

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Quarterly Board Meeting

February 26-27, 2020

IDPR Headquarters

5657 Warm Springs Ave.

Boise, ID 83716

▪ AGENDA

▪ **Wednesday, February 26, 2020**

- **9:00 A.M.** Call to Order – Chairman Black
 - Roll Call
 - Welcome and Introductions / Chairman Black and Director Langhorst
 - Additions or Deletions to the Printed Agenda
- **9:05 A.M.** Consent Agenda – **Action Item**
 - Approval of Minutes
November 19-20, 2019
 - EAG Purple Heart Run GUP – Garth Taylor
- **9:15 A.M.** Director’s Report
- **10:15 A.M.** Strategic Plan Exercise – Anna Canning
- **10:45 A.M. BREAK**
- **11:00 A.M.** Heyburn Insurance Requirements – David White and Steve Strack **Action Item**
- **11:30 A.M.** Heyburn Petition for Judicial Review Report – Steve Strack
- **11:45 A.M.** Naming Conventions Policy – Anna Canning **Action Item**
- **NOON – LUNCH (PROVIDED)**
- **1:00 P.M.** Travel to Capitol for Board Member Appointments
- **1:30 P.M.** Board Confirmation Hearings for Cally Roach and Brian Beckley
Capitol Building – West Wing, Room 55
- **3:00 P.M. Executive Session****
- **4:00 P.M.** Reconvene Meeting
- **4:00 P.M.** 30% Cap Rule in Waterways Improvement Fund– Kathy Muir **Action Item**
- **RECESS TO NEXT DAY 9:00 A.M.**

▪ **Thursday, February 27, 2020**

- **9:00 A.M. Reconvene Meeting**
- **9:00 A.M.** Development CIN Update – Adam Zaragoza
- **9:30 A.M.** Development Kokanee Cove – Adam Zaragoza
- Program Reports Staff will stand for questions /
- Old/New Business
- Public Comment Period
- **ADJOURN**

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

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

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

IDAHO DEPARTMENT OF PARKS AND RECREATION

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

BOARD MEETING MINUTES

November 19-20, 2019

IDPR Headquarters

Boise, ID

Minutes – Tuesday, November 19, 2019

Call to Order – Chairman Black

The Chairman called the meeting to order at 9:05 A.M.

Chairman Black requested a roll call.

Board Member Lou Fatkin – Present
Board Member Cally Roach – Present
Board Member Pete Black – Present
Board Member Doug Eastwood - Present
Board Member Randy Doman - Present
Board Member Brian Beckley – Present

Also present during all or portions of the meeting were the following individuals:

David Langhorst – Director
Betty Mills – Management Assistant to the Director
Keith Hobbs – Operations Administrator
Anna Canning – Management Services Administrator
David White – North Region Manager
Steve Martin – Fiscal Officer
Kathy Muir – Grants Management Supervisor
Adam Zaragoza – Development Bureau Chief
Erik Bush – Design Professional
Scott Williams – IT Manager II
Debbie Hoopes – Human Resource Manager
Tammy Kolsky – Reservation/Registration Program Manager
Dave Claycomb – Recreation Bureau Chief
Eric Bush – Design Professional
Tom Helmer – Non-Motorized Trails Program Coordinator
Kathryn Hampton – Volunteer Services Coordinator
Melanie Schuster – Architect/Engineering Project Manager, Senior
Gordy Hanson – Past IDPR Board Member
Gary Shelley – Manager, Eagle Island State Park
Steve Strack – Deputy Attorney General
Dennis McLane – Friends of Idaho State Parks
Rick Just – Friends of Idaho State Parks
Nate Fisher – Governor's Office
LeAnn Stephens – Department of Human Resources
Michael Hilliard – Bureau of Reclamation
Ryan Alcorn – Bureau of Reclamation
Roland Springer – Bureau of Reclamation
Jim Faucher – Fundraising Consultant
Traci Stewart - Public

Welcome and Introductions

Chairman Black welcomed everyone to the meeting and requested we go around the room and introduce ourselves to our new Board Member, Cally Roach.

Chairman Black asked if there were any additions or deletions to the printed agenda. Mr. Eastwood asked if there was a way for the meeting documents on the Board SharePoint site to match up chronologically with the agenda items, so they were easier to locate. Ms. Mills responded that she will work with IT and find a way to do this, prior to our next Board meeting. Chairman Black was presented with a new engraved IDPR gavel that was made by Mr. Eastwood. Mr. Eastwood commented that this gavel is intended to replace the old one and be used at our upcoming meetings.

Mr. Eastwood moved to go into 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. Motion was seconded by Ms. Roach. A roll call vote to go into Executive Session was taken by Ms. Mills.

**Board Member Roach – Approve
Board Member Fatkin – Approve
Board Member Black – Approve
Board Member Eastwood – Approve
Board Member Doman – Approve
Board Member Beckley – Approve**

Meeting was reconvened at 9:44 A.M. Chairman Black reported there were no decisions made during the Executive Session to be included in the minutes.

Consent Agenda – Action Item

- Approval of Minutes
 - August 5-7, 2019

Mr. Eastwood moved to approve the August 5-7, 2019 minutes as written. Mr. Fatkin seconded the motion. The Chairman asked for further discussion. Hearing none, the Chairman called for a vote on the motion. Motion passed with four aye's and two abstained. Mr. Doman and Ms. Roach were not present at the August meeting and were unable to vote on this motion.

- **TOC E-Bike Class 1 and 2 Approval – David White**
Mr. White provided a brief review of this agenda item.

Mr. Eastwood moved to approve the use of Class 1 and Class 2 E-Bikes and prohibit the use of Class 3 E-Bikes, as approved by the TOC Commission, on the Trail of the Coeur d'Alene's. Mr. Fatkin seconded the motion. The Chairman asked for further discussion. Board and staff discussion followed regarding the use of these bikes on other IDPR trails. The Chairman called for a vote on the motion. Motion carried unanimously.

- **Heyburn Recreational Residence Site Appealed Appraisals – David White**
Mr. White provided an overview of this appraisal appeal process. He reminded the Board that they approved the appraised values established in the Mundlin appraisal, except for the two appraisals with pending appeals, during the August 2019 Board meeting.

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

Director's Report

The Director reported on the following topics:

- **Eagle Island** – The Board will be touring this park tomorrow, specifically the old Farm Buildings.
- **Idaho Trails** – Voluntary Trail Pass System – We are introducing the Trails Supporter sticker program this coming spring. The suggested donation is \$10, and we will market it through recreation partners and any other appropriate channels. The main purpose of the program is less

about raising significant money and more about raising awareness and building support for future legislative solutions.

- **Creating Opportunities in Rural Idaho** – Examples of what IDPR is currently doing to help address issues over the last 5 years were discussed, including how we have addressed the salary disparity, which was a goal in our Strategic Plan, we rebounded from the Great Recession, we have made great progress in minimizing the dichotomy between Headquarters and Field staff, and what more IDPR could and will be doing in the near future.
- **OREC** – The awareness is elevated on this topic. Outdoor Recreation is significant and an underappreciated economic force in Idaho. Creating more recreation infrastructure, like trails, campsites and parks, brings economic growth especially for rural areas that typically are not enjoying the kind of growth we are seeing in our urban areas. The Director stated there are some challenges such as staff resources, deferred maintenance, capacity (Loving our Parks to Death) and funding non-motorized trails. IDPR's parks and recreation programs contribute over \$1 billion to Idaho's economy every year.
- **NASPD** – Attended the National Association of State Park Director's conference in Rogers, Arkansas in September.
- The Director stood for questions. There was discussion on infrastructure in our parks and the importance of capturing this and documenting these items for the Governor and Legislature, so they understand the need is there. Expansion, IDPR is experiencing this and see it in the increase in occupancy. There will be giant steps backwards if we do not meet all these needs collectively. Compensation, with more and more use of our parks, Mr. Eastwood stated he does not feel staff are being compensated for what they do. Idaho is one of the fastest growing states. Mr. Eastwood feels the Board needs to keep pushing to ensure this issue stays out in front and needs to be made a reality. Mr. Doman would like to see more restoration of resources in our parks to accommodate the increase of visitors coming to our parks and hire more boots on the ground to work in our parks.
- The Director stated that if the Board is in agreement, he would like to formalize a discussion around these topics, and proposed for the Board to request IDPR staff, compile information on what they observe other states doing to increase revenue and then provide the Board with a workshop on how IDPR can keep this idea moving forward. The Board was in full agreement with coming up with a strategy and a plan and working together as a team to proceed with these ideas and being able to move forward with getting the message out and implementing the plan. Ms. Roach suggested we bring in marketing and branding ideas and engaging other businesses in the state to assist with moving these ideas forward.
- The Director mentioned two ways we are currently pursuing an increase in revenue for our agency. The Board has already voted to support an increase in the price of the resident Passport sticker and one the new proposed higher fee caps are in place, staff will recommend Board action on raising some fees.

Technology Update – Scott Williams

Mr. Williams provided a PowerPoint presentation and stated that this presentation will provide a general overview of information technology at IDPR. He covered the following topics:

- The types of computers and equipment in use today
- Explained the applications in use at IDPR
- Described the challenges around providing ample internet connectivity to park locations
- Discussed the Governor's IT Modernization and its impact to IDPR

Board and staff discussion follow regarding the location of our servers currently. Mr. Williams stated that they are located at IDPR. The Board also inquired about the turnover rate in the IT Department. Mr. Williams stated the department is very stable, probably less than 5% turnover.

BREAK

RECONVENED AT 11:07 A.M.

BOR Teton River Presentation – Mike Hilliard, Resource Manager BOR

Roland Springer provided background information on what their organization does. He stated they have 25 dams and 5 power plants they are responsible for. Their primary mission is the delivery of water for the agriculture economy. Mr. Springer recognizes the great partnership they have with the state of Idaho

Parks and Recreation at Lake Cascade. Though he does not have a big recreational arm, he stated the BOR couldn't do without their partners and IDPR is one of the best.

Mr. Hilliard introduced Ryan Alcorn, the Land and Resource Manager with the BOR and thanked the Board for allowing them to be here today.

Mr. Hilliard provided a PowerPoint presentation which included:

- Background information on the Teton Dam
- Authorized Purposes
- Examples of Recreation Authority
- What a partnership for this site would look like between the BOR and IDPR
- Transportation Planning Study
- Potential Funding Sources
 - Federal Highway Funding
 - BOR
 - Other Federal Entities - BLM, etc.
 - State Sources – IDFG/IDPR, State Grant opportunities
 - Counties
 - External groups such as – Sportsmen clubs, industry sponsors, private foundations, etc.

Board and staff discussion and questions followed pertaining to what the need would be to implement this plan. Mr. Hilliard explained this would be broken out in phases. There would need to be a partnership established between the BOR and IDPR prior to anything else moving forward. Director Langhorst commented that the 2006 Legislators and area people acknowledged that more parks were needed in Eastern Idaho. Mr. Hobbs stated that IDPR has been meeting with this group for about a year to discuss options for this area. Mr. Garth Taylor has attending most of the meetings, representing IDPR. Mr. Hobbs stated the BOR has been a good partner with IDPR in a couple of our parks and are very willing to work with us on a partnership in this area. Mr. Hobbs stated that IDPR has looked at a few sites in Eastern Idaho and this site hits a lot of the metrics we use to decide if a property meets the criteria for a state park. Mr. Springer stated there is still some interest in rebuilding this dam at some point. They would develop recreation in a manner that if the dam were rebuilt, a portion of the recreation area could be lost but they would work to find a way to maintain a good portion of the recreational area. Mr. Alcorn stated that the potential of this type of agreement between the BOR and IDPR is exactly what the BOR Commissioners office wants to see. If this agreement came to fruition, it would be their largest project going at this time.

Board Member Recognition – Chairman Black

Chairman Black presented Mr. Gordy Hansen, past Board member, with a plaque and thanked him for all his wonderful contributions to IDPR during his appointment on the Board. Director Langhorst provided Mr. Hansen with a Life Time Pass to all IDPR parks and expressed his appreciation for his diligent work while on the Board and for doing an outstanding job.

LUNCH – (Provided)

RECONVENED AT 1:03 P.M.

Waiver of Quiet Hour Rule – Keith Hobbs

Mr. Hobbs provided a brief overview of our current quiet hour rule. Providing exemptions to the quiet hour rule has created conflicts with other users due to the loss of the quiet and relaxed experience IDPR seeks to provide, and exemptions also encourage other users to be less respectful of the park's quiet hours. Although these requests for rule waiver are uncommon, granting such exemptions due to the customer's assertion of rights under the American with Disabilities Act has on occasion created significant user conflicts and adversely impacted the experience of other park users. After research and discussion, IDPR staff has determined that the use of generators for medical purposes during established quiet hours, to accommodate a request for waiver of IDAPA rule, fundamentally alters IDPR's camping experience.

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.

Bull Run Property Donation – David White

Mr. White presented an opportunity for the Board to consider this piece of property to be donated to IDPR. Russell Anderson is willing to purchase this property and then donate it to IDPR. The property is approximately 0.25 acres and is located directly next to the TOC Bull Run trailhead parking area. With minor dirt work and gravel added on this property, it could be used for additional parking and other uses as identified.

Mr. Fatkin moved to approve the donation of this property to the Department to be used in enhancing the TOC Bull Run Trailhead. Motion was seconded by Ms. Rouch. The Chairman asked for further discussion. The Board asked if there would need to be any tree removal to enhance this property. Mr. White stated he would prefer not to do that, but they have not assessed the property in that capacity yet but are hopeful they can just work around the trees that are there. Question was asked what the process is once this project is completed, on recognizing the property donor? Mr. White stated the donor had not mentioned anything regarding being recognized. If the Department felt the need, a news release could be sent out, but Mr. White requested time to discuss this with the donor prior to that occurring. The Board suggested we should send the donor a letter of appreciation written and signed by either Mr. White or the Director. Mr. White concurred and said he would be sure this was done. The Chairman called for a vote on the motion. Motion carried unanimously.

