AGENDA

Monday, August 5, 2019
- 4:00 P.M. Call to Order – Chairman Black
  - Roll Call
  - Welcome and Introductions / Chairman Black and Director Langhorst
  - Additions or Deletions to the Printed Agenda
- 4:15 – 6:00 P.M. Board Training by Susan Buxton, DHR
- RECESS TO NEXT DAY 9:00 A.M.
- 7:00 P.M. BOARD AND STAFF DINNER AT COOPER’S AT BEAR LAKE WEST

Tuesday, August 6, 2019
- 9:00 A.M.
  - Consent Agenda – Action Item
    - Approval of Minutes
      - April 26, 2019 Teleconference
      - May 20-22, 2019
    - Group Use Permit – Action Item
      - Eagle Island K-9 Blitz – Garth Taylor
- 9:15 A.M. Director’s Report
- 9:45 A.M. Fee Changes and other Chapter 20 Edits – Action Item – Tammy Kolsky/Anna Canning
- 10:45 A.M. BREAK
- 11:00 A.M. E-Bike Update – Action Item – Keith Hobbs
- 11:15 A.M. Cascade Marina RFP – Keith Hobbs
- 11:30 A.M. Registration/Modernization – Action Item – Tammy Kolsky
- NOON – LUNCH (PROVIDED)
- 1:00 A.M. Kokanee Fundraising Update – Jennifer Okerlund
- 1:30 P.M. Heyburn Recreational Residence Leases (Public Comments) – Action Item – David White and Steve Strack
- 2:30 P.M. Rules Reauthorization Pending Rules – Action Item – Anna Canning
- 3:00 P.M. Grant Advisory Committee Approval – Action Item – Kathy Muir
- 3:30 P.M. McCall RV Site Conversion – Action Item - Kathy Muir
- Program Reports / Staff will stand for questions
- Old/New Business
- Public Comment Period
- RECESS TO NEXT DAY 9:00 A.M.
Wednesday, August 7, 2019

- 9:00 A.M. LOAD BUS FOR TOUR OF BEAR LAKE STATE PARK
- 9:00 – 2:00 P.M. Park Tour – Bear Lake State Park 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.
Minutes – Friday, April 26, 2019

Call to Order – Chairman Black
Chairman Black called the Board teleconference to order at 10:00 A.M. MT. The Chairman directed a roll call. Board Members in attendance via the phone were:

Board Member Pete Black – Present
Board Member Gordy Hansen – Present
Board Member Doug Eastwood – Present
Board Member Lou Fatkin – Present
Board Member Brian Beckley - Present
Board Member Randy Doman - Absent

Also present or on the phone during all or portions of the teleconference were the following individuals:

David Langhorst – Director
Betty Mills – Management Assistant to the Director
Keith Hobbs – Operations Administrator
Anna Canning – Management Services Administrator
Steve Martin – Fiscal Officer
Debbie Hoopes – Human Resource Officer

CEC Plan – Action Item
Director Langhorst thanked everyone for calling in today. The Director reported that this year the Legislature and the Governor appropriated funding for a 3% change in employee compensation and directed that a portion of that amount be used to provide no less than $550 per year increase for each permanent state employee. The Director also reviewed the IDPR Pay Matrix for FY 2020 and stated that IDPR will be able to implement these increases three pay periods early. The Director stood for questions. Board and staff discussion followed around IDPR’s increase in policy hire rate, adequate pay for IDPR employees and ability to retain employees.

Mr. Hansen moved that the Board approve the presented agenda item for the CEC Plan. Mr. Fatkin seconded the motion. The Chairman asked for further discussion. Hearing none, the motion carried unanimously.

Mr. Hansen moved that the Board go in to Executive Session, under authority of Idaho Code 74-206 (b) “to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student”. The Chairman called for a roll call vote on the motion. Roll call vote was called by Ms. Mills to enter into Executive Session

Board Member Pete Black – Aye
Board Member Gordy Hansen – Aye
Board Member Doug Eastwood – Aye
Board Member Lou Fatkin – Aye
Board Member Brian Beckley – Abstained due to being newly appointed to the Board.

Motion Passed.

Mr. Eastwood moved to reconvene from Executive Session. Motion was seconded by Mr. Fatkin. Motion passed unanimously. Meeting was reconvened at 11:20 A.M.

Mr. Eastwood moved to accept the Board’s review of the Director and compensation that was discussed during Executive Session. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none the Chairman called for a vote on the motion.

Board Member Pete Black – Aye
Board Member Gordy Hansen – Aye
Board Member Doug Eastwood – Aye
Board Member Lou Fatkin – Aye
Board Member Brian Beckley – Abstained due to being newly appointed to the Board.

Motion carried with four Aye’s and one Abstained.

Mr. Fatkin moved to adjourn the meeting. Mr. Hansen seconded the motion. The meeting was adjourned at 11:34 A.M.

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Pete Black, Chairman  David R. Langhorst Director
Idaho Park and Recreation Board  Ex-Officio Member of the Board
Minutes – Monday, May 20, 2019

Call to Order – Chairman Black
The Chairman called the meeting to order at 4:06 P.M.

Chairman Black requested a roll call.

Board Member Lou Fatkin – Present
Board Member Gordy Hansen – Present
Board Member Pete Black – Present
Board Member Brian Beckley - Present
Board Member Doug Eastwood – Present
Board Member Randy Doman – 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
Kathy Muir – Grants Management Supervisor
Tammy Kolsky – Reservation/Registration Program Manager
Scott Williams – IT Resource Manager
Adam Zaragoza – Development Bureau Chief
Dave Dahms – Recreation Program Manager
Melanie Schuster - Architect/Engineering Project Manager
Theresa Perry – Manager Lake Cascade Park
Matt Linde – Manager Ponderosa State Park
Steve Strack – Deputy Attorney General
Nate Fisher – Governor's Office
Amber Christofferson – Department of Financial Management
Rob Sepich – Legislative Services Office
Heidi Kolsky – Office Specialist Ponderosa State Park
Traci Stewart – Public
Ken Knoch – City of Ammon
Christina Nemec – Nemec Engineering
Brad Foltman – RV Committee
Kurt Wolf – City of McCall
Michael Fereday – Heyburn Leaseholders
Steve Fiscus – Chatcolet Leaseholder
**Fee Team Workshop**

Ms. Kolsky introduced herself and the other members of the Fee Team who were present. Ms. Kolsky stated that tonight she will be going over the six agenda items and staff recommendations the Board will be asked to consider for approval during tomorrow's meeting and will answer questions from the Board. Ms. Kolsky stated that she is bringing the big-ticket items before the Board now and the others will be brought to the Board during the August Board meeting. The Director gave a brief overview of what has occurred and what brought IDPR to this point of requesting fee increases.

**#1 Tax Inclusive Fees** – Currently, IDPR manages our use fees by treating them as tax add rather than tax inclusive. While this works great through the call center and online, it does not work well for field staff, especially when dealing with self-pay fee envelopes. Ms. Kolsky discussed the results of adding sales tax to the fees and what the benefit of moving to a tax inclusive model would look like. There was Board and staff discussion on whether sales tax can be included in these fees and the process park staff use when the amount left in the fee envelop is less than the required fee.

**#2 Ponderosa, Deluxe Cabin Fees** – Ms. Kolsky reported that currently, Ponderosa State Park provides camping opportunities in five Deluxe Cabins. While on the lakefront, four of the five cabins are smaller in size and only accommodate a sleeping capacity of four people while one of the cabins, the Elk Cabin is much larger in size and allows for a sleeping capacity of 8. As part of the FY 2014 CIN and budget process, four additional Deluxe Cabins have been built and are nearing completion for occupancy. For reservation processing to begin, fees for the new cabins will need to be set. Per IDAPA 26.01.20.250.01, currently, the highest amount allowed to be charged per night for these cabins is $200.00. This amount is the maximum amount the Park Board can direct staff to charge. There was Board and staff discussion on the possibility of adding a cleaning fee and increasing the deposit amount when a reservation is placed.

**#3 Restructure Agency Campsite Types** – Ms. Kolsky reviewed IDPR’s current camping site structure and their definitions and stated the type is dependent on the services offered (water, electric, sewer or none). Ms. Kolsky stated that making the proposed site type changes would benefit IDPR by:
   a. Simplifying fee signage
   b. Greatly reduce the complexity in managing reservation system programming
   c. Lay ground work to simplify efforts to manage to market rate fees based on park occupancy.
   d. It would clean up what IDPR currently classifies as a companion site, as a number of campsites currently classified as companion do not truly accommodate two camping units. There was Board and staff discussion on how IDPR’s current fee structure is very complicated within some of our larger parks and what the cost of new signage might be with in the parks, reflecting the new fee changes.

**#4 Variable Pricing – Implement Fee Tier** – Ms. Kolsky reported that during the July 2008 Board meeting, staff was directed to present a sliding fee schedule proposal that would apply to all IDPR campsites and facilities allowing the agency to establish flexibility in the authorized fees charged. During the July 2009 IDPR Board meeting, the Board was presented with and approved, a number of fee change requests aimed at applying Variable Pricing those items included High Demand Destination Park Pricing and Premium Site Pricing for High Demand Campsites and Cabins, as well as granting approval to utilize Promo codes and other methods of lowering pricing as part of efforts to increase usage and revenue. Ms. Kolsky explained that this agenda item is to request the Board’s approval with moving forward with a different pricing model that would eliminate the High Demand destination Parks premium pricing model and, in its place, implement agency wide Variable or Market rate pricing by assigning each of our campground parks into one of three tiers of campsite pricing based upon the parks performance in the reservation system and “Peak” season occupancy. Board and staff discussion followed around this review of fees and the potential to eliminate the High Demand premium pricing in our parks with an agency wide Variable or Market rate pricing.

**#5 IDAPA 26.01.20 Fee Changes** – Ms. Kolsky reviewed the staff proposed fee changes with the Board and stated that IDPR’s fees have not had a comprehensive review since 2014. Director Langhorst and Ms. Canning provided a brief overview of the process IDPA is required to go through prior to making any agency changes to our current Idaho Administrative Procedure Act (IDAPA) Rules. Board and staff
discussion followed around the proposed fee schedule changes for campsites and the motor vehicle entrance fees.

#6 State Parks Passport – Ms. Kolsky reported that unlike the IDPR Fees, the State Parks Passport Program is defined in Idaho Statute as a voluntary opt-in program, so many changes would have to be made in law. Director Langhorst provided the definition and differences between opt-in over opt-out for the Passport Program. Board and staff discussion followed regarding the advantages and disadvantages of possibly moving to an opt-out program and or increasing the cost of the Passports. The Director will arrange a meeting with DFM and the Governor’s office, prior to the August Board meeting, to discuss the Board’s recommendations and the best steps for moving forward with the Passport Program.

Meeting was recessed at 6:47 P.M.

RECESS TO NEXT DAY AT 8:00 A.M.

Minutes – Tuesday, May 21, 2019

Chairman Black reconvened the meeting at 8:01 A.M.

Consent Agenda – Action Item

- Approval of Minutes
  - February 12-13, 2019
  - February 18, 2019

Mr. Eastwood moved to approve the minutes as submitted. 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.

- Special Use Permit and Easement Request
  - Land of the Yankee Fork State Park Special Use Permitting
  - Ponderosa Agate Street Easement

Mr. Taylor reported that Land of the Yankee Fork will be hosting the Ride the Bayhorse ATV event in August. Last year the park included the sale of beer during their Saturday dinner and raffle. The Park is hosting a dinner again this year and request the Board’s approval for the sale of beer during their Saturday dinner.

Mr. Eastwood moved to approve the Land of the Yankee Fork State Park Special Use Permit. Mr. Hansen seconded the motion. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Mr. Hobbs reported that IDPR received a request for a utility easement with Ponderosa State Park. Christina Nemec with Nemec Engineering provided a brief description of the easement, the current conditions and what they wish to complete.

Mr. Eastwood moved to grant approval for the requested street utility easement. 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 Langhorst stated that he will not be providing a Director’s Report today due to the length of the agenda and mentioned that he covered many current IDPR highlights in his April Director’s Digest.

Ms. Kolsky announced that IDPR lost one of our Headquarters employees in a tragic personal UTV accident. The Director requested a moment of silence in Memory of Steven Groves.
Smelterville Encroachment – David White
Mr. White provided background information on this property, stating that IDPR acquired the Union Pacific Right-of-Way (ROW) for use as a recreational trail, the Trail of the Coeur d’Alene’s (TOC) on September 1, 2008. Currently there are approximately 100 properties that are encroaching on the TOC. A field survey of the property was completed by TerraGraphics and jersey barriers were installed. Prior to the barriers being installed, letters were sent to the land owners in October 2015, informing them of the decision to place barriers and to let them know that they or their renter needed to remove their personal property from the ROW and that barriers would be placed 20’ from the south ROW edge due to the encroaching yard fences, amenities and buildings. The landowners were also notified that if the owner or renter had personal property located within the ROW, they needed to enter into a lease with IDPR, if their personal property was not removed. IDPR staff worked with Deputy Attorney General, Steve Strack to compose the letters. In addition, monuments were installed at the ROW boundary by Tate Engineering in 2017, when they conducted a record survey. In the Spring of 2018, park staff reviewed the 20’ offset and discovered homeowners or their renters had not removed items within the ROW. Due to landowners not complying with the Department’s demands to cease encroachments upon the ROW, the Department’s next step is to file legal actions against the landowners, requiring them to remove their encroachments from the ROW. Mr. Strack stated that technically the IDPR Board is the group who are responsible for all IDPR property and wanted to make sure the Board is onboard with taking legal action against this group of individuals who are encroaching on the property.

Mr. Hansen moved to follow staff recommendation. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion. Board and staff discussion followed pertaining to the need to move forward with legal action due to non-compliance from the homeowners. The Chairman called for a vote on the motion. Motion passed unanimously.

Medimont Property Donation – David White
Mr. White stated that he was contacted by Mr. Robert Hanson regarding property he and his wife owned adjacent to the Trail of the Coeur d’Alene’s (TOC) in Medimont, Idaho. Mr. White explained that the Hanson property is adjacent to the TOC Medimont Trailhead and that this is one of the TOC’s busiest trailheads. Mr. White stated that he thinks this property would be a benefit to the agency for more trail access and parking.

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.

FY2020 Grant Approval Request – Kathy Muir
Ms. Muir provided a brief overview on this year’s grant approval process and stated that they awarded approximately $11 million in grants which is more than she has seen awarded since she has been in her position. Ms. Muir introduced Brad Foltman and Ken Knoch, both of whom are serving on the Grant Advisory Committee.

FY2020 Recreational Vehicle (RV) Grants
Ms. Muir stated that there are two positions open on the RV Committee. Mr. Foltman has served two terms on the RV Committee and cannot be reappointed. Ms. Muir reported there is approximately $6.6 million available to award for this grant. The RV Committee reviewed 28 grant applications and the requests totaled $9,782,417. Ms. Muir stated the RV Committee recommends not funding projects below a score of 65.

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 passed unanimously.

FY2020 Waterways Improvement Fund (WIF) Grants
Ms. Muir stated there is approximately $1.3 million available for this grant. $50,000 was held back to fund emergency cost overruns associated with these grant projects. The WIF Committee reviewed 22 grant applications and the requests totaled $2,418,983. Ms. Muir reported that funds for this account come from Fuel Tax and IDPR receives about $1.5 million each year.
Mr. Fatkin moved to approve staff recommendation. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.

**FY2020 Cutthroat Plate Fund Grants**
Ms. Muir reported that funding for this grant comes from the trout license plate funds. IDPR holds these funds for a couple of years until there is a sufficient amount to be awarded. Ms. Muir stated there is approximately $42,000 available for this grant. The WIF Committee reviewed three grant applications and the requests totaled $41,214.

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

**FY2020 Road & Bridge (RB) Grants**
Ms. Muir stated there is approximately $240,000 available for this grant. The Advisory Committee reviewed 5 grant applications and the requests totaled $350,000.

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

**FY2020 Off-Road Motor Vehicle (ORMV) Grants**
Ms. Muir stated there is approximately $590,000 available to be award for this grant. The ORMV Advisory Committee reviewed 34 grant applications and the requests totaled $1,011,562.

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

**FY2020 Recreational Trails Program (RTP)**
Ms. Muir stated the FY2019 allocation from the Federal Highway Administration (FHWA) is estimated to be approximately $1,600,000. IDPR staff estimates that there will be approximately $180,000 additionally in carry over funds. The RTP Committee reviewed 51 grant applications and the requests totaled $4,052,625. Ms. Muir reported that these grant funds come from the Federal Fuels Tax.

Mr. Fatkin moved to approve staff recommendation of the priority ranking. Motion was seconded by Mr. Beckley. The Chairman asked for further discussion. Board and staff discussion followed regarding how the committee members were chosen. The Chairman called for a vote on the motion. Motion passed unanimously.

**FY2020 Mountain Bike Plate Fund**
Ms. Muir reported that these funds come from a specialty plate fund. Ms. Muir stated there is approximately $20,000 available to be awarded for this grant. The RTP Committee reviewed three grant applications and the requests totaled $48,176.

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 passed unanimously.

**FY2020 Land and Water Conservation Fund (LWCF) Grants**
Ms. Muir reported that all of the LWCF Committee members positions expire this year. Since this committee only meets every other year, staff has decided to wait until next year to appoint the new members for this committee. Ms. Muir stated that the FY2020 allocation from the National Park Service is estimated to be approximately $1,000,000 and that Idaho has an unobligated balance that will cover the recommended projects. The LWCF Committee reviewed 12 applications according to the “Open Project Selection Process” identified in the State Comprehensive Outdoor Recreation Plan (SCORP) and the
requests totaled $1,802,866. Mr. Ken Knoch addressed the Board and commented on the great effect these grants have in helping their smaller communities improve their communities.

Mr. Eastwood moved to approve staff recommendations as presented. Motion was seconded by Mr. Beckley. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.

2019 Strategic Plan – Anna Canning
Ms. Canning provided a brief overview of the requirements for updating the Strategic Plan. Suggested comments from the Board and all IDPR employees have been folded into the document the Board has before them today. Ms. Canning stood for questions. Board and staff discussion followed around how the plan is used within the department. Director Langhorst stated that this was one of his biggest initiatives when he came onboard with IDPR. The Director stated that it is part of the back bone of the organization, every business unit has a work plan that is directed by the Strategic Plan and everyone knows what their responsibilities are. Board Member Fatkin expressed his thoughts on the need for a new park in Eastern Idaho. Board Member Fatkin feels Eastern Idaho has an abundance of public lands currently and this section could be rephrased to state “as needed”. The Director explained that this request came from the Legislature wanting a state park in that area. The Board agreed this section should be removed from the Strategic Plan. The Board approved the 2019 Strategic Plan with all the suggested changes.

Kokanee Cove Discussion – Jennifer Okerlund
Ms. Okerlund provided a brief update on where IDPR is on fundraising for Kokanee Cove. To date, Ms. Okerlund has been in contact with:
- Valley County Community who have expressed interest in and made suggestions for a donation and auction dinner at a local venue, hosted by the community.
- Patricia Kempthorne who is willing to chair a fundraising committee to seek funding for a lodge at Kokanee Cove.
- Jim Faucher, owner of Faucher Fundraising Consulting. Board Member Eastwood suggested utilizing Mr. Faucher’s services and stated specific successes working with him on projects for Coeur d’Alene Parks and Recreation. Mr. Faucher recommends considering a Fundraising Feasibility Study which would include the involvement of 25-40 individuals and businesses who participate in a strategic process to gauge the interest in the project and feasibility for raising the necessary funds to bring the project to fruition. The estimated cost of a Fundraising Feasibility Study is $18,000-$20,000.

BREAK AT 10:00 A.M.
RECONVENED AT 10:23 A.M.

Cooperative Management Agreement with the National Park Service (NPS) – Director Langhorst
The Director announced that after many hours of collaborative conversations between IDPR and the NPS, we have an agreement that is ready to sign. The Director commented that there are only two other such agreements and one of them is with City of Rocks. The agreement includes:
- $50,000 annual fee will be paid from NPS to IDPR for 25 years and they will help co-manage the Visitor Center. IDPR will recoup half of the cost to build the Visitor Center during the 25 years.
- NPS will pay IDPR $225,000 up front.
- IDPR will obtain all ownership of the Visitor Center.
- Saves tax payors money on both the state and federal levels.
- This partnership will help enhance our interpretive program at Billingsley Creek.

The Director stood for questions and requested a motion from the Board to show they are in support of moving forward with this partnership. Board and staff discussion followed, expressing what a great opportunity this is for both agencies.

Mr. Hansen moved to approve and support the agreement for this partnership with NPS. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.
Mr. White stated that he and Deputy Attorney General, Steve Strack are tag teaming this agenda item. Mr. White provided a brief overview and background of the Heyburn Recreational Residence Leases. Mr. White commented that the leases for the 142 cabin sites within Heyburn State Park expire on December 31, 2019 and a new 10-year lease term will begin January 1, 2020. Leases for the 24 float home sites at Hidden Lake will not expire this year, those leases were renewed in 2015 for 30 years. It is the departments practice to review and update leases as each new lease term begins. Updates must be approved by the Board. For the lease term beginning January 2020, the Department proposed to make the following primary changes to the cabin site leases:

- Return the base rent to 5% of fair market value, as provided in this Board’s order of August 8, 2001.
- Adopt a simpler system for challenging appraised values used to make the mid-lease rent adjustment, by allowing the lessee to obtain an independent appraisal if they question the value established by the Department’s appraiser and using a third appraiser to reconcile the values if the difference is greater than 10%.
- Update fees for sewer, water, trash/streetlight, and late payments.
- In accordance with the Office of Risk Management guidelines for the lease of state property, require lessees to obtain general liability or homeowner’s insurance, with the State of Idaho to be named as an additional insured party.

Mr. White stated that this list of changes will update the lease and are consistent with changes made to the float home leases in 2015. The Board’s decision regarding base rent will also affect lease rates for the 24 float home sites at Hidden Lake. The lease for the float home sites provides that after January 1, 2020, the base rent shall be 5% of the fee simple value of each moorage site, unless the Board directs the Department to charge a lesser percentage for all recreational residences in the Park. Mr. White provided Board members with a spreadsheet comparing 2014 and 2019 site values and stated that the Department obtained an appraisal of the fair market value of all recreational residence sites within Heyburn Park. The appraisal showed that with minor exceptions, site values remained unchanged from the last appraisal conducted in 2014. A copy of the 2020-2029 Lease was sent to all cabin lessees.

Lessees were also provided notice of the completed appraisal and were provide a link to the full appraisal on the Department’s website. Mr. White stated that the Department has received several comments on the revised lease. Copies of these were provided in the Board packets. In addition to the lessee concerns regarding the rental increase, they expressed concerns about being able to obtain the liability insurance required by the new lease. Mr. White stated that the insurance requirements in the lease follow the recommendations of the State Office of Risk Management. IDPR staff recommends following the recommendations of the State Office of Risk Management, and clarification was provided to the lessees that the insurance requirements are for liability purposes only and are not related to the value of their improvements. Mr. Strack commented that back in 2000, the Board was faced with coming up with a reasonable lease rent rate. The Board came up with 4% at that time. Lessees took the Board to court and the market studies were reviewed. The Board settled on a rate of 5%. In 2010 the Board decided to drop the rate down to 3.75% due to the recession. IDPR staff are now requesting the Board to go back to the previously approved rate of 5%. This is valued from the fee simple value of the property. Mr. Strack confirmed that the appraisals that were done were on the land value, not any improvements owned by lessees. Mr. Michael Fereday addressed the Board. Mr. Fereday is the President of the Heyburn State Park Leaseholders Association. He thanked the Board for allowing him this opportunity to address them today and stated that the association appreciates the unique privilege they have of leasing the cottage sites at Heyburn. Mr. Fereday shared the concerns, the Cabin holders have expressed to him regarding the manner in which the appraisals were performed. He also expressed the lessees concerns about their ability to acquire General Liability Insurance in the amount requested by the new lease. He stated that the lessees have no plans to challenge the utility increase, but they have sought legal assistance to review the property lease increase. Mr. Fereday continued that due to cap rates being different 10 years ago, he proposes that the Board not adopt the staff recommendation of 5% and continue with the previous Boards decision of 2009. Mr. Steve Fiscus, Chatcolet Leaseholder, addressed the Board. He commented that conversations with IDPR have been much more open this time and he thanked David White for providing them with so much information. Mr. Fiscus suggested that prior to the end of this new lease, a group of the lessees and IDPR staff come together and discuss the proposed new lease, to help alleviate these issues coming to a head like they have currently. Mr. Fiscus stated that he agrees with Mr. Fereday that 3.75% is a sufficient rate. Board and staff discussion followed regarding the new lease requirements and when the final decision from the Board needs to occur. A letter was sent to the lessees.
stating the Board would not be voting on staff recommendations until the August Board meeting, David White concurred.

Mr. Beckley moved for the Board to defer this agenda item until the August Board meeting and vote on staff recommendations at that time. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion. Mr. White stated that if the Board requires any additional information from him to please provide those requests to him as soon as possible. Mr. Fiscus asked if the lessees would be allowed to have additional time to submit written testimony to the Board. The Board agreed to allow additional comments, but they need to be submitted to David White no later than June 15, 2019. Mr. White will send a letter to the lessees stating the Board has tabled this agenda item until the August Board meeting and lessees will be allowed additional time to submit their comments to him. The Chairman called for a vote on the motion. Motion carried unanimously.

Electric-Assisted Bicycles in Idaho State Parks – Keith Hobbs
Mr. Hobbs provided an overview of HB76 and the three classifications of E-Bikes.

- Class 1 Electric Bicycles, which provide motor assistance only while the rider is pedaling, with assistance ceasing once the bicycle reaches 20 mph.
- Class 2 Electric Bicycles, which provide motor assistance whether or not the rider is pedaling, with assistance ceasing once the bicycle reaches 20 mph.
- Class 3 Electric Bicycles, which provide motor assistance only when the rider is pedaling, with assistance ceasing once the bicycle reaches 28 mph.

The Idaho State Parks has three trails which would be defined as multi-use paths, the Trail of the Coeur d’Alenes (TOC), the Coeur d’Alene Parkway (CDA PWY) and the Ashton-Tetonia Trail (ATT). This authority for use would permit the use of all classifications of E-Bikes on each of these trails, including the use of Class 3 E-Bikes. Mr. Hobbs requested an exception on allowing any E-Bikes on the TOC. He stated that the TOC is managed jointly with the Coeur d’Alene Tribe and they prohibit the use of E-Bikes on portions of the trail under their jurisdiction. IDPR has followed this same policy to maintain consistency in rule and to await statewide direction on the use of E-Bikes. IDPR staff recommends prohibiting the use of E-Bikes on the TOC and CDA PWY, until we can coordinate with all of our managing partners. Board and staff discussion followed on how to determine if a bike is an E-Bike or not. Mr. Fatkin brought up the concern of allowing E-Bike users to go 20 mph on the trails. The Board asked if they could carry this agenda item over to the August Board meeting to allow sufficient time to talk with the tribe, the county and city of Coeur d’Alene, so everyone is on the same page. Mr. Strack stated that the law goes into effect on July 1, 2019 and if the Board does not act before this date, then all E-Bike classes will be allowed on our trails.

Mr. Eastwood moved for the Department of Parks and Recreation to permit the use of Class 1 and Class 2 Electric-Assist Bicycles and prohibit the use of Class 3 Electric-Assist Bicycles, as defined in HB 76, on all Idaho State Park trails and multi-use paths, with the exception of the Trail of the Coeur d’Alenes and the Coeur d’Alene Parkway. Motion was seconded by Mr. Beckley. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Amended Motion passed unanimously.

Mr. Eastwood moved for staff to bring this agenda item back to the August Board meeting for implementation to further include the Trail of the Coeur d’Alenes and the Coeur d’Alene Parkway. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.
LUNCH BREAK

**Wake Zone Policy – Dave Claycomb**
Mr. Claycomb announced that this is an informational agenda item today. He reported that two Valley County meetings were held in April one in McCall and one in Cascade. The purpose of the meeting was to gather input on a proposal that was rolled out by the Valley County Commissioners that would have had a profound impact on power-boating within the county. There was large opposition to this proposal. The County has since scrapped the proposal due to the feedback they received during the meetings as well as written comments that were submitted by the public. Mr. Claycomb addressed some of the education pursuits IDPR has engaged in thus far and ideas for long term outreach. Mr. Claycomb shared a radio spot on messaging the Recreation Department has used to encourage ATV riders to stay on the trails. Mr. Claycomb stated they would like to do the same thing in training the motorized boating community on minding their wake and being aware of this as well as playing responsibly. Mr. Claycomb stated he will work with Ms. Okerlund to complete the messaging for the boating community. Board Member Hansen requested, when Mr. Claycomb has the campaign and messaging outlined, to please send it to him, so he can help get the word out to the community.

**FY 2021 Budget Proposal – Steve Martin**
Mr. Martin provided a brief overview of the FY 2020 budget and basis for the FY 2021 budget and provided a PowerPoint presentation which included:
- FY 2020 Budget Appropriation by Expenditure – 2.1% increase over FY 2019
- FY 2021 Budget Proposal Program Enhancements
- FY 2021 Budget Cash Flow Projections
- FY 2021 Budget Proposal – Requests

Mr. Martin stated that IDPR staff has reviewed and ranked the enhancement and replacement items and if approved by the Board, the information will be incorporated into the final budget document submitted to DFM on September 1, 2019. Board and staff discussion followed with additional questions pertaining to redoing our current website and the addition of an additional Regional Manager for the East Region.

Mr. Hansen moved to approve staff recommendation of the FY 2021 budget proposal based upon the ranked replacement and enhancement items, for a total request of $45,673,600, as summarized on page five (5) of this agenda item and approval to adjust Health Benefit costs and CEC, if any, to the actual amounts included in DFM’s budget instructions. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.

BREAK AT 1:45 P.M
RECONVENED AT 2:00 P.M.

**Fees – Tammy Kolsky**
**Fee Change Item #1 – Tax Inclusive Fees**
Ms. Kolsky provided a brief overview of this fee change and requested Board approval for IDPR to move from a tax add to a tax inclusive model on fees. Ms. Kolsky stood for questions.

Mr. Eastwood moved to approve staff recommendation to change to a tax inclusive model on use fees. Motion was seconded by Mr. Beckley. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.

**Fee Change Item #2 – Ponderosa Deluxe Cabin Fees**
Ms. Kolsky provided a brief overview of the proposed fee schedule change for the Deluxe Cabins at Ponderosa State Park. Ms. Kolsky stood for questions.

Mr. Hansen moved to increase the staff recommended amount on the Resident Fee from $150 to $160 per night and the Non-Resident fee from $165 to $175 per night for deluxe Cabins that sleep four. Also, to approve staff recommendation to increase the Resident Fee for the cabins that sleep 6-8 to $181 and the Non-Resident Fee to $200 per night. The Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion. Board and staff discussion followed
regarding the cap amount that is allowed on fees for these cabins and weekend and holiday fees. The Chairman called for a vote on the motion. Motion passed unanimously.

Fee Change Item #3 – Restructure Agency Campsite Types
Ms. Kolsky provided a brief overview of the proposed Restructuring of the Agency Campsite Types. Ms. Kolsky stood for questions.

Mr. Eastwood moved to approve changing IDPR’s current campsite types and definitions to the proposed site types and definitions provided by staff, and to further direct staff to initiate proposed rulemaking with final approval of the proposed rule change prior to publication in the Administrative Bulletin. Motion was seconded by Mr. Hansen. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.

Fee Change Item #4 – Variable Pricing – Implement Fee Tier
Ms. Kolsky provided a brief overview of the proposal to move forward with a pricing model that would eliminate the high demand destination parks premium pricing model and, in its place, implement agency wide Variable or Market rate pricing by assigning each of our campground parks into one of three tiers of campsite pricing based upon the parks performance in the reservation system and “Peak” season occupancy. Ms. Kolsky stood for questions.

Mr. Fatkin moved to accept staff recommendation and direct staff to move forward with utilizing pricing tiers as a part of IDPR’s Variable Pricing efforts and approve the Initial Park and Pricing Tier assignments as presented. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion passed unanimously.

Fee Change Item #5 – IDAPA 26.01.20 Fee Changes
Ms. Kolsky provided a brief overview of the team evaluation and recommendations. The items detailed are ones where changes are being requested to update IDAPA in order to change existing fees, to delete fees or to insert new fees in IDAPA 26.01.20.

Mr. Hansen moved to accept staff recommendations as presented with the exceptions of the following changes:
1. Change the Fee Collection Surcharge to $25.00
2. Raise the maximum charge allowed on the Camping Cabins and Yurts to $500.00
3. Raise the pet fee to $15.00 per pet, per night
4. Add a cleaning fee of $50.00
   It was clarified that these recommended fees would be caps.

The Board also approves to make these changes to the IDAPA 26.01.20 sections 225, 250 and 251 as detailed and further direct staff to initiate proposed and negotiated rulemaking with final approval of the proposed rule changes prior to publication in the Administrative Bulletin. Motion was seconded by Mr. Beckley. The Chairman asked for further discussion. Further Board and staff discussion followed regarding the $500.00 cap on the Camper Cabin’s and Yurts, clarifying that on Holiday’s, weekends and higher use days, staff could increase fees, not to exceed the maximum of $500.00 per night. These fees will require Board approval at a future Board Meeting, after these caps are changed in IDAPA. The Chairman called for a vote on the motion. Motion passed unanimously.

Fee Change Item #6 – State Parks Passport
Ms. Kolsky provided a brief overview of the direction IDPR staff was given by the Board to re-visit the Passport, to determine if the time had come to propose changes to the Program. Director Langhorst suggested the Board not vote on this today, to allow time for staff to discuss this with the Governor’s office and to obtain additional background information, unless there is specific energy with the Board to move in a specific direction. Mr. Eastwood inquired if staff is under a timeline if the Board decided to implement changes in the Passport? Director Langhorst stated there is a timeline of July 13, 2019, when a proposal would need to be submitted to the Governor’s office for approval, prior to going to the Legislature. If the Board directed staff to do so, it is feasible to make these changes prior to July. Director Langhorst stated that he had a meeting with Sen. Mark Harris and Rep. Mark Gibbs regarding
Bear Lake and the fact there are too many people on the beach and overcrowding, and that our fees to enter the park are too low. Sen. Harris and Rep. Gibbs both stated in a letter they sent to the Director that they would support a fee increase in the Passport. Chairman Black suggested we arrange a meeting with Governor Little, prior to the August Board meeting, to discuss the proposal of increasing the cost of the Passport. Director Langhorst proposed a new staff recommendation to the Board, to direct staff to work on developing Legislation to increase the cost of the Passport to $15.00 and include an additional $1.50 vendor fee on top of the $15.00.

Mr. Hansen moved to instruct staff to propose Legislation for an increase in the Passport fee to $15.00 and add the vendor fee of $1.50 on top of this and to work towards completing this proposal for the next Legislative Session. 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.

Rules Reauthorization and Red Tape Reduction Act – Anna Canning

Ms. Canning reported that Idaho Code states the Board has the sole authority to approve IDPR rules. Ms. Canning walked the Board through two areas that are related to this:

1. Initiating the rule making process to comply with the Red Tape Reduction Act.
2. Reauthorization of the rules as appropriate given that they are set to expire July 1, 2019.

Ms. Canning provided a table that summarized actions for each rule in numerical order, with staff recommendation and proposals:

- Do Not Submit for Reauthorization – 26.01.01, Rules of administrative Procedure of the Idaho Park and Recreation Board. Mr. Strack has indicated that we can rely on the Attorney General rules on administrative procedures rather than have IDPR specific administrative procedures.
- Do Not submit for Reauthorization, Adopt IDPR Policy – 26.01.02, Rules Governing Reporting and Remittance of Surplus County Vessel Account Moneys. 26.01.06, Rules Governing Cooperator Recognition and Sale of Advertising, 26.01.23, Rules Governing Filming within Idaho State Parks.
- Submit for Reauthorization Exclusive of Subsections 030 and 170 – 26.01.21, Rules Governing Leasing Practices and Procedures for Recreational Residences within Heyburn State Park. Two sections of 26.01.21 are incorporated into the Heyburn Leases and no longer need to be in rule.
- Submit for Reauthorization – 26.01.34, Idaho Protection against Invasive Species Sticker Rules. Rule 26.01.34 is listed among IDPR rules, it was initiated by the Department of Agriculture and we are not proposing any modification on this rule.
- Submit for Reauthorization. Consider edits for 2020 Legislative Session – 26.01.20, Rules Governing the Administration of Park and Recreation Areas and Facilities, 26.01.36, Rules Governing the Winter Recreation Parking Permit Program. Staff proposes consolidating 26.01.36 into this document, implement fee changes as approved by the Board and remove unnecessary or inappropriate regulation. DFM will need to submit the Temporary Rule and IDPR will follow with the Proposed Rule.
- Submit for Reauthorization. Consider edits for 2021 Legislative Session – 26.01.03, Rules Governing Recreational Registration Program Vendors, 26.01.10, Rules governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation. 26.01.22, Rules Governing Cooperating Associations. 26.01.24, Rules Governing the Administration of the Sawtooth National Recreation Area Special License Plate Fund. 26.01.31, Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds. 26.01.33, Rules Governing the Administration of the Land and Water Conservation Fund Program. 26.01.37, Rules Governing Test Procedures and Instruments for Noise Abatement of Off Highway Vehicles. Staff will review these rules and conduct negotiated rule-making and bring back specific proposals to the Board at a future Board Meeting.

Ms. Canning stated that there will be five motions requested of the Board for this agenda item.
Motion #1
Mr. Eastwood moved to direct staff to develop or amend IDPR policy to incorporate the following rules as described and presented by staff in Motion #1 for rules 26.01.02, 26.01.06 and 26.01.23. 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.

Motion #2
Mr. Beckley moved to direct staff to allow the following rules to lapse and not be reauthorized as presented by staff in Motion #2 for rules 26.01.01, 26.01.02, 26.01.06 and 26.01.23. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Motion #3
Mr. Beckley moved to direct staff to work with DFM to have IDPR rules reauthorized as detailed in the Notice of Omnibus Rulemaking for Non-Fee Rules as presented by staff in Motion #3 for rules 26.01.03, 26.01.21 with the exclusion of subsections 030 and 170, 26.01.22, 26.01.24, 26.01.30, 26.01.31, 26.01.34 and 26.01.37. 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.

Motion #4
Mr. Beckley moved to direct staff to work with DFM to have IDPR rules reauthorized as detailed in the Notice of Omnibus Rulemaking for Fee Rules as presented by staff in Motion #4 for rules 26.01.10, 26.01.20, 26.01.33 and 26.01.36. 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.

Motion #5
Mr. Beckley moved to direct staff to initiate proposed rule-making on the following rules during the 2020, 2021 or 2022 Legislative Sessions with final Board approval of the proposed rule prior to publication in the Administrative Bulletin as presented by staff in Motion #5 for rules 26.01.03, 26.01.10, 26.01.20, 26.01.22, 26.01.24, 26.01.30, 26.01.31, 26.01.33, 26.01.36 and 26.01.37. 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.

Eagle Farm Building Update – Melanie Schuster
Ms. Schuster provided the Board with a PowerPoint Presentation. It included:
- Where Eagle Island is Now
- Location map of Eagle Island Prison Farm
- Where Eagle Island Prison Farm was in 1930-1977
- Process so far:
  - 1/8/19 – Prison Farm Exhibit at Eagle History Museum
  - 2/4/19 – Structures discussion at Eagle Island
  - 3/25/19-3/26/19 – Structure Survey and Asbestos Inventory
  - 4/1/19 – Preparation of Building Evaluation
- Eligible Historic Buildings
- Why Now?
- Next Steps:
  - Committee to Review the Evaluation Report and Recommend Next Steps
  - Present Proposed Recommendations to the Board and Tour Eagle Island Site

Ms. Schuster stood for questions. Board and staff discussion followed with a request that staff provide the Board with recommendations for next steps for this property and a cost proposal during our November Board meeting. Ms. Schuster will provide this requested information to the Board during their November Board meeting.

Mr. Beckley moved to adjourn the meeting. Mr. Eastwood seconded the motion. Meeting was adjourned at 3:57 P.M.
Wednesday, May 22, 2019
9:00 A.M. Park Tour of Kokanee Cove and Ponderosa State Park – LUNCH PROVIDED

Pete Black, Chairman
Idaho Park and Recreation Board

David R. Langhorst, Director
Ex-Officio Member of the Board
AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8
276 N. 4th Street
Montpelier, ID 83254

AGENDA ITEM:        Group Use Permit – K-9 Blitz
                     Eagle Island State Park

ACTION REQUIRED:    Board Approval, Consent Agenda

PRESENTER:          Garth Taylor
                     South Region Bureau Chief

ADMINISTRATOR:      Keith Hobbs
                     Operations Administrator

PRESENTATION

BACKGROUND INFORMATION:
The K9 Blitz “Human/Dog Mud Run” is a fundraising event. On Saturday, September 7, 2019, the organizers (K-9 Blitz / 501c3) would like to host this fundraiser at Eagle Island State Park to raise funds and the awareness of pet abuse. The success of this event may expand to other states to further their goal to combat pet (dog) abuse.

The event will take place along Eagle Island State Park’s trails where people walk their dogs. Additional areas will be the open field and the dirt area near the historic buildings. The organizers are taking steps to be as unobtrusive as possible to other park visitors, to distance themselves and their dogs from the general public.

They are requesting this Group Use Permit to allow for the sale of alcoholic beverages. They will have food trucks, beer sales, and music for the all-day event. The organizers expect the number of visitors to be 250-350 people, no mention was made about the number of dogs.

STAFF RECOMMENDATIONS:
Staff recommends that the Board approve the K9 Blitz Group Use Permit.
**Desired Event (Park) Location:** Eagle Island State Park

**Date(s) of Use:** Saturday 9/7/2019

**Name of Event:** K-9 Blitz Nonprofit Human/Dog Mud Run

**Organization or Group Filing Application:** K-9 Blitz 501 (c) 3

**Address:** 13422 W. Bluebell Dr.

**City:** Boise  

**State:** ID  

**Zip:** 83713

**Telephone:** (503) 575-6516  

**E-mail Address:** k9blitz.nonprofit@gmail.com

**Number of Participants/Spectators Expected:** 250-350  

**Arrival Time:** 7:00 AM  

**Departure Time:** 7:00 PM

**Type of Use Requested (please describe):** We would like to use the SE loop trail for the mud run that is roughly 5km long. All dogs participating must be spayed or neutered, participants will sign a release of liability form, and all will be on-leash for the run. We will set up tarps and have scores of volunteers to help us clean up afterward. This way, we are away from the main park, and after passing the eastern farm house, we would like to use the open field and dirt area to host a food truck, beer tent, and music stage area for participants and any other guests after the run concludes. If it is possible, we would like to set up temporary fencing to have a small off-leash area for dogs, but this is not required. We would like to be able to give all dogs who participate in the mud run a bath, and we have volunteers to help with this, and the clean up.

**Purpose of Proposed Event:** We will look to host this event annually, and expand to Portland and Seattle as well, as it is our nonprofits’ mission to raise funds to combat the torture, abuse, and consumption of dogs.

**Estimated Gross Fees Collected:** $5,000-$7,500

**Estimated Net Profit:** $1,000-$2,500

**Person(s) In Charge of Group Activity Planned in Park (Primary Person)**

**Name:** Dr. Bastian Thomsen

**Address:** 951 E. Front St. #213 Boise, ID 83712

**Telephone:** 503-575-6516

**E-Mail:** k9blitz.nonprofit@gmail.com

**Person(s) In Charge of Group Activity Planned in Park (Secondary Person)**

**Name:** Dr. Jennifer Thomsen

**Address:** 951 E Front St. #213 Boise, ID 83712

**Telephone:** 208-918-9930

**E-Mail:** jenniferthomsendpt@gmail.com
Will First Aid Be Provided?  x Yes  □ No

Will Alcoholic Beverages Be Sold?  x Yes  □ No

If yes, please list the special permit number from the Alcohol Beverage Control or your retail license number. For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to abc@isp.state.id.us.

NOTE: Approval by Idaho Park and Recreation Board is required for all group functions at which alcoholic beverages will be sold.

I have begun the application process for the day use permit for the ABC license. We do not sell alcohol other than a one off event. I do not have a special permit number yet but can forward it once we do.

Description of the Specific Area(s) of the Park Requested for Use (use extra sheet or map if necessary to delineate general area of use, parking, sanitation, etc.)
The SE Loop, not near the main park usage area, ending in the eastern parking lot by the ranch house and the field next to it. Parking could either be there or on the southern lot where people park for the high school cross-country races. We would like to use a temporary fence to mark off the field and dirt lot area for the day.

Plans for Law Enforcement and/or Crowd Control, Including Communication Systems (Use extra sheet if necessary)

If appropriate, we plan to have volunteers serving as crowd control, and have had local police officers willing to volunteer on their day off to assist with this.

Plans for Traffic Control, Including Parking (Use extra sheet if necessary)

We will have volunteers on the main road and in the parking lots directing traffic like they do for the high school cross country race.

Plans for Sanitation, Solid Waste Disposal, and Water Supply (Use extra sheet if necessary)

We will need to rent port-a-potties for the day of the event.

Plans for Area Clean Up and Rehabilitation (Use extra sheet if necessary)

Volunteers will clean up the tarp and mud area used for the race, as well as the event space area for any trash or debris. We commit to returning the area to how we found it.

Description of Program, Displays, and Concession Booths to be installed. (Use extra sheet if necessary)

We will have a stage for live music, a beer tent, food truck vendors, and a couple of booths describing our non-profit's mission, and our partner organizations to inform the participants about our cause. All will use tents or tables with banners and temporary fencing as not to impact the area in any way.

List of Vendors  Temp Permit #  Items They Plan To Sell (Use extra sheet if necessary)
We've approached food truck vendors who have said they would like to participate but will not commit until we have the date confirmed with the park. We have an empanada truck, a Mexican truck, a Hawaiian truck, and an Asian fusion truck who have all shown interest.
You must obtain an Idaho Seller’s Permit if you or your agent intends to sell or rent a product, charge admission, or charge a fee for the use of tangible personal property for recreation. For more information about a Seller’s Permit, call the Idaho State Tax Commission at (208) 334-7660 http://www.tax.idaho.gov/.

We will acquire this permit.

Name, Address, and Phone Number of Agent Providing Liability Insurance and/or Performance Bond
Liability insurance may be required by the Idaho Park and Recreation Board, or Department, whenever the Department does not intend to assume the liability associated with an event. Reference the Risk Management Handbook, Facilities Use Guidelines. See http://adm.idaho.gov/.

Name: The Event Helper

Address: 1020 McCourtenay Rd. Suite B

City: Grass Valley State: CA Zip: 95949 Telephone: (855) 493-8368

Amount of Liability Insurance $1,000,000 occurrence, $2,000,000 aggregate

GROUP USE FEES
Fees that will apply to this application:

☐ $_____ Application Fee
☐ $_____ Deposit
X $500? Negotiated Fee
☐ $_____ Per-Person Fee
☐ $_____ Reservation Fee plus Tax
☐ $_____ Shelter Fee
☐ $_____ Other

Note: If the Park Board-approved fee structure is waived, there needs to be two levels of review/approval and the affected revenue must be recaptured elsewhere.

REQUIREMENTS

The normal use of all facilities shall be limited to the number of people who can be accommodated by available utilities and safely handled by law enforcement. This number shall be determined for each park in accordance with health and legal requirements.

No organized group shall exceed the use limits as may be set forth by the Department without qualified representatives of the Group meeting with the Idaho Park and Recreation Board at a regular meeting no less than sixty (60) days prior to the requested date of use to discuss the proposed use and obtain approval.

The Idaho Park and Recreation Board shall have the right to require financing of any required temporary utility and law enforcement facilities and a deposit to cover possible damage to existing facilities.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group.

A Group Use Permit may be denied if it appears to the Director of the Idaho Department of Parks and Recreation that the group use would result in permanent injury to the park facilities or environs, or if the group use would preempt use of the park by the general public during a time period when use of the park area by the general public is projected to be near capacity.
Food Service: Non-profit, fraternal organizations, schools and churches are exempt for one-day-a-week events or meals. No food service license is required. All other public food events (one or more days) must be licensed by the local health district office. See [http://adminrules.idaho.gov/rules/current/16/0219.pdf](http://adminrules.idaho.gov/rules/current/16/0219.pdf) (Idaho Food Code).
**PLEASE PRINT**

Name of Event: K-9 Blitz Nonprofit Human/Dog Mud Run  
Date(s) of Use: Sept 7, 2019

Applicant Name: Bastian Thomsen  
Applicant Title: Board Member of K-9 Blitz

Address: 13422 W Bluebell Dr.

City: Boise  
State: ID  
Zip: 83713  
Telephone: 503-575-6516

I HEREBY ACCEPT THE PERMIT SUBJECT TO ALL THE TERMS AND CONDITIONS IMPOSED UPON ITS ISSUANCE.

Applicant Signature  
Date May 14, 2019

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**IDPR USE ONLY**

Repeat Applicant  
☐ Yes  ☐ No

Approved Subject to Conditions  
☐ Yes  ☐ No

Conditions:

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**APPROVAL**

Park/Program Manager  
Date 7/3/19

Region Bureau Chief  
Date 7-3-19

Deputy Director  
Date

Director  
Date

Board Chairperson  
Date
AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8
276 N. 4th Street
Montpelier, ID  83254

AGENDA ITEM:  REVISED Fee Changes and other Chapter 20 Edits

ACTION REQUIRED:  Approval to Publish Proposed Rule

PRESENTER:  Anna B. Canning, Management Services Administrator and Tammy Kolsky, R&R Program Manager

PRESENTATION
BACKGROUND INFORMATION:
At your May 2019 meeting, the Board directed the Management Services Administrator, Anna Canning to initiate proposed rule-making on ten Parks and Recreation IDAPA chapters—consistent with the Red Tape Reduction initiative of the Governor. As noted in the agenda item for that meeting, Anna intended to take two of those chapters forward during the 2020 Legislative Session: Chapter 20—Rules Governing the Administration of Park and Recreation Areas and Facilities and Chapter 36—Rules Governing the Winter Recreational Parking Permit Program.

In addition, at the May 2019 meeting, the Board also approved several changes to the existing campsite types and fee caps as set forth in Chapter 20. The Board directed the Reservation and Registration Program Manager, Tammy Kolsky, to initiate proposed rule-making to implement new campsite types and fee caps.

On July 3, the Administrative Bulletin Published IDPR’s “Notice of Intent to Promulgate Rules with Negotiated Rulemaking.” IDPR posted a draft copy of the proposed Chapter 20 on our website for public review on July 3rd as well. Anna Canning prepared the draft with significant input from Operations Administrator Keith Hobbs and R&R Program Manager Tammy Kolsky, with review by North Region Manager David White. Included with this agenda item is that draft for your review. It accomplishes several objectives:

1. Updates the fees caps on camping and facilities as approved by the Board;
2. Incorporates the new campsite types as approved by the Board;
3. Creates new fees for pets and cleaning as approved by the Board;
4. Consolidates the Rules Governing the Winter Recreational Parking Permit program;
5. Moves standards that are currently in definitions to a new section;
6. Consolidates the fees and rules associated with reservations for clarity and brevity;
7. Clarifies the fees and rules associated with group use, camping, and reservations; and
8. Incorporates other edits for clarity (mostly) and brevity (sometimes) consistent with the Red Tape Reduction Act.

**PUBLIC MEETINGS AND COMMENTS:**

We conducted public meetings on the draft at three different times and locations:
- July 9th at HQ in Boise
- July 16th at the North Region Office in Coeur d’Alene
- July 23rd at the East Region Office in Idaho Falls.

The public comment period was open through July 24th during which time we received comments from over 60 cycling enthusiasts, 5 IDPR staff, and DFM. We have included the nature of those comments in the staff recommendation section below.

**STAFF RECOMMENDATIONS:**

**Recommended changes to fees not yet approved by the Board.**

In preparing the draft document, staff identified some changes that would address operational issues in implementing the new fee structure. Because they involve raising or removing fees, we want to make sure the Board specifically approves of them. All other fees are as presented to the Board at your May meeting.

1. **Launch Fee.** Currently launch fees are tied to the motor vehicle entrance fee (MVEF) at $5.00. The Board approved raising the cap on the MVEF to $7.00, therefore staff recommends raising the Launch Fee cap to $7.00 as well. This change is already incorporated into the draft. See Attachment A Section 256.

2. **Cleaning Fee.** Staff are concerned that the new cleaning fee cap of $50 will cause confusion with the cleaning/damage deposit currently in place for Ponderosa Deluxe Cabins ($100) and Three Meadows Group Camp ($275). As we understood the fee, it was specifically intended for the Ponderosa Deluxe Cabins. Park Staff has expressed that the advantage of the cleaning/damage deposit is that it encourages guests to clean the unit before they leave—thereby minimizing the effort needed to get the unit ready for the next guest. If staff needs to clean or make repairs to the unit, they hold back a portion of the deposit for that purpose. The draft document still includes both the cleaning fee and the cleaning/damage deposit. See Attachment A Sections 225.05 and 250.

3. **Individual Fees.** Currently we charge $12/night for “each additional person above the sleeping capacity of camping cabin or yurt.” There is a similar fee cap for group campsites and facility that is currently $3/night/person. For consistency and clarity, we modified the camping cabin or yurt language as “persons exceeding authorized base occupancy” and we changed the group use overnight facility fee cap from $3/person/night to $12/person/night. This change is already incorporated into the draft. See Attachment A Sections 250 and 254.
**Recommended change to address cycling enthusiasts.**
IDPR received over 60 emails requesting that we create hike-in/bike sites for touring cyclists. The first step is to create a hike-in/bike-in campsite type and fee structure in rule. See Attachment A Section 250. We have proposed a fee of $12/person/night to be consistent with the additional per person fee for camping cabins, yurts, and overnight group facilities.

**Recommended change to address DFM comments.**
DFM is working with all agencies to delete the written interpretations (Section 002) and office information (Section 005) from all rules. I’ve incorporated those edits into Attachment A.

**Recommended changes to address operational needs.**
We were fortunate that several operations staff took the time to critically review the rule and suggest changes. These edits are throughout the document and are designed to create more efficient application of rule.

**RECOMMENDED MOTION #1:**
The Board approves the following fees:

1. Launch fee cap of $7/day
2. Group use overnight facility fee cap of $12/person/night
3. Hike-in/Bike-in campsite fee cap of $12/person/night

**RECOMMENDED MOTION #2:**
The Board directs staff to publish proposed rules that incorporate the revisions that resulted from negotiated rule-making as identified in Attachment A.

*OR The Board may wish to change any of the fees or other provisions in the proposed rule. Staff has developed an alternative motion below to capture those changes. For the convenience of the Board, we have included all the substantive changes discussed in this agenda item.*

The Board directs staff to publish proposed rules that incorporate the revisions that resulted from negotiated rule-making as identified in Attachment A, with the following edits:

1. Change launch fee cap to $5/day
2. Change group use overnight facility fee cap to $3/person/night
3. Remove the hike-in/bike-in campsite type and fee cap of $12/person/night
4. Remove the cleaning fee of $50
5. Others as determined by the Board
26.01.20 – RULES GOVERNING THE ADMINISTRATION OF PARK AND RECREATION AREAS AND FACILITIES

000. LEGAL AUTHORITY.
The Idaho Park and Recreation Board is authorized under Section 67-4223, Idaho Code, to adopt, amend, or rescind rules as may be necessary for the proper administration of Title 67, Chapter 42, Idaho Code, and the use and protection of lands and facilities subject to its jurisdiction. The board is also authorized to further define and make specific the provisions regarding the winter recreational parking permit program as set forth in Sections 67-7115 through 67-7118, Idaho Code.

001. TITLE AND SCOPE.

01. Title. The title of this chapter is cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.20, “Rules Governing the Administration of Park and Recreation Areas and Facilities.”

02. Scope. This chapter establishes fees for and rules governing the use of lands and facilities administered by the department and the winter recreational parking permit; and establishes procedures for obtaining individual and group use reservations; sets rules regarding visitor behavior and use of park lands and facilities; and authorizes employees to enforce these rules.

002. WRITTEN INTERPRETATIONS.
This agency has written interpretations of these rules, in the form of explanatory comments accompanying the notice of proposed rulemaking that originally proposed the rules, or documentation of compliance with IDAPA 26.01.01.150, “Rules of Administrative Procedure of the Idaho Park and Recreation Board.” These documents are available for public inspection and copying in the central office of the agency.

003. APPEALS.
Any person who may be adversely affected by a final decision, ruling, or direction of the director may appeal the decision, ruling, or direction as outlined under IDAPA 26.01.01.150, 04.11.01 “Idaho Rules of Administrative Procedure of the Attorney General Idaho Park and Recreation Board”.

004. INCORPORATION BY REFERENCE.
No documents have been incorporated by reference into these rules.

005. OFFICE—OFFICE HOURS—MAILING ADDRESS AND STREET ADDRESS.

01. Office Hours. Central office hours are 8 a.m. to 5 p.m., Mountain Time, Monday through Friday, except holidays designated by the state of Idaho.

02. Mailing Address. The mailing address for the central office is Idaho Department of Parks and Recreation, PO Box 83720, Boise, ID 83720-0065.

03. Street Address. The Central office of the Idaho Department of Parks and Recreation is located at 5657 Warm Springs Ave., Boise, ID 83716-8700.

006. PUBLIC RECORDS ACT COMPLIANCE.
Any records associated with these rules are subject to the provisions of the Idaho Public Records Act, Title 74, Chapter 1, Idaho Code. (3-16-04)

0075 -- 009. (RESERVED)

010. DEFINITIONS.
As used in this chapter: (1-1-94)

01. ADA Campsites and Facilities. Americans with Disabilities Act. (3-30-06)(___)
   a. ADA Designated Campsites. Campsites that have been designated and built to meet ADA accessibility requirements. These campsites are not managed exclusively for ADA use. (3-27-13)
   b. ADA Accessible Facilities. IDPR offers some facilities that provide for ADA accessibility. These facilities are not managed exclusively for ADA use. (3-30-06)

02. Annual Motor Vehicle Entrance Fee Sticker. A sticker that allows a single motor vehicle to enter Idaho State Parks without being charged a motor vehicle entrance fee. (3-27-13)(___)
   a. The Annual Motor Vehicle Entrance Fee sticker expires December 31 of the year issued. (3-27-13)
   b. The Annual Motor Vehicle Entrance Fee sticker may be purchased at any Idaho State Park, the Idaho Department of Parks and Recreation central or regional offices, or online. (3-27-13)
   c. Automobiles, Trucks, Motorhomes. The sticker must be permanently affixed on the lower corner of the driver’s side windshield. (3-27-13)
   d. All Terrain Vehicles (ATVs), Utility Type Vehicles (UTVs), Specialty Off Highway Vehicles (SOHVs). The sticker must be permanently affixed on the rear fender. (3-27-13)
   e. Motorbikes. The sticker must be permanently affixed on the rider’s right fork. (3-27-13)
   f. Snowmobiles. The sticker must be permanently affixed to the right side of the cowling located just below the hood, to the right of the validation sticker. It must be visible and legible at all times. (4-11-15)

03. Annual Motor Vehicle Entrance Fee Sticker Replacement. Replacement due to a motor vehicle sale or damage to an existing annual motor vehicle entrance fee sticker. (3-27-13)(___)
   a. The applicant must apply at any Idaho State Park, at the Idaho Department of Parks and Recreation central or regional offices, or online for replacement sticker. (3-27-13)
   b. Proof of purchase must be established. (3-27-13)
   c. Display and placement of the replacement sticker will comply with Subsections 010.02.e. through 010.02.f. of this Chapter. (3-27-13)

04. Board. The Idaho Park and Recreation Board, a bipartisan, six (6) member board, appointed by the Governor. (3-13-97)

05. Camping Unit. A camping unit is the combined equipment and people capacity that a campsite or facility will accommodate. (3-30-06)(___)
   a. Campsites. Maximum capacity limits on each campsite are subject to each site’s design and size. Unless otherwise specified, and provided the combined equipment and people fit within the designated camping area of the site selected, the maximum capacity will be one (1) family unit or a party of no more than eight (8) persons; two (2) tents and two (2) motor vehicles. No more than one (1) RV may occupy a site. Two (2) motorcycles are the...
equivalent of one (1) motor vehicle when determining campsite capacity. Each motorcycle will be subject to the MVEF. (3-29-17)

b. Facilities. Maximum capacity limits on each facility are subject to each facility’s design and size. The combined equipment and people occupying a facility must fit within the designated areas of the facility selected. (3-30-06)

06. Camping Day. (3-30-06)

a. For individual and group campsites the period between 2 p.m. of one (1) calendar day and 1 p.m. of the following calendar day. (3-30-06)

b. For individual and group camping facilities, the period between 3 p.m. of one (1) calendar day and 12 noon of the following calendar day. (3-30-06)

c. For group campsites, the period between 4 p.m. of one (1) calendar day and 12 noon of the following calendar day. (3-30-06)

07. Campsite.

a. Individual. An area within a department managed campground designated for camping use by an individual camping unit or camping party that includes a defined area for either a tent pad or RV pad/area and may include a table and/or grill. The definition includes companion campsites. (3-30-06)

b. Group. An area within a department managed campground designated for group camping use or a block of individual campsites designated for group use within a campground primarily managed for individual use. (3-30-06)

c. Facility, Individual. A camping structure within an IDPR managed campground or area designated for camping use by an individual camping party. (3-30-06)

d. Facility, Group. A camping structure within an IDPR managed campground or area designated for group use. (3-30-06)

08. Commercial Motor Vehicle. A vehicle that has seating capacity of more than fifteen (15) persons including the driver, or that is maintained for the transportation of persons for hire, compensation or profit, such as a tour. (3-30-06)

0809. Day Use. Use of any non-camping lands and/or facilities between the hours of 7 a.m. and 10 p.m. unless otherwise posted. (3-30-06)

0910. Department. The Idaho Department of Parks and Recreation. (1-1-94)

1011. Designated Beach. Waterfront areas designated by the park manager or designee for water-based recreation activities. The length and width of each designated beach must be visibly identified with signs. (3-30-06)

1412. Designated Roads and Trails. Facilities recognizable by reasonable formal development, signing, or posted rules. (3-7-03)

1213. Director. The director and chief administrator of the department, or the designee of the director. (1-1-94)

14. Division Administrator. An employee, or designee, within the department that has supervisory authority over park and program managers.
Dock and Boating Facility. Floats, piers, and mooring buoys owned or operated by the department.

