. A faulty breaker was replaced which has solved the problem for now. However, these sites remain a primary concern for upgrade.
2. Some minor punch list items remain to be done on the campground electrical and kiosk projects. Asphalt placement on trenched areas also is needed.

Customer Service

- We have asked to raise the group camp fee to (two hundred dollars (\$200)) as soon as the board can approve the action. This facility continues to increase in popularity along with the size of the group that requests the site.

Park/Program Usage

- Due to large crowds throughout the summer, we have not been able to accommodate all those who want to visit the park on Fridays and Saturdays. As many as 800 cars were turned away on Saturdays. The Saturday crowd learned there is a second shift—they show up about 300 cars strong after 3:00 pm.
- Usage through Labor Day exceeded last year's **total** usage by six percent.
- September weather stayed warm; we continued to fill both the campground and day-use beaches. MVEF and annual pass sales increased by about 17% when compared to the annual total of last year.
- We have estimated a 13% increase in revenue this year. However, camping reservation income continues to pour in which will alter the percentage by the end of year.

Preservation of Natural, Cultural, and/or Historical Resources

- Nothing to report

Staff Training

- Nothing to report

Strategic Plan Actions

- Nothing to report

Manager's Narrative

- Manager attended the Capital for a Day in Franklin County at the city of Dayton.
- Representative Gibbs and Senator Harris from our district visited the park on August 3. This was a busy Friday and a day when the park closed due to excess usage.
- It appears Marine Deputy Ryan Larsen will assume responsibility of the snowmobile program under county leadership.
- Water has dropped enough to make the East Beach ramp unusable as of August. An additional 200 feet of beach has been exposed. Lake level hit 5916.48, a low for the season, down 3.96 feet from this year's high. We're still considered in a drought situation even though we had some rain at the end of the month.
- New ranger is a great supervisor, great with the crowd, and knowledgeable on technical stuff. He cleaned and organized the East Beach small shop which hasn't been done for years.
- Discussions concerning the utilization of Rocky Mountain Power beach has started with a meeting scheduled for October 3.
- Two new drone videos emphasizing the crowding on North Beach have been produced by Quincy Rich. They will be used at the upcoming meeting with the Commissioners, Rocky Mountain Power, and Regional Commission.

- A realtor representing the Bear Lake Holding Co. met with Garth and the park manager. They have some beach property worth 4.3 million they would like to sell to the state.

BRUNEAU DUNES – BRYCE BEALBA, ASSISTANT MANAGER

Current Challenges and Future Focus

1. **Inadequate irrigation:** Currently, 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, improving soil quality and increasing efficiency. An initial analysis of the irrigation pump was done in June 2018 to determine if it is running at full capacity. The system seems to be pumping as designed but cannot put out enough water or maintain enough pressure to run two stations at a time. Development will continue looking into the issue. Lack of irrigation is also a likely contributor to the increased noxious weed problems we are experiencing in the campgrounds.
2. **Electrical:** The park often experiences brown outs which cause equipment failures which can be dangerous and expensive to repair. These brown outs are one potential reason for the transformer issue currently happening in the Broken Wheel campground in which commercial electricians had to make repairs.

Customer Service

- To improve Dark Sky lighting in the park we have installed red lenses for many of the outside light fixtures to improve night vision for visitors and lessen the impact of park light on our telescopes. We will continue to install covers on the rest of our lighting.
- Staff are still able to manually move the telescope but are unable to “track” with the scope using the motor. Staff are working with an outside astronomer to repair the motor.
- New Plexiglas was installed on the Big Lake interpretive signs due to sun fading.
- Staff advertised observatory programs on Facebook heavily this season.

Park Usage

- Summer high temperatures and poor air quality from smoke decreased park visitation, yet we remained busier than years past.
- When air temperature hits 85° we cut off sand board rentals due to hot sand temperatures.
- September brought cooler fall temperatures and more visitors to the park. Day use and camping increased as well, albeit mainly on the weekends.
- IDFG hosted a bat trapping and surveying training in the park.
- The Boise Astronomical Society held their annual Star Party, renting most of the Eagle Cove campground and shelters.

Program/Program Services

- The teacher workshop in July was successful.
- Park interpreter is offering guided hikes around the Small Lake and guided scorpion hikes.
- Assistant manager gave a presentation to a tour group of 30 at the Visitor Center.
- The annual Star Party and BAS events were both successful.
- Astronomer Chuck Knoll gave a special presentation on night sky viewing with the naked eye and plans are in the works for more programs next season.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	18	327
Interpretive Programming	29	2,858
Jr. Ranger Programming	2	69
School Programming	6	121
Special Events	3	72

Preservation of Natural, Cultural, and/or Historical Resources

- Honey bees have taken residence in the walls of the Steele-Reese Education Center. Bee keepers have been contacted and say they cannot be removed and recommend extermination.
- The newly planted trees are struggling. Survival rates may not be what we had hoped for.
- We received several hundred Milkweed seeds from IDFG that we will plant throughout the park in the fall in hopes of improving Monarch Butterfly habitat and promoting pollinator species education as part of our interpretive programming.
- Staff made improvements to the Small Lake fish screen/overflow. This will prevent lake overflow through the culvert and improved screening should prevent juvenile carp from getting back into the big lake.
- Staff cleared out reeds from the boat ramp. IDPR is helping to identify a removal plan for the reeds to keep the ramps open as well as open new lake access areas.
- IDFG did an informal survey on the success of the Big Lake Rhotenone treatment and restocking. Carp were not found at Big Lake and bass sizes were around the 7"-8" range.
- Staff are preparing to begin refilling the lakes. Due to algae blooms and other aquatic plants, we will need to clear out the connecting culvert before water begins to flow from the two lakes.
- Sand Bur (a native noxious weed) was found in several places in the Broken Wheel campground. Staff removed all the plants they could locate by hand. It will likely take a few seasons to contain the weed.
- Russian thistle is blooming throughout the park. This invasive "tumbleweed" is present annually here and we are seeing even more this year due to last year's fire.
- Gophers continue to be a problem, especially in the Eagle Cove campground. We hesitate to use our live traps during the busier shoulder season due to pets and kids in the campground.