Kokanee Cove Feasibility Update – Jim Faucher, Fundraising Consulting

Mr. Hobbs introduced Mr. Faucher and stated that he is here today to provide the Board with the results from the Feasibility Study he conducted at Kokanee Cove in September 2019. Mr. Faucher stated that the feasibility study was conducted to help determine IDPR's capacity to raise approximately \$10 million in capital funds for the possible construction of a facility at Kokanee Cove, in Ponderosa State Park. The purpose was also to evaluate the willingness and ability to support a campaign. Results were acquired from 12 personal interviews, meetings, research and other relevant materials. The process was initiated to clarify the campaign case, identified funding opportunities and potential campaign leaders, and created the structure required to conduct a successful campaign. Mr. Faucher commented that there are some very positive opportunities for this property if they are done correctly. After discussing this with staff, Mr. Faucher feels it is time to stop the study, to save the agency money, due to information he was able to gather from interviews he conducted. Board and staff discussion followed. Director Langhorst suggested specific direction from the Board on what they would like to see happen with this property. Board members agreed, they want to continue looking at possibilities for developing this property. Suggestions from the Board for possible additions to this property included additional camping opportunities, more cabins, a marina and the possibility of keeping the chapel. Mr. Zaragoza stated that there are only three buildings that remain standing on this property. A structural assessment was done, and these three buildings are sound but not ADA compliant. The Board suggested that IDPR hire someone to view the property and come back to the Board with some proposals and cost estimates of what it would take to renovate the chapel, add additional cabins or camping space. Mr. Zaragoza stated that he hired Joel Halfhill to the Development staff and Joel has the skills and would be very qualified to do an assessment on the mechanical, electrical, plumbing, and ADA Compliance, then compile this information and bring it back to the Board to review at a future Board meeting. Mr. Halfhill recently preformed this type of assessment at the old lodge at Heyburn State Park and could do the same for this property. Director Langhorst mentioned that the agency does not have funding for new construction at this time and this project would rely on what IDPR can come up with ourselves. Director Langhorst suggested that since we have several new Board members, it might be advantageous to look at why we are having these conversations regarding this property. We are an agency with limited resources, and we should ask ourselves if this is where we want to spend the funds that we do have currently. IDPR has a Capital Investment Needs (CIN) list of priorities for each of our parks and regions with competing ideas, and we might return more in service to our customers and revenue by investing in these requests. Mr. Hobbs commented that with the current construction costs, when it comes to new development of any type, are we getting the most out of our money in this current market. Does the Board consider this the appropriate time for IDPR to be investing in new construction considering current prices being significantly higher? Director Langhorst stated that our new fee increase is designed to help our revenue situation and we hope to be able to address our boots on the ground situation and our deferred maintenance issues but beyond that, it is going to take something more to address the funding for these types of projects. The Director asked if it would be helpful to the Board, for staff to provide a presentation on how we prioritize

our CIN list and look at the revenue producing investments that we might make system wide. The Board felt this would be very advantageous, especially for our new Board members. IDPR staff will include this during the February 2020 Board meeting.

BREAK

RECONVENED AT 3:14 P.M.

Billingsley Construction Costs Update – Adam Zaragoza

Mr. Zaragoza introduced his staff to the Board and stated he is very fortunate to have such a great team. Mr. Zaragoza stated that the purpose of this agenda item is for information only and to notify the Board of the general rise in construction costs that IDPR is seeing this year. This increase can be attributed to three things, 1) nationwide trend of rising labor and material costs, 2) the time between estimating the cost of the project and actual start of construction and 3) our method of estimating projects. Mr. Zaragoza provided details on these three items and provided a new approach on how to improve our estimates in the future. Mr. Zaragoza provided the Board with a PowerPoint presentation and commented that IDPR has \$18 million in projects going on currently. Mr. Zaragoza reported on:

- Pre-Construction – Harriman Ranch Bridge Removal
- Construction Project underway – Henry's Lake Water System Upgrade
- Project Estimating
- Project Budgeting
 - Estimating and Budgeting
 - Funded
 - Planning & Design – Can potentially take up to 12 months to compete
 - Bidding – Agency is mandated by state statute to follow the state process. Formal bidding process can take up to 3 months. Required to award the lowest responsible bidder.
 - Construction
 - Closeout
 - Timeline – When IDPR begins estimating to when the project is funded, it is approximately 20 months later. Project delivery can potentially take up to 5 years.
- Construction Price Trends
 - Materials Cost – In the last 5 years, they have increased 14%.
 - Skilled Labor In the last 5 years, have increased 11.75% & Common Labor has increased 9.51% in the last 5 years. In summary, since 2015, construction costs have increased by approximately 24%. In comparison, Division of Public Works (DPW) has seen a 24% increase in their project costs, in this calendar year alone.
- Bid Examples – Recent Construction Bid Examples in 2019. On average, IDPR has come in 42% over budget.
- Examples of Scope Reduction – Henry's Lake Well House and Water Upgrade and Ponderosa Aspen and Blackberry Loop Water and Power Upgrades
- Project Estimating and Budgeting – Next Steps
 - Regional Engineering Tech's take the lead in scope development and estimating
 - Follow industry trends
 - Consider location factors (remote locations) of the individual parks (an additional 10%-30% should be considered during scope development)
 - Overly conservative on land development projects
 - Document baseline assumptions

Mr. Zaragoza reported the next steps will begin this CIN cycle, the Development Bureau is at full staff with three regional engineering techs. The team will be focusing their estimating time on the top priority project for each park, versus estimating all projects. Once those scopes are defined and an initial estimate developed, staff will assume an inflationary factor based on historical data, location and professional judgement for the FY2022 project requests. The inflationary factor will be adjusted each year based on projected future conditions. A well-documented scope of work will be drafted with baseline assumptions made and kept in the park file. Mr. Zaragoza stood for questions. Board and staff discussion followed regarding current projects IDPR is working on.

Billingsley Creek Development – Adam Zaragoza and Erik Bush

Mr. Bush provided an update on the development at Billingsley Creek as well as discussed some of the issues IDPR is dealing with from the budgetary perspective. The Development Bureau has been working with John Brecken, the prime consultant on this project. IDPR's consultant and his team have developed the masterplan for the project, have developed preliminary cost estimates and explored utility connection options and alternatives. Mr. Bush provided the Board with a PowerPoint presentation and covered:

- The Masterplan
- Bike and Walk Trail
- Organizational Collaboration
- Budgeted Items vs. Estimated Costs
- Goals - Demonstrate consistent progress on the project to keep our neighbors and partners engaged. Successful in doing this with our completed bike trail.
- Construction Timeline - Staff recommends combining the remaining budget items, with the exception of the campground, to allow staff to continue to complete some of the original items in Phase 1. Construction would begin on the entrance road, up to the existing entrance road, begin plantings in the arboretum, and construct the fishing and paddling access for the day use area. These projects could begin in the summer of 2020 and could potentially take 9 months to complete. The Visitor Center would also begin construction towards the end of the summer in 2020.
- Campground Funds - Staff recommendation is to delay the campground construction until the summer of 2021 and apply for an RV Grant of \$2.6 million. With this additional amount, it would bring our total amount for the campground construction to \$6 million.
- Recommended Option

Mr. Bush stood for questions. Board and staff discussions followed regarding when the completion of the road to the campground would be. Mr. Bush stated that would occur at a later date. Additional questions arose regarding the existing irrigation system and what would happen to it. Mr. Bush stated the irrigation system that was laid out by the Board in 2017, would be done in phases. The current system is mobile and for the caring for the trees in the arboretum, we would be able to utilize what is currently on site. Mr. Bush stated staff are planning to complete all of the projects the Board has approved for this property, they have shifted the timing for completion of these projects around, but the construction will continue to move forward.

Mr. Beckley moved to combine the existing budgets for construction of the entrance road, irrigation, arboretum, and the fishing and paddling access to construct the alternative development as depicted in attachment 2 and direct staff to move forward with this revised project starting in the summer of 2020 and move to have staff seek additional RV and LWCF grants and corresponding appropriation in the FY 2022 budget to construct the 50-unit campground and move to direct the Director to negotiate and sign an annexation agreement with the City of Hagerman. Motion was seconded by Mr. Doman. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Plummer to Tekoa Link Trail – Tom Helmer

Mr. Helmer introduced himself to the Board and provided a brief overview of his background. Mr. Helmer gave a PowerPoint presentation which provided information on:

- Rails to Trails Conservancy (RTC) – Idea to connect rail trails across the country and commented that this area has more than 3,700 miles between Washington, D.C. and Washington State.
- Great American Rail Trail, Idaho – Idaho portion of the trail is 88% complete.
- Tekoa Trail and Trestle Association – Mr. Helmer and Board Member Eastwood met with the Mayor of Plummer, Washington State Trails Manager and the Board President of the Tekoa Trail and Trestle Association on July 31st to discuss the trail.
- October 4, 2019 Tour – Mr. Helmer toured a portion of the trail. The Tribe is not interested in turning over the portion of trail that runs through their land, for public use.
- Sorrento Tunnel – Runs through a portion of the trail, land owner did not allow access.
- IDPR Concerns – If the landowners and Tribe were all on board, there are concerns regarding the startup costs, long term cost to maintain and approval from multiple land owners with easements through their property.
- Next Steps – Work directly with landowners and Coeur d'Alene Tribe to alleviate concerns, complete a detailed assessment of the existing trail with a goal of developing a cost estimate for

repairs and long-term maintenance and find additional stakeholders in the Plummer area to take this project on.

Board and staff discussion followed regarding the timeline for a project of this extent. Mr. Helmer stated this could potentially take 10-40 years and only if they are able to obtain consent from all involved landowners. Mr. Claycomb stated there is a desire from IDPR to make this project happen, but it is imperative to have the CDA Tribe onboard with this project. Currently, the information regarding the tribe and where they stand, has been second hand, IDPR has not yet spoken to them personally. Mr. Claycomb stated he does not wish to waste staff time if the tribe is not onboard and this project is dead in the water prior to beginning, Mr. White concurred.

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

Minutes – Wednesday, November 20, 2019

Chairman Black reconvened the meeting at 9:03 A.M.

Chapter 20 Amendments and Effective Date – Anna Canning

Ms. Canning provided a brief overview of the fees and rule changes IDPR has worked on since the Board meeting in McCall, May 2019. Additionally, Ms. Canning reviewed the rules that were discussed during the Board meeting in August 2019. The office of Administration requested IDPR vacate our proposed rule due to complications in how it was published. They are in support of IDPR moving forward with temporary and proposed rules. Mr. Canning asked the Board to approve the recent changes and she will use this to begin drafting the Temporary and Proposed Rules. Ms. Canning requested a slight change in the staff recommended motion to read:

RECOMMENDED MOTION: The IDPR Board approves the changes that resulted from public comment to IDAPA 26.01.20 as presented by staff and detailed in Appendix A.

Ms. Roach moved that IDPR Board approve the changes that resulted from public comment to IDAPA 26.01.20 as presented by staff and detailed in Appendix A. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion. Board and staff discussion followed pertaining to these corrections being made and steps to move forward. The Governor's office is in support of these changes and will support IDPR to the Legislature if questions arise. The Chairman called for a vote on the motion. Motion carried unanimously.

Mr. Doman requested a change in the agenda to move the 2020 Board Dates & Locations and Board Elections to this time slot, due to his need to leave the meeting early. The Board agreed to this change to the agenda.

2020 Board Dates & Locations – Betty Mills

The Board discussed the proposed dates and locations provided by Ms. Mills. Mr. Beckley proposed changing the meeting days from Tuesday & Wednesday meetings to Wednesday & Thursday's. The Board agreed to this change. Board and staff discussion followed regarding Board meeting locations and dates for 2020. The Board agreed on the following meeting dates and locations for 2020:

- February 26-27, 2020 at Headquarters
- May 20-21, 2020 in Idaho Falls
- August 11-13, 2020 in Wallace
- November 18-19, 2020 at Headquarters

Mr. Doman moved to approve the new meeting dates and locations. Motion was seconded by Mr. Beckley. The Chairman asked for further discussion on the motion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Board Elections

Chairman Black opened the floor for nominations for Chairman.

Mr. Fatkin nominated Pete Black for Chairman for another year and commended Mr. Black for doing a marvelous job over the past year and would like to stay the course with him as Chairman. Mr. Beckley seconded the nomination. Mr. Doman nominated Mr. Beckley for Chairman. Mr.

Beckley declined the nomination. The Chairman asked for further nominations, hearing none, the Chairman called for a vote on the nomination. Nomination passed.

Chairman Black opened the floor for nominations for Vice Chairman.

Mr. Fatkin nominated Doug Eastwood for Vice Chairman. Chairman Black seconded the nomination. The Chairman asked for further nominations, hearing none, the Chairman called for a vote on the nomination. Nomination passed.

Grant Project Show and Tell – Kathy Muir

Ms. Muir stated that she is excited to be able to share some of the grant projects that have been completed. Ms. Muir commented that currently there are approximately 210 projects that are open statewide, which include the projects the Board approved during the May 2019 Board meeting, Development projects and Land and Water Conservation Fund projects. \$11 million was awarded for projects in 2019. Ms. Muir provided a PowerPoint presentation which showcased the following grant projects:

- Land & Water Conservation Fund
- Glenns Ferry “tanks” Skate Park
- Post Falls Tullamore Park
- Central Idaho Projects
- RV Program
- North Region RV
- South Region RV
- Waterways Improvement Fund (WIF)
 - North Region WIF
 - South Region WIF
- Off-Road Motor Vehicle Fund (ORMV)
 - North Region ORMV – Mowry State Park Docks and Aqua Park Boat Docks
 - South Region ORMV – Marsing Island Docks
- Southwest Region Motorbike
- Recreational Trails Program (RTP)
- Southwest Region RTP
- Pine Street Woods RTP Land Acquisition
- Horseshoe Canyon Trail Mountain Bike Funds
- Eightmile Canyon Recreational Road & Bridge

Kathy stood for questions. Additional discussion led to the conclusion that Kathy Muir and Board Member Eastwood would be looking into the concerns raised by Kootenai County. Those concerns being what led to the implementation of a 30% cap and why only on this grant program. Mr. Eastwood added that he does not believe that any of the 44 counties would want to cap themselves on their projects. The cap may have had merit when it was introduced 30 plus years ago but is it efficient for all concerned today. He gave an example that the cap requirement may be costing counties, and the state, more money in the long run as they cannot complete a project in a reasonable amount of time and costs go up year by year. He reiterated that a full review of this program is probably warranted.

Mr. Claycomb commented that the reason the cap exists currently is due to a Board vote to place it there, 30 years ago. Mr. Claycomb has had numerous discussions with Mr. Nick Snider regarding this topic and does not feel another discussion with IDPR staff will change the situation. This cap was put into place to assure the money was spread out statewide and have a more even distribution. Mr. Claycomb encouraged the Board to include more than Kootenai County if a discussion occurs, pertaining to this topic since he feels there are 43 other counties who will have a different opinion on this topic.