Encroachments. Non-recreational uses of lands under the control of the board including any utilization for personal, commercial, or governmental use by a non-department entity.

Extra Vehicle. An additional motor vehicle without built-in temporary living quarters or sleeping accommodations registered to a campsite.

Facilities.

a. Individual. A camping structure within a department managed campground or area designated for camping use by an individual camping party.

b. Group. A camping structure within a department managed campground, visitor center, day use area, or area designated for group use.

Group Use. Twenty-five (25) or more people, or any group needing special considerations or deviations from normal department rules or activities.

Idaho State Parks Passport. A sticker, purchased from any county department of motor vehicles' office in the state of Idaho, that matches a particular motor vehicle license number and expiration date, allowing that vehicle to enter Idaho State Parks without being charged a motor vehicle entrance fee.

a. Idaho State Parks Passport sticker expires concurrent with the expiration of that vehicle’s registration.

b. Display and placement of the Idaho State Parks Passport will comply with Subsections 010.02.c. through 010.02.f. of this rule.

Idaho State Parks Passport Replacement. Replacement due to a motor vehicle registration transfer or damage to an existing passport.

a. The applicant must apply in person to their county Department of Motor Vehicles’ office for this replacement sticker.

b. Display and placement of the replacement sticker will comply with Subsections 010.02.c. through 010.02.f. of this rule.

Motor Vehicle. Every vehicle that is self-propelled except for vehicles moved solely by human power, electric bikes, and motorized wheelchairs.

Motor Vehicle Entrance Fee (MVEF). A fee charged for entry to or operation of a motor vehicle in an Idaho State Park. Day use expires at 10 p.m. on date of purchase or as posted; overnight camping use expires upon checkout which is 1 p.m. for a campsite and 12 noon for a facility.

Overnight Use. Use of any non-camping lands for the parking of motor vehicles or trailers not associated with a campsite between the hours of 10 p.m. and 7 a.m. unless otherwise posted.

Overnight Use Fee. A fee charged for overnight use of non-camping lands between the hours of 10 p.m. and 7 a.m.

Park or Program Manager. The person, or the person’s designee designated by the Director, responsible for administering and supervising particular lands, facilities, and employees that are under the jurisdiction of the department.
2527. Recreational Vehicle (RV). A “recreational vehicle” means a vehicular type unit primarily designed as temporary living quarters for recreational, camping, sleeping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. The entities are travel trailer, camping trailer, truck camper, fifth-wheel trailer, and motorhome (all as defined in Section 39-4201, Idaho Code) and including school buses or van type vehicles which are converted to recreation, camping, or sleeping use. It does not include pickup hoods, shells, or canopies designed, created, or modified for occupational use. (Section 39, Idaho Code) (3-27-13)

26. Standard Amenities. Campsite with no serviced amenities. (3-30-06)

27. Serviced Amenities. Serviced campsite amenities includes water, electricity, or sewer. (3-30-06)

28. Primary Season. The time of the year when the majority of use occurs at a park facility. (3-7-03)

2928. Vessel. Every description of watercraft, including a seaplane on the water, used or capable of being used as a means of transportation on water, but not including float houses, diver’s aids operated and designed primarily to propel a diver below the surface of the water, and non-motorized devices not designed or modified to be used as a means of transportation on the water such as inflatable air mattresses, single inner tubes, and beach and water toys as defined in Section 67-7003(22), Idaho Code. (3-7-03)

3029. Vessel Length. The distance measured at the centerline at the highest point above the waterline from the fore-part of the outer hull at the bow to the aft-part of the outer hull at the stern, excepting any bowsprits, railings or extraneous or additional equipment. (3-13-97)

011. PURCHASE, EXPIRATION, DISPLAY AND PLACEMENT OF MVEF AND PASSPORT STICKERS.

01. Daily MVEF.

a. The daily MVEF may be purchased at any Idaho State Park or online. (____)

b. The daily MVEF expires at 10 p.m. on date of purchase or as posted; MVEF for overnight camping use expires upon checkout which is 1 p.m. for a campsite and 12 noon for a facility. (____)

c. The proof of purchase of the MVEF must be visible and properly displayed. (____)

02. Annual MVEF.

a. The Annual MVEF may be purchased at any Idaho State Park, the department’s central or regional offices, or online. (____)

b. The Annual MVEF expires December 31 of the year issued. (____)

c. The Annual MVEF sticker must be visible and legible at all times and must be permanently affixed to the vehicle as follows: (____)

i. Automobiles, trucks, motorhomes: the lower corner of the driver’s side windshield. (____)

ii. All-terrain vehicles, utility type vehicles, specialty off-highway vehicles: the rear fender. (____)

iii. Motorbikes: The sticker must be permanently affixed on the rider’s left fork. (____)

iv. Snowmobiles: left side of the cowling located just below the hood. (____)

03. Annual MVEF Sticker Replacement.

a. The applicant may apply at any Idaho State Park, at the department’s central or regional offices, or
online for replacement sticker.

b. The applicant must establish proof of purchase of the original Annual MVEF.

c. Display and placement of the replacement sticker must comply with Subsections 011.02.c of this chapter.

04. Idaho State Parks Passport.

a. The Idaho State Parks Passport may be purchased from any county department of motor vehicles office in the state of Idaho.

b. Idaho State Parks Passport expires concurrent with the expiration of that vehicle’s registration.

c. Display and placement of the Idaho State Parks Passport sticker must comply with Subsections 011.02.c of this chapter.

04. Idaho State Parks Passport Sticker Replacement.

a. The applicant may apply in person to a county department of motor vehicles office for a replacement sticker.

b. Display and placement of the replacement sticker must comply with Subsections 011.02.c of this chapter.

012 -- 074. (RESERVED)

075. AUTHORITY CONFERRABLE ON EMPLOYEES - ENFORCEMENT.

01. Director Authority. The director may, pursuant to Section 67-4239, Idaho Code, authorize any employee of the department to exercise any power granted to, or perform any duty imposed upon the director.

(3-7-03)

02. Park or Program Manager Authority. The park or program manager or designee may establish and enforce all rules, including interim rules. Interim rules apply to the public safety, use, and enjoyment or protection of natural, cultural, or other resources within lands administered by the department. Those rules will be posted for public view and will be consistent with established state laws and these rules. Interim rules expire in one hundred twenty (120) days from the established effective date unless approved by the board.

(3-30-06)

076. -- 099. (RESERVED)

100. PENALTIES FOR VIOLATIONS.

Failure of any person, persons, partnership, corporation, concessionaire, association, society, or any fraternal, social or other organized groups to comply with these rules constitutes an infraction.

(3-30-06)

01. Civil Claim. The penalty established in Section 100 of this chapter does not prevent the department from filing a civil claim against a violator to collect damages incurred to lands, resources, or facilities administered by the department.

(3-13-97)

02. Violators. In addition to the penalty provided in Section 100 of this chapter, or any other existing laws of the state of Idaho, any person failing to comply with any section of these rules or federal, state, or local laws, rules, or ordinances applicable under the circumstances, is a trespasser upon state land and subject to expulsion from any state park area for a period of time not less than forty-eight (48) hours.

(3-7-03)

101. -- 124. (RESERVED)
125. PRESERVATION OF PUBLIC PROPERTY.
The destruction, injury, defacement, removal, or disturbance in or of any public building, sign, equipment, monument, statue, marker, or any other structures; or of any tree, flower, or other vegetation; or of any cultural artifact or any other public property of any kind, is prohibited unless authorized by the park manager of a specific area. (3-30-06)

126. -- 149. (RESERVED)

150. USE OF MOTOR VEHICLES.
Except where otherwise provided, motor vehicles may enter or be operated in park and recreation areas and facilities only upon payment of the motor vehicle entrance fee or display of a valid Idaho state Parks Passport or Annual Motor Vehicle Entrance Fee sticker. All motor vehicles must stay on authorized established department roadways or parking areas except for trails and areas which are clearly identified by signs for off-road use. Drivers and motor vehicles operated within lands administered by the department must be licensed or certified as required under state law. The operators of all motor vehicles must comply with the motor vehicle entrance fee requirements, speed and traffic rules of the department, and all other federal, state, local laws, and ordinances governing traffic on public roads. (3-27-13)

01. Use of Parking Spaces for Persons With a Disability. Special zones and parking spaces within state parks are designated and signed for exclusive use by vehicles displaying a special license plate or card denoting legal handicap status as provided in Section 49-213, Idaho Code. (3-7-03)

02. Overdriving Road Conditions and Speeding Prohibited. No person may drive a vehicle at a speed greater than the posted speed or a reasonable and prudent speed under the conditions, whichever is less. Every person must drive at a safe and appropriate speed when traveling on park roads, in congested areas, when pedestrians or bicyclists are present, or by reason of weather or hazardous highway conditions as provided in Section 49-654, Idaho Code. (3-7-03)

03. Motorcycle and ATV Safety Helmets. Persons under eighteen (18) years of age must wear a protective safety helmet when riding upon a motorcycle, motorbike, utility type vehicle or an all-terrain vehicle as operator or passenger as provided in Section 49-666, Idaho Code. (3-30-06)( )

04. Snowmobile Operation Limited. No person may operate a snowmobile on any regularly plowed park road unless authorized by park manager or designee. Access on non-plowed roads and trails are only permitted when authorized by the park manager. (3-30-06)( )

05. Compliance With Posted Regulatory Signs Required. Persons operating vehicles within state parks are required to obey posted regulatory signs as provided in Section 49-807, Idaho Code. (3-7-03)

06. Obedience to Traffic Direction Required. No person may willfully fail or refuse to comply with any lawful order or directions of any park employee invested with authority to direct, control, or regulate traffic within a state park. (3-30-01)

07. Restrictions. The operation of motor vehicles within a designated campground is restricted to ingress and egress to a campsite or other in-park destination by the most direct route. (3-27-13)

08. Official Use. This rule does not prohibit official use of motor vehicles by department employees anywhere within lands administered by the department. (3-27-13)

09. Commercial Motor Vehicle. Commercial motor vehicles may only enter or be operated in park and recreation areas and facilities upon payment of the appropriate daily fee. ( )

151. PARKING VIOLATIONS.

01. Land or Facilities Administered by the Department. No person may stop, stand, or park a motor vehicle or trailer anywhere within land or facilities administered by the department unless proof of payment of all
required fees or other lawful authorization for entry is plainly visible and properly displayed. (4-4-13)

02. **Designated Campgrounds.** No person may stop, stand, or park a motor vehicle within designated campgrounds unless proof of payment of the applicable campsite fees as set forth in Section 250 of this chapter is plainly visible and properly displayed on either the lower windshield or dashboard of the driver’s side of the vehicle. (4-4-13)(___)

03. **Designated Overnight Use Area.** Except for authorized campers, no person may stop, stand, park, or leave a motor vehicle or trailer unattended outside day use hours unless the motor vehicle or trailer is in a designated overnight use area and proof of payment of the overnight-use fee is plainly visible and properly displayed. (4-4-13)

04. **Fee Collection Surcharge.** Any person stopping, standing, or parking a motor vehicle or trailer without payment or properly displaying proof of payment of all required fees is subject to the fee collection surcharge as provided in Subsection 225.06 and Section 245 of this chapter. (4-11-19)(___)

05. **Citations for Violations.** Citations for violations of this Section may be issued to the operator of the motor vehicle. If the operator cannot be readily identified, the citation may be issued to the registered owner or lessee of the motor vehicle, subject to the provisions of Section 67-4237, Idaho Code. (4-4-13)

152. -- 174. (RESERVED)

175. **PUBLIC BEHAVIOR.**

01. **Resisting and Obstructing a Park Employee Prohibited.** Persons may not willfully resist, delay, obstruct, or interfere with any park employee in his duties to protect the state’s resources and facilities and to provide a safe place to recreate. (3-30-01)

02. **Day Use.** Between the hours of 10 p.m. and 7 a.m., unless otherwise posted, all personal property must be removed from the day use area. (3-27-13)

03. **Quiet Hours.** Within lands administered by the department, the hours between 10 p.m. and 7 a.m. are considered quiet hours unless otherwise posted. During that time, users are restricted from the production of noise that may be disturbing to other users. (1-1-94)

04. **Noise.** Amplified sound, poorly muffled vehicles, loud conduct, or loud equipment are prohibited within lands administered by the department, except in designated areas or by authority of the park manager. (1-1-94)

05. **Alcohol.** State laws regulating alcoholic beverages and public drunkenness are enforced within lands administered by the department. (3-30-01)

06. **Littering.** Littering is prohibited within lands administered by the department. (1-1-94)

07. **Smoking.** State Park facilities are designated as “smoke free” areas. Persons may not smoke within park structures or facilities or at posted “no smoking” outdoor areas. (3-30-01)(___)

08. **Trespass.** It is unlawful to enter, use, or occupy land or facilities administered by the department where such lands or facilities are posted against entry, use, or occupancy, except as authorized by the department. (____)

09. **Park or Program Manager Authority.** A park or program manager may deny entry to, or reservation of any department campsite or facility to any individual or group whose prior documented behavior has violated department rules, whose activities are incompatible with operations, or whose activities will violate department rules. (____)

176. -- 199. (RESERVED)
200. CAMPING.

01. Occupancy and Capacity.

  a. Occupancy. Camping is be permitted only in designated campsites, areas, or facilities. A campsite or facility will be determined occupied only after all required fees have been paid, registration information completed, and all permits properly displayed. Unique circumstances may arise, and specific sites or facilities by virtue of design may require exceptions to the capacity limits. (3-27-13)

  b. Campsite Capacity. Maximum capacity limits on each campsite are subject to each site’s design and size. Unless otherwise specified, and provided the combined equipment and people fit within the designated camping area of the site selected, the maximum capacity will be one (1) family unit or a party of no more than eight (8) persons, two (2) tents and two (2) motor vehicles. No more than one (1) RV may occupy a site. Two (2) motorcycles are the equivalent of one (1) motor vehicle when determining campsite capacity. Each motorcycle will be subject to the MVEF. In general, companion campsites have double the capacity listed above. ( )

  c. Facility Capacity. Maximum capacity limits on each facility are subject to each facility’s design and size. The combined equipment and people occupying a facility must fit within the designated areas of the facility selected. ( )

02. Self-Registration. In those areas so posted, campers must register themselves for the use of campsites and facilities, paying all required fees as provided for herein and in accordance with all posted instructions. (3-27-13)

03. Length of Stay. Except as provided herein, no person, party or organization may be permitted to camp on any lands administered by the department for more than fifteen (15) days in any thirty (30) consecutive day period. This applies to both reservation and “first come first served” customers. The department IDPR operations division administrator or designee may authorize shorter or longer periods for any individual area. (3-30-06)

04. Registration Required. All required fees must be paid, registration information completed, and all permits properly displayed prior to occupying a campsite or facility. Saving or holding campsites or facilities for individuals not physically present at the time of registration for “first come first served” camping is prohibited. (3-27-13)

05. Condition of Campsite. Campers must keep their individual or group campsite or facility and other use areas clean. (3-30-06)

06. Liquid Waste Disposal. All gray water and sewage wastes must be held in self-contained units or collected in water-tight receptacles in compliance with state adopted standards and dumped in sanitary facilities provided for the disposal of such wastes. (3-30-01)

07. Motorized Equipment. No generators or other motorized equipment emitting sound and exhaust are permitted to be operated during quiet hours. (7-1-93)

08. Campsite Parking. All motor vehicles and trailers must fit entirely within the campsite parking pad/area provided with the assigned individual or group campsite or facility. All equipment that does not fit entirely within the designated campsite parking area must be parked at another location within the campground, or outside the campground, as may be designated by the park manager or designee. If no outside parking is available, the park manager or designee may require the party to register on a second campsite, if available. (3-27-13)

09. Equipment. All camping equipment and personal belongings of a camper must be maintained within the assigned individual or group campsite or facility perimeter. (3-30-06)

10. Check Out. (3-30-06)
a. **Campsite.** Campers are required to check out and leave a clean individual or group campsite by 1 p.m. of the day following the last paid night of camping. (3-30-06)

b. **Facility.** Campers are required to check out and leave a clean individual or group camping facility by 12 noon of the day following the last paid night of camping. (3-30-06)

c. Campers are required to check out and leave a clean group campsite by 12 noon of the day following the last paid night of camping. 

11. **Visitors.** Individuals visiting campers must park in designated areas, except with permission of the park manager or designee. Visitors must conform to established day use hours and day use fee requirements. (3-30-06)

12. **Responsible Party.** The individual reserving or registering to use purchasing an individual or group campsite or facility is responsible for ensuring compliance with the rules within this chapter. (3-30-06)

13. **Camping Prohibited.** Camping in individual or group facility sites is prohibited unless in areas specifically designated for camping or by authorization of the park manager or designee. (3-30-06)

14. **ADA Designated Campsites.** Although the department offers campsites that are designated and built to meet ADA accessibility requirements, these campsites are not managed exclusively for ADA use. (3-30-06)

15. **ADA Accessible Facilities.** Although the department offers facilities that provide for ADA accessibility, these facilities are not managed exclusively for ADA use. (3-30-06)

201. **BOATING FACILITIES.**
The provisions of this section do not apply to department-operated marinas which provide moorage on a lease or long-term rental basis. (3-7-03)

01. **Moorage and Use of Marine Facilities.** No person or persons may moor or berth a vessel of any type in a department-owned or operated park or marine area that is signed for other use. Vessel moorage is limited to no more than fifteen (15) days in any consecutive thirty (30) day period. (3-30-06)

02. **Moorage Fees.** Vessels moored between 10 p.m. and 7 a.m. at designated facilities will be charged an overnight moorage fee. (3-30-06)

03. **Use of Onshore Campsites.** If any person or persons from a vessel moored at a department boating facility also occupies any designated campsite onshore, all required fees for such campsite(s) must be paid in addition to any moorage fee provided herein. (3-27-13)

04. **Self-Registration.** In those areas so posted, boaters must register themselves for the use of marine facilities and onshore campsites, paying all required moorage and campsite fees as provided for herein and in accordance with all posted instructions. (3-27-13)

202. **OVERNIGHT USE.**

01. **Occupancy.** Overnight use is permitted only in designated areas. Overnight use is only allowed after all required fees have been paid, registration information completed, and all permits properly displayed. (4-4-13)

02. **Overnight Use Fees.** Motor vehicles or trailers not associated with campers between 10:00 p.m. and 7:00 a.m. at designated facilities must be charged an overnight use fee. (4-4-13)

03. **Self-Registration.** In those areas so posted, overnight users must register themselves for the use of overnight use areas, paying the appropriate fees as provided for herein and in accordance with all posted instructions.
04. **Length of Stay.** Except as provided herein, no person, party, or organization may be permitted to utilize overnight use areas on any lands administered by the department for more than fifteen (15) days in any thirty (30) consecutive-day period. This applies to both reservation and “first come first served” customers. The IDPR director or designee may authorize shorter or longer periods for any individual area.

05. **Registration Required.** All required fees must be paid, registration information completed, and all permits properly displayed prior to occupying an overnight use area.

06. **Check Out.** Overnight users are required to check out by 1 p.m. of the day following the last paid overnight of use.

07. **Responsible Party.** The individual purchasing an overnight use permit or the registered owner of the motor vehicle or trailer is responsible for ensuring compliance with the rules within this chapter.

08. **Overnight Use Prohibited.** Overnight use is prohibited except in areas specifically designated for overnight use or by authorization of the park manager or designee.

203. **WINTER RECREATION PROGRAMS.** The department manages two winter recreation programs: the winter access program which provides for recreation within state parks and the winter recreational parking pass program which provides for recreation outside of state parks.

01. **Winter Access Program.** The purpose of the winter access program is to fund state park services such as maintaining parking areas, providing warming facilities and winter-accessible restroom facilities, regularly grooming trails, signing ski routes, and having ski patrol services available. Any person using winter access program facilities must purchase and properly display a daily or season pass. Winter access program areas are designated by board policy.

02. **Winter Recreational Parking Permits.** The purpose of the winter recreational parking permit program, known as “Park N Ski”, is to designate winter recreational parking locations and use the funds from permit sales to maintain the designated parking areas. Winter recreational parking areas are designated by board policy.

a. **Permit Required.** Any person parking a vehicle in a designated winter recreation parking location must purchase and properly display a winter recreation parking permit, except, snowmobilers may park their transportation vehicles in a designated parking area without displaying a parking permit when a current snowmobile validation sticker is affixed to the snowmobile.

b. **Designation of Primary Use Area.** The purchaser of a permit will be allowed to designate on the appropriate form, a primary winter recreational parking use area. The full portion of fees not allocated to the vendor or the department will be apportioned to the designated use area. Should a purchaser fail to designate a primary use area, those fees will be apportioned to a use area determined by the department.

c. **Parking Restrictions.** No person may park a vehicle in a designated winter recreational parking location in such a manner as to deprive other users of reasonable access to all or part of the remainder of that parking area.

d. **Permit Location.** An annual winter recreational parking permit must be permanently affixed on the front window of the vehicle nearest the driver’s seat. A temporary three-day permit must be displayed on the vehicle’s dashboard with the dated side displayed to the front of the vehicle in such a manner that it is completely visible and must always be kept in legible condition.

e. **Replacement Permits.** No person may file or attempt to file for a duplicate annual winter recreational parking permit unless the original permit was stolen or destroyed. A temporary three (3) day winter recreational parking permit which is lost, stolen, or destroyed will not be reissued.
f. Transfer Prohibited. No person may transfer or attempt to transfer an annual winter recreational parking permit decal or a temporary three-day permit from the vehicle upon which it was legally permitted and placed.

(g) Permit Expiration. The annual winter recreational parking permit is valid until the expiration date printed on the decal. The temporary winter recreational parking permit is valid for only the three (3) consecutive days written on the permit.

204. -- 224. (RESERVED)

225. FEES AND SERVICES.

01. Authority. (3-13-97)

a. All fees in this chapter are maximum fees unless otherwise stated. The board has the authority to set actual fees by board policy. The board adopts fees for the use of lands, facilities, and equipment. Visitors must pay all required fees. (3-27-13)

b. Park and program managers have the authority to or designees may set fees for goods available for resale, equipment rentals, and services provided by employees, staff to enhance the users experience unique to the individual park or program. Fees for lands, facilities, and equipment unique to an individual park will be posted at that site. (3-27-13)

02. General Provisions Payment. Visitors must pay all required fees. All fees in this chapter are maximum fees unless otherwise stated. Actual fees charged are established by board policy. (3-7-03)

03. Camping. Camping fees include the right to use designated campsites and facilities for the period camp fees are paid. Utilities and facilities may be restricted by weather or other factors. (3-16-04)

04. Group Use. (7-1-93)

a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules must obtain a permit. Permits may be issued after arrangements have been made for proper sanitation, population density limitations, safety of persons and property, and regulation of traffic. (3-30-06)

b. Permits for groups of up to two hundred fifty (250) people may be approved by the park manager with thirty (30) days advance notice. Permits for groups of two hundred fifty (250) or more people may be approved by the director with forty-five (45) days advance notice. (3-27-13)

c. The motor vehicle entrance fee may be charged to groups entering a designated area for a non-camping visit. Group use fees for day use facilities, general use areas, and events may be negotiated by the park manager and will generally not fall below the cost of providing services. MVEF is required unless specifically waived by the park manager. (3-27-13)

05. Fees and Deposits. Fees and deposits, including cleaning fees or damage/cleaning deposits, may be required for certain uses or the reservation of certain facilities unique to an individual park and will be posted at that site. Where deposits are required, they must be paid prior to check-in. Deposits may be fully refunded if the facility is left in the same condition in which it was accepted. (3-30-06)

06. Fee Collection Surcharge. A ten dollar ($10) surcharge may be added to all established fees when the operator of a motor vehicle or responsible party of a camping unit fails to pay all required fees or fails to properly display proof of payment for required fees prior to entering a park area or occupying a campsite. If the surcharge is assessed, and the operator of the vehicle or responsible party is not present, all required fees in addition to the ten dollar ($10) surcharge will be assessed against the registered owner of the motor vehicle or camping unit. (11-11-19)
07. **Admission Fees.** An admission maximum per person fee of ten dollars ($10) may be charged for internal park facilities which provide an educational opportunity or require special accommodations. (3-10-00)

08. **Cooperative Fee Programs.** The department may collect and disperse fees in cooperation with fee programs of other state and federal agencies. (3-10-00)

09. **Encroachment Permit Application Fee.** The department may assess an encroachment application fee as set by the board to cover administrative costs incurred by the department in reviewing the application and the site, and in preparing the appropriate document(s). (3-27-13)

10. **Group Facility.** Group facility fees vary by facility and are set by board policy. Groups using overnight facilities are charged fees for each individual above the authorized base occupancy rate for the specific site or structure.

11. **Sales Tax.** Applicable sales tax may be added to all sales.

12. **Returned Checks.** The cost to the agency for returned checks will be passed on to the issuer of the insufficient funds check.

226. -- 244. (RESERVED)

245. **FEE SCHEDULE: FEE COLLECTION SURCHARGE.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Collection Surcharge</td>
<td>$25/day/vehicle</td>
</tr>
</tbody>
</table>

246. (RESERVED)

247. **FEE SCHEDULE: ENTRANCE.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily MVEF</td>
<td>$7/day/vehicle</td>
</tr>
<tr>
<td>Annual MVEF</td>
<td>$40/year/vehicle</td>
</tr>
<tr>
<td>Annual MVEF Replacement</td>
<td>$5/vehicle</td>
</tr>
<tr>
<td>Idaho State Parks Passport</td>
<td>$10/year/vehicle</td>
</tr>
<tr>
<td>Idaho State Parks Passport Replacement</td>
<td>$2/vehicle</td>
</tr>
<tr>
<td>Commercial Motor Vehicle Entrance</td>
<td>$50/day/vehicle</td>
</tr>
<tr>
<td>Admission</td>
<td>$20/person</td>
</tr>
</tbody>
</table>

248. -- 249. (RESERVED)

250. **FEE SCHEDULE: INDIVIDUAL CAMPSITES OR FACILITY.**
### Category Fee

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Campsite: site may have water</td>
<td>$34/day</td>
</tr>
<tr>
<td>Electric Campsite: site has electricity and may have water</td>
<td>$42/day</td>
</tr>
<tr>
<td>Full Hook-up Campsite: site has electricity, water, and sewer</td>
<td>$46/day</td>
</tr>
<tr>
<td>Companion Campsite: site has electricity and may have water</td>
<td>$84/day</td>
</tr>
<tr>
<td>Hike-in/Bike-in campsite</td>
<td>$12/person/day</td>
</tr>
<tr>
<td>Extra Vehicle</td>
<td>$8/day</td>
</tr>
<tr>
<td>Overnight Use of Parking Areas</td>
<td>$20/night/vehicle or trailer</td>
</tr>
<tr>
<td>Use of Campground Showers by Non-campers</td>
<td>$3/person/day</td>
</tr>
<tr>
<td>Camping Cabins and Yurts</td>
<td>$500/night</td>
</tr>
<tr>
<td>Each additional person above the base occupancy of camping cabin or yurt</td>
<td>$12/person/night</td>
</tr>
<tr>
<td>Pet Fee</td>
<td>$15/pet/night</td>
</tr>
<tr>
<td>Cleaning Fee</td>
<td>$50</td>
</tr>
</tbody>
</table>

### CAMPSITE FEE TABLE

<table>
<thead>
<tr>
<th>CAMPSITE FEE TABLE</th>
<th>Maximum Fee Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primitive Campsite</strong></td>
<td>No amenities at site, camping area not defined</td>
</tr>
<tr>
<td><strong>Standard Campsite</strong></td>
<td>Any defined campsite, either tent pad or RV pad/area (may include: table and/or grill)</td>
</tr>
<tr>
<td><strong>Serviced Campsite/ W</strong></td>
<td>Any defined campsite, either tent pad or RV pad/area, with water at site (may include: table and/or grill)</td>
</tr>
<tr>
<td><strong>Serviced Campsite/ E</strong></td>
<td>Any defined campsite, either tent pad or RV pad/area, with electricity at site (may include: table and/or grill)</td>
</tr>
<tr>
<td><strong>Serviced Campsite/ W, E</strong></td>
<td>Any defined campsite, either tent pad or RV pad/area, with water and electricity at site (may include: table and/or grill)</td>
</tr>
<tr>
<td><strong>Serviced Campsite/ W, E, SWR</strong></td>
<td>Any defined campsite, either tent pad or RV pad/area, with water, electricity, and sewer at site (may include: table and/or grill)</td>
</tr>
</tbody>
</table>

Section 000 Page 14 ACanning_05062019
<table>
<thead>
<tr>
<th><strong>Companion Campsite</strong></th>
<th>Site type multiplied by two (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May be any campsite type, regardless of amenities, that has greater equipment/people-capacity (may include table and/or grill) Fee determined by actual site type.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Amenity Fee for Central Water</strong></th>
<th>$2/night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to “Standard” campsites in campgrounds with a central water supply. The Amenity Fee is charged in addition to the Standard Campsite fee.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Amenity Fee for Flush Toilets/Shower</strong></th>
<th>$2/night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to “Standard” campsites in campgrounds with Flush Toilets/Shower. The Amenity Fee is charged in addition to the Standard Campsite fee.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Use of Campground Showers by Non-campers</strong></th>
<th>$3/person</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Overnight Use Fee per motor vehicle or trailer per night</strong></th>
<th>$10/night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applies to non-campers leaving a motor vehicle or trailer on park property overnight.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Limited Income Discount</strong></th>
<th>$4/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idaho residents showing proof of limited income (Medicaid card or other evidence approved by the Board) may receive a camping fee discount of.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Resident Disabled Idaho Veterans</strong></th>
<th>Maximum 50% of RV camping fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campsite fees are waived for resident Idaho veterans showing proof of a one hundred percent (100%) permanent and total service-related disability</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Senior Citizen Discount</strong></th>
<th>Maximum 50% of RV camping fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pursuant to Section 67-4223, Idaho Code, and at the discretion of the Director, IDPR may provide, at selected under-utilized locations and times, a senior citizen discount.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Camping Cabins and Yurts</strong></th>
<th>$200/night</th>
</tr>
</thead>
</table>

| Each additional person above the sleeping capacity of camping cabin or yurt. | $12/night |

02. **Reservation Service Fees, Individual Campsite or Facility**. A non-refundable non-transferable (from one party to another) service charge of ten dollars ($10) may be assessed for each individual campsite or facility reserved. This fee will be waived for campers with a current Idaho RV registration sticker and reimbursed to the department by the RV Program. A service charge of ten dollars ($10) or the first night’s fee, whichever is less, will be assessed for the cancellation or modification of each individual campsite or facility reservation that involves reducing the planned length of stay or to change the reservation dates where part of the new stay includes part of the original stay booked (rolling window) if notice is received more than twenty-four (24) hours in advance of the scheduled arrival time. Cancellations or modifications made less than twenty-four (24) hours in advance of the scheduled arrival time will result in assessment of a ten dollar ($10) service charge and may require the forfeiture of the first night’s camping fee. Modifications that change the original stay so that no part of the new stay includes part of the original stay are to be considered a cancellation and a re-book will be required. (3-30-06)

251. -- 253. (RESERVED)

252. **FEE SCHEDULE: MOTOR VEHICLES ENTRANCE FEE.**

<table>
<thead>
<tr>
<th><strong>MOTOR VEHICLE ENTRANCE FEE TABLE.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum Fee Allowed</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Section 000          Page 15          ACanning_05062019
### Annual Motor Vehicle Entrance Fee per motor vehicle

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Motor Vehicle Entrance Fee per motor vehicle</td>
<td>$40</td>
</tr>
<tr>
<td>Daily charge per motorized vehicle</td>
<td>$5</td>
</tr>
<tr>
<td>Annual Motor Vehicle Entrance Fee Replacement per motor vehicle</td>
<td>$5</td>
</tr>
<tr>
<td>Daily charge per commercial motor coach (no annual pass available)</td>
<td>$25</td>
</tr>
<tr>
<td>Disabled Idaho Resident Veterans</td>
<td>The motor vehicle entrance fee is waived for resident Idaho veterans showing proof of a one hundred percent (100%) permanent and total service related disability</td>
</tr>
<tr>
<td>Idaho State Parks Passport per motor vehicle</td>
<td>$10</td>
</tr>
<tr>
<td>Idaho State Parks Passport Replacement per motor vehicle</td>
<td>$2</td>
</tr>
</tbody>
</table>

253. (RESERVED)

254. FEE SCHEDULE: GROUP CAMPSITE OR FACILITY.

Group Facility Fees. Reservation service fee, designated group campground or facility.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation Service Charge (non-transferrable, non-refundable)</td>
<td>$25</td>
</tr>
<tr>
<td>Group use of day use facility, overnight facility, or group camp (set by park or program manager)</td>
<td>Varies</td>
</tr>
<tr>
<td>Each additional person above the base occupancy of the overnight facility</td>
<td>$12/person/night</td>
</tr>
</tbody>
</table>

(3-27-13)

01. **Non-Refundable, Non-Transferable.** A non-refundable, non-transferable (from one (1) party to another) service charge of twenty-five dollars ($25) will be assessed per designated group area or facility reserved. This fee will be charged in addition to the usage fees for each group or campsite or facility.

(4-1-13)

02. **Individual Fees.** Groups using overnight facilities will be charged three dollars ($3) per person per night camping fees for each individual above the authorized base occupancy rate for the specific site or facility.

(4-1-13)

03. **Cleaning and Damage Deposits.** Cleaning/damage deposits may be required for certain facilities. Where cleaning/damage deposits are required, they must be paid prior to check-in. Cleaning/damage deposits will be fully refunded if the facility is left in the same condition in which it was accepted.

(4-1-13)

04. **Day Use.** Group use fees for day use facilities may be negotiated by the park manager or designee and will generally not fall below the cost of providing services.

(____)
256. FEE SCHEDULE: BOATING FACILITIES.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel Launching</td>
<td>MVEF or $7/day/vessel</td>
</tr>
<tr>
<td>Overnight moorage at dock or buoy, person staying at campsite or facility and not staying on the vessel</td>
<td>$9/night</td>
</tr>
<tr>
<td>Overnight moorage at dock, person staying on vessel</td>
<td>$10/night</td>
</tr>
<tr>
<td>Overnight moorage at buoy, person staying on vessel</td>
<td>$9/night</td>
</tr>
</tbody>
</table>

**BOATING FACILITIES FEE TABLE**

- **Maximum Fee Allowed**
  - Vessel launching: per vessel/per day Annual Motor Vehicle Entrance Fee, Idaho State Parks Passport, or motor vehicle entrance fee apply toward vessel launching fees: $5/ day
  - Overnight moorage: any length of vessel. (Applicable to persons who have paid for a park campsite and are not camping on the vessel): $9/ night
  - Overnight moorage: persons camping on vessel Any length vessel: $10/ night $9/ night Any length vessel moored at buoy

(3-27-13)

258. FEE SCHEDULE: SPECIAL FEES.

01. **Modification of Fees.** Additional fees or deposits may be required for certain uses or for the reservation of certain facilities. The department reserves the right to waive or reduce fees and charges for department sponsored promotions. (7-1-93)

02. **Sales Tax.** Applicable sales tax may be added to all sales excluding the day use fee. (3-30-06)

03. **Special Charges.** The cost to the agency for returned checks will be passed on to the issuer of the insufficient funds check. (4-4-13)
04. Length of Stay. Fifteen (15) days in any consecutive thirty (30) day period. (3-30-06)

259. FEE SCHEDULE: WINTER RECREATION ACCESS PROGRAM FEES.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Access Daily Pass, individual</td>
<td>$6/person/day</td>
</tr>
<tr>
<td>Winter Access Daily Pass, family</td>
<td>$100/family/season</td>
</tr>
<tr>
<td>Winter Access Season Pass, individual</td>
<td>$50/person/season</td>
</tr>
<tr>
<td>Winter Access Season Pass, couple</td>
<td>$75/couple/season</td>
</tr>
<tr>
<td>Winter Recreation Parking, temporary three-day permit</td>
<td>$10/three days</td>
</tr>
<tr>
<td>Winter Recreation Parking, annual permit</td>
<td>$30/year</td>
</tr>
</tbody>
</table>

WINTER ACCESS PROGRAM FEE TABLE

<table>
<thead>
<tr>
<th>Maximum Fee Allowed</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Access Daily per Person Pass — per person per season</td>
<td>$6</td>
</tr>
<tr>
<td>Winter Access Daily Family Pass — per family per season</td>
<td>$100</td>
</tr>
<tr>
<td>Winter Access Individual Season Pass — per person per season</td>
<td>$50</td>
</tr>
<tr>
<td>Winter Access Couples Season Pass — per couple per season</td>
<td>$75</td>
</tr>
</tbody>
</table>

01. Winter Access Program Fee — Daily Pass. A fee of six dollars ($6) per person per day and one hundred dollars ($100) per family per season will be required at board-approved premium winter access locations. These programs may include: maintained parking areas, warming facilities, winter accessible restroom facilities, regularly groomed trails, extensive signing, trail mapping, and ski patrol services. (7-1-14)

02. Winter Access Program Fee — Season Pass. A fee of fifty dollars ($50) per Individual Season Pass per person per winter access season and a fee of seventy-five dollars ($75) per Couples Season Pass per couple per winter access season will be required at board-approved premium winter access locations. These programs may include: maintained parking areas, warming facilities, winter accessible restroom facilities, regularly groomed trails, extensive signing, trail mapping, and ski patrol services. (7-1-14)

260. -- 274. (RESERVED)

275. CRITERIA FOR INDIVIDUAL CAMPSITE, CAMPING CABIN, AND YURT RESERVATIONS.

01. Responsible Party.

a. The individual reserving an individual campsite or facility is responsible for ensuring compliance with the rules within this chapter.
b. The person booking reservations for multiple individual campsites is designated the group leader and is responsible for ensuring compliance with the rules within this chapter. The group leader may approve another person to register for a campsite as the primary occupant prior to check-in or at the park. Once the primary occupant registers for the campsite, the primary occupant becomes the responsible party.

c. The individual booking a group camp or facility is designated the group leader and is responsible for ensuring compliance with the rules within this chapter.

02. Reservation Service Charges, individual or group campsite or facility. Reservations are non-transferable (from one party to another). Reservation fees are non-refundable.

a. A reservation service charge may be assessed for each individual or group campsite or facility reserved.

b. The service charge for an individual campsite or facility will be waived for campers with a current Idaho RV registration sticker and reimbursed to the department by the RV Program.

03. A cleaning fee or a damage/cleaning deposit may be required by the park manager as a condition of reservation.

0404. Confirmation Requirements.

a. Confirmation of an Individual Campsite or Facility Reservation. Full payment of all required fees must be made before a reservation is confirmed.

b. Confirmation of a Designated Group Campground, Group Campsite, or Group Facility Reservation. Before a reservation is confirmed, the group leader must:

   i. Payment of the first night or daily base rate fee for a group facility and all required fees must be made before a reservation is confirmed. Supply primary occupant (point of contact) name, address, and phone number for multiple bookings of individual campsites for a group.

   ii. Payment of all required fees applicable for each campsite or facility reserved within a group campground must be paid at the time of booking before a reservation is confirmed.

02. Individual Campsite and Facility Reservations. Reservations for individual campsites and facilities are managed in accordance with rules promulgated by the Idaho Park and Recreation Board.

05403. Reservation Modifications. Individual and group campsite(s) or facilities. A reservation service fee will be assessed for any modification to a previously made reservation that involves reducing the planned length of stay, or to change the reservation dates where part of the new stay includes part of the original stay booked (rolling window). Modifications that change the original stay so that no part of the new stay includes part of the original stay are to be considered a cancellation and a re-book will be required. With the exception of the reservation service charge fees as defined in Subsection 276, any overpaid fees will be reimbursed at the time the reservation is modified.

0604. Reservation Cancellations.

a. Individual Campsite or Facility. A reservation service fee will be assessed for the cancellation of a reservation. This service fee will be assessed for each campsite or facility involved. If the customer cancels after the scheduled arrival date the customer forfeits all usage fees for the time period already expired. Cancellations received after checkout time will result in the forfeiture of that day’s usage fees for the campsite or facility. At no time will the customer be charged a cancellation fee that exceeds the amount originally paid. The IDPR or its reservation service provider may cancel a customer’s reservation for insufficient payment of fees due. With the exception of the
reservation service fees, all fees paid will be reimbursed at the time the reservation is cancelled. (3-30-06)(____)

b. Park Board Designated Special Use Campsites and Facilities. A reservation service fee will be assessed for the cancellation of a reservation. If a cancellation for a group facility occurs twenty-one (21) or fewer calendar days prior to arrival, the customer forfeits the first night or daily facility usage fees (base rate). If a cancellation for a group facility occurs more than twenty-one (21) calendar days prior to arrival, a cancellation charge of fifty dollars ($50) will be assessed. If the customer cancels after the arrival date the customer forfeits all usage fees for the time period already expired. Cancellations received after checkout time will result in the forfeiture of that day’s usage fees for the campsite or facility. At no time will the customer be charged a cancellation fee that exceeds the amount originally paid. The department IDPR or its reservation service provider may cancel a customer’s reservation for insufficient payment of fees due. An individual site cancellation fee applies to each campsite in a group campground. With the exception of the reservation service fees, all fees paid will be reimbursed at the time the reservation is cancelled. (4-4-13)(____)

05. **Park Manager Authority.** The park manager or designee may deny entry to, or reservation of, any Department unit, campsite, or facility, to any individual whose prior documented behavior has violated Department rules or whose in-park activities are incompatible with the park’s operation. (3-30-06)

07. **Insufficient Payment.** The department may cancel a customer’s reservation for insufficient payment of fees due. (____)

276. **FEE SCHEDULE: RESERVATIONS.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation Service Charge, individual campsite or facility</td>
<td>Current RV sticker or $10/campsite or facility</td>
</tr>
<tr>
<td>Reservation Service Charge, group reservation for campsite or facility</td>
<td>$25</td>
</tr>
<tr>
<td>Modification</td>
<td>$10/campsite or facility</td>
</tr>
<tr>
<td>Cancellation, individual campsite or facility, prior to check-in time</td>
<td>$10/campsite or facility</td>
</tr>
<tr>
<td>Cancellation, individual campsite or facility, after check-in time</td>
<td>First night’s fee</td>
</tr>
<tr>
<td>Cancellation, special use campsite or facility, more than 21 days in advance</td>
<td>$50/ facility</td>
</tr>
<tr>
<td>Cancellation, special use campsite or facility, 21 days or less in advance</td>
<td>First night’s or daily usage fee</td>
</tr>
</tbody>
</table>

277. -- 299. **(RESERVED)**

300. **RESERVING GROUP USE FACILITIES.**

01. **General.** Unless otherwise provided, designated group use facilities and areas may be reserved through the reservation system up to nine (9) months in advance but at least two (2) days prior to the date of arrival. (3-30-06)

02. **Responsible Party.** A designated group leader is responsible for all facilities. A damage or cleaning deposit may be required by the park manager or designee as a condition of reservation. (3-30-06)

03. **Park Manager Authority.** The park manager or designee may deny entry to, or reservation of any Department unit, campsite, or facility, to any group whose prior documented behavior has violated Department rules, whose in-park activities are incompatible with the park’s operation, or whose in-park activity will violate Department
04. **Additional Information.** Additional information concerning group use reservations and definitions can be found in Subsection 250.05 of this chapter. (3-30-06)

301. -- 399. (RESERVED)

400. **PARK CAPACITIES.**

Where applicable, park or program managers may limit or deny access to an area whenever it has reached its designated capacity. Only if special arrangements for the public welfare have been made may the park manager allow that capacity to be exceeded. (3-30-06)

401. **OPERATIONAL GUIDELINES FOR NON-TRADITIONAL RECREATIONAL ACTIVITIES.**

Non-traditional recreational activities such as model airplane/glider operations, geo-caching, gold panning, drone operation, and metal detecting may be authorized by the park manager or his designee, if such activities do not interfere with traditional uses of the park and are consistent with preservation of park resources. (4-2-08)

402. -- 449. (RESERVED)

450. **WATERFRONT AREA RESTRICTIONS.**

01. **Swimming.** Swimming or water contact is at an individual’s own risk. (3-7-03)

02. **Restrictions on Designated Beaches.** No glass containers or pets are allowed on designated beaches or swim areas. (3-7-03)

03. **Restricted Areas.** Vessels must remain clear of designated beaches and other areas signed and buoyed for public safety. (3-7-03)

04. **Ramps and Docks.** The use of docks located next to boat ramps is limited to the active launching and loading of boats. (3-7-03)

05. **Compliance with Laws.** Vessels operating on public waters administered by the department must fully comply with the Idaho Safe Boating Act, Title 67, Chapter 70 and the Marine Sewage Disposal Act, Title 67, Chapter 75, Idaho Code, and the rules promulgated thereunder. The director may establish rules prohibiting the use of boat motors or to limit the horsepower capacity on those vessels operating on waters administered by the department. (3-7-03)

451. -- 474. (RESERVED)

475. **PETS.**

Pets are allowed within lands administered by the department only if confined or controlled on a leash not longer than six (6) feet in length. No person may allow their pet to create a disturbance which might be bothersome to other users. Excepting persons with disabilities who are assisted by service guide animals, no person may permit their pet animals to enter or remain on any swim area or beach. Pet owners are responsible to clean up after their animals. Pet owners may not leave pets be left unattended. Areas for exercising pets off leash may be designated by the park manager or designee. Department employees may impound or remove any stray or unattended animals at the owner’s expense. (3-7-03)

476. -- 499. (RESERVED)

500. **LIVESTOCK.**

Grazing of livestock is not permitted within lands administered by the department. Exceptions may be made by the board for grazing permits or otherwise permitting the use of lands administered by the department for livestock. The use of saddle or other recreational livestock is prohibited on trails, roadways, and other areas unless designated through signing for that purpose or with permission of the park manager or designee. (3-7-03)
501. -- 524.  (RESERVED)

525.  FIRES.
The use of fires is restricted to fire circles, grills or other places otherwise designated by the park manager. All fires
must be kept under control at all times and must be extinguished before checking out of the campsite or whenever fire
is left unattended. Areas may be closed to open fires during extreme fire danger.  (3-13-97)

526. -- 549.  (RESERVED)

550.  FIREWORKS.
No person may use fireworks of any kind within lands administered by the department, except under special permit
issued by the director for exhibition purposes, and then only by persons designated by the director.  (1-1-94)

551. -- 574.  (RESERVED)

575.  PROTECTION OF WILDLIFE.
All molesting, feeding, injuring, or killing of any wild creature is strictly prohibited, except as provided by action of
the board and as established in board policy. Persons in possession of wildlife, which may be legally taken within state
park boundaries, must comply with Idaho Fish and Game rules.  (3-7-03)(__)

576.  PROTECTION OF HISTORICAL, CULTURAL AND NATURAL RESOURCES.
The digging, destruction or removal of historical, cultural or natural resources is prohibited. Collection for scientific
and educational purposes may be allowed through a permit will be through written permission of the park manager or
designee only.  (3-30-06)(__)

577.  01.  SPREADING OF HUMAN ASHES.
Persons may spread human ashes may be spread on lands owned by the Idaho Department of Parks and Recreation.
The exact location must be pre-approved by the park manager. Persons may not spread human ashes may not be spread in the water within a state park.  (4-2-08)

02.  Land-Use Restrictions. The spreading of human ashes will not restrict the use of Department land from future development. The department does not assign or convey any rights or restrictions by allowing the placement of ashes on the land, and there are no restrictions in the ability of the landowner to operate, develop, or otherwise use the land at their sole discretion without any obligation associated with the placement of ashes on the land.  (4-2-08)(__)

578.  577. -- 599.  (RESERVED)

600.  PERSONAL SAFETY, FIREARMS.
No person may purposefully or negligently endanger the life of any person or creature within any land administered
by the department. No person may discharge firearms or other projectile firing devices within any lands administered
by the department, except in the lawful defense of person, persons, or property or in the course of lawful hunting, or
for exhibition or at designated ranges as authorized by the director.  (3-29-10)

601. -- 624.  (RESERVED)

625.  ADVERTISEMENTS/PROMOTIONS/DemonstrATIONS.

01.  Printed Material. Public notices, public announcements, advertisements, or other printed matter may only be posted or distributed in a special area approved by the park manager or designee.  (3-30-06)(__)

02.  Political Advertising. Political advertising is strictly prohibited within any lands administered by the department.  (3-30-06)

03.  Demonstrations. Public demonstrations are limited to areas approved by the park manager and subject to an approved permit issued after arrangements for sanitation, population density limitations, safety of persons
and property, and regulation of traffic are made.  

626. -- 649.  (RESERVED)

650.  AUTHORIZED OPERATIONS.
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 board. No person(s), partnership, corporation, association or other organized groups may:

01.  Beg or solicit for any purpose.  

02.  Game or operate a gaming device of any nature.  

03.  Abandon Any Property.  Leaving property is prohibited unless registered in a campsite or permitted by the park manager or designee. Property left on department lands for more than twenty-four (24) hours will may be removed at the owner’s expense.  

04.  Discriminate. Discriminate in any manner against any person or persons because of race, color, national origin, religion, gender, age or disability within lands administered by the Department.  

651. -- 674.  (RESERVED)

675.  DEPARTMENT RESPONSIBILITY.
The department is not responsible for damage to, or theft of personal property within lands administered by the department. All visitors use facilities and areas at their own risk.  

676.  NONDISCRIMINATION.
No person may discriminate in any manner against any person or persons because of race, color, national origin, religion, gender, age or disability within lands administered by the department. Facilities constructed or maintained with, and programs supported by the cross-country skiing recreation account must be available for public use without discrimination and must comply with requirements as set out in the Americans with Disabilities Act.  

676677. -- 999.  (RESERVED)
AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8
276 N. 4th Street
Montpelier, ID 83254

AGENDA ITEM: E-Bike Usage in Idaho State Parks
ACTION REQUIRED: Action Required
PRESENTER: Keith Hobbs, Operations Administrator

PRESENTATION

BACKGROUND INFORMATION:
At the May IDPR Board meeting in McCall, Idaho, the IDPR Board approved the usage of Class 1 and 2 E-Bikes on park trails which permit the use of non-motorized bicycles. Two Idaho State Parks were identified as including multi-use trails which are cooperatively managed with partner agencies, counties or municipalities. These include the Coeur d’Alene Parkway and Trail of the Coeur d’Alenes. It is IDPR’s desire to also allow the use of Class 1 and 2 E-Bikes on these trails as well. However, they are currently restricted from use by other trail managing partners or current management agreements. The Board directed staff to engage with these partners to determine if the inclusion of Class 1 and 2 E-Bikes on these trails was agreeable and to encourage formal action to allow their use. In the interim, the IDPR Board restricted their use on these two trails to mirror existing rules. Discussions with our managing partners was initiated and the topic has been scheduled for further discussion by the respective management authorities. As of the time of this writing, no action has been taken by the managing partners and so no action is required by the IDPR Board.

Since the May IDPR Board Meeting, another trail has been uncovered which falls into the same category and requires attention. The Lewiston Levee Parkway is a 19-mile multi-use path which connects to Hells Gate State Park. As with the Trail of the Coeur d’Alenes and the Coeur d’Alene Parkway, the Lewiston Levee Parkway is managed cooperatively, and the use of E-Bikes is not permitted. Currently federal law defines E-Bikes as motorized vehicles and as such, are not permitted on the Lewiston Levee Parkway. IDPR staff will continue to work with our management partners to permit the usage of Class 1 and 2 E-Bikes when possible and reach consensus on their appropriate management.

STAFF RECOMMENDATIONS:
Staff recommends that the Board move that “the use of Electronically Assisted Bicycles (E-Bikes) not be permitted on those portions of the Lewiston Levee Parkway within Hells Gate State Park.”
AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8
276 N. 4th Street
Montpelier, ID 83254

AGENDA ITEM: Lake Cascade Marina RFP
ACTION REQUIRED: None, Informational Only
PRESENTER: Keith Hobbs, Operations Administrator

PRESENTATION

BACKGROUND INFORMATION:

The need for marina facilities at Lake Cascade in Central Idaho has been a discussion item by users for several years. Lake Cascade State Park is considered to provide the most appropriate location for marina services. In 2004, a Preliminary Marina Study was completed, indicating market conditions would support additional facility. Recently, two separate parties have approached the Department, expressing interest in providing some level of additional services for users of Lake Cascade.

On June 27, 2019, the Department released a Request for Proposals (RFP) for the development of marina facilities at Lake Cascade State Park. Please see the attached. The intent of the RFP is to solicit interest in the development and operation of marina facilities at Lake Cascade State Park and to present a proposed operational outline. The deadline for submission of proposals is scheduled for July 19, 2019.

Prior to the August 2019 IDPR Board meeting, all responses to the RFP will have been received and evaluated by staff. It is the intent of staff to update the IDPR Board on received responses and their potential for improving services for the users of Lake Cascade State Park and Lake Cascade. Should a proposal merit further exploration, staff will enter direct negotiations with the respondent, in consultation with the Bureau of Reclamation, to develop a Large Concession Agreement which would then be brought back to the IDPR Board for review and approval.

STAFF RECOMMENDATIONS:

None. Informational only.
REQUEST FOR PROPOSAL

FOR THE DEVELOPMENT OF MARINA FACILITIES
AT
LAKE CASCADE STATE PARK

Idaho Department of Parks and Recreation
Lake Cascade State Park
Marina Operation Concession

Issue Date: June 27, 2019
INTRODUCTION

The Idaho Department of Parks and Recreation (IDPR) desires to pursue a public/private agreement for the development of a marina facility, located on Lake Cascade State Park in Central Idaho. IDPR seeks proposals from private entities interested in entering a business relationship for the development, maintenance and operation of a marina facility providing a retail store, long and short-term slip rental, marine fuel sales and powered and non-powered watercraft rentals. A variety of options regarding the rental and operation will be considered as proposed by the respondents to this Request for Proposal (RFP).

NOTE: This Request for Proposal is not intended to be an offer to enter into a contract and is not governed by the State of Idaho purchasing statutes, Idaho Code §§ 67-5714 through 67-5737, nor the Rules of the Division of Purchasing, IDAPA 38.05.01. Upon selection of a suitable proposal, IDPR shall enter into negotiations with the selected Offeror to determine the terms and conditions for a possible concession contract based on, but not limited to, the attached Large Concession Agreement, the special terms and conditions identified herein, the Offeror’s proposal, and such other terms and conditions that IDPR, in its discretion, deems necessary. If IDPR and the Offeror are unable to reach agreement on terms and conditions, nothing herein shall be deemed to obligate IDPR to enter into agreement with the selected Offeror or to award the concession contract to any other Offeror. The only right granted to selected Offeror is the right to enter into negotiations with IDPR for possible award of the anticipated concession contract described herein.

IDPR OBJECTIVES

IDPR hopes to provide an identified and desired service for the recreationists of Lake Cascade and Lake Cascade State Park, by seeking a willing and capable private partner.

In responding to this RFP, the respondent must address all proposal requirements identified in the RFP. The Proposal Format/Requirements Section provides a format to fully describe the opportunities and amenities to be developed and provided, the respective roles of IDPR and the private partner in accomplishing such development, compensation to be made to IDPR, and the qualifications of the firm(s) for the project.

Received proposals will be evaluated by IDPR and if, in the opinion of IDPR, an acceptable proposal is received, IDPR may then choose to negotiate a lease agreement for the operation and development of the area.

ABOUT THE PARK

The operation of Lake Cascade State Park provides a year-round, exciting variety of day use and overnight experiences. This park is popular with many visitors, of somewhat diverse recreational interests. The activities that are frequently pursued include: fishing, sailing, water-skiing, sport boating, swimming, snowmobiling, cross country skiing, hiking, mountain biking, picnicking, and camping.
Significant operational challenges are inherent in the management of the park’s multiple, dispersed units. Multiple campgrounds, entrances, and facilities require more staff time to patrol, collect, and maintain compared to other traditional park settings. A total of 26 park entrances, 12 Campgrounds comprised of 333 campsites, two group areas, and several day use areas prove to be a challenge, yet the park maintains a high level of customer satisfaction and repeat customer use.

**Park Attributes**

**Acreage**

500

**Facilities**

Campgrounds, Dump Stations, Flush Toilets, Showers, Day Use areas, Boat Ramps, Handling Docks, Group Yurts

**Activities**

Fishing, Boating, Waterskiing, Camping, Cross-Country Skiing, Ice Fishing, Educational Programs, Hiking, Swimming, Water Sport Rental Equipment, Biking

**Season**

Primary Use Season: May through October

Winter Season: December through March

**Marketing focus**

Campers, Anglers, Water Sports Enthusiasts, Birdwatchers

**Staffing**

(6) Full-time Personnel

**Services**

<table>
<thead>
<tr>
<th>Number of Park Entrances</th>
<th>26</th>
<th>Visitor Center</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Campgrounds</td>
<td>12</td>
<td>Equestrian Camping</td>
<td>No</td>
</tr>
<tr>
<td>Total Sites</td>
<td>280</td>
<td>Horses Available</td>
<td>No</td>
</tr>
<tr>
<td>Primitive</td>
<td>0</td>
<td>Day Use</td>
<td>12</td>
</tr>
<tr>
<td>Primitive-Companion</td>
<td>0</td>
<td>Type of Water Resource</td>
<td>Lake</td>
</tr>
<tr>
<td>Standard</td>
<td>160</td>
<td>Swim Area</td>
<td>2</td>
</tr>
<tr>
<td>Standard-Companion</td>
<td>10</td>
<td>Marina/Boat Docks</td>
<td>0</td>
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<tr>
<td>Serviced-W</td>
<td>25</td>
<td>Slips at Marina/Boat Docks</td>
<td>0</td>
</tr>
<tr>
<td>Serviced-W Companion</td>
<td>4</td>
<td>In-Park Boat Rentals</td>
<td>Yes</td>
</tr>
<tr>
<td>Serviced-E</td>
<td>0</td>
<td>Boat Ramp in or near Campground</td>
<td>6</td>
</tr>
<tr>
<td>Serviced-E Companion</td>
<td>0</td>
<td>Limit on Size/Type of Boats/Motors</td>
<td>None</td>
</tr>
<tr>
<td>Serviced-W/E</td>
<td>14</td>
<td>Commonly Caught Fish</td>
<td>Trout, Perch, Bass</td>
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<tr>
<td>Serviced-W/E Companion</td>
<td>5</td>
<td>Type of Trails</td>
<td>Easy, along lakeshore, dirt</td>
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<tr>
<td>Serviced-W/E/S</td>
<td>47 (12 Host)</td>
<td>Paved Trails</td>
<td>1.5</td>
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<tr>
<td>Serviced-W/E/S Companion</td>
<td>0</td>
<td>Sports Equipment</td>
<td>Water sports</td>
</tr>
<tr>
<td>Number of First Come/First Served</td>
<td>70</td>
<td>Firewood</td>
<td>Yes</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----</td>
<td>----------</td>
<td>-----</td>
</tr>
<tr>
<td>Land Acres</td>
<td>500</td>
<td>In-Park Ice</td>
<td>No</td>
</tr>
<tr>
<td>Max Pad Length</td>
<td>60</td>
<td>Public Phones</td>
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<td>Group Shelters</td>
<td>2</td>
<td>Nearest Gas Station</td>
<td>Cascade/Donnelly</td>
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<tr>
<td>Cabins</td>
<td>0</td>
<td>Nearest Food Store</td>
<td>Cascade/Donnelly</td>
</tr>
<tr>
<td>Yurts</td>
<td>3</td>
<td>Nearest Laundry</td>
<td>Cascade/Donnelly</td>
</tr>
<tr>
<td>Houses</td>
<td>0</td>
<td>Nearest ATM</td>
<td>Cascade/Donnelly</td>
</tr>
<tr>
<td>Cottages</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Park Office Hours:** 8:00-4:30 pm, (as staffing permits)

**Entrance Station Hours:** 8:00-4:30 pm, (as staffing permits)

**Water Shut-Off Date:** October, sooner if weather requires

**Preferred Sites:** 47, Ridgeview and Poison Creek

**Designated ADA Sites:** Sage Bluff #207, Big Bluff #223, #227, Ridgeview #176, #198, #200, Crown Point #7, #8, Sugarloaf #34, #49, Huckleberry #75, Buttercup #123, #128, Poison Creek #235, #236

**Topography:** Relatively flat valley, park units surrounding Lake Cascade, at base of N. Fork Mountain

**Historic Features of Park:** Created by the construction of a dam in 1948 by the Bureau of Reclamation, Lake Cascade became a state park by agreement between the Bureau of Reclamation and IDPR in 1994.