Staff Training

- Nothing to report

Strategic Plan Actions

- Park staff participated in the American Solar Challenge at the invitation of the Mountain Home Travel and Tourism Committee. We set up a booth at the event where we used our solar telescope to inform the public about solar features. The event is a solar powered car race that stopped in Mountain Home.
- Management met with Development to begin the Broken Wheel and Eagle Cove campgrounds water heater replacement project.
- Staff attended the Mountain Home Travel and Tourism meetings as well as the Mountain Home chapter of Rotary International.
- Keith Hobbs and assistant manager attended the Mountain Home Chamber of Commerce meeting where Keith gave a presentation on the economic impact of parks in Idaho.

Manager's Narrative

- Drone use has subsided, but we have received several inquiries about remote controlled car use on the dunes.
- Staffing shortages continues to be a problem. We were able to hire one seasonal who will work into winter assisting rangers.
- We received a sizeable donation of astronomy equipment from the Estate of William Gaulther. Items include telescope, binoculars, filters, tripods, etc. Observatory staff are cataloging the items and getting them ready for use in our programs.
- The park received a donation in remembrance of Ed Wegrzyniak to build a backpack loaner station to be available at the park Visitor Center.
- We are seeing an increase in "minor off-roading" in which visitors are driving slightly off the pavement (one set of tires). This is causing a lot of damage to the edge of our roads which are the original chip sealed roads and are already in need of replacement.

CITY OF ROCKS – WALLACE KECK, PARK MANAGER

Current Challenges and Future Focus

1. No issues to report

Customer Service

- The Visitor Center is open seven days a week from 8:00 a.m. to 4:30 p.m. and visitation remained steady both on weekdays and weekends.
- High fire conditions and dry fuels kept staff alert. The Connor Junction fire came within six miles of the park on September 22.
- A company called “Climb on Maps” published the definitive maps of trails for CIRO and Castle Rocks. Our price is \$7.50, and the map sells for \$15.00. We bought a hundred but expect to reorder by winter. The map is printed on waterproof/tear-proof paper.

Park/Program Usage

- Seven group use permits, two commercial film permits, one backcountry camping permit, and four bolting permits were issued over the summer.
- Park staff welcomed and gave a tour to John Sandy, Senator Risch’s Chief of Staff, and other members of the Risch organization around CIRO and Castle Rocks.

Program Services

- CIRO sponsored the Almo Community Independence Day Parade.
- Staff conducted a successful 30th Birthday celebration for CIRO and also conducted the “First Time Fishing” program every Friday in July.
- Warrior Rock and the Star Party/Solar viewing were held in August.
- The Autumn Photo Safari and CIRO’s “Artist in Residence” Poo Wright-Pulliam returned for another two weeks of programs for visitors to observe painting, nature journaling and bird walks.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	28	354
Interpretive Programming	321	1,286
Jr. Ranger Programming	5	53
School Programming	2	62
Special Events	13	331

Preservation of Natural, Cultural, and/or Historical Resources

- An attempt was made to relocate Davis Wave-wing parsley (CIRO’s rarest plant) on Graham Peak. A new species for the park was documented in the Stines Creek Picnic Area, Enchanter’s Nightshade (*Circaea lutetiana*).
- Met with Sho-Ban Tribal artist about entering into contract for wayside exhibits illustrations.
- Revised and finalized the Annual Raptor Survey report and wrote and finalized mammal inventory report.
- A bobcat den was observed and photographed. We had a possible Merlin sighting near entrance to CRSP Ranch Unit.
- Ordered vent caps for vault toilets that will prevent wildlife (especially birds) from entering the vault and becoming trapped.
- Cattle came off the Castle Rocks lease in September.
- Staff met with NPS fire program leads to discuss fuels reduction projects in CIRO. The 2018 mammal inventory report was completed. Oral histories of climbers continue to be transcribed for future publication.

Staff Training

- Climbing ranger conducted a four-hour First Aid/CPR Training for staff members and an airlift training for staff with the Idaho National Guard in August.

- Manager and IDPR HQ representatives facilitated a Strength Finders training for staff members.
- Manager attended NPS required Civil Liberties training in September.

Strategic Plan Actions

- Nothing to report

Manager's Narrative

- Manager wrote and implemented an agreement with the Student Conservation Association (SCA) to perform trail maintenance and repair to CIRO Trails.
- Castle Rocks hosted a preconstruction meeting for IDPR project 340-573 Chip Seal Smoky Mountain Drive, and for IDPR project 340-581 asphalt administrative unit roads.
- Manager met with Chris Lauer, NPS PWR Senior Science Advisor, to discuss upcoming science needs and projects for CIRO.
- Due to significant changes in the Department of Interior review process of general management plans, CIRO's GMP will be scaled back to fit the requirements of an environmental assessment as opposed to an environmental impact statement. NPS PWR park planners are hopeful that a *finding of no significant impact* can be issued by the end of the year.
- Manager met with Dr. Thom Hasenpflug, Chair and Professor of Music and Co-Director of Performing Arts at Idaho State University, to develop a marketing and promotion strategy for a new symphony on City of Rocks. Manager will be collaborating with Dr. Hasenpflug on producing a video that will accompany one or more of the musical movements as well as promotion materials leading up to the April 17, 2019, performance and world debut.
- Management met with BLM Burley field office manager and staff to resolve the disputed non-compliant actions in the R&PP lease. Manager met with the Executive Director of Southern Idaho Tourism in July to discuss assignment to tighten and clarify organizational bylaws and the recruitment of new board members.
- Manager met with representatives of the Salt Lake Audubon Society to plan a joint Utah-Idaho birding event at Castle Rocks in 2019. Event includes dedicating all lodging facilities to the event.
- Manager assisted film crew with marketing shoot at CIRO and Castle Rocks for Southern Idaho Tourism, Inc.
- The Idaho Conservation Corps provided two weeks of trail work which resulted in the construction of trail steps around the south side of Bath Rock.
- Continued pursuing proposals related to public access to Graham Creek Canyon within City of Rocks, working with the Bruesch Ranch and Sheridan Ranch, but now letting the sale to private play out.