Volunteer Program Update – Kathryn Hampton

Ms. Hampton introduced herself to the Board and thanked them for allowing her to provide them with an update on the progress of the volunteer program. Ms. Hampton was hired in 1999 as IDPR's first Volunteer Services Coordinator and since that time, has developed a system for enrolling, training and recognizing volunteers. Ms. Hampton provided a PowerPoint presentation and spoke about the following areas:

- Volunteers provide a gift of their time to our parks
- Idaho residents rank #10 among the 50 states for volunteering
- More than 493,000 Idaho residents volunteered last year

- In 2018, volunteers contributed more than 100,000 hours to IDPR parks and programs
- Currently, volunteer time is valued at \$22.14 per hour. This includes insurance and fringe benefits.
- IDPR volunteers come to us from every state in the US & Canada
- The face of volunteers has changed substantially over the years, they are younger, more active and more discriminating about how they spend their volunteer time.
- Volunteers build bridges, yurts and lifetime friendships
- Volunteers entertain and educate our guests as well as greet visitors and welcome them to our facilities.
- Volunteers bring IDPR many skills including, electronics, CDL drivers, knowledge of carpentry, painting, plumbing and electrical, computer, accounting, engineers, construction, credentialed teachers, retired social workers, parent/youth mediators, surgeon and nurses and many more.
- What's Next for IDPR?
 - Continue to expand our idea of what volunteers can do and how we can successfully put their skills to work for us.
 - Continue to increase and upgrade our volunteer sites available in our parks.
 - Search out new ways to attract volunteers to Idaho.
 - Continue to create a volunteer component to the Experience/Education Program.
 - Develop an Adopt-A-Park, Adopt-A-Trail volunteer program.
 - Continue to improve our volunteer management skills.

Ms. Hampton stood for questions. Board and staff discussion followed regarding the application process volunteers are required to complete. Ms. Hampton works with HR and the Park Managers to comply with State Policies. Ms. Hampton was asked if she would consider providing her presentation at other conferences which she replied she would be happy to do.

Program Reports

Ms. Roach requested a list of funding sources for our grants. Ms. Muir will provide her with one. Staff will provide Ms. Roach with a copy of the financial book Mr. Martin compiled in the past for our Board members. Mr. Martin reported on IDPR's recent audit and stated that we were given a clean report. This is the third year in a row Legislative Services Office has given IDPR a clean report.

Eagle Island Prison Farm Update and Tour

Ms. Schuster provided the Board with information on Eagle Island State Park.

- 545 acres
- Located between N. and S. Channels of the Boise River
- Opened in 1983
- 350,000 visitors a year
- Waterslide, hiking, equestrian, tube hill, frisbee golf, swimming, paddling and picnicking

Ms. Schuster provided data on the Prison Farm from 1930-1977

- 40-85 trustee inmates
- Prisoners raised Holstein dairy herd, Hereford cattle herd, chickens, turkeys and hogs.
- Prisoners raised wheat, barley, oats, corn, beans, potatoes, beets, cabbage, cantaloupe, carrots, cucumbers, lettuce, onions, pears, peppers, raspberries, strawberries, squash, tomatoes, turnips and watermelon.
- Historic Buildings – 16 surviving structures, 13 structures are eligible for listing on the National Register of Historic Places.
- List of Processes conducted to date.
- Planning Strategies – A method was needed to rate the importance of the different structures to establish a priority for making recommendations. Criteria was determined by significance and physical to determine the overall building ratings.
- Building Ranking
- Recommendations for Immediate Action
 - 1st Priority – Dairy Parlor Reroof
 - 2nd Priority – Calf Barn Stabilization Measures

Ms. Schuster stood for questions and requested direction from the Board on how they would like staff to proceed with the farm buildings.

Ms. Roach moved to support staff on their recommendation of their proposal and further exploration of the project. 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.

Board and staff toured the Prison Farm buildings.

Mr. Eastwood moved to adjourn the meeting. Motion was seconded by Mr. Fatkin. Meeting was adjourned at 1:34 P.M.

Pete Black, Chairman
Idaho Park and Recreation Board

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

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: **Group Use Permit – Aaron Butler Memorial Purple Heart Run (ABMPHR)**
 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 ABMPHR is an educational and emotional event, which includes a physical component (trail running), educational banners, and guest speakers meant to close the gap between the civilian populace and the post 9-11 warfighting minority, along with entertainment. They highlight and honor local Gold Star veterans and families who lost loved ones in the service of our Nation.

The event will take place along the trails at Eagle Island State Park. The east end of the park will be used for staging the event, presentations and awards.

They are requesting this Group Use Permit to allow for the sale of alcoholic beverages. They will have food trucks, beer sales, and a stage for presentations. The organizers expect the number of visitors to be approximately 2000 people. All needed permits and insurance will be in place before the event.

STAFF RECOMMENDATIONS:

Staff recommends that the Board approve the Purple Heart Run Group Use Permit.

PURPLE HEART RUN - 2020

IDPR FORM
GUP #225
Rev: 03-04-15

STATE OF IDAHO
IDAHO DEPARTMENT OF PARKS AND RECREATION



GROUP USE PERMIT APPLICATION

Date of Application: 22 August 2019

Park Name: Eagle Island State Park

IDAPA 26.01.20 – RULES GOVERNING THE ADMINISTRATION OF PARK AND RECREATION AREAS AND FACILITIES

225.04 Group Use

- a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules shall have 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.
- 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) people or more may be approved by the director with forty-five (45) days advance notice.

Name of Event: SSG Aaron Butler Memorial Purple Heart Run

Date(s) of Use: August 14th-15th, 2020

Event Area within Park: Entire Park

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☒ Fri ☒ Sat ☐ Sun

Organization or Group Filing Application: Aaron Butler Memorial Foundation / Chapter 509 Military Order of Purple Heart

Address: 3118 E. Shadowbluff Ln.

City: Eagle

State: Idaho

Zip: 83616

Telephone: 208-573-5536

E-mail Address: director.purpleheartrun@gmail.com

Number of Participants/Spectators Expected: 2,000

Arrival Time: 15AUG 0700 Departure Time: 15AUG 2100

Type of Use Requested (briefly describe): 5K and 10K trail run, post-race social area, raffle, auction, live music concert, fireworks in evening.

Purpose of Proposed Event: The ABMPHR is chartered to occur in Idaho on/around August 16th every year (anniversary of SSG Aaron Butler's death in Afghanistan). We are an educational and emotional event, which includes a physical component (trail running), educational banners and guest speakers meant to close the gap between the civilian populace and the post 9-11 warfighting minority, with entertainment. We highlight local and honor all Gold Star veterans and families who lost loved ones in the service of our Nation. 10% somber remembrance, 90% celebration, and 1000% awesome. Inaugural event completed 08/17/19 at the Eagle Bike Park (1,500 attendance).

Estimated Gross Fees Collected: \$75,000

Estimated Net Profit: \$60,000

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

Name: Dan Nelson

Address: 3118 E. Shadowbluff Ln. Eagle, ID 83616

Telephone: 208-573-5536

E-Mail: director.purpleheartrun@gmail.com

(Secondary Person)

Name: Dan Muguira

Address: 5235 Starry Night Ave. Meridian, ID 83646

Telephone: 208-941-8700

E-Mail: ad.purpleheartrun@gmail.com

Will First Aid Be Provided? ☒ Yes ☐ No

Will Alcoholic Beverages Be Sold? ☒ Yes* ☐ No

* If yes, list the Special Permit Number from the Alcohol Beverage Control – or – list the Retail License Number.

Vendor Name: Bear Island Brewing

ABC Special Permit Number: 2019: 26763 2020: TBD or 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.

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.)

Attached Concept of Operation _____

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

Attached Event Action Plan _____

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

Attached EAP _____

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

Attached EAP _____

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

Attached EAP _____

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

Attached EAP _____

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/>.

List of Vendors	Temp Permit #	Items They Plan to Sell (Use extra sheet if necessary)
Big K BBQ	TBD	BBQ lunches/dinners
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name, Address, and Telephone 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: Event insurance will be secured through Evanston Insurance Company (NAIC #35378) with no less than \$2.5 million of aggregate coverage, upon notification that Eagle Island State Park will be the event site.

Address: PO Box 1298 Grass Valley, CA 95945

City: Grass Valley State: CA Zip: 95945 Telephone: (530) 477-6521

Amount of Liability Insurance \$2.5 million

The State of Idaho and Idaho Department of Parks and Recreation must be listed as Additional Insured.

GROUP USE FEES

Fees that will apply to this Application:

MVEF (Motor Vehicle Entrance Fee) \$5.00 per vehicle ☐ Yes ☒ No

☐ \$ _____ Deposit

☐ \$ _____ Damage Deposit

☒ \$ 3000 Negotiated Fee

☐ \$ _____ Per-Person Fee

☒ \$ _____ Reservation Fee plus Tax

☐ \$ _____ Shelter Fee

☐ \$ _____ Other _____

due 30 days after Board approval 65

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. See <http://adminrules.idaho.gov/rules/current/26/0120.pdf>

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> (Idaho Food Code).

PLEASE PRINT

Name of Event: SSG Aaron Butler Memorial Purple Heart Run _____ Date(s) of Use: 14-15 August 2020

Applicant Name: Daniel O. Nelson _____ Applicant Title: Race Director _____

Address: 3118 E. Shadowbluff Ln. _____

City: Eagle _____ State: ID _____ Zip: 83616 _____ Telephone: 208-573-5536 _____

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

Applicant Signature Daniel O. Nelson Date 22 AUGUST 2019

IDPR USE ONLY

Repeat Applicant ☐ Yes ☒ No

Approved Subject to Conditions ☒ Yes ☐ No

Conditions: Insurance, 3000 fee payment

APPROVAL

[Signature] Park/Program Manager Date 1/13/20

[Signature] Region Bureau Chief Date 1-13-20

[Signature] Operations Division Administrator Date 1/14/20

[Signature] Director Date 1/14/2020

Board Chairperson _____ Date _____



CONCEPT OF OPERATION



The SSG Aaron Butler Memorial Purple Heart Run will start and finish at the Eagle Island State Park on Saturday, 08/15/2020 0900-1500. Race routes will utilize the trail network in the surrounding park area.

The Inaugural event had to be capped at 800 registered participants and drew over 1,500 people total.

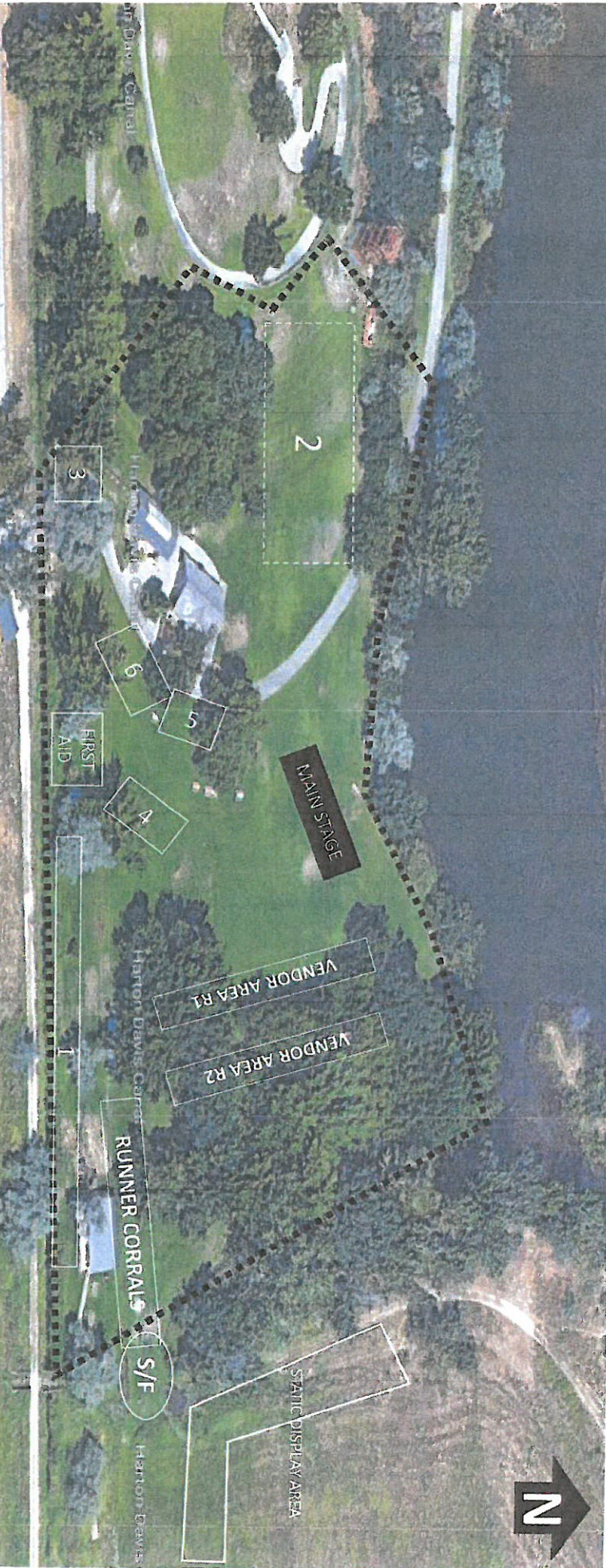
The event social area will be the temporarily fenced grassy area of the Eagle Island SP (pictured as "SA").

ABMPHR will provide all volunteer road guards/crossing guards at road crossings.





SOCIAL AREA



1. TOILETS	5. BEAR ISLAND BEER TENT	VENDOR AREAS ARE DIVIDED INTO 10X10FT SECTIONS	STATIC DISPLAY AREAS WILL INCLUDE PARKED VEHICLES FROM BPD, ACSO, EAGLE PD, EAGLE FD, GOWEN FIELD
2. EDUCATION BANNER AREA	6. BIG K BBQ FOOD TENT		
3. ID CHECK STATION	7. MAIN STAGE		
4. PACKET PICK RACE TENT			

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: Strategic Plan Exercise
ACTION REQUIRED: None; for Discussion Only
PRESENTER: Anna Canning, Management Services Administrator

PRESENTATION

BACKGROUND INFORMATION:

IDPR is required to submit an updated Strategic Plan by July 1st of each year. Each year I look for new and interesting ways to solicit input on our strategic plan. This year, I've conducted a short exercise with staff at each of three region meetings (South|East, North, and HQ).

The exercise involves answering three questions related to the future of IDPR. I would like to take time to conduct the same exercise with the Board. I will summarize the results and fold them into the FY 2021 Strategic Plan.

STRATEGIC PLAN INPUT QUESTIONS

- A. What are the most important or impactful improvements to make during the next two years that would significantly enhance IDPR's performance statewide?
- B. What are the biggest barriers to success or performance IDPR will face during the next two years?
- C. What are additional items that IDPR should consider to optimize its success statewide during the next two years and beyond?

STAFF RECOMMENDATION:

Think strategically!

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2020
IDPR Headquarters
5657 Warm Springs Ave., Boise, ID

AGENDA ITEM: **Heyburn Recreational Residence Insurance Requirements**

ACTION REQUIRED: **Board Action**

PRESENTER: **David White, North Region Manager**
 Steve Strack, Deputy Attorney General

PRESENTATION

BACKGROUND INFORMATION:

The recreational residence leases for 2020-2029, and the float home leases for 2015-2044, require the lessees to obtain and maintain 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. Additionally, the leases require that the Idaho Department of Parks and Recreation and the State of Idaho be named as "additional insureds" in lessees' insurance policies.