**Additional Notes:** Lake Cascade State Park is located adjacent to Highway 55, a major North/South travel route in Idaho and a heavily used roadway by Idaho recreationist from the Treasure Valley to Central Idaho.

**DESCRIPTION OF CONCESSION AREA**

Two sites have been identified as potential locations for marina facilities by IDPR. This potential was determined by existing use patterns, currently available facility and expressed public desire. It is the responsibility of the respondent to determine the suitability for marina development of any site proposed. IDPR makes no claims as to the appropriateness or suitability of any potential or proposed location.

Having adequate knowledge of the advantages and disadvantages of any proposed site is the sole responsibility of the respondent.

IDPR will entertain proposals which identify other locations as suitable, if the respondent presents a compelling case for the alternative locations and the location is compatible with the park’s existing operation.

**Poison Creek** – Serves as one of Lake Cascade State Park’s most popular use areas and is the most utilized park site on the west side of Lake Cascade. Full service campsites, showers and boat ramp provide a high level of occupancy during the boating season.

**Van Wyck** – Van Wyck is located on the east side of Lake Cascade and is adjacent to the city of Cascade. A boat ramp, limited camping opportunity and easy access to services in Cascade bring consistent and significant use at the location.

**MINIMUM SERVICES REQUIRED**

Bidders must be prepared to provide the following minimum levels of service/operation:

- At the offeror’s sole expense, provide a temporary building/structure suitable for the business
need of the proposed operation. Type, size, and final location to be negotiated and approved by
IDPR.
- Establish a resale/merchandise program which provides park visitors recreational gear, personal
items and other items required or desired by outdoor recreationists.
- Provide and operate, at offerors sole expense, a fuel sales station to serve local boaters and
recreationists
- Provide long and short-term slip rentals for boaters of Lake Cascade
- Provide marine pump out facilities for boaters of Lake Cascade
- Provide a parking plan, designed to accommodate the anticipated additional users to the park to
prevent over-use of existing parking facilities

Bidders may propose recreational services that exceed the minimums listed above. The furnishing of
additional services will be a consideration in the evaluation of proposals.
A bidder may submit more than one proposal, each with differing opportunities and options.

MINIMUM QUALIFICATIONS

All parties submitting proposals must demonstrate the following minimum qualifications for their
proposal to be considered:

1. A verifiable work history of no less than five (5) years in business activities that involve
providing products or services to the public.
2. A verifiable work history of no less than two (2) years in overseeing or directing, at the general
manager or owner level, a business which provides products or services to the public.
3. A verifiable work history of no less than five (5) years of providing outdoor recreation associated
services.

TERMS AND CONDITIONS OF CONTRACT

Please reference the attached State of Idaho, Department of Parks and Recreation Large Concession
Agreement, which contains the standard terms and conditions of the agreement.

Bidders may form partnerships and offer joint proposals, but the concession contract must be with one
entity that takes overall responsibility for the venture. All partnerships and cooperative agreements must
be stated as such in the proposal. Additionally, if the partnership or cooperative agreement intends to
create a new business entity with overall responsibility for the venture, the proposal must designate the
“primary” partnership entity to be evaluated for meeting the minimum qualifications, and for providing
the financial and credit reporting requested on page 10.

In addition to the standard terms and conditions, the following terms will also be incorporated into the
IDPR Large Concession Agreement. Any proposed deviations from the standard terms and conditions or
the terms listed below must be stated in the proposal and may require additional review and approval.

- All buildings, facilities, lands, utilities, equipment provided to the concessionaire are provided in
“as is” condition.
- Concessionaire must assume all utility and day-to-day maintenance costs including solid waste
(garbage) removal associated with operation of the concession area.
- The bidder must also propose a system of financial compensation to IDPR that includes, a
percentage of retail and fuel sales, a percentage of all recreation equipment rentals, and any other
compensation deemed appropriate. It is the responsibility of the bidder to make this proposal.
The bidder may, at his/her discretion, suggest that a portion of this compensation take the form of
major maintenance work, new development, or services to the Park/Department to offset Park/Department budget costs. Proposals which do not include a realistic plan for compensation to IDPR will not be considered.

- If the bidder proposes to sell alcohol on the premises this must be stated in the proposal – types of alcohol and manner of sale, i.e. with food, or retail sale.
- Industrial and manufacturing enterprises are prohibited. Storage of solid waste, toxic or hazardous materials is prohibited on the premises except as needed for the operation of the facilities.
- All proposed activities must be compliant with The Bureau of Reclamation’s Directive and Standards for Concession Contracts.

IDPR reserves the right to amend the standard terms and conditions, or to require additional special terms and conditions, as necessary to address needs identified in negotiation of the concession agreement with the selected Offeror.

ADDITIONAL TERMS OF CONTRACT

IDPR Board policy requires the following: “Comprehensive Insurance Coverage and Hold-Harmless Clause – Each concession lease shall contain provisions requiring the concessionaire to acquire and maintain throughout the lease term comprehensive general liability insurance in amounts recommended by the Office of Risk Management. The policy shall name the Department as an additional insured. Each concession lease shall contain a provision that the concessionaire will indemnify, hold harmless and defend the Department against all claims, demand, damages, costs, expenses, or liability costs arising out of the operation or maintenance of the concession premises.”

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

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.

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.

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.

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.
Hold Harmless Agreement. Concessionaire shall indemnify, defend and save harmless the State, 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. Nothing contained herein shall be deemed to constitute a waiver of the State’s sovereign immunity, which immunity is hereby expressly reserved.

PRE-PROPOSAL CONFERENCE AND TOUR OF FACILITIES

A non-mandatory pre-proposal conference will be held at Lake Cascade State Park on July 10, 2019 at 10:00 am (MT). This will be your opportunity to ask questions of IDPR staff. All parties interested are invited to participate by attending the conference. Those choosing to participate must pre-register by contacting either by phone or email the RFP Lead. Parties interested are asked to register by July 9, 2019 at 3:00 pm (MT). Any oral answers given by IDPR during the pre-proposal conference are unofficial and will not be binding on the IDPR. Conference attendance is at the participant’s own expense.

PROPOSAL FORMAT/REQUIREMENTS

These instructions describe the format to be used when submitting a proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted proposals. All the information requested must be provided for a proposal to be considered. There is no intent to limit the content of proposals. Bidders may provide additional information if they wish.

Cover Letter
The proposal must include a cover letter on official letterhead of the Offeror; with the Offeror’s name, mailing address, telephone number, facsimile number, e-mail address, and name of Offeror’s authorized signer. The cover letter must identify the RFP Title, and must be signed by an individual authorized to commit the Offeror to the work proposed. In addition, the cover letter must include:

Identification of the Offeror’s corporate or other legal entity status. Offerors must include their tax identification number. The Offeror must be a legal entity with the legal right to contract.

A statement indicating the Offeror’s acceptance of and willingness to comply with the requirements of the RFP and attachments thereof, including but not limited to the IDPR Large Concession Agreement terms and conditions. Idaho State Park and Recreation Board Policy specifies a standard term of no more than ten years for concession agreements. Please provide any comments you have about the term of this agreement under your proposal, including whether it is acceptable and, if required, what the shortest contract term you will accept is.

A statement of the Offeror’s compliance with affirmative action and equal employment regulations.

A statement that Offeror has not employed any company or person other than a bona fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to solicit or secure the Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor or a company regularly employed by the Contractor as its marketing agent, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the Contract. The Offeror must affirm its understanding and agreement that for breach or violation of this term, the State has the right to annul the Contract without liability or, in its discretion, to deduct from the Contract price the amount of any such fee, commission, percentage, brokerage fee, gifts or contingencies.
A statement naming the firms and/or staff responsible for writing the Proposal.

A statement affirming the Proposal will be firm and binding for ninety (90) calendar days from the Proposal opening date.

A statement that the Offeror warrants that it does not knowingly and willfully employ persons who cannot legally work in this country; it takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and/or termination of its contract.

**Executive Summary**
Include an executive summary in the Proposal providing a condensed overview of the contents of the Proposal demonstrating an understanding of the services to be performed.

**Experience**
Describe in detail your knowledge and experience in providing services like those required in this RFP. List employment/business information for at least five (5) years, beginning with present employment/business providing name and address of the employer/business; telephone number; exact title of position or indicate if self-employed; dates of employment/operation; description of duties, responsibilities, nature of business, and so on; and number of people supervised/employed.

**References**
List three persons who are not related to you and have definite knowledge of your qualifications and fitness for the concession opportunity for which you are applying. Please provide name, address, phone number, and business/occupation.

**Financials**
Offerors are required to provide a D&B Comprehensive Insight Plus credit report or Experian Profile Plus report (Credit Report), indicating the Offeror’s current credit score, with the Proposal submission. The Offeror should stamp or write “Trade Secret” or “Confidential” on each page of the Credit Report information that it does not want released. The information will be held in confidence to the extent that law allows. Credit Report must be current and have been established within thirty (30) calendar days of the Proposal closing date.

Credit Reports must be for the exact organization submitting the Proposal as identified on the cover letter. The Credit Report cannot be combined or consolidated with the information from any entity other than the company submitting the Proposal. If the Offeror’s name on the Proposal does not match the name on the Credit Report, it will not be accepted, and the Offeror will be found non-responsive.

The (M) Mandatory elements of this section are two-fold: The Offeror must provide a credit score on one of the named reports AND the report provided in response to the RFP must demonstrate a CSC (credit score class) rating of 1 – 3 or a CRS (credit ranking score) rating of 26 – 100.

Failure to provide one of the named reports (or failure to provide one of the designated credit scores) will result in a finding that the Offeror is non-responsive.

In addition, a company receiving a CSC rating of High risk (5) or High Medium risk (4) of experiencing financial stress and delinquent payments will not be considered for Contract award.
CSC of 1 = Low Risk
CSC of 2 = Low Medium Risk
CSC of 3 = Medium Risk
CSC of 4 = High Medium Risk
CSC of 5 = High Risk

A company receiving a rating of High risk (0-10) or High Medium risk (11-25) of experiencing financial stress and delinquent payments will not be considered for Contract award.

CRS of 76-100 = Low Risk
CRS of 51-75   = Low Medium Risk
CRS of 26-50   = Medium Risk
CRS of 11-25   = High Medium Risk
CRS of 0-10    = High Risk

**Proposed Concession Operation Plan**
The proposed Operation Plan must address all the following minimum service requirements. Keep in mind, the evaluators will be scoring your Proposal based on the methodologies proposed and the completeness of the response to each item listed below:

1. Purchase, placement and utilization of the building as an outdoor recreation-based business benefitting both park and area recreationists.
2. Operation of the retail store providing personal and food items, souvenirs, appropriate rental equipment, and so on that may be needed or utilized by park visitors or area recreationists.
3. Rentals of powered and non-powered watercraft, if proposed.
5. Purchase and operation of a fuel sales station to serve local boaters and recreationists.
6. Compatibility of overall operations with park operations.
7. Operating plan which addresses all aspects of the proposed program; including staffing levels, hours of operation, marketing strategy to achieve desired usage levels, measures to be taken to ensure customer satisfaction, actions to achieve Americans with Disabilities Act compliance and a projected budget which includes anticipated costs and revenue for the first five (5) years of operation.

Provide a statement that gives a comprehensive description of your proposed concession operation.

Describe in detail how you would operate the concession. Be as complete as possible, listing intended schedule of operations and safety inspections, any changes that would be made to the facility over time and anything else that is pertinent to the operation.

How will your proposal meet the following objectives?

1. Stimulate the local tourism economy and make the Cascade, Idaho area a more attractive destination for travelers?
2. Enhance Lake Cascade State Park for visitors to the park?

The concession operator will be responsible for all utility costs and the costs of day-to-day maintenance in the concession area. Do you accept this responsibility?
Does your concession proposal include the sale of alcohol? Would this include the retail sale of beer or wine or would it be limited to sale of alcohol with food? If applicable, please explain how alcohol would be sold under your proposal.

Operating Information

1. Length of Seasons (months) _______________
2. Approximate dates of operation by season as applicable ______________ through ______________
3. Hours of operation by season: ______________
4. Do you (signer of offer) plan to personally supervise the operation?  
   Yes___ No___
5. Will there be a person serving as manager?  
   Yes___ No___
6. If “Yes” to #5, please indicate the manager’s areas of responsibilities and extent of authority.
7. Indicate the number of employees (indicate the number that you project to be seasonal, permanent, or full-time) estimated to be hired and project wage schedule.

What amounts of insurance coverage for public and employee liability, fire, and other risks will you provide, include the proposed insurance carrier for each?

Safety and Sanitation: Please provide a statement regarding safety and sanitation programs, inspections, including any plans for training in these areas, both formal and on-the-job.

All applicants must attach a detailed outline of a maintenance program to be developed to provide proper maintenance of all equipment, furnishings, buildings, fixtures, and grounds of the concession area.

**Key Personnel and Qualifications**

Provide a list of key development, construction, management, customer service and other personnel to be used in the fulfillment of this Concession, to include all pertinent contact information if known.

**Subcontractors**

If you intend to utilize subcontractors, describe the extent to which they will be used to comply with Concession requirements. Include each position providing service and provide a detailed description of how the subcontractors are anticipated to be involved under the Concession. Include a description of how the Offeror will ensure that all subcontractors and their employees will meet all Scope of Work requirements.

**Proposed Financial Arrangements**

Provide projected income and cash flow statements for five (5) years, including accompanying schedules of sales (by category), cost of sales (by category), general selling, and administrative expenses. The assumptions on which the projections are based must be explained.

What is your estimate of the cost of financing the proposed operation?

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing buildings and structures</td>
<td>$</td>
</tr>
<tr>
<td>Construction or rehabilitation costs</td>
<td>$</td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Inventory</td>
<td>$</td>
</tr>
<tr>
<td>Working Capital (other than inventory)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
**Proposed Financial Compensation**

Provide a proposed system of financial compensation to IDPR that includes, a percentage of retail and gas sales, a percentage of recreation equipment rentals, and any other compensation deemed appropriate. It is the responsibility of the bidder to make this proposal. The bidder may, at his/her discretion, suggest that a portion of this compensation take the form of major maintenance work, new development, or services to the Park/Department to offset Park/Department budget costs.

Please describe in detail what payments in cash and/or in-kind services you propose to make to the State of Idaho, IDPR.

**PROPOSAL EVALUATION PROCESS**

A panel assembled by IDPR will review all submitted proposals. Points will be awarded based on the following criteria.

1. Does the proposal meet the minimum qualifications listed above? Pass/Fail no points
2. Innovativeness and thoroughness of proposal to meet or exceed IDPR objectives (maximum 25 points)
3. Compensation to IDPR (maximum 25 points)
4. Evaluation of Financial Proposals (maximum 25 points)
5. Technical Qualifications and Experience of the firm (maximum 25 points)

IDPR reserves the right to reject any/all proposals if, in the opinion of IDPR, the proposals do not provide the intended services in a manner acceptable to IDPR. IDPR reserves the right to enter discussions and negotiations with any/all submitters if, in the opinion of IDPR, a proposal has merit but requires further clarification, discussion, or negotiations.

**SCHEDULE OF EVENTS**

1. Request for Proposal is released……………………………………………….. June 27, 2019
2. Pre-Proposal Conference Registration………………………………………….. July 9, 2019
3. Pre-Proposal Conference……………………………………………………………. July 10, 2019
4. Deadline for submitting proposal…………………………………………………. July 19, 2019
5. Review of Proposals by Evaluation Committee…………………………………….. July 23, 2019
6. Potential submission to IDPR Board for approval………………………………… August 6, 2019

It is the intention of IDPR to enter into an agreement for the operation of the concession area beginning with the 2020 summer use season. The actual timing may depend upon required approvals, the desires and needs of the private operator, the nature of the proposal accepted, and time frame required to construct the facility.

**INCLUDED DOCUMENTS**

The following additional documents are included in the RFP package provided to prospective bidders.

1. Lake Cascade State Park Map and Concession Area Aerial Photos
2. Lake Cascade State Park CY15, 16, 17, 18 Visitation, and FY16, 17, 18 Revenue
3. State of Idaho, Department of Parks and Recreation Large Concession Agreement
SUBMISSION INFORMATION

Proposals may be submitted manually or electronically. The Proposals must be addressed to the RFP Lead and clearly marked “LAKE CASCADE STATE PARK MARINA FACILITY CONCESSION PROPOSAL.” All responses to this RFP are to be received no later than 4:00 p.m. (MT) on July 19, 2019. Please direct questions and responses to this RFP to the following RFP Lead:

Theresa Perry, Park Manager  
Lake Cascade State Park  
100 Kelly’s Parkway  
PO Box 709  
Cascade, ID 83611  
Phone: 208-382-6544  
Theresa.perry@idpr.idaho.gov
LAKE CASCADE STATE PARK
CY2015 – CY2018 VISITATION

<table>
<thead>
<tr>
<th>2015-2018</th>
<th>Day Use</th>
<th>Campers</th>
<th>Combined Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage Change</td>
<td>+152%</td>
<td>+28%</td>
<td>+130%</td>
</tr>
</tbody>
</table>

Lake Cascade State Park Usage

<table>
<thead>
<tr>
<th>Usage</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Day Use</td>
<td>223,331</td>
<td>317,486</td>
<td>562,205</td>
<td>611,027</td>
</tr>
<tr>
<td>Non-Resident Day Use</td>
<td>14,255</td>
<td>20,265</td>
<td>35,885</td>
<td>39,002</td>
</tr>
<tr>
<td>Total Day Use</td>
<td>237,586</td>
<td>337,752</td>
<td>598,091</td>
<td>650,028</td>
</tr>
<tr>
<td>Resident Campers</td>
<td>46,811</td>
<td>62,602</td>
<td>55,961</td>
<td>73,712</td>
</tr>
<tr>
<td>Non-Resident Campers</td>
<td>3,738</td>
<td>6,379</td>
<td>8,866</td>
<td>8,361</td>
</tr>
<tr>
<td>Total Campers</td>
<td>50,549</td>
<td>68,981</td>
<td>64,827</td>
<td>82,073</td>
</tr>
<tr>
<td>Combined Resident Usage</td>
<td>270,142</td>
<td>380,088</td>
<td>618,166</td>
<td>684,739</td>
</tr>
<tr>
<td>Combined Non-Resident Usage</td>
<td>17,993</td>
<td>26,644</td>
<td>44,751</td>
<td>47,363</td>
</tr>
<tr>
<td>Combined Total Usage</td>
<td>288,135</td>
<td>406,733</td>
<td>662,918</td>
<td>732,101</td>
</tr>
<tr>
<td>Total Paid Nights</td>
<td>16,532</td>
<td>17,801</td>
<td>18,022</td>
<td>18,659</td>
</tr>
</tbody>
</table>

Occupancy Percentage Comparison Chart

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20.4%</td>
<td>16.4%</td>
<td>24%</td>
<td>28.2%</td>
<td>+38.2%</td>
</tr>
<tr>
<td>Yurts</td>
<td>19.4%</td>
<td>20.2%</td>
<td>26.5%</td>
<td>19.2%</td>
<td>-1%</td>
</tr>
</tbody>
</table>
## LAKE CASCADE STATE PARK
### FY2016– FY2018 REVENUE

<table>
<thead>
<tr>
<th>Lake Cascade State Park Revenue</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>Change from 2016 - 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - CAMPING</td>
<td>335,551.74</td>
<td>347,767.19</td>
<td>358,257.21</td>
<td>+6.7%</td>
</tr>
<tr>
<td>05 - RESERVATION FEE</td>
<td>35,438.82</td>
<td>40,528.34</td>
<td>44,650.60</td>
<td>+26%</td>
</tr>
<tr>
<td>06 - CANCELLATION FEE</td>
<td>6,530.00</td>
<td>8,409.43</td>
<td>9,482.00</td>
<td>+45%</td>
</tr>
<tr>
<td>07 - MODIFICATION FEE</td>
<td>1,153.43</td>
<td>1,850.00</td>
<td>1,919.43</td>
<td>+66%</td>
</tr>
<tr>
<td>09 - MVEF-ANNUAL</td>
<td>898.41</td>
<td>1,404.07</td>
<td>1,888.88</td>
<td>+110%</td>
</tr>
<tr>
<td>10 - MVEF-DAILY</td>
<td>73,418.96</td>
<td>79,368.24</td>
<td>88,561.02</td>
<td>+21%</td>
</tr>
<tr>
<td>38 - CABINS/YURT RENTALS</td>
<td>9,385.00</td>
<td>15,158.00</td>
<td>11,368.28</td>
<td>+21%</td>
</tr>
<tr>
<td>02 - RESALE ITEMS</td>
<td>26.45</td>
<td>0.00</td>
<td>0.00</td>
<td>NA</td>
</tr>
<tr>
<td>04 - FIREWOOD PRODUCTS</td>
<td>11,224.21</td>
<td>10,362.60</td>
<td>11,034.01</td>
<td>-2%</td>
</tr>
<tr>
<td>2735 - CONCESSION LEASES</td>
<td>3,974.14</td>
<td>6,003.61</td>
<td>7,907.36</td>
<td>+99%</td>
</tr>
<tr>
<td>3615 - DONATIONS</td>
<td>1,801.91</td>
<td>1,677.47</td>
<td>2,499.02</td>
<td>+39%</td>
</tr>
<tr>
<td><strong>Total Park Revenue (All Sources)</strong></td>
<td><strong>590,477.08</strong></td>
<td><strong>716,897.77</strong></td>
<td><strong>732,672.79</strong></td>
<td><strong>+24%</strong></td>
</tr>
</tbody>
</table>
LARGE CONCESSION AGREEMENT

No. ______

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

Concessionaire Name and Address:
Lessee Name
Address 1
Address 2
City, State, Zip

Term:
Commencement: January 1, _______
Expiration: December 31, ______

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

Required Dates of Operation:
____________ to ____________, annually.

Rent:
Initial rent is ________% of annual gross receipts.
See section 7 of Attachment A.
Rent is due on or before _______ of each year of this Agreement.

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 grants 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:
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, and Attachment C, Special Terms and Conditions.

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 is physically attached to and an integral part of building or improvements existing upon the Premises.

1.5 IDPR. The Idaho Department of Recreation, a department of IDPR of Idaho, overseen and administered by the Idaho Park and Recreation Board.

1.6 Premises. The real property described in Attachment “B” upon which the rights granted by this Agreement may be exercised.

2. Authority. IDPR is authorized by Idaho Code § 67-4204 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 dates specified on the data page.

3.1 Concessionaire is encouraged to be open for service before and after the above dates to better service 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 In the event of adverse weather, or other adverse operating conditions, the Park Manager may 
permit or require the Concessionaire to close the facilities and services at any time during the 
term of this agreement. However, nothing herein shall excuse Concessionaire from payment 
of the annual rental.

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.

3.5 IDPR may require the temporary cessation or other changes in Concessionaire’s operations 
when, in IDPR’s discretion, such changes are necessary to protect Park resources, to protect 
the health, safety, and welfare of Park visitors, or to avoid conflict with other authorized uses 
occurring with the Park.

4. **Premises.** Concessionaire’s operations shall be limited to the Premises identified in Attachment B. Within the designated Premises 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 subject state 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 subject state park that are outside the Premises and similar to those 
required services and facilities identified in Exhibit B, 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 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 operating purposes. 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 automatically 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 14 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 the 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 complete 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 4.1 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 4.1 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 6 herein, or fifteen percent (15%) of that month’s gross receipts, whichever is greater.

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 to IDPR each year during the 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. Payment shall be made to the order of the Idaho Department of Parks and Recreation, P.O. Box 83720, Boise, Idaho 83720-0065.

   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 the attached *IDPR Concessionaire Gross Receipts Reporting Form* (Attachment D). The Form shall be submitted to IDPR at the time of each payment. 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 Lessee 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 during regular business hours of Concessionaire; provided that such examination does not unreasonably interfere with Concessionaire’s operation of the concession. 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, at its own expense, 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 permit-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. IDPR reserves the right to impose reasonable park regulations on the sale or consumption of alcohol not in conflict with the rules administered by the Alcohol Control Division of Idaho State Police.

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, but is not limited to, ounces per serving, fat content of meat, and any other 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. Those improvements, if any, included with the Premises are identified in Attachment B, Description of Premises. Concessionaire shall, at its own expense, maintain the Premises and all improvements thereon in clean, healthful and safe condition, in accordance with applicable state, county and federal 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, alterations, 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 act of God, which threatens damage to the Premises or harm to the public, IDPR may immediately act to stop 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, 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 land.

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.

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 Insured.

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. Continuous “claims-made” coverage will be acceptable in lieu of “tail-coverage” provided the retroactive date is on or before the effective date of this agreement, or twenty-four-months “prior acts” coverage is provided. Concessionaire will be responsible for furnishing certification of “tail coverage” or continuous “claims-made” coverage.

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 the State, 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. Nothing contained herein shall be deemed to constitute a waiver of the State’s sovereign immunity, which immunity is hereby expressly reserved.

14. **Assignments or Sale of Interest.** Concessionaire and/or any person or entity that owns a “controlling interest” as herein defined in Concessionaire’s ownership (collectively defined as the Concessionaire for the purpose of this section), shall not assign, sublease, 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 above, 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.
11.1 Concessionaire shall advise the person or entity proposing to enter into a transaction described above that IDPR shall 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; and, 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 the 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.

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.
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 the 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 14.3 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 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.

15.7 Concessionaire may terminate this Agreement at any time by giving one 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.

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.

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 14.1.1, any use, assignment, or disposition of buildings, improvements, appurtenances, and fixtures existing upon the CONCESSION 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 the 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 containing brand names or products sold at the concession are to be displayed on the exterior of any building without the prior written approval of IDPR. Concessionaire shall not advertise the sale of alcoholic beverage 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 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 taxes on personal property 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 any time 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.

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 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 this connection 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 $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 the Agreement provisions 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 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 held by the courts to be illegal or in conflict with any existing law, 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.

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 Lease 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 Lease. Notices to IDPR shall be addressed to IDPR at the address designated in the Data Page of this Lease.

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 for 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.
AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8
276 N. 4th Street
Montpelier, ID 83254

AGENDA ITEM: Registration/Modernization
ACTION REQUIRED: Board Action Required
PRESENTER: Tammy Kolsky

PRESENTATION

BACKGROUND INFORMATION:
Under direction of the Board, department staff has been engaged in an ongoing project to update the processes and software associated with the operation of our Recreational Registration Unit. Over the past several months staff have been involved in several high-level meetings with both Idaho Transportation and State Purchasing. The purpose of these meetings has been to determine the best course of action in our efforts to modernize while working through the software, data, and process dependencies involved with Idaho Transportation and our relationship with County Department of Motor Vehicle (DMV) staff involved in selling our products.

Timelines associated with this project are becoming very compressed due to Idaho Transportation Departments own modernization efforts for their vehicle registration application.

This agenda item is being brought to the Board to primarily serve as an update on this project and to allow for Board direction in the form of a vote in the event a vote is necessary.

STAFF RECOMMENDATIONS:
Staff has meetings scheduled through the end of July that may significantly impact the course of our modernization efforts. Staff will update the board, with the latest information at your meeting. Department staff recommend the Board provide direction based upon the information supplied during the presentation of this agenda item.
AGENDA ITEM: Kokanee Cove Fundraising Feasibility Study

ACTION REQUIRED: Information Only

PRESENTER: Jennifer Okerlund

PRESENTATION

BACKGROUND INFORMATION:

The Idaho Department of Parks and Recreation (IDPR) has formally entered into an agreement with Faucher Fundraising Consultants to conduct a thorough Feasibility Study for fundraising efforts associated with Kokanee Cove, a six-acre parcel within Ponderosa State Park.

Conducting a Feasibility Study is an essential step prior to launching a fundraising campaign. The study will determine IDPR’s capacity to raise funds through charitable donations to construct a lodging facility at Kokanee Cove.

The “tested” fundraising goal in the study will be approximately $10 million (total amount to be determined later) and will evaluate interviewee response to the proposal. The campaign’s likely donors and volunteer leaders will be given the opportunity to express their opinions about the potential for a successful campaign. They will also be informed of the many positive attributes that IDPR brings to the State of Idaho. The interviewees will provide valuable input as to potential campaign leadership and contributors and comments regarding the IDPR and the services it provides to the citizens of the State of Idaho and its visitors.

The confidential Feasibility Study will evaluate the organization’s current strengths and weaknesses. It will also examine issues critical for campaign success and determine the most effective campaign strategies to meet the identified capital needs. The study will provide the staff and board with a comprehensive roadmap for conducting the campaign and enhancing the IDPR’s presence in the McCall/Valley County area and in the State of Idaho.

To date, agency staff and Idaho Park and Recreation Board Members have been asked to recommend individuals to participate in the study and the interviewee survey is being finalized.

STAFF RECOMMENDATIONS: N/A
AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8 by Wyndham
276 No. 4th Street
Montpelier, ID 83254

AGENDA ITEM: Heyburn Recreational Residence Leases
ACTION REQUIRED: Board Action
PRESENTER: David White, North Region Manager
Steve Strack, Deputy Attorney General

PRESENTATION

At the May Board meeting in McCall, staff presented a draft Recreational Residence Site Lease for the Board's consideration. Staff also presented the written lessee comments, including those from the Leaseholder’s Association Attorney Mr. John Magnuson, and addressed them accordingly. Two lessee representatives addressed the Board sharing concerns and recommendations. It was noted that the Department’s timeline provided for the final lease approval to occur at the August Board meeting. Thus, Board action was tabled accordingly, and staff agreed to allow additional comments until June 15, 2019.

Staff received letters from two individuals, a lessee and the Leaseholder’s Association Attorney, John Magnuson. These letters are attached for your information and reference. One lessee also noted that the Heyburn Lease Appraisal/Payment Comparison 2003 – 2020 did not reflect their annual payments accurately. Hence, staff reviewed the spreadsheet and corrected it accordingly. It is attached as well for information and reference.

All lessees were given an opportunity to appeal the appraisal of their recreational residence site. Only two appeals were received, and decisions on the appeals are pending. Those lessees will have an opportunity to address the Board at its November meeting if they are not satisfied with the Department’s decision on the appeals.

ISSUES PRESENTED:

The Board currently leases 142 cabin sites within Heyburn State Park. The applicable statute, Idaho Code § 67-4201, provides that the Board may make cabin sites available for lease “if in the opinion of the park and recreation board it is desirable” to do so. Accordingly, the leases expiring on December 31, 2019, provide as follows:

No right of renewal is implied or granted as part of this lease. The decision to offer to Lessee a new lease at the expiration of this lease is expressly reserved to the sole discretion of the Lessor, upon terms to be decided by the Lessor.

See also IDAPA 26.01.21.070 ("No lease may include any right of renewal, whether expressed or implied"). Implicit in the terms of Idaho Code § 67-4201 and IDAPA 26.01.21.070 is that the
Board’s decision to continue offering cabin site leases is subject to the Board’s determination that the recreational and financial benefits derived from leasing the cabin sites outweighs the costs incurred by the Department—both in lost opportunities to use the sites for other recreational needs and the financial and staff impacts associated with the leasing program. A description of services associated with the cabins is attached.

The determination of the financial benefits of leasing is governed by statute and rule. The Board is required by statute to “make and collect reasonable charges” for the use of state park lands. Idaho Code § 67-4223(7). Within Heyburn State Park specifically, “lots and blocks may be appraised and an annual rental fixed thereon.” Idaho Code § 67-4201. The rule implementing the statute requires that:

Base lease rates are set so as to provide the Department a reasonable return based upon the fair market value of the lease site.”

IDAPA 26.01.22.090 (“Rule 90”). Given the plain language of Rule 90, the two questions before the Board are:

• What is the fair market value of the lease sites?
• Given that value, what is a reasonable return?

**Fair Market Value**

The term “fair market value” means the price that a seller is willing to accept and a buyer is willing to pay on the open market and in an arm’s length transaction.” *Black’s Law Dictionary* 1549 (7th ed. 1999).

Establishing the fair market value of public property is difficult because the property is typically held subject to statutory restrictions on its use. If restrictions on use were taken into account, the fair market value of the property would be substantially reduced in comparison to similar private property in the area. To account for this, appraisals conducted in preparation for sale or lease of government property typically include instructions to appraise the property under the hypothetical condition that the property is available for private ownership. For example, federal rules for appraising property to be exchanged provide as follows:

> When appraising the federal land portion of the exchange, the regulations require that the appraiser “estimate the value of the lands and interests as if in private ownership and available for sale in the open market.” This is an assignment condition that requires a legal instruction and creates a hypothetical condition.

43 CFR 2201.3-2(2). The United States Forest Service, when appraising leased cabin sites on national forest lands, employed similar instructions. Market values were established by a comparable sales approach, using land sales date for uses similar to the authorized use. Forest Serv. Handbook § 2709.11.31.1 The appraisal instructions provided that “[t]he lot is appraised as if held in private ownership.” Forest Serv. Handbook 5409.12 Chap. 60. “The highest and best use of the lot is its authorized use, a recreation residence lot.” *Id.* “The purpose of the appraisal was to determine market value of the fee simple estate of a typical lot or lots.” *Id.* In short, lands were appraised under the “hypothetical condition that they are already in non-Federal ownership.” *Id.* “Nearby arm’s length transactions, comparable to the land under appraisement, reasonably current, are the best evidence of market value.” *Id.* The appraisal instructions did not direct the appraiser to take into account lease limitations, such as the Forest Service’s prohibition on full-time occupancy of cabin sites.

A 2016 survey of eighteen public entities that leased land for use as cabin sites found that all charged a rate of return based on fee simple appraisals, including those entities that prohibited year-round occupancy. *Bioeconomics, Inc., Johnson Lake: Late Lot Lease Rate Valuation*
Analysis 6 (2016). The same report rejected the suggestion made here by Mr. Morse that the rental rate should be based on the property rights actually leased rather than the fee simple value of the property. See id. at 27-43 (recommending that appraisals of "leased fee" values be adjusted upward by 30% to 55% to reflect fee simple value, and that rent be 5% of the adjusted fee simple value).

In accordance with the common practice of calculating rent as a percentage of fee simple value, the cabin and float home sites within Heyburn State Park are appraised under the instruction to appraise the sites as if available for fee-simple private ownership, unencumbered by any lease or by lessee-owned improvements. This creates the hypothetical condition that the property is "vacant and unimproved."

This instruction is consistent with Rule 90, which requires rent to be based on a percentage of the value of the "lease site." The term "lease site" is different than the term "leased site," which could be interpreted to mean the value of the site as leased to the cabin and float home owners. In other words, Rule 90 contemplates a rate of return based on the unencumbered value of the lease site, not the value of the property rights actually leased to the cabin owners. The property rights leased to cabin owners differ from IDPR’s fee simple right in two primary ways:

- Use of the site is limited to 185 days in any 365 day period (but the owner's improvements and personal property may occupy the site year-round);
- No fencing or other exclusion of the public from the site (other than lessee-owned improvements) is allowed.

The appraiser hired by the Heyburn State Park Leaseholders Association, Ed Morse, appears to criticize the use of the "vacant and unimproved" hypothetical condition, but identifies no statute, rule, or legal standard prohibiting the use of such a hypothetical condition. Mr. Morse does not contest that the hypothetical conditions results in a determination of fee simple value. Instead, his criticisms of the hypothetical condition center on his central premise that a determination of "market rent" should be based on an appraisal that takes into account all lease restrictions. As discussed below, however, Rule 90 requires only that the Board establish a "reasonable rate of return." There is no statute, rule, or legal standard requiring the Board to charge "market rent."

Moreover, the Uniform Standards of Professional Appraisal Practice (USPAP) specifically authorize appraisers to assume the existence of a "hypothetical condition," i.e., a condition "contrary to what is known by the appraiser to exist on the effective date of the assignment." The appraiser hired by the Department, Vicki Mundlin, accepted the assignment to appraise the cabin sites using the hypothetical conditions crafted by the Department that the sites were vacant, unimproved, and available for fee simple ownership, and fully disclosed those hypothetical conditions in her appraisal, as required by USPAP Rule 4.2. Ms. Mundlin is an appraiser with over 27 years of appraisal experience and is certified as a Member of the Appraisal Institute (MAI), which is the highest achievement that is available to an appraiser.

In short, use of a hypothetical condition to establish fee simple value of the lease sites is consistent with Rule 90’s requirement to establish the “fair market value of the lease site.” Accordingly, staff recommends below that the Board accept the appraised values.

**Reasonable Rate of Return**

Rule 90 provides that the Board is to establish a reasonable return based upon the fair market value of the lease site.

"Return," as used in Rule 90, means the "annual income from an investment, expressed as a percentage of the investment." Black’s Law Dictionary 1268 (7th ed. 1999). The term "lease site" refers to those "lots and blocks" that the Board was authorized to establish within Heyburn State Park for lease as recreational residences. Idaho Code § 67-4201.
The leaseholders have submitted the consulting report of Ed Morse, who criticizes the proposed 5% rate of return as not reflecting “market rent.” In adopting Rule 90, the Board did not require that the rent be based on comparable market rents, on discount rates, on cap rates, on market rates of return, or on any of the other fluctuating market indicators discussed in Mr. Morse’s consulting report. Rather, the Board chose to require only that the return be “reasonable.” The term “reasonable rate of return” is often used in the regulatory context where market-based rates are inapplicable due to the lack of competitive markets. See, e.g., In re California Wholesale Elec. Antitrust Litig., 244 F. Supp. 2d 1072, 1074 (S.D. Cal. 2003) (distinguishing “reasonable rate of return” from “competitively-determined market-based rates”). In the regulatory environment a rate that is fair and based on a reasoned examination of all relevant factors meets the requirement of reasonableness. See, e.g., BP W. Coast Prod., LLC v. F.E.R.C., 374 F.3d 1263, 1284 (D.C. Cir. 2004).

In prior litigation with the Heyburn State Park Leaseholders Association, the district court applied similar standards, and held that the term “reasonable” in Rule 90 was not unconstitutionally vague, but rather was a term of art used over 1,967 times in the Idaho Code. McGurkin v. IDPR: Memorandum Decision at 4 (Idaho 2d Dist. Ct., Jan. 30, 2001). The court also confirmed that the determination of “reasonable” rates of return, as used in Rule 90, is a “discretionary function” of the Board. Id. at 7. In exercising this discretionary function, the Board must make a reasoned, rational decision and “cogently explain why it has exercised its discretion in a given manner.” Id. at 9 (quoting Motor Vehicle Manufacturers Ass’n, 463 U.S. at 48).

So while market rates of return are certainly factors that the Board may consider, the Board is not required to establish a “market rent” as advocated by Mr. Morse.

Moreover, were the Board to adopt Mr. Morse’s recommendation that the Board employ market rent by multiplying the market discount rate by the value of the “actual leased property right,” the appraised values may be lower, but the rate of return would be substantially higher than 5%. As indicated in Mr. Morse’s report, current market rates are as follows:

- Average discount rate: 7.33%
- Overall cap rate: 6.23%
- Residual cap rate: 6.58%
- Prime rate: 5.50%

Likewise, the Idaho State Treasurer annually sets a base interest rate for each fiscal year using the “weekly average yield on United States treasury securities as adjusted to a constant maturity of one (1) year.” Idaho Code § 28-22-104. The base rate for FY 2020 is 7.125%.

In short, the 5% rate of return is already substantially discounted from typical market rates of return. While, as Mr. Morse points out, discount and interest rates were two or three percentage points higher at the time the Board established the 5% rate, such fact does not demonstrate that the 5% rate is now unreasonable. Such fact is equally consistent with the proposition that the 5% rate was, if anything, too low at the time of its establishment when compared to then-existing interest rates.

More importantly, Mr. Morse’s assertion that the rate of return for the Heyburn cabin sites should go up or down as market interest rates go up or down ignores the basis for the Board’s 2001 rent decision. The Board, in establishing the 5% rate or return, did not refer to then-existing market rates of interest (if it had, the rent may well have been higher). Rather, the Board examined rates charged by other public entities for use of public lands, and examined rates of return recommended to other public agencies. As discussed below, doing so today would yield a similar result.

Mr. Morse’s assertion that the reasonable return should take into account the 185 day limit on
occupancy has been previously presented to, and rejected by, the Board. In 2001, the Board noted “that even though use of the lease site is restricted in time, the lessee's improvements occupy the leased property the full three hundred sixty-five (365) days of each year.” The right to maintain improvements year-round has value, even if occupancy is prohibited. In the market rent survey for cabin sites at Heart Butte Reservoir, the appraiser assigned a “storage rent” of $50 per month for cabins remaining on federal property during non-occupancy months by examining prices charged by vicinity storage facilities for storage of RVs. Laflamme, supra, at 35. Outdoor RV storage rates in north Idaho run around $60 per month.

**RENTAL RATES CHARGED BY OTHER PUBLIC ENTITIES:**

The California State Lands Commission is authorized to lease state lands for recreational uses including cabins. California Administrative Code Title 2, Division 3, Chapter 1, § 2002. Rent for such uses is calculated at “9% of the appraised value of the leased land,” although the Commission may adjust the “benchmark rental rate if there is a large concentration of similar facilities in the local area. California Administrative Code Title 2, Division 3, Chapter 1, § 2003. Rents can also be adjusted if there is “relevant, reliable and comparable data is available concerning the value of the land proposed to be leased.” *Id.*

The Wyoming Office of State Lands and Investments is authorized to lease state lands for cabin sites. WY Stat. § 36-5-115. The annual rental is “based on fair market value for the same or similar use of the land” but “shall not be less than $250.00 or 5½% of the appraised land value and any improvements owned by the State.” WY Admin. Code 060.0002.5 § 7.

The Utah Division of Forestry, Fire and State Lands is authorized to lease state land for recreational cabin sites. Utah Admin. Code § R652-30-300. Lease rates are calculated by “multiplying the fair market value of the subject property by the current division-determined interest rate.” Utah Admin. Code § R652-30-400(2). In practice, the division uses the prime interest rate as the base for determining the lease rate, subject to adjustment for location of the land and other factors. Cook & O’Laughlin, *Analysis of Procedures for Residential Real Estate (Cottage Site) Leases on Idaho’s Endowment Lands* 17 (2008). The current prime interest rate is 5.5%.

The Montana Department of Natural Resources and Conservation “must attain full market value: for cabin site rentals based on an “appraisal of the cabin site value as determined by the department of revenue.” Mont. Code Ann. § 77-1.208. In practice, the Department calculates rent “as a percentage of the appraised unimproved land value.” *Montana Trust Land Cabins Site Lease Rate Valuation Analysis* 4 (2015). The target rental rate is 5% of full appraised value, but the rent is being gradually phased in over an extended period of years. *Id.*

The Minnesota Department of Natural Resources leased lakeshore lots for 5% of the appraised fee simple value of the leased land from 1998 to 2016, but most lots have since been sold pursuant to legislative direction. *School Trust Land Report #98-05*, p. 54 (1998).

The Idaho Department of Lands leases residential lots for 4% of fee simple market value, but lessees are responsible for installation and maintenance of access roads, water, sewer, and electrical systems.

Minnesota Power and Land leases lakeshore lands for 2.5% of the county assessed market value of the land, with the owner responsible for payment of all property taxes. [http://www.mpland.com/Leaseholders](http://www.mpland.com/Leaseholders) The result is an effective rental rate of around 3.5%. Johnson Lake, Late Lot Lease Rate Valuation Analysis 22 (2016).

The United States Forest Service historically used 5% of the market value of the recreation residence lots as the basis for cabin site special use permit fees. Because the market value of National Forest lands was rising rapidly, Congress passed the Cabin Fees Act in 2016,
establishing a fixed fee schedule for cabin sites, with annual fees ranging from $650 to $5,650. Pub. Law 113-291 § 3024. The fees were based on 5% of market value as of the time the Act was passed, and are periodically adjusted for inflation.

**RENTAL RATES RECOMMENDED BY OTHER EXPERTS SINCE 2001**

In its 2001 decision setting the 5% rental rate, the Board relied on a “market return study specifically addressed to Heyburn State Park lease sites [that] resulted in the recommendation of a five percent (5%) rate of return for the Heyburn State Park lease sites.” 2001 Decision at 4. The Board also cited four studies recommending rates of return for leasing of state endowment lands. The four studies recommended rates of 3.5%, 4.5, 6%, and 8%. The purpose of the following section is to update the 2001 decision with recommendations made to other public agencies since 2001.

In 2010, economists Terry Anderson and Reed Watson recommended to the State Board of Land Commissioners that the Board adopt a minimum rental rate of 6 percent of appraised value for cottage sites at Priest Lake and Payette Lake.

In 2015, Bioeconomics, Inc. advised the Montana Department of Natural Resources and Conservation that “full market annual rental value for Montana state cabin sites is in the range of 5% to 8% of appraised value, with a “mean implicit full-market lease rate” of 6.7%. Bioeconomics, Inc., Montana Trust Land: Cabin Site Lease Rate Valuation Analysis 6 (2015). Accordingly, Bioeconomics found that the Montana target rate of 5% was appropriate given the challenging economic conditions then existing. Id. at 6-7.

In 2016, Bioeconomics, Inc. recommended to the Central Nebraska Public Power and Irrigation District that it adopt a lease rate of 5 percent of fee simple value for cabin site lots at Johnson Lake, Nebraska. Bioeconomics, Inc., Johnson Lake: Late Lot Lease Rate Valuation Analysis 44 (2016).

In 2015, the Bureau of Reclamation commissioned an appraisal of market rents for cabin sites at Heart Butte Reservoir, in North Dakota, that were limited to seasonal use, with occupancy prohibited from November 1 to April 1. Lessees had to provide their own septic system, well, and electrical hookups. The appraiser recommended an annual rental of $2,350 for cabin sites. Charles Laflamme, Market Rent Survey, Heart Butte Reservoir Cabin/Trailer Sites (2015).

**AREA RV AND CABIN SITE RENTALS.**

The 2015 appraisal to determine fair market rents for cabin sites leased by the Bureau of Reclamation at Heart Butte Reservoir in North Dakota suggested using rental charges for local RV parks as comparable properties, adjusting the rates downward as much as $200 per month to account for services not provided to the cabin sites, such as electricity, water, and sewer. The appraiser concluded that while RV parks include a number of amenities to entice guests, such as wi-fi, cable TV, and swimming pools, the “important of such amenities is likely dwarfed by the setting of the campground sites themselves,” and so qualitative adjustments to account for such amenities were not weighed heavily. Given that, an informal survey of rates charged by RV parks in the general vicinity of Heyburn State Park may help inform the Board’s decision (keeping in mind that rates are not directly comparable without adjustment for included electricity, sewer, and water services).

- Pines RV Park, Harvard, ID. $50 daily, $1,000 monthly (includes electricity, water, sewer, and wi-fi).
- H2H Bison Ranch, Worley, ID ($55 daily Includes electricity, sewer, and water; $600 monthly, water and sewer included).
- Misty Meadows RV Park, St. Maries, ID. $38 daily, $380 monthly (includes electric, sewer, & water)
• Shady River RV Park, St. Maries, ID. $21.50 daily, $350 monthly (includes electric, water, sewer).
• Wolf Lodge Campground, Coeur d’Alene, ID. $45-$55 daily (includes electric, water, sewer & wi-fi) (no monthly rates)
• Blackwell Island RV Park, Coeur d’Alene, ID. $69.98 daily (waterfront) $58.48 daily (non-waterfront) (includes electricity, water, sewer, basic cable, and wi-fi) (no monthly rates).
• Camp Bay, Lake Pend Oreille ($6,000 annually for 50 ft. lakefront cabin site lot with dock rights) (lessee responsible for electricity, water, and septic).

In comparison, Heyburn State Park cabin and float home site rents at 5% of fair market value will range from $1,575 to $4,875 annually, which, if spread over 185 days or six months amounts to the following rates:
- Cabin Lowest: $8.51 daily / $262.50 monthly
- Cabin Average: $12.52 daily / $386.33 monthly
- Cabin Highest: $26.35 daily / $812.50 monthly
- Float Home: $10.13 daily / $312.50 monthly

If fees for water, sewer, and trash-streetlight are included, daily and monthly rents are:
- Cabin Lowest: $13.65 daily / $420.96 monthly
- Cabin Average: $17.67 daily / $544.80 monthly
- Cabin Highest: $31.49 daily / $970.96 monthly
- Float Home: $14.75 daily / $455.04 monthly

CONCLUSIONS

The 5% rate of return established in the Board’s 2001 decision:
- Is 0.5% lower than the current prime rate;
- Is 2.33% below the current average discount rate;
- Is 2.125% below the base interest rate established by the Idaho State Treasurer;
- Is within the range of rental rates charged by other public entities (3.5% to 9%);
- Is within the range of recent expert recommendations made to other public entities for similar rentals (5% to 6%);
- Yields daily and monthly rents comparable to those charged for RV sites in the area of Heyburn State Park.

RECOMMENDATION

Staff recommends that the Board:
1. Approve the 2020-29 cabin site lease;
2. Accept those appraised values established in the Mundlin appraisal, except for the two appraisals with pending appeals; and
3. Direct staff to apply the Board’s 2001 decision establishing a reasonable return of 5% of the fair market value of each lease site.

ATTACHMENTS

1. Draft Recreational Residence Site Leas;
2. Corrected Spreadsheet comparing appraised values and rents;
3. Lessee comments;
4. Leaseholder's Association Attorney John Magnuson comments with Ed Morse Consulting Report;
5. Services provided by Park staff;
6. Rental Rate Recommendation Reports
a. Terry L. Anderson and Reed Watson, *Analysis of Subcommittee Recommendations to the Idaho Board of Land Commissioners*. (Feb. 12, 2010)(copy enclosed)


RECREATIONAL RESIDENCE SITE LEASE
Heyburn State Park
Lease No. ______

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

LESSEE Name and Address:
Lessee Name(s): ____________________________
Address 1: ____________________________
Address 2: ____________________________
City, State, Zip: ____________________________

Lease Term:
Commencement: January 1, 2020
Expiration: December 31, 2029.

Leased Site:
Area: ________________
Lot: ________________
Heyburn State Park.

Rent:
Initial rent is $ _________ per year, subject to annual and periodic adjustment, and payment of utility fees and charges as listed below.
See Section 4, Attachment A.

Agreement:
Lessor, in consideration of the rent paid and the covenants, conditions and restrictions hereinafter set forth, in this Lease (including all Attachments), does hereby lease and demise unto Lessee the right to use the above-identified Recreational Residence Site for the uses and purposes specified herein.

Liability Insurance:
See Section 14, Attachment A.

Lease Index:
This Lease consists of the following sections, each of which is material:
SITE-SPECIFIC PROVISIONS
SIGNATURE PAGE
ATTACHMENT A – GENERAL LEASE PROVISIONS
(continued on next page)
### Fees & Charges:

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Fees for Trash/Streetlight, Water Access, and Sewage Service may be adjusted annually by Lessor.
This lease agreement (Lease), including the SITE SPECIFIC PROVISIONS, the SIGNATURE PAGE, and ATTACHMENT A (GENERAL PROVISIONS), all of which are incorporated herein in their entirety, is made and entered into by and between IDPR and the below-signed Lessee(s).

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        
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 the State of Idaho
Commission expires: ____________

LESSEE SIGNATURES

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

x________________________________________ x________________________________________

(Lessee) (Lessee)

STATE OF _________________________
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: ____________
1. Definitions. As used in this Lease, the terms set forth below have the following definitions:

   a. **Address of record.** Lessee's address as shown on the SITE SPECIFIC PROVISIONS page of this Lease, or as reflected in Lessor's records upon written notification by Lessee of a change in address.

   b. **Assignee.** A person who assumes a valid lease from a Lessee.

   c. **Assignment.** The Department-approved transfer of a valid lease from a current Lessee to a new Lessee.

   d. **Assignor.** A current Lessee who transfers a valid lease to a new Lessee.

   e. **Board.** The Idaho Park and Recreation Board, as established by Idaho Code §§ 67-4221 through 67-4223.

   f. **Department or IDPR.** The Idaho Department of Parks and Recreation.

   g. **Director.** The director and chief administrator of the Department, or the designee of the director.

   h. **General development plan.** The framework for the overall design, planning, development and administration of resources and facilities within Heyburn State Park.

   i. **Improvements.** Residences, outbuildings, structures, fixtures, and other property belonging to Lessee and permanently or temporarily affixed to a recreational residence site, but excluding movable personal property as defined herein.

   j. **Lease.** The herein instrument defining the rights and duties of the parties regarding the use and occupation of a recreational residence site located within Heyburn State Park. The term “Lease” is used for the sake of convenience and shall not be used to interpret or modify the rights granted by this instrument.

   k. **Lease payment.** The annual fee or rent paid by a Lessee to the Lessor.

   l. **Lessees.** A person who holds a valid lease for a recreational residence site within Heyburn State Park.

   m. **Lessee of record.** The individual, married couple, or living trust whose name appears in the Department records as the current lessee(s) of a recreational residence site.

   n. **Lessor.** The Idaho Department of Parks and Recreation.

   o. **Motor vehicle.** Any wheeled vehicle that is self-propelled except vehicles moved solely by human power and motorized wheelchairs.

   p. **Moveable personal property.** Personal property that is not permanently or temporarily affixed to the Recreational Residence Site, including, but not limited to, household goods and furnishings belonging to Lessee.
q. **Ordinary high water mark.** The high water elevation in a lake over a period of years, uninfluenced by man-made dams or works, at which elevation the water impresses a line on the soil by covering it for sufficient periods to deprive the soil of its vegetation and destroy its value for agricultural purposes. The ordinary high water mark for all lakes within Heyburn State Park is presumed to be 2,128 feet above mean sea level.

r. **Outbuilding.** Any walled or roofed structure upon the Recreational Residence Site other than the recreational residence, including, but not limited to garages, storage buildings, and sheds.

s. **Park Manager.** The manager of Heyburn State Park.

t. **Recreational residence.** A cabin, house, or other structure used by Lessee to provide living accommodations upon the Recreational Residence Site.

u. **Recreational Residence Site.** A particularly described parcel of real property, located within Heyburn State Park and owned by the Department, which has been made available to private individuals through a lease for the purpose of constructing and maintaining a recreational residence.

v. **Remove.** As applied to improvements and moveable personal property, the term “remove” means to either re-locate the improvements and moveable personal property to a location outside Heyburn State Park, or to dismantle and dispose of the improvements or moveable personal property in a manner consistent with public health, public safety, and preservation of park resources.

w. **Serve.** Any provision in this Lease requiring Lessor to serve notice upon Lessee shall be fulfilled by the mailing of such notice to Lessee by first-class United States Mail, addressed to Lessee at its address of record.

x. **Sublease.** A Lessee’s written agreement to sub-let or rent the recreational residence on a recreational residence site for monetary or other valuable consideration.

2. **Lease Term.** The term of this Lease shall be for ten (10) years commencing upon January 1, 2020 and ending December 31, 2029.

a. **Renewal.** No right of renewal is implied or granted as part of this Lease. The decision to offer to Lessee a new lease at the expiration of this Lease is expressly reserved to the sole discretion of the Lessor, upon terms to be decided by the Lessor. Provided, that the current Lessee shall have the right of first refusal to any lease of the Recreational Residence Site offered upon the expiration of this Lease, or for two years thereafter, so long as Lessee is not in default of any provision of this Lease.

3. **Lessee Restrictions and Obligations.** Leases will be issued only to natural persons, or trustees thereof. Corporations, LLCs, partnerships, associations and other entities are not eligible to lease recreational residence sites.

a. Lessee is solely responsible for informing Lessor of any changes in Lessee’s status that may affect Lessee’s eligibility to rent the Recreational Residence Site, or of any changes in Lessee’s address of record.
4. Lease Payment.

a. Base Rate. The initial annual lease payment shall be as stated on the SITE SPECIFIC PROVISIONS page. The lease payment is calculated as five percent (5.0%) of the established fair market value of the Recreational Residence Site as if the Recreational Residence Site were held in fee simple estate for residential usage, with no adjustment for the restrictions on use or occupancy set forth in this Lease. The fair market value of the Recreational Residence Site was determined by appraisal solicited by Lessor prior to the offering of this Lease, and by signing this Lease Lessee acknowledges and accepts such determination of fair market value.

b. Mid-Term Base Rate Adjustment. All Recreational Residence Sites shall be reappraised at the middle of the lease term to establish fair market value as of January 1, 2025, and the base rate will be adjusted to reflect the fair market value established by the re-appraisal. The market value shall be determined as if the Recreational Residence Site were being offered for sale at fee simple for purposes of residential usage, with no adjustment for the restrictions on use and occupation set forth in this Lease.

c. Appeal Rights With Respect to Mid-Term Appraisal. If, after correction of any factual or calculation errors in the mid-term appraisal report, the Lessee disagrees with the appraised value, Lessee may obtain an independent appraisal of Lessee's Recreational Residence Site from an Idaho-certified general appraiser. Lessee shall be responsible for paying the costs of such appraisal. The appraiser shall prepare the appraisal using the same Scope of Work and Appraisal Instructions provided to the first appraiser by IDPR. If the difference in value between the two appraisals is 10% or less, the difference shall be split, and that value will be the final appraised value for the purpose of calculating rent. If the difference between the two appraised values is greater than 10%, then the two appraisals will be referred to a third Idaho-certified appraiser for review under Standard 3 of the Uniform Standards of Professional Appraisal Practice. The third appraiser shall be selected by Lessor, and the cost of the third appraiser shall be split between Lessor and Lessee, with Lessee required to deposit Lessee’s share of the cost with the Lessor prior to engaging the third appraiser. The third appraiser shall be requested to reconcile the two values using the data and analysis in the first two appraisals. The value determined by the third appraiser shall be final and cannot be appealed to, or reviewed by, the Park and Recreation Board. Provided, that if for any reason a third appraiser is unable to reconcile the values of the first two appraisers, the Park and Recreation Board will, after notice and hearing, make the final determination of value.

d. Annual base rate adjustment. Between and after appraisals of fair market value, Lessor retains the right to adjust the base rate as of the beginning of any calendar year. The base rate shall be adjusted by multiplying the previous year’s lease rates by the unadjusted “Consumer Price Index, Urban, U.S. City Average, All Items,” as published by the United States Bureau of Labor Statistics at www.bls.gov/cpiai/ for the twelve months immediately preceding preparation of the annual billing. Provided, the annual base rate adjustment shall not exceed 5% in any one year.

(1) Changes in the base rate will be reflected on the annual billing that shall be mailed by Lessor to Lessee at Lessee’s address of record on or before November 15 each year.
e. **Payment Schedule.**

1. **Full Payment.** The Lessee may make payment in full on or before the first day of January of each year for the coming year.