EAGLE ISLAND – GARY SHELLEY, PARK MANAGER

Current Challenges and Future Focus

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. Present output is only 73 GPM.
2. Install water and sewage lines for the new entrance booth. The entrance booth was plumbed for water and sewer when it was built.

Customer Service

- Continued to take shelter reservations for 2018 and began to take reservations for 2019.
- Updated Facebook followers about lake closure and reopening due to blue-green algae, upcoming park events, and disc golf course closures.

Park/Program Usage

- Geeko Labs, an after-school lab program that offers hands-on learning in science, technology, engineering, arts, and math (STEAM), came in to fly their drones.
- The Zip Line concession had 486 zippers over the summer; it is now closed for the season.
- Continued to have well-above average amount of dog walkers utilizing the park. Continue to have issues with dogs off-leash.
- Police K-9 training continued using our fields and our out buildings for training.

Program Services

- Special events brought many people to the park and included the Welcome to the Chain Gang Disc Golf Tournament, Soul Food Festival, Blues and Bones Festival, Slip and Slime, Bob Firman cross country races, and the Cyclocross races.

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		
Jr. Ranger Programming		
School Programming		
Special Events	8	22,538

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 for permanent and summer seasonal staff.
- CPR training is needed for seasonal staff.

Strategic Plan Actions

- Working with City of Eagle trails master plan and on the feasibility of a dog park in the park.
- Working with local dog groups on the feasibility of a dog training area in the park.
- Working with Sheriff's Department regarding bike patrols at Eagle Island and Lucky Peak.

Manager's Narrative

- Closed the lake July 18 due to blue-green algae bloom. Ecolake began treating the lake with algaecide and we reopened on August 3.
- The Welcome to the Chain Gang Disc Golf Club began removing old tee pad mats to replace them with concrete pads.
- Continued with parking improvements which included relocating parking bumpers on the west side of the parking lot to accommodate larger vehicles and increase driver safety. We installed new parking lot signs.
- Continued to work with an Eagle Scout for the tree wrapping and entrance road median rock project.
- Had park irrigation pump issues. Pump company pulled pump, replaced pressure valve, and fixed issues.
- Continued to communicate with several large event coordinators for 2018 and 2019.

HARRIMAN / HENRYS LAKE / ASHTON-TETONIA TRAIL / MESA FALLS RECREATION AREA – JOHN SULLIVAN, PARK MANAGER

Current Challenges and Future Focus

1. Hiring of the new assistant manager for the complex.
2. Fuel oil tank removal, replacement.

Customer Service

- With the arrival of new volunteers our historic buildings were open seven days a week this summer.
- We built a new information kiosk for the Ranch View CXT area.
- Two new metal trail bridges have been installed on the fisherman trail out of Last Chance.

Park/Program Usage

- The Scovel Center has been utilized by multiple events and conferences. We hosted an adult writers group from Utah, the Intermountain Directors Conference for Ski Patrol, a Wells Fargo conference, and the Eastern Idaho Mayors Conference.
- Trails have been active with all user groups. Our group use shelter has seen various renters and is utilized daily. This year's music camp utilized it for some of their concerts and loved it. Another musical organization is working with us to develop a summer music series using the shelter.
- We hosted the Idaho Master Naturalist's 10th anniversary celebration and annual year end party.
- Two film companies visited the park making videos for SAGE, a flyrod company, and the Wilderness Society.
- Rental facilities are active. The Becker backcountry yurt is gaining in use and popularity.

Program Services

- Several successful special events were held at the park this quarter including: Heritage Days, Mountains and Strings Music Camp, Writers at Harriman, Plein Air Art event, and the second annual Harriman 25k/50k trail run (doubled in size with 94 runners this year). The annual Friends of Harriman Wine in the Woods event was another huge success and they received donations of over \$22,000.
- Summer programming was in full swing with a program every Saturday including Bike the Bend, Wildflower Walk, Women's Fly Fishing Class, Moonlight Hike, Jr. Ranger Scavenger Hunt, Sensory Walk on the John Muir Trail, Silver Lake/Henry's Fork guided hike, and Golden Lake guided hike.
- In September we had "Merrell Magic" in the park. It is a joint venture between Backpacker Magazine and Merrell Footwear where a lemonade stand is set up in a beautiful out of the way place to surprise hikers and promote outdoor adventures. It was an awesome and unique promotion for the park.
- We hosted the North Fremont High School District XC Meet. Ten schools were represented.
- We are gearing up for the "Haunts of Harriman."

Program Type	No. of Programs	No. of Attendees
Experiential Programming	2	90
Interpretive Programming	6	92
Jr. Ranger /Jr. Explorer Backpacks	28/30	85/73
School Programming	0	0
Special Events	9	4,084

Preservation of Natural, Cultural, and/or Historical Resources

- We are working with the Henry's Fork Foundation again to address issues at the canal (some seepage) and possibly realign the trail to prevent erosion and improve bank fishing.
- We worked with a group of dedicated bluebird watchers, the Montana Bluebird Society and the North American Bluebird Association, to install four initial bluebird boxes in the Golden Lake area. More to come next year.
- We found and corrected the power issue between the Boys House and Dining Cottage by upgrading the breakers.

- The exterior refurbishing of the Honeymoon Hotel and the Ice House are now complete and look awesome.
- The Friends Group and IDPR met regarding the historic bridge renovation/rebuilding. We are moving towards a 12-foot wide single span bridge. All parties involved are on board with this change, including the Harriman family. Well over \$120k has already been raised and more is forth coming with interested donors and matching contributions. The cost of the bridge is projected to be approximately five hundred thousand dollars (\$500k) installed. This is a huge cost savings over initial design and cost estimates.
- We are trying to address issues with the chimney of the ranch office. We have contacted masons for estimates, bids have come in and are in the five thousand dollars (\$5k) range per chimney.

Staff Training

- Assistant manager attended Wilderness First Responder training.