The insurance requirements in the leases were adopted in accordance with Risk Management guidelines recommending that the following requirement be included in contracts and permits authorizing use of State facilities:

Our organization also agrees to provide the Covered Entity and/or the State of Idaho with a Certificate of Insurance evidencing general liability insurance with limits of at least \$1,000,000 per occurrence for the perils of bodily injury, property damage, and personal injury and naming the Covered Entity and the State of Idaho as additional insureds. A copy of the additional insured endorsement will be attached to the Certificate.

The Department has been contacted by a number of insurance agents who have indicated that insurance underwriters are unable to name the State as an "additional insured" on most homeowner insurance and personal umbrella policies. The insurance agents have indicated that underwriters are willing to name the State as an "additional interest" in such policies, so that the State would receive notice if the policy is cancelled or allowed to expire.

After review, it appears that naming the State as an "additional interest" is adequate to protect the State and IDPR from potential liability arising from the recreational residence leases, because such leases are distinguished from leases and permits for the use of State-owned facilities by the fact that the recreational residences are owned by, and under the control of, the lessees. Thus, the likelihood of the State or IDPR being held vicariously liable for injuries occurring within or upon the recreational residence is remote.

Therefore, in order to lessen the burdens imposed on lessees under the current lease terms, staff recommends that the Board authorize the Department to offer the attached lease addendums to the cabin site lessees and float home lessees. All other lease provisions would remain in place.

STAFF RECOMMENDATIONS:

IDPR staff recommends approving the amendment of cabin site and float home leases to provide for the naming of the State of Idaho and IDPR as “additional interests,” rather than “additional insureds.”

ATTACHMENTS

1. Draft Recreational Residence Site Lease Addendum
2. Draft Standard Float Home Lease Addendum



RECREATIONAL RESIDENCE SITE LEASE ADDENDUM

Heyburn State Park

Lease No. _____

Area: _____ Lot: _____

The undersigned parties agree to substitute the following provision for Section 14.a. of the Recreational Residence Site Lease for the above-identified site.

Evidence of Insurance. All insurance required under this Lease shall be with companies licensed and admitted in Idaho. Within 30 days of signing this Lease Addendum, 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 interests."

**IDAHO DEPARTMENT OF PARKS AND
RECREATION**

by: Ron Hise
Manager, Heyburn State Park

(date)

LESSEE

(signature)

(printed name)

(date)



STANDARD FLOAT HOME LEASE ADDENDUM

Heyburn State Park

Lease No. _____

Hidden Lake Moorage Site No. _____

The undersigned parties agree to substitute the following provision for Section 16.1 of the Standard Float Home Lease for the above-identified site:

Evidence of Insurance. All insurance required under this Lease shall be with companies licensed and admitted in Idaho. Within 30 days of signing this Lease Addendum, 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 interests."

**IDAHO DEPARTMENT OF PARKS AND
RECREATION**

by: Ron Hise
Manager, Heyburn State Park

(date)

LESSEE

(signature)

(printed name)

(date)

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: **Naming Conventions Policy**
ACTION REQUIRED: **Approval**
PRESENTER: **Anna Canning, Management Services Administrator**

PRESENTATION

BACKGROUND INFORMATION:

At the close of the 2019 Idaho Legislative Session, the House of Representatives did not approve the omnibus rules package. This necessitated the Governor publishing temporary and proposed rules to maintain rules for the state agencies. At that time, the Governor asked state agencies to consider, which, if any, rules were no longer necessary.

At your May 2019 meeting, the Board chose to not submit temporary and proposed rules for IDAPA 26.01.06, Rules Governing Cooperator Recognition and Sale of Advertising—with the understanding that staff would create a Department Policy to replace that rule. Staff has completed three policies: *7080 Sponsorship Approvals* (under Administrative Services), *7090 Sale of Advertising* (under Administrative Services), and *8030 Naming Conventions* (under Park Acquisition and Development).

Given that facility and park naming have historically been assigned to the Board, staff has designated the Board as having the approval authority for *Policy #8030 Naming Conventions*.

STAFF RECOMMENDATIONS:

Staff asks that the Board review and approve the attached policy.

DRAFT MOTIONS:

APPROVAL: I move to approve *Policy #8030 Naming Conventions* effective 2/26/2020.

OR

APPROVAL WITH CHANGES: I move to approve *Policy #8030 Naming Conventions* with the following changes: [detail].

NOTES:

- Please detail any changes you would like to see.
- Indicate if you would like the draft policy to come back to you at another meeting (specify which meeting), OR
- Let us know if the policy is considered approved once staff makes the changes you request.



Naming Conventions

Effective date: 3/4/2020

Policy #: 8030

1. Purpose:

The purpose of this policy is to provide guidance on naming parks, park units, facilities, and features.

2. Scope:

All Department employees are expected to comply with—and will be held accountable to—the guidelines and standards in this policy.

3. Responsibility:

The management services administrator is the owner of this policy and is responsible for reviewing and updating the policy to reflect current laws, needs, and strategic initiatives. The Board must approve any amendment to this policy.

4. Standards and Procedures:

4.1. Definitions

Board: *The Idaho Park and Recreation Board.*

Cooperator. *An individual, foundation, corporation, government agency, not-for-profit organization, friends groups, concessionaire, or other entity that acts as a benefactor by donating, contributing, granting, subscribing, leasing, or providing other funds, materials, or labor for the purpose of maintenance, improvement, restoration, enhancement, reclamation, addition or enlargement of programs, holdings, properties, resources, or facilities of the Department. Also known as “sponsor.”*

Department: *The Idaho Department of Parks and Recreation.*

Employee: *A person employed by the Department, including volunteers.*

Facilities. *Any constructed feature or object within a state park including but not limited to, shelters, visitor centers, storage structures, work centers, entrance kiosks, campground loops, restroom and shower facilities, amphitheaters, lodges, overnight lodging, group use area, concessionaire facilities, boat launches and ramps, playground equipment, fire rings, paddocks, pathways, roads, pay stations, or trail and directional signs.*

4.2. Applicability

These guidelines and standards apply to naming new parks, park units, or facilities or to any change in name to parks, park units, or facilities whether initiated by the Department or by a

cooperator through a sponsorship agreement as established in *Policy 7080 Sponsorship Approvals*. Any naming or name change must be approved by the Board.

These guidelines and standards do not apply to the display of company names, products, or logos at facilities operated by concessionaires.

4.3. Naming Convention Guidelines

Geographic Features. The Department will not name geographic features, whether natural or man-made, for cooperators.

The Department cannot rename geographic features if the place is already federally named or recognized.

If the Department wishes to assign a name to an otherwise unnamed geographic feature on federal property, the Department must apply for and receive federal approval. For details, see: www.usgs.gov/core-science-systems/ngp/board-on-geographic-names/domestic-names.

State Park or Unit. Because state parks are public places owned by the people of Idaho, simply having made a significant monetary contribution to the Department is not compelling justification to associate the name of a cooperator with a state park or unit. For this reason, recognizing cooperators by naming state parks or units should be carefully considered so that the perceptions of the public are positive, and the recognition does not imply private or exclusive use or ownership.

State parks and units, in most cases, should bear the name to which they have been historically known due to location, topography, natural resources, or cultural values.

For new and existing state parks, the Department may recommend naming the state park in honor of an individual, living or deceased, or an entity that has contributed specifically to the park and that represents achievement of highest distinction in a professional or public service role which does not conflict with the Department mission and goals. The Idaho Legislature will have final approval of the state park name.

For new and existing state park units, the Department may name the park unit in honor of an individual, living or deceased, or an entity that has contributed specifically to the park unit and that represents achievement of highest distinction in a professional or public service role which does not conflict with the Department mission and goals.

State Park Facilities. The Department may name facilities, structures, or rooms within a structure. If the naming is tied to a sponsorship agreement, the Department cannot assure cooperators that the name will be permanently affixed to the facility. Any sign displaying the name may be removed and replaced within an established time frame, when the facility is being renovated, or if there are problems of vandalism or other maintenance concerns.

Memorial Installations. The Department prefers that memorial donations be recognized off-site or on a recognition board. Parks are public spaces and are not appropriate for memorializing individuals who did not have a significant relationship to the purposes of the park.

In proposing commemorative installations, the cooperator must clearly demonstrate that the association between the park and the person, group, or event is of exceptional importance and

worthy of being included in the park's interpretive efforts. In cases where a person is proposed for commemoration, at least 5 years must have elapsed since the death of the person (or the last member of a group); in cases where an event is proposed for commemoration, at least 25 years must have elapsed since the event.

The recognition should list the name of the person in whose memory the donation is given, but not include the honoree's date of birth or death, military service, degrees or other personal information. Recognition will be secondary or subordinate to names that describe purpose or area. An example might be: "Spider Falls Campground donated in the memory of Jane T. Smith" not the "Jane T. Smith Memorial Campground."

Memorial installations of park benches and trees do not require Board approval. All other memorial installations require Board approval.

5. Revision History:

1. Revised by PS&ES on 1/30/2020. Supersedes portions of Policy 7080 *Sponsorship Approvals*. Moved to separate policy.
2. Approved by Board on 2/26/2020.

6. References:

1. Policy 7080 Sponsorship Approvals
2. <https://www.usgs.gov/core-science-systems/ngp/board-on-geographic-names/domestic-names>

— End of Document —

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26-27, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: **30% Cap Rule in Waterways Improvement Fund**

ACTION REQUIRED: **None**

PRESENTER: **Kathy Muir, Grant Program Manager**

PRESENTATION

BACKGROUND INFORMATION:

At the November Board meeting staff was directed to research the history of the Waterways Improvement fund IDAPA rule regarding the 30% cap funding limit (per county) in that program.

The purpose of the Waterways Improvement Fund, created by Idaho Code § 57-1501, is “for the protection and promotion of safety, waterways improvement, creation and improvement of parking areas for boating purposes, making and improving boat ramps and moorings, marking of waterways, search and rescue, and all things incident to such purposes . . .” The section also states that the fund shall be administered by the Idaho Park and Recreation Board.

Since 1990, Board approved rules for the administration of the Waterways Improvement Fund have included the following rule: “The total sum of the WIF grant funds approved to be used in any one (1) county may not exceed thirty percent (30%) of the total WIF grant funds approved to be used statewide in any state fiscal year.”

Staff has researched historical Board minutes, conducted interviews, and performed a county survey.

STAFF RECOMMENDATIONS:

There are no staff recommendations regarding this agenda item.

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26 and 27, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: Capital Improvement Needs (CIN) Process
ACTION REQUIRED: None, Information Only
PRESENTER: Adam R. Zaragoza, Development Bureau Chief

BACKGROUND INFORMATION:

Staff has been tasked to update the Board about the project development and selection, also known as the Capital Improvement Needs (CIN) process. The following is information regarding the project selection process and how the agency will move forward. This information will be presented to the Board at the February meeting.

In 2000, the agency listed 4 standards for project selection. These criteria still apply 20 years later and those are:

- Health and Safety for park visitors and employees
- Marketing/Revenue Generation aimed at increasing revenue for the agency
- Facility Maintenance for building codes, health standards and extending useful life of assets
- Strategic Planning Goals

Over the last year and a half, I have re-assessed the development process to take greater advantage of our North (Lucas Wingert), South (Joel Halfhill) and East (Travis Sorenson) Regional Engineering Techs to create better project estimates. These projects are reviewed by our design team (Mel Schuster, Erik Bush and Erik Ryan) prior to a final estimate being presented to the Board.

Typically, park operations begin to “slow” in October each year. This is an opportune time to begin discussions with our Park Managers about the next fiscal year project requests. The process is as follows:

Early October

- Prior Year Facility Capital and Maintenance Request issued to Each Park Manager from Development Administration, as well as pending budget for the legislative cycle.

Early November

- Park Staff/Managers evaluate Top 5 needs from either their Park Development Working Plan and email to Development Administration
- Regional Engineering Techs work with Park Management to develop a scope of work
- Regional Engineering Techs develop a rough order of magnitude project estimate.
- Regional Engineering Techs update or create a single page project summary for historical record and scope purposes.

Mid December

- Regional Engineering Techs complete one-page project summary
- Development Administration consolidates project requests for Regional Managers review

Mid to Late January

- Region Managers complete their priorities based on Regional needs
- Region Manager, Development Bureau Chief and Regional Engineering Techs review Region priorities, scope and project estimates

Early February

- All Development Bureau staff review project scope and estimates and any recommended changes in scope or estimates are communicated to Region Managers

Late February

- Region Managers present their project priorities to the Project Selection Committee. This presentation is usually around the IDPR Board meeting in February
- Project selection Committee takes the project requests under advisement

Mid-April

- Project selection Committee evaluates projects based on Priority Criteria, Statewide Impact, Budget and needs of the agency.
- Project Selection Committee includes: Director, Division Administrators, Financial Officer, and Development Bureau Chief

May

- Project Requests presented at the IDPR Board Meeting

NEXT STEPS:

Staff intends to transition from a Capital Improvement Needs (CIN) Process to a "Capital Improvement Plan, or CIP" which will track projects for each park and revisit each year with the Parks, the Region Managers, Development Staff and the Project Selection Committee. This concept was introduced at the Park Managers meeting in January.

The fundamental difference between the CIN and CIP is the CIP involves an asset management/operations/ and maintenance plan of our existing infrastructure. The example being the new Thousand Springs Visitor Center scheduled to break ground this Spring/Summer. Upon building completion, Park Operations needs to schedule when HVAC units, water heaters, roofs, etc. need replacement.

Staff is continuing to work on how to link our existing asset information with project priorities in the future years.

STAFF RECOMMENDATIONS: None, Informational Only

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26 and 27, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: Kokanee Cove Engineering Assessment

ACTION REQUIRED: None, Information Only

PRESENTER: Adam R. Zaragoza, Development Bureau Chief

BACKGROUND INFORMATION:

At the November 2019 Board Meeting, staff was tasked with following up on the conditions of the last remaining structures in the Kokanee Cove area of Ponderosa State Park. The following is a summary of those findings and a proposed plan to move forward.

During the November 2019 board meeting, Faucher Fundraising Consulting reported on the fundraising efforts to construct a Lodge in the Kokanee Cove area. Due to various reasons, a Lodge was not feasible at this time. After that report, a structural assessment was completed by a Professional Engineer in January 2020 for the last remaining structures.

In summary, the Dormitory and Chapel are structurally in good condition and can be renovated. The Dining Hall has erosion, soil and foundation issues that are an immediate safety concern on the Payette Lake side. These erosion issues would need to be addressed via engineering and is an expensive capital investment.

Once we knew that the structures can be salvaged, staff developed the below estimates for engineering and construction.