2. **Optional Split Payment.** The Lessee may make a payment of one-half the amount due, plus a one-time $200 split payment fee, on or before the first day of January of each year. The second one-half of the payment will be made on or before the first day of April of each year.

f. **Late Payments.** If for any reason annual rent is not paid in full by January 1 (or by April 1, if the first half of a split payment is received), IDPR may serve upon Lessee a Notice of Violation. Such Notice is deemed to be effective three (3) days after the date of mailing or as otherwise designated in the Notice.

   1. **Opportunity to Cure.** Lessee shall have thirty (30) days from service of a Notice of Violation within which to cure or resolve the violation as noticed. To cure or resolve a notice of late payment, Lessee must, in addition to paying the annual rent, pay a late payment fee of $200. The parties acknowledge and agree that the late payment fee is a reasonable attempt to estimate and to compensate IDPR for additional costs incurred by IDPR in administering such late payments and is not intended as a penalty. For each subsequent calendar month in which payment is not made, Lessee shall pay an additional late payment fee of one-twentith the annual rent or fifty dollars, whichever is greater.

   2. **Notice of Termination.** In the event Lessee fails to timely pay all rent due after being sent a Notice of Violation, IDPR may issue a Notice of Termination to Lessee in conformity with the provisions of Section 18.b.

5. **Recreational Use and Occupancy.** The Recreational Residence Site is leased for recreational residence use only. Occupancy may be intermittent or seasonal but in no event shall the recreational residence be occupied in excess of six (6) months in any 12 consecutive months or more than 185 days in any 365 day cycle.

   a. No commercial enterprise is allowed upon the Recreational Residence Site, including short-term or long-term rental or time-sharing for profit.

   b. Lessee’s use of the Recreational Residence Site shall not preclude the right of public access for any lawful purpose. Signs suggesting that entry onto the site constitutes a trespass are prohibited.

6. **Construction and Reconstruction.** It is the Department’s goal that recreational residences shall be as visually unobtrusive as possible. All construction and reconstruction of recreational residences and other improvements upon recreational residence sites are subject to approval of the Lessor.

   a. **Plans.** Detailed plans for construction or reconstruction of improvements must be submitted to, and approved in writing by, the park manager prior to construction. Licensed architectural or detailed construction drawings will be required for major construction or reconstruction.
b. **Local building permits.** Lessee must comply with all applicable local building codes and building permit requirements.

c. **State Construction Permit.** Lessee must obtain a Heyburn State Park Recreational Residence Construction Permit prior to any construction or reconstruction of improvements upon the Recreational Residence Site. Applications for Construction Permits may be obtained from the park manager. Applications should be submitted at least thirty (30) days before the anticipated start of construction. All exterior building construction must be completed within twelve (12) months of the issuance of the Construction Permit.

(1) Construction Permits for construction that does not increase the square footage of a recreational residence may be approved by the Park Manager. Construction Permits for cabin expansions, including porch or deck additions, may be approved by the Region Manager if the Recreational Residence Site is not identified in the 1990 Heyburn State Park General Development Plan as a phase-out site. Construction Permits for cabin expansions, including porch or deck additions, must be approved by the Director if the Recreational Residence Site is identified in the general development plan as a phase-out site.

d. **Height limitations.** Recreational residences shall not exceed two floors or 25 feet in height. No requests for construction of additional stories for an existing one-story recreational residence will be considered.

e. **Size limitations.** Recreational residences shall not exceed 1000 square feet of living space as measured by the interior dimensions of the perimeter walls. No expansion of existing recreational residences with 1000 square feet or more of living space will be approved. Porches are considered as living space and will be included in the calculation of allowable square footage. Porches are distinguished from decks by the fact that they are enclosed with sides and a roof. Decks should be designed to blend in with the existing structure and shall fit within required setbacks of the Recreational Residence Site.

f. **Outbuildings.** No outbuilding, whether a garage, storage building, or shed, shall be constructed on the Recreational Residence Site without the issuance of a Construction Permit from Lessor. Each Recreational Residence Site shall contain no more than one outbuilding, unless the non-conforming outbuildings existed on January 1, 2000. Construction of new outbuildings may not exceed twenty (20) feet by twenty-four (24) feet, and side walls may not exceed eight (8) feet in height. As a condition of construction, Lessor may require an outbuilding to be smaller than the maximum allowed dimensions, depending on the size of the recreational residence, location of the outbuilding, visual impacts, and applicable set back requirements. No new garage or storage building shall be used for any type of living accommodations. Metal outbuildings will not be approved.

g. **Reconstruction.** In the event that a recreational residence is destroyed, the Lessor specifically retains the right to determine, at its discretion, whether to terminate this Lease or allow the recreational residence to be rebuilt. Complete destruction is defined as a loss of 60% or more of the original structure. In determining whether to terminate the Lease under this provision, the Lessor shall consider whether the site is identified in the general development plan for phase-out of recreational residence sites, location of
the site, density of the recreational residences in the area, and other factors. When a recreational residence is destroyed and the lease is terminated, the Lessee is responsible for salvage, clean up, and restoration of the Recreational Residence Site. Following restoration of the site, the Lessee will receive a pro-rata refund of the annual lease payment, calculated from the date of destruction.

h. Unauthorized Improvements. The construction, placement, or erection of any structures, improvements, or other alterations without the prior written consent of the Lessor shall constitute a breach of this Lease. At its discretion, the Lessor may either terminate this Lease or require removal of the structure, improvement, or alteration. If removal is required, Lessee shall complete removal within thirty (30) days of receiving notification from Lessor.

i. Setbacks.

(1) Recreational residences and outbuildings shall be constructed with foundation and outside walls set back a minimum of six (6) feet from the Recreational Residence Site boundaries.

(2) Recreational residences and outbuildings on waterfront sites shall be set back a minimum of fifty (50) feet from the waterfront boundary, and a minimum of six (6) feet from any other boundary. The area between the ordinary high water mark and the Recreational Residence Site boundary is managed for public use and is not part of the Recreational Residence Site. The only permanent structure permitted between the ordinary high water mark and the Recreational Residence Site boundary is an approach ramp to access a leased dock and a path to access a leased dock. Lessees that have non-conforming structures that were previously approved by Lessor in the area between the ordinary high water mark and the Recreational Residence Site boundary may continue to maintain and repair them, but requests to reconstruct non-conforming structures will not be approved by Lessor.

7. Maintenance of Recreational Residences. Lessees must maintain recreational residences and recreational residence sites with sensitivity to the fact that their recreational residences are located in a public park with historical, cultural, and natural amenities that are valued by visitors and residents alike. Visual impacts of recreational residences must be minimized by the use of muted natural colors and maintenance of the recreational residence in ways that minimize the intrusiveness of the structure.

a. Site Conditions. Lessee shall maintain recreational residences and recreational residence sites to minimize fire and safety hazards, protect park resources, and to provide a natural, but managed appearance. Recreational residence sites shall be kept at all times in a clean and sanitary condition, free of trash, garbage, litter and unused or discarded personal property. Lessee shall comply with all directives of park manager with regard to maintenance of a clean and sanitary condition at the Recreational Residence Site. Firewood storage should be confined to one location, away from the recreational residence. Roofs should be kept clear of all debris and needles on a regular basis to minimize fire hazard.

b. Roofing Material. Roofing material of recreational residences and outbuildings can be shingle, shake, rolled mineral surfaced, 3-tab composition, or baked-on enamel metal. Shake and shingle roofing, although acceptable, are not recommended because of the
potential fire hazard. Baked-on enamel roofing should be of an earth-tone color, preferably dark brown or dark green. A palette of acceptable colors is available at the park office; other colors will require the prior written approval of the park manager.

c. **Exterior Colors.** The exterior color of recreational residences, outbuildings, and other improvements should harmonize with the surrounding landscape. Strong contrasts between the trim and exterior color should be avoided. Log siding and natural wood siding is preferred. Painted siding should be limited to earth-tones and forest colors which blend in with the natural surroundings. A palate of acceptable colors is available at the park office; other colors will require the prior written approval of the park manager.

d. **Use Limited to Site.** Lessees shall confine all improvements, moveable personal property, vehicles, and pets to the Recreational Residence Site. No encroachment onto adjacent property, whether park property or another Recreational Residence Site, will be permitted.

e. **Satellite and TV Antennas.** Satellite antenna receiver dishes three (3) feet or less in diameter are permitted. To the extent possible, they should be located so as to minimize their visibility from public areas. Other external television and radio aerial antennas are not permitted.

f. **Signs & Flags.** Any signs, flags, or banners visible from the exterior of the recreational residence shall be subject to Lessor approval. Political advertising is strictly prohibited.

g. **Landscaping.** Lessee shall maintain landscaping in a manner consistent with the natural surroundings.

   (1) Lessee may not remove vegetation, including trees, from the Recreational Residence Site without the prior written consent of Lessor. Felling of hazard trees on the Recreational Residence Site is the responsibility of Lessee; provided, that prior written consent of the park manager is required. Lessor will identify, mark, and authorize removal of hazard trees upon request and as time permits.

   (2) Existing grass and vegetated areas may be mowed, trimmed, and irrigated to produce a managed appearance. Expansion of lawn areas is not allowed without the written consent of Lessor. Lessee shall employ native species of plants in all landscaping, and existing native vegetation should be retained wherever possible.

   (3) Fencing. Fences are not appropriate in a state park and will not be approved.

8. **Utilities, Trash Disposal, and Street Lights.**

   a. **Domestic Trash.** Domestic trash, excluding toxic and hazardous materials, landscape and construction materials, may be placed in the trash receptacles provided at designated locations in Heyburn State Park.

   b. **Burnable Materials.** With the permission of the Lessor, Lessees may remove burnable plant material and construction material to a designated location in Heyburn State Park. Arrangements for such disposal shall be made in advance with the park manager.
c. **Other Trash.** All other trash shall be removed from the park and disposed of in conformity with all pertinent federal, state and local laws and regulations.

d. **Fees.** A fee shall be assessed against each recreational residence lease to cover the costs of trash collection and street lighting. The initial trash collection and street lighting fee is identified in the SITE SPECIFIC PROVISIONS. Such fee is subject to annual adjustment at the discretion of the Lessor. Changes in the trash and street lighting fee will be reflected in the annual billing.

e. **Electricity.** Lessor does not provide electrical service to recreational residences. Lessee is responsible for arranging for electrical service directly with the appropriate electrical service provider.

f. **Domestic Water.**

(1) **Availability.** Domestic water, where available, shall be supplied by the Lessor. The use of the water system and the supply of water provided may be curtailed or terminated without notice due to emergency, or for cause upon ten (10) days written notice to Lessee from Lessor. Lessor, its agents and employees, and the state of Idaho, its agents and employees, shall not be liable in any manner for damage or inconvenience to the Lessee by reason of failure of, damage to, or termination or curtailment of, the operation of any water delivery system or source supplying water to the Recreational Residence Site.

(2) **Maintenance.** Lessor is responsible for maintenance and repair of the major components of the water system up to Lessee’s connection with the Lessor’s main water supply lines. Lessee is responsible for maintenance and repair of the connection with Lessor’s main water supply line and all water lines from such connection to Lessee’s recreational residence.

(3) **Water Access Fee.** A water access fee shall be assessed against each recreational residence lease. The initial water access fee is identified in the SITE SPECIFIC PROVISIONS. The water access fee is not intended to be a per-unit charge for water used by Lessee. Rather, it is intended to offset the cost of maintenance and repair of those components of the Heyburn State Park water system attributable to the service of the recreational residences. The water access fee is subject to annual adjustment at the discretion of the Lessor. Changes in the water access fee will be reflected in the annual billing. Water access rates may also be adjusted by the Lessor in the event the existing water delivery system is expanded, improved, or upgraded.

9. **Sewage.** Heyburn State Park Central Sewage Treatment System. Lessee's recreational residence shall be connected to the nearest available main line of the Heyburn State Park central sewage treatment system. Lessee is responsible for all costs associated with the maintenance and repair of Lessee’s lateral sewage disposal line from Lessee’s recreational residence to the nearest available main line of the Heyburn State Park central sewage treatment system. Maintenance of the connection and lateral sewage disposal line shall comply with all applicable regulations and requirements of the Panhandle Health District.

a. **Annual Sewage Service Fee.** A sewage service fee shall be assessed against each recreational residence Lessee. The initial sewage service fee is identified in the SITE
SPECIFIC PROVISIONS. The sewage service fee is intended to offset the cost of maintaining, operating, and replacing, as necessary, those portions of the Heyburn State Park central sewage disposal system attributable to service of the recreational residences within Heyburn State Park. Portions of the fee may be set aside by Lessor to fund future replacement costs. The sewage fee is subject to annual adjustments at the discretion of the Lessor. Changes in the sewage fee will be reflected in the annual billing. Sewage fees may also be adjusted at other times by the Lessor in the event the sewage disposal system is expanded, improved, upgraded, replaced, or subjected to extraordinary or unexpected costs due to natural disaster, catastrophic failure or regulatory requirements.

b. Lessor reserves the right to order Lessee to temporarily cease occupation of the Recreational Residence Site in the event that the central sewage treatment system becomes non-operational. Lessor, its agents and employees, and the state of Idaho, its agents and employees, shall not be liable in any manner for damage or inconvenience to the Lessee by reason of failure of, damage to, or termination or curtailment of, the operation of the central sewage treatment system.


a. Number limited. No Lessee may keep more than two (2) operational motor vehicles upon the Recreational Residence Site. Non-operational motor vehicles must be removed from the Recreational Residence Site within thirty (30) days of cessation of operation. Lessee shall keep no additional motor vehicles within the boundaries of Heyburn State Park.

b. Use Limited. All motor vehicles shall stay on established Department roadways or parking areas except for trails and areas that are designated for off-road use. Drivers and motor vehicles operated within lands administered by the Department shall be licensed or certified as required under state law for the type of vehicle operated. The drivers of all motor vehicles shall comply with the speed and traffic rules of the Department, and all other state laws and local ordinances governing traffic on public roads.

11. Burning Prohibited. Lessee may not burn material of any type or nature outside of a stove or fireplace without the prior written consent of the park manager. Barbecue devices, designed for use outdoors, are permitted.

12. Inspection of Recreational Residence Site. Lessee shall permit the inspection of the Recreational Residence Site to verify compliance with the terms and conditions of this Lease at any reasonable time and upon reasonable notice.

13. Fire Protection. Lessor does not provide fire protection services to Lessees, nor does Lessor assume or accept any responsibility for damages that Lessee may suffer as the result of wildfires occurring within Heyburn State Park. Lessee waives all claims against Lessor for damages resulting from wildfires and other natural disasters, including claims that Lessor provided insufficient water service for fire suppression purposes.

14. Insurance. Lessee shall obtain and maintain either general liability or homeowner’s insurance, as applicable, and, if necessary, umbrella liability insurance with a combined limit of not less than one million dollars ($1,000,000.00) to cover liability for bodily injury,
property damage and personal injury, arising from Lessee’s use of the Recreational Residence Site.

a. Evidence of Insurance. All insurance required under this Lease shall be with companies licensed and admitted in Idaho. Within 15 days of signing this Lease, Lessee shall furnish IDPR with a certificate of insurance executed by a duly authorized representative of each insurer showing compliance with the insurance requirements set forth above and naming the Idaho Department of Parks and Recreation and the State of Idaho as additional insureds. A copy of the additional insured endorsement will be attached to the Certificate.

b. Failure of IDPR to demand such certificate or other evidence of full compliance with these insurance requirements shall not be construed as a waiver of Lessee’s obligation to maintain such insurance.

c. Failure to maintain the required insurance may result in termination of this Lease. Any such termination shall be preceded by the issuance of a Notice of Violation and shall be subject to the timelines set forth in Section 18.

d. Lessee shall pay all policy premiums annually in advance, for each of the insurance policies required under the terms of this Lease. Lessee shall deliver to IDPR evidence of such payment in conjunction with each annual payment of this Lease, before the payment of any insurance premiums become in default.

15. Indemnification. Lessee hereby agrees to defend, indemnify, and hold harmless the Lessor, the Board, the state of Idaho, its agents and employees for any and all claims, actions, damages, costs, and expenses which may arise by reason of the occupation and use of the Recreational Residence Site by Lessee or any of Lessee’s invitees, or by any person occupying or using the Recreational Residence Site with the Lessee’s permission.

16. Treatment of Improvements Upon Termination of Lease. Lessee acknowledges that Lessee’s right to use and occupy the Recreational Residence Site is fully defined by this Lease and that it has no right of use and occupation, or any other property interest in the Recreational Residence Site, either explicit or implied, except as expressly set forth in this Lease. In the event of termination of this Lease, either by expiration of its term, voluntary termination by Lessee, or termination by Lessor for cause pursuant to other provisions of this Lease, Lessee shall dispose of improvements and moveable personal property as follows:

a. Non-approved improvements. Unless specifically directed otherwise in writing by Lessor, Lessee shall remove all non-approved improvements from the Recreational Residence Site, with Lessee paying all costs of removal.

b. Approved improvements. Lessor may, at its option, elect to purchase some or all of Lessee’s approved improvements. For purposes of this provision, "approved" improvements shall be those improvements constructed with Lessor’s prior written approval as provided in Section 6 of this Lease or similar provisions in predecessor leases. At any time prior to the date of termination, or within thirty (30) days thereafter, Lessor shall inspect the Recreational Residence Site and determine which, if any, improvements it desires to purchase. Lessor shall pay fair market value for any improvements purchased.
(1) Fair market value of improvements shall be determined by the following method: Lessor shall provide to Lessee a list of at least three appraisers acceptable to Lessor. Lessee shall select one appraiser from the provided list. The appraiser shall determine the fair market value of the improvements using a sales comparison approach, and excluding any value attributable to the Recreational Residence Site. Lessor and Lessee shall share equally the costs of the appraisal.

(2) If Lessee asserts that the appraised value is in error, Lessee may either (1) elect to remove the improvements pursuant to Section 16.c of this Lease; or (2) appeal the appraised value using the procedure set forth in Section 4.c of this Lease.

(3) Nothing in this subsection shall be deemed to obligate the Board to purchase the improvements if the fair market value established pursuant to Sections 16.b(1) and (2) is higher than the Board is willing to pay. The final decision to purchase improvements rests solely in the discretion of the Board.

c. Any improvements not purchased by Lessor shall be removed by Lessee from the Recreational Residence Site, with Lessee paying all costs of removal.

d. Lessee shall remove all moveable personal property from the Recreational Residence Site, with Lessee paying all costs of removal.

e. If Lessee is directed to remove some or all improvements, Lessee shall restore the Recreational Residence Site as nearly as reasonably practical to its natural condition, with Lessee paying all costs of restoration.

f. Removal of all improvements and moveable personal property, and restoration of the Recreational Residence Site, shall be completed within ninety (90) days of termination. If Lessee fails to remove all improvements and moveable personal property, or to restore the Recreational Residence Site within ninety (90) days of termination, Lessor retains the right to do so and to bill Lessee for all expenses occurred in such removal and restoration. Lessee covenants to reimburse Lessor for all such expenses.

17. Breach. Any violation by Lessee or any agent of Lessee (including sublessees) of any term of this Lease, or any violation of any rule now in force or hereafter adopted by the Board, shall be grounds for termination of this Lease.

18. Remedies for Breach

a. Notice of Violation. In the event that Lessor becomes aware of any violations of the terms of this Lease other than late payment of rent addressed pursuant to Section 4 of this Lease, Lessor shall serve upon Lessee a Notice of Violation. Lessee shall have thirty (30) days from service of the notice to cure the violation. Lease violations which have not been cured within thirty (30) days of service of the notice of violation shall subject this Lease to termination.

b. Notice of Termination. A Notice of Termination for violation of the terms of this Lease shall be in writing and shall be served on Lessee not less than thirty (30) days prior to the effective date of termination.
c. **Administrative Fees.** Prior to the effective date of termination, Lessee may elect to pay the Lessor’s administrative costs associated with enforcing the terms of this Lease, and the Lessor 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 18.a of this Lease. Lessor and Lessee 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).

d. **Type of Breach.** The determination of whether a violation constitutes a material breach subjecting a lease to termination shall rest solely in the discretion of the Director.

19. **Reinstatement of Lease.** Not later than thirty (30) days following the effective date of termination of this Lease for cause, the Lessee may submit to the Lessor a written request for reinstatement setting forth good cause why the lease should be reinstated. At the Director’s discretion, a terminated lease may be reinstated upon the payment of the Lessor’s administrative costs associated with enforcing the terms of this Lease. Lessor and Lessee agree that such administrative costs are fixed at fifty dollars ($50) for each day that the violation went uncorrected over and beyond the thirty day grace period provided in Section 18.a of this Lease, up to a maximum of one thousand five hundred dollars ($1,500). Such administrative costs shall be in addition to those imposed pursuant to Section 18.c of this Lease. The Director may also impose additional terms and conditions as appropriate to address the lease or rule violation.

20. **Subleasing.** Lessee may sublease the Recreational Residence Site with the written consent of Lessor. A sublease does not effect a transfer to the sublessee of Lessee’s responsibilities for and compliance with the terms and conditions of this Lease; Lessee remains responsible for sublessee’s compliance with all lease terms. Any attempt to sublease a Recreational Residence Site without the written consent of Lessor shall be void, and shall constitute a breach of this Lease.

a. Subleasing shall be the sole means of authorizing use of the Recreational Residence Site by anyone other than Lessee and immediate family members. Short term rental of the Recreational Residence Site or any use of the Recreational Residence Site by persons other than Lessee in return for monetary or other payment to Lessee is specifically prohibited and shall be cause for immediate termination of this Lease. Sublease of the Recreational Residence Site is limited to one time per calendar year.

b. Recreational residence sites are not commercial enterprises and subleasing rates shall not reflect a profit to Lessee. In any calendar year lessee cannot sublease for more than the total annual lease payment (including utilities) plus five percent (5%) of the appraised value of the improvements as established by the Benewah County Assessor.

c. Subleases are subject to all the terms of this Lease. Sublease agreements shall include provisions requiring the sublessee to abide by all terms in this Lease.

d. The Director may impose additional requirements as a condition of approving the sublease agreement.

e. Applications to sublease the Recreational Residence Site must be received by the Lessor at least twenty-one (21) days prior to the date of the proposed sublease.
21. Assignment.

a. **Approval Required.** Lessee shall not assign this Recreational Residence Site lease without first having obtained the prior written consent of Lessor. Any assignment of this Lease without the written consent of Lessor shall be void and shall be a breach of this Lease, resulting in termination. If Lessee purports to assign this Lease without the prior written consent of Lessor, Lessee shall retain all of the rights, duties, and responsibilities imposed by the terms of this Lease.

b. **Required Documentation.** The following items shall be provided to the Lessor by a Lessee seeking to assign a lease:

   1. Application for Assignment. Application for assignment of a recreational residence site lease shall be made on forms available from the Lessor. Applications shall be complete and contain all information requested on the form.

   2. Purchase Agreement. One copy of the purchase agreement or contract of sale, acknowledged by the assignee and assignor.

   3. Other Appropriate Paperwork. If the assignment is made without sale, Lessee shall provide the appropriate paperwork for the type of transaction, i.e., letter indicating gift, divorce decree, will, etc.

   4. Assignment Fee. Any Application for Assignment of Lease shall be accompanied by a processing fee of three hundred dollars ($300.00).

c. **Deficiencies.** All lease payments and charges owed to the Lessor shall be paid and all deficiencies shall be cured before Lessor will approve an application for assignment.

d. **Action on Application.** The Lessor shall approve or deny an application for assignment of a lease within thirty (30) days of receipt of a completed application.

e. **Conditions.** Assignees are subject to all the terms of this Lease and such other conditions as the Director may impose as a condition of approving the application for assignment.

f. **Recording.** All leases and assignments shall be recorded with Benewah County.

22. Liens and Mortgages.

a. **Liens.** Lessee shall not permit or suffer any liens of any kind to be effected on or enforced against the Recreational Residence Site, including but not limited to, any mechanics’ liens or material suppliers’ liens for any work done or materials furnished on the Recreational Residence Site at Lessee’s instance or request. Lessee shall ensure that full payment is made for any and all materials joined or affixed to the Recreational Residence Site pursuant to this Lease and for any and all persons who perform labor on the Recreational Residence Site.

b. **Leasehold Mortgage.** Lessee shall not allow any mortgage, deed of trust or security interest, lien, encumbrance or other similar instrument or transaction (“Leasehold Mortgage”), to be filed or recorded without first obtaining IDPR’s prior written consent
therefor, which consent shall not be unreasonably withheld or conditioned. Any Leasehold Mortgage may only encumber Lessee’s leasehold interest in this Lease and/or Lessee’s interest in any improvements or moveable personal property owned by Lessee. The Leasehold Mortgage shall terminate upon the termination of this Lease for any reason, and such Leasehold Mortgage shall not encumber or require subordination of IDPR’s title or rights to the Recreational Residence Site. In the event Lessee breaches its obligations under this Lease, Lessee agrees to provide the holder of such Leasehold Mortgage (“Lienholder”) with a copy of any Notice of Breach and/or Notice of Termination provided by IDPR to Lessee. Lienholder shall have the right to cure any default or breach specified in the Notice of Breach or Notice of Termination during the same time allowed to Lessee or within thirty (30) days after the receipt of said notice by the Lienholder, whichever is greater. Upon the termination of this Lease for any reason, the Leasehold Mortgage shall terminate and Lessee shall immediately acquire the written release in recordable form (and record and/or file the same in any office as may be required) to effect the release of any Leasehold Mortgage or lien of any kind affecting any interest of Lessee in the Lease, the Recreational Residence Site, and/or in any Lessee-owned improvements or Moveable Personal Property thereon. Lienholder shall acknowledge this requirement in the Leasehold Mortgage, and shall, upon the execution of a Leasehold Mortgage involving Lessee or this Lease, agree to, and shall, immediately release any Leasehold Mortgage upon the termination of this Lease.

23. Rules and Regulations. Lessee shall comply with all Department rules and regulations.

24. Lessor Consent. Whenever any action by Lessee requires Lessor’s consent pursuant to a provision in this Lease, Lessor’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 Lessee. Consent of Lessor to any action of Lessee must be explicit; no provision in this Lease shall be construed to allow consent by omission.

25. Waiver. The waiver by Lessor of any breach of any term, covenant or condition of this Lease shall not be deemed to be a waiver of any past, present or future breach of the same or any other term, covenant or condition of this Lease. The acceptance of rent by Lessor hereunder shall not be construed to be a waiver of any violation of the term(s) of this Lease. No payment by the Lessee of a lesser amount than shall be due according to the terms of this Lease shall be deemed or construed to be other than a part payment on account of the most recent rent due, nor shall any endorsement or statement of any check or letter accompanying any payment be deemed to create an accord and satisfaction.

26. Binding on Heirs. All of the terms, covenants, and conditions of this Lease shall be binding upon the heirs, executors, successors in interests and assignees of the parties.

27. No Incorporation of Prior Agreements. This lease sets forth the entire agreement between Lessor and Lessee with respect to the subject matter hereof, and no prior written or oral agreements, or writings or statements by either Lessor or Lessee, are incorporated herein.

28. Modification. No modification, release, discharge, change, or waiver of any provision of this Lease shall be of any force, effect, or value unless it is in writing and signed by both Lessor and Lessee.
29. **Headings.** Headings in this Lease are for convenience and reference only and shall not be used to interpret or construe its provisions.

30. **Governing Law.** This lease shall be governed by and construed under the laws of the state of Idaho.

31. **Officials, Agents and Employees of Lessor Not Personally 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 Lease, express or implied, nor for any statement, representation or warranty made in or in any way connected with this Lease 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 Lease, and the sole responsibility and liability for the performance of this Lease and all of the provisions and covenants contained in this Lease shall rest in and be vested with the State of Idaho.

32. **Service of Notice.** Service of notice shall be deemed effective when mailed, postage prepaid, to the Lessor at:

   Heyburn State Park  
   57 Chatcolet Road  
   Plummer, ID 83851  

   or

   Idaho Department of Parks and Recreation  
   North Region Office  
   2750 Kathleen Avenue, Suite 1  
   Coeur d'Alene, ID 83815

   Service to Lessee shall be at Lessee’s address of record. It shall be the responsibility of the Lessee to notify Lessor of changes in address.

33. **Non-Discrimination.** The parties shall not discriminate against any person because of race, creed, religion, color, sex, national origin or disability.

34. **Reservations.** Lessor specifically reserves all rights not expressly granted to Lessee, including, but not limited to, the following rights:

   a. To enter upon the Recreational Residence Site, or any portion thereof, during the term of this Lease for any reasonable purpose incident to this Lease or Lessor’s retained rights, including the purpose of inspecting the leased premises.

   b. All rights of timber harvest or removal, oil and gas, geothermal rights, mineral rights, easements and rights-of-way, fee title to the Recreational Residence Site and title to all appurtenances and improvements placed thereon by Lessor.

   c. To grant easements and rights-of-way over, under, across and upon the Leased Premises, providing said easements and rights-of-way do not conflict or interfere with the use of Lessee or with the approved improvements installed, maintained or operated.
by Lessee upon the Recreational Residence Site. This Lease is subject to any right-of-way or easement previously granted by Lessor over the Recreational Residence Site.

d. To require that changes be made in the use under this Lease and/or to the improvements on the Recreational Residence Site, including to the sanitation or other facilities for the protection of public health, safety, preservation of property or water quality, in accordance with all applicable laws and rules.

e. Rights of access, ingress and egress over, under, across and upon the Leased Premises for Lessor and its authorized agents and assigns over and across the Recreational Residence Site including, but not limited to, on existing roads. Said rights of access, ingress and egress may be for purposes of administration, for providing access to neighboring lots, or for any other purpose of Lessor.

f. Lessor reserves the right to establish, adjust, or reconfigure the boundaries of the Recreational Residence Site as necessary to resolve conflicting claims of use. The right of reconfiguration shall include the right to increase or decrease the square footage of the Recreational Residence Site. Lessee shall be notified of Lessor’s intent to reconfigure the Recreational Residence Site at least one hundred-eighty (180) calendar days prior to any such reconfiguration being accomplished.

g. Lessor reserves the right to close any road or change any access route to the Recreational Residence Site for road protection, water quality protection, wildlife and fish protection, public safety, administrative purposes or any other reason deemed necessary or appropriate by Lessor. Lessees will be notified of planned road closures prior to action by Lessor. If an access road is closed permanently, other reasonable access will be provided to the Leased Premises. Temporary road closures may prevent, limit or restrict access for a period of time.
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FH727
FH728

LAST NAME
MARTIN
SEAMAN
KIMBERLING
QUINNETT
SPRENGER
GREENE
PIPER
LOGAN
GRAINGER
RAINVILLE
JOHNSON
MOSMAN
MARTSON
PEDERSON
MAYER
HUGHETT
SIMMONS
KELLER, JOHN
SNOW
BOROWICZ

5 YEAR % INCREASE

TOTAL
AVERAGE
ANNUAL% INCREASE

FIRST NAME(S)
GARY & SHEILA
ANDREW & CARLY
DAVE & LEANN
BRIAN & JULIE
LINDA & MIKE
TIMOTHY G & PATRICIA
PATRICIA
JEROME & JUDY
JAYSON
RIKKI & LYNANN
MARK T
WYNN
MONTE & MARGARET
WAYNE & SUE
HENRY & MARILYN
HARVEY & CHERYL
DANIEL L
BROCKE, LEANNE &
CYNTHIA
SUSAN

$5,431,625
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2008 APP'D
VALUE
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2008 APP'D
VALUE -25%

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$271,581 $13,431,300 $10,073,475
$1,636
$80,911
$60,684

2003 APP'D 2005-2009 5%
VALUE
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PMNT

2010 3.75%

Page 3

$381,911
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$396,805
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2014 APP'D
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2015 3.75%
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2017 PMNT
CPI 1.5%
1,426.80
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2018 PMNT
CPI 2.2%
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2.10%

2011 PMNT 2012 PMNT 2013 PMNT 2014 PMNT*
CPI 1.1%
CPI 3.9%
CPI 2.0%
CPI 1.2%
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2019 APP'D
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$339,996 $ 8,558,250
$2,048.17 $ 51,555.72
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2019 PMNT
CPI 2.5%
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$427,913
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2020 PMNT
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Dear Mr. White,

As a lease holder at Heyburn State Park, I would like to recommend maintaining the current lease rate rather than increasing the rate to 5%. My rationale is that we have been informed each year that Heyburn State Park is the one state park in Idaho that pays for itself, without relying on the state for additional funding to operate. This information has come from Ron Heiss at the annual leaseholders meetings. If the park is self-supporting, then there should not be a need to increase the lease rate.

I am also concerned about the new requirement that leaseholders carry $1,000,000 of liability insurance in case of fire. Apparently this level of insurance is not available for cabin owners. The requirement was not listed in the documents which we received, though it is in the more extensive lease description. It seems that the rationale for this requirement should be clearly explained to leaseholders.

Thank you for your attention to my concerns.

Sincerely, Elizabeth Wilson

Leaseholders: Scott and Elizabeth Wilson
910 SE Spring Street
Pullman, WA 99163
509-339-5755
June 18, 2019

Idaho Department of Parks & Recreation  
Attn: David E. White, North Region Manager  
2885 Kathleen Avenue, Suite 1  
Coeur d'Alene, ID 83815

Idaho Department of Parks & Recreation  
Attn: Steve Strack, Deputy Attorney General

Re: Heyburn State Park Recreational Residences 2020 Lease

Gentlemen:

This letter follows my correspondence of May 10, 2019 and the IDPR Board Meeting of May 21, 2019.

This letter is written with the request that it be provided to the Board for its consideration in any upcoming deliberations related to the Heyburn State Park Recreational Residences 2020 Lease. I previously wrote to the Board, in care of you, with comments regarding an appropriate lease rate and an appropriate capitalization rate in the context of a reasonable return for IDPR. This letter provides supplemental information in that regard.

On behalf of the leaseholders, I engaged Ed Morse, MAI, to analyze the rent issue now pending before the Board. Enclosed you will find Mr. Morse's June 17, 2019 report and conclusions. Mr. Morse has concluded that the most similar lease discount rate he could find would indicate a 3.25% return for year-round use of small sites on Lake Pend Oreille with dock rights. The rate of 5%, proposed by IDPR staff, appears excessive, in Mr. Morse's opinion, as he believes the
same to have been based upon data from 1999 which has significantly changed due to changed market and economic factors.

Sincerely,

[Signature]

John F. Magnuson

JFM/krn
Enclosure
cc:  Client

IDAH0 DEPT PARKS LTR.wpd
MEMO

To: John Magnuson, Attorney at Law
HAND DELIVERED

From: Ed Morse, CRE, MAI Morse & Company, 208-667-5583.
morseandco@frontier.com P.O. Box 3294 Hayden, Idaho.

Date: June 17, 2019

Subject: Heyburn Park Leases & Discount Rates; Consulting Report

Dear Mr. Magnuson:

This report follows your request for an analysis of leasing issues at Heyburn State Park regarding rent issues pending before the Park Board. I have been asked to analyze the rent issue presented.

There are some apparent conflicts between the proposed lease and the existing regulations. The proposed lease, and appraisal procured by the Parks & Recreation Dept. management ignored the lease and appraised the 'fee simple interest' in the land. The problem with this methodology is that the fee simple interest is not leased. Severe restrictions on use of the property include limits on use or occupancy to 185 days per year; allowing public access to the lots excluding building interiors; and limits on lease terms to 10 years. These lease restrictions fall far short of leasing the fee simple rights in the property.

Appraisals must, unless they adopt a hypothetical condition excluding the lease, consider the restrictions of the lease when property is encumbered by a lease. The appraisal procured by the Parks Dept. specifically adopted a hypothetical condition, (contrary to what exists) excluding the effect of the lease on property value.

The proposed lease document appears to conflict IDAPA regulation 090 (01) which states base lease rates shall be set as to provide a reasonable return based upon the fair market value of the lease site. The fair market value of the lease site must reflect the restrictions and limits of the lease; i.e. the value of the property leased. This was not done in the

Heyburn Park Consulting Report
appraisal procured and prepared by Valbridge. The engagement agreement with the appraiser specifically excluded consideration of the lease.

IDAPA Rule 090.01 Base Rates, states

"Base Lease Rates shall be set so as to provide the Department a reasonable return based upon the fair market value of the lease site."

Use of the term reasonable rent is construed to be market rent, which is the only measurable standard. The issues presented are:

1. What is a ‘reasonable return’ [i.e. market rent]; and
2. What is the market value of ‘the lease site’?

APPLICABLE DEFINITIONS & TERMS

Market Rent is defined as:
The most probable rent that a property should bring in a competitive and open market reflecting all conditions and restrictions of the lease agreement including permitted uses, use restrictions, expense obligations, term, concessions, renewal and purchase options, and tenant improvements (TIs).

Note the definition requires the rental rate to consider lease restrictions, costs, term, and all other material elements of the lease. Trying to estimate market rent without considering these issues can be misleading. Leases that restrict uses, like not allowing sole occupancy of the yard will affect rent. Waterfront sites without full use of the waterfront would also affect the rental rate, as would a high insurance cost expense requirement. A rental term shorter than the economic life of the buildings will affect the rental rate. The tenant has the risk of loss from non-renewal; risk of loss of capital investment if improvements are made and the tenant cannot enjoy by use the improvement they bought or constructed. This typically results in structures not being upgraded because of shorter term lease renewals.

A Discount Rate is defined as:
A yield rate used to convert future payments or receipts into present value; usually considered to be a synonym for yield rate.

A Yield Rate is defined as:
A rate of return on capital, usually expressed as a compound annual percentage rate. A yield rate considers all expected property benefits, including proceeds from sale at the termination of the investment.

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2 Dictionary, see fn. #1.
3 Heyburn Park Consulting Report
It is important for the reader to understand the difference between the *return on*, and *return of* capital. For a rented improved property, annual rent represents both a return on, and return of capital. To obtain a rate of return for the land, the value and age/remaining economic life must be calculated to dissect the total rate of return between land and building. Then the return to land can be calculated. There are very few land rentals so the available rental below should be accorded substantial weight. The Green family owns a large lakefront holding on Camp Bay, on Lake Pend Oreille. They rent lakefront lots, mostly 50 ft, with a right to construct and use a dock, and tenants have built cabins. They have exclusive use of the land for the entire year. The frontage has an estimated value for 50 ft lots @ $3800/ff or $190,000. The current rent is recently raised to $6,000/yr. The indicated rate of return is: $6,000 / $190,000 = 3.2% land rate of return for the waterfront lot rental. These lots have private road access off a county road, septic systems, and lake water. They have use of the land the entire year, and have dock rights with exclusive dock use. These rentals are older cabins and rents have been renewed for decades but were recently raised. The rental indicates a land rate of return of 3.25% +/- for land with exclusive use and year-round occupancy.

3 Dictionary, see fn #1.

Heyburn Park Consulting Report
In the absence of directly comparable rental data, some agencies and appraisers resort to trying to impute a rental rate by using a market extracted rate of return times the land value.

\[
\text{Discount Rate} \times \text{Value} = \text{Annual Rent}
\]

This method of imputing rent only works if the value used in the equation above is based upon only the actual leased property rights; and the discount rate is extracted from rentals with similar risks, terms, expenses and property types in the market. In the case of Heyburn leased lots, there are virtually no comps with similar restrictive leases; limited to partial year use; with non-exclusive use of the site in the private market.

**APPRAISAL STANDARDS & LEASE ISSUES**

The Mundlin appraisal procured by the Parks Dept. was clear in stating fee simple rights are appraised; that the lots are appraised as if vacant and unimproved in fee simple Interest; the lots do not have waterfront ownership, access across the site by the public is available under the lease; and these restrictions of the lease were not considered in the value. Restrictions include limits on use of the site for only +/- 185 days only is not considered; and duration of the lease for only 10 years is not sufficient to amortize the construction of new or major improvements to cabins. Consequently, the cabins generally get only maintenance. The lease restricts sub-leasing for ‘gain’, although assignment is allowed. None of these restrictions were considered.

The set of property rights appraised does not even remotely coincide with the property rights actually leased under the restrictions of the lease. This creates a major problem in valuation having one hypothetical set of property rights appraised; and then leasing a substantially different set of property rights to the lessee’s. The property rights actually leased were never appraised.

**PRIOR SERVICES**

The appraiser worked on many of these issues in 2009 when the Board lowered a requested rate of return by staff from 5% to 3.75%. At that time, I presented evidence of the Priest Lake study and pointed out the onerous lease restrictions that affect land discount rates and the rental value.

Many of these same issues arose in the 2009 valuations and adjustments were made by the Park Board in the lease discount rate to 3.75 +/- %. In 2009 three appraisers [Joe Corlett MAI of Boise; Stan Moe MAI of Coeur d’Alene, and myself] undertook a study for Priest Lake cottage site leases and Payette Lake and concluded a market lease rate for the land was about +/- 3.5%. Major considerations for that analysis were:

- Discount rates for land are lower than improved leases, and residential rentals often do not maximize investment returns.

**Heyburn Park Consulting Report**
The Priest Lake lots were larger than typical and limited to a single site. The lease duration (10 yrs or less) was less than needed for a purchase mortgage. The lease duration and unknown rent changes increased tenant risks. Land rates of return are lower than commercial rates of return. Lease restrictions like use, improvement size, and restrictions must be considered.

Few land comparable rents and virtually no sales were found of rented leased waterfront land or cabin/cottage sites in the local market. The lots at Priest Lake are being sold to lessee’s to out from a leasing situation. These go through a public auction sale process.

In 2009, I communicated with local staff (Mr. White) and provided background materials for the joint study Scot Auble MAI and I performed that adjusted property values downward to reflect then current market conditions. At that time is was apparent that staff was attempting to bias the rental rate process by having a different set of property rights appraised than was actually leased. The Board adjusted for the difference in the discount rate selected.

**ANALYSIS OF ISSUES**

There are two components of market rent under the rental structure staff is proposing for the lease: Value x Rate = Rent.

This is a convoluted method and it allows for mistakes and manipulation when the wrong set of property rights are appraised and a discount rate is not derived from similar property rents with similar costs and risks.

For the result in the equation above to be market rent, you must determine the value of the property rights actually leased x (times) a market rate of return for the property type, risks, and duration of the lease. This has not been done. The value of the leased site property rights has not been determined. The land leased is actually only within the building envelope, without exclusive use of the site.

There is may be an issue of the correct date of value. On page 16 of the Mundlin report, it states the lease sites are to be appraised in the middle of the lease term. That apparently did not occur.

Until the lease lapses, it would seem to control the rent re-set. Mundlin disclosed she has performed prior appraisal work on these parcels within the last three years. The appraisal on page 16 of the Mundlin appraisal report states it ignored the 6 month occupancy, and ..‘the limitations imposed by the leases have not been considered per request from client ‘as they are considered inherent in the negotiate lease rate’ (sic). Staff continues to urge a 5% rate, without negotiation, or acknowledgement of these restrictions. Staff appears to
have biased the appraisal requests, and the ignored the property rights that should have been appraised.
How, by whom, and upon what data and research the lease restrictions to be considered is never mentioned; and it is apparent no adjustments have been made.

HISTORICAL TRENDS AND RATE CHANGES
Staff correspondence suggests the 5% rate was set about 1999 by a Board decision. What staff apparently doesn’t understand or want to consider is that a market rate of return changes as the market changes. When it is used as a component to determine market rent, the rate must vary as the market changes.

Rates of return for land are influenced by inflation, interest rates, supply and demand, and market factors. A rate of return when used in a rent formula is not a historical fact; it is an ever-changing market-derived figure that will vary as the market changes and supply and demand changes. The Mundlin report indicated the market in the south end of the lake for largely secondary small sites is stable, not strongly appreciating.

When interest rates are high and inflation is high, discount rates will be higher. When interest rates are low, values may be higher, but discount rates and rates of return are lower. The following data documents declining interest rates; declining inflation; declining cap rates, and these is no local basis I have found to increase the land discount rate.

The discount rate when used as a rent component in the absence of any prior agreement should be determined from the market (market derived) by use of comparable data and rental data as available. It should have been determined as part of the appraisal assignment to determine market rent.

Interest rates are currently low, and rates of return for residential real estate has been low since the recession of 2008-10. Local interest rates and lease rates in the rent formula are not a fixed fact, they vary upon real estate market and interest rate changes. Likewise, the Benewah county market was determined in the Mundlin appraisal to reflect no price changes in the last few years.

The definition of the market rent explains the elements to be considered:
Market Rent is defined as:
The most probable rent that a property should bring in a competitive and open market reflecting all conditions and restrictions of the lease agreement including permitted uses, use restrictions, expense obligations, term, concessions, renewal and purchase options, and tenant improvements (TIs).

The definition of market value as quoted from the USPAP definition mandates that the property rights must be determined for a credible valuation conclusion.

Heyburn Park Consulting Report
MARKET VALUE:
A type of value, stated as an opinion, that presumes the transfer of a property (i.e., a right of ownership or a bundle of such rights), as of a certain date, under specific conditions set forth in the definition of the term identified by the appraiser as applicable in an appraisal. Comment: Forming an opinion of market value is the purpose of many real property appraisal assignments, particularly when the client’s intended use includes more than one intended user. The conditions included in market value definitions establish market perspectives for development of the opinion. These conditions may vary from definition to definition but generally fall into three categories:
1. the relationship, knowledge, and motivation of the parties (i.e., seller and buyer);
2. the terms of sale (e.g., cash, cash equivalent, or other terms); and
3. the conditions of sale (e.g., exposure in a competitive market for a reasonable time prior to sale).

Appraisers are cautioned to identify the exact definition of market value, and its authority, applicable in each appraisal completed for the purpose of market value. [2018-19 USPAP]

In the appraisal development process, USPAP standards require the appraiser to identify leases, easements and restrictions. To get around this, apparently at Parks Staff instructions, the Mundlin report adopted a hypothetical condition [contrary to what actually exists] to ignore the lease, and appraise only the fee simple estate. This was apparently at the direction of Parks staff, not the appraiser’s fault.

Standards Rule 1-2 (e) of USPAP requires the appraiser to:
(e) identify the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal, including:
(i) its location and physical, legal, and economic attributes;
(ii) the real property interest to be valued;
(iii) any personal property, trade fixtures, or intangible items that are not real property but are included in the appraisal;
(iv) any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of a similar nature; and
(v) whether the subject property is a fractional interest, physical segment, or partial holding;

Comment on (i)-(v): The information used by an appraiser to identify the property characteristics must be from sources the appraiser reasonably believes are reliable. [2018-19 USPAP]

RIGHTS & RESTRICTIONS
It is a fundamental step in the appraisal process to accurately identify the property rights to be appraised, and the type of value. An opinion of value is different than an opinion of market rent. Both opinions/conclusions require the appraiser to identify the property rights or under a lease, the lease rights and restrictions. The definition of market rent requires the appraiser to consider the rights and restrictions, and term of the lease.

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The methodology adopted by the Parks Dept. tries to circumvent the normal market-derived determination of market rent. They are requesting the value of different property rights; then appear to be applying their own desired (non-market derived) rate of return. The result is their mandated rent, not a market rent or reasonable rent.

MUNDLIN ENGAGEMENT AGREEMENT
The cabin site appraisal contract on page 111 of the Mundlin report contains the engagement agreement requires the appraiser to determine ‘..the fee simple market value of the site as if it were vacant and unimproved, based upon the highest and best use, and subject to any rights and reservations of record.’ Are the subject leases recorded? If so, the lease restrictions are of record, and should have been considered.

The contract states no title report will be provided. The engagement contract states further that the 185 day occupancy restriction, the dwelling size are not to be taken into account in the appraiser’s valuation “because they are accounted for in the lease rate set by the Idaho Park & Recreation Board”. The Board has no data, no qualifications; no market research, and no evidence I am aware of to make this decision. The instructions to the appraiser were to ignore the issue.

TRENDS FOR RATES
The following graphs and charts show rate trends in the market.

Highlights show rates in 1999, 2009; and lower rates today in 2019. This shows CPI or inflation rates which have declined, and lower fed funds rates which drive interest rates.
### Economic Indicators | PwC Real Estate Investor Survey, Q4 2018

<table>
<thead>
<tr>
<th></th>
<th>Regional Mall</th>
<th>CBD Office</th>
<th>Warehouse</th>
<th>Apartment</th>
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<tr>
<td><strong>Discount Rate (IRR) [a]</strong></td>
<td>Q4 2018</td>
<td>Q3 2018</td>
<td>Q4 2018</td>
<td>Q3 2018</td>
</tr>
<tr>
<td>Range (%)</td>
<td>5.00 – 11.00</td>
<td>5.00 – 11.50</td>
<td>5.25 – 9.00</td>
<td>5.25 – 9.00</td>
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<tr>
<td>Average (%)</td>
<td>7.37</td>
<td>7.55</td>
<td>6.89</td>
<td>6.69</td>
</tr>
<tr>
<td>Change (bps)</td>
<td>−22</td>
<td>0</td>
<td>−5</td>
<td>−5</td>
</tr>
<tr>
<td><strong>Overall Cap Rate (OAR) [b]</strong></td>
<td>Q4 2018</td>
<td>Q3 2018</td>
<td>Q4 2018</td>
<td>Q3 2018</td>
</tr>
<tr>
<td>Range (%)</td>
<td>4.00 – 6.00</td>
<td>4.00 – 10.00</td>
<td>3.00 – 7.50</td>
<td>3.00 – 7.50</td>
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<tr>
<td>Average (%)</td>
<td>6.23</td>
<td>6.30</td>
<td>5.44</td>
<td>5.44</td>
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<tr>
<td>Change (bps)</td>
<td>−7</td>
<td>0</td>
<td>−6</td>
<td>−7</td>
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<tr>
<td><strong>Residual Cap Rate</strong></td>
<td>Q4 2018</td>
<td>Q3 2018</td>
<td>Q4 2018</td>
<td>Q3 2018</td>
</tr>
<tr>
<td>Range (%)</td>
<td>4.25 – 10.00</td>
<td>4.25 – 10.00</td>
<td>4.50 – 0.50</td>
<td>4.50 – 0.50</td>
</tr>
<tr>
<td>Average (%)</td>
<td>6.58</td>
<td>6.80</td>
<td>6.02</td>
<td>6.11</td>
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<tr>
<td>Change (bps)</td>
<td>−22</td>
<td>−9</td>
<td>−13</td>
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</table>

PwC is a national consulting firm that compiles cap rates. The rates represent overall cap rates for the leased fee interest, in late 2018. Market interest and bond rates are shown below which show a decline.

### Market rates and bond yields

<table>
<thead>
<tr>
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<tr>
<td>Reserve bank discount rate</td>
<td>3.00</td>
<td>2.50</td>
<td>1.90</td>
<td>1.75</td>
<td>1.25</td>
<td>0.87</td>
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<td>Prime rate (monthly average)</td>
<td>5.50</td>
<td>5.00</td>
<td>4.40</td>
<td>4.25</td>
<td>3.75</td>
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<tr>
<td>Federal funds rate</td>
<td>2.40</td>
<td>1.92</td>
<td>1.30</td>
<td>1.16</td>
<td>0.55</td>
<td>0.24</td>
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<tr>
<td>3-month Treasury bills</td>
<td>3.39</td>
<td>2.90</td>
<td>1.32</td>
<td>1.03</td>
<td>0.50</td>
<td>0.23</td>
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<tr>
<td>6-month Treasury bills</td>
<td>2.47</td>
<td>2.09</td>
<td>1.47</td>
<td>1.13</td>
<td>0.61</td>
<td>0.49</td>
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<tr>
<td>LIBOR 3-month rate</td>
<td>−</td>
<td>−</td>
<td>1.69</td>
<td>1.30</td>
<td>0.99</td>
<td>0.62</td>
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<tr>
<td>U.S. 5-year bond</td>
<td>2.67</td>
<td>2.80</td>
<td>2.18</td>
<td>1.92</td>
<td>1.93</td>
<td>1.70</td>
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<td>U.S. 10-year bond</td>
<td>2.81</td>
<td>2.93</td>
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<td>2.33</td>
<td>2.45</td>
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<td>U.S. 30-year bond</td>
<td>3.06</td>
<td>3.06</td>
<td>2.77</td>
<td>2.85</td>
<td>3.06</td>
<td>2.97</td>
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<tr>
<td>Municipal tax exempts (Aaa)*</td>
<td>2.91</td>
<td>3.22</td>
<td>2.91</td>
<td>2.95</td>
<td>3.47</td>
<td>3.02</td>
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<tr>
<td>Municipal tax exempts (A)*</td>
<td>3.41</td>
<td>3.72</td>
<td>3.41</td>
<td>3.50</td>
<td>4.05</td>
<td>3.60</td>
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<tr>
<td>Corporate bonds (Aaa)*</td>
<td>4.02</td>
<td>3.96</td>
<td>3.51</td>
<td>3.68</td>
<td>4.06</td>
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<tr>
<td>Corporate bonds (A)*</td>
<td>4.37</td>
<td>4.29</td>
<td>3.79</td>
<td>3.83</td>
<td>4.28</td>
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<tr>
<td>Corporate bonds (Baa)*</td>
<td>5.13</td>
<td>4.83</td>
<td>4.22</td>
<td>4.37</td>
<td>4.83</td>
<td>5.48</td>
</tr>
</tbody>
</table>

Source: Valuation Magazine, Appraisal Institute, 1st Quarter 2019
2009 Rates are shown in the table below, and are higher than 2018/19 rates.

![Korpacz National Market Indicators](image)

Source: Valuation Magazine, Appraisal Institute.

Cap rates in 1999 are shown in the table below. Again, the 1999 rates are higher than 2019 rates.

![National Market Indicators](image)

Source: Valuation Magazine, Appraisal Institute.
The following chart depicts national cap rates as tracked by NCREIF for four property types. The cap rates are higher than a land discount rate. The cap rates depict returns for improved investment property in stable large urban markets with stronger demographics and are a ceiling well above the discount rate applicable to the subject property.

CONCLUSIONS
All the trends are all similar in documenting declining rates of return from the 1999 and 2009 levels. The Dept. of Parks & Recreation staff has adroitly avoided addressing the critical and most relevant issue: i.e. what is the market rent of the leased sites considering the actual property rights leased and terms of the lease. As represented in the appraisal instructions, the Board is to negotiate and determine the discount rate to multiply the value by the rate. All market evidence points to a rate below the 2009 rate of 3.75% due to the declining rate environment and the existing market data.

Nowhere has the cost of procuring high limits insurance been considered. Likewise, it is my understanding the float home owners paid or obligated themselves for sewer line improvements for the float home sites. This is a major land improvement to the Park & Recreation Board land that is paid for by the lessee’s and should result in some offset to their rent because the Park Board land will permanently benefitted from these improvements. The float homes pay rent, and pay to amortize this capital improvement in

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addition to rent as I understand the costs. Nowhere has Parks & Recreation Dept. appeared to consider this benefit to their property which they receive.

The most similar lease discount rate I could find indicates a 3.25% return for year-round use of small sites on Lake Pend Oreille with dock rights. The proposed rate of 5% appears excessive and was based upon data from 1999 which has significantly changed due to changed market and economic factors.

If you have any questions or if the association needs additional assistance and analysis on this matter please contact me.

Sincerely Yours

[Signature]

Ed Morse CRE, MAI

Attachments
Certification
Qualifications
Terms & Conditions of Use
CERTIFICATION OF THE COUNSELOR

I certify that, to the best of my knowledge and belief,

1. The statements of fact contained in this report are true and correct.

2. The reported analysis, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analysis, opinions, conclusions and recommendations.

3. I have no present or prospective interest in the property that is the subject of this report and I have no personal interest or bias with respect to the parties involved.

4. My engagement in this assignment was not contingent upon developing or reporting predetermined results.

5. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event related to the intended use of this assignment.

6. My analysis, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Uniform Standards of Professional Appraisal Practice, the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute; and the Counselors of Real Estate.

7. I have not made a personal inspection of the property that is the subject of this report. No one provided significant professional assistance to me except as specifically noted in this report. I have not performed appraisal services regarding this property in the last three years.

8. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

9. As of the date of this report, I have completed the requirements of the continuing education program of the Appraisal Institute.

Ed Morse, CRE, MAI
CGA-23

Heyburn Park Consulting Report
CONTINGENT AND LIMITING CONDITIONS

The certification of the Counselor appearing in this counseling letter is subject to the following conditions and to such other specific and limiting conditions as are set forth by the Counselor in the report.

1. The counselor assumes no responsibility for matters of a legal nature affecting the property appraised or the title thereto, nor does the counselor render any opinions as to the title, which is assumed to be marketable. The property is analyzed as though under responsible ownership and competent management.

2. Any sketches or photographs appearing in this counseling report are included to assist the reader in visualizing the property, and the counselor assumes no responsibility for their accuracy or interpretive quality. The counselor has made no survey of the property.

3. The counselor is not required to give testimony or appear in court because of completion of this report, with reference to the property in question, unless arrangements have been made previously.

4. The distribution of the total valuation in this counseling report between land and improvements applies only under the existing program of utilization. The separate valuations for land and buildings must not be used in conjunction with any other appraisal, or separately, and are invalid if so used.

5. The liability of Morse and Company and the appraiser(s) signing this report is limited to the original client only, and liability is limited to the appraisal fee actually received by the appraiser(s). Further, the parties and all users of this report agree there is no duty or liability to any second or third party. If this report is placed in the hands of anyone other than the client, the client shall make such party aware of all limiting conditions and assumptions of the assignment and related discussions. No third party can rely upon this appraisal for any purpose whatsoever, unless they are the intended user as specified in the report.

6. When the counseling report contains a valuation relating to an estate in land that is less than the whole fee simple estate, the value reported for such estate relates to a fractional interest only in the real estate involved and the value of this fractional interest only in the real estate; and the value of this fractional interest plus the value of all other fractional interests may or may not equal the value of the entire fee simple estate considered as a whole.

Heyburn Park Consulting Report
7. The counselor assumes that there are no hidden or unapparent conditions of the property, subsoil, or structures, which would render it more or less valuable. The counselor assumes no responsibility for such conditions or for engineering, which might be required to discover such factors.

8. Information, estimates and opinions furnished to the counselor and contained in this counseling report were obtained from sources considered reliable and believed to be true and correct. However, no responsibility for accuracy of such items furnished the counselor can be assumed by the counselor.

9. Possession of this counseling report, or a copy thereof, does not carry with it the right of publication and the counseling report may not be used by any person or organization except the client, without the previous written consent of the counselor and then only in its entirety.

10. Disclosure of the contents of this counseling report is governed by the Bylaws and Regulations of the Appraisal Institute and other professional appraisal organizations with which the counselor is affiliated. Neither all nor any part of the contents of this counseling report (especially any conclusions as to value, the identity of the counselors or the firm which they are connected, or any reference to the Appraisal Institute or any other professional appraisal organization or designation) shall be disseminated to the public through advertising media, public relations media, news media, sales media or any public means of communication, without the prior consent and approval of the counselor.

11. In all counseling reports subject to satisfactory completion, repairs, or alterations, the counseling report and value conclusions are contingent upon completion of the improvements in a workmanlike manner.

12. Neither the counselor's employment, nor the compensation for making this counseling report are contingent upon the acquisition or the amount of financing obtainable, based upon the findings of this counseling report.

13. The existence of hazardous substances, including without limitation asbestos, polychlorinated biphenyls, petroleum leakage, radon gas, or agricultural chemicals, which may or may not be present on the property, or other environmental conditions, were not called to the attention of nor did the counselor become aware of such materials on or in the property unless otherwise stated. However, the counselor is not
qualified to test such substances or conditions. If the presence of such substances, such as asbestos, urea formaldehyde foam insulation, or other hazardous substances or environmental conditions may affect the value of the property, the value estimated is predicated on the assumption that there is no such condition on or in the property or in such proximity thereto that it would cause a loss in value. No responsibility is assumed for any such conditions, nor for any expertise or engineering knowledge required to discover them.

14. This counseling report is not intended to be used for, or in conjunction with, any securities offering. This counseling report is not intended to be used for any securities underwriting purpose without the express written consent of the counselor.

15. Unless otherwise stated in this report, the subject property is appraised without a specific compliance survey having been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act. The presents of architectural and communications barriers that are structural in nature that would restrict access by disabled individuals may adversely affect the property's value, marketability, or utility.

16. Real Estate markets are subject to future changes and market conditions may be influenced by many factors. Changes in vacancy, competition, interest rates, local economic conditions, and employment levels, among others, are likely to affect real estate values. Lending or investment decisions should be based upon a current appraisal. The counselor should be contacted to verify the facts and value conclusions in this report prior to any lending or investment decision. No loan or investment should be made on an opinion over 90 days from the effective date without verification with the consultant that the report assumptions, sales data, market conditions, and conclusions remain valid.