Strategic Plan Actions

- Commercial generators will be utilized for this year's Haunts of Harriman.
- Park manager met with members of the National Interscholastic Cycling Assoc. (NICA) regarding the possibility of hosting a regional championship mountain bike event. This event could bring hundreds of competitors to the park and tens of thousands of dollars.
- Secured a Grant for five hundred dollars (\$500) from the Targhee Women's Group for our interpretive efforts.
- New day use shelters are in at Sage Flat and tables are on order. These will be a great addition to our facilities.
- We will wait until next spring to get the water and power lines to the Ranch View CXT area and new group shelter.
- Our yurts have arrived and are being stored for the winter. We are planning to have them installed next spring.

Manager's Narrative

- Manager represented IDPR at the Sugar City Capital for a Day.
- We survived the Lyle Springs Fire that had huge potential to impact the park. It was halted less than a half mile from the southern park boundary and Green Canyon Rd. The USFS and local fire fighters, combined with an impressive aerial attack, kept it under control.
- We hired our new Henrys Lake .75 ranger and interpretive/experiential programming lead person. She is super motivated and will be an incredible addition to our complex.
- Interviews for assistant manager position are planned for October.
- Manager attended the annual Friends of Harriman Board meeting.
- We are stretched thin as most of our seasonal employees and volunteers are gone for the season and we are down two FTEs.

ASHTON-TETONIA TRAIL

Current Challenges and Future Focus

1. Motor vehicle trespass on the trail continues to be a problem.
2. Trail repairs and invasive species are an issue. The lack of a classified employee on the trail this year has really set us back.
3. Orienting and training the new .75 ranger.

Customer Service

- Repainted the Marysville information kiosk and added new information.
- We did our best to cover the trail while the position was unfilled and had to rely on volunteers for trail mowing.

Park/Program Usage

- Bikers and hikers are primary users at the Marysville and Bitch Creek trailheads, while horses are more prevalent at Felt and near Tetonia.
- Visitation and use is difficult to track with our current coverage. No car counters exist at major trailheads. Usage is totally observational. This is an issue we have been looking to correct.

Manager's Narrative

- A standard trail lease right-of-way is still in the process with a private individual for his silos at Marysville.
- Tetonia City has been making improvements to their city water system and started some work on our property and failed to inform us. Manager is working with the city and contractor to get the required temporary permit.

HENRYS LAKE

Current Challenges and Future Focus

1. Ongoing development projects.

Customer Service

- The park's 1st Time Adventure Program equipment has been popular with campers and visitors. Both the kayaks and fishing equipment have been used. A participant waiver was edited and approved by Deputy Attorney General Steve Strack. A brochure was put together by staff to give rules, hints, and step-by-step instructions.
- Prepping for the shelters in the day use area and the new tent sites started in August. The substantial completion walk-through was on September 19.
- Customers were very happy to begin using the newly remodeled restroom/shower building. Preliminary plans for the Adams Loop and Blue Dun Loop pump-house upgrades have been sent to staff for review with a projected start in 2019.
- AC/heaters have been replaced in all three park rental cabins.

Park/Program Usage

- Campsites were full over 90% during July and August.
- A new sport, para-motoring, came to the area and a meet was held at the Henrys Lake airport.
- Day use in September was low but increased as the fishing picked up.

Program Services

- The Henrys Lake State Park interpretative season concluded on Labor Day. It was a good summer with a variety of programs including: Independence Day Celebration, Captain Andrew Henry, Harriman Heritage Days, The Road Less Traveled, Feathered Friends, Kayak Training Course, Old-Timer Tales, Bear Safety and Identification, Wildflowers, Take Me Fishing Trailer, Family Fun Bingo Night, and guided hikes. We had 25 Junior Rangers in July, had 22 in August, and had 6 in September.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	10	176
Interpretive Programming	12	358
Jr. Ranger Programming	8	104
School Programming	0	0
Special Events	2	433

Preservation of Natural, Cultural, and/or Historical Resources

- Plans have been made to update or develop new interpretative panels in the park. Pictures have been taken to record the information currently on the signs.

- Staff has continued working on the park's flora list by taking photos of flowers as they have emerged.
- A meeting was held to discuss the nesting swans in the park. Points discussed: 1) annual closure, April 15-July 15, around the slough to protect nesting and prevent disturbances; 2) signs installed by spring 2019; 3) close wetland area to watercraft; 4) mark probable access areas with buoys and signage; 5) enhance interpretive aspects of area; 6) construct a viewing overlook. The swans were gone for most of September.

Staff Training

- Nothing to report

Strategic Plan Actions

- The utility building walk-through was held in July. Other facilities were also discussed including sites for new picnic shelters, tent sites with shelters, two new CXTs, possible dispersed tent camping and the fish cleaning station.
- A Wi-Fi hotspot was added in Caddis Loop to cover the whole campground
- A sign to protect the park's nesting swans was displayed.
- Interpretative program schedules were run weekly in the Island Park and West Yellowstone newspaper.
- The continued remodel of the Adams and Blue Dun Loops: planning for the new water system.
- Ground has been leveled around the seasonal house and is ready for grass seed. Gravel was spread on the parking area. New deck on back of house has been completed.

Manager's Narrative

- Warm weather kept the number of campers high this summer.
- The challenges have continued with the new bear-proof dumpsters. Another dumpster will be needed next year.
- Day use parking lot, arrows, handicap sites, and park road lines received a new coat of paint.
- Idaho Fish and Game brought in this year's fingerlings in September and the fishing started to get better.
- The site posts in Adams and Blue Dun Loops were replaced with new posts.

MESA FALLS RECREATION AREA

Current Challenges and Future Focus

1. Communication issues (phone and radio). Due to its location, improvements here may not be a reality without a large capital investment. We will research ideas with MIS.
2. Ongoing meetings and plans for the re-vamp of the Mesa Falls operation. Resale improvements, operational efficiencies and building interior remodel are all in the works.

Customer Service

- We are refocusing on the resale program at Mesa Falls. We are working with the USFS to revitalize displays, better utilization of floor space, explore new items, improve efficiencies, and have better oversight of the operation.