	<u>Design</u>	<u>Construction</u>
Dormitory	\$70,000	\$285,000
Chapel	\$50,000	\$200,000
Dining Hall Renovation	\$130,000	\$525,000
<u>Contingencies</u>		<u>\$100,000</u>
<i>Total Estimate</i>		<i>\$1,360,000</i>

There are multiple project options on how to proceed with Kokanee Cove consistent with the 2004 study completed by LCA Architects, and those are outlined in the staff recommendation.

For the Boards review, attached is the following:

- Kokanee Cove Conceptual Exhibit from 2004
- January 2020 Structural Engineering Report

STAFF RECOMMENDATIONS:

Over the last two years, the Board has expressed an eagerness on progressing with the development of Kokanee Cove. Considering that eagerness, Staff offers the following ideas to spark a discussion on how to proceed:

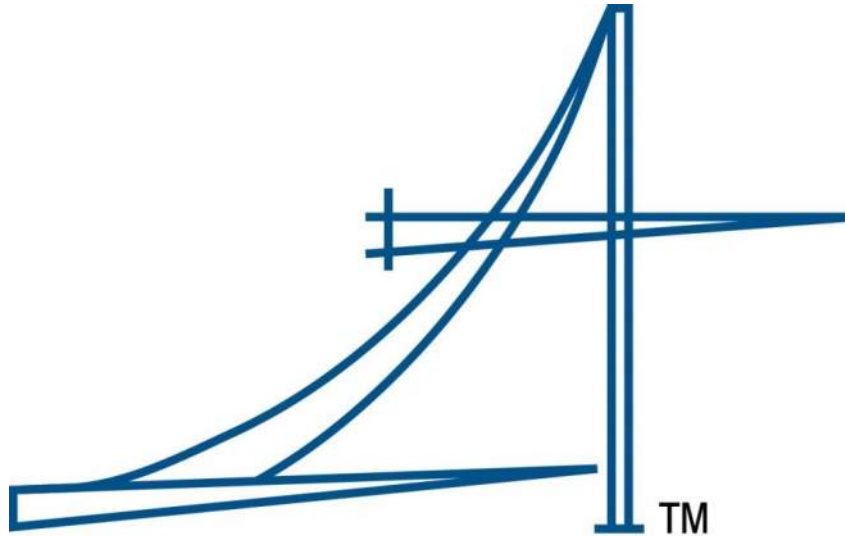
1. If the Board feels the cost to renovate the Dining Hall is not practical (\$655,000), there are remaining funds from the Kokanee Cove Concept Study to demolish the Dining Hall this year. This action would be consistent with the 2004 Concept Study for Kokanee Cove.
2. Another project consistent with the 2004 Concept for Kokanee Cove would be to renovate the Chapel as a rentable structure. It would make sense to renovate the Dormitory to provide a catering kitchen and bathrooms downstairs and bedrooms upstairs. Assuming Kokanee Cove develops similar to the Scovel Center in Harriman State Park, it is estimated operational costs would increase up to \$15,000 annually. (Please note that these projects will compete for funds with other prioritized capital improvement projects at the statewide level.)

a. Chapel renovation:	\$250,000
b. Dormitory renovation:	\$355,000
c. Parking area:	\$40,000
d. <u>Contingencies:</u>	<u>\$120,000</u>
e. Total Estimate:	\$765,000

KOKANEE COVE CONCEPT EXHIBIT 2004

STRUCTURAL ENGINEERING REPORT

JANUARY 2020



ALLY STRUCTURAL CONSULTING, LLC

STRUCTURAL ASSESSMENT
FOR
KOKANEE COVE BUILDING ASSESSMENT
PONDEROSA STATE PARK
McCALL, ID
PROJECT # 19-063

EXCLUSIVELY FOR
IDAHO STATE PARKS AND RECREATION

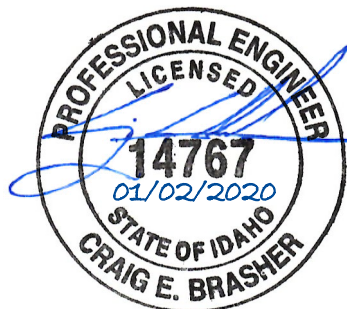
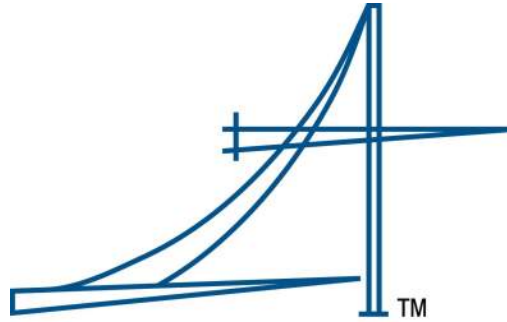


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ALLY STRUCTURAL CONSULTING

January 2, 2020

Melanie Schuster, Architect, ADAC
Senior Project Manager
Idaho State Parks & Recreation
5657 Warm Springs Avenue
Boise, ID 83716

Regarding: Kokanee Cove
Building Assessments
Ponderosa State Park
McCall, ID

Ms. Schuster:

The following is a structural assessment of the three buildings in Kokanee Cove within the Ponderosa State Park near McCall, Idaho (see Appendix A). The three buildings are known as the Chappel, Shower Building, and Dining Hall.

Existing Conditions:

The buildings were originally part of the Nazarene Church Camp. Information regarding the time of construction was not available. Estimating the date of construction for church-built structures and remote structures are each generally more difficult. This is due to the use of volunteer labor, donated or cheap materials, and access limitations resulting in construction that does not necessarily fit neatly within a period. However, we estimate the Chappel and Shower Building to be circa the 1970s and the Dining Hall to be Circa the 1930s with an addition in the 1970s.

The Chappel is a single-story structure of about 2,700 square feet. The main structure consists of built-up wood trusses at nine feet on center and supported by exterior concrete piers. The side walls are nonbearing, inset from the piers, and set atop a concrete foundation wall. The floor is a concrete slab on grade. The lateral system appears to be the non-load bearing, wood sheathed, exterior walls (see Appendix B Figures 1 & 2 and Appendix C Figures 1-4).

The Chappel's construction method has a common weakness at the wood-to-concrete-connection. This connection is a source of water damage due to water accumulation on the concrete pier and the exposed end-grain of the wood. Indeed, at the Chappel, truss ends show signs of deterioration due to water. (see Appendix C Figure 4). It appears this was discovered and repaired at several trusses in the past. This was evident from the shorter, pressure-treated wood segments interlaced in the truss.

Elsewhere around the Chapel, the structure appeared to be in good repair. The floor and walls appeared to be square and plumb. Checks or splits were not observed in the exposed wood framing. The trusses did not show signs of excessive deflection or stress.

The Shower Building is a two-story structure of about 2,500 square feet. It is a traditional wood-framed building with wood roof decking atop 2x hand stacked attic framing. The walls are of wood studs atop a concrete foundation wall. The main level floor is a concrete slab on grade. The lateral system appears to be the wood sheathed exterior walls. An unusual construction feature is the direction of the upper floor joists. Typically the floor joists run parallel with the roof joists and act a bottom chord to the attic framing. In this case, however, the floor joists run perpendicular to the roof joists(see Appendix B Figures 3 & 4 and Appendix C Figures 5-8).

The Shower Building structure appeared to be in good repair. The floor and walls appeared to be square and plumb. Checks or splits were not observed in the exposed wood framing. The framing did not show signs of excessive deflection or stress.

The Dining Hall is a single-story structure of about 2,600 square feet. The original portion consists of wood 1x roof decking atop 2x hand-framed trusses supported by heavy timber walls and a concrete foundation. The addition consists of metal roof decking atop 2x trusses supported by wood stud walls and a concrete foundation. The floor in each portion is a concrete slab on grade. The lateral system appears to be the heavy timber walls at the original portion and wood sheathed stud walls at the addition (see Appendix B Figures 5 & 6 and Appendix C Figures 9-14).

The Dining Hall has significant soil and foundation issues. It appears the lake has eroded the soil below the western section, and trees have added to the damage (see Appendix C Figures 9 & 11). This soil erosion and tree damage have caused cracking at the intersection of the western and main section of the building (see Appendix C Figure 12). It appears that settling is occurring in the main portion of the building as well (see Appendix C figure 13). A crack was observed running north/south in the main portion in the slab and through the foundation wall. Daylight is visible through the foundation wall at this crack. The snow was covering the ground around the main portion, making signs of soil erosion impossible to identify.

Proposed Scope of Work:

It is our understanding that Idaho State Parks and Recreation (ISPR) desire to preserve these buildings for future uses yet to be determined. It is through this understanding the following assessment and recommendations are made.

Assessment & Recommendations:

The Chapel is structurally in good repair except for the water damaged mention above. We recommend repairing the trusses as they were in the past with pressure-treated materials of like kind and quality. It is Ally Structural Consulting's opinion that this structure is suitable for a variety of uses if this repair and regular maintenance are performed.

The Shower Building is structurally in good repair. It is Ally Structural Consulting's opinion that this structure is suitable for a variety of uses if regular maintenance is performed.

The Dining Hall must have the soil and foundation concerns addressed as soon as possible if it is to maintain usefulness. Before potential structural solutions are considered, the root civil engineering causes of the soil erosion should be addressed. Civil engineering solutions that protect the structure may be infeasible or not allowed by jurisdictions having authority. These solutions may include retaining walls of concrete or rubble with soil excavation and backfill between the structure and retaining wall. Once the structure is protected from the lake, it can be stabilized structurally. We would recommend helical piers (a.k.a. soil screws) installed at the perimeter of the settling foundation. The spacing of the piers would likely be on the order of 6 feet with the size and depth determined in consultation with the geotechnical engineer and contractor.

Conclusion:

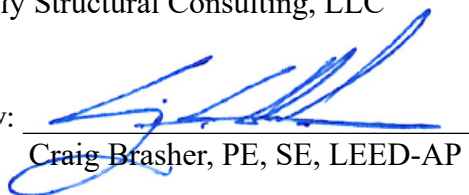
It is Ally Structural Consulting's opinion that the Chapel, Shower Building, and Dining Hall are capable of serving future uses if the recommended repairs are designed and constructed. Please note, this letter was prepared using non-destructive observation, and unobserved conditions may exist. These conditions may significantly affect the scope of work and feasibility of the project. If damage or conditions that differ from that described are discovered, Ally Structural Consulting should be contacted immediately.

Please let us know if there are any questions or concerns regarding this assessment. We look forward to partnering with you in the remaining phases of this project.

Sincerely,

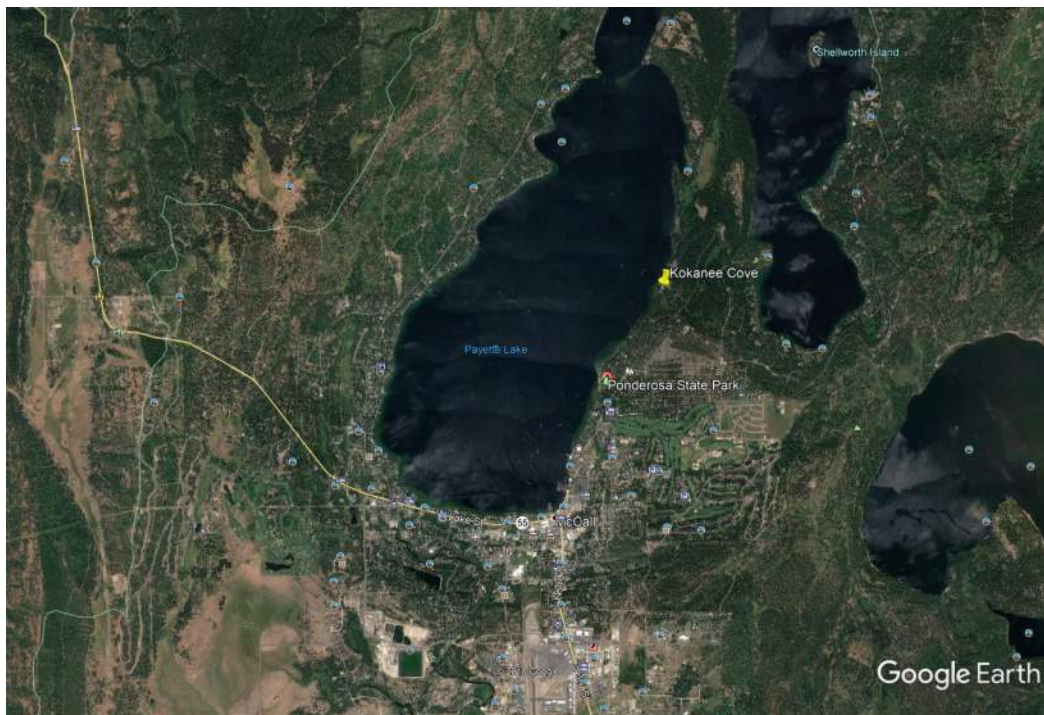
Ally Structural Consulting, LLC

By:



Craig Brasher, PE, SE, LEED-AP

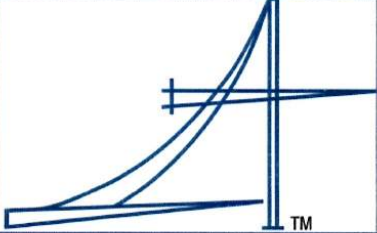
APPENDIX A



LONGITUDE: 44.934688°

LATITUDE: -116.083124°

APPENDIX B

	Ally Structural Consulting, LLC		Date: <u>12/04/19</u>
	Project#:		By: <u>CB</u>
	Project Name: <u>KOKANEE COVE</u>		Sheet <u>1</u> of <u>2</u>
	<u>CHAPEL</u>		