17. On reports for proposed construction or prospective dates of valuation, the consultant may have to forecast values or market conditions in order to arrive at the value estimate. The consultant cannot be held liable for changes in the market or unforeseen events that alter market conditions or property values after the date of the report, but prior to the effective date of valuation.

18. The report does not consider, and the consultant is not qualified to determine, compliance with the ADA (Americans with Disabilities Act) or the Fair Housing Act. Both of these acts have technical requirements for handicapped access, as well as other provisions, that go beyond the scope of the appraisal. Unless otherwise stated in the report, no compliance audit with either ADA or Fair Housing, if applicable, has been
prepared. The presence of barriers or violations of the acts within the improvements, may affect value or marketability.

19. This report is the intellectual property of Morse and Company and is subject to the right of copyright by the author. It cannot be copied, excerpted, quoted, or otherwise be used without the express written permission of Morse and Company, and its use is limited to the intended use and intended user as specified in this appraisal report. The appraisal report cannot be posted on, or published to the Internet.

20. Any claim for liability of Morse & Company, and/or the counselor signing this report, is limited to the amount of the fee charged in the assignment, and in no event shall damages include any consequential or punitive damages. The parties agree that any claim for liability or damages for the counseling services shall be determined exclusively by binding arbitration, governed by the rules of the American Arbitration Association.

21. Use of and reliance upon the counseling containing these limiting conditions constitutes consent and acceptance of all the limiting conditions. The counselor and Morse & Company only have a duty to the intended user and for the intended use of the counseling report. No other party has a right to rely on the counseling report.
COUNSELING ASSIGNMENT TERMS AND CONDITIONS

Acceptance and Applicability: These Terms and Conditions for Appraisal Services and Reports ("Terms and Conditions") shall apply to all appraisal reports, contracts, review or consulting services arising from the appraisal assignment or services related thereto. In addition, with respect to any appraisal report, any use of or reliance on the appraisal by any party, regardless of whether the use or reliance is authorized or known by Appraiser, constitutes acceptance of these Terms and Conditions as well as acceptance of all other appraisal statements, limiting conditions and assumptions stated in the appraisal report. An Appraisal Service Agreement may contain different provisions than stated in this document but such different provisions shall only apply between Client and Appraiser/Firm, unless the Appraisal Services Agreement expressly states otherwise.

Definitions: In these Terms and Conditions:

"Appraisal Services Agreement" means any written agreement with Client for performance of the appraisal services by Appraiser.

"Client" means a party identified expressly as a client in an Appraisal Services Agreement and also any party identified expressly as a client by the Appraiser in an appraisal report;

"Appraiser" means the appraiser(s) or counselors performing part or all of the services and/or signing an report, and

"Appraisal Firm or Firm" means any business entity employing the Appraiser or of which the Appraiser is a partner, owner, shareholder, member, officer, director or independent contractor, and includes the other employees, partners, owners, shareholders, members, officers, directors or independent contractors of any such entity.

Intended Users: The Appraiser or Counselor will identify one or more "intended users" of the appraisal in the report, either by name or type of user. The purpose of this identification is for Appraiser to determine the appropriate reporting of the appraisal in a manner that is clear and understandable to the identified intended user(s). It is not an acknowledgement by Appraiser that Appraiser knows or expects a party to use or rely on the appraisal. Neither the Appraiser nor the Firm is responsible to parties who are not identified as the intended users or for uses not identified as the intended uses.

Appraiser and Counselor Independence: As required by law and professional standards, the Appraiser's performance of the appraisal is independent, impartial and objective. Accordingly, the Appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount and cannot ensure that the opinion of value will serve to facilitate any specific objective of Client or others or advance any particular cause.

Heyburn Park Consulting Report
Unauthorized Use or Publication: No part of the appraisal or counseling report or the opinions or conclusions may be published or used in any advertising materials, property listings, investment offerings or prospectuses, or securities filings or statements without Appraiser's prior written authorization. Any party who publishes or uses the report or Appraiser's work product without such authorization or who provides the report or Appraiser's work product for such unauthorized use or publication agrees to indemnify and hold the Appraiser and the Firm harmless from and against all damages, liabilities, losses, causes of actions, expenses, claims and costs, including attorneys' fees, incurred in the investigation and/or defense of any claim arising from or in any way connected to the unauthorized use or publication.

No Third Party Beneficiaries of this Agreement: Unless identified expressly in the engagement agreement, there are no third party beneficiaries of any Appraisal Service Agreement pertaining to the appraisal, and no other person or entity other than the client shall have any right, benefit or interest under such agreement. The identification of a party as an intended user of the appraisal does not mean that the party is a third party beneficiary of the Appraisal Services Agreement.

Appraiser or Counselor Not Responsible for Certain Conditions: Notwithstanding that Appraiser or Counselor may comment on, analyze or assume certain conditions in the report, the Appraiser or Counselor shall have no monetary liability or responsibility for alleged claims or damages pertaining to: (a) title defects, liens or encumbrances affecting the property; (b) the property's compliance with local, state or federal zoning, planning, building, disability access and environmental laws, regulations and standards; (c) building permits and planning approvals for improvements on the property; (d) structural or mechanical soundness or safety; (e) contamination, mold, pollution, storage tanks, animal infestations and other hazardous conditions affecting the property; and (f) other conditions and matters for which licensed real estate appraisers are not customarily deemed to have professional expertise. If the appraiser is to consider such conditions, such conditions must be disclosed to the appraiser in writing with details how such property conditions are to be considered in the appraisal.

Maximum Time Period for Legal Actions: Unless the time period is shorter under applicable law, any legal action or claim relating to the appraisal or counseling services provided shall be filed in court (or in the applicable arbitration tribunal, if the parties to the dispute have executed an arbitration agreement) within two (2) years from the date of delivery to Client of the appraisal report to which the claims or causes of action relate or, in the case of acts or conduct after delivery of the report, two (2) years from the date of the alleged acts or conduct. The time period stated in this section shall not be extended by any delay in the discovery or accrual of the underlying claims, causes of action or damages. The time period

Heyburn Park Consulting Report
stated in this section shall apply to all non-criminal claims or causes of action of any type.

**Imitations of Liability and Assignment of Claims:** Professional standards for the performance of real estate appraisals require that appraisers perform their services independently, impartially and objectively. Clients and other users of appraisals may have separate legal or regulatory obligations imposed on them in relation to the appraisal process. The provisions of this section are designed to assure that an appraiser can render appraisal services in compliance with professional standards for reasonable compensation and to assure that clients and users can comply freely with their own professional and legal obligations. All modifications to these terms must be in writing and signed by the parties subject to the modification. Counseling assignments are performed in compliance with the Code of Ethics of the Counselors of Real Estate.

**a. Limitations of Liability:** To the fullest extent permitted by applicable law, the maximum monetary liability of Appraiser, Firm or Client to one another or to any third party (regardless of whether such party’s claimed use of reliance on the appraisal was authorized) for any and all claims or causes of action relating to the appraisal or Appraisal Services Agreement shall be limited to $10,000. Or the total compensation actually received by Counselor for the report or other services that are the subject of the claim(s) or cause(s) of action, whichever is more.

This limitation of liability extends to all types of claims and causes of action, whether in contract or tort, but excludes: (i) claims/cause(s) of action for intentionally fraudulent or criminal conduct, intentionally caused injury, or unauthorized use or publication of the work product or (ii) claims/cause(s) of action by Appraiser or Firm for the collection of unpaid compensation for the appraisal or other services (for which the maximum recovery shall be the total amount unpaid and owing to Counselor, plus applicable interest and late charges).

**b. No Special or Consequential Damages:** No Appraiser, Counselor, Firm nor Client shall be liable to one another or to any third party for special or consequential damages, including, without limitation, loss of profits or damages proximately caused by loss of use of any property, regardless of whether arising from negligence or breach of the Appraisal Services Agreement or otherwise, and regardless of whether a party was advised or knew of the possibility of such damages.

**No Assignment of Claims:** Legal claims or causes of action relating to the report or Services Agreement are not assignable, except: (i) as the result of a merger, consolidation, sale or purchase of a legal entity, (ii) with regard to the collection of a bona fide existing debt for services but then only to the extent of the total compensation for the appraisal plus reasonable interest, or (iii) in the case of an appraisal performed in connection with the origination of a mortgage loan, as part of the transfer or sale of the mortgage before an

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Heyburn Park Consulting Report
event of default on the mortgage or note or its legal equivalent.

Subpoenas and Testimony: In the event that Appraiser or Counselor is compelled by subpoena or other legal or administrative process to provide testimony or produce documents relating to the report or services, whether in court, deposition, arbitration or any other proceeding, the party seeking such testimony or documents agrees to compensate the witness, as applicable, for the reasonable time incurred in connection with preparation for and provision of such testimony and/or documents at their hourly rates in effect at that time and reimburse reasonable actual expenses. The witness is to be given advance notice to allow scheduling and file review prior to any deposition or testimony.

Severability: If any provision of these Terms and Conditions is held, in whole or part, to be unenforceable or invalid for any reason, the remainder of that provision and the remainder of the entire Terms and Conditions will be severable and remain in effect.

If any of these Terms and Conditions conflict with the terms and conditions of the Appraisal Engagement Agreement, the engagement agreement shall control but only as between Client and Appraiser/Counselor, unless the Agreement expressly states otherwise.
QUALIFICATIONS
ED MORSE, CRE, MAI

EDUCATION:
Yakima Valley College - 1968-1970; Bachelor of Science Degree - University of Idaho - 1972
Masters Degree in Business Admin - University of Idaho - 1973
Juris Doctorate of Law, Cum Laude - Gonzaga University, College of Law - June 1977

REAL ESTATE APPRAISAL EDUCATION:
University of Idaho
Essentials of Real Estate (#461) 1971; Real Property Appraisal (#462) - 1972

American Institute of Real Estate Appraisers/Appraisal Institute
Principles of Income Property Appraising (#201) and Basics Principles, Methods & Techniques of
Real Estate Appraisal (#1A) – 1974; Urban Properties (#11) – 1976; Eminent Domain &
Condemnation Valuation Principles (#IV) – 1978; Investment Analysis (#006) – 1981; Standards of
Professional Practice (#2-3) – 1981; Report writing and Valuation Analysis (#2-2) and Capitalization
Theory & Techniques Part A & B (#1BA, #1BB) - Challenged 1989; Case Studies in Real Estate
Valuation (#2-1) - Challenged 1990; Separating Real & Personal Prop from Intangible Bus Assets
(#5E800) – 2002; SSP – A&B Standards of Professional Practice & USPAP - 2002 (15 hr) 2005 (7 hr);
Estate – 2009 (4 hr); Data Verification Methods (5 hr) 2010; Subdivision Valuation (7 hr) 2011; Site
Use and Valuation Analysis (6 hr) 2011; Analyzing Tenant Credit Risk and Commercial Lease
Analysis (7 hr) 2011; Supervising Appraisal Trainees (4 hr) 2011; Cool Tools: New Technology for
Real Estate Appraisers 2013; Using Your HP 12C Financial Calculator 2013; Fundamentals of
Separating Real Property and Intangible Business Assets, 2013; The Discounted Cash Flow Model:
Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications 2017

Miscellaneous Courses
American Right of Way Assn (#401); Evaluation of Conservation Easements (AI & ASFMRA) - 2008

SEMINARS:
FHLMC – Residential Instruction Seminar
SREA – Introduction to Capitalization Seminar, Condemnation & Partial Takings, Underwriting &
Regulations 41-B to 41-C

Appraisal Institute
Feasibility & Highest and Best Use Seminar, Income Capitalization Seminar, Appraising Properties
Environmental Considerations in Real Property Valuation-1992, Appraising the Tough Ones-1993,
Understanding Limited Appraisals & Reporting Options (General)-1994, Real Estate Risk Analysis-
of Work-2003, Mathematically Modeling Real Estate Data Seminar-2004, Feasibility, Market Value,
Site To Do Business-2006, Attacking and Defending an Appraisal in Litigation-2007, Federal Land
Acquisitions Seminar-2007; Right of Way, Three Cases with two Approaches Webinar-2014,
Appraising Airports & Airplane Hangars Webinar-2014; Using Spreadsheet Programs in RE
Appraisals-2018; Solving Land Valuation Puzzles-2019

Heyburn Park Consulting Report
Law Seminars
Miscellaneous Seminars & Symposiums

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS
The Counselors of Real Estate (CRE)
Appraisal Qualifications Board of the Appraisal Foundation – past member, past Chairman
Idaho Real Estate Appraiser Board – former Board Member
Member, Inland Northwest Chapter of the Appraisal Institute, MAI Certificate #10898
Idaho State Certified General Appraiser, Certificate #23
Formerly licensed Idaho Real Estate Broker
Member of the Idaho Bar Association - inactive status

APPRaisal EXPERIENCE:
Gridley & Hoagland, Real Estate Appraisers - January 1974 to June 1976; Morse & Morbeck, Real Estate Appraisers - July 1976 to August 1979; Acuff & Morse, Real Estate Appraisers and Counselors - September 1979 to June 1985; Appraiser - Morse & Company, Real Estate Appraisers and Counselors - July 1985 to Present

Authored - "The Appraisal of Community Property," The Appraisal Journal, 10/88, pg 477

TEACHING EXPERIENCE:
Instructor - Formerly a Certified Instructor for the Idaho Real Estate Commission, Education Council, for their Real Estate Appraisal Course, at various locations and at North Idaho College. Developed and taught a seminar for appraisers on Regulatory Taking Damage Measures for the Inland Northwest Chapter of the Appraisal Institute; and regulatory taking and special benefits seminars for attorneys with Law Seminars International.

Speaking engagements on appraisal issues, qualifications, and eminent domain.
Adjunct University of Idaho College of Law – Appraisal, Valuation & Damages

TYPICAL ASSIGNMENTS:
Appraisals to determine the Market Value of unimproved land, existing and proposed residential and multi-residential properties; existing and proposed recreational properties and recreational land; agricultural property, timber lands, ranches, special purpose properties; existing and proposed commercial, industrial and mining properties. I have also completed appraisals of existing and proposed subdivisions; PUD's; and condominiums. I have appraised special purpose properties including golf courses, athletic clubs, bowling alleys, psychiatric hospital, mini-lubes, car washes, C-stores, water rights, mining and mineral interests including gravel, corridors, railroad rights-of-way, linear easements, and businesses. I have also appraised conservation easements, numerous partial takings, and remnant parcels, leaseholds, and physical and legal interests. Recreational property

Heyburn Park Consulting Report
includes waterfront lands, condominiums, ski condominiums, waterfront PUD's and condos; and recreational "in holdings" surrounded by public lands and river front recreation land.
I have qualified as an expert witness and testified in both district and magistrate courts in Idaho, Washington, and U.S. Bankruptcy Court. I have testified about actual market value, and as an expert regarding damages on the fee simple estate and partial interests. I have completed appraisals for partial interest acquisitions, for easements and similar fractional interests, in a "before" and "after" situation, and other fractional interests like leased fee subject to a leasehold interest, and life estates. I have testified on damages in condemnation cases and numerous real estate damage cases. I have also completed appraisals on contaminated or impaired properties, and have testified as an expert regarding the value of contaminated property, and damages to real property, and damages to business interests. Litigation and appraisal experience includes easements, fee interests, partial interests and assignments for community property valuation and apportionment of community improvements.

Typical assignments also include appraisals, consulting, counseling to solve real estate problems, feasibility analysis and/or highest and best use analysis; and appraisals on real property interests. I have served as a court appointed arbitrator involving the partition of a large farm with timberlands, and as arbitrator in several cases involving real property and contractual interests. Real estate counseling assignments include the determination of damages, regulatory takings, and the denial of all viable economic use. I have testified as a review appraiser. I have performed reviews for lending purposes and for essement acquisitions and fee requisitions under the federal rule for airport expansions.

**TYPICAL CLIENTS:**
Served as an independent fee appraiser for such clients as:

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<th>Ada County Highway Dist</th>
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<td>City Coeur d'Alene School Dist</td>
<td>Idaho Independent Bank</td>
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<td>City of Colville, WA</td>
<td>Idaho Power</td>
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<td>City of Hayden</td>
<td>Idaho Public Utility Comm</td>
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<td>City of Sandpoint</td>
<td>Idaho Transportation Dept</td>
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<td>Clark Fork/Pend Oreille Cnsvy</td>
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<td>Various Law Firms &amp; Attorneys</td>
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SERVICES PROVIDED AND COSTS ASSOCIATED WITH HEYBURN STATE PARK
RECREATIONAL RESIDENCE LEASE MANAGEMENT

Services and benefits provided to Heyburn State Park Lessees:

- Guests of Hidden Lake float home owners are given free passes to park at the Chatcolet day use parking lot.
- Cabin and float home owners get free use of the Park burn pile for disposing of burnable yard waste and construction materials.
- The lease lots above the lake shore do not extend to the water (most are only 100’ long) but most owners have claimed the shoreline as their own even though they don’t pay for it. They mow, irrigate, keep boats, canoes, kayaks, build fire pits, etc.
- Owners are issued firewood permits if there is downed wood nearby that they would like to use.
- Lessees get free use of Park boat ramps, day use areas, trails, etc.
- Staff works with lessees to provide parking in “community” parking areas in areas where parking is limited, such as Hawley’s Landing or Rocky Point.

Quantifiable administrative costs incurred in administering leases:

- The Park spends $4,500 annually for dust abatement and $1,400 for road patching. Approximately 2/3rds of that cost ($4,130) is spent on roads used by cottage owners or shared by the park and cottage owners.
- The Park plows 3.7 miles of road shared by the park and the cottage owners, and 1 mile of road used exclusively by cottage owners. In the winter of 2018-19, the Park 66.9 inches of snow from November thru March, and roads were plowed approximately 15 times with an average time of 6 hours per plowing, for a total of 90 hours of snow plowing on roads either shared with cottage owners or solely used by cottage owners. The estimated costs of such plowing is $3,760 in wages and benefits, and $2,700 in truck time at $30.00 per hour.
- Leslie Naccarto, Heyburn State Park Lease Administrator, spends approximately 30% of her time on lease duties. Park Manager Ron Hise spends approximately 20% of his time dealing with lease issues. Estimated costs are $30,624.

Non-quantifiable administrative costs associated with leases:

- On average the park manager deals with lease violations regarding unauthorized vegetation/tree removal, and construction about 6 times per year.
- Staff must address with cabin owners issues such as unattended barking dogs; dogs off leash, parking boat trailers off lease lot (in the woods), setting up camp trailers in their driveways, and dealing with dock lessors complaining about unauthorized boats tied to their dock (some owners think that the dock automatically comes with the cottage).
- Staff regularly deals with owners attempting to dispose of concrete, furniture, appliances, etc. in Park dumpsters.
- Staff fields calls from owners when the power goes out or a streetlight is out, and contacts the City of Plummer or provides owners the City of Plummer number.
• Staff regularly checks on hazard trees at the request of owners and grants them permission to remove where appropriate.

• Staff traps nuisance animals at the request of cabin owners (so far in the last year staff trapped 12 raccoons for a cottage owner at Rocky Point).

• Staff is often asked to check on people’s cottages in the winter. A common request is “my electric bill was higher than normal will you go check my cabin?”.

• When a water leak is suspected staff goes cabin to cabin to find it. If the leak is at a cabin staff shuts their water off and calls the owner. Most of the time leaks are due to poor winterization.

• If a tree falls on a cottage staff contacts the owner. Where necessary, staff places tarps over holes in people’s roofs to prevent further damage.

• If there are break-ins staff contacts the owner. One time staff boarded up the broken window to keep the weather out since the owner lived in California.

• Staff disposes of dead wildlife that may end up on lease sites.
ANALYSIS OF SUBCOMMITTEE RECOMMENDATIONS TO THE IDAHO BOARD OF LAND COMMISSIONERS
Terry L. Anderson and Reed Watson

I. Introduction

On January 11, 2010 the Cottage Site Subcommittee submitted to the Idaho Board of Land Commissioners (Land Board) a draft report regarding the future management of state-owned cottage sites on Payette and Priest Lakes. The Subcommittee’s report recommends several changes to the existing cottage site leases, which all expire on December 31, 2010.

We evaluate the Subcommittee’s recommendations under two distinct criteria. Specifically, we evaluate whether the Subcommittee’s recommended method of calculating annual rent is likely to “insure that each leased lot generates market rent throughout the duration of the lease,” as required by Idaho Code § 58-310A. This standard applies to the recommendations pertaining to target rent calculation and phasing-in rent increases. We evaluate the Subcommittee’s other recommendations under the Land Board’s constitutional obligation to “secure the maximum long-term financial returns” for endowment beneficiaries. This standard applies to the Subcommittee’s recommendations regarding premium rent, lease term, and lot disposal.

The dual standard is warranted by the legislative finding that “maximum long-term financial returns to the institutions to which granted are best obtained through stable leases at market rent” (Idaho Code § 58-310A(1)(h)). To achieve that goal, the Land Board must be able to adjust annual rent consistent with obtaining maximum long-term financial returns. If the Subcommittee’s recommends changes that make it more difficult for the Land Board to secure market rent, it would be not be meeting its statutory duty or its constitutional duty. Because the Subcommittee’s recommendations regarding premium rent, lease term, and lot disposal do not directly affect the calculation of annual rent amounts, we evaluate those recommendations only by the prudent investor standard required by the state constitution.

II. Subcommittee’s Recommendations

The Subcommittee Report recommends the following changes to the existing cottage site lease terms:

- that the target annual lease rent equal 4 percent of the average appraised value of each lot over the most recent ten years;
- that the actual rent increase annually at a constant percentage rate to reach the target rent in five years;
- that the premium rent (i.e., the portion of the leasehold value paid to the State upon lease transfer) increase from the existing 10 percent to 50 percent over the next five years
(increasing by 10 percent each year) and that the premium rent remain at 50 percent for the remainder of the lease;

- that the duration of future leases be 35 years; and
- that the Department of Lands conduct the necessary analysis and recommend to the Land Board specific long term plans for continued leasing, development, or disposal of cottage sites.

III. Target Rent Calculation – Market Rent is the Standard

A. Contract Rate

According to the Subcommittee, “[t]he 4% used in the formula falls within the range of rates mentioned above [i.e. rates documented in other Land Board reports] and will still generate interest in the market. It provides a reasonable rate of return and generates an average 9% per year increase over the first five years to the beneficiaries” (Subcommittee Report, 2). We emphasize at the outset that this is the lease rate, not the market rent, which is what Land Board is legally required to target for maximizing long-term financial returns.

The recommendation that the annual lease rate be increased is a step in the direction of obtaining a market rent, but the recommendation still does not meet the prudent investment standard for two reasons.

1. Though four percent indeed falls within the range of rates suggested in previous reports to the Land Board, it is decidedly at the lower end of that range. The proposed contract rental rate remains below the rate charged by several other states with comparable cottage leasing programs and well below the rates of return available from institutional investments of similar or less risk.\footnote{As discussed in our report to the Idaho Attorney General’s Office dated February 12, 2010, rates of return for institutional investments typically include asset appreciation as well as the periodic or “cash-on-cash” returns. The total rate of return for cottage site leases should therefore include both the contract rental rate and the realized appreciation rate earned by Department.} The proposed rate also falls below the 6 percent implicit rates of return calculated using the Duffield model and reported in the Knipe report. Though the Subcommittee’s proposed contract rental rate of 4 percent is an improvement of the current 2.5 percent contract rental rate, comparisons to other states’ cottage site leasing programs, to similar asset classes, and to implicit rate calculations all suggest 4 percent is below market. Moreover, the Subcommittee’s recommendation of 4 percent has no credibility as a “market” rate other than the fact that it falls within the broad range of 3.5 to 18 percent recommended by the various appraisal reports.

2. The proposed 4 percent is also fixed, meaning it does not change with changing market conditions. Given that market rates of return are continually moving, a prudent investor would adjust his expected rate of return to equal the market rate. This could mean that rates would increase to the benefit of the state or decrease to the benefit of the lessee depending on market movements. That a 4 percent contract rental rate provides a “reasonable rate of return” is irrelevant; the contract rental rate must generate a market
rent to secure the maximum long-term financial return for endowment beneficiaries. By fixing the rate at 4 percent over a long period of time, Land Board would be missing upturns in market rates and not meeting its fiduciary responsibility.

B. Appraised Value

According to the Subcommittee, “[a]pplying a rate to a land value that adjusted annually has caused drastic swings in annual rental fees. Using a 10 year average of the land value in calculating the rent would smooth out the impact of those rapid swings, and provide greater stability than is currently the case” (Subcommittee Report, 2). While it is true that using a ten year rolling average to calculate annual rent would reduce rapid swings in annual rental fees, such averaging will also make it virtually impossible for the Land Board to charge lessees “market rent,” as required by the Idaho Code.

Consider how averaging appraised land values over a ten year period would affect annual rental fees if land values are depreciating or appreciating. If land values are depreciating, contract rents would actually exceed market rent because the average land value would exceed the land’s market value. The opposite outcome would result if land values were appreciating over the ten year averaging period as they have been for long-term. During either depreciation or appreciation, contract rents would not equal market rents, and the Land Board would find itself in violation of its statutory obligation.

Using the ten year average of appraised land values also means that the state will always be earning rents based on past rather than current land values and therefore, especially during times of appreciation, will continually be below market rents. This would be the equivalent of a bond investor basing investment decisions on a ten year average of bond prices rather than on current bond prices. Doing so would mean that the current price of the bond would only get a one-tenth weight in financial calculations when, in fact, the current price is what the bond is worth and what determines the rate of return. Given this approach, it is not surprising that the Land Board itself calculates an effective rate of return closer to 2.5 percent than to the 4 percent rate proposed by the Subcommittee.

Another argument against appraising lot values annually is cost. Indeed, appraising 522 lots annually is both expensive and administratively burdensome for the Land Board. However, during periods of rapid appreciation or depreciation, changes in land value and, consequently, changes in annual may overwhelm appraisal costs, but this will not always be the case. Therefore, the Land Board should only consider using long-term averages if land values were expected to remain relatively constant thus reducing the need for annual appraisals. Such an expectation seems unjustifiable given the significant appreciation of lot values in recent decades. Thus the recommendation appears inconsistent with the Land Board’s statutory obligation.

C. Phase-in Period

The subcommittee recommends that the actual rent increase (or decrease) annually from the prior year’s rent at a constant percentage rate to reach the target rent in five years. The Subcommittee report does not state a specific rationale for phasing in the target annual lease rent over a five
year period, but presumably the policy is intended to slow the immediate impact on lessees of increases in the contract rent.

Even if one assumes that the targets are correct approximations of “market rent,” adjusting rents or rates over a five year period guarantees that the state is not securing market rent for the five year adjustment period. If the target annual rent equals the market rent for a cottage site lease at the end of the five-year phase-in period, the market rent will obviously exceed the contract rent during the phase-in period, as the contract rental rate “catches up” to the target and, presumably, to the market rate. If the target annual lease rent is below the market rent, as the above analysis suggests, then the contract rent will be below market rent not only during the phase-in period but also for the remainder of the lease.

Delaying the acquisition of that target for five years will prevent the Land Board from securing “market rent” during the phase-in period, and as with using the ten year average appraisal value, this guarantees that the actual return will be less than the prudent market return.

IV. Lease Terms and the Prudent Investor Standard

A. Premium Rent

“Since 2003, cottage site owners have realized in excess of $25 million for the use of State endowment land while the endowment received only $2.7 million” (Subcommittee Report, 2). According to the Report, “[t]he Subcommittee believes that a 50% premium rent rate will have the effect of maximizing the return to beneficiaries, and that any higher rate would be counterproductive, and act as a disincentive for selling leaseholders to be active in seeking the maximum sale price” (Subcommittee Report, 3).

As discussed in our report to the Idaho Attorney General’s Office entitled “Report to the Idaho Attorney General’s Office Regarding Cottage Site Leases” dated February 12, 2010 (“first report”), positive leasehold values demonstrate that the market is placing a premium on the value of the cottage site lease plus any value of improvements over and above their appraised value. Though it is difficult to separate how much of the leasehold value is due to the lease and how much is due to the improvements, we can be sure that below market rents constitute a share of the $25 million premium and probably a share significantly above 10 percent.

The Subcommittee’s recommendation to increase premium rent from 10 percent to 50 percent of the leasehold value validates that the board has not been charging market rents, that below market rents have contributed to leasehold values, and that the state has been missing out on revenues that a prudent investor would have captured. Until the ownership of the lot and of the improvements is unified, there will be conflict over the appropriate division of leasehold values. At the 10 percent premium rent, the state is missing some of its rightful and prudent investor revenues while the lessees contend that the premium rent is essentially a tax on their property. As discussed in our first report, the portion attributable to below market rents is not easily
distinguishable from the portion attributable to inaccurate improvement appraisals. This fact makes it all the important that the Land Board increase contract rents to equal market rents as soon as possible so as to eliminate any contribution that below market rents make to leasehold values.

Aside from split ownership complicating leasehold division, the five year phase-in of the premium rent increase creates an incentive for lessees contemplating transfer to consummate such deals sooner rather than later. By so doing, they receive a larger portion of the leasehold value (90 versus 50 percent). This incentive is more likely to influence those lessees who acquired cottage site leases for speculative purposes that it will those longstanding lessees who lease cottage sites more for recreational opportunities as opposed to profit. Assuming the purpose of the phase-in period for premium rents is to avoid “severely impairing or eroding longstanding business relationships with our lessees,” while still meeting the Land Board’s fiduciary obligations, the phase-in period is likely to fall short in both respects. “Speculating” lessees will consummate transfers at 10 percent premium rents – at the expense of trust beneficiaries – while the longstanding, recreation-motivated lessees will transfer leases when they no longer desire the recreational value, most likely after the premium rent has increased.

B. Lease Duration

This extension had been contemplated previously, when the Land Board unanimously approved a motion to seek legislation allowing an increase in the lease duration. The Land Board’s stated rationale was that longer lease terms would allow tenants to secure traditional longer-term mortgages. However, both the proposed and current leases contain provisions allowing “the Board to cancel the lease and sell or exchange the property upon prior notice” (Subcommittee Report, 3), which reduces the security of the investment for the lessee.

If the purpose of the 35 year duration is to allow lessees to secure longer-term mortgages, it is not clear that it will help given that the state can terminate the lease with 180 days notice. Therefore we do not see a rationale for increasing the lease term to 35 years. The cancellation provision invalidates the claim that extending the lease term will enable lessees to procure more traditional and favorable financing terms, particularly because the Subcommittee is simultaneously recommending that the Land Board investigate divestment – an option that would likely require invocation of the cancellation provision.

Such an extension would further entrench lessee beliefs that cottage site leases convey more property rights than they actually do. Moreover, as explained in our first report, extending lease terms from 10 to 35 years will actually reduce the Land Board’s ability to adjust rates commensurate with market changes in order to procure a market rent that will maximize long-term financial returns for trust beneficiaries, especially with fixed lease terms (at 16). If the contract rate is put in place for 35 years, the share of leasehold value attributable to below market rents will increase and further complicate implementation of premium rents. If the Land Board

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2 By “inaccurate,” we simply mean improvement appraisals may not reflect the subjective preferences of an acquiring lessee who places a higher value on a lessee-owned improvement than did an objective appraisal. Such an improvement premium could constitute a portion of the leasehold value, but would not be attributable to below market rent and therefore should not accrue to the endowment beneficiaries.
insists on establishing 35 year leases, it must, at a minimum, include a lease provision that allows the board to adjust the rental rate commensurate with the prudent investor standard.

C. Lot Disposal

“The Subcommittee believes that the long term solution to the never ending cottage site imbroglio is to dispose of the lots in a reasonable, market savvy manner. The proceeds could then be invested in other assets which could better enhance the endowments.” Here, we could not agree more the Subcommittee’s recommendation. As explained in our first report, the split ownership of the cottage site lots and improvements makes it practically impossible for the Land Board to know what share of any leasehold value belongs to the endowment beneficiaries. In turn, the split ownership issue makes it practically impossible for the Land Board to maximize the long-term financial return to trust beneficiaries.

Regardless of whether the Land Board acquires ownership of the improvements or whether lessees acquire fee simple title to the lots, unification of ownership will resolve the issue of leasehold value division and allow the Land Board to fulfill its fiduciary obligation. We concur with the Subcommittee’s recommendation that special emphasis be put on finding ways to consolidate ownership.

V. Conclusion

The Subcommittee’s recommendations regarding the cottage site lease terms may be an improvement over the status quo because they raise the rental rate, but they nonetheless prevent the Land Board from securing the maximum long-term financial return for the trust beneficiaries. The Subcommittee’s recommendations also preclude the Land Board from securing “market rent” from cottage site leases because the averaging of appraised lot values, phase-in period for attaining the target annual lease rent, and the extension of the lease term would all have the effect of artificially reducing annual rents below what the evidence suggests could be earned in an open, competitive leasing market or in other investments. Moreover, the contract rental rate is still below prudent market rates of return including rates charged by other states for similar properties (5 to 5.5. percent). At a minimum the rental rate should equal the implicit rates of return calculated using the Duffield Model (6 percent).

The Land Board should heed the Subcommittee’s recommendation to research the divestment option for state-owned cottage sites. In addition, the Land Board should consider other ways to unify the ownership of the cottage site lots and the improvements on them, as this is absolutely essential for securing the maximum long-term financial return to trust beneficiaries.
AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8
276 N. 4th Street
Montpelier, ID 83254

AGENDA ITEM: Rules Reauthorization | Pending Rules
ACTION REQUIRED: Approval of Final Pending Rules
PRESENTER: Anna B. Canning, Management Services Administrator

PRESENTATION

BACKGROUND INFORMATION:
At your May 2019 meeting, the Board approved to have the following rules reauthorized as temporary and proposed rules:

26.01.03, Rules Governing Recreational Registration Program Vendors.
26.01.10, Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation.
26.01.20, Rules Governing the Administration of Park and Recreation Areas and Facilities.
26.01.22, Rules Governing Cooperating Associations.
26.01.24, Rules Governing the Administration of the Sawtooth National Recreation Area Special License Plate Funds.
26.01.30, Idaho Safe Boating Rules.
26.01.31, Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds.
26.01.33, Rules Governing the Administration of the Land and Water Conservation Fund Program
26.01.34, Idaho Protection Against Invasive Species Sticker Rules.
26.01.36, Rules Governing the Winter Recreational Parking Permit Program.
26.01.37, Rules Governing Test Procedures and Instruments for Noise Abatement of Off Highway Vehicles.
On June 19, 2019, DFM published a special edition of the Idaho Administrative Bulletin that sought to reauthorize the IDP rules. Each rule docket was published as temporary and proposed concurrently.

We have not proposed any substantive changes to the proposed rules.

The proposed rules must be adopted as final pending rules prior to the 2020 legislative session. DFM intends to publish another special edition of the Idaho Administrative Bulletin to adopt final pending rules on November 20, 2019. To meet that publication deadline, the Board must approve the final pending rules for IDPR before October 16, 2019.

I have provided two recommended motions for you. One is for rules that do not have fees, and the other is for fee rules.

**RECOMMENDED MOTION:**

1. The Board approves the final pending rules as detailed in the Notice of Omnibus Rulemaking for Non-Fee Rules (see Attachment A) as follows:

   **Motion #3**

<table>
<thead>
<tr>
<th>Rule Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.01.03</td>
<td>Rules Governing Recreational Registration Program Vendors.</td>
</tr>
<tr>
<td>26.01.21</td>
<td>Rules Governing Leasing Practices and Procedures for Recreational Residences Within Heyburn State Park, <strong>exclusive of subsections 030 and 170.</strong></td>
</tr>
<tr>
<td>26.01.22</td>
<td>Rules Governing Cooperating Associations.</td>
</tr>
<tr>
<td>26.01.24</td>
<td>Rules Governing the Administration of the Sawtooth National Recreation Area Special License Plate Funds.</td>
</tr>
<tr>
<td>26.01.30</td>
<td>Idaho Safe Boating Rules.</td>
</tr>
<tr>
<td>26.01.31</td>
<td>Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds.</td>
</tr>
<tr>
<td>26.01.33</td>
<td>Rules Governing the Administration of the Land and Water Conservation Fund Program</td>
</tr>
<tr>
<td>26.01.34</td>
<td>Idaho Protection Against Invasive Species Sticker Rules.</td>
</tr>
</tbody>
</table>

2. The Board approves the final pending rules as detailed in the Notice of Omnibus Rulemaking for Fee Rules (see Attachment B) as follows:

   **Motion #4**

<table>
<thead>
<tr>
<th>Rule Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.01.10</td>
<td>Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation.</td>
</tr>
<tr>
<td>26.01.20</td>
<td>Rules Governing the Administration of Park and Recreation Areas and Facilities.</td>
</tr>
<tr>
<td>26.01.33</td>
<td>Rules Governing the Administration of the Land and Water Conservation Fund Program</td>
</tr>
<tr>
<td>26.01.36</td>
<td>Rules Governing the Winter Recreational Parking Permit Program.</td>
</tr>
</tbody>
</table>
NOTICE OF OMNIBUS RULEMAKING - ADOPTION OF PENDING RULE

EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2020 Idaho State Legislature for final approval. The pending rule becomes final and effective upon the conclusion of the legislative session, unless the rule is approved or rejected in part by concurrent resolution in accordance with Section 67-5224 and 67-5291, Idaho Code. If the pending rule is approved or rejected in part by concurrent resolution, the rule becomes final and full force and effect upon adoption of the concurrent resolution.

AUTHORITY: In compliance with Section 67-5224, 67-5221(1) and 67-5226, Idaho Code, notice is hereby given that this agency has adopted a pending rule. The action is authorized pursuant to Sections 67-4223, 67-4238, 67-7001, 67-7002, 67-7008A, 67-7103, 67-7122, 67-7125, and 67-7132, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed rule and the text of the pending rule with an explanation of the reasons for the change.

This pending fee rule adopts and re-publishes the following existing and previously approved and codified chapter(s) under IDAPA 26, rules of the Department of Parks and Recreation:

- IDAPA 26.01.03, Rules Governing Recreational Registration Program Vendors.
- IDAPA 26.01.22, Rules Governing Cooperating Associations.
- IDAPA 26.01.24, Rules Governing the Administration of the Sawtooth National Recreation Area Special License Plate Funds.
- IDAPA 26.01.30, Idaho Safe Boating Rules.
- IDAPA 26.01.31, Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds.
- IDAPA 26.01.34, Idaho Protection Against Invasive Species Sticker Rules.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: This rulemaking is not anticipated to have any fiscal impact on the state general fund because the FY2020 budget has already been set by the Legislature, and approved by the Governor, anticipating the existence of the rules and fees being reauthorized by this rulemaking.

ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Anna Canning (208) 514-2252.

DATED this August 5, 2019

Anna Borchers Canning, AICP
Management Services Administrator
Idaho Department of Parks and Recreation
5657 Warm Springs Avenue, Boise, ID
P.O. Box 83720
Boise, ID 83720-0065
(208) 514-2252
NOTICE OF OMNIBUS RULEMAKING - ADOPTION OF PENDING FEE RULE

EFFECTIVE DATE: This rule has been adopted by the agency and is now pending review by the 2020 Idaho State Legislature for final approval. Pursuant to Section 67-5224(5)(c), Idaho Code, this pending rule will not become final and effective until it has been approved by concurrent resolution of the legislature because of the fee being imposed or increased through this rulemaking. The pending fee rule becomes final and effective upon adoption of the concurrent resolution or upon the date specified in the concurrent resolution unless the rule is rejected.

AUTHORITY: In compliance with Sections 67-5224, 67-5221(1) and 67-5226, Idaho Code, notice is hereby given that this agency has adopted temporary rules, and proposed rulemaking procedures have been initiated. The action is authorized pursuant to Sections 67-4223, 67-7115, and 67-7116, Idaho Code.

DESCRIPTIVE SUMMARY: The following is a concise explanatory statement of the reasons for adopting the pending rule and a statement of any change between the text of the proposed fee rule and the text of the pending fee rule with an explanation of the reasons for the change.

This pending fee rule adopts and re-publishes the following existing and previously approved and codified chapter(s) under IDAPA 26, rules of the Department of Parks and Recreation:

- IDAPA 26.01.10, Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation.
- IDAPA 26.01.20, Rules Governing the Administration of Park and Recreation Areas and Facilities.
- IDAPA 26.01.33, Rules Governing the Administration of the Land and Water Conservation Fund Program.
- IDAPA 26.01.36, Rules Governing the Winter Recreational Parking Permit Program.

FEE SUMMARY: The following is a specific description of the fee or charge imposed or increased. This rulemaking does not impose a fee or charge, or increase a fee or charge, beyond what was previously approved and codified in the prior rules.

- IDAPA 26.01.10, Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation. Fees related to: temporary permit processing, compensation, application and enforcement.
- IDAPA 26.01.20, Rules Governing the Administration of Park and Recreation Areas and Facilities. Fees related to motor vehicle entrance, parking violations, camping, reservations (placing, modifying, and canceling), vessel moorage, overnight use, surcharges, group facility use, winter access, and returned checks.
- IDAPA 26.01.33, Rules Governing the Administration of the Land and Water Conservation Fund Program. Service fee to administer and manage process to convert property from a recreation use.
- IDAPA 26.01.36, Rules Governing the Winter Recreational Parking Permit Program. Fees for annual and temporary winter recreation parking permit.

This fee or charge is being imposed pursuant to Sections 67-4223, 67-7115, and 67-7116, Idaho Code.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars ($10,000) during the fiscal year: This rulemaking is not anticipated to have any fiscal impact on the state general fund because the FY2020 budget has already been set by the Legislature, and approved by the Governor, anticipating the existence of the rules and fees being reauthorized by this rulemaking.
ASSISTANCE ON TECHNICAL QUESTIONS: For assistance on technical questions concerning this pending rule, contact Anna Canning (208) 514-2252.

DATED this August 5, 2019

Anna Borchers Canning, AICP
Management Services Administrator
Idaho Department of Parks and Recreation
5657 Warm Springs Avenue, Boise, ID
P.O. Box 83720
Boise, ID 83720-0065
(208) 514-2252
AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8
276 N. 4th Street
Montpelier, ID 83254

AGENDA ITEM: Grant Advisory Committee Appointments
ACTION REQUIRED: Board Action Required
PRESENTER: Kathy Muir

PRESENTATION

BACKGROUND INFORMATION:
The Department has ten (10) citizen advisory committee positions to appoint.

Open Positions include: two Recreational Vehicle Fund positions, two Waterways Improvement Fund positions, three Off-Road Motor Vehicle Fund positions, and three Recreational Trails Program Fund positions.

Following this agenda item is a summary of the candidates and staff recommendations as well as the application forms from each applicant with pertinent registration information for the equipment the potential applicant owns.

STAFF RECOMMENDATIONS:
Staff recommends that the Board nominate and appoint committee members to the appropriate committees from the applicant list provided.
The Department has ten (10) citizen advisory committee positions expiring this year.

Positions to be appointed include:

- Two (2) Recreational Vehicle Fund
- Two (2) Waterways Improvement Fund
- Three (3) Off-Road Motor Vehicle Fund
- Three (3) Recreational Trails Program

**Recreational Vehicle Fund Advisory Committee**

IDPR needs to fill the Recreational Vehicle Fund position for District IV and District VI. To date, IDPR staff has received Three (3) applications. The candidates meet the minimum criteria and are eligible for appointment.

**District IV**

**Kent Warr** is from Heyburn, Idaho. He has been an avid recreationist for over 50 years.  

**Julie Woodford** is from Burley, Idaho. She is a recreational vehicle enthusiast. She is also an experienced grant applicant.  
**Equipment:** 2018 Coachman 24’ Freedom Express travel trailer, DBD082, License #4C 637OR– On File & Current (2019)

**District VI**

**Kent Bateman** is from Idaho Falls, Idaho. He is a current member of the RV committee representing District VI. Also, he previously served on the advisory committee for the Waterways Improvement Fund.  

**Recommendation:**

IDPR staff recommends appointing Julie Woodford to District IV and reappointing Kent Bateman to District VI of the Recreational Vehicle Advisory Committee.

**Waterways Improvement Fund Advisory Committee**

IDPR needs to fill the Waterways Improvement Fund position for District V and District VI. To date, IDPR staff has received Two (2) applications. All of the candidates meet the minimum criteria and are eligible for appointment.

**District V**

**Edward Lyon** is from Montpelier, Idaho. He was a Boat Idaho instructor for sixteen years. He has recently retired from IDPR after 14 years as the Boating Safety Education Trainer.  
**Equipment:** 2018 Colorado XT inflatable pontoon boat with motor, ID 0115 AY – On File & Current (2019)
District VI
Jeff Shearer is from Idaho Falls, Idaho. He is a current member of the WIF committee representing District VI. Equipment: 1990 Searay 270, ID 1743AA – On File & Current (2019)

Recommendation:
IDPR staff recommends appointing Ed Lyon to District V and reappointing Jeff Shearer to District VI of the Waterways Improvement Fund Advisory Committee.

Off-Road Motor Vehicle Advisory Committee
IDPR needs to fill the Off-Road Motor Vehicle positions for District III & IV (Motorbike/ATV), District III & IV (Snowmobiling), and District V & VI (Motorbike/ATV). To date, IDPR staff has received Five (5) applications. All of the candidates meet the minimum criteria and are eligible for appointment.

District III & IV/ Motorbike/ATV

Matt Oxnam is from Plymouth, Idaho. He’s an avid recreationist. He’s also a member of American Motorcycle Association, Bar to Bar, the South Idaho Desert Racing Association and was a member of the Blue-Ribbon Coalition. Equipment: 2007 Yamaha YZ450, M2018143592 – On File & Current (2019)

District III & IV/ Snowmobiling


District V & VI/ Motorbike/ATV

Matt Mullenbach is from Victor, Idaho. He’s currently on the Off-Road Motor Vehicle advisory committee representing Motorbike/ATV. He’s also a member of IMBA and MBT. Equipment: 2015 KTM 350 OX-W, M19-114960 – On File & Current (2019)
Recommendation:
IDPR staff recommends appointing Blair Bews to District III/IV Motorbike/ATV; reappointing Ron Platt to District III/IV Snowmobiling; and reappointing Matt Mullenbach to District V/VI Motorbike/ATV of the Off-Road Motor Vehicle Fund Advisory Committee.

Recreational Trail Program Advisory Committee
IDPR needs to fill the Recreational Trails Program positions for Biking, Equestrian and 4-Wheel Drive. These Three (3) positions are statewide; however, we need to balance the committee by appointing no more than two (2) representatives in each district. To date, IDPR staff has received Three (3) applications and all the candidates meet the minimum criteria and are eligible for appointment.

Bicycling Applicants
Ed Gygli is from Pocatello (District 5), Idaho. He’s currently on the Recreational Trails Program advisory committee representing Bicycling.

Equestrian Applicants
Nancy Ady is from Burley (District 4), Idaho. She is a member of Back Country Horseman of Idaho, worked for a federal land management agency for over 24 years and she has over 50 years of experience as an equestrian.

4-Wheel Drive Applicants
Patrick Gunter is from Sagle (District 1), Idaho. He is a current member of the RTP committee representing 4-Wheel Drive. He is a member of the Idaho State Snowmobile Association.


Recommendation:
IDPR staff recommends reappointing Ed Gygli as Biking representative; appointing Nancy Ady as Equestrian representative; and reappointing Pat Gunter as 4-Wheel Drive representative of the Recreational Trails Program Advisory Committee. This keeps the committee balanced by district per Board policy.
Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Kent Warr Address: 1711V street
Phone #: (Home) 208-219-9572 City: Heyburn State: ID Zip: 83336
Phone #: (Work or Cell) 208-219-9572 Email: kentwarr@gmail.com

I am applying for the following committee: □ Recreational Vehicle; □ Off-Road Motor Vehicle;
□ Recreational Trails; □ Waterways Improvement Fund;
□ Land & Water Conservation Fund (double click on box to check)

☑ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
   I have been camping in and around Idaho for over 50 years.
   I am now retired from Amalgamated Sugar where I supervised multiple construction projects over a 40 year career.

2. (Pertinent) natural resource organizations you belong to:
   None

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
   District 4 RV

4. What, in your opinion, is the program lacking or what improvements can be made?
   With Idaho's growing population improve the current sights and make new ones.

5. Is your interest in the Committee through:
   ☐ Membership in a club or organization ☐ Commercial ☑ User
   ☐ Other (describe):

6. Which recreational equipment do you own that is currently registered in Idaho?
   ☐ Motor Boat ☐ Snowmobile ☐ Motorbike
   ☑ Recreational Vehicle ☐ Off-Road Motor Vehicle ☐ N/A
7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV: 

CXM 892

8. Please list the year, make & model of the above equipment that makes you eligible for this position? 
2005 coachmen Cross Country 372 DS

9. What name is the equipment registered under (Please be specific)? Kent Warr

10. Approximately how often do you use your recreational equipment (months or days) per year? __2 times a month _6 MONTHS A YEAR OR 24 DAYS A YEAR

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

☐ Yes
☐ No

You are not limited to the space provide on this form.

Advisory committee members are required to attend the rating meeting in Boise in March and must sign a Memorandum of Understanding.

If you need reasonable accommodations to participate in a meeting or event due to a disability as defined under the ADA, please contact Kathy Muir at 514-2431 or Kathy.Muir@idpr.idaho.gov at least seven (7) business days prior to the scheduled meeting to request an accommodation.

This agency's programs and activities are operated free from discrimination on the basis of race, color, religion, national origin, gender, age or disability. Anyone who believes they have been discriminated against or who may need further information regarding discrimination should write: Director, Idaho Department of Parks and Recreation, P.O. Box 83720, Boise, ID 83720-0065, or National Parks Service, Equal Opportunity Officer (010), P.O. Box 37127, Washington DC 20013
Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Julie Woodford  Address: 2000 Occidental Avenue
Phone #: (Home) 208-678-4121  City: Burley  State: ID  Zip: 83318
Phone #: (Work or Cell) 208-670-5431  Email: jules@pmc.org

I am applying for the following committee: ☒ Recreational Vehicle; ☐ Off-Road Motor Vehicle;
☐ Recreational Trails; ☐ Waterways Improvement Fund;
☐ Land & Water Conservation Fund (double click on box to check)

☒ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

I am a Recreational Vehicle enthusiast. Along with reading and learning about recreational vehicles, I am fascinated by the different lifestyles and reasons why people choose to use these vehicles. My husband and I regularly attend RV shows and follow RV TV shows and online RV videos. It's a good day for me when the Trailer Life magazine arrives. While I am not a huge Facebook fan, I do belong to a private social media Idaho RV Camping group. My most pleasant thoughts are about planning and then enjoying time in our RV. One of the many reasons that I love our state is because it's the perfect place to have grand experiences while using our travel trailer. My husband and I both work full time and look forward to the day when we can travel a little more.

I am the library director at the Burley Public Library. I have been with the library for twenty years and have applied and received numerous grants through those years. I have a master's degree in Library and Information Science and enjoy researching. I understand budgets, timelines, and deadlines.

Prior to this career, I worked for Wells Fargo Bank and its former bank names for 20 years. I was an Assistant Branch manager and Customer Service manager. I have worked with a variety of people in different capacities through these work experiences. I have enjoyed this time and met many wonderful people.

2. (Pertinent) natural resource organizations you belong to:

N/A

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

RV Advisory Committee Representative District 4

4. What, in your opinion, is the program lacking or what improvements can be made?

In regard to the State RV Parks, we've enjoyed our experiences. I would like to see our parks be maintained and improved as needed. An area that could be considered for improvement is value-added services and how to promote the parks and the additional services. For instance, is there a walking trail at each park? Are there learning opportunities for geology, flora and fauna or history? Are there events
in the community happening at the time that people are camping and want to experience or be a part of? Is it possible to partner with local organizers to create events? Are there events at the parks such as the Birding Blitz at Castle Rock State Park that speak to each park’s uniqueness?

5. Is your interest in the Committee through:
   - [ ] Membership in a club or organization
   - [ ] Commercial
   - [X] User
   - [ ] Other (describe): ________________________________

6. Which recreational equipment do you own that is currently registered in Idaho?
   - [ ] Motor Boat
   - [ ] Snowmobile
   - [X] Recreational Vehicle
   - [ ] Off-Road Motor Vehicle
   - [ ] N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:
   RV Sticker #DBD082
   RV License # 4C 637OR
   Idaho State Parks Pass:  JUSTBRI

8. Please list the year, make & model of the above equipment that makes you eligible for this position?
   We own a 2018 Coachman 24' Freedom Express travel trailer.

9. What name is the equipment registered under (Please be specific)?
   The travel trailer is registered under the name of Brian E and Julie A Woodford

10. Approximately how often do you use your recreational equipment (months or days) per year? ________
    This year we intend to use our trailer approximately 26 days.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.
   - [X] Yes
   - [ ] No

You are not limited to the space provide on this form.

Advisory committee members are required to attend the rating meeting in Boise in March and must sign a Memorandum of Understanding.

If you need reasonable accommodations to participate in a meeting or event due to a disability as defined under the ADA, please contact Kathy Muir at 514-2431 or Kathy.Muir@dpr.idaho.gov at least seven (7) business days prior to the scheduled meeting to request an accommodation.

This agency's programs and activities are operated free from discrimination on the basis of race, color, religion, national origin, gender, age or disability. Anyone who believes they have been discriminated against or who may need further information regarding discrimination should write: Director, Idaho Department of Parks and Recreation, P.O. Box 83720, Boise, ID 83720-0065, or National Parks Service, Equal Opportunity Officer (012), P.O. Box 37127, Washington DC 20013
Idaho Department of Parks and Recreation Advisory
Committee Application Form

Name: Kent Bateman
Address: 1102 Sahara St
Phone #: (Home) 208 715-1582 cell
City: Idaho Falls
Phone #: (Work or Cell) 208 525-1582 work
State: Id
Email: ksb1@cableone.net
Zip: 83404

I am applying for the following committee:
☐ Recreational Vehicle; ☐ Off-Road Motor Vehicle;
☐ Recreational Trails; ☐ Waterways Improvement Fund;
☐ Land & Water Conservation Fund (double click on box to check)

☐ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee? A lifelong knowledge and living the RV lifestyle makes me an eligible candidate for this position. I have served 3 years on this committee and would like to serve the full 6-year term. My 6-year term on the WIF Committee and 3 years on the RV committee show a understanding of the process and I feel I am honest and unbiased on my grant evaluations.

2. (Pertinent) natural resource organizations you belong to:
None

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
Idaho Parks and Recreation Department RV Advisory Committee Member Region 6

4. What, in your opinion, is the program lacking or what improvements can be made? There are always room for improvements, but the new computer-based system for grant evaluations is the best improvement I have seen in my 9 years of being a committee member.

5. Is your interest in the Committee through:
☐ Membership in a club or organization ☐ Commercial ☒ User
☐ Other (describe):

6. Which recreational equipment do you own that is currently registered in Idaho?
☐ Motor Boat ☐ Snowmobile ☒ Motorbike
7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

Idaho License Number = 8B4686M
Idaho RV Registration Number CYW472

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

1998 40' COUNTRY COACH AFFINITY motorhome

9. What name is the equipment registered under (Please be specific)?

Kent G Bateman
Susan Macaulay Bateman

10. Approximately how often do you use your recreational equipment (months or days) per year? _30 days per year would be a good estimate

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

X Yes
□ No

You are not limited to the space provided on this form.

Advisory committee members are required to attend the rating meeting in Boise in March and must sign a Memorandum of Understanding.

If you need reasonable accommodations to participate in a meeting or event due to a disability as defined under the ADA, please contact Kathy Muir at 514-2431 or Kathy.Muir@dpr.idaho.gov at least seven (7) business days prior to the scheduled meeting to request an accommodation.

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Edward Lyon  Address: 465 Crystal Drive
Phone #: (Home) (208) 847-1187  City: Montpelier  State: ID  Zip: 83254
Phone #: (Work or Cell) (208) 766-3355  Email: usnreted@yahoo.com

I am applying for the following committee:  ☑ Recreational Vehicle;  ☑ Off-Road Motor Vehicle;
☐ Recreational Trails; ☑ Waterways Improvement Fund;
☐ Land & Water Conservation Fund (double click on box to check)

☒ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

I was a Boat Idaho course instructor for 16 years. Recently retired from IDPR after 14 years as the Boating Safety Education Trainer. While employed with IDPR, I traveled extensively across Idaho working with the boating public and county law enforcement officials. As a result, I am familiar with waterways and boating facilities statewide. I was raised, and have spent most of my life in Montpelier, so I am very knowledgeable of boating in southeast Idaho (region 5).

2. (Pertinent) natural resource organizations you belong to:

None.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

Waterway Improvement Fund (WIF), Region 5.

4. What, in your opinion, is the program lacking or what improvements can be made?

The need for improvements to boating facilities, public access, boater education, and water recreation safety requires a continuous effort. My focus, if selected to serve on the WIF committee, will be to equitably award funding to projects across all of these areas.

5. Is your interest in the Committee through:

☐ Membership in a club or organization  ☑ Commercial  ☐ User
☒ Other (describe): 14 years as a Boating Safety professional

6. Which recreational equipment do you own that is currently registered in Idaho?

☒ Motor Boat  ☐ Snowmobile  ☐ Motorbike
☑ Recreational Vehicle  ☐ Off-Road Motor Vehicle  ☐ N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

"ID 0115 AY"
8. Please list the year, make & model of the above equipment that makes you eligible for this position?

2018 Colorado XT inflatable pontoon boat with motor.

9. What name is the equipment registered under (Please be specific)?

Edward Lyon.

10. Approximately how often do you use your recreational equipment (months or days) per year?

6 months per year.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

☐ Yes
☐ No

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Jeff Shearer
Address: 6808 Big Bend
Phone #: (Home) 208-589-8804
City: Idaho Falls
State: ID
Zip: 83406
Email: jeff.shearer@electricalequipmentco.com

I am applying for the following committee:  □ Recreational Vehicle;  □ Off-Road Motor Vehicle;
                                        □ Recreational Trails;  ☑ Waterways Improvement Fund;
                                        □ Land & Water Conservation Fund (double click on box to check)

☑ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
   
   Been on the WIF for 3 years. Just getting to know the procedures and how things work within IDPR.

2. (Pertinent) natural resource organizations you belong to:

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
   
   District Waterways Improvement Fund

4. What, in your opinion, is the program lacking or what improvements can be made?
   
   Applicants need to show and discuss projects with IDPR and WIF committee members. More money spent on projects than for boats and storage.

5. Is your interest in the Committee through:
   □ Membership in a club or organization  □ Commercial  ☑ User
   □ Other (describe): Avid boater.

6. Which recreational equipment do you own that is currently registered in Idaho?
   ☑ Motor Boat  ☑ Snowmobile  ☑ Motorbike
   ☑ Recreational Vehicle  ☑ Off-Road Motor Vehicle  □ N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:
   
   ID 1743AA
8. Please list the year, make & model of the above equipment that makes you eligible for this position?

   1990 Searay 270', 1990 Yamaha Jet Ski

9. What name is the equipment registered under (Please be specific)?

   Jeff Shearer, Pam Shearer

10. Approximately how often do you use your recreational equipment (months or days) per year? 

    Boating in the summer – 5 months, UTV riding and camping – 10 months

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

   ☐ Yes
   ☐ No

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Blair Bews
Address: P.O. Box 704
Phone #: (Home)  
City: Cascade  State: ID  Zip: 83611
Phone #: (Work or Cell) 208-860-0688
Email: blairbews@icloud.com

I am applying for the following committee: 
Recreational Vehicle
Off-Road Motor Vehicle

I am an Idaho resident  Yes

1. What knowledge or experience do you have that would contribute to the Committee?
I grew up in Canada and put down roots here as a proud Idahoan close to 20 years ago. I have been enjoying the great outdoors by riding motorcycles all my life, as well, I have been an early adopter of the Timbersled Snowbike for last 9 years. This passion keeps me in the mountains all year long and I am excited to get involved in the stewardship of our beautiful public lands.

2. (Pertinent) natural resource organizations you belong to:
I am involved with the Boise Ridge Riders and TVTMA organizations.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
Motorbike / ATV / Snowmobile / ORMV - Region 3 and Region 4

4. What, in your opinion, is the program lacking or what improvements can be made?
I would like to continue to see the protection of our public lands for public use.