Park/Program Usage

- Mesa was very busy over the summer. We had resale days over nine hundred dollars (\$900); however, operational budgets are falling behind sales.
- Mesa closed for the season on September 26.

Preservation of Natural, Cultural, and/or Historical Resources

- Discussions with the USFS, IDPR administration, and Fremont County regarding protection and preservation of the inn during the winter. The decision is that IDPR/Harriman will no longer operate the winter warming hut.

Staff Training

- Nothing to report

Strategic Plan Actions

- We will be concentrating on expanding our programming, where appropriate and possible.
- A 3% increase in revenue generation will be sought by improving store items and marketing on web sites. Additional inventory may be required to meet this goal and increases in spending authority are being sought.

Manager's Narrative

- A press release was put out regarding the future permanent winter closure of the Big Falls Inn as a warming hut.
- Revenue to date is \$34,146.42. That is four thousand dollars (\$4,000) more than this time last year.

LAKE CASCADE – THERESA PERRY, PARK MANAGER

Current Challenges and Future Focus

1. Radio communication needs: Park staff have found methods to make the existing system work: relaying information, moving locations, or using cellular service.
2. The need exists for an angling area that meets the accessibility needs of those with mobility limitations.
3. A completed site plan for redevelopment of the Van Wyck unit is becoming increasingly important. The unit does not meet the visitor needs or use patterns. A few of the deficiencies include: inadequate restroom and parking facilities, poor dump station access, limited or no ADA access, and parking/traffic flow that conflicts with city streets.

Customer Service

- All campgrounds and day use areas were at capacity during July.
- The changes implemented in the Van Wyck campground, designating camping sites and day use areas, is a positive change for the park. While overcrowding continues to be an issue, site designation has allowed staff to better manage and respond to visitor's needs.
- Park staff installed speed bumps within several of the west side campgrounds. This has been a long-term need in the park and should enhance the safety of our pedestrians and cyclists.
- The importance and value of the park's campground host was seen throughout the summer with the service and support this important group provides. Although most of the hosts left shortly after Labor Day, some were able to stay and continue service in Poison Creek, Crown Point, and Ridgeview. This service was especially helpful as campgrounds and day use areas continued to be busy as visitors enjoyed the warm fall conditions.
- Several campgrounds, especially Ridgeview and Poison Creek, were at capacity on the weekends during the middle and last half of September and busy during mid-week. A few of the park's campground units were closed in September: Sugarloaf, Sage Bluff, Buttercup, Huckleberry, and Curlew along with the removal of handling docks at Boulder Creek, Buttercup, and Poison Creek boat ramps.

Park/Program Usage

- The park was the location for two sailing regattas sponsored by the Southern Idaho Sailing Association (SISA) and three bass tournaments were held at Sugarloaf and Van Wyck.
- The park provided camp sites in Van Wyck for the Nampa Juvenile Correction Center. The manual removal of noxious weeds both in the park and in the community was the focus of this group. Another group from the NJC Center assisted with fence maintenance in August.

- Due to Stage 1 fire restrictions, the park experienced a slight increase in visitation as recreationists desiring to have campfires moved off the non-developed national forest recreation sites and into the park.
- Blue Heron served as the location for the annual “Fishing with the Judge” day with area youth enjoying a day of fishing and lunch with the local magistrates and adult mentors.
- In September the park experienced a widespread algae bloom in the lake. Park staff worked with DEQ and staff in our main office to ensure visitors to the park and area were informed about the health risks.
- The Sugarloaf campground was reopened to accommodate two late-season bass tournaments.
- An outdoor based leadership school, Alzar, utilized sites in the park for a campout of about 60 students and faculty.
- A group use permit for a small wedding, which was held at the Boulder Creek unit, was issued.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	4	49
Interpretive Programming	3	47
Jr. Ranger Programming	7	130
School Programming	2	30
Special Events	33	808

Preservation of Natural, Cultural, and/or Historical Resources

- The control of noxious weeds using both chemical and manual removal continued along with the removal of a couple of hazardous trees.

Staff Training

- On the job training for two of the newest rangers continued.
- One of the park’s rangers attended a 21-hour NPS sponsored Volunteer in Parks training.
- Training needs identified: reservation system, elements of supervision, compliance enforcement (full 60-80-hour course), and Crucial Conversations.

Strategic Plan Actions

- With the support of IDPR’s IT resource manager, Wi-fi service is now available at the Ridgeview and Poison Creek units.

Manager’s Narrative

- Park staff, the region manager, and division administrator met with reclamation staff to discuss the upcoming transition as we move to our new location and the needs and expectation of the existing facilities.
- Reports and questions from anglers regarding the discovery of walleye in the lake continue. An angler caught a walleye near Crown Point in late August, which was confirmed by Fish and Game. The fish was illegally stocked in the reservoir and is the first-ever confirmed report of a walleye in Lake Cascade. The following link provides detailed information:
<https://idfg.idaho.gov/press/walleye-discovered-lake-cascade>
- The partnership with Kelly’s Whitewater Park, the Cascade Chamber of Commerce, and the Southern Valley County Recreation District in the operation of the Visitor Information Depot located at Kelly’s concluded for the season.
- The monthly meeting for the new HQ and maintenance building was held on September 11. The following are some progress notes: paving of the parking lots and the adjacent Kelly’s Parkway are now complete, several interior and exterior building details were completed (floor work, painting, ceiling and duct work), and significant efforts with the irrigation and landscaping has started. The substantial completion date has now been moved back to October 23, but it is uncertain if that date will be met by the contractors.

LAKE WALCOTT – TRAPPER RICHARDSON, PARK MANAGER

Current Challenges and Future Focus

1. The trees in the park need substantial trimming. Currently we only have the manpower and time to deal with safety hazards and storm damaged trees.

Customer Service

- The first two weeks of July this year were some of the busiest seen at the park. Walk-in camping has decreased as reservations have increased.
- We did not see reservation drop-offs in September as we have seen in previous years.