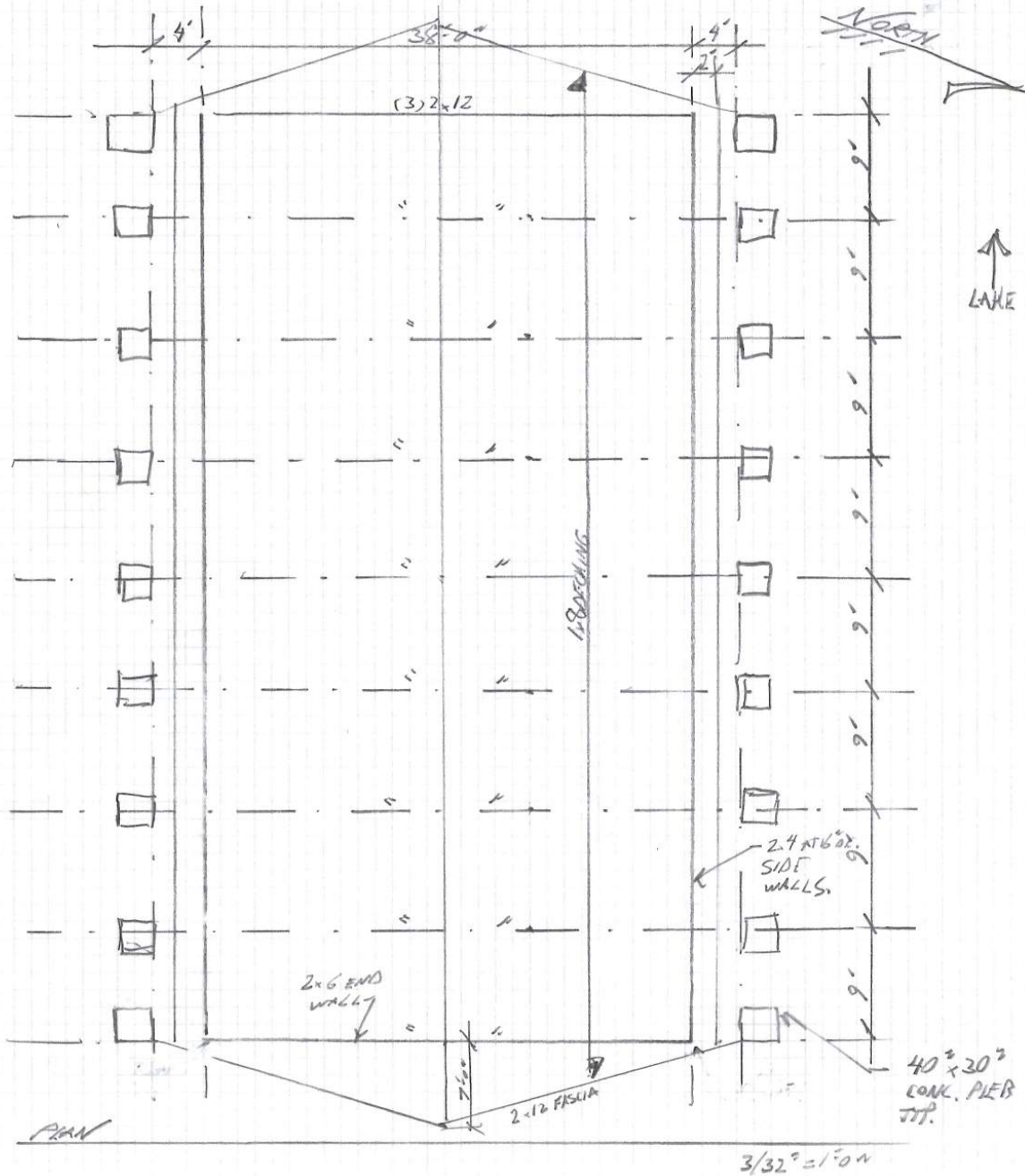
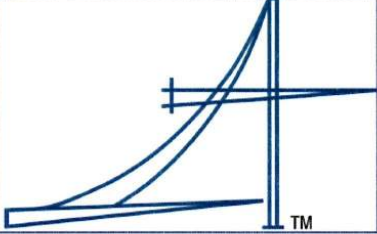


FIGURE 1: FIRST SITE VISIT - CHAPEL

APPENDIX B

	Ally Structural Consulting, LLC	Date: <u>12/04/19</u>
	Project#: _____	By: <u>CB</u>
	Project Name: <u>KOKANEE COVE</u>	Sheet <u>2</u> of <u>2</u>
	<u>CHAPEL</u>	

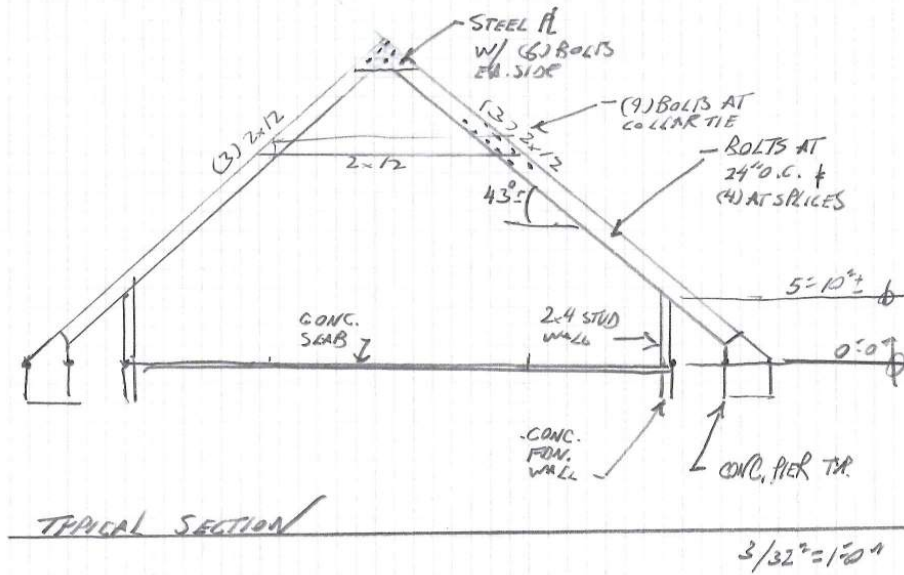
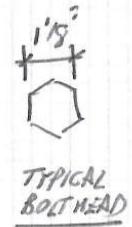
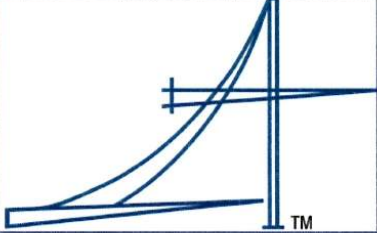


FIGURE 2: FIRST SITE VISIT - CHAPEL

APPENDIX B

	Ally Structural Consulting, LLC	Date: <u>12/04/19</u>
	Project#:	By: <u>CB</u>
	Project Name: <u>KOKANEE COVE</u>	Sheet <u>1</u> of <u>2</u>
	<u>SHOWER BUILDING</u>	

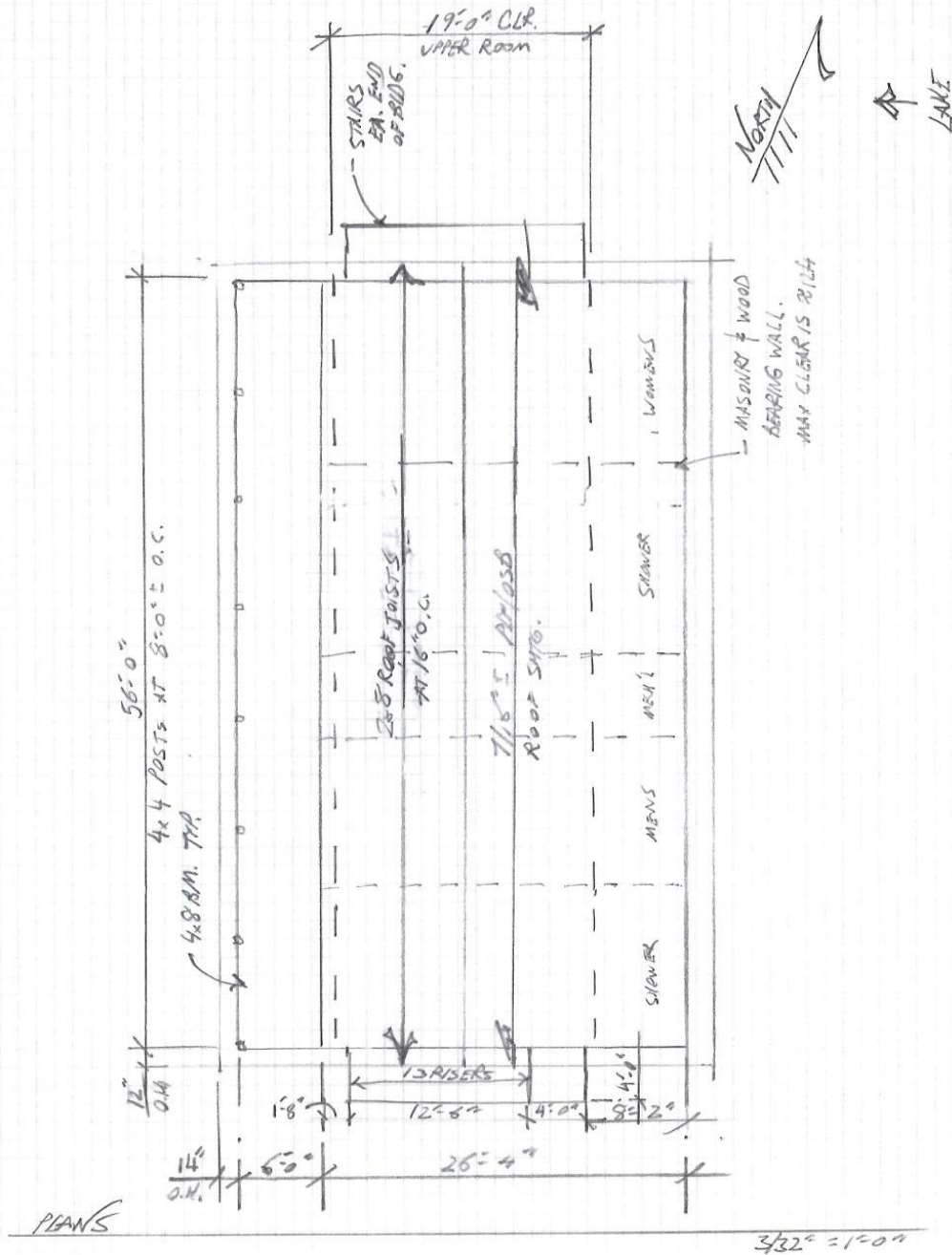
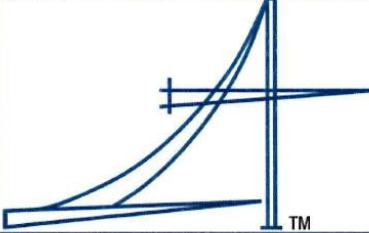


FIGURE 3: FIRST SITE VISIT - SHOWER BUILDING

APPENDIX B

	Ally Structural Consulting, LLC	Date: <u>12/04/19</u>
	Project#: _____	By: <u>CB</u>
	Project Name: <u>KOKANEE COVE</u>	Sheet <u>2</u> of <u>2</u>
	<u>SHOWER BUILDING</u>	

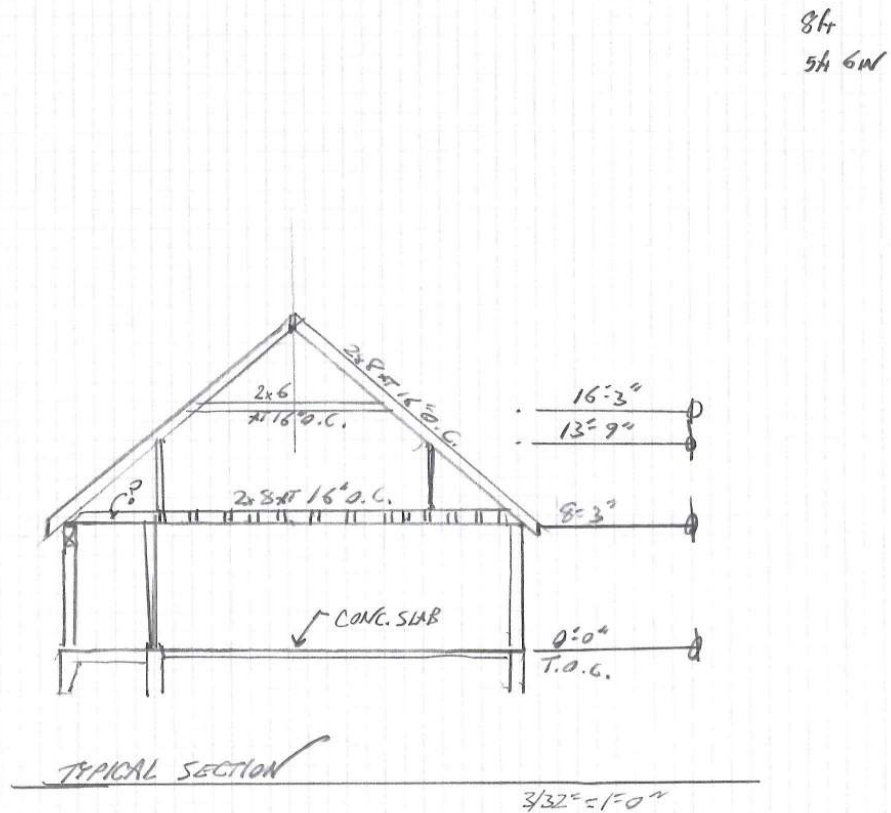
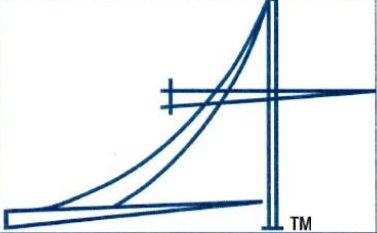


FIGURE 4: FIRST SITE VISIT - SHOWER BUILDING

APPENDIX B

	Ally Structural Consulting, LLC		Date: <u>12/04/19</u>
	Project#:		By: <u>CB</u>
	Project Name: <u>KOKANEE COVE</u>		Sheet <u>1</u> of <u>2</u>
	<u>DINING HALL</u>		