5. Is your interest in the Committee through:
Membership in a club or organization  Commercial  User
Other (describe): Both as an avid user and member of the Boise Ridge Riders and TVTMA
6. Which recreational equipment do you own that is currently registered in Idaho?
   Recreational Vehicle XX  Snowmobile XX  Motorbike XX

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:
   I am out of the country but will confirm when I am back in Idaho next week.

8. Please list the year, make & model of the above equipment that makes you eligible for this position?
   2012 KTM 500 XC-W
   2017 Timbersled 120 LE
   2000 Fleetwood Bounder 31M

9. What name is the equipment registered under (Please be specific)?
   Blair Bews

10. Approximately how often do you use your recreational equipment (months or days) per year?
    Roughly 75 days.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.
    Yes

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Matt Oxnam Address: 5255 Sand Hollow Rd
Phone #: (Home) 208-278-5378 City: New Plymouth State: ID Zip: 83655
Phone #: (Work or Cell) 208-739-5217 Email: bblueox@yahoo.com

I am applying for the following committee: ☐ Recreational Vehicle; ☑ Off-Road Motor Vehicle;
☐ Recreational Trails; ☐ Waterways Improvement Fund;
☐ Land & Water Conservation Fund (double click on box to check)

☒ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
   - I have utilized public lands for recreation for nearly 30 years.
   - My profession enables me to work with directly with government lands agencies, dealing with land use issues, land access, and private land ownership rights.
   - I have excellent written and verbal communication skills.
   - I am proficient in current computer programs including, Microsoft Office, and various GIS programs.

2. (Pertinent) natural resource organizations you belong to:
   - AMA (American Motorcycle Association)
   - Noncurrent member of Blue Ribbon Coalition
   - Local Motorcycle Club, Bar to Bar.
   - SIDRA, (South Idaho Desert Racing Association)

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
   - District 3, Motorbike/ATV

4. What, in your opinion, is the program lacking or what improvements can be made?
   I feel Idaho Parks and Recreation (IP&R) does a great job but as with anything, there is always room for improvement and changes. Without having more information, I feel we could improve:
   - IP&R involvement with local clubs, and racing events.
   - Education of inexperienced off-road users, i.e. how to find trails, proper trail educate, how to get involved with volunteering and trail maintenance, etc.
   - Where and how OHV fee's are utilized.

5. Is your interest in the Committee through:
   ☐ Membership in a club or organization ☐ Commercial ☒ User
   ☐ Other (describe):

6. Which recreational equipment do you own that is currently registered in Idaho?
   ☐ Motor Boat ☐ Snowmobile ☒ Motorbike
   ☐ Recreational Vehicle ☐ Off-Road Motor Vehicle ☐ N/A
7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles. If it is an RV: M2018143592

8. Please list the year, make & model of the above equipment that makes you eligible for this position? 2007 YZ450

9. What name is the equipment registered under (Please be specific)? Matt Oxnam

10. Approximately how often do you use your recreational equipment (months or days) per year? 60 days

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

☐ Yes
☐ No

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Ron Platt  Address: 15521 Pride Ln
208-573-4187  City: Caldwell  State: Id  Zip: 83607
Phone #: (Home)  Email: aallseed@aol.com
Phone #: (Work or Cell)

I am applying for the following committee: ☐ Recreational Vehicle; ☒ Off-Road Motor Vehicle;  ☐ Recreational Trails;  ☐ Waterways Improvement Fund;  ☐ Land & Water Conservation Fund (double click on box to check)

☒ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
   I have served on a number of committees dealing with resource-based issues, including a 3 year term on the ORMV.

2. (Pertinent) natural resource organizations you belong to:
   I serve as board member of the following,
   Idaho State Snowmobile Assn.
   Idaho Recreation Council
   Valley County Snow Grooming Advisory Committee
   Idaho Water Users Assn.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)
   Snowmobiling SW Region

4. What, in your opinion, is the program lacking or what improvements can be made?
   I struggle with the idea that Federal Agencies look to IDPR as a cash cow to fund programs that they choose not to spend their budget, "our tax dollars", on.
   Oversight is always a good thing!

5. Is your interest in the Committee through:
   ☒ Membership in a club or organization  ☐ Commercial  ☐ User
   ☐ Other (describe):

6. Which recreational equipment do you own that is currently registered in Idaho?
7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

8. Please list the year, make & model of the above equipment that makes you eligible for this position?
   (2) 2014 skidoos
   2005 JD 4-wheeler
   1995 Komfort trailer

9. What name is the equipment registered under (Please be specific)?
   Ron or Tina Platt

10. Approximately how often do you use your recreational equipment (months or days) per year? _______
    In some form 10 months of the year.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

   ☒ Yes
   ☐ No

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Idaho Department of Parks and Recreation Advisory
Committee Application Form

Name: Greg Bitter
Address: 2806 N. River Rd
Phone #: (Home) 208-589-6008
Phone #: (Work or Cell) 208-589-6008
City: St. Anthony
State: ID
Zip: 83445
Email: gb.pms83420@gmail.com

I am applying for the following committee:

☐ Recreational Vehicle; ☑ Off-Road Motor Vehicle;
☐ Recreational Trails; ☐ Waterways Improvement Fund;
☐ Land & Water Conservation Fund (double click on box to check)

☑ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?

I am part owner of an ATV/UTV, Motorbike, Snowmobile dealership. I've founded and sold a successful ATV/UTV rental business that operated in District 6. Lived in East Idaho most of my life. I hunt, fish, camp, hike, ski, ride atv's, & snowmobile, and know the back country very well. Family has ranch and farm lands in the district. My experiences & education give me a perspective as an agronomist, land owner, business man, recreationist, & conservationist

2. (Pertinent) natural resource organizations you belong to:

IPPC (Island Park Preservation Coalition) – a Multiple Use Natural Resource Group
www.islandparkpreservationcoalition.org
Boy Scout of America (BSA), now Scouts BSA

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

Motorbike / ATV, District 5&6

4. What, in your opinion, is the program lacking or what improvements can be made?

More local stakeholder and public participation opportunities in the planning processes of potential projects. I believe in a more local outreach program, and Support “Share the Trails” for all users. I believe more recreational opportunities should be encouraged. These opportunities can be done safely while keeping the environment beautiful & protecting wildlife. I remember the days at the St. Anthony Sand Dunes 20 years plus ago. There was so much trash, and access to the dunes was unorganized vs what it has evolved to now. It is very clean, organized, and family friendly. I believe we can have similar successes throughout the district. We can attain more local support, both financially & physically to improve trails, make parking lots nicer, bathrooms more accessible, and create more opportunities for more people to enjoy the outdoors.

5. Is your interest in the Committee through:

☑ Membership in a club or organization ☑ Commercial ☑ User
☑ Other (describe): Business owner, and landowner (Ranch & Farm)
6. Which recreational equipment do you own that is currently registered in Idaho?
   - Motor Boat
   - Snowmobile
   - Recreational Vehicle
   - Off-Road Motor Vehicle
   - Motorbike
   - N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:
   ATV, M19-107426, Snowmobiles 022567 & 022568

8. Please list the year, make & model of the above equipment that makes you eligible for this position?
   2008 Polaris Sportsman 400 HO, I also have access to many atv's / utv's and motorbikes as needed either from friends or as demos from my businesses (have a few dealer plates)

9. What name is the equipment registered under (Please be specific)?
   Greg Bitter for the 2008 Polaris Sportsman 400, & the demos through Performance Motor Sports, LLC

10. Approximately how often do you use your recreational equipment (months or days) per year?
    12 months a year, and average more than weekly use.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

   ✔ Yes (High Speed Too)
   ❌ No

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Matt Mullenbach  
Address: 139 Village Way  
Phone #: (Home) 208-351-3863  
City: Victor  
State: ID  
Zip: 83455  
Phone #: (Work or Cell)  
Email: TetonMatt@aol.com

I am applying for the following committee:  
☐ Recreational Vehicle; ☑ Off-Road Motor Vehicle;  
☐ Recreational Trails; ☐ Waterways Improvement Fund;  
☐ Land & Water Conservation Fund (double click on box to check)

☒ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?  
The past 3 years on the ORMV plus three previous years on the RTP committee.

2. (Pertinent) natural resource organizations you belong to:  
   IMBA  
   MBT

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)  
   ORMV, Motorbike/ATV

4. What, in your opinion, is the program lacking or what improvements can be made?  
   We need more money. Compensate committee members for traveling to project location to check out in person.

5. Is your interest in the Committee through:  
   ☐ Membership in a club or organization  ☐ Commercial  ☑ User  
   ☐ Other (describe):  

6. Which recreational equipment do you own that is currently registered in Idaho?  
   ☑ Motor Boat  ☑ Snowmobile  ☑ Motorbike  
   ☐ Recreational Vehicle  ☐ Off-Road Motor Vehicle  ☐ N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:
8. Please list the year, make & model of the above equipment that makes you eligible for this position?

2017 Skidoo Summit 850, 163
2019 KTM 350 OX-W

9. What name is the equipment registered under (Please be specific)?

Matt Mullenbach

10. Approximately how often do you use your recreational equipment (months or days) per year? 

9 months/year, 2-3 times a week - dirt bike
4 months/year, 2 times a week - snowmobile

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

☐ Yes
☐ No

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Ed Gygli
Address: 2395 Northstar Drive
Phone #: (Home) 208-540-1506
City: Pocatello
State: ID
Cell: 83201
Phone #: (Work or Cell)

Email: Ed.gygli@fusion.idaho.gov

I am applying for the following committee: ☐ Recreational Vehicle; ☐ Off-Road Motor Vehicle;
☒ Recreational Trails; ☐ Waterways Improvement Fund;
☐ Land & Water Conservation Fund (double click on box to check)

☒ I am an Idaho resident

1. **What knowledge or experience do you have that would contribute to the Committee?**

I have a broad range of experience as an avid trail user. (Mountain biking, dirt biking, and hiking) I am a native Idahoan, who in my former employment as a State of Idaho employee, travelled extensively through the state. I am very familiar with state budget process, funding, and grant cycles. My past 3 years of experience serving on the RTP Advisory Committee has been very useful in preparing me for a second term.

2. **(Pertinent) natural resource organizations you belong to:**

I don’t belong to any natural resource organizations. I feel those memberships are a conflict of interest to the role I serve on the RTP Advisory Committee.

3. **Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)**

District 5, Bicycling

4. **What, in your opinion, is the program lacking or what improvements can be made?**

Establish guidelines addressing the paved trail grant application process. Paved trails are too expensive given the current RTP funding.

5. **Is your interest in the Committee through?**

☐ Membership in a club or organization ☐ Commercial ☒ User

☐ Other (describe):

6. **Which recreational equipment do you own that is currently registered in Idaho?**

☐ Motor Boat ☐ Snowmobile ☐ Motorbike
☒ Recreational Vehicle ☐ Off-Road Motor Vehicle ☐ N/A
7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

IBK928R
RV Sticker# CZY375

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

2002 Holiday Rambler Alumascape XL

9. What name is the equipment registered under (Please be specific)?

Edwin Gygli

10. Approximately how often do you use your recreational equipment (months or days) per year?

6 months

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

☐ Yes  ☐ No

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Nancy Ady
Address: 2057 Normal Avenue
Phone #: (Home) 208/260-142
City: Burley
State: ID
Phone #: (Work or Cell) 208/677-6685
Email: nancady@gmail.com
Zip: 83318

I am applying for the following committee:
- ☑ Recreational Trails; ☐ Waterways Improvement Fund;
- ☐ Land & Water Conservation Fund (double click on box to check)
- ☑ I am an Idaho resident

1. What knowledge or experience do you have that would contribute to the Committee?
   - Written grants for organizations, familiar with this grant program
   - Work for federal government, familiar with regulations
   - Equestrian for over 50 years

2. (Pertinent) natural resource organizations you belong to:
   - Currently do not belong to any natural resource organizations per se
   - Working for land management federal agency over 24 years (Natural Resources)
   - Member of Back Country Horseman of Idaho (maintain trails and facilities)
   - Attend workshops through county extension, University of Idaho and Society of Range Management

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

   Recreation Trails (non-motorized), Equestrian, Southwest Region

4. What, in your opinion, is the program lacking or what improvements can be made?

   The application process is quite cumbersome and overwhelming in my experience. Hopefully I could provide encouragement to applicants.

5. Is your interest in the Committee through:
   - ☑ Membership in a club or organization
   - ☐ Commercial
   - ☐ User
   - ☐ Other (describe):

6. Which recreational equipment do you own that is currently registered in Idaho?
   - ☐ Motor Boat
   - ☐ Snowmobile
   - ☐ Motorbike
   - ☐ Recreational Vehicle
   - ☐ Off-Road Motor Vehicle
   - ☑ N/A

7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

   Do not own any motorized equipment
8. Please list the year, make & model of the above equipment that makes you eligible for this position?

N/A

9. What name is the equipment registered under (Please be specific)?

N/A

10. Approximately how often do you use your recreational equipment (months or days) per year? _______

I ride a horse for work and pleasure every chance I get.

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.

X Yes
□ No

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Idaho Department of Parks and Recreation Advisory Committee Application Form

Name: Patrick Gunter
Address: 334 Monarch Rd
208 610 8552
City: Sagle
State: ID
Zip: 83860
Phone #: (Home)
Phone #: (Work or Cell)
Email: sandicrest190@hotmail.com

I am applying for the following committee: Recreational Vehicle; Off-Road Motor Vehicle;
X Recreational Trails; Waterways Improvement Fund;
Land & Water Conservation Fund (double click on box to check)

I am an Idaho resident.

1. What knowledge or experience do you have that would contribute to the Committee?
Past 3 years on RTP and 6 years before that on ORVM.

2. (Pertinent) natural resource organizations you belong to: Motorcycle and Snowmobile clubs in our area and Idaho State Snowmobile Assoc.

3. Please list the title of the open position which you are applying for as listed in the request for recruitment. (Example: Snowmobiling, District II, Elderly, etc.)

RTP member

4. What, in your opinion, is the program lacking or what improvements can be made?
I think the program is working well...

5. Is your interest in the Committee through:
Membership in a club or organization
Commercial
X User
Other (describe): Avid user of the trails in the state and want to see them protected!

6. Which recreational equipment do you own that is currently registered in Idaho?
X Motor Boat
X Snowmobile
X Motorbike
Recreational Vehicle
X Off-Road Motor Vehicle
N/A
7. For verification purposes, please provide the registration or sticker number for the above equipment that is provided by Idaho Parks & Recreation or the Department of Motor Vehicles, if it is an RV:

8. Please list the year, make & model of the above equipment that makes you eligible for this position?

9. What name is the equipment registered under (Please be specific)?
   Patrick Gunter  Monica Gunter

10. Approximately how often do you use your recreational equipment (months or days) per year? _______
    3 to 5 times a week year around

11. Committee members will be required to review, make notes and rate all applications within an on-line system in electronic format. Please indicate if you have a computer with reliable access to the internet and email.
    Yes
    No

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AGENDA
Idaho Park and Recreation Board Meeting
August 5-7, 2019
Super 8
276 N. 4th Street
Montpelier, ID  83254

AGENDA ITEM:  McCall RV Site Conversion Request

ACTION REQUIRED:  Board Action Required

PRESENTER:  Kathy Muir

BACKGROUND INFORMATION:

In 2010 the city of McCall received a RV grant to improve RV parking near the Central Idaho Historical Museum. The project created 5 pull-through and 2 back-in RV sites along with some landscaping and irrigation system work. The original application indicated a “useful life of the project” to be 20+ years. As shown in the attached photos, the site is currently not being used for the intended purpose of the RV grant.

St. Luke’s Medical Center (located across the street from this site) is currently expanding their facility and need this area as overflow parking. The construction is expected to take 4-5 years. The city is asking to convert this site by amortizing it based on the useful life of the project and paying back the fund. (See attached memo from the city.)

Per IDAPA rule:

350.PROJECT CONVERSIONS.
No grant funded project shall, without the prior written approval of the Board, be converted to uses other than for the authorized purposes specified in the original grant application or grant agreement. (4-11-06)

01. Approval of a Conversion. The Board shall approve a conversion only when the grant moneys spent on the project can be returned to the appropriate grant fund or the grantee can provide an immediate substitution of other projects of at least equal current fair market value and of reasonably equivalent recreational usefulness and location. (4-11-06)

02. Resolving a Conversion. If there is a project conversion, the grantee is responsible for repaying the appropriate grant fund an amount determined by investment amortization through use, project life expectancy, and depreciation or appreciation of the facilities or equipment. (4-11-06)

03. Conversion Requests. Project conversion requests shall be in writing by the grantee prior to any conversion attempts. (7-1-99)
STAFF RECOMMENDATIONS:

Staff recommends that the Board allow the city of McCall to repay the RV fund the amount equal to the remaining life expectancy of the project ($7,215.00).

Currently the sites are not being used for RV purposes (May 2019)
Memo

To: Kathy Muir – IDPR State & Federal Grant Manager
From: Kurt Wolf – City of McCall Parks and Recreation
CC: Delta James – City of McCall Economic Development Planner, Grant Coordinator
Date: 7/8/2019
Re: RV Grant Conversion Request – Central Idaho Historic Museum Site

To Whom It May Concern,

The City of McCall in conjunction with the Central Idaho Historic Museum Board of Directors, and St. Luke’s McCall Hospital would formally like to request a conversion of IDPR Grant Funds. These funds were associated with the 2011 IDPR RV (RV11-3-43-2) grant funded project to provide RV parking slips at the Central Idaho Historic Museum Site in McCall. Currently, St. Lukes McCall is undertaking a significant expansion project to better serve the communities medical needs. As a neighbor we are committed to help support the project by providing overflow parking during the 4-5 year construction window. In order for us to accommodate this request it would render the RV parking spaces on this site non-compliant with what was outlined in the grant. Being that we are still within the grant projects projected 20 year life expectancy it has been advised we request a project conversion and pay back the calculated dollar values for the remainder of the life expectancy of this project.

Project Remaining Life Dollar Values Calculations provided by Kathy Muir with IDPR:

- Grant $12,025/20 year life expectancy = $601.25/year
- Match $12,085/ 20 year life expectancy = $604.25/year

Funds expended 8 years ago (May 2011), so 12 years left

- $601.25 x 12 = $7,215 (IDPR portion)
- $604.25 x 12 = $7,251 (City portion)

03. Conversion Request Questions with Answers:

1. **Why this site isn’t viable as a recreation site any more, as stated in the grant?** During St. Luke’s construction window they have requested the use of the museum site property for patient and employee parking. In order to accommodate the amount of spaces in their request the RV spaces will need to be temporarily converted to single car parking spaces. The Museum site will remain open as a recreational facility during this time however it...
will not be possible to pull RV trailers into and through the site during the construction window. The City of McCall and the Museum board will re-instate RV spaces once the construction is complete 4-5 years out.

2. **Where will the displaced RVers park? Is this going to create a need to ask for more funds later because you’ve taken away an opportunity?** The McCall RV Resort (Grape Vine 7 Resorts) has recently made significant expansions with additional future phases coming online soon. This resort location is within 4-5 blocks of the Museum Site and can be recommended for recreational users wishing to visit the Museum property during the 4-5-year window of construction.

No, we will not need to ask for future funds for this property, the current RV spaces will not be removed, just re-allocated to single vehicle parking during construction. The Museum Board and the City of McCall will revert them back to RV spaces once the construction is complete.

3. **What events led to the City’s decision to convert the property.** The St. Luke’s Hospital expansion project and the need to accommodate customer and employee parking during the construction period. During this time, the RV spaces will not be available rendering the site non-compliant with the terms of the grant. St. Luke’s is willing to buy out the remaining life expectancy of the grant through the conversion process in order to adequately accommodate parking needs during construction.

4. **What are the costs associated with the conversion? How much will the City pay back to the fund?**

   IDPR Grant $12,025/20 year life expectancy = $601.25/year
   City Match $12,085/20 year life expectancy = $604.25/year

   Funds expended 8 years ago (May 2011), so 12 years left

   12 x $601.25 = $7,215 (IDPR portion)
   12 x $604.25 = $7,251 (City portion)

   St. Lukes will pay the IDPR portion of the grant in cash to IDPR and the City portion of the grant will be in repairs and improvements to drainage and surface parking within the gravel area of the site outside of the location of the current RV spaces.
Communications Program
August, 2019 Idaho Park and Recreation Board Report

Accomplishments / Tasks Underway

❑ Marketing / Advertising / Outreach / Experiences

- **Social Media Engagement** – At last count, the agency has over 65,000 followers across all platforms. This is an increase of over 10,000 in a single year and attributed to the good work of Chelsea Chambers, agency Public Information Specialist. The growth in following increases our agency’s visibility and our ability to reach larger audiences with our news and information.

- **Passport**: We’re taking strategic approaches to increase Passport sales this summer beginning with Kootenai County, where there is a large opportunity for market growth. The strategy we’re sampling is referred to as Programmatic Digital Marketing. The effort includes using a “Geo Fence,” and specific GIS locations to serve custom ads to individuals within the fence. A sales baseline was captured prior to launching the campaign and analytics will be available once the effort concludes.

- **Fundraising**: We have officially contracted with Faucher Fundraising Consulting to assist with a fundraising feasibility study for Kokanee Cove at Ponderosa State Park. The confidential Feasibility Study will include interviews with potential volunteers and donors, evaluating the organization’s strengths and weaknesses at the present time. It will also examine issues critical for campaign success and determine the most effective campaign strategies to meet the identified capital needs. The study will provide the staff and board with a comprehensive roadmap for conducting the campaign and enhancing the IDPR’S presence in the McCall/Valley County area and in the State of Idaho.

- **Branded Park Brochures**: The new brochures will be great cross-promotional tool for every park in the system and are ready for print. We’re just waiting on final approval from the Coeur d’Alene Tribe on the Trail of the Coeur d’Alene’s brochure.

- **Non-Motorized Trails**: The program is taking shape and moving forward with the creation of the “Idaho Trails Supporter” - A voluntary pass program to address trail maintenance needs on hiking, biking, and equestrian trails. The goal of the program is to bring hikers, bikers, hunters, naturalists and equestrian enthusiasts together to care for our non-motorized trails and maintain access to public land. Ward Hooper is working on the brand for the effort that will be sold in the form of annual stickers. The proceeds funding prioritized non-motorized trail maintenance projects.
- **Mind Your Wake**: Working with the IDPR Boating Program to launch an awareness campaign on respectful vessel operation, specific to wake management, sound and repetitive passing. To date, postcards have been mailed directly to registered vessel owners. This effort will also utilize Programmatic Marketing, with geo-fences near boat launches and marinas in North Idaho Counties and Valley County. The campaign will broaden for 2020 with the inclusion of traditional media – radio, television and billboard advertising. IDPR will also be partnering with vessel dealerships to assist with the execution of the campaign and message dissemination.

- **IDPR Website**: A request for funding to modernize and improve the functionality of the agency’s public-facing website will be included in IDPR’s FY 2021 budget request.

- **Sponsors and Partners**
  - Working with the Idaho Lottery on a potential collaboration for 2020 to include a set of Idaho State Park scratch tickets. Details to come!
  - Faucher Fundraising getting started on study for Kokanee
  - Continue creation of solicitation packages for potential sponsors and partners for Billingsley Creek projects.
  - Soliciting interest from Idaho Breweries on a potential partnership and revenue-share for Idaho State Park branded beer.
  - Beginning research on creative solutions, fundraising and partnership options to address the aging Observatory at Bruneau Dunes

- **Youth Explorer’s Program**
  - Reminder: Ongoing project – partnership with Commission for Idaho Libraries. 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.
    - Nearly 80 Idaho libraries participated in the 2018 program.
    - Over 100,000 school-age children participated in summer reading programs.
    - 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.
    - Numbers from the 2019 will be shared once available.
- **Miscellaneous/ Reminders / Last Meeting Follow-Up**
  - Participating on retail team: goal to maximize retail success and revenue in all parks and regions
  - Continue to serve as our agency’s Idaho Recreation and Tourism Initiative (IRTI) representative
  - Brand Standards Manual and Social Media Policy have been finalized and implemented, with educational sessions provided regionally.
  - Representing IDPR in planning of the 2019 Governor’s Conference on Recreation and Tourism
  - 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.
GENERAL UPDATE

• With the start of the FY2020 budget year, as of July 1, 2019, the Development team is actively managing 101 projects valued at approximately $22.8 million in publicly funded projects (does not include the Statewide program projects).

• Mr. Joel Halfhill was hired in June as the South Region Engineering Technician, Senior. Joel will be based out of the headquarters campus. Joel brings to IDPR 30 plus years of experience as a General Contractors representative, managing projects throughout the United States. Joel’s project management portfolio exceeds $300 million in contracts.

• With Joel’s hiring, the development team is at full operation to start FY2020. Our team consists of 1 Senior Architect/Project Manager, 2 Design Professionals, 3 Regional Engineering Techs, 1 Building Facility Foreman and 1 Administrative Assistant. All team members are critical to the aging park infrastructure and their commitment is shown by their outstanding work product.

New Deck for Harriman Silver Lake, Cygnet Yurt
<table>
<thead>
<tr>
<th>Project No.</th>
<th>Park</th>
<th>Project Name</th>
<th>Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>320292</td>
<td>Dworshak</td>
<td>Freeman Creek Rebuild Lift Station</td>
<td>Substantial Completion</td>
<td>6/1/2019</td>
</tr>
<tr>
<td>330201</td>
<td>Falcon</td>
<td>Road and Parking Lot Repairs</td>
<td>Substantial Completion</td>
<td>5/29/2019</td>
</tr>
<tr>
<td>340391</td>
<td>Thousand Springs</td>
<td>Crystal Springs Dock Replacement</td>
<td>Substantial Completion</td>
<td>5/9/2019</td>
</tr>
<tr>
<td>340682</td>
<td>Lake Walcott</td>
<td>Refurbish Restrooms</td>
<td>Substantial Completion</td>
<td>5/10/2019</td>
</tr>
<tr>
<td>350393</td>
<td>Bear Lake</td>
<td>E Beach Restroom Replacement at Day Use</td>
<td>Substantial Completion</td>
<td>5/2/2019</td>
</tr>
<tr>
<td>360591</td>
<td>Land of Yankee Fork</td>
<td>Staff Housing at Bonanza</td>
<td>Substantial Completion</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>360283</td>
<td>Henrys Lake</td>
<td>Restroom/Shower Upgrade</td>
<td>Substantial Completion</td>
<td>6/14/2019</td>
</tr>
<tr>
<td>350141</td>
<td>Massacre Rocks</td>
<td>Septic System Replacement</td>
<td>Closed</td>
<td>6/13/2019</td>
</tr>
<tr>
<td>310572</td>
<td>Gilmore Campground</td>
<td>Phase 2</td>
<td>Closed</td>
<td>6/11/2019</td>
</tr>
<tr>
<td>320292</td>
<td>Dworshak</td>
<td>Freeman Creek Lift Station Rebuild</td>
<td>Closed</td>
<td>6/11/2019</td>
</tr>
<tr>
<td>320571</td>
<td>Winchester</td>
<td>Lake Shop Roof Replacement</td>
<td>Closed</td>
<td>6/11/2019</td>
</tr>
<tr>
<td>320561</td>
<td>Winchester</td>
<td>Campground Electrical Upgrade</td>
<td>Closed</td>
<td>6/11/2019</td>
</tr>
<tr>
<td>310561</td>
<td>Repair Group Shelter, Grounds and Paving</td>
<td>Closed</td>
<td>5/10/2019</td>
<td></td>
</tr>
<tr>
<td>360163</td>
<td>Ranchview Group Shelter</td>
<td></td>
<td>Closed</td>
<td>4/1/2019</td>
</tr>
</tbody>
</table>
The below graph illustrates the last 4 fiscal years (FY) development projects that are classified as substantially complete. Substantially complete means the project manager determined all contractual obligations have been met and the project is open for its intended use. Projects formally move to closeout when all paperwork has been submitted and retainage released. Closeout typically happens 30 to 90 days after substantial completion.

In summary, FY 2019 was a great year for the development team. The team moved 25 projects into substantial completion, exceeding the prior 3 years-worth of projects. A handful of these projects were in a design/planning phase but deemed not feasible based on the design results or other factors. If allowed, any remaining funds from those projects were moved into the Statewide Projects contingency fund. The contingency fund is used for cost overruns or public health and safety emergency situations.

Finally, the development team contributed to the repairs of the main water pump at Farragut, the gas tank replacements at Ponderosa, assisted in the permitting and planning for the Ranch Bridge replacement at Harriman, the Lucky Peak Deck extension, and, we are currently evaluating the gray water tank sinkholes at Bruneau. Our team will continue to support the parks while continuing to move all existing projects forward.
The following is a brief narrative on active projects, their status and next major milestone as of July 11, 2019:

**NORTH REGION**

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>310162 – Priest Lake Indian Creek Shelter &amp; Parking Lot Replacement</td>
<td>TBD</td>
</tr>
<tr>
<td>Project bid on 6/20. Bid came in more than 2x the project budget. Alternatives being evaluated.</td>
<td></td>
</tr>
<tr>
<td>310181 – Priest Lake Re-Roof Group Camp Cabin</td>
<td>Construction Fall 2019</td>
</tr>
<tr>
<td>North Region crew evaluating re-roofing the cabin in the Fall 2019. Structure stability in question and further assessment may be required.</td>
<td></td>
</tr>
<tr>
<td>310101 – Priest Lake Indian Creek Dock Replacement</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. Project in scope development.</td>
<td></td>
</tr>
<tr>
<td>310102 – Priest Lake Shafer Cabin Elec &amp; Plumbing Repairs</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. Project in scope development.</td>
<td></td>
</tr>
<tr>
<td>310351 – Round Lake Well</td>
<td></td>
</tr>
<tr>
<td>Project substantially complete. Holding remaining funds until fall 2019 to ensure well is functioning properly.</td>
<td></td>
</tr>
<tr>
<td>310382 – Round Lake Group Day Use Shelter, Trails &amp; Parking</td>
<td></td>
</tr>
<tr>
<td>Site planning and layout ongoing.</td>
<td></td>
</tr>
<tr>
<td>310301 – Round Lake Potable Water Tank Repairs</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. Project in scope development.</td>
<td></td>
</tr>
</tbody>
</table>

*Heyburn Hawley’s Landing ADA Sidewalk*
<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>310652 – Old Mission Parish House Interior Repairs</strong></td>
<td>NTP Fall 2019</td>
</tr>
<tr>
<td>Quote received for interior painting on 6/7/19. Contract will be executed as soon as contractor has received their Public Works License.</td>
<td></td>
</tr>
</tbody>
</table>

| **310671 – Old Mission Visitor Center & Exhibit HVAC Upgrades** | Project Close |
| Working through final punch list and commissioning items in preparation of project closure. |

| **310672 – Old Mission Visitor Center Electrical & Lighting Upgrades** | |
| Met on 7/2/19 with electrician and THPO to determine lighting on side walls. |

| **310682 – Old Mission Purchase & Install 2 Back-Up Generators** | |
| Meeting with electrician and THPO to confirm work on 7/2/19. |

| **310691 – Old Mission Visitor Center Lighting Upgrade** | |
| Waiting for Old Mission Staff to send bulb info to cross reference LED’s. |

| **310871 – Heyburn Hawley’s Landing RR/Shower ADA Improvements** | |
| Potential to add additional ADA features at the campsite or an ADA parking space. If determined not feasible, project will proceed to closeout. |

| **310872 – Heyburn Chatcolet Campground Renovations** | Construction Fall 2020 |
| Design start June 2019 with site survey. |

| **310881 – Heyburn Rocky Point Electrical Upgrade Docks & Moorage** | |
| Soliciting electrical consultant services for design. |

| **310883 – Heyburn Repair Benewah Lake Road** | |
| Formal agreement has been signed with Benewah County to chip seal the road. County started work in mid-June. |

| **310801 – Heyburn Replace Chatcolet Cottage** | |
| New FY2020 Project. Project in scope development. |

<p>| <strong>310802 – Heyburn Re-Roof Rocky Point Restroom</strong> | |
| New FY 2020 Project. Soliciting estimates from contractors. Plan to award a contract as soon as pricing is reached. |</p>
<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>320181 – McCroskey Primitive Campground &amp; Shelters at Redtail</strong></td>
<td>Design Kickoff</td>
</tr>
<tr>
<td>Design and survey to kickoff summer 2019. Scheduled for summer 2020 construction.</td>
<td></td>
</tr>
<tr>
<td><strong>320241 – Dworshak Host Sites Relocate</strong></td>
<td>Bid 7/3/2019</td>
</tr>
<tr>
<td>Transformer install on 6/24/19. Gravel delivery to follow.</td>
<td></td>
</tr>
<tr>
<td><strong>320291 – Dworshak Osprey Loop Double Vault Replacement</strong></td>
<td>Bid July 2019</td>
</tr>
<tr>
<td>Received approval from the Corp on 4/15/19.</td>
<td></td>
</tr>
<tr>
<td><strong>320292 – Dworshak Freeman Creek Rebuilt Lift Station</strong></td>
<td>Closeout</td>
</tr>
<tr>
<td>Waiting for final invoice from Control Freaks, then close out.</td>
<td></td>
</tr>
<tr>
<td><strong>320293 – Dworshak Freeman Creek Tent Area Vault Replacement</strong></td>
<td>Bid July 2019</td>
</tr>
<tr>
<td>Received approval from the Corp on 4/15/19.</td>
<td></td>
</tr>
<tr>
<td><strong>320201 – Dworshak Replace Water Line Fish Cleaning Station</strong></td>
<td>Construction August</td>
</tr>
<tr>
<td>New FY2020 Project. Negotiating scope of work with Contractor.</td>
<td></td>
</tr>
<tr>
<td><strong>320202 – Dworshak Replace Marina Winch System</strong></td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. Project in scope development with research of Winch systems on-going.</td>
<td></td>
</tr>
<tr>
<td><strong>320391 – Hells Gate Electrical Upgrade at Volunteer Sites</strong></td>
<td>NTP 7/1/19</td>
</tr>
<tr>
<td>Scope under development now that barn is removed. Proposal received from Valley Electric.</td>
<td></td>
</tr>
<tr>
<td><strong>320392 – Hells Gate Marine Mooring Dock Replacement</strong></td>
<td>Kick off July 2019</td>
</tr>
<tr>
<td>Selected design engineer and negotiating contract.</td>
<td></td>
</tr>
<tr>
<td><strong>320393 – Hells Gate Road and Trail Resurface</strong></td>
<td>NTP 8/1/19</td>
</tr>
<tr>
<td><strong>320394 – Hells Gate Shed/Barn Install</strong></td>
<td>NTP Summer/Fall 2019</td>
</tr>
<tr>
<td>Received quotes and under contract, contingent upon approval from the Corp.</td>
<td></td>
</tr>
<tr>
<td><strong>320395 – Hells Gate Marina Dredging</strong></td>
<td>Kickoff July 2019</td>
</tr>
<tr>
<td>Project will be restarted in winter 2019/2020. Will coordinate the dredging with the dock replacement.</td>
<td></td>
</tr>
<tr>
<td>Project Number and Name</td>
<td>Upcoming Milestone</td>
</tr>
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</tbody>
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*Farragut Gilmore Phase 2 Planting*
### SOUTH REGION

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>330172 – Ponderosa New Deluxe Cabins (5)</strong></td>
<td>Project in close out</td>
</tr>
<tr>
<td>Cabins are ready to be occupied.</td>
<td></td>
</tr>
</tbody>
</table>

![Ponderosa New Cabins](image)

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
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<tbody>
<tr>
<td><strong>330182 – Ponderosa CG Electrical and Water Upgrades – Phase 1</strong></td>
<td>Design</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>330183 – Ponderosa Kokanee Cove Conceptual Plan</strong></td>
<td></td>
</tr>
<tr>
<td>Fundraising effort has begun.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
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<tbody>
<tr>
<td><strong>330192 – Ponderosa Peninsula Blackberry Campground Water &amp; Elec Upgrades</strong></td>
<td>Design</td>
</tr>
<tr>
<td>Plan to phase construction for fall 2019 and spring 2020.</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>330193 – Ponderosa Kokanee Cove Clean-Up</strong></td>
<td>Completion July 2019</td>
</tr>
<tr>
<td>Repair June 2019 Project has been completed. Using remaining funds to repair dormers damaged by snow.</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
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</thead>
<tbody>
<tr>
<td><strong>330102 – Ponderosa Phase 3 Road Paving Overlook Point</strong></td>
<td>Design Start</td>
</tr>
<tr>
<td>New FY2020 Project. Site review with engineer on 7/2. Negotiation to follow.</td>
<td></td>
</tr>
<tr>
<td>Project Number and Name</td>
<td>Upcoming Milestone</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>DPW 18540 – Eagle Island Re-Roof Admin Support Building</td>
<td>Requesting additional amount of funding needed to execute contract with roofer.</td>
</tr>
<tr>
<td>330292 – Eagle Island Pond Water Quality Improvement</td>
<td>Bid July 2019</td>
</tr>
<tr>
<td>330201 – Eagle Island Road &amp; Parking Lot Replacement</td>
<td>Closeout July 2019</td>
</tr>
<tr>
<td>330482 – Lucky Peak Replace Auto Sprinkler Irrigation System</td>
<td>Completion 6/30/2019</td>
</tr>
<tr>
<td>330483 – Lucky Peak Marina Expansion Planning Study</td>
<td>Comp 7/31/19</td>
</tr>
<tr>
<td>330401 – Lucky Peak Replace Marina Fuel Lines</td>
<td>New FY2020 Project. Receiving updated quote from vendor.</td>
</tr>
<tr>
<td>330581 – Bruneau Dunes Evaluation of Irrigation System</td>
<td>June Recommendations</td>
</tr>
<tr>
<td>330691 – Three Island Primary Underground Powerline</td>
<td>Engineering recommendation complete. Need to complete water/soil test to evaluate options for improvement</td>
</tr>
<tr>
<td>330601 – Three Island Interpretive Center HVAC Replacement</td>
<td>Install October 2019</td>
</tr>
<tr>
<td>330761 – Lake Cascade Erosion Control</td>
<td>Project is complete, awaiting final close out paperwork.</td>
</tr>
<tr>
<td>Project Number and Name</td>
<td>Upcoming Milestone</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>DPW 17-540 – Lake Cascade New Visitor Center</td>
<td>Final Completion 8/19</td>
</tr>
<tr>
<td>Project open, finishing punch list items prior to project closure.</td>
<td></td>
</tr>
</tbody>
</table>

![Lake Cascade New Visitor Center](image.jpg)

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>330764 - Lake Cascade Blue Heron &amp; Van Wyck Docks/Pilings</td>
<td></td>
</tr>
<tr>
<td>Met with Park Manager on 6/7/19 to review site conditions.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>330771 – Lake Cascade Pelican Cove Day Use ADA Improvements &amp; CXT</td>
<td></td>
</tr>
<tr>
<td>Met with Park Manager on 6/7/19 to review site conditions.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>330781 - Lake Cascade Replace Crown Point Docks</td>
<td></td>
</tr>
<tr>
<td>Met with Park Manager on 6/7/19 to review site. This dock replacement is taking priority.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>330701 – Lake Cascade Sugarloaf Boat Ramp Repairs</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. Project in scope development.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>330702 – Lake Cascade Repair Sugarloaf Tent &amp; Living Pads</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. Project in scope development.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>340381 – Thousand Springs Ritter Island Re-Roof Red House</td>
<td>Select Architect</td>
</tr>
<tr>
<td>Funding will now be used for design services for upcoming 2021 project.</td>
<td></td>
</tr>
<tr>
<td>Project Number and Name</td>
<td>Upcoming Milestone</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>340391 – Thousand Springs Crystal Spring Dock Replacement</strong></td>
<td>Project in Closeout.</td>
</tr>
<tr>
<td><strong>340392 – Thousand Springs Billingsley Visitor Center</strong></td>
<td>RFQ issue July 2019</td>
</tr>
<tr>
<td>Project has been set up with DPW. Request for Qualifications for Design Services is being prepared.</td>
<td></td>
</tr>
<tr>
<td><strong>340393 – Thousand Springs Billingsley Entrance Road</strong></td>
<td>Plan Review Fall 2019</td>
</tr>
<tr>
<td>Master plan complete. Startup of engineering plans.</td>
<td></td>
</tr>
<tr>
<td><strong>340394 – Thousand Springs Billingsley Parkwide Trails</strong></td>
<td>Construction 8/2019</td>
</tr>
<tr>
<td>Trail bid was awarded, construction begins in August 2019.</td>
<td></td>
</tr>
<tr>
<td><strong>340395 – Thousand Springs Billingsley Campground</strong></td>
<td>Plan Review Fall 2019</td>
</tr>
<tr>
<td>Master plan complete. Startup of engineering plans.</td>
<td></td>
</tr>
<tr>
<td>Water/sewer discussion with city of Hagerman July 2019.</td>
<td></td>
</tr>
<tr>
<td><strong>340396 – Thousand Springs Billingsley Irrigation Improvements</strong></td>
<td>Plan Review Fall 2019</td>
</tr>
<tr>
<td>Master plan complete. Startup of engineering plans.</td>
<td></td>
</tr>
<tr>
<td><strong>340397 – Thousand Springs Billingsley Arboretum</strong></td>
<td>Plan Review Fall 2019</td>
</tr>
<tr>
<td>Master plan complete. Startup of engineering plans.</td>
<td></td>
</tr>
<tr>
<td><strong>340398 – Thousand Springs Billingsley Fishing/Paddling Access</strong></td>
<td>Plan Review Fall 2019</td>
</tr>
<tr>
<td>Master plan complete. Startup of engineering plans.</td>
<td></td>
</tr>
<tr>
<td>Project Number and Name</td>
<td>Upcoming Milestone</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>340301 – Thousand Springs Replace Ritter Island Bridge</td>
<td>RFQ ad July 15, 2019</td>
</tr>
<tr>
<td>New FY2020 Project. RFQ to be issued in Mid-July for engineering services.</td>
<td></td>
</tr>
<tr>
<td>340302 – Thousand Springs Malad Road Repairs</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. Project in scope development.</td>
<td></td>
</tr>
</tbody>
</table>

*Lucky Peak Deck Expansion*
## EAST REGION

<table>
<thead>
<tr>
<th>Project Number and Name</th>
<th>Upcoming Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>340573 – Castle Rocks Access Road Improvements</strong></td>
<td>NTP Fall 2019</td>
</tr>
<tr>
<td>If approval from BLM is received, campground will be chip sealed fall 2019.</td>
<td></td>
</tr>
<tr>
<td><strong>340501 – Castle Rocks Replace Bunkhouse Roof Underlayment</strong></td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. Project in Scope Development.</td>
<td></td>
</tr>
<tr>
<td><strong>340681 – Lake Walcott Replace Drinking Fountains</strong></td>
<td></td>
</tr>
<tr>
<td>Drinking fountains purchased. Additional sprinkler parts to be purchased and installed by park staff.</td>
<td></td>
</tr>
<tr>
<td><strong>340682 – Lake Walcott Refurbish Restrooms</strong></td>
<td>Completion by 9/1/19</td>
</tr>
<tr>
<td>Substantial Completion on 5/10/2019. Restrooms are open to the Public. Exterior wall final cleaning and sealing to be completed end of summer.</td>
<td></td>
</tr>
<tr>
<td><strong>340601 – Lake Walcott Asphalt Pathways Repairs</strong></td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. In scope development.</td>
<td></td>
</tr>
<tr>
<td><strong>350101 – Massacre Rocks Chip Seal Park Roads</strong></td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. In scope development.</td>
<td></td>
</tr>
<tr>
<td><strong>350382 – Bear Lake Tent Camping Area &amp; Parking Improvements</strong></td>
<td></td>
</tr>
<tr>
<td>Minor site improvements on-going.</td>
<td></td>
</tr>
<tr>
<td><strong>350391 – Bear Lake North Beach Boat Launch Dock Replaced</strong></td>
<td>Design Start June 2019</td>
</tr>
<tr>
<td>Working on Encroachment Permits thru IDL and a design contract.</td>
<td></td>
</tr>
<tr>
<td><strong>350392 – Bear Lake East Beach Restroom at Boat Ramp</strong></td>
<td></td>
</tr>
<tr>
<td>Punchlist and minor improvements planned.</td>
<td></td>
</tr>
<tr>
<td><strong>350393 – Bear Lake East Beach Restroom at Day Use</strong></td>
<td>Closeout</td>
</tr>
<tr>
<td>Punchlist and project in closeout.</td>
<td></td>
</tr>
<tr>
<td><strong>350301 – Bear Lake Chip Seal Park Roads</strong></td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. In scope development.</td>
<td></td>
</tr>
<tr>
<td><strong>360181 – Harriman Eradication of Mold &amp; Clean Ducts</strong></td>
<td>Pre-Bid mtg. July 2019</td>
</tr>
<tr>
<td>In the process of scheduling pre-bid walk-thru. Park rental units have been full, causing schedule issues.</td>
<td></td>
</tr>
<tr>
<td>Project Number and Name</td>
<td>Upcoming Milestone</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>360182 – Harriman Decks &amp; Furnishings for Silver Lake Yurts</td>
<td>Work in progress</td>
</tr>
<tr>
<td>Cygnet Deck has been completed already. Wyethia Yurt scheduled for August 2019.</td>
<td></td>
</tr>
<tr>
<td>360183 – Harriman Repair Foundation on Ranch Manager House</td>
<td>Architect Selection</td>
</tr>
<tr>
<td>Hiring Architect for initial evaluation to determine which structure to start on.</td>
<td></td>
</tr>
<tr>
<td>360191 – Harriman Jones House Foundation/Log Repairs</td>
<td></td>
</tr>
<tr>
<td>Project contingent with 360183.</td>
<td></td>
</tr>
<tr>
<td>360101 – Harriman Replace Yurt Roofs and Decks</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project, in combination with project 360182.</td>
<td></td>
</tr>
<tr>
<td>360102 – Harriman Scovel Center Winterization</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. In scope development.</td>
<td></td>
</tr>
<tr>
<td>360103 – Harriman Foundation Repair and Log Replacement</td>
<td></td>
</tr>
<tr>
<td>New FY2020 Project. In scope development.</td>
<td></td>
</tr>
<tr>
<td>Harriman Historic Bridge Replacement – Friends of Harriman</td>
<td>Deck Removal 7/10/19</td>
</tr>
<tr>
<td>Project No. and Name</td>
<td>Upcoming Milestone</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>360271 – Henrys Lake RR Remodel at Boat Launch</td>
<td>DEQ contacted 6/17/19. Engineer to be selected for septic design for fish cleaning station.</td>
</tr>
<tr>
<td>360272 – Henrys Lake Old CG Sewer Evaluation</td>
<td>Project in closeout.</td>
</tr>
<tr>
<td>360281 – Henrys Lake Upgrade Water Distribution in Old Campground</td>
<td>Bid opens July 15, 2019. Scope of the project will be limited with available funding.</td>
</tr>
<tr>
<td>360282 – Henrys Lake New CXT &amp; DU Shelter at Boat Ramp</td>
<td>Single Vault toilet to be installed mid- July 2019.</td>
</tr>
<tr>
<td>360283 – Henrys Lake RR/Shower Upgrade</td>
<td>Final punch-list items to be completed prior to project closeout.</td>
</tr>
<tr>
<td>360291 – Henrys Lake Well House &amp; Water System Upgrades</td>
<td>Bid July 2019</td>
</tr>
<tr>
<td>360201 – Henrys Lake Old Loop Asphalt Repairs</td>
<td>New FY2020 Project. Project in scope development.</td>
</tr>
<tr>
<td>360582 – Engineer Evaluation Bayhorse Building Stabilization</td>
<td>Over all building inspection w/Structural Engineer on 6/14/19. Structural Evaluation report due by end of month. Roof/wall design will commence upon review of structural evaluation.</td>
</tr>
<tr>
<td>360583 – Yankee Fork Yurt Staff Housing at Bonanza</td>
<td>Completion 5/16/19</td>
</tr>
<tr>
<td>360591 – Yankee Fork VC Irrigation Replacement</td>
<td>Bid July 2019</td>
</tr>
<tr>
<td>19542 DPW – Yankee Fork VC Carpet</td>
<td>Site visit July 2019</td>
</tr>
</tbody>
</table>

END REPORT
EXPERIENCE/EDUCATION PROGRAM QUARTERLY REPORT
APRIL, MAY, JUNE 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
1. Assess all parks in the system in terms of needs/priorities for interpretive facilities, exhibits, programming, training, and staffing.
2. Start creating high-quality photo files of the parks for use in interpretation, social media, and marketing.
3. Lead the Interpretive Team to support implementation of improvements in the overall Experience/Education program.
4. Begin implementing the new Interpretive Strategic Plan in support of the agency Strategic Plan.

Quarterly Program Report

- Led the 2019 Environmental Education training at Ponderosa for field staff April 2, 3. Worked with staff from the McCall Outdoor Science School to have them also present at the Workshop.
- Led Interpretive Team meeting at City of Rocks April 16, 17.
- Provided input and photos for agency Strategic Plan April 17.
- Led the first Interpretive Plan meeting April 18 with the Advisory Committee for the City of Rocks/Castle Rocks Interpretive Plan.
- Coordinated the park Bioblitz on April 27 to support the Natural Resource Assessment at Three Island Crossing State Park.
- Led an owl survey May 1 at Three Island Crossing State Park in support of the Natural Resource Assessment.
- Coordinated with representatives from two Girl Scout Councils and five parks to plan for the July 2019 event in the parks.
- Helped create IDPR blog postings on interns and teacher workshops.
- Took additional park photos and shared those with Social Media staff for use on Instagram and Facebook posts.
- Coordinated a Bioblitz May 11 to support the Natural Resource Assessment at Lake Cascade State Park.
- Coordinated meeting May 29 at Harriman State Park with University of Idaho staff from McCall Outdoor Science School to tour the Scovel Education Center for potential use.
- Led a monthly flora survey at Lake Cascade State Park June 19 to support the Natural Resource Assessment.
- Worked with the Friends of Idaho State Parks to create supplementary financial support for the Experience/Education Program. Sent application materials to all park managers for three types of support possible: grants, social media fundraiser, and park interpretive history booklets.
- Created guidelines for working with wildlife and permits needed June 20.
- Wrote multiple articles for IDPR News.
- Led the second Interpretive Plan meeting June 27 with the Advisory Committee for the City of Rocks/Castle Rocks Interpretive Plan.
- Continued to create resource folder information on the shared drive for staff use. There are now 75 folders available on the shared drive with information to support efforts with interpretation and education.

Feedback/Quotes from park participants at interpretive presentations:

Castle Rocks State Park

- “Dad came in and said his daughter wears her (Junior Ranger) badge every day!!” - Kendall, Staff, 6.8.19, Visitor Center.

- “This is so cool! Can I do it? How can I become a volunteer for this program?” – female (adult) visitor, Castle Rocks State Park Fish Pond/Visitor Center (IDPR staff did sign her up to volunteer with our Fish Friday events and Junior Angler program, and her 4 kids all completed programs and obtained badges for Junior Ranger and Junior Angler)

Harriman State Park

Letter from student at Holy Spirit Catholic School:

Dear Morgan Smith,

Thank you for coming and informing us the history behind it all. I never knew about Harriman State Park until you came in. Thank you again. You have brought me more and new knowledge.

- Adriene
AGENDA
Idaho Park and Recreation Board Meeting
August 5 – 7, 2019
Super 8
276 N. 4th Street
Montpelier, ID 83254

AGENDA ITEM: FY 2019 4th Quarter Financial Reports
ACTION REQUIRED: Information Only
PRESENTER: Steve Martin

PRESENTATION
Attached are the year-end financial reports 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.

- Page 2 – FY 2019 Financial Statement / Budget Status as of 06/30/2019
- Pages 3-5 – FY 2019 Y-T-D Park Operations Revenues / Expenditures
- Pages 6-12 – FY 2019 Cash Balances as of 06/30/2019
- Page 13 – FY 2019 Y-T-D Passport Program Revenue

STAFF RECOMMENDATIONS
This agenda item is for information only.
<table>
<thead>
<tr>
<th>Program/Object</th>
<th>Appropriation</th>
<th>Expenditures</th>
<th>Encumbrances</th>
<th>Balance</th>
<th>% Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Costs</td>
<td>$3,080,200</td>
<td>$2,712,991</td>
<td></td>
<td>$367,209</td>
<td>11.9%</td>
</tr>
<tr>
<td>Operating Expenditures</td>
<td>$1,731,900</td>
<td>$1,271,485</td>
<td></td>
<td>$460,415</td>
<td>26.6%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$227,300</td>
<td>$219,693</td>
<td></td>
<td>$7,607</td>
<td>3.3%</td>
</tr>
<tr>
<td>Trustee &amp; Benefit</td>
<td>$12,578,715</td>
<td>$5,379,696</td>
<td>$5,715,694</td>
<td>$1,483,325</td>
<td>11.8%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$17,618,115</strong></td>
<td><strong>$9,583,865</strong></td>
<td><strong>$5,715,694</strong></td>
<td><strong>$2,318,556</strong></td>
<td><strong>13.2%</strong></td>
</tr>
<tr>
<td>Park Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Costs</td>
<td>$10,270,800</td>
<td>$9,484,395</td>
<td></td>
<td>$786,405</td>
<td>7.7%</td>
</tr>
<tr>
<td>Operating Expenditures</td>
<td>$5,630,678</td>
<td>$5,093,086</td>
<td></td>
<td>$537,592</td>
<td>9.5%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$1,881,897</td>
<td>$1,400,273</td>
<td>$183,884</td>
<td>$297,741</td>
<td>15.8%</td>
</tr>
<tr>
<td>Trustee &amp; Benefit</td>
<td>$1,427,500</td>
<td>$58,623</td>
<td>$640,000</td>
<td>$728,877</td>
<td>51.1%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$19,210,875</strong></td>
<td><strong>$16,036,377</strong></td>
<td><strong>$823,884</strong></td>
<td><strong>$2,350,614</strong></td>
<td><strong>12.2%</strong></td>
</tr>
<tr>
<td>Capital Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Costs</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Operating Expenditures</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$15,877,216</td>
<td>$5,144,647</td>
<td></td>
<td>$10,732,569</td>
<td>67.6%</td>
</tr>
<tr>
<td>Trustee &amp; Benefit</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$15,877,216</strong></td>
<td><strong>$5,144,647</strong></td>
<td>$</td>
<td><strong>$10,732,569</strong></td>
<td><strong>67.6%</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$52,706,206</strong></td>
<td><strong>$30,764,890</strong></td>
<td>$6,539,578</td>
<td><strong>$15,401,739</strong></td>
<td><strong>29.2%</strong></td>
</tr>
</tbody>
</table>
- All Park Operations fiscal year-to-date revenues are up $904,700 (or 8.7%) compared to FY 2018
- All Park Operations fiscal year-to-date expenditures are up $309,600 (or 2.8%) compared to FY 2018
Idaho Department of Parks and Recreation
North Region - All Funds
Year-to-Date Revenues and Expenditures
June 30, 2019

- North Region fiscal year-to-date revenues are up $476,000 (or 10.2%) compared to FY 2018
- North Region fiscal year-to-date expenditures are up $189,800 (or 4.0%) compared to FY 2018
- South Region fiscal year-to-date revenues are up $428,700 (or 7.5%) compared to FY 2018
- South Region fiscal year-to-date expenditures are up $119,800 (or 1.9%) compared to FY 2018
Idaho Department of Parks and Recreation
Cash Balance Trend - Snowmobile Fund (0250.03)
June 30, 2019

FY 2019 Cash Balance Trends (Active).xlsx / 0250.03 Trend Chart
Idaho Department of Parks and Recreation
Cash Balance Trend - Motorbike / OHV Fund (0250.04)
June 30, 2019
Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Vehicle Fund (0250.05)
June 30, 2019
Idaho Department of Parks and Recreation
Cash Balance Trend - Enterprise Fund (0410.01)
June 30, 2019
<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>Beginning Balance</th>
<th>Cash Inflows</th>
<th>Cash Outflows</th>
<th>Cash Balance</th>
<th>Encumbrances</th>
<th>Unobligated Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0125</td>
<td>Federal Indirect Cost Recovery</td>
<td>$561,179</td>
<td>$318,661</td>
<td>(464,246)</td>
<td>$415,594</td>
<td>-</td>
<td>$415,594</td>
</tr>
<tr>
<td>0243</td>
<td>Parks and Recreation Fund</td>
<td>6,210,451</td>
<td>9,899,686</td>
<td>(9,947,497)</td>
<td>6,162,640</td>
<td>9,624</td>
<td>6,153,016</td>
</tr>
<tr>
<td>0243.02</td>
<td>Parks &amp; Rec - Registration Administration</td>
<td>2,559,188</td>
<td>3,596,057</td>
<td>(3,150,500)</td>
<td>3,004,744</td>
<td>-</td>
<td>3,004,744</td>
</tr>
<tr>
<td>0243.03</td>
<td>Parks &amp; Rec - Sawtooth License Plate</td>
<td>(100)</td>
<td>49,226</td>
<td>(49,126)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>0243.04</td>
<td>Parks &amp; Rec - Cutthroat Wildlife Plate</td>
<td>60,034</td>
<td>18,936</td>
<td>(9,406)</td>
<td>-</td>
<td>-</td>
<td>69,565</td>
</tr>
<tr>
<td>0243.05</td>
<td>Parks &amp; Rec - Mountain Bike</td>
<td>75,015</td>
<td>36,118</td>
<td>-</td>
<td>111,133</td>
<td>-</td>
<td>111,133</td>
</tr>
<tr>
<td>0247.01</td>
<td>Recreational Fuels - Capital Improvement</td>
<td>3,871,446</td>
<td>1,631,447</td>
<td>(2,873,984)</td>
<td>2,628,908</td>
<td>-</td>
<td>2,628,908</td>
</tr>
<tr>
<td>0247.02</td>
<td>Recreational Fuels - Waterway Improvement</td>
<td>2,167,657</td>
<td>1,615,610</td>
<td>(1,277,632)</td>
<td>2,505,635</td>
<td>457,938</td>
<td>2,047,697</td>
</tr>
<tr>
<td>0247.03</td>
<td>Recreational Fuels - Off-road Motor Vehicles</td>
<td>3,059,408</td>
<td>1,615,610</td>
<td>(1,362,800)</td>
<td>3,312,218</td>
<td>641,411</td>
<td>2,670,806</td>
</tr>
<tr>
<td>0247.04</td>
<td>Recreational Fuels - Road &amp; Bridge</td>
<td>1,910,679</td>
<td>841,475</td>
<td>(874,117)</td>
<td>1,878,038</td>
<td>148,000</td>
<td>1,730,038</td>
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<tr>
<td>0247.06</td>
<td>Recreational Fuels - Administration</td>
<td>240,289</td>
<td>1,148,085</td>
<td>(911,877)</td>
<td>476,497</td>
<td>-</td>
<td>476,497</td>
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<tr>
<td>0250.01</td>
<td>Registration - State Vessel</td>
<td>84,291</td>
<td>3,134,247</td>
<td>(3,218,537)</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>0250.02</td>
<td>Registration - Cross Country Ski</td>
<td>102,905</td>
<td>91,354</td>
<td>(70,078)</td>
<td>124,182</td>
<td>-</td>
<td>124,182</td>
</tr>
<tr>
<td>0250.03</td>
<td>Registration - Snowmobile</td>
<td>1,170,412</td>
<td>1,248,552</td>
<td>(1,191,959)</td>
<td>1,227,005</td>
<td>-</td>
<td>1,227,005</td>
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<tr>
<td>0250.04</td>
<td>Registration - Motorbike</td>
<td>1,491,759</td>
<td>1,210,533</td>
<td>(856,628)</td>
<td>1,845,664</td>
<td>31,364</td>
<td>1,814,300</td>
</tr>
<tr>
<td>0250.05</td>
<td>Registration - Recreational Vehicle</td>
<td>13,630,265</td>
<td>6,778,311</td>
<td>(5,323,476)</td>
<td>15,085,100</td>
<td>3,893,923</td>
<td>11,191,177</td>
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<tr>
<td>0348</td>
<td>Federal Grant Fund ¹</td>
<td>512,742</td>
<td>3,982,646</td>
<td>(3,773,786)</td>
<td>721,600</td>
<td>3,314,515</td>
<td>(2,592,915)</td>
</tr>
<tr>
<td>0349</td>
<td>Miscellaneous Revenue</td>
<td>87,167</td>
<td>17,499</td>
<td>(40,441)</td>
<td>64,226</td>
<td>-</td>
<td>64,226</td>
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<tr>
<td>0410.01</td>
<td>Enterprise</td>
<td>4,058,470</td>
<td>2,669,664</td>
<td>(2,397,286)</td>
<td>4,360,846</td>
<td>-</td>
<td>4,360,846</td>
</tr>
<tr>
<td>0496.01</td>
<td>Expendable Trust - Park Donations ²</td>
<td>310,042</td>
<td>96,319</td>
<td>(93,930)</td>
<td>312,431</td>
<td>-</td>
<td>312,431</td>
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<tr>
<td>0496.02</td>
<td>Harriman Trust</td>
<td>404,597</td>
<td>372,630</td>
<td>(201,862)</td>
<td>575,366</td>
<td>-</td>
<td>575,366</td>
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<tr>
<td>0496.03</td>
<td>Park Land Trust</td>
<td>3,598,921</td>
<td>259,791</td>
<td>(116,200)</td>
<td>3,742,513</td>
<td>-</td>
<td>3,742,513</td>
</tr>
<tr>
<td>0496.05</td>
<td>Trail of the Coeur d'Alenes</td>
<td>381,954</td>
<td>257,949</td>
<td>(115,146)</td>
<td>524,757</td>
<td>-</td>
<td>524,757</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>46,548,772</strong></td>
<td><strong>40,920,404</strong></td>
<td><strong>(38,320,517)</strong></td>
<td><strong>49,148,659</strong></td>
<td><strong>8,496,775</strong></td>
<td><strong>40,651,884</strong></td>
</tr>
</tbody>
</table>

**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 June 30, 2019

<table>
<thead>
<tr>
<th>Gross Revenue</th>
<th>FY 2018 June</th>
<th>FY 2019 June</th>
<th>Increase/ (Decrease)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Year Registrations</td>
<td>$143,020</td>
<td>$155,730</td>
<td>$12,710</td>
<td>8.9%</td>
</tr>
<tr>
<td>2-Year Registrations</td>
<td>98,320</td>
<td>112,660</td>
<td>14,340</td>
<td>14.6%</td>
</tr>
<tr>
<td>Total</td>
<td>$241,340</td>
<td>$268,390</td>
<td>$27,050</td>
<td>11.2%</td>
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</table>

<table>
<thead>
<tr>
<th>Transactions</th>
<th>FY 2018 Y-T-D</th>
<th>FY 2019 Y-T-D</th>
<th>Increase/ (Decrease)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Year Registrations</td>
<td>$1,386,330</td>
<td>$1,533,200</td>
<td>$146,870</td>
<td>10.6%</td>
</tr>
<tr>
<td>2-Year Registrations</td>
<td>890,080</td>
<td>1,109,260</td>
<td>219,180</td>
<td>24.6%</td>
</tr>
<tr>
<td>Total</td>
<td>$2,276,410</td>
<td>$2,642,460</td>
<td>$366,050</td>
<td>16.1%</td>
</tr>
</tbody>
</table>

| 1-Year Registrations   | 14,302        | 15,573        | 1,271                | 8.9%     |
| 2-Year Registrations   | 4,916         | 5,633         | 717                  | 14.6%    |
| Total                  | 19,218        | 21,206        | 1,988                | 10.3%    |

| 1-Year Registrations   | 138,633       | 153,320       | 14,687               | 10.6%    |
| 2-Year Registrations   | 44,504        | 55,463        | 10,959               | 24.6%    |
| Total                  | 183,137       | 208,783       | 25,646               | 14.0%    |

Revenue Trend by Fiscal Year
MANAGEMENT SERVICES QUARTERLY REPORT  
April 26 to July 12, 2019

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 Director and Board priorities and concerns.