Park/Program Usage

- Fishing tapered off in July, but recreational boating picked up.
- The park was full most every weekend and camping remained heavy through September. Day use has seemed to increase over this time last year, with more people coming to the park to picnic and spend the day.
- Disc golf has remained a very popular activity, with several large groups of disc golfers camping for the weekend to play.

Program Services

- We hosted the third annual Chaos Wars—a week-long LARPing event. There were approximately 400 participants from as far away as San Diego and Chicago. The event went smoothly and has become a great, yearly attendance, and revenue increase for the park.
- Minico High School hosted their annual cross-country meet here in August. They had about 300 runners with schools from as far away as Ontario, OR, participating. This event has continued to grow every year.
- We hosted two weddings and four reunions in August.
- Acequia Elementary held their 5k fun run in September with 190 participants.
- We hosted the Idaho State Championship disc golf tournament September 21-23. The tournament was held over three days with 169 attendees. We had competitor's from as far away as Texas and our first foreign competitor from Australia.

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		
Jr. Ranger Programming		
School Programming	1	300
Special Events	14	4,350

Preservation of Natural, Cultural, and/or Historical Resources

- Nothing to report

Staff Training

- Nothing to report

Strategic Plan Actions

- Nothing to report

Manager's Narrative

- A grant from the Minidoka Sheriff's Office/Waterway Committee provided a dock near our cabins. We reused four old dock sections and the grant paid for 12 new sections, an aluminum gangplank, two PWC slips and their installation with a new anchoring system. It has been very well received.
- Staff has been working with the local disc golf club on some course repairs. We have added 14 new basket placements and replaced eight tee pads on our 21-basket course.

- Park ranger has been working with Deaf West Open Disc Golf on hosting their annual tournament tentatively planned for May of next year.
- Ranger has also been working with Development to get the RV restroom/shower renovation ready for bid.

LAND OF THE YANKEE FORK – JONI HAWLEY, PARK MANAGER

Current Challenges and Future Focus

Nothing to report.

Customer Service

- Park has registration stickers for ATV, boat, invasive species, and snowmobiles available to the public. We also carry the USFS Challis and Salmon area maps for sale.

Park/Program Usage

- The Yankee Fork Gold Dredge had 3,327 visitors in July, with 2,362 in August, and 409 in September.
- The park movie was shown to 449 visitors in July, 298 visitors in August, and 115 visitors in September.
- In July the gold panning station had 89 visitors pan for gold, 57 in August, and 26 in September.
- Port of Entry logged 22 vehicles on July 31.
- The park had one student present the “Every Kid in the Park” pass.
- A Boy Scout troop enjoyed the center, museum, movie, and gold panning.
- Custer City is closed for the season.

Program Services

- Custer Day had an estimated 750 visitors. The LYFHA, USFS, and IDPR worked together to plan and coordinate the stations at Custer such as Dutch oven, butter churning, crosscut saw, and several others. We had such a big turn out that port-a-potties will be needed next year and possibly a second bus.
- On August 17-19 “Ride the Bayhorse” event was held. There was \$436 donated to the Friends of the Land of the Yankee Fork Fund. The Real Deal Smoke House and the River of No Return Brewing Company brought in another \$275 in donations. Klim donated gear to use as door prizes at the Bayhorse Ride dinner. We are hopeful that Klim will be involved with the park in future projects along with the Cow Tag Event.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	43	165
Interpretive Programming	45	112
Jr. Ranger Programming	6	12
School Programming	5	190
Special Events	1	750

Preservation of Natural, Cultural, and/or Historical Resources

- Staff worked on name searches and we worked on updating accession catalogs.
- Photographing, drawing, and entering artifacts in to the Pastperfect program.

Staff Training

- One staff member had 2.5 hours ATV training

Strategic Plan Actions

- We have formed a relationship with Klim gear who have decided to move a motorcycle event to the area this next spring: the Cow Tag Event XL. We will be working with them on their permits with the other agencies as it will involve state, BLM, and USFS.
- Completed an application for a \$10,000 grant from (IHT) Idaho Heritage Trust for work on the Bayhorse buildings.
- Continue working as a member of the Challis Trails committee on improvements to the trails in and around the Challis area.

Manager's Narrative

- The park staff had a nice visit with our representative on the IDPR board, Louis Fatkin. He came with the region manager and spent most of one day exploring the park grounds and Bayhorse.
- There has been tremendous progress made on the Baker house this season. The new trusses were put up after the walls were pulled back in. We will have to tarp the roof for the winter but should be able to complete the work on that building in the spring and then continue with the Bayhorse hotel.
- We had a visit from Development along with Fred Walters (IHT) to look at the Wells Fargo building. There had been a considerable shift in the building's roof. It was determined that emergency measures need to be taken to get through the winter. A work crew will gather in October to make some repairs inside the roof. As a result of these discussions, park manager has written and applied for another grant with IHT.

LUCKY PEAK – SURAT NICOL, ASSISTANT MANAGER

Current Challenges and Future Focus

1. New shelters are needed at Sandy Point. Picnic shelters are in high demand and will bring in additional revenue to the park.

Customer Service

- The water level in the lake continues to drop and all boats have now been removed.
- Spring Shores concessionaire, Redline Recreation, stayed open through the third week of September before closing for the year.
- Sandy Point Concession/Paddleboard Idaho, closed at the end of August due to poor water quality and few visitors.
- Sandy Point hours were reduced after Labor Day. Weekend hours will be reduced further at the end September.
- Disc golf course being put back in at Sandy Point for the fall/winter.
- Redline Recreation held a fundraiser for Spring Shores Marina and raised just over \$2,000 in donations for us!

Park/Program Usage

- Spring Shores hosted K9 training for area drug dogs.
- Hot temperatures resulted in more crowds at Spring Shores, especially on weekends.
- Lack of parking impacted usage at Spring Shores in August and delays were up to 60 minutes.
- The 3rd Annual Water Safety Fair was a success with approximately 250 participants.