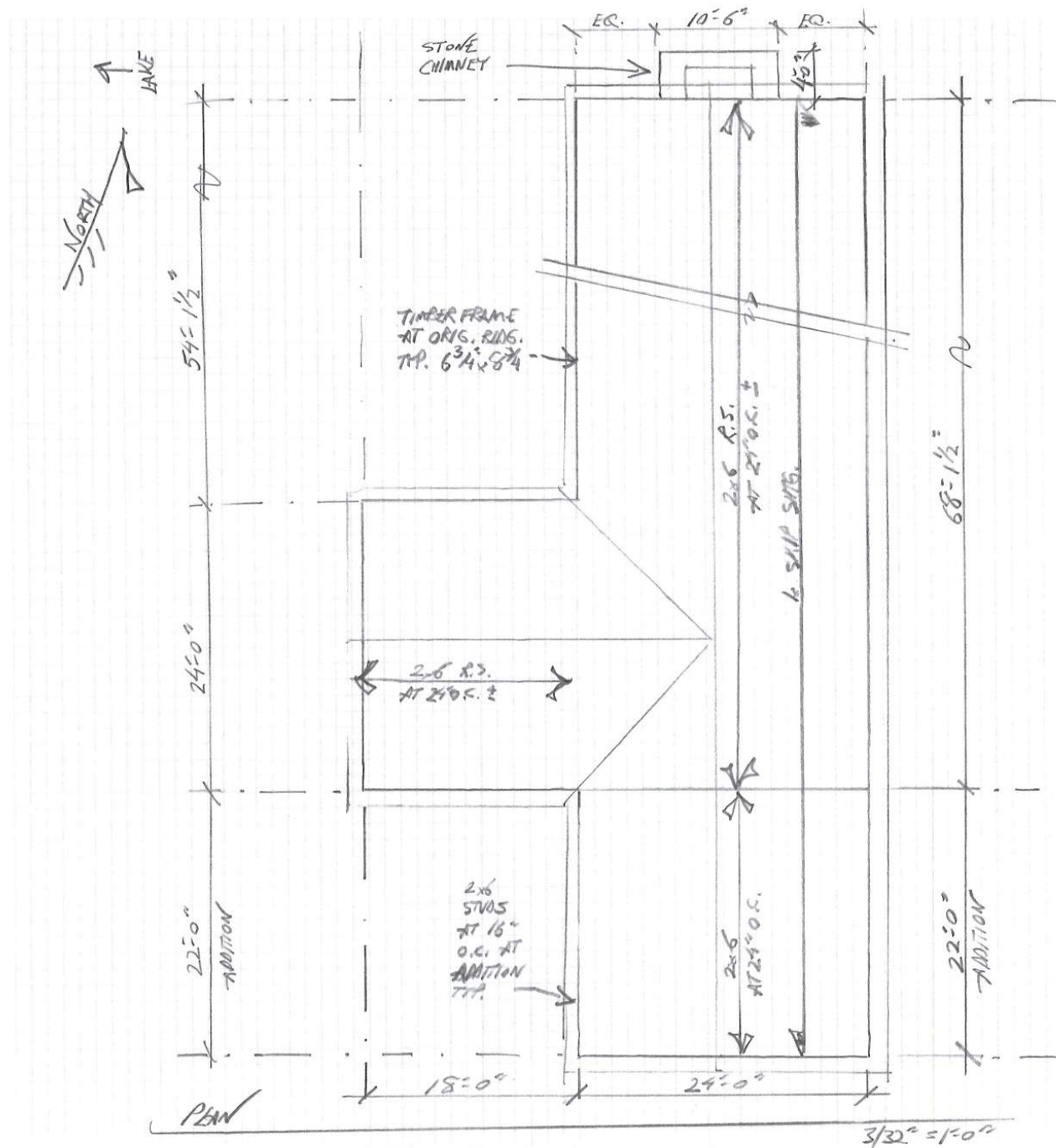
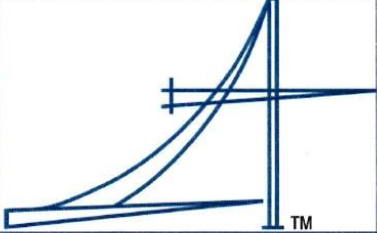


FIGURE 5: FIRST SITE VISIT - DINNING HALL

APPENDIX B

	Ally Structural Consulting, LLC	Date: <u>12/04/19</u>
	Project#: _____	By: <u>CB</u>
	Project Name: <u>HOPANEE COVE</u> <u>DINING HALL</u>	Sheet <u>2</u> of <u>2</u>

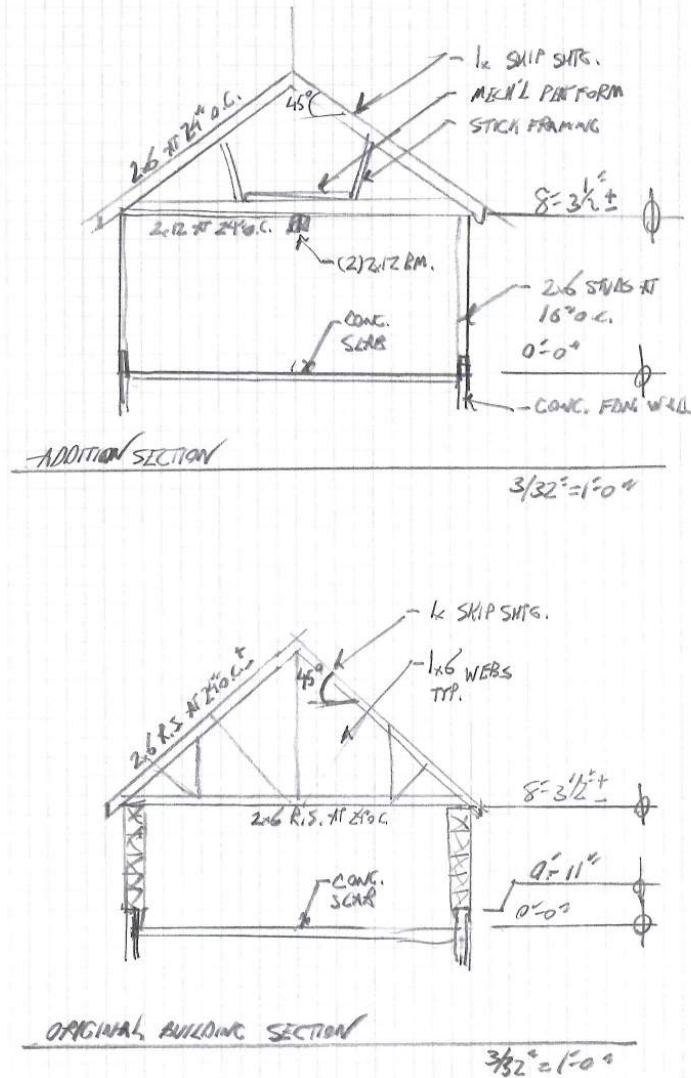


FIGURE 6: FIRST SITE VISIT - DINNING HALL

APPENDIX C



FIGURE 1: Main entry



FIGURE 2: Typical trusses at concrete piers



FIGURE 3: Interior view of trusses.



FIGURE 4: Water damage at truss-to-concrete-pier connection

APPENDIX C



FIGURE 5: Front view



FIGURE 6: Side/rear view



FIGURE 7: Posts and beams at front porch

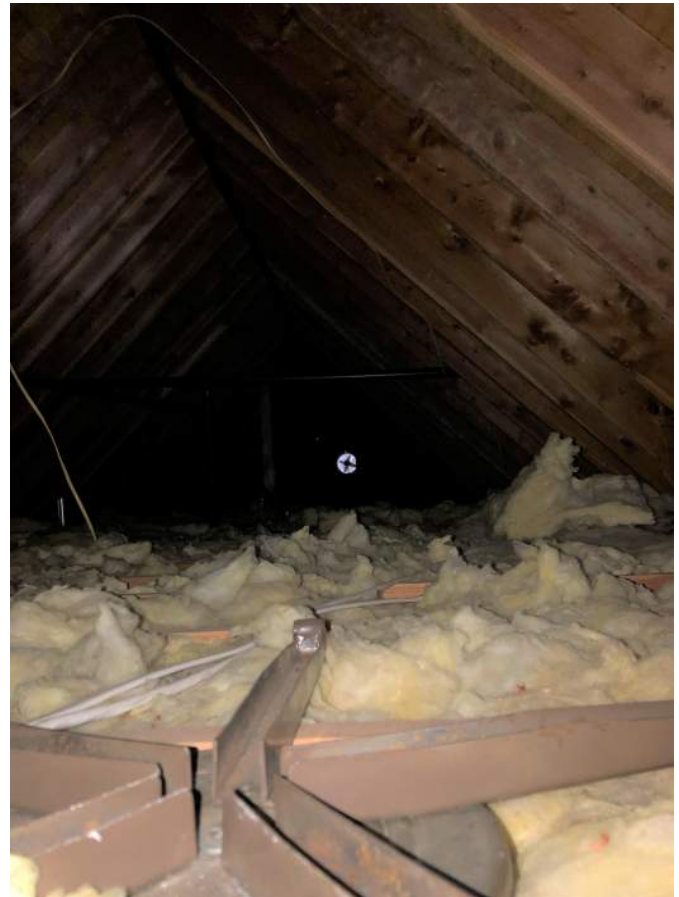


FIGURE 8: Attic framing

APPENDIX C



FIGURE 9: View from lake side



FIGURE 10: Side view



FIGURE 11: Soil erosion at western portion



FIGURE 12: Crack at connection between western and main portion of the building



FIGURE 13: Crack in main portion at the slab and foundation wall



FIGURE 14: Roof framing at the addition

Communications Program

February 2020 (October-November-December time frame)

Idaho Parks and Recreation Board Report

Accomplishments / Tasks Underway

❑ Marketing / Advertising / Outreach / Experiences

- Social Media Engagement – At last count, the department has more than 83,500 followers across all Facebook platforms (up 10,000 since October 2019). The agency also has nearly 13,000 Instagram followers, making @idparksandrec a big presence. We are working to engage each park and program to establish a sense of ownership over their pages. One of the ways we have done this is through our Social Media Administrators email thread.
- Passport: We are evaluating passport marketing in recent years for our best avenues moving forward. We continue to eye less-traditional advertising on Hulu, YouTube, social media and other outlets, rather than traditional (and expensive) TV spots.
- Branded Park Brochures: 125,000 brochures have been printed and await distribution. A prototype display stand has been completed, and six displays will be constructed and sent to parks this year. Distribution will continue through 2021.
- Non-Motorized Trails: The Idaho Trails Supporter logo has been designed and we are researching sticker vendors and material options for a late spring rollout. Distribution awaits the new IDPR registration program, which will allow us to take donations from supporters (minimum: \$10) in return for stickers. Some donations will occur in-person at events later this year.
- Mind Your Wake: The 30- and 120-second videos have been completed and the awareness program is gearing up for a May-June blitz on television and through digital channels (Facebook, Google search ads, YouTube).

❑ Sponsors and Partners

- Revamped IDPR website: The Governor's Office did not support the funding request to modernize the site, instead suggesting the Department partner with Access Idaho, which has created sites for other state agencies. We've discussed our goals with Access Idaho in January and await prototypes for the redesign, which we hope to complete in coming months.

- The Idaho Lottery: The Idaho Park Scratch Cards have been created and we are working through the contract now. Overall, 480,000 tickets depicting 12 different parks will be printed and distributed statewide. The Lottery is paying for all printing and advertising. Several parks will be hosting events over the summer for the Lottery's event crew.
- Youth Explorer's Program: This partnership with the Commission for Idaho Libraries rewards students for summer reading while also introducing young Idahoans to their state parks. In 2019, 52 libraries and 27,745 children participated. Communications has met with commission staff to renew the partnership and will soon go to bid for up to 50,000 day passes to reward the readers.
- Mother Earth Brew Co.: We are working out the details of a branded beer promotion with Mother Earth Brew Co., Nampa, to promote the Idaho Trails Supporter program and work on non-motorized trails. A portion of sales will support trail work and the effort will increase awareness of the program.
- Experience Idaho Backpacks: We are working with the Friends of Idaho Parks to secure 15 more backpacks to expand the successful Experience Idaho Loaner Backpack program to Dworshak, Lucky Peak and potentially Thousand Springs or Massacre Rocks in coming months.

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

- Craig Quintana and Chelsea Chambers will continue to work with IRTI and others to promote outdoor recreation.
- Chelsea represented IDPR in October at the 2019 Governor's Conference on Recreation and Tourism (ICORT)
- Working on general fundraising and relationship building opportunities.
- Continue to handle all agency-related information requests (public information act) and serve as primary media contacts.
- Misc. agency brochure revisions, news releases, web postings, etc.
- Continue to handle special projects as assigned – presentations, legislative needs, talking points, speeches, graphics and web updates.



**Oct – Nov – Dec
2019**

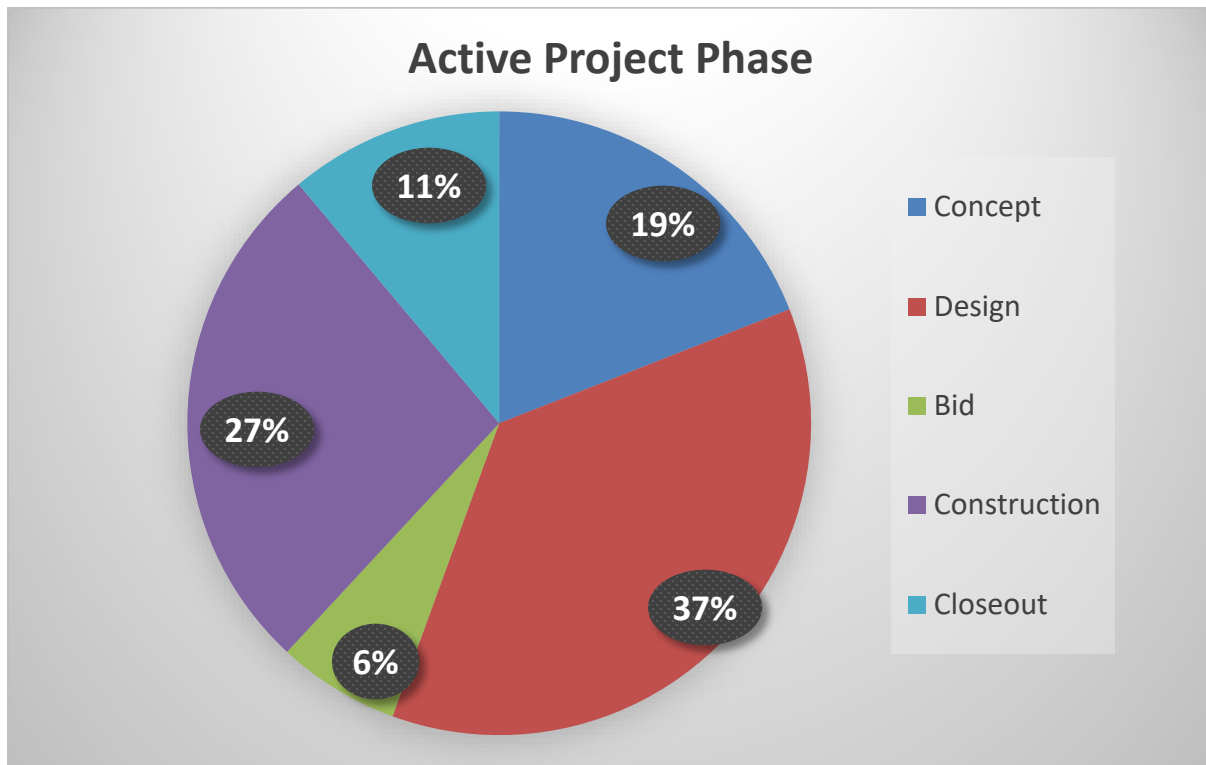
DEVELOPMENT BUREAU
Bureau Chief – Adam R. Zaragoza

GENERAL UPDATE

At the end of the second quarter, Fiscal Year 2020, the development team is managing approximately \$17.0 million in projects across the State. This equates to 71 active projects that are in any phase of project delivery.

This quarter, the team substantially completed 15 projects (18% of the total Capital Program) and requested to close 14 projects to our fiscal team. The fall period is the ideal time for development projects to be completed as the weather typically cooperates and it is outside of the Parks peak season.

Of the projects in the active queue, the following chart depicts what phase of the project is in between Concept, Design, Bid, Construction or Closeout.