Management Services Division Administrator’s Report

- Attended the May IDPR Quarterly Board Meeting.
- Provided comments to FERC on the proposed reauthorization of Barber Dam.
- Attended meetings with ITD regarding off-highway, snowmobile, and boat certificates of number and how ITD and IDPR should best move forward with modernization. Participated in several high-level meetings with staff at ITD as well as staff at State Purchasing. Much of the focus has been on determining best course of action given tight timelines associated the efforts of ITD staff to modernize county DMV registration software as well as our own timelines and efforts to modernize our software and processes for our Certificate of Number and Permitting processes. Performing additional work to determine best course of action on registration modernization given the extent of bad data and the high costs associated with cleaning it prior to migrating to a new system versus the not insignificant issues associated with performing a fresh start in the new system.
- Worked with Operations Administrator Keith Hobbs and Reservations and Registrations Manager Tammy Kolsky to edit IDAPA Chapter 20 to incorporate new fees and fee caps, remove standards from definitions, consolidate and clarify reservation fees and group fees, fold in fees and standards from the Park N Ski program, and general edits for clarity and brevity.
- Continued to work on developing a “Strengths” culture throughout the department. Worked with Jennifer Okerlund on HQ activities and long-term strategies. Worked with Surat Nicol, Jeff Smith, Betty Mills, and Jennifer Okerlund on strategies to engage field staff.
- Monitored Billingsley Creek Master Plan to ensure it was consistent with Board priorities. Discussed sewer and water options and opportunities. Discussed on-site and off-site trail funds and grants.

- Reviewed possible personnel reclassifications for office specialists and rangers with Operations Administrator, Human Resources Director, and Director.

- Worked with Operations Administrator and Director to solicit applications and select candidate for the State’s Certified Public Manager course.

- Worked on new policies to replace those taken out of rule.

- Worked with DFM on other steps in the rules reauthorization process.

- Attended a celebratory event hosted by the Governor regarding the Red Tape Reduction Act accomplishments to date. Received a Certificate of Recognition for efforts thus far which are:
  - 18 pages
  - 7,447 words
  - 87 restrictive wordsacanning
  - 1 fee

- Worked with Operations Administrator, Human Resources Director, and Director on performance bonuses.

- Discussed possibility of legislation in the upcoming session to lessen the tie between certificates of number and owner verification.

- Finalized the FY 2020 Strategic Plan, had it posted to the website, and sent a message to all staff.

- Provided timely accounting and travel approvals for management services, human resources, development bureau, communications, and marketing staff as well as Board travel.

- Various tasks and meetings to support the Finance, Grants, Reservation & Registration, Development, and Information Technology work groups.

- Presented for a “Lunch and Learn” hosted by the Department of Administration.

- Splurged on a once-in-a-lifetime trip to Yosemite where we stayed in the most beautiful lodge with the most amazing view of Upper Yosemite Falls from our room. All the waterfalls were magnificent!
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 345 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 2019 legislative session was presented with House Bills 74 and 75. HB 75 passed which calls for a “Non-Resident Motorbike sticker”. Work is underway to modify our existing in-house Registration Information System (RIS) to support selling this new sticker type. There will also be significant changes needed in our online sales application, ITD data exchange application, and in all the automated processes that keep the day to day business running in the registration department. A current support contract with DISYS, Inc. was extended, and they are programming the required changes to our online sales application. IT programming staff also participate in bi-weekly staff meetings with the registration team and are actively supporting all aspects needed to keep the registration business functioning.

The new year brought about a significant shift in statewide Information Technology (IT). Governor Little's “IT Consolidation” is now being termed the "IT Modernization". On June 17, 2019 36 IT staff started in their new positions within the ITS organization. Most of them are at the Boise Chinden campus (the old HP facility). New service desk software and changes to support phone numbers was rolled out. IDPR IT staff have seen a slight improvement in support request response since the change. IDPR is not on the current list for consolidation but will be included in a future phase. The governor’s plan calls for the process to take five years.

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.
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 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 Boise headquarters location network was successfully upgraded to a 100-meg service provided by Century Link. The Voice Over IP (VOIP) project is slightly behind schedule and should be completed by early fall in the Boise HQ and regional office locations.

Efforts to improve park network connectivity continue. IDPR IT installed ViaSat satellite-based Internet service at the Dworshak Big Eddy and Freeman Creek locations. The new service is working well in small park office locations. We also installed ViaSat at the Farragut office as a test against their existing DSL Internet. The latency was determined to be unacceptable to conduct business and will be uninstalled in July. The Farragut office has 12 computers and 3 printers. Satellite Internet service cannot effectively support this amount of computer systems.

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. They have also completed enhancements to the RecEd education application for the REC bureau.
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
- Reviewed park operations and staffing with Dworshak, Hells Gate, Trail of the CdAs, Heyburn, Farragut, Priest Lake, and Winchester with park Managers
- Met with Development Bureau staff and reviewed Dworshak Marina project and Round Lake shelter project
- Completed staff evaluations
- Coordinated NR All-Staff Spring Meeting which included a retirement gathering for Pat Dingman, Engineer Technician Senior
- Participated in Executive Staff meetings/conference calls; TOC Commission Meeting; the CdA Chamber Natural Resource Committee meeting; and the IDPR Board Meeting in McCall presenting the Medimont Property Donation, Smelterville Encroachment Issus, and Heyburn Recreational Residence Site Lease Fees and Appraisal agenda items for Board approval
- Worked on Eastside Highway District>IDPR Parkway MOU and presented to them for consideration; Heyburn Resident Recreation Lease and Notice to include new lease, fees, appraisal, and associated processes; Board agenda times for Medimont Property Donation, TOC Smelterville Encroachment Filing of Legal Actions, and Heyburn lease sites
- Met with DEQ, EPA, PHD and TOC staff to review TOC access controls and responsibility to replace and install
- Coordinated Motor Vehicle Registration Search Policy update to include pursuing out-of-state agreements
- Met with Benewah County Commissioners with Lucas Wingert, NR Engineering Tech, to discuss cooperatively repairing the Benewah Road; they are supportive of this.
- Met with Idaho Industrial Commission to review staff injury
- Assisted with follow up Old Mission Ranger interview; and with Farragut Park Ranger interviews, hiring new additions to the staffs
- Reviewed One-Shot Charlies in Harrison concerns over vegetation growing between them and the TOC ROW to determine if there is a solution; at this point we are unsure. Natural
Resource Manager developed a synopsis for review and consideration and will be talking to City of Harrison as the lessee of the ROW area
• Applied to continue to be a member of the BLM CdA Resource Advisory Counsel

NR MAINTENANCE CREW

• Boating: Picked up LJK trusses; built 3 LJK with Sam; gave life jackets to Coast Guard auxiliary; helped get life jackets down for Bonner County
• CDA Parkway: Helped mix paint for Mr. Higgens statue; put restroom supplies upstairs in shop for staff
• Dworshak: Picked up battery charger for new golf carts
• Farragut: Picked up trees and plants for Gilmore from Bonners Ferry nursery; delivered Trailcat from NRO; discussed Scott Field gate with staff
• Hells Gate: Took snowplow for plow truck to Hells Gate and reinstalled
• Heyburn: Had gravel delivered and maintained roads in Hawley’s CG; maintained Lakeview cabin road; Fixed water damage in Chatcolet parking lot and maintained Chat road at CG gate; maintained land app road behind burn pile
• North Region Office: Various vehicle, equipment and facility repairs; built picture frames for brochure rack; Emailed LJK information to Wyoming Parks and Waterways so they can start a program; researched new wood for Idaho plaques; completed backpack racks for Lake Walcott, Bruneau Dunes, Harriman, Three Island, and Winchester; started backpack rack for Castle Rocks; helped OHV program diagnose Trailcat fuel problem; ordered pallet jack, welding helmet, and nuts and bolts; bought new grinder and sander; reset fire door to front office; transferred R-323 to Farragut
• Old Mission/TOC: Finished 12 sandwich board signs; Sent copy of irrigation as-built to park; made template for step repair dutchman on Old Mission; cut dutchman for step repair
• Priest Lake: Helped with docks and ramps at Indian Creek; removed and replaced water heater in White Pine shower house
• Round Lake: Picked up table boards from Whiteman’s Lumber and delivered to park; dug water hydrant up in shop yard with back hoe and helped repair standpipe
• Various Parks: Signs

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

PRIEST LAKE STATE PARK – LONNIE JOHNSON, PARK MANAGER

Customer Service
• All campgrounds were opened and water on before the end of May. Store shelves were stocked and ice cream freezer full for Memorial Holiday visitors
• The disc golf course has been receiving lots of use and a nice article was published in local papers

Park/Program Usage
• Lake became ice free in April bringing in fisherman. Lionhead became snow free and the campers started to show up
• May’s high temperatures made for excellent early season camping. Memorial Day weekend was a little rainy but we were still full at Indian Creek and Lionhead campgrounds
The park usage had been up and down in June. Weather was good at the beginning of month and toward the end the rain and cold set in bringing cancellations

**Program Services**
- Re-creation Unlimited started interpretive programs in June

<table>
<thead>
<tr>
<th>Program Type</th>
<th>No. of Programs</th>
<th>No. of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experiential Programming</td>
<td>11</td>
<td>290</td>
</tr>
<tr>
<td>Interpretive Programming</td>
<td>20</td>
<td>675</td>
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<tr>
<td>Jr. Ranger Programming</td>
<td>15</td>
<td>248</td>
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<tr>
<td>School Programming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Events</td>
<td>1</td>
<td>35</td>
</tr>
</tbody>
</table>

**Preservation of Natural, Cultural, and/or Historical Resources**
- Hazard tree removal being done at Indian Creek and Lionhead
- Burning of slash piles begun at Indian Creek

**Staff Training**
- Staff attended North Region Meeting
- Assistant Manager attended Supervisory Training in Lewiston
- Rangers attended ATV instructor training and became instructor certified
- Park hosted annual Emergency Services Meeting
- Seasonal orientation was held in May
- Ranger attended Interpretive Training at Harriman State Park
- Volunteer training was held in June at Indian Creek Headquarters

**Park Manager’s Narrative**
- Staff was busy interviewing and hiring seasonal staff in April. Shortly after accepting job and filling out paper work the new seasonals declined position and staff had to look further to fill those vacancies.
- May was warm and dry. The fire danger went to Moderate before the end of the month which stopped us from doing any slash pile burning
- Campgrounds were full for the Memorial Holiday weekend
- The FEMA projects were completed at Lionhead on May 21-22
- June was warm and dry. The fire danger went to High on June 14, which stopped us from doing any slash pile burning
- The Forest Service, in the beginning of June, fell over 30 large trees at Lionhead and Indian Creek for training
- The month ended with someone having fun—not staff—and put a match to our large slash pile at the Indian Creek burn pile. Luckily it was spotted and staff along with Lands department put it out. On the good side, we no longer need to worry about burning our slash pile as it is all gone

**Round Lake State Park – Mary McGraw, Park Manager**

**Customer Service**
- Visitor Center hours were reduced in April and May. Staffing levels were decreased and work was done on projects, repairing and performing maintenance on facilities and equipment
- Visitor Center is open 7 days a week from 11:00 am until 9:00 am
- Park staff provided regular updates to phone and web services to keep customers informed of operational changes for the current season
• June brought a large number of customers cancelling reservations. They are expecting all sites in the campground to have power and water at the site. When they get here and find their site does not have power, they cancel their reservation. On one weekend in June, 10% of the reservations were cancelled for this reason.

Park/Program Usage
• April’s spring weather got people out to the parks. The snow and ice melted, most park use was day users fishing, hiking, and locals dog walkers
• The weather in May was hot, bringing campers to the park at record levels
• June weather was cooler bringing campers to the park. Day use was at higher levels than normal with hot temperatures. Visitors were mostly fishing, hiking, picnicking and paddling.
• The shelter was rented every weekend in June for school groups, family reunions, and special events.

Program Services
• SOLE conducted their first week-long day camp in June. We also had 3 different school groups during the first week of June. Fish and Game was at the park during free fishing day to help new fishers learn to catch fish. We hosted The Hobie Demo Days with a local sports shop in Sandpoint
• Jr. Rangers programs are very popular and well attended. There are kids coming in every day to complete the Jr. Ranger guide books

<table>
<thead>
<tr>
<th>Program Type</th>
<th>No. of Programs</th>
<th>No. of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experiential Programming</td>
<td>5</td>
<td>83</td>
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<tr>
<td>Interpretive Programming</td>
<td>1</td>
<td>23</td>
</tr>
<tr>
<td>Jr. Ranger Programming</td>
<td>6</td>
<td>140</td>
</tr>
<tr>
<td>School Programming</td>
<td>8</td>
<td>351</td>
</tr>
<tr>
<td>Special Events</td>
<td>1</td>
<td>55</td>
</tr>
</tbody>
</table>

Preservation of Natural, Cultural, and/or Historical Resources
• Discussions are ongoing with regards to funding the installation of defined living pads in each campsite in conjunction 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 trees in strategic locations

Staff Training
• Ranger completed half-day workshop and an on-line training for continuing education for a pesticide license. (4 hours workshop and 4 hours for online training)
• Ranger completed the online training to become certified as a CPR and First Aid trainer (3 hours)
• Ranger completed a three-day forest-pest workshop for continuing education for a pesticide license. (28 hours workshop)
• The seasonal ranger completed a one-day workshop on water stewardship training. (8 Hours)
• The manager participated as a trainer at the annual interpretive training at Harriman State Park for a week in June
• An interpretive intern attended the annual interpretive training for the week

Strategic Plan Actions
• Discussions are ongoing to find funding to install defined living pads in each campsite in conjunction with vegetation management plan to protect the resource and enhance visitor camping experiences
• We had three groups of bicyclists passing through the area without reservations. We were able to accommodate their needs for the evening. Two of the groups were able to stay in the
campground and one group was staged in day use area that we had identified for their use for one night

Park Manager’s Narrative

- In April, Manager and Ranger attended the region meeting in CDA
- Manager attended the Interp. team meeting at City of Rocks
- Manager met with the program director of the SOLE nature study group to coordinate efforts to develop the pollinator garden
- In May the Manager attended the Capital for the Day event in Bonners Ferry
- We extended the deck on the visitor center to accommodate the backpack loaner program as well as the fishing pole loaner program
- We have hired an interpretive intern for the summer
- Development was at the park doing site surveys for the new shelter in June
- Manager worked with DEQ to clarify our new well operation and required water sampling and disinfection levels
- We fine-tuned the backpack loaner program from feed-back of the participants
- We started monitoring the lake for Blue-Green algae as part of a citizen science with NOAA
- 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
- We had two short wind storms bringing down branches and trees in the campground and on the trails

FARRAGUT STATE PARK – RANDALL BUTT, PARK MANAGER

Customer Service

- Opening for the spring has been impacted by failure of the main park water pump which went out of service the day after start-up. In addition, landscape work to complete Gilmore East campground (completed last fall) is in progress and delayed spring opening of that campground by two weeks
- Transformers at the Beaver Bay Beach area failed this winter and burned out. Kootenai Electric Cooperative is scheduled for activating new transformers on May 1, which would allow for opening of the area for the public
- The tot lot playground located in Whitetail campground and installed in 2001 had components failing, and, because of its age, there are no longer replacement parts available. The feature was removed last fall 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 park’s overnight accommodations along with dramatic growth of the local community and Department promotion of the park with the passport cost, has overwhelmed summer use of facilities along the shoreline designed for 1960’s visitation. The process combined a review of those comments and merged them with professional review by staff and the Department Capitol Inventory Needs Listings. Potential actions were posted throughout the summer of 2018 for public review and comment in the Visitor Center and at the Discover History wing of the Museum at the Brig. Included was the potential use of a one out/one in method at day use facilities during peak summer visitation times. This winter a final synopsis was compiled and will be posted in May for the public. Initial improvements have started at Beaver Bay in April at the public beach with a refresh of the sand on the beach, improved trail access to the north side, and clearing of the circulation culverts. Work continued in June with shrub and
tree clearing along the parking lot and the striping of a fire lane through the lower parking lot to keep emergency vehicle access availability. Additional signage is on order to further address parking in the area.

- The Sunrise Enhancement project is almost complete with staff still to do a post replacement and new roofing on the toilet building
- Landscape work is complete on the second phase of Gilmore campground, and it opened on May 3
- Staff continue to work on Scott Group Area to provide the amenities for the customer that wasn’t funded in the project. Additional road surfacing was done on the east side, the volleyball area has been completed, and work has been completed for the tent camping area. Work in May extended the irrigation system around the tent camping area and began the landscaping around the shelter. Future work will include the addition of a swing set and expansion of irrigation around the activity area.
- The park went into full service the week prior to Memorial Day weekend.
- With the construction of Gilmore East campground in 2018, the park added an additional 48 sites. This has now tipped the other aspects of the park to reaching and exceeding capacity of original 1960’s design. In June, for the first time, the Visitor Center parking lot required Rangers to direct traffic (this happened on a Monday), and twice traffic has backed up onto Highway 54 where people exit for the Visitor Center. A rearrangement of staffing is also underway to provide more seasonal staff at the counter with and extra 7 hours per day being needed during peak season to handle registration and retail volume.

Park/Program Usage
- All facilities were open for the season.

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<tr>
<th>Group Use</th>
<th>No. of Groups</th>
<th>No. of Attendees</th>
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<td>Museum at the Brig</td>
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<tr>
<td>Group camping or day use events</td>
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Program Services

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<tr>
<th>Program Type</th>
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<tr>
<td>Special Events</td>
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Preservation of Natural, Cultural, and/or Historical Resources
- 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 Lodge Pole pine trees were removed, and White Pine will be replanted. Burning of slash piles had been ongoing throughout the spring.
- 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 fall resource work was scheduled to be done in conjunction with IDFG as they do a similar prescription on their ownership in the shoreline area. That sale was delayed because of low prices and no bidders when put out for auction. That project 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

• IDFG will be thinning around their new seasonal residence area that is adjacent and downwind from the sewage lagoon. Work is expected this summer that will result in two loads of logs

Staff Training
• Assistant Manager continued her CPM courses with seven days of classes
• Permanent staff attended the North Region training of 16 hours each

Strategic Plan Actions
• The park is working with Tree to Tree, the park concessionaire that opened last year. Work is being done on in-park advertising and updates to the park brochure. They opened April 13 of this year for the summer

• 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 three-fold to over 50,000 per year. Staff have started minor projects associated with the central entrance plan to reduce project costs and begin the process of establishing trails and amenities based upon that visitor center placement

• The park has completed work with the Farragut Disc Golf Club to install a fifth course in the Bennion oval, it’s called Cutthroat. This course provides all options needed for professional tournament play at one location

• Staff continue to work on enhancements to the Discovery Wing and Junior Ranger Station of the museum. The Farragut Junior Ranger Station opened in May 2018 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

Park Manager’s Narrative
• IDFG is designing a seasonal residence area that would utilize a section of park road for access and egress. The area selected by IDFG is within 400’ of the sewer lagoons and located down wind. During lagoon operations and land application, severe odors will affect the residence area. IDFG was notified of this and has continued with development of the site. The park will continue standard operations of sewage management. If occasion arises where IDFG wants to pursue potential odor control options, they will need to address funding to implement it. (Such actions are very expensive and do not necessarily eliminate all odors of treatment.)

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

Customer Service
• Trail repair work is in progress on the Higgens Point west access trail: roughing in a rerouting of the trail to address an unsafe eroded section
- East Side Highway District will begin road repaving to Coeur d'Alene Lake Drive this summer with construction start date identified as July 9. This will impact at least one group event and 7 Higgens group shelter reservations. There can also be an expected decline in revenue due to the loss of the large group event and impact to access the Higgens Boat Launch

Park/Program Usage
- Normal seasonal use patterns reflecting peaks in visitation during good weather breaks and limited use due to adverse weather

<table>
<thead>
<tr>
<th>Group Use</th>
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<th>No. of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group camping or day use events</td>
<td>6</td>
<td>2699</td>
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</table>

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 ownership) has now eroded to the point where asphalt has broken down and is encroaching farther into the trail surface: this area has been identified by the City for them to repair. At Beacon Point one bench now has erosion up to the front of the concrete base, park staff are prepping the area for repairs. A one-thousand-foot-long section is creating hazardous conditions at and to the west of the Osprey Trailhead site
- On the east side of the Osprey Trailhead severe erosion was threatening a shoreline access trail and park staff made the needed repairs in November 2018 to prevent loss of the trail and erosion from spring high-water events. Many positive comments about the repairs have been received by users

Staff Training
- Permanent staff attended the 16 hours of North Region meeting training

Strategic Plan Actions
- The Parkway and Farragut were assessed by park staff to best address the customer needs of both areas and utilize staffing and budget of the two parks to provide the best services possible. Two Ranger positions are now shared between the two areas. The Manager position provides basic compliance and servicing of the Parkway on their shifts. A contract for restroom cleaning during the summer months is used, with Parkway seasonal positions converted to Farragut and seasonal staff then brought down to do projects and grounds maintenance, and the remaining seasonal funds utilized at Farragut. Larger projects are coordinated to utilize staff from Farragut. Equipment is moved between the sites for best utilization and avoid duplication. These steps have been key to adjust to the demands of both parks for equipment and to address the growth of both areas, (use at the Parkway, and use and development at Farragut)

Park Manager’s Narrative
- Residents in the Steamers area of the trail are petitioning for ownership be granted to them from ESHD. At this time questions are being raised if they have riparian access and therefore rights to docks they have installed. They see being given ownership as the simplest solution and are offering an easement in return. Follow up is needed to clarify the ownership and come to an equitable and fair resolution
- Negotiation of an MOU with East Side Highway District for the Cd’A Lake Parkway has been drafted now that the MOU is completed with the City. That draft has been presented to ESHD for their review
• Negotiation of an MOU with the City of Coeur d’Alene for the Rutledge Trailhead of the Cd’A Lake Parkway is now completed with IDPR covering maintenance of the area since January 15, 2019. First year issues are being seen, specifically for plowing of which no improvements were seen after the issue was identified.

• A request will be made to see if an MOU is needed with IDL for management as many areas of the Parkway reside on IDL ownership and IDPR does maintenance and management on these sections.

**Coeur d’Alene Old Mission State Park – Kathleen Durfee, Park Manager**

**Customer Service**

• Visitation numbers increased daily in April. School park visits began. Minimal flooding at boat launch.

• Visitation numbers strong in May and June. School park visits in full force with a couple of tours. Recruiting for additional staff – difficult to find qualified staff for part time jobs with no housing, only able to recruit locally.

• Many positive comments about the care of the facilities, cleanliness of the buildings and restrooms, and maintenance of the grounds.

**Park/Program Usage**

• Visitation numbers good during June despite heavy rains. School park visits, tours, and trail concessions added to visitation and school field trips came to an end for the summer and bus tours increased. We are seeing an increase in the number of turnarounds with people not wanting or refusing to pay the entrance fee.

• Parking during high-peak school field trip season is difficult and non-existent.

**Program Services**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>No. of Programs</th>
<th>No. of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experiential Programming</td>
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<td>Interpretive Programming</td>
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<td>859 – DVD</td>
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<td></td>
<td>537 – Exhibit</td>
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<td>29 – Living History</td>
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<td>Jr. Ranger Programming</td>
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<td>1352 – Badges</td>
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<tr>
<td>Special Events</td>
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</table>

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

• Woodpeckers damaged siding on Parish House. Three different holes were created and starlings moved in. Battle between park staff stuffing holes with steel wool and birds removing it.

• Reviewed 2018 remediated areas with contractor. Waiting another month to determine plant survival.

• Wrote and submitted memo to Tribe Hazardous Waste regarding enforcing the non-use areas created by the remediation project in 2018 during the 2019 annual Tribe pilgrimage and Feast of the Assumption outdoor mass. Discussion with Tribe regarding the termination of load from Field Museum of artifacts in Sacred Encounters Exhibit. Working to find replacements and return items.
• Natural Resource Manager on site to help remove hazard trees in west courtyard and cemetery

Staff Training
• Staff attended all staff North Region meeting – Respectful Workplace Training
• Chain saw training provided by Natural Resource Manager

Strategic Plan Actions
• Action Item 6: Explore the needed workshop content, programming, park personnel, presenters, and support needed to host an accredited Teacher workshop in 2019. Work with Coeur d’Alene Tribe representatives, Sacred Encounters Board, local universities, and interested parties. Focus on cultural and natural resources at the park.
• Strategic Plan Objective: 1 – Provide different and unique outdoor experiences. 2 – Provide improved park visitor and recreation customer experiences. 5 – Be good stewards of the natural resources and assets entrusted to IDPR.

Park Manager’s Narrative
• Manager attended Interp Team meetings at City of Rocks
• Manager developing curriculum, teacher’s guide, and activities for Teacher Workshop. Met with Tribe staff regarding the upcoming Teachers Workshop. Created agenda and outline. Workshop posted online. Only two signed up for workshop. Teacher workshop cancelled
• New Ranger started May 6. Excited to be here, but had a difficult time finding housing. Spent a week living in his car
• Met with principal of a school group that damaged the site and accessed unauthorized areas
• Good use of the Jr. Ranger program at the park. Staff created a Jr. Ranger Quiz for use, creating two different quizzes for K-3 and for 4th graders. Staff incorporated make ´n take activities as part of the school trip field experience
• Whitefish High School orchestra visited the park and treated the park and visitors to a concert in the Mission
• Worked with HQ staff on wedding promotions for the park
• Worked to even out temperatures and humidity with new HVAC system – glitches continue
• Kootenai County deputies on site to train and tour the park and buildings
• Working on and preparing for Historic Skills Fair and Mt. Man Encampment to be held in July
• Several large bike groups at the Mission with 50 bicyclists or more
• Current challenges include parking and lack thereof, lack of staff, site security, and lack of housing

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

Customer Service
• Entire trail open. Minimal flooding at Black Rock Trailhead and along the trail this spring
• Good weather as staff focused on maintenance, clearing debris, trailhead and grassy area mowing, and noxious weed removal and spray

Park/Program Usage
• Wallace – 6500
• Harrison – 6751
• Enaville – 7729
• Kellogg – 6704
Several concessions on the trail include Bicycle Adventures, WomanTours, and Road Scholars, plus a large group from Canada that was unaware that they needed a permit. Trail hosted the Ride to Defeat ALS, Ride the Wall, and Lead Creek Derby.

Weather bounced back and forth between sunny, rainy, and heavy downpour. Good use numbers despite changing weather.

Program Services

<table>
<thead>
<tr>
<th>Program Type</th>
<th>No. of Programs</th>
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<td>Jr. Ranger Programming</td>
<td>1 – Lead Man</td>
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<td>School Programming</td>
<td>2 – 73 mile Trail Ride</td>
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<td></td>
<td>Ride to Defeat ALS</td>
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<td></td>
<td>Ride the Wall</td>
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<tr>
<td></td>
<td>Lead Creek Derby</td>
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</table>

Preservation of Natural, Cultural, and/or Historical Resources

- In April, staff worked with DEQ, PHD, and local contractor to remediate area between Silverton and Wallace where a semi loaded with transformers lost its load and leaked the transformer contents along the freeway and on the trail below. Area is about 60’ wide by 150’ long. The oil within the transformers is considered an environmental contaminate and the trail between Silverton and Wallace is closed until the cleanup is finalized. Remediation work was completed during May.

- Completed monthly inspection of trail with ranger and an ACP inspection with IDEQ, EPA, and UPRR contractor. Met with IDEQ, EPA, PHD to discuss access controls between Pine Creek and Elizabeth Park, and Silverton. Met with Welch Comer to discuss and review sites in Harrison for slide control within the TOC ROW. Met with IDFG to review project at Black Rock where IDFG proposes to place water structures within the ROW. Final drawings received for survey work at Enaville. Worked with Wallace mayor and contractor to resolve safety issues and encroachment permit for temporary bridge within the ROW.

- Met with EPA and IDEQ to discuss IDFG Black Rock Slough project to place water structures within the ROW.

Staff Training

- Staff attended all staff North Region meeting – Respectful Workplace Training
- Chain saw training provided by Natural Resource Manager

Strategic Plan Actions

- Strategic Plan Objective: 1 – Provide different and unique outdoor experiences. 2 – Provide improved park visitor and recreation customer experiences. 5 – Be good stewards of the natural resources and assets entrusted to IDPR
- Action Item 3: Work with HQ staff, and local chambers to determine and develop marketing strategy through social media. Work with Out There Outdoors in Spokane, WA. Seek funding for digital marketing packages through grants
- Strategic Plan Objective: 2 – Provide improved park visitor and recreation customer experiences. 3 – Protect and improve access to valuable recreational facilities throughout the state

Park Manager’s Narrative

- Worked with DEQ, PHD, and contractor to resolve contaminate issues with semi-truck crash near Silverton
• Attended Trail Commission Meeting
• Worked with Shoshone County to reinstall table at new shelter site in Mullan; CdA Trust to provide Trail access during high water to monitor; Tribe to create posters regarding use of E-bikes on the Trail and how that relates to HB76. Posters were posted at all trailheads and at the Mission
• Met with Welch Comer to discuss and review Harrison Slide project on site; IDFG to discuss and review proposed Black Rock slough water structures
• Worked with JUB to finalize plans for work at Medimont. Package sent out to contractors
• Worked with Central Shoshone County Water District and JUB to finalize encroachment permit and develop addendum to lease with help from Steve Strack
• Completed ACP inspection with IDEQ, EPA, ARCADIS, and UPRR contractor Jim Roleto
• Met with Harrison mayor to discuss issues along trail and access
• Discussions with Wallace mayor and contractor to resolve safety issues and obtain an encroachment permit for the temporary bridge the city is placing within the ROW
• New shelter, table, bench, and bicycle station completed at Mullan Trailhead. Completion of a grant submitted by the Friends of the Coeur d’Alene Trail through IDPR
• Rail to Trails celebrated the trail as part of the Great American Rail Trail that goes coast to coast from Washington DC to Washington State
• Continue to resolve encroachment issues at Smelterville, Kellogg, Wallace, Enaville, and Medimont. Smelterville encroachment issues presented at IDPR board meeting
• Digital marketing package and campaign continues. Final article proofed and loaded online. Partnered with local chambers and others
• Issued OPDMD permits for trail users – 70 to date. Fielded numerous questions regarding the use of E-bikes and Electric Assist on the trail
• Met with EPA, IDEQ to discuss and review proposed Black Rock slough water structures. ARCADIS and PHD reviewed via email
• Met with North Region Manager, Natural Resource Manager and NR Engineer Tech to discuss issues along trail and access and trimming of trees at Harrison
• Three truckloads of gravel added to TOC ROW at Smelterville – 3” minus to support jersey barriers and replace stolen gravel
• Trail paved through Kellogg City Sewer project. Waiting for the addition of gravel
• Current issues include unknown park boundaries and property lines, lack of staff to complete maintenance and associated administrative duties, no available housing, and unauthorized motorized vehicle use on the trail due to lack of sufficient access controls.

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

**Customer Service**
• Hawley’s Landing campground opened on April 5. Hiking trails were cleared, marina facilities were repaired
• All remaining park facilities have been opened. Both Benewah and Chatcolet campgrounds opened in mid-May. The visitor center hours have been extended to cover 7 days per week and is open extended hours on weekends. The Rocky Point marina store opened on the holiday weekend. All park docks were repaired, and moorage slip covers were installed
• Lack of seasonal personnel and a Park Ranger has stretched staff thin in June. The Marina store hours were limited due to lack of staff. The focus has been on visitor services and fee compliance
Park/Program Usage

- The snow melted, the lake level came up slowly, and boating use increased. Trail use, camping and day use all were popular in April.
- Camping was popular during the earlier part of May with all campgrounds near capacity for the Memorial Day weekend. Use also picked up on the TOC, hiking trails, boat launches, etc.
- Park use during June was good. Cool, rainy, and windy weekends cut business at our marina store. Gas sales were slower than usual.

Program Services

- Borah Elementary in CDA brought 61 fourth graders to the Park for environmental education / Jr Ranger Program. Permanent, volunteer, and seasonal staff all pitched in to make the program a success.
- We received word from Re-Creation Unlimited explaining that the individual they had scheduled to do our summer interpretive programming was not going to be able to be here. The Park and Re-Creation unlimited are exploring other options for the summer programming.

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<tr>
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<td>Jr. Ranger Programming</td>
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<td>School Programming</td>
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</tr>
<tr>
<td>Special Events</td>
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</table>

Preservation of Natural, Cultural, and/or Historical Resources

- The Manager and Natural Resource Program Manager met with IDL staff to set goals and objectives for the year. Timber prices are down so we have decided to wait to set up any small timber sales. Staff worked with the Natural Resource Program Manager to remove more hazard trees from some of our use areas.
- The Park’s Resource Specialist is getting acquainted with the park and is developing a work plan for future resource projects.
- The Idaho Conservation Corps camped in the park for a week to do some saw training. Much needed hazard tree removal was accomplished.

Staff Training

- Ranger attended reservation training in Boise for a week.
- Park staff attended the two-day spring region meeting.

Strategic Plan Actions

- None reported

Park Manager’s Narrative

- The Manager continued working on putting together a new wild-rice-harvesting agreement with hopes of re-starting the harvesting program this year.
- The Manager met with a representative from the CDA Tribe regarding the possibility of holding tribal canoe races on the lake.
- The CDA Tribe started their northern pike removal program with limited success. Netting continued through May and starts again in October.
- DEQ requires our Quality Assurance Project Plan and a Plan of Operations to be updated as part of our new wastewater reuse permit. The Park Assistant Manager has been working with an engineer to get these plans completed.
- A University of Idaho graduate student is studying our wastewater reuse site as part of her doctoral thesis on the effects land application of sewage effluent has on soils, trees, and plant communities.
• IDPR’s Volunteer Services Coordinator presented a day-long orientation for our new camp hosts
• The Park Manager met with representatives from the CDA casino regarding the use of the Park for the outdoor adventures they sponsor that are based out of the casino
• A contractor was hired to replace the sidewalks around the restroom/shower building at Hawley’s landing. He was scheduled to start the middle of May. He partially completed the job by the holiday weekend and we haven’t seen him since. Development staff is working on a solution
• The Manager and Development Staff met with a potential contractor and a Benewah County Commissioner to discuss repairs/rebuild of the Benewah Lake road
• The Park Manager met with Development staff on several occasions to discuss the reconstruction of the Benewah Lake Rd, Replacement of the Chatcolet cottage, re-roofing of the Rocky Point restroom, and the electrical upgrade at the Rocky Point marina docks
• Because of the Ranger vacancy, all staff has been working extra hours and taking turns with night and weekend shifts. Many maintenance projects are being delayed or completed at a slower rate than usual

**MC CROSKEY STATE PARK – RON HISE, PARK MANAGER**

**Customer Service**
• Park roads were cleared of debris and facilities were maintained in April
• In May, park staff got the water system operational. Campgrounds and day use areas were prepared for the upcoming season. Staff began spending more time in the park
• Because of staff shortages at Heyburn, the Manager has spent little time in the park in June. Seasonal staff has taken on the majority of patrols and maintenance tasks

**Park/Program Usage**
• Snow blocked Skyline Drive until the last week in April. OHV use increased, we had a few campers
• Memorial Day use was lighter than expected most likely due to wetter weather
• Use has been steady. Some weekends in June were cooler and wetter than normal and that didn’t seem to keep people from camping or using the trails

**Program Services**
• None reported

**Preservation of Natural, Cultural, and/or Historical Resources**
• The Manager and Natural Resource Program Manager met with IDL staff to set goals and objectives for the year. Staff reviewed the sale package for the planned Northern Sky timber sale. Log prices are down, so this spring we will probably delay selling
• The Park’s Resource Specialist has been spending time learning the Park
• A small direct timber sale was sold to clean up dead and dying trees. Approximately 62 MBF will be cut in an area that is spread out over 46 acres. The sale was purchased for $8766.00
• The Fading Fir direct sale was completed

**Staff Training**
• None reported

**Strategic Plan Actions**
• None reported

**Park Manager’s Narrative**
• The Manager spent several days in the park cleaning up debris left from winter and keeping track of road conditions in April
• In May, park staff spent considerable time preparing for the Memorial Day holiday. Use was lighter than normal. We did not notice any additional resource damage caused by OHV use.
• The Manager met with Development staff to look at the proposed campground in the Red Tail area.

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

**Customer Service**
• All facilities are open for use. The Lewis and Clark Discovery Center is open seven days a week from 8:00 a.m. to 8:00 p.m.
• The Jack O’Connor Center has added a day and is now open seven days a week.
• The Hells Gate Marina Store, operated by Snake River Adventures, is open seven days a week.

**Park/Program Usage**
• Use picked up a lot in April, with nice weather bringing campers and day users out in droves on the weekends. Our full hookup and partial hookup sites were completely booked on weekends through April. The sites with sewer are always the most popular and were almost completely used during the month. The non-hookup, standard sites were much less popular even on the weekends. Camper cabins were occupied a total of 55 nights out of a possible 240, about 23% of the time. The marina was still only about 10% full.
• May showed an increase in camping and cabin use. The camper cabins were occupied over 36% of the time. Camping was really busy on the weekends. The weekend before Memorial Day was very active with only 3 non-hookup campsites available on Saturday. Memorial Day weekend we were full. The full hookup sites were occupied nearly 79% of the time, while sites with water and electric were occupied over 56% of the time. Campsites in Cottonwood Campground were occupied over 41% of the available days.
• June showed an increase in camping and cabin use. The camper cabins were occupied over 55% of the time. Camping picked up during the week as well as being packed on the weekends. The full hookup sites for the month were occupied over 90% of the time, while sites with water and electric were occupied over 72% of the time. Campsites in Cottonwood Campground were occupied over 53% of the available days.

**Program Services**
• Special Events – Seaport River Run, 850; Nez Perce Soil and Water Conservation Service
• Environmental Awareness Days

<table>
<thead>
<tr>
<th>Program Type</th>
<th>No. of Programs</th>
<th>No. of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Special Events</td>
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**Preservation of Natural, Cultural, and/or Historical Resources**
• Herbicide application throughout the quarter required the application of glyphosate to the Discovery Center islands, the dump station and most of the campground table pads. Broadleaf herbicide was applied to approximately 12 acres of difficult ground near the park entrance and the archery range by DeRuwe Corp.
• We have been trying to remove all the dead trees we can find and process the wood into resale firewood. One cord of wood processed into wood bundles can yield about $640.
Staff Training
- Assistant Manager attended 56 hours of CPM training
- Four staff members went to the spring North Region meeting
- Ranger and Manager attended an herbicide application training (12 hours each)

Strategic Plan Actions
- None reported

Park Manager’s Narrative
- April was overall a beautiful month, weather wise. Campers started using the park, especially on the weekends, as the hookup sites were completely booked. Mowing was a chore, between grass growing so quickly and mower breakdowns. The 42nd annual Seaport River Run went off without a hitch just before a major windstorm hit the valley. About 850 runners competed, down a bit from the last several years
- Seasonal staff, volunteers and permanent employees busily tried to get things cleaned, trimmed, and mowed before the super packed Memorial Day weekend. Overall the official ‘First weekend of summer’ went well, with no major problems to report
- Three groups used the ATV training area during the month. Twenty-two participants received training
- We have been enjoying a wetter than normal June, which helps keep the park looking greener and more attractive
- 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 and Dworshak State Park for letting us collect firewood up at Freeman Creek
- We have received some bad news from the City of Lewiston. Our water and sewer rates will be increasing by 40% sometime in this next year. This is an increase that will affect the entire city of Lewiston to pay for a new sewer treatment plant

**Winchester Lake State Park – Steve Kuskie, Assistant Park Manager**

Customer Service
- We were able to start opening our service sites near the end of April. The snow receded, and the temps held off the freezing mark, so we were able to get water on in a few areas
- May was a whirlwind month. We started out with cold, wet weather and ended with one of the busiest Mother’s Day weekends the park has ever seen. Both Day Use areas filled up and we had to turn people away for a few hours. We were able to get the park in tip top shape for the Memorial Weekend. Our Spring Fishing Tournament was a great success yet again with around 100 participants
- June proved to be an incredibly busy month. As it has been this year, we’ve had every form of weather short of snow and have had full weekends the likes of which the park has never seen. We are having to turn people away if they don’t have a reservation. Another new thing this year is scheduling site maintenance needs against arrivals. We’ve been able to keep the park in great shape while hosting far more visitors than in years past

Park/Program Usage
- The yurts saw an average of 30% usage in April
- The yurts had 52% usage in May while the campground saw 32% usage
- Our Deluxe yurt had a 90% usage rate while the other three averaged 86% in June. The campground saw 65% usage. It was a very busy month for the staff and July looks even busier
Program Services
- Interpretive program – 9 Wolf Center program, 2 Outdoor Idaho shows, Astronomy program (Chuck Scholl)
- Special Events – Lewis County Soil Conservation District, Winchester Lake State Parks 50th anniversary

<table>
<thead>
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<th>No. of Attendees</th>
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</thead>
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Preservation of Natural, Cultural, and/or Historical Resources
- We are continuing to clean the trail system as well as the campground. This includes removal of flash fuel from the campsites and surrounding areas. Efforts have begun again between the Nez Perce Tribe and Fish and Game to continue with the thinning project started last year
- The Park has limited outlets to convey the history of the area and itself. There are only a few interpretive panels throughout the park and they speak mostly to the flora and fauna. A plan for replacing and adding more panels that speak to the history of the area would be a great addition to our interpretive offerings

Staff Training
- The Assistant Manager attended ICIO training in Lewiston – 1 hour

Strategic Plan Actions
- Providing new experience-based programs – We are going to try and incorporate a wider variety or 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. This season we will have the backpack loaner program as well as a fishing pole loaner program with fish and game
- 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
- Our interpreter this season has surpassed all expectations and is facilitating great Saturday morning programs. Our visitors have commented on how much they’ve enjoyed them
- The yurts are again going gangbusters this summer. Many of our return visitors have commented on how full they are and that they were unable to get all the reservations they wanted. Many stays are arriving the day the prior folks are leaving. The need for a few more yurts is evident
- The parks assistant manager was asked to give an overview of the park to a Nez Perce Tribe Tourism group. This meet and greet went very well and a future partnership may develop. They were very impressed with the way the park is kept and were particularly interested in our cultural programs that focus on the Nez Perce Tribe’s history and culture. A couple folks from this group had yurt reservations made before they left the park
Customer Service

- April reflected the beginning of our use season. Most notable is the annual Clearwater Archers Marked Yardage Shoot. Attempting to prepare the park for a full capacity level of use immediately upon bringing the systems out of winter hibernation is always a challenge. Additionally, April is also processing all the Big Eddy Marina Leases, making many reservations for Small Mouth Moorage, and contacting group camp users to get contracts and deposits.
- May was primarily assisting fishermen at Freeman Creek, finalizing boat slip leases, short-term moorage reservations (all of which are done through the park only and very time consuming for staff). The marina store and Freeman Creek Entry Station were opened for weekends only and then seven days a week after Labor Day.
- June was busy, busy, busy with a full reservoir.

Park/Program Usage

- April usage was slow, with the exception of during the archery tournament, which saw 300 attendees, almost all campsites reserved, and the group camp reserved. There was one additional group that utilized Three Meadows Group Camp the preceding weekend.
- May park usage was steady and growing all through the month, although heavily dependent upon weather with sunny weekends. There was 1 rental of Three Meadows, 1 rental of Aspen group camp, and 3 rentals of Blackberry Group Camp. The Big Eddy Lodge was rented for 1 event.
- June was a super busy month due to the reservoir being full early. All groups utilized in conjunction with normal camping and day use.

Program Services

<table>
<thead>
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<tr>
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<tr>
<td>Special Events</td>
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Preservation of Natural, Cultural, and/or Historical Resources

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

Staff Training

- Seasonal attended reservation training in Boise for 3 full days.
- Dworshak State Park hosted Boater Safety Training taught by Clearwater County Sheriff Deputy Mike Gladhart. We had 6 employees attend for a total of 36 hours of training time.

Strategic Plan Actions

- Repairing power and infrastructure issues detailed in the Manager’s Narrative helps to fulfill Objective 5: To Be Good Stewards of the Resources and Assets Entrusted to IDPR.
- 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. These improvements will help to fulfill Objective 1.1 to provide different and unique outdoor experiences.
Manager is working with Natural Resource Program Manager to establish fire breaks to the neighboring property, helping to meet Performance Measure 3.1.2 to improve fire safety within our parks

Manager is developing a long-range weed management plan for the park, helping to meet Objective 5 subcategory of quality natural resource management in 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

The first challenge this spring was getting the power restored to the Freeman Creek Pump House after an underground electrical fault caused loss of 2 phases and snow prevented trouble shooting until the last week of March, and then getting power restored to Three Meadows after a transformer blow caused one phase to be out and requiring trucks that were not able to access due to snow until April

Additionally, there was a major water line break. This was immediately followed by rapidly un-winterizing the water system to prepare the park for the April 15 deadline for water service, which was nearly met with only a 3-day delay

The park had new commercial internet satellite receivers installed with the hope of a significant improvement of internet stability

The reservoir was also rising by 3-5 feet per day, requiring twice daily adjustments of the marina and docks

May was a challenging month for Dworshak State Park. There were 2 new turbidity meters installed at the water treatment plant, allowing the park to meet DEQ requirements and provide safe drinking water when using the surface water source

With no classified ranger, the seasonal OS2 on parental leave, and the Entry Station returning staff taking positions elsewhere, Manager was in a situation of training all staff (both paid and volunteers) single handedly on reservations, operations, and park-agency policy single handed, all while attempting to maintain his own work responsibilities and all park business functions (OS2 from Hells Gate did assist with Payment Services and retail). Maintenance Craftsman Randall Rausin did the best he could to assist, and with his crew brought the park infrastructure and facilities to full season operations

End of FY19 revenue was the highest ever at $369,000, $15,000 more than before
NATURAL RESOURCE MANAGEMENT PROGRAM
QUARTERLY REPORT  APRIL – MAY – JUNE 2019

NATURAL RESOURCE MANAGEMENT PROGRAM – KEITH JONES, NATURAL RESOURCE OFFICER

Mission
Help protect and enhance the natural resources of Idaho State Parks.

Goals
1. Assist parks with forest and/or land management activities that promote resource health and safety, while meeting the objectives of the park.
2. Assist parks with weed control efforts.
3. Help parks with wildfire hazard mitigation.
4. Develop a working network with natural resource professionals, partner agencies, and organizations that will benefit IDPR.

Timber/Forest Management:
• Working cooperatively with Fish and Game, the Nez Perce tribal forestry crew, and an IDL fire crew to conduct pre-commercial thinning and fuels reduction on 20+ acres at Winchester.
• Assessed and cruised potential sites for timber sale inclusion at Priest Lake’s Lionhead Unit that would be suitable for future overnight accommodations.
• Began work on the vegetation management plan for the Lionhead campground at Priest Lake. A key component will be living pads installed at each campsite to help confine user impacts on the site and allow for successful establishment and future maintenance of understory and overstory plant material to help insure the resilience and natural aesthetic experience of the area into the future.
• Conducted a botanical resource assessment at Three Island State Park.
• Conducted interviews for the shared-forester position at Heyburn / McCroskey and the Department of Lands.
• Working with IDL to create the MOU and scope of work for the grants we were awarded. One is the Landscape Scale Restoration Grant and the other is the Western States Fire Mitigation Grant. The total award will be $480k, $240k for each.
• Preparing planting list for butterfly garden for the Mission at Old Mission State Park.
• Site visits with Development staff to assess suitable plantings and resource development ideas at Bruneau Dunes and at the Billingsley Creek Unit of Thousand Springs SP.
• Preparing site for fall planting of Western White Pine and Western Larch seedlings on the “West Farragut” timber sale site at Farragut State Park.

• The “Beavertail” sale at Farragut did not sell at IDL auction again this fall due to stand conditions and log market. We have added acreage, re cruised the stand this spring, adjusted volumes and value accordingly, and will put it out to auction again this summer. 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 Natural Resource Management Plan.

• Sale setup for the “Blue Sky” timber sale at McCroskey is complete and is scheduled to be advertised and sold this fall. This project will selectively remove approximately one million board feet of over-stocked shade-tolerant tree species, and will replant thousands of seral species on the site, thus creating more historically representative stand, species, and density conditions.

Noxious Weed Management / Restoration:

• Visiting Cascade to conduct a BioBlitz to inventory Park flora.

• Installed pheromone packs again at Ponderosa and Farragut State Parks to help mitigate Douglas Fir and Western Pine Beetle damage to significant Douglas Fir and Ponderosa Pine trees in each Park’s campgrounds and day use areas.

• Continued noxious weed removal at the Tammany Creek living classroom at Hells Gate State Park. Native species plantings will continue on a few small cleared patches (16’ x 20’) this fall. Teacher workshops will be conducted again this summer at the site by Park staff, myself, and U of I extension professors.

• 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
APRIL – MAY – JUNE 2019

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
• Assisted interview and select the Non-motorized Trails Coordinator.
• Worked with the staff of Harriman State Park and the Friends of Harriman State Park to finalize a Memorandum of Understanding between IDPR and the State Historic Preservation Office to outline measures to interpret the soon-to-be-replaced Ranch Bridge.
• Assisted IDPR staff involved in the State of Idaho Certified Manager’s Program to develop and disseminate surveys seeking data for their respective projects.
• Met with Bureau of Reclamation staff to further discuss the desire of the BOR for IDPR to take some role in the management of the Teton Dam site. Toured the site with the BOR representatives, the South Region Manager, and the IDPR Director.
• Worked with the Management Services Administrator and the Region Managers to review and make recommendations for revision of IDPR Rules in order to meet the requirements of the Governor’s Red Tape Reduction Act.
• Worked with IDPR Administrative Staff to finalize the development of the IDPR CEC plan for implementation in FY2020.
• Worked with IDPR Administrative staff to develop the final agency FY2021 Budget Request.
• Worked with IDPR Development Bureau staff to determine the domestic water and septic needs of the anticipated new developments for Thousand Springs State Park at the Billingsley Creek unit.
• Worked with park staff and the IDPR Fiscal Program to distribute a small amount of donation funds to several parks to purchase capitol items which did not make the recently finalized CIN list Budget Request.
• Participated in the Governor’s Capitol for a Day program in Emmett, Idaho.
• Began working with a small group of IDPR staff to develop methods to improve state park retail programs and improve IDPR branding via each park’s gift store. This group will evaluate the status of park resale areas and develop strategies to increase agency branding through items available in park resale areas.

• Continued working with the IDPR Fee Team to evaluate the fee structure in current use and solicit input from IDPR personnel on potential improvements to reduce the complexity, to better reflect market prices, and to maintain or enhance existing revenue. An initial proposal was presented to the IDPR board at the May meeting.

• Attended the IDPR May Board meeting in McCall, Idaho, and the North Region all-staff meeting at the North Region office in Coeur d’Alene, Idaho.

• Participated in the Rocky Mountain State Park Executive Conference in Denver, Colorado.

• Attended and participated in the IDPR Annual Interpretive Training located at Harriman State Park. This training was well attended, and well presented by Jamie Little and the IDPR Interpretive Team.

• Met with representatives of Idaho Veteran’s Services to explore ways this organization may be able to assist us administer the IDPR Disabled Veterans program.

• Developed and released a Request for Proposals for the development of a marina facility at Lake Cascade State Park.

• Presented to the IDPR Board recommendations on the management of E-Bikes within our Idaho State Parks: the recommendations were adopted. New guidance was then provided to field staff to ensure alignment on their management on IDPR managed properties.

• Completed and submitted the remaining Performance Evaluations which were my responsibility.

• Worked with parks and the IDPR Senior Buyer to purchase and distribute the remaining newly purchased vehicles to the field.

• Worked with the Management Services Administrator to distribute a survey on seasonal housing needs within the Idaho State Park system. The results allowed the development of a budget request which would allow IDPR to explore a new facility type to address this need. Should it be successful at the pilot park, it would then later be applied to other parks.
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.

- The annual Marine Law Enforcement Academy was held in Boise from April 25 – May 2. The academy is an intensive eight-day training course for new marine deputies and includes both classroom and on-the-water scenario-based training. The 16 students that attended gave excellent feedback on the course evaluations. Program staff also coordinated the Marine Tactical Course in McCall in late May (14 students).

- As of June 30, there have been two confirmed boating fatalities around the state. The fatalities happened in the same incident in late June where a father and daughter fell out of kayak on Redfish Lake and drowned. Pursuant to Idaho’s life jacket law for kids, the daughter was legally required to be wearing a life jacket but was not. For the second straight boating season the Program has put out a press release to promote the law – kids 14 and under must wear a life jacket on vessels 19 feet or less. This would include both motorized boats and paddle craft.

- Staff has partnered with the Water Sports Industry Association (WSIA) to help educate wake boat operators about boating responsibly. Postcards with WSIA messaging were sent to approximately 10,500 Idaho registered boat owners. This mailing was in direct response to a proposed ordinance from the Valley County Commissioners that would have implemented a 1,000-foot no-wake zone on all waters in Valley County. After hearing from boaters and landowners at two public hearings, the Commissioners decided to pull the proposed ordinance and start over. Thousands of extra postcards were also ordered and have been provided to County Marine Deputies, DMVs, State Parks, and several boat dealerships.

- In addition to the postcard project, we are working with a vendor to use Geo-Fencing (digital marketing) to get the postcard graphic to all boat ramps in Valley County as well as popular ones in Bonner and Kootenai counties (where the wake issue has also been front and center at times). Geo-Fencing in a nutshell is this: people that have GPS enabled mobile devices will get the graphic as a pop-up ad when they go to one of the boat ramps we have targeted. It is a very cost-efficient way of direct marketing and will be done through Labor Day.

- This digital marketing and the postcard project are essentially a Phase 1 of what the Program will do for wake boat outreach in 2019. We are currently in the planning for a Phase 2 multi-prong approach to reach all boat owners (wake boats, jet boats, PWCs, bass boats) to better educate them about impact of their wakes. For 2020, there is a tentative plan to use a combination of TV and Radio public service announcements, additional digital marketing, and billboards.


**MOTORIZED TRAILS PROGRAM, TROY ELMORE, PROGRAM MANAGER**

The following is a list of activities that have been recently completed by the Motorized Trails Program. This is in addition to the routine tasks of answering questions from the general public and routine tasks around the office.

- Held annual IDPR Trail Ranger/Trail Cat seasonal employee training in Boise May 21-22. This 3-day training certifies seasonal staff on communications, chain-saw use, first-aid, trail reports, routine motorcycle maintenance, and a myriad of other daily operations.

- Attended Blaine County snowmobile grooming meetings with grooming board and county commissioners. Grooming board is still working on separating Sawtooth Snowmobile club from grooming activities and receiving more help from the county.

- Attended Magic Valley Trail Machine Association and Magic Valley ATV Riders club meetings discussing upcoming club contract work on Sawtooth National Forest and upcoming IDPR Trail Ranger/Trail Cat work that will be done this summer season.

- Had a meeting with the Challis BLM office and the Challis-Yankee Fork Ranger District about mapping user created trails in the Pennal Leaton Gulch area to try and develop a management plan.

- Attended a Cooperating Agency meeting with the Salmon Challis National Forest in Challis regarding the forest plan revision.

- Worked with the Salmon Challis National Forest on mapping for the Recreational Opportunity Spectrum Plan.

- Attended the first meeting of a new collaborative started in Idaho Falls regarding the north end of the Caribou Targhee National Forest.

- Rode with managers from Idaho Department of Lands west of Idaho Falls to focus on a new area for recreation development.

- Processed 650 OHV education certificates processed in April and June.

- Developing UTV specific education curriculum in hopes of finalizing by the end of the 2019 summer season.

- Attended Snowmobile Congress/International Administration of Snowmobile Administrators Annual Meeting in Grand Rapids, Michigan.

- CDA River Ranger District Trails Working Group meetings have restarted with new District Recreation Staff Officer. USFS partnership position working with IDPR operator is unfilled but have used volunteers to fill in as needed.

- Attended Panhandle Forest Collaborative meeting and had subsequent meetings with USFS on eliminating or minimizing potential OHV closures resulting from Buckskin Saddle Project.

**OUTDOOR RECREATION ANALYST, JEFF COOK**

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

- The Idaho Trails Website is receiving a lot more visitors than last year. In June, the website received 43,226 visitors. Last year’s total during June was 23,673 visitors.
• Over 75% of the Idaho Trail Website visitors are seeing the site either through their smartphones or their tablets. The site is smartphone friendly thanks to ArcGIS Web App Builder. It is essential that any revised website be smartphone friendly.

• Helped the Communication create an IDPR Parks Story Map. The Story Map can be accessed at https://arcg.is/1aPfvr

• The IDPR Story Map was also accepted into the ESRI Living Atlas. The ArcGIS Living Atlas of the World is the foremost collection of geographic information from around the globe. It includes maps, apps, and data layers to support your work.

• Kept reviewing NEPA documents. Made comments on the Ridge-To-Rivers Trail System and South Fork Payette River Restoration and Access Management Plan. Both of these project will impact or enhance recreation access.

NON-MOTORIZED TRAILS PROGRAM, TOM HELMER, PROGRAM COORDINATOR

The following is a list of activities that have been recently completed by the Non-Motorized Trails Program. This is in addition to the routine tasks of answering questions from the public and routine tasks around the office.