Program Services

- Our interpretive program topics included pollination, astronomy, fire, knot tying, I-spy, water safety, and multiple Junior Ranger programs.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	2	77
Interpretive Programming	51	415
Jr. Ranger Programming	11	32
School Programming	1	75
Special Events	3	380

Preservation of Natural, Cultural, and/or Historical Resources

- The Sandy Point pond was treated for weeds with a new product. It worked well and has a broad temperature range meaning we can start treatment earlier in the season next time.
- Staff has been gathering historic information about the Spring Shores area.

Staff Training

- Assistant manager will be traveling to parks to assist with Strengths training.
- ACSO put on an active shooter training for Lucky Peak. Half day of classroom work and onsite training.

Strategic Plan Actions

- Assistant manager continues to meet with Boise City and the sailing community on training instructors for next year's sailing classes.
- Park management met with Development and operations concerning the Spring Shores Marina expansion project.

Manager's Narrative

- An anchor cable broke on D dock causing it to swing wildly during a wind storm. ACSO dive team were able to make necessary repairs.
- Fifty youth members of the Discovery Church participated in removing old barbed wire fences and stakes and attended park programs.
- Staff attended the Lucky Peak interagency meeting in July which was organized by Director Scott Koberg of Ada County Parks and Waterways.
- Idaho Power is upgrading power lines in the Sandy Point area.
- We finished pond monitoring and testing at Sandy Point for E. coli. Results came back good, so the pond was opened for three weeks in September.
- Interpretive staff visited Bruneau Sand Dunes for an astronomy program. We gained valuable experience, knowledge and ideas which will help our program.

MASSACRE ROCKS – KEVIN LYNOTT, PARK MANAGER

Current Challenges and Future Focus

1. We are seeing a trend over the past three years of not being able to find applicants to fill our seasonal positions at the park, mostly in the maintenance end of our operation. We are hoping that with an increase in our seasonal salary budget. We will be able to entice more applicants to the park, but it may take the construction of seasonal housing to attract and hold employees in the future.

Customer Service

- The Snake River began dropping late in July. We began our canoe/kayak rental program. We determined that it was safe to put visitors on the river after a brief paddling lesson.
- The Snake River suffered a significant fish-kill due to low dissolved oxygen levels in the water that was released from the American Falls dam. The kill was felt across the game fish species and for two weeks fishing catch rates were lower than in preceding weeks.

- South Region Crew completed moving the donated docks from Ririe Reservoir to the park. The docks are currently staged at the Canyon View group area awaiting placement.
- With the help of the South Region Crew, we accepted delivery of and placed two new concrete vault toilets; one at Register Rock and one at Canyon View group area.

Park/Program Usage

- July was a busy month with a higher-than-average campground occupancy of boating, fishing, and disc golf users. Campgrounds were near full on the weekends
- Two bass tournaments were held at Massacre Rocks.
- September visitation was slightly up with the cooler weather, but with only average visitation in overnight customers.
- Our disc golf usage did rebound in September as the temperatures moderated into the 80s.

Program Services

- We held a successful teacher workshop in the park in July with nine regional educators taking part in the event and had a great experience learning about the park local flora and fauna, geology, history, and boating safety.
- Ranger has been conducting his popular Rattlesnake Show every Saturday afternoon, and attendance has been quite high.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	6	147
Interpretive Programming	12	745
Jr. Ranger Programming	0	0
School Programming	3	785
Special Events	1	9

Preservation of Natural, Cultural, and/or Historical Resources

- A fence was stained and constructed between our two upper loop cabins.

Staff Training

- Nothing to report

Strategic Plan Actions

- Nothing to report

Manager's Narrative

- In early September we experienced a water main leak on our lower level campground. We dug up and replaced approximately 20 feet of 2-inch pipe.
- Our lead maintenance person remained on limited duty through September.
- Long-time park manager Kevin Lynott retired in September.

PONDEROSA – RICHARD TAPLIN, PARK MANAGER

Current Challenges and Future Focus

1. Staffing, storage of linen, and funding for the proposed new deluxe cabins remains an issue.

Customer Service

- Many educational programs have been provided to customers and school groups.

Park/Program Usage

- We had good attendance at park programs such as the Payette Children's Forest, Roots Forest School, Star Party, Xterra, Dash and Splash, and teacher environmental training session. School groups, along with the MOSS and Early Roots Nature School, have all been using the park.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	2	630
Interpretive Programming	18	873
Jr. Ranger Programming	9	238
School Programming	36	445
Special Events	5	1,506

Preservation of Natural, Cultural, and/or Historical Resources

- Natural resource issues – noxious weeds, thinning, fuel reduction, hazard tree removal.
- We have been performing native seed collection.

Staff Training

- Staff attended a forest management conference on root diseases and an invasive weed conference.

Strategic Plan Actions

- Increased visitation by over 3%.
- Wi-Fi hot spots have been established.
- Establish capacity threshold at North Beach.
- Improvement of trails in park is ongoing.
- Life Jacket Station at Peninsula unit.
- Improved and maintained customer satisfaction (97%).
- Continue membership with Valley County Fire Wise group.

Manager's Narrative

- Work continues on new deluxe cabins.
- Gave a presentation on natural resource management in Ponderosa State Park to local Society of American Forester (SAF) and SAF students from University of Idaho and Utah State.

THOUSAND SPRINGS – DAVID LANDRUM, PARK MANAGER

Current Challenges and Future Focus

1. Irrigation pipe coming off the springs above Ritter Island has worn thin and is leaking. It needs to be replaced to keep vegetation on the island from drying up.

Customer Service

- A visitor center and proper signage is needed to help visitors find all we have to offer.

Park/Program Usage

- Eight reunions, four weddings, an ice cream social, a horseshoe tournament, and various tour groups brought many people to the park this season.

Program Services

- We had a fantastic weekend for the Arts & Craft Festival at Ritter Island. It was a record in how many people attended the festival—over 4,450!
- We gave tours to the Twin Falls Chamber of Commerce Leadership Council, Boise Parks and Recreation, and The Community School.
- The ATV safety class had ten students this quarter.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	1	40
Interpretive Programming	4	58
Jr. Ranger Programming	2	8

School Programming	1	25
Special Events	2	4,950

Preservation of Natural, Cultural, and/or Historical Resources

- A honey bee hive that was in a downed tree was relocated.
- Removal of sucker trees along Highway 30 continues.