• New Non-motorized Trails Coordinated started on April 29. He brings over 20 years of experience in trail crew coordinating and fundraising.

• Formalization of the “Idaho Trails Supporter” program has begun. This is a voluntary pass, or sticker, that Idaho trail users will be able to purchase at retailers and online. Revenue will go towards non-motorized trail maintenance on public lands statewide.

• Meetings with Idaho Trails Association, Selway-Bitterroot Frank Church Foundation, and other partner organizations have occurred to discuss the Idaho Trails Support program.

• After three summers of closers, the Idaho City Yurts and Trail system are once again open to the public year-round. This followed the 2016 Pioneer fire that closed the yurts at the end of July that year, followed by two summers of salvage logging in the area. These activities had kept the yurts close from November 15 through April 15 for the past three years.

• Seasonal yurt crew training occurred the final week of May. It included chainsaw training and basic first aid.

• Preparation for Yurt Volunteer week. Approximately 40 volunteers and over 500 hours of volunteer service are expected at the yurts. Volunteer will complete activities such as wood splitting, inventory, and staining.

• Yurt occupancy levels in the fourth quarter were at 41%, equal to pre-Pioneer Fire levels for the same time period (2016). The spring shoulder season has generally low occupancy levels.

• Attended meeting with “Big Loop” Trail coordinator. This is a proposed rails-to-trails project between Horseshoe Bend and Cascade.

• Completed preliminary fact finding on a rails-to-trails project connecting the Trail of the Coeur d’Alenes with the Palouse to the Cascades Trail in Washington (Formerly the John Wayne Trail). This is a section of the proposed Great American Rail-Trail that runs through Plummer.

• Partner organizations—Youth Employment Program and Idaho Conservation Corps—have begun work on the Central Idaho Trail Maintenance project as part of a grant written and received by Leo Hennessey in 2018.
Reservation Activity Report
FY 2019 4th 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
  o How far in advance customers can book
  o How close to arrival date customers can book

➢ Booking Patterns
  o How far in advance do customers actually book
  o What effect location has on advance bookings

➢ Inventory turnover
  o 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 fourth quarter (April – June) 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 20,355 reservations were processed. This represents a 3.53% increase, or an additional 694 reservations processed during the quarter as compared to FY2018 in which 19,661 reservations were processed.

The Internet sales channel activity represented 89% of the total reservations booked.
The following chart(s) are supplied for FY2019 4th quarter activity for trending/monitoring purposes.

### 4th Quarter Reservations

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<tr>
<td>2019</td>
<td>20,355</td>
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The following chart(s) are supplied for FY 2013-2019 activity for trending/monitoring purposes.

### Fiscal Year Reservations

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<th>% of Change</th>
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<td>57,606</td>
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<tr>
<td>2019</td>
<td>62,720</td>
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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 fourth quarter FY2019 (April - June). 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-Five (75) % of occupancy for the quarter was from reservations. The remaining Twenty-Five (25) % 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 our reservation window.

This past quarter occupancy increased by 3,313 nights with 61,014 nights stayed. This represents an 5.74% increase from FY2018 which had 57,701 nights camped during the quarter.
The following chart(s) are supplied for FY2019 4th quarter activity for trending/monitoring purposes.

### 4th Quarter Occupancy

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<td>53,266</td>
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<td>57,701</td>
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<td>2019</td>
<td>61,014</td>
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The following chart(s) are supplied for FY 2013-2019 activity for trending/monitoring purposes.

**Fiscal Year Occupancy**

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

**4th Quarter 2018 Occupancy by residency by park**
4th Quarter 2019 Occupancy by residency by park

4th QTR 2019 Residency Percentages

- In-State Nights
- Out-of-State Nights

Res 1 Activity Summary  Page 8 of 9
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<th>Year</th>
<th>Location</th>
<th>Sites</th>
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## IDPR Occupancy Apr-Jun

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<tr>
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## IDPR Occupancy Apr-Jun

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<tr>
<th>Year</th>
<th>Location</th>
<th>Sites</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>4th Quarter Totals</th>
<th>Year</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Nights Occupied</td>
<td>% Sites Occupied</td>
<td>Nights Occupied</td>
<td>% Sites Occupied</td>
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<tr>
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<tr>
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<tr>
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<tr>
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<th>Year</th>
<th>4th Quarter for the Year</th>
<th>Total Nights Occupied for Year</th>
<th>% Sites Occupied</th>
<th>% Change Over Previous</th>
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<tr>
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<td>61,014</td>
<td>38.18%</td>
<td>5.74%</td>
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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:

- Ongoing work on project to update IDPR fees and campsite types.
  - Work this past quarter involved:
    - Working with both the Management Services and Operations Administrators on a draft copy of the proposed Chapter 20 rule changes to incorporate Board approved changes from the May 2019 Park board meeting. Specifically, to
      - Updates the fees caps on camping and facilities as approved by the Board;
      - Incorporates the new campsite types as approved by the Board;
      - Creates new fees for pets and cleaning as approved by the Board;
      - Consolidates the Rules Governing the Winter Recreational Parking Permit program;
      - Moves standards that are currently in definitions to a new Section;
      - Consolidates the fees and rules associated with reservations for clarity and brevity;
      - Clarifies the fees and rules associated with group use, camping, and reservations; and
      - Incorporates other edits for clarity (mostly) and brevity (sometimes) consistent with the Red Tape Reduction Act.
  - Additional ongoing work on this project is attending public meetings being conducted by the Management Services Administrator Anna Canning on these and other rule changes necessitated by the Red Tape Reduction efforts.
- Work to implement the four new Deluxe cabins at Ponderosa State Park into the reservation system with the new fees approved by the Park Board at the May 2019 Board meeting. Official Launch of Reservation Processing is scheduled for July 16th.
- Served and continue to serve as project manager on the modernization of the Recreational Registration Program project work this past quarter has been focused on:
  - Participating in several high-level meetings with staff at ITD as well as staff at State Purchasing.
  - Much of the focus has been on determining best course of action given tight timelines associated the efforts of ITD staff to modernize county DMV
registration software as well as our own timelines and efforts to modernize our software and processes for our Certificate of Number and Permitting processes.

- Performing additional work to determine best course of action on registration modernization given the extent of bad data and the high costs associated with cleaning it prior to migrating to a new system versus the not insignificant issues associated with performing a fresh start in the new system.
- 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
- 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 training of program staff. Training is an ongoing process due to turnover of entry level staff.
- Provided and continue to provide day-to-day support for external and internal customers for both IDPR and Montana FWP.
- Monitored and continue to monitor system usage by State Parks Passport holders.

Usage for January – February - March was as follows:

20,355 reservations were processed during the quarter booking 40,590 nights. Of those reservations:

- 7,738 reservations were for customers who claimed the Idaho State Parks Passport discount, this discount was applied to 16,978 nights.
- 1,079 reservations processed were for customers who claimed an MVEF Annual sticker, this discount was applied to 2,663 nights.
- 20,949 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 20,949 nights where no discount was claimed is up by 1,777 nights for the quarter from fourth quarter FY 2018’s 19,172 nights.

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

**Customer Service -**
- Manually processed 14,317 retail vendor recreational registrations
- Processed 14,406 online recreational registrations
- Processed 4,770 mail and walk-in recreational registration transactions
- Administered the daily processes that allow input of county recreational registration transactions
• Provided fulfilment for 19,176 registrations
• For the months of April – June R&R received 5,920 phone calls with 167 callers abandoning the call prior to speaking to a staff person and 1,802 callers receiving a busy signal
• Input Campground Parks 2020 reservation season and created inventory periods in preparation for 2020 camping reservations.
• Conducted training of field staff (at HQ) on reservation and POS systems software, reservation program policies, and agency revenue desk procedures to assist with staff turnover due to retirements, promotions and other opportunities.
• Participated on the IDPR Fee Team and assisted with reviewing Chapter 20
• Created year end park store inventory valuation reports for the fiscal year end closing process.
• Performed peer to peer training of program staff. Training is an ongoing process due to turnover of entry level staff.
• 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:
  o Ensured amounts to be refunded were valid
  o Processed credit card refunds for the call center
  o Submitted all check refunds to fiscal staff for State-issued warrant processing
  o 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
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 man visitor centers and entrance booths to answer questions and sell park permits.
• Patrol parks ensuring user needs, user safety, and resource protection.
• Assess operations and opportunities to ensure quality experiences are provided.

PRIMARY ISSUES
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 near fiscal year end.
• Working with park managers on 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 new programming, special events, new potential partnerships, and concession opportunities.
• BLM noncompliance issues with R&PP lease for Castle Rocks at Smoky Mountain campground have been resolved. Wallace drafting a new 25-year lease for review. Met with field manager and realty specialist on final draft in March. Waiting on final SHPO report of findings.
• Continue agency policy reviews.
• Continued evaluation of the main irrigation/water pipe for Ritter Island which has many leaks and needs replacement. Expanding parking opportunities at Box Canyon lot near canyon rim. Region crew has roughed in parking area and graveled an area for 20+ vehicles.
• Public Billingsley Creek development planning continues, we should have a nice trail before summers end. Looking forward to NPS partnership for the new visitor center co-location and operation.
• Continued monitoring of many development projects in the region.
• Meetings continue with BOR and decision makers to discuss possible marina concept at Lake Cascade. The new Cascade visitor center is officially open and was dedicated during our last board meeting.
• Salmon/Challis Forest Service planning process continues.
• ITD has landed on some NEPA alternatives for the road improvements on the highway near the Montana border and they continue to seek public input. Most controversial issue is a proposed wildlife overpass.
• Hiring of new manager for Harriman: congratulations Mark Eliot. Hiring of a new assistant manager at Ponderosa and a new ranger at Walcott. We are in the process of hiring a new ranger for Lucky Peak, Lake Cascade, and Bear Lake. We are also recruiting for an assistant manager for Lake Cascade.
• Looking to enhance marketing and resale opportunities at Mesa Falls Recreation Area and our partnership with the FS.
• Continue to work with our Harriman Friends Group on replacement of the historic bridge across the Henrys Fork. Creating an MOA with SHPO to cover the adverse effect through an interpretive panel with photos. Decking is planned to be removed this summer.
• Working with the power company who owns North Beach for additional beach access at Bear Lake North Beach West. A concept plan has been prepared and sent to Pacific Corp for their consideration.
• Participation with interested parties planning for future improvements at the old Teton Dam site called the Teton Coalition including: BOR, County Commissioners, irrigators, BLM, F&G, etc. A federal highways grant has been awarded to help start some planning efforts at the BOR abandoned area. Took a tour of the site June 12 with the Director, Keith, and BOR staff.

BEAR LAKE STATE PARK – KIRK RICH, PARK MANAGER

Customer Service
• Continued steady demand for day-use shelter reservations at East Beach.
• Visitors have been excited about our new 50-amp electrical hookups in the campground. Two new vault restrooms at East Beach are also available.

Park/Program Usage
• Usage started to pick up in April as spring arrived.
• Stormy and cool weather reduced park usage in May and most of June. Nonetheless, campers still seem satisfied with the camping accommodations.
• June 29 brought about 900 cars for the day. Luckily, we did not have to close.
• The last three days of June brought about $14,000 in mostly day use revenue and campgrounds were mostly full every weekend.

Program Services
• Nothing to report.

Preservation of Natural, Cultural, and/or Historical Resources
• Nothing to report.

Staff Training
• Staff attended annual reservation training and are feeling more secure in the process.
• Kiosk computers have been set up and the cell phone signal now works on the credit card machine. The procedure is faster, and cue time is shorter.

Strategic Plan Actions
• Likes on Facebook are up to about 2,000.

Manager’s Narrative
• The P&Z meeting folks did not grant Adam Nebeker the opportunity to open his new day use area west of the fish ladder. We’re probably a full year out on that.
• Brian Hirschi (formerly of the hot springs) has moved his boat rental concession to another lot south of the hot springs and has built an additional day use parking lot. It has yet to be used but could absorb a couple hundred cars.
• There has been discussion concerning the opening of a new Bear Lake SP unit as a day-use beach on the north end of Bear Lake, adjacent to the proposed Pacific Corp beach. It would accommodate 200-300 cars and serve to ease the overload we have on weekends.
• A design representative came from Boise to do pre-bid engineering on the boat ramp at North Beach.
• The two new restrooms were delivered in April. The day-use restroom received new electrical service as well as a new transformer and access panel. Considerable landscape work has been completed, but we are still experiencing some settling around the structure. Sidewalks will have to wait until fall as the new topsoil is still very soft.
• We have received word that Utah State Parks has raised their entry fee to $20.00 a day on weekends which is making us even more popular.
• Asphalt paving job at tent camping was completed, but still needs striping and barrier placement. Price came in at $30,000 under projected budget.

BRUNEAU DUNES STATE PARK – BRYCE BEALBA, ASSISTANT MANAGER

Customer Service
• Assistant Manager was interviewed for a Boise news program advertising the park.
• Memorial Day weekend was busy: we even held a special Sunday evening observatory program.
• We purchased 20 new sandboards that will be used to increase rental inventory as well as replace older, damaged boards.
• The year 2020 will be the 50th anniversary for Bruneau Dunes. We have begun discussing possible events, products, and programs for the celebration.
• We have begun laying off seasonal employees due to our season being longer than the maximum of five contiguous months that they can work. This has left us shorthanded for the remainder of the season. Once the FY20 budget is released we will see if we have money to hire additional employees. We are hopeful that the increased seasonal wages will allow for recruitment of more employees.
• We have partnered with the Boise Shakespeare Festival to provide a private observatory tour here at the park as part of a fundraiser.
• Staff met with Development staff to discuss the scheduled upcoming and proposed projects for the park. We are excited about the possibility of developing a fishing/viewing platform at the Small Lake.
• The Boise Astronomical Society has not filled their vacant volunteer coordinator position and has not been as active in sending volunteers to staff the observatory programs. Our seasonal staff members are handling the observatory program for the time being.

Park Usage
• The annual Messier Marathon hosted by the Boise Astronomical Society was held at the park.
• The spring months through June were very busy with full campgrounds and cabins each weekend along with strong visitation numbers at the observatory.
• Sandboarding remains as popular as ever, although we are beginning to limit rentals once air temperatures reach 80 degrees to prevent burns from hot sand.

Program/Program Services
• During May we hosted a significant amount of school groups. Observatory staff—filling in for the vacant interpreter position—gave presentations to numerous groups. We also hosted a special program with guest speaker and astronomer Chuck Knoll with 30 attendees.
Preservation of Natural, Cultural, and/or Historical Resources

- Shade trees were planted in a camp-host volunteer site.
- The contractor hired to evaluate the irrigation system visited and will submit a written evaluation to Development. They believe that altering our irrigation schedule and changing some sprinkler heads may help while we work on replanting and other recommendations.
- A Scout troop performed a service project: clearing tumbleweeds and newly cut brush from around the small lake boat ramp thus increasing visibility and the appearance of the area.
- Having taken three consecutive months of light readings, we will begin the process of updating our Dark Sky application. We reached out to the International Dark Sky Association (IDA) for guidance on process and contacts, and will continue taking readings.
- Russian Thistle has been a persistent problem at the Equestrian Campground this season. We have sprayed repeatedly and mowed the area, but this invasive plant is resilient.
- Warm temperatures are stressing the grass in the campgrounds and, although we water as much as possible, foxtail has taken over much of the two campgrounds.
- One grey-water tank in Broken Wheel collapsed and upon investigation we discovered all tanks have a telling swell above the tank indicating more potential failures. We met with two plumbing/excavation companies to get bids to repair the tanks. In the meantime, we have secured the area(s) to prevent injury to customers.

Staff Training

- Staff attended firefighting training at the Bruneau Volunteer firehouse.
- Ranger attended Reserve America training.
- Assistant Manager attended the DEQ Cyanobacteria training.
- Two staff members attended the Interpretive training at Harriman in June.

Strategic Plan Actions

- Assistant Manager attended meetings for Mountain Home Rotary and for Travel and Tourism.
- Bruneau will participate in the backpack loaner station project. The backpacks have been delivered and are available. Our station will incorporate a memorial placard for Ranger Wegryniak who passed away recently.
- We will participate as a fishing pole loaner station.
- New retail display shelves were installed in the visitor center which has improved appearance and retail space.
- The staff members who attended the IDPR interpretive training will now be providing programs back at the park.
- Camp hosts in the Broken Wheel campground are building horseshoe pits in the two loops that currently don’t have one.

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<th>Program Type</th>
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<td>530</td>
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<tr>
<td>Special Events</td>
<td>1</td>
<td>30</td>
</tr>
</tbody>
</table>

S-ER REPORT APR-MAY-JUN’19  PAGE 4 OF 24
Manager’s Narrative

• In addition to our normal seasonal layoffs we had one member of our maintenance department quit this month, leaving us with two employees. Staff have filled in admirably and there has not been a noticeable decline in services. We have interviews scheduled and hope to get to full staff (with the exception of laid off positions) shortly.
• Staff have identified incorrect or outdated website information. They will take new pictures of the sites and work to correct the inconsistencies on the website.
• Given the popularity of sandboarding, we would like to better develop the area around the small dune including more parking space as well as some picnic/shade shelters.

CITY OF ROCKS / CASTLE ROCKS STATE PARK – WALLACE KECK, PARK MANAGER

Customer Service

• The visitor center became operational seven days a week beginning April 15.
• Manager gave an interview on the season start up with KMVT.
• The pack in/pack out initiative has begun at the park. This requires that visitors remove all their trash from City of Rocks, and either take it home and process it or, if this is not feasible, they may drop their waste off at a station in Almo. Castle Rocks State Park continues to collect waste at a handful of locations.

Park/Program Usage

• On April 13, staff prepared and provided a Dutch oven meal for Idaho Civic Symphony Board of Directors, as well as a four-hour orientation tour of the parks.
• Nearly all staff assisted in conducting the “Every Kid in a Park” field trip for 4th graders on May 14-15.
• Manager presented to 25 members of the Prairie Falcon Audubon Society on May 2.
• The orientation film was presented 350 times to a total of 1,340 visitors.

Program Services

• City of Rocks staff presented the California Trail story at Idaho State University prior to and during the Idaho State Civic Symphony world premiere presentation of a Celebration of Idaho! A wagon camp was set up in the rotunda of the Stevens Performing Arts Center and staff, dressed in period clothing, took turns reading diary quotes from emigrant travelers through the City of Rocks. During the concert, two of the pieces of music were set to over 200 images of City of Rocks provided by Manager Keck.
• Staff conducted a California Trail living-history program over the course of the Memorial Day weekend. The program included eight interpretive stations where kids and families learned to churn butter, make children’s dolls, play old-time games, gold panning, candle-making, identify wildlife along the trail, and listen to journal quotes.
• Park staff conducted presentations for the Basin and Range seminar in June, co-sponsored by the Great Salt Lake Audubon Society, Castle Rocks State Park, and pre-falcon Audubon Society. Manager instructed and gave a tour of the California Trail, and on the biogeographic crossroads and diversity of the Albion Mountains. Manager also addressed the entire group on Saturday evening, and conducted the fifth annual birding big day blitz competition. The overall attendance for the Basin and Range seminar was 164, and the attendance for the birding event was 19.
• Ranger and staff conducted summer day camp for 28 kids on June 19, which also included first-time fishing
• Assistant Manager conducted an archaeology field seminar on the Jensen homesite for 23 preregistered members of the public on June 21-23.
Preservation of Natural, Cultural, and/or Historical Resources

- Assistant Manager and staff conducted archaeological surveys to prepare for future developments at Billingsley Creek unit of Thousand Springs S.P., April 29 – May 3.
- Staff members attended the biennial meeting of the National Park Service and State Historic Preservation Office in Boise on April 29 to discuss development projects from the previous year and for the upcoming year, and how they may affect cultural resources in compliance with section 106 of the National Historic Preservation Association. This is a required meeting of the programmatic agreement between SHPO and the NPS.
- A first sighting of a Clark’s Grebe within the City of Rocks checklist area occurred on May 28.
- Manager conducted the annual breeding bird census on June 5 for the USGS on City of Rocks route.

Staff Training

- Staff members attended reservation training in April, (approximately 24 hours per employee), and one ranger participated with the Almo Quick Response Unit, including training.
- Staff training in May included: high angle rescue training for one of our rangers, Supervisor’s Academy in Pocatello and the manager attended the NPS Superintendent Training.
- Training in June included CPR-First Aid instructor training and burn care and burn center orientation at Cassia Regional Medical Center.
- Some staff members also participated in 10 hours of software training for National Park Service functions in the maintenance division.

Strategic Plan Actions

- Proposal for possible public recreation access at Bruesch Ranch is being developed.
- Bioblitz/natural resources inventory underway.
- Management met with Derrick and Nolan Brown of the Shoshone-Bannock Tribes on site to finalize the artwork for the exhibit project.
- Management participated in a planning conference call to continue conducting an ADA Self-Evaluation Transition Plan. The plan will be out for public review mid-June.
- Manager worked with the Great Basin Audubon Society, the Prairie Falcon Audubon Society and local resource experts to cohost the annual Basin & Range Seminar, which has never before been held in Idaho. This brought registered participants from all over the Wasatch Front to see and experience City of Rocks and Castle Rocks. The greater Salt Lake City is a target marketing area for the parks.
- A number of news stories and marketing guides were published in June and prominently covered City of Rocks and Castle Rocks.

Manager’s Narrative

- Assisted with the IDPR Environmental Education training at Ponderosa.
- Working on a proposal to purchase 320 acres adjacent to City of Rocks National Reserve and providing a connection to Castle Rocks State Park. In addition to the purchase, the private party is also proposing the sale of a right-of-way to the National Reserve, Graham Creek entrance.
- Hosted IDPR interpretive team meetings in April and June
- Participated in the first City of Rocks interpretive planning.

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<th>Program Type</th>
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<td>Jr. Ranger Programming</td>
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<td>472</td>
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<td>School Programming</td>
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<td>712</td>
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<tr>
<td>Special Events</td>
<td>5</td>
<td>1,280</td>
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• Visited with a local resident and entrepreneur who is interested in building a private campground near the entrance of the Reserve. The proposed campground would be almost entirely on private land under the historic preservation zone. Manager will continue to follow the issue and participate in planning and zoning hearings when scheduled.
• Campsite 12 was equipped with a new hardened tent pad and other upgrades to become fully ADA accessible.
• Received final, fully signed NPS budget agreement in May. Funds will be drawn down to cover deficit in FY19 state budget, and the remaining will be drawn down after the fiscal year begins on July 1.
• At the NPS Superintendent training, Manager had the opportunity to speak one-on-one with Deputy Regional Director and the Regional Director of the National Park Service. Both directors are new to the job. Neither have visited City of Rocks before nor are they familiar with the cooperative agreement arrangement.
• Idaho Conservation Corps spent a total of four weeks building trails associated with the new wayside exhibits and provided routine trail maintenance in June. These crews were paid from National Park Service project grants.
• Manager co-instructed the IDPR Annual Interpretive Training at Harriman on June 10-13
• Manager met with Cassia County Commissioner to discuss concerns with the proposed monument being erected by the Daughters of Utah Pioneers inside the City of Rocks boundary. Three options were offered as a compromise. No final decision has been made.
• Orchestrated media release of the draft Self-Evaluation Transition Plan for public comment. This is City of Rocks’s plan to come into compliance with the ADA.
• Manager co-authored the City of Rocks/Castle Rocks social media plan with IDPR public information specialist. The plan calls for the development of a team and a strategy to target audiences through different platforms with the mission and goals of NPS, IDPR, and the City of Rocks General Management Plan. The plan was written to serve as a model for other medium to large parks initiating a social media strategy.

EAGLE ISLAND STATE PARK – GARY SHELLEY, PARK MANAGER

Customer Service
• Continued to take shelter reservations for 2019 and are working on several large events for 2019.
• Updated Facebook followers and answered questions about upcoming park events, disc golf course changes, and ziplines.

Park/Program Usage
• Gateway Park’s snow hill closed operations on March 31.
• Multiple events were held at the park this spring and summer including: the Treasure Valley Cup Disc Golf Tournament, Idaho Capital City Kennel Club K-9 tracking event, Special Olympics Penguin Plunge (raised over $17,000!!), Welcome to the Chain Gang Disc Golf Tournaments, Silver Creek Volunteer Fire District, Idaho Civil War Volunteers, Rotary Club Fishing Derby, Cops and Bobbers and Eagle Parks and Recreation Detective’s Camp.
• We continue to see an increase in dog walkers on our trails.
• Police K-9 training continued to use our fields and out buildings for training.
• The four picnic shelters were reserved for 51 days.
• Zip Boise had 225 zippers for June.
Program Services

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<tr>
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<tr>
<td>Interpretive Programming</td>
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<tr>
<td>Jr. Ranger Programming</td>
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<tr>
<td>School Programming</td>
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<tr>
<td>Special Events</td>
<td>11</td>
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Preservation of Natural, Cultural, and/or Historical Resources

- Repaired vandalism at the barns near the silos and boarded up two more doors in the barns to prevent more vandalism.
- Planted trees that were donated to the park.
- Eagle Scout project planted saplings and laid down fabric and rocks.
- Continued to spray noxious weeds in the park.

Staff Training

- Park staff attended day-use reservation training in Boise.
- Water rescue training would be good training to have for permanent and summer seasonal staff.
- CPR recertification is needed for permanent staff.

Strategic Plan Actions

- Working with City of Eagle trails master plan.
- 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.

Manager’s Narrative

- Attended end-of-season meeting with Gateway Parks to talk about the snow hill numbers and issues.
- Park staff attended the Boise VA job fair to find more seasonal applicants.
- Began “No Dogs in Lake” policy to help prevent algae blooms as a recommendation by DEQ.
- Increased playground curb height to accommodate more playground chips which was added for increased safety.
- Continue to work with Development staff on addressing lake water quality: lake bubblers and water circulation.
- Continued to work with Development staff and historical representatives on the park’s historical buildings.

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

Customer Service

- Our facilities were in high demand once weather cooperated and our seasonal staff has been able to keep the facilities in immaculate conditions for our guests.

Park/Program Usage

- April and early May usage was quiet due to the winter snow recreation conditions transitioning to spring. Staff utilized this time to prepare for the weather change along with upcoming school groups and programs.
- Memorial weekend we launched the start to the Harriman Treasure Hunt where the staff hides an item in the park and writes a poem filled with a set of clues to find the object. When a visitor finds the object, they win a free night in our backcountry yurt (Becker) during one of our
slower months, like September. Our visitors absolutely love this program especially adults with young children.

- Park usage seemed to spike in June when the river opened for fishing. Fisherman continue to purchase annual passes to utilize the park to access the river.

**Program Services**

- May started with a week of back-to-back school groups. We planned and prepared detailed programs that were filled with fun adventures. In addition, we put on a Wildflower/Nature hike, Coffee with a Ranger, and Railroad Ranch tours.

- June was filled full of events. Celebrate Nation Trails Day, Sunset Hike, Weekend with the Stars, Fly-casting demonstration and instruction along with a coloring contest for the kids, Full Moon Hike, Let’s Talk Bears, Jr. Ranger Day, Coffee with a Ranger, and Railroad Ranch Tours.

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<tr>
<td>Interpretive Programming</td>
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<td>96</td>
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<tr>
<td>Jr. Ranger Programming</td>
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<td>School Programming</td>
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<td>496</td>
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<td>Special Events</td>
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**Preservation of Natural, Cultural, and/or Historical Resources**

- Nothing new to report.

**Staff Training**

- Ranger attended a one-day training in Pocatello about fire suppression systems.
- Some staff attended and participated in reservation training at headquarters.
- Ranger attended and participated in an environmental education training at Ponderosa State Park.
- The IDPR buyer visited our park to introduce himself to the new staff and to educate everyone about financial procedures, proper purchasing requisitions, and disposal of property. Thank you to John for the help.
- Some staff participated and attended a weed warrior workshop in Idaho Falls.
- Staff members attended and participated in the Environmental Education course that was put on by our agency and hosted at Harriman.

**Strategic Plan Actions**

- Nothing new to report.

**Manager's Narrative**

- Park Manager Mark Eliot started in May. He attended meetings with the USFS about our cooperation with Mesa Falls and attended a meeting with the mayor and others in Tetonia about the Ashton Tetonia Trail.
- The McCall Outdoor Science School (MOSS) is interested in the park as a possible new campus and came to visit in May.
- Refurbishing the Ranch Manager’s house is in process.

**ASHTON-TETONIA TRAIL**

**Customer Service**

- Picnic tables were sanded and painted at the Marysville trailhead.
- Seams in the CXTs were resealed to prevent leaks.
- Mowed all 30 miles of the Trail.
- More clearly defined parking area in Marysville.
Park/Program Usage
- The U.S. Forest Service used the Trail in May to administer their fire crew pack tests.
- Trail usage is still observational as finding an efficient way to implement traffic counters has been a challenge. With temperatures warming up, Trail use has been picking up dramatically, especially on the weekends. Marysville, Judkins, and Felt appear to be the most used parking areas.
- ATV and other motorized use on the Trail continues to be an issue. The Trail Ranger is making more of a presence on the Trail to engage and educate these individuals.

Program Services
- A bike ride to celebrate National Trails Day was held on June 1.

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<tr>
<td>Special Events</td>
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Preservation of Natural, Cultural, and/or Historical Resources
- Rotted railroad ties used to retain the gravel ramp leading to the boxcar need to be replaced.
- Continued to clean and organize in and around the historic boxcar in Marysville and plan to repaint when weather allows. Also outfitted the boxcar with much needed tools, shelving, and safety equipment.
- Mowed invasive weed species along the Trail, although more work will need to be done in the future to control further outbreaks of leafy spurge along the Trail.

Staff Training
- Ranger attended the Reservation and Point of Sale training at the IDPR HQ in April.
- In June, he attended a professional pesticide/herbicide applicator’s training.

Strategic Plan Actions
- New maps and regulation signs have been ordered and will be installed to bring our maps up to date, state the regulations of the Trail, and minimize confusion throughout the reroute section of the Trail.

Manager’s Narrative
- A new county irrigation line was cut across the Trail last fall and continues to be worked on this spring. The construction crew has done a reasonable job at covering their tracks and repairing damages caused to the Trail.
- The Tom Howell Right of Way Lease continues to drag with no response since late June 2018.

HENRYS LAKE STATE PARK

Customer Service
- The Caddis Loop opened on April 22 and had a couple campers staying that night.
- The rest of the campgrounds opened May 23 with full amenities.
- The tables and fire rings have been set up at the park’s new tent sites. Reservation staff has been contacted to add our “Tent Sites” as an option on Reserve America.
- The new day use shelters will be first-come, first-serve. Staff assembled the tables and placed them on the sites.
• Staff has had many complaints from campers about cold showers at the Shower House in the Caddis Loop because of a fault code. The fans inside the heaters were cleaned and it seemed to have helped.
• The new double vault toilet opened on June 29. The single vault toilet has not yet arrived.

Park/Program Usage
• Opening weekend was busy and the fishing was very good both from the shore and on the lake, trolling or anchored. Even with some weather-related cancellations, the campground was 92% full.
• Throughout June camping fluctuated with the weather. Overall though, the campground was about 94% full each night.

Program Services
• The Henrys Lake State Park interpretative program season started in June. Programs given were: Bear Aware, Feathered Friends, Kayaking 101, Summer Solstice: Walkin’ in Sunshine, Johnny Sack Cabin, and Grizzly and Wolf Discovery Center.
• The park’s Jr. Ranger Programs included: Henry’s Lake…It’s for the Birds!, Where in the World is Henrys Lake? and The Beautiful World of Nature!
• There were 15 badges and 3 patches awarded for the Jr. Ranger Program in June.

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<td>Jr. Ranger Programming</td>
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<td>31 (26 Jr. Rangers)</td>
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<td>School Programming</td>
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<td>Special Events</td>
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Preservation of Natural, Cultural, and/or Historical Resources
• Staff continued working on the park’s flora/fauna lists and will also revise the mammal and bird lists for customers’ use.
• The swans have nested this year and three cygnets hatched in June. The signs asking visitors to stay on the Trail along the Slough have been mounted and distributed along the Trail.

Staff Training
• Ranger attended a DEQ-sponsored workshop about Cyanobacteria Harmful Algal Blooms.
• Staff attended a fiscal workshop by IDPR buyer.

Strategic Plan Actions
• The park partnered with Idaho Fish and Game to use cameras to count ice fishermen and vehicles in the park. This will help get a better count of use in the park by ice fishermen in our off-season.
• Contacted ITD to update the highway signs. The signs were installed and ready for opening weekend.
• The remodel of the Adams and Blue Dun restroom/shower facility and the Utility Building continues. A walk-through was held June 3. The women’s shower heater was in place, but the alarm continues to sound, and the water heater is only working intermittently. The handicap shower stalls will need block removed for the handles to be ADA compliant. This will be done when we close the Adams and Blue Dun Loops in the fall.
• A & E Engineering sent out the final plans for approval on the new Adams and Blue Dun water delivery system.
• So far, the drain field is working okay for the dump station but with more use it could get wet on top of the ground again this year. It was suggested we could add another lateral line to fix the problem by increasing absorption by about 30%.
• The 1st Time Adventure Program has started again for the summer.
• Two sets of stairs were installed from the day use parking to the tent sites to allow better access to the sites from the parking area.

Manager’s Narrative
• The utility building was recharged for the first time since the remodel. Except for some leaks, the process went well.
• Staff contacted ITD’s District Source Manager to ask about getting gravel from the state. The park was approved to get 50 yards of gravel.
• The park has had several bear sightings by campers and staff, most of which have been across the slough area in the meadow (one on the Trail).
• On June 19, a moose cow and her calf came into the Blue Dun Loop. The calf laid down and would not move no matter what the cow did. The cow eventually laid down, also. After they moved on, staff talked to some campers who had watched two bears from across the slough chase the moose into the lake; the moose then swam to the campground for refuge. The calf couldn’t go any farther until it rested. Staff made sure visitors kept a safe distance from the moose during the event. The bear signs are up. Staff hopes the bears move higher on the mountains as food is available for them.

MESA FALLS RECREATION AREA

Customer Service
• We are working with the USFS to revitalize our resale displays, better utilize floor space, explore new resale items, improve efficiencies, and have better oversight to improve our resale operation.

Park/Program Usage
• As the snow melted and vehicles could access the parking lots late in May, Mesa Falls opened for the season. Visitors from all over were excited to see the glorious falls once again.
• Visitation in June was busy and retail sales are great. We are selling items before we can get them on the shelf.

Program Services
• Nothing new to report.

Preservation of Natural, Cultural, and/or Historical Resources
• Nothing new to report.

Staff Training
• Nothing new to report.

Strategic Plan Actions
• A 3% increase in revenue generation is a goal we are trying to meet 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
• Having a limited seasonal budget for Mesa Falls has been a challenge in achieving proper coverage. We have made some changes to schedules to try to better accommodate the needs of the operation.
• Improvement to our phone and radio communication issues may not be a reality without a large capital investment. We will research ideas with IT staff in Boise.
LAKE CASCADE STATE PARK – THERESA PERRY, PARK MANAGER

Customer Service

- All services and facilities were open and available by May 22. The easy accessibility and location of the new visitor center is providing the park visitors a new and expanded level of service.
- Cooler temperatures did not seem to deter visitors—especially to the Ridgeview and Poison Creek campgrounds. The number of visitor requests for campsites with services continues to increase. Park staff continue to receive positive comments regarding the change to make Crown Point a reservation-only campground. The bundled firewood concession program continues to be an added customer service feature.
- Additional dumpsters and porta potties have been brought in to meet the needs of the public, especially in the Van Wyck unit. The current restroom facilities are inadequate and require a great deal of maintenance to keep functional. Three campsites in Van Wyck were converted into additional day use parking. The goal is to encourage visitors to not park on the city streets when the boat ramp parking lot is full.

Park/Program Usage

- Park staff coordinated with the Boise Rotary Club and a group of Boy Scouts to plant 130 trees and shrubs at the new park office.
- The park hosted the annual Howdy’s spring fishing tournament the first weekend in May. Late ice conditions challenged park staff in preparing facilities, but they were able to provide handling docks at three ramps for the tournament.
- The park also hosted one bass tournament at Sugarloaf, three fishing tournaments at the Van Wyck, Sugarloaf, and Boulder Creek units, as well as the Southern Idaho Sailing Association regatta.

Program Services

- The park provided programming for the Cascade After School program in April, focusing on birds, nesting, and spring migration.
- Programming and one special event in May: Bears and Mountain Lions, Long Valley Ambush Hike, and the Grand Opening of the new visitor center.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>No. of Programs</th>
<th>No. of Attendees</th>
</tr>
</thead>
<tbody>
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<td>Interpretive Programming</td>
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<td>School Programming</td>
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<tr>
<td>Special Events</td>
<td>3</td>
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Preservation of Natural, Cultural, and/or Historical Resources

- We need to find a solution to control significant numbers of ground squirrels in the Sugarloaf unit. They are creating problems with the park’s grounds, landscaping, and irrigation system: the damage is creating tripping hazards for visitors.
- The park’s first BioBlitz was held in May. Birds, amphibians, and plants were the focus for this initial inventory. More than 100 bird species were entered into the new E-bird tracker located in the visitor center.
- A one-day natural resource survey on insects was conducted in June although windy conditions prevented an accurate sampling number. Additional volunteers and the development of a set protocol for completing this inventory is scheduled for July and August.
• Some hazardous tree removal was completed in the Boulder Creek unit, as well as pruning to allow for mowing and visitor access to sites and pathways. Also started spraying noxious weeds in June.
• The park hosted and participated in a water quality workshop held at the Blue Heron unit. The workshop was sponsored by the newly formed Friends of Lake Cascade.

Staff Training
• Supervisor Academy was attended by one of the park rangers.
• Reserve America training was attended by two of the park’s rangers.
• One ranger attended the IDPR Environmental Education Workshop at Ponderosa State Park in April. This workshop focused on working with school groups and offering teacher workshops in the park.
• First aid and CPR training were attended by two of the park rangers and two seasonal employees.
• Park staff attended a 4-hour training on cyanobacteria and water quality provided by DEQ.
• Training needs identified: reservation system, Elements of Supervision, Compliance Enforcement (full 60-80-hour course), First Aid and CPR, and Crucial Conversations.

Strategic Plan Actions
• Complete the assembly and installation of picnic tables and grills throughout the park. They were acquired in 2018.
• Develop a resale area in the new park office with products that are experience based or reflective of the local community or region.
• Continue to work cooperatively with the IDPR Education/Experience Coordinator to complete the park’s Interpretive Plan.

Manager’s Narrative
• Park staff attended the Valley Co. Waterways public hearing regarding No Wake Zones on county waterways. Approximately 150 citizens attended the meeting with the majority speaking in opposition or requesting more research be done before passing the ordinance. Ultimately, the ordinance was not adopted by the county commissioners.
• The grand opening of the park’s new visitor center was held on May 21. IDPR Executive staff, IDPR Park Board members, local elected officials, community partners, and volunteers enjoyed tours of the building, refreshments, and ribbon cutting.
• Issues with the park’s radio system that is routed through the phone have developed. Staff from State Communication completed service on two of the base radios – park staff were told that those bases and the primary relay antenna located at the reclamation office need replacement.
• Members of the Idaho Joint Finance Appropriation Committee and their associates toured the park’s new facilities and received a brief overview of the park operation.
• Hiring seasonal employees as well as finding hosts for the upcoming second half of the summer has been challenging—and with limited success. We said farewell to our long-term employee who served as a ranger and assistant manager in the park since 1999 – her in-depth knowledge and skills will be deeply missed. The park has started advertisement for the assistant manager position as well as a newly funded Office Specialist position.
• During routine water sampling it was found that the Sugarloaf water system tested positive for contaminants. Completed a DEQ Level 1 Assessment. Cleaning of the tanks and putting an increased demand on the system cleared the system of contaminants.
• A Request for Proposals for the development of a marina facility was released to the public in June and will continue until July 19.
Lake Walcott State Park – Trapper Richardson, Park Manager

Customer Service
- April visitation was higher than the same time last year. The weather was warm during the day but freezing at night, so the campground did not have water turned on until late April.
- May brought a lot of rain, but we were successful in keeping reservations booked and keeping camp sites filled on the weekends.
- Showers were on and ready for use by the end of May.

Park/Program Usage
- Hosted a tour for the Chamber of Commerce in April.
- Both trout and bass fishing has been increasing as the weather and the water warmed up.
- Disc Golf has remained a popular activity when the weather cooperates, the bird and wildlife watching is on the increase also.
- Hosted the Disc Golf tournament for the deaf.
- Hosted the “War of Forbidding” LARP-ing event (Live Action Role Play) with 100 attendees.
- Graduation events were scheduled at the shelters in the month of June.

Program Services
- Nothing to report.

Preservation of Natural, Cultural, and/or Historical Resources
- 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.
- Manager continues with the upkeep and the care of the child’s grave site with fresh flowers, cleaning, and removing weeds. This is an historic grave site from days when the ICC was working the area.
- Bureau of Reclamation is rebuilding the information kiosk, all panels replaced, cleanup begun.

Staff Training
- Staff attended reservation training in April.
- Manager has implemented weekly staff meetings to update staff on how the park is running and what the staff will be working on for the week.

Strategic Plan Actions
- Advertising our events and updating our website and Facebook pages: this will help to inform community of the parks calendar of events.

Manager’s Narrative
- Lack of adequate shop facilities makes it difficult to store our equipment during the winter, resulting in more repair work and faster wear on our equipment. Also, makes working on equipment more difficult due to lack of space.
- Manager has been busy in the office and outdoors overseeing the progress with the construction crew.
- Introducing new ranger to the community and helping him to become familiar with the park.
- Manager has been training new ranger on park Policies and Procedures.
- Having trouble with the hot water heater for the showers in the campground.

Land of the Yankee Fork State Park – Joni Hawley, Park Manager

Customer Service
- The park is open seven days a week from 9am-5pm for the summer.
- Park has registration stickers for ATVs, boats, invasive species, and snowmobiles available to the public to purchase. We also carry the USFS Challis and Salmon area maps, and firewood permits for sale.
- The gold panning station is open. We are providing demonstrations to our visitors.
Park/Program Usage

- Our theater was used by the Forest Service to conduct a talk on Bayhorse Watershed Restoration Project.
- Port of Entry was here on May 28 with ten vehicles inspected
- The park movie was shown 108 times to a total of 300 visitors; we logged over 2,400 visitors to the visitor center this quarter.
- The Yankee Fork Gold Dredge is open and attendance through the end of June was 2,482.
- Custer City is also open for the summer with attendance so far at 2,704.

Program Services

<table>
<thead>
<tr>
<th>Program Type</th>
<th>No. of Programs</th>
<th>No. of Attendees</th>
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<td>Jr. Ranger Programming</td>
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<td>School Programming</td>
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<tr>
<td>Special Events</td>
<td>3</td>
<td>501</td>
</tr>
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</table>

Preservation of Natural, Cultural, and/or Historical Resources

- Staff worked to reorganize the slide show that is presented to the public at Custer during the summer.
- Staff has been accessioning artifacts and using Passperfect to enter artifacts into inventory
- Bayhorse staff began working on the Baker house applying shingles to finish the roof.
- Development staff came to look at the Wells Fargo building to develop and plan for the restoration work.

Staff Training

- Training that took place in May included: First Aid/CPR, personal protective equipment training, Workplace Safety, Respectful Workplace, O & M Bayhorse, and ATV/OHV safety
- Our ranger attended the interpretive training at Harriman in June.

Strategic Plan Actions

- Manager attended the following meetings: Custer Association, Challis Community Trails, USFS and LYF Historical Association planning, local Chamber, and two IDPR Development meetings.
- The second Trail’s summit was held May 11. The public has been very responsive to the new Trail and adding input to plans.

Manager’s Narrative

- A wet well was installed in April to prepare for installation of the irrigation system. Met with Development staff and engineers in May to discuss the plans.
- The water system was tested, and the dump station turned on for the summer.
- A new trail was cut on the city property that joins into the trail system. Rangers used park equipment to clean trail.
- Met with Adam from Development to show him the park and discuss park projects.
- Staff and volunteers worked with USFS to open the buildings at Custer for the season.
- The site for our Custer staff at the Bonanza campground was completed. Staff has moved in and is working at Custer for the summer.
- Custer county sprayed for invasive plants at the interpretive center and Bayhorse.
- The River of No Return Endurance Run was a big success. This year the 28km runners started at Bayhorse which gave the area great exposure.
LUCKY PEAK STATE PARK – SURAT NICOL, ASSISTANT MANAGER

Customer Service
- Lake levels started rising in April and we opened our restroom facilities for the public. All Marina docks were ready for use in May.
- Spring Shores patio deck was expanded in May and is ready for use.
- Fuel dock and concessions at Sandy Point and Spring Shores opened in June.

Park/Program Usage
- The Idaho Coalition of Motorcycle Safety held their annual safety awareness rally at Sandy Point. Approximately 500 motorcycles of various makes and models were there.
- We have started the Friday and Saturday night astronomy program at Spring Shores.
- ACSO dive team did an all-day training at Spring Shores and practiced underwater vehicle recoveries. They were also kind enough to assist with some dock maintenance.
- Sandy Point was the starting point for the Famous Idaho Potato Marathon and had 1,500 runners participate in the annual event.
- Southern Idaho Sailing Association (SISA) held a family cruise day at Spring Shores. This was a chance for members of the sailing community to have an information booth and take public on short sailing excursions. This was a family friendly event that had about 8 boats participate.

Program Services
- Outside Day #1 & Day #2 was held at Discovery with about 90 students and instructors who enjoyed hands on activities.

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<tr>
<td>Interpretive Programming</td>
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<td>Jr. Ranger Programming</td>
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<tr>
<td>School Programming</td>
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<tr>
<td>Special Events</td>
<td>3</td>
<td>2,500</td>
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Preservation of Natural, Cultural, and/or Historical Resources
- Nothing to report.

Staff Training
- In April, our ranger participated in the interpretive training held at Ponderosa and our seasonal staff attended the reservation training held in Boise.
- Assistant Manager participated in a CEO team conference call and also attended additional Strengths Finder training in May.

Strategic Plan Actions
- Staff toured marinas in Utah and Valley County with staff from Edgewater Resources as part of the Spring Shores feasibility project. Edgewater Resources then made a site visit to Spring Shores in June for an open house. The open house was well attended, a lot of information and feedback were exchanged with the public.
- Staff is working with the Southern Idaho Sailing Outreach to establish a sailing academy.

Manager’s Narrative
- In April, Spring Shores hosted the Marine Law Enforcement School in conjunction with the IDPR Boating program. Students and instructors spent three days doing on-the-water drills and learning about boating laws.
- Spring Shores served as a parking and shuttle area for Race to Robie Creek. We parked 343 vehicles, ran 10 buses, and were active partners for the 23rd straight year.
- The Army Corp of Engineers fire suppression line project was finished in May. We were able to open the closed area of the park and have crews start rehabbing the disturbed areas.
• IDFG held annual employee orientation at Spring Shores. Park staff got a nice tour of the wildlife underpass project three miles north of Spring Shores.
• In May, new twelve-foot sailboats, a storage container, and low-profile docks arrived at Spring Shores as part of a multi-agency sailing academy project. Ada County Parks submitted grants, SISA (the local sailing club) is providing expertise, IDPR is doing the installation and maintenance, and Boise Parks is organizing classes.
• The last phase of installing sailboat docks was completed and all the requirements for the WIF grant were satisfied. We will be holding our first certified sailing class at the end of July.
• A seasonal staff member has been busy forming partnerships, fundraising, and acquiring raffle/auction items for the Lucky Peak fundraiser in August. Redline Recreational Toys (the Spring Shores concessionaire) will be hosting and sponsoring the 3rd annual event we call Park Aid. We hope to raise money for our interpretive program, trees and plants, and other park needs.
• Ranger has been working diligently on our third annual First Time Adventurers Day at Sandy Point. She is inviting local businesses involved in outdoor recreation to come out and provide information on the recreational opportunities available.
• Assistant Manager has partnered with TREO: a federal education program that caters to underprivileged and underserved students. TREO generously donated over $200 in materials, so we can install a new interpretive activity trail at Sandy Point. Students will assist with the installation of the trail.

MASSACRE ROCKS STATE PARK – TRAVIS TAYLOR PARK MANAGER

Customer Service
• April camping stayed steady as weather allowed and the months of May and June were very busy. Even weekday camping was heavy during June. In talking to campers, many are either on their way to or from Yellowstone National Park.
• Traffic through the visitor center has also been extremely high which has resulted in increased revenue through our retail area.
• Lower Campground Loop was opened on May 1 with all restrooms and showers de-winterized and opened.
• River flows have continued to fluctuate in June. We have seen flows anywhere from 7,000 cfs to 14,000 cfs. Due to these unpredictable fluctuations, we are suspending canoe and kayak rentals at the park.
• We got our first full month from the newly reinstalled vehicle counter at Register Rock which registered 2,008 vehicles for the month of June.

Park/Program Usage
• Memorial Day weekend went off without a hitch. Campgrounds were full, boat ramp parking lot was full, and we saw above average day use.
• We’ve seen an increase in disc golfing as weather has warmed.

Program Services
• Programming included our Mountain Man program for elementary schools, senior citizen education groups from Idaho State University, and a ranger-led rattlesnake interpretive show every Saturday afternoon in June with very good attendance.
• The first annual Make it Rain at Massacre Disc Golf tournament was held June 29 with 91 players, mainly from Idaho and Utah.
• Ranger hosted his Rattlesnake interpretive shows every Saturday afternoon in June with very good attendance. Total attendance for the month was almost 190 participants.
Preservation of Natural, Cultural, and/or Historical Resources

- We are seeing significant erosion at our fishing docks near the boat ramp. We will need to reinforce the shoreline with riprap or the erosion will continue. Manager met with Development staff to look at our options to prevent further erosion.
- We’ve been looking at possible improvements to the Register Rock area. The pavilion covering the boulder could use some improvements.
- We’ve been approached by a local scout about covering the boulder with the JJ Hansen carvings to protect them from the elements. We are looking into this and hope to have it completed by fall.

Staff Training

- Manager has been working with Rich Gummersall on implementing our new first aid/CPR course for IDPR staff.

Strategic Plan Actions

- Working with the local disc golf community in American Falls and Pocatello to hold one Professional Disc Golf Association (PDGA) sanctioned disc golf tournament. As the popularity of disc golf continues to grow, there has been a shift towards sanctioned tournaments where players earn ratings points to qualify for various championships across the country. These tournaments, while more difficult to run, almost always result in better attended and quality events. It is beneficial to find a local club to act as tournament director(s) rather than park staff.

Manager’s Narrative

- We are now offering Schwan’s ice cream for sale in our retail area.
- The first annual Make it Rain at Massacre Disc Golf tournament was held June 29. It drew 91 players, mainly from Idaho and Utah. It ran very smoothly, and we are hoping it turns into an annual event. It was run by players from Pocatello and significantly improved our camping occupancy that weekend. This was the largest tournament ever held here (that I can find record of), but it did show some weaknesses of the area.
  - First issue was parking. We had vehicles stretched down the dirt road towards the Canyon view area for almost half a mile. If we want events like this to grow, we need to find a way to provide adequate parking.
  - Very little has been done to the disc golf course since its initial installation a decade ago. We’ll be looking at possibly adding a second basket setting to add distance and new looks to the course. Also, several of the tee pads are starting to wear after nearly 10 years of use and weather.
- While the tournament was held on the larger 18-hole course, I have been surprised at the use the shorter 9-hole “Ace” course gets. While the baskets we received from Lake Walcott S.P. have served the park well, but it’s time to replace them with approved, professional level baskets. As our tournaments grow, we can use the Ace course as part of the layout, but that cannot be done on these baskets. I am learning that night (or glow) golf is very popular on the Ace course, and I would like to make it friendlier in that aspect. There are some cool lighting/glow innovations hitting the market now.

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<td>School Programming</td>
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<td>767</td>
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<tr>
<td>Special Events</td>
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</table>
Customer Service

- We have announced July 16 as the open date for our new cabins. Customers are very interested, and we receive daily calls asking when they will open for rental.
- Enforcing the dog leash policy has been a priority for staff this spring. The beach in front of the visitor center will no longer have an area that customers can have their dog off leash to play in the water. This will be a change from the way it was handled in the past, but we feel it is appropriate to be compliant with the leash law.
- We are short four seasonal positions which limits the hours we can keep buildings open as well as time to serve our customers.

Park/Program Usage

- MOSS and the Roots preschool continued to bring groups of kids and adults into the park to learn and study.
- Park usage is ramping up with the warm weather. We are seeing lots of families using the park daily.
- The number of UTVs keeps increasing yearly and 2019 is no exception. We have had three callouts for UTVs going off trail and into parts of the park that are not meant for vehicles. We continue to educate these drivers to gain compliance with park rules.

Program Services

- The Sharlie Shuffle was held in May and raised close to $3,000 with approximately 35 runners. To get ready for the race, the maintenance crew did a spectacular job removing fallen trees from the trails.
- Events include: Bark in the Park, the Fun Run, and Jr. Ranger programs which are underway with the McCall chapter of master naturalists.

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Preservation of Natural, Cultural, and/or Historical Resources

- Staff continues work on the fossil display for the visitor center. The bid has been awarded for the panel portion of the display.

Staff Training

- Staff attended the reservation training at HQ in April.
- Park management attended DEQ training on harmful algae blooms and came away with good information.

Strategic Plan Actions

- Meetings with Development staff were held about finishing the paving on Point Road, upgrades to the underground infrastructure in the Peninsula Campground, and possible campsites to change from double to single sites.

Manager’s Narrative

- Park staff spent time preparing for JFAC visit and IDPR Board meeting.
- Snow has damaged two of the dormers at the seasonal apartment at Kokanee Cove and the structure became unlivable. A contractor is doing the repair but was delayed.
- A leak was discovered in the subfloor, near the bathroom sink, of the Bear cabin.
• We have four vacancies in the seasonal crew. The folks that are passing on us are getting higher seasonal wages from other local businesses. The staff we currently have will allow us to keep up with current demands, but we do not have the manpower to do extra projects that keep the park looking nice. Most of the staff are working over 40 hours in order to keep up with demands.

THOUSAND SPRINGS STATE PARK – DAVID LANDRUM, PARK MANAGER

Customer Service
• Visitors have a difficult time finding each of the park units. We have worked with the local highway districts and installed some signs, but more are needed. We also need ITD signs on state highways.
• The new Box Canyon parking lot near the rim just opened to the public, which has given physically challenged people a chance to view the first overlook. It is not uncommon to see 20 or more cars in that parking lot on the weekend.

Park/Program Usage
• Malad Gorge and Box Canyon are getting more use as the days get nicer. Malad is seeing increased use with visitors coming to see Shoshone Falls.
• Attendance at the Mountain Man Rendezvous was over 100 people.
• Brother Speed 50th year annual gathering at Niagara Springs had over 500 attendees.
• The kiosk at Malad Gorge is being manned 5-6 days per week which has increased fee collection and revenue.
• We had “The Annual Planting” on Ritter Island with 200 people attending and watching old-time tractors and horse- and mule-teams plant oats.

Program Services

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Preservation of Natural, Cultural, and/or Historical Resources
• Weed spraying is continuing and Idaho Power is scheduled to spray at Malad Gorge.
• Irrigation is up and running in all park units.

Staff Training
• Nothing to report.

Strategic Plan Actions
• Nothing to report.

Manager’s Narrative
• Seasonal staff came back in May and helped to get all the park units up and running.
• We are lucky to have six volunteers this year to help with fee collection and interp for the entire Thousand Springs Complex.
• We need to get the viewing platform in Box Canyon repaired. I am working with local Boy Scouts and our Region crew to accomplish this.
• June finally brought warmer weather which brought more park visitors.
Customer Service
- The Oregon Trail History & Education Center (OTHEC) has been open seven days a week since April. The Kiosk was kept open 10 hours per day during May and June. This is an increase from 2018.
- We have two volunteers mowing the park now which is very helpful.
- We prepared and poured three concrete tee-pads for the disc golf course. Only 15 more to go.

Park/Program Usage
- A group of 45 people did a service project cleaning up the park’s old amphitheater in exchange for its use in April.
- The Snake River Disc Golfers held a tournament at the park with 20 participants.
- OTHEC saw visitors from 37 states and 7 countries in June. Comments included: “Enjoyed immensely” and “Doing the OT; started in Independence.”
- We are seeing an increase in visitation during the week. Although we are excited about the increased visitation, it makes it difficult to irrigate, mow, spray, and clean.

Program Services
- Programs and events included disc golf tournaments, Master Astronomer and night sky viewing, STEM activities, Animal Tracks and Bat Facts, Oregon Trail themes, Square Dancing, and school groups.

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<tr>
<td>School Programming</td>
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<td>630</td>
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<tr>
<td>Special Events</td>
<td>4</td>
<td>155</td>
</tr>
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</table>

Preservation of Natural, Cultural, and/or Historical Resources
- The STEM Challenge and Jr. Ranger programs teamed up for the first two programs in April.
- The IDPR project to conduct Natural Resource Assessments in the parks was off to a great start with the BioBlitz held on April 27.
- Staff began spraying with the new boom sprayer and the backpack sprayer.
- The river rock and Yucca plants were removed from the front of the Kiosk and something more pleasant and easier to maintain will be planted instead.
- Staff continues to spend a lot of time pruning and trimming trees for suckers and hazardous limbs.
- Elmore County Abatement came and sprayed for mosquitos as some of their traps near the park had detected mosquitos with West Nile Virus.
- We had some large hazard limbs in the campground, so we rented a lift for 24 hours to get those we could reach within 40 feet.

Staff Training
- Staff attended Fire Protection Systems Training in Boise.
- Staff completed training for Bloodborne Pathogens, Respectful Workplace, and Sexual Harassment/Discrimination followed by a Team Building exercise.
- Park Manager attended wildland fire refresher training with staff at the fire department in Bruneau.

Strategic Plan Actions
- Park Manager attended the Glens Ferry Chamber meeting.
• Thirteen loaner backpacks were lent out for June. They are a great hit. Park Manager is working with IT and a camp host to download software on the GPS units and create a sort of geocache trail taking them to specific locations throughout the park.
• Met with Development staff to plan for new heater and A/C units at OTHEC, the high voltage electrical throughout the park, sewer issues in the day use area restroom building, and later met with a contractor to get a bid for these projects.
• The park has a new Temporary Concession Agreement with Three Island Choo Choo to provide lawnmower drawn barrel train rides.

Manager’s Narrative
• The park has been extremely busy since opening for the peak season on March 15. We’ve already had volunteers come and go and seasonal hires are working hard to keep up with all their duties.
• We received five loaner backpacks for the Experience Idaho program in honor of former Governor Dirk Kempthorne.
• We are trying to come up with a plan for August when we start losing employees to school and other jobs.
• We are also staggering 30-day layoff periods so that employees don’t go over the five consecutive months of employment. Our peak season begins the second weekend in March and doesn’t end until the end of October.
• Staff continues to find dog hair in the cabins requiring extra cleaning time for the maintenance staff.

SOUTH REGION MAINTENANCE CREW – CHRISTOPHER RE, FOREMAN

Eagle Island State Park
• April Planted 40 new trees in park along the entrance road, and five at the volunteer sites.
• May Graded road and gravel parking areas.
• June Helped park replace the U-Joint on R-90 dump truck. Moved fallen trees and pulled stumps to burn pile. Added stairs to new office trailer.

Harriman State Park
• May Graded roads around the park and prepared for Cygnet yurt deck replacement.
• June Finished the Cygnet yurt deck replacement with a new 20x10 foot deck along with steps. Inspected a problem area on the Ashton Tetonia Trail in the Felt parking area. Came up with a cost-effective plan and have it scheduled for later this year or next spring.

Lake Cascade
• May Assisted the park in placing docks in the water at Boulder Creek and Buttercup boat launch areas.

Lucky Peak – Spring Shores
• April Added new swivel plates to five gangplanks and attached walkways together.

Ponderosa
• June Graded the Peninsula Point Road for summer use. Road is scheduled for asphalt in the fall.

Thousand Springs

Ritter Island
• April Prepped, poured, and finished new cement side walk to Yellow House.
• May Added power pole in one of the fields for when the park has events and needs additional power; park is responsible for having power run to the pole. Fixed an irrigation leak.
Box Canyon

- April Finished prep work for parking lot.
- May Spread and graded 21 dump truck loads in new parking area. Moved larger rocks around parking area to define parking and walk ways. Helped park add an Iron Ranger, envelope box, and small informational signage. Cleaned up around office and shop area with back hoe, took tree limbs to the burn pile from where they trimmed up the trees.