Strategic Plan Actions

- The houses at Ritter Island are now being rented which is bringing more income to the park.

Manager's Narrative

- Working with DEQ on getting the restrooms and new well house at Malad Gorge up to code.
- The hydrant to flush out the lines at Malad Gorge was installed by the South Region Crew.
- We are worried about the lack of personnel this winter to clean the houses on Ritter Island.
- We need to repair the deck of the overlook in Box Canyon as it has settled. We don't have the expertise or the man power and will need help to repair the overlook. Trying to find a local contractor but they are busy.

THREE ISLAND CROSSING STATE PARK – NITA MOSES, PARK MANAGER

Current Challenges and Future Focus

1. **Infrastructure:** The park's infrastructure is aging, and the cost of maintenance supplies and the cost of services are the second- and third-highest costs respectively after utilities.

Customer Service

- Staff has had to use hoses to water the campsites due to higher occupancy and longer stays. We are still running on only one pump. This pump needs to be rebuilt and will be added to the CIN list.
- The new maintenance hosts are helping to take care of additional maintenance needs (in addition to mowing). They pressure washed the picnic tables and stained the water hookup pedestals. They have also pressure washed all the restroom buildings and day use shelters.
- The Oregon Trail History and Education Center (OTHEC) is open daily from 9:00am-4:00pm and the kiosk is still open late on Thursdays, Fridays, and Saturdays.
- Staff has completed the hiring for volunteers for the 2019 season although we are still looking for a camp host for Trailside Campground. There is no designated camp host site in that loop, so we're looking for volunteers who don't mind using the dump station instead of having sewer hookups.

Park/Program Usage

- In July we had visitors from 37 states and 7 countries, August brought 32 states and 6 countries, and visitors in September came from 30 states and 8 countries. Visitor comments included: "My great grandfather came across on this trail and mid journey he sickened and was left with Indians who took him in. The young girl who nursed him became his wife when he got well, and they continued the journey together." "Never stop teaching history."
- The annual BSU archaeology dig held every year will bring in the usual \$500.00.
- Three shelter reservations for a period of six days with 250 total people. Groups included family picnics, Sisters on the Fly, and Capital Gypsies.
- One tour by the City of Boise Parks and Recreation.

Program Services

- One Evening on the Oregon Trail program: 47 people.
- One impromptu Night Sky Program with special guest speaker Chuck Schroll with 32 people.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	12	366
Jr. Ranger Programming	1	23
School Programming	0	0
Special Events	1	32

Preservation of Natural, Cultural, and/or Historical Resources

- Honey bees were found in a tree cavity near the Riverview Shelter. Unfortunately, we were unable to find anyone to come get the bees.
- Manager worked out an arrangement for the use of a cherry picker for tree maintenance and cleanup of fallen branches and limbs. We are finding more and more branch and tree damage.
- Annual cleanup of pine needles has begun.
- Weeding the barrow pits and constant goat head roundup continues.

Staff Training

- Manager attended the Idaho Power Tabletop and Functional Exercise for their Emergency Action Plan for the Bliss and Mid-Snake Dams.

Strategic Plan Actions

- Manager continues to work with the chamber and city on ways to promote the town to park patrons. They could not pull together the Annual Crossing Celebration this year, so another event will have to be planned by the committee.
- Park manager continues to work with the Southwest Rural Development director who, on behalf of the mayor, wanted to discuss a potential grant to provide rental bicycles and store them at the park.
- Manager is still working on an MOU agreement to provide train barrel rides for kids in the park.

Manager's Narrative

- Staff continues taking regular speed tests at the Visitor Center and the kiosk because the internet is having connectivity issues.
- Domestic water leaks were discovered at the shop and at the manager's residence. Two new valves were installed so the repairs in that break could be isolated.
- We have had electrical issues with sites 16 and 18 impacting campers staying in them as well as incoming reservations. Inverters were fried in the camping units and the fire department was called on two separate occasions. Citizen claim forms were handed out and claims have been filed. Manager is working on a clear, concise timeline of events to document each instance. Some customers were relocated to other sites, some stayed in the VIP area near the shop, and some chose refunds and left the park.

SOUTH REGION MAINTENANCE CREW – CHRISTOPHER RE, FOREMAN

Harriman State Park

- July - Graded road from bridge to Scovel center. Trained new utility craftsman in grader operation and water truck operations.
- August - Dug up and removed old fuel tank that leaked. Removed 80 yards of dirt to be "decontaminated," placed all soils on plastic in shop yard. Took fuel samples and mailed them to laboratory.
- September - Prepped area for new fuel tank. Back filled around new propane tank and built a retaining wall by existing house. Moved main gate and added new 24-foot gate in pasture to accommodate new groomer.

Lake Walcott

- July - Removed old water fountain and replaced with new fountain.

Massacre Rocks

- July - Register Rock: dug hole for new boom vault toilet, back filled after vault was set, and then landscaped. Removed sidewalk to old vault toilets that are scheduled for demolition. Added $\frac{3}{4}$ minus and compacted it to make an ADA path to restrooms. Canyon View: dug hole for new boom vault toilets, set vault, and then landscaped around the toilet. Added $\frac{3}{4}$ minus and compacted to make a path to restrooms.
- August - Spread and graded $\frac{3}{4}$ minus road mix from lower parking lot to the pump house repairing the road that was washed out when the water line broke. Moved one load of dock sections from Ririe Reservoir to Massacre Rock, staged new dock in Canyon View camp area.
- September - Met Massacre Rocks crew and Ririe crew at Blacktail day use area to pull docks out of the water. Broke down the docks to transportable size and transported dock sections from Ririe Reservoir to Massacre Rock, staged new dock in Cannon View camp area. Completed moving dock with 12 loads.

South Region Crew

- July - Machine maintenance, lube/oil filter on region's back hoe and grader.
- CDL training for the new Utility Craftsman

Thousand Springs

- August – Installed new hydrant to flush out lines by day use shelter at Malad Gorge unit per DEQ.