In addition to the active projects, the development team was instrumental in executing the Capital Improvement Needs (CIN) process. This was a time-intensive process with assistance from the Park and Regional Managers.



The completed project list this quarter is below.

<i>Project No.</i>	<i>Park</i>	<i>Project Name</i>	<i>Milestone</i>	<i>Date</i>
310181	Priest Lake	Re-Roof Group Camp Cabin	Substantial Completion	10/1/2019
310883	Heyburn	Repair Benewah Road	Substantial Completion	10/3/2019
330193	Ponderosa	Kokanee Cove Cleanup	Substantial Completion	10/4/2019
360281	Henrys Lake	Upgrade Water Distribution in Old Campground	Substantial Completion	10/10/2019
360291	Henrys Lake	Well House and Water System Upgrade	Substantial Completion	10/10/2019
320293	Hells Gate	Road and Trail Resurfacing	Substantial Completion	10/15/2019
310672	Old Mission	VC Electrical and Lighting Upgrades	Substantial Completion	10/17/2019
330704	Lake Cascade	Repair Sugarloaf Tents and Living Pads	Substantial Completion	10/22/2019
360591	Yankee Fork	Visitor Center Irrigation Replacement	Substantial Completion	10/24/2019
330601	Three Island	Interpretive Center HVAC Replacement	Substantial Completion	10/25/2019
330401	Lucky Peak	Replace Marina Fuel Lines	Substantial Completion	11/4/2019
310652	Old Mission	Parish Interior Repairs	Substantial Completion	11/8/2019
320394	Hells Gate	Shed/Barn Install	Substantial Completion	11/22/2019
320391	Hells Gate	Electrical Upgrades at Volunteer Sites	Substantial Completion	11/25/2019
310682	Old Mission	Purchase and Install Backup Generators	Substantial Completion	12/11/2019



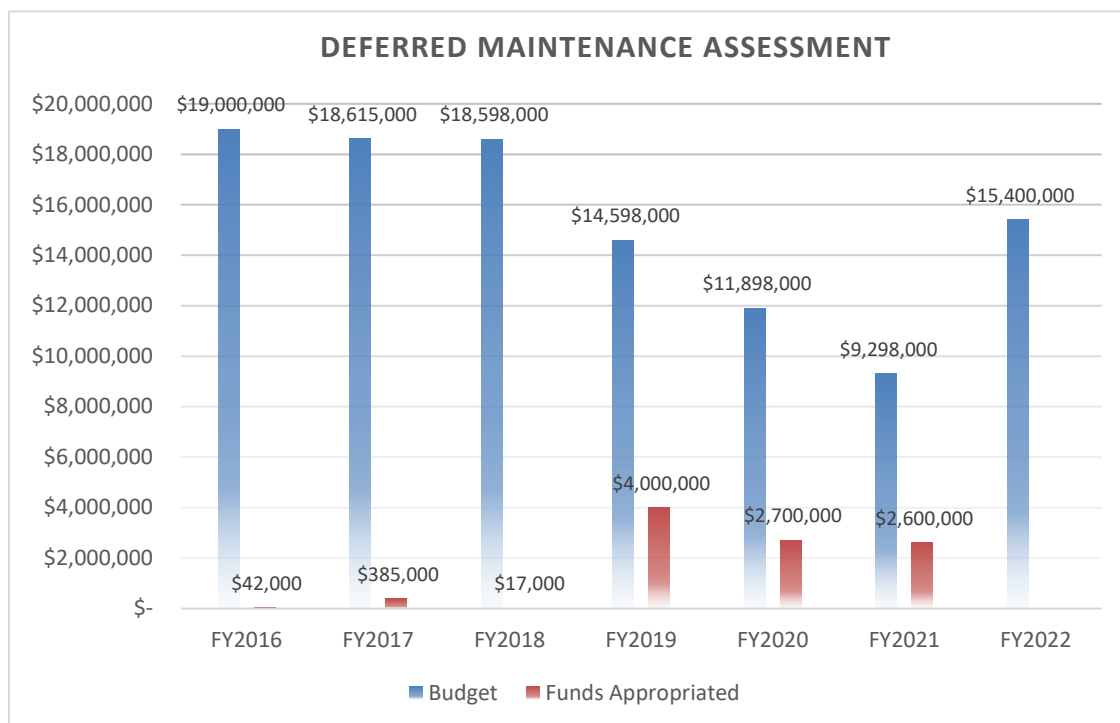
DEFERRED MAINTENANCE

In 2015, the Governor requested all state agencies determine their maintenance needs. Development staff went through a yearlong intensive exercise identifying all maintenance projects that are needed within the Park system. At that time among the 30 Parks, there were 448 projects identified at an estimated value of \$19 million.

From Fiscal Year 2016 to 2021, the IDPR Board has funded or proposed funding for 93 of those projects at a value of \$9.8 million. Over the last few months, staff worked with the Park Managers and determined that 59 of those projects are no longer needed, and 77 of those projects are less than \$10,000. Although needed, typically projects below \$10,000 are considered minor maintenance and development does not directly manage those projects.

With fiscal year 2022 pending, staff re-baselined the deferred maintenance with a balance of 239 projects that still need to be funded. Adjusting for inflation and cost increases over the past 5 years, there is approximately \$15.4 million in deferred maintenance projects that are still in need of funding. These projects will typically compete with health, safety and new capital projects that have popped up since 2016.

The below is a graphical representation of how IDPR is performing against the 2016 deferred maintenance task. In summary, the board has shown great progress in investing in maintenance and the FY2022 bar shows the inflationary adjustment to today's dollars. **It is important to note that while this was an assessment done in 2016, maintenance will always be an on-going issue for our Park's assets.**





The following is a brief narrative on active projects, their status and next major milestone as of February 5, 2020:

NORTH REGION

<u>Project Number and Name</u>	<u>Current Status</u>
310101 – Priest Lake Indian Creek Dock Replacement Researching for Engineering alternatives.	Concept
310102 – Priest Lake Shafer Cabin Elec & Plumbing Repairs Road to be built this summer to allow access to new septic vault. Collecting estimates for electrical and sewer upgrades.	Concept
310301 – Round Lake Potable Water Tank Repairs Under Scope Development.	Concept
310382 – Round Lake Group Day Use Shelter, Trails & Parking Shelter erected, trail to CXT built. Expect to complete spring 2020.	Construction



Round Lake Group Day Use Shelter

310671 – Old Mission Visitor Center & Exhibit HVAC Upgrades New thermostat and drip pan installed.	Construction
310691 – Old Mission Visitor Center Lighting Upgrade Lighting ready for ordering and contractor selection.	Construction
310803 – Heyburn, Replace Chatcolet Cottage Reviewed schematic design drawings with architect 1/7/20.	Design



Project Number and Name	Current Status
-------------------------	----------------

310872 – Heyburn Chatcolet Campground Renovations Design started. Scheduled construction for Fall 2020.	Design
---	--------

310881 – Heyburn Rocky Point Electrical Upgrade Docks & Moorage Bid Package to be issued late February/early March.	Bid
---	-----

310883 – Heyburn Repair Benewah Lake Road Roadwork is complete. Waiting on invoice from County.	Closeout
---	----------

320181 – McCroskey Primitive Campground & Shelters at Redtail Design started. Scheduled construction for Summer 2020.	Design
---	--------



McCroskey Primitive Campground

320201 – Dworshak Replace Water Line Fish Cleaning Station Water line has been scoped. Awaiting until spring for line repair.	Construction
---	--------------

320202 – Dworshak Replace Marina Winch System Developing parts and safety upgrades list with Park.	Concept
--	---------

320291 – Dworshak Osprey Loop Double Vault Replacement Preparing Bid Docs. Scheduled construction for Fall 2020.	Bid
--	-----

320293 – Dworshak Freeman Creek Tent Area Vault Replacement Preparing Bid Docs. Scheduled construction for Fall 2020.	Bid
---	-----

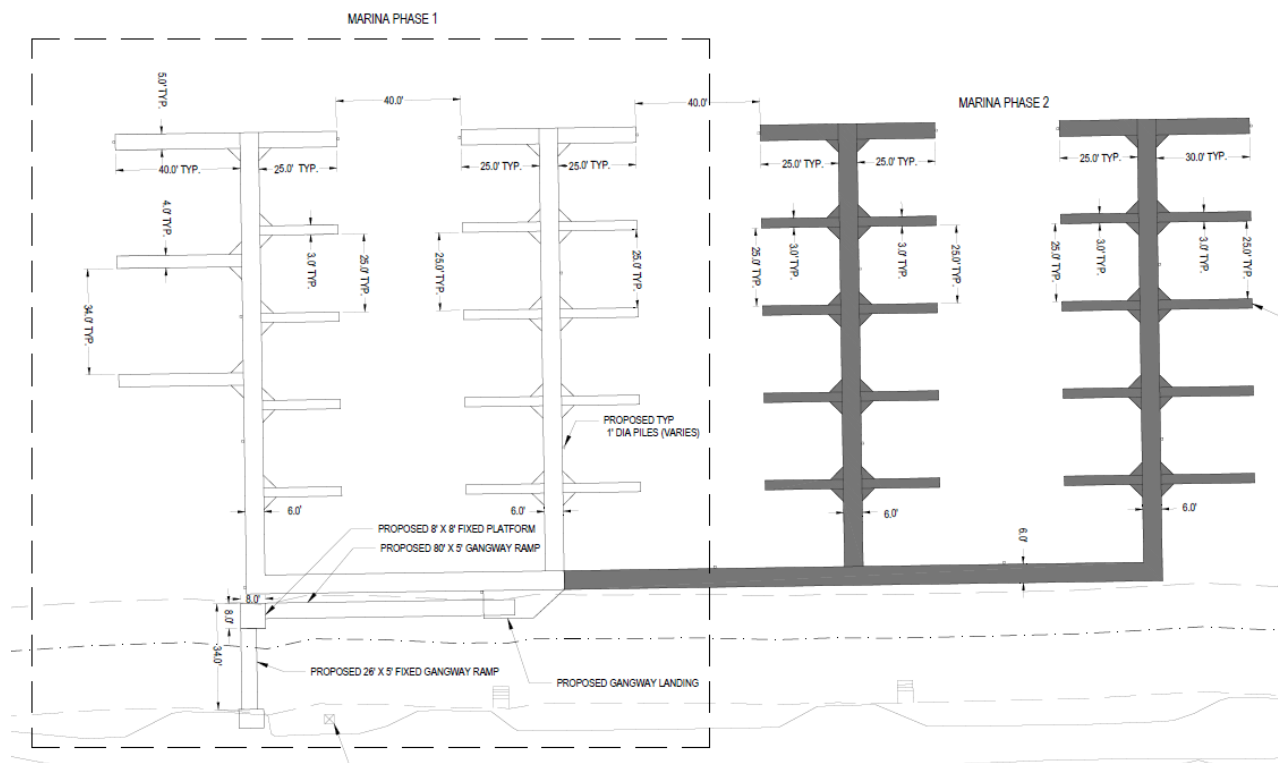
320301 – Hells Gate Assist Manager House Renovation Asbestos report final. Proceeding with electrical scope development.	Concept
--	---------

320392 - Hells Gate Marina Mooring Dock Replacement

Design

Docks removed. Waiting on Permit from Corps submitted in September 2019.

It is anticipated we will not have the permit for another 60 days, which sets back the new dock installation prior to peak moorage season.



Hells Gate Dock Replacement Design

320395 - Hells Gate Marina Dredging

Ongoing

Dredging ongoing until the end of February.



Hells Gate Marina Dredging in Progress



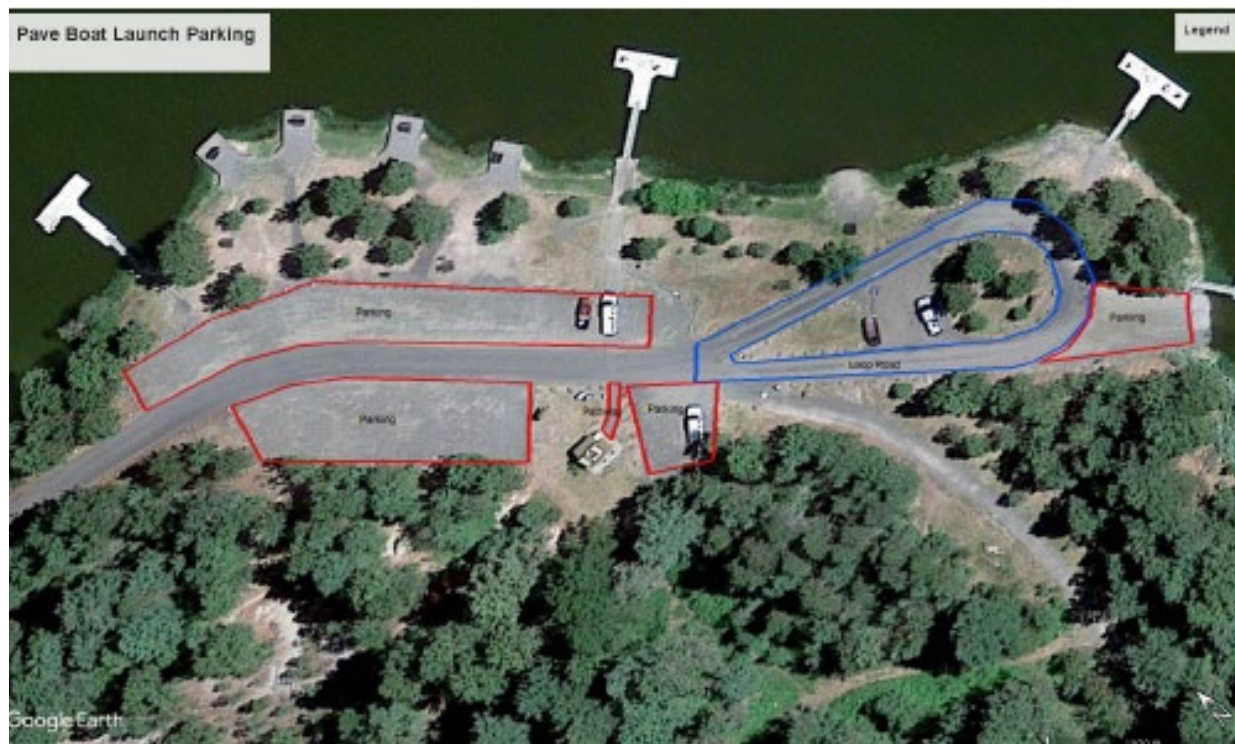
Project Number and Name

Current Status

320501 – Winchester Pave Boat Launch Parking Area

Construction

Under contract and reviewing feasibility to replace boat ramp at same time. Project scheduled to start 4/1/2020.



Winchester Paving Area



SOUTH REGION

<u>Project Number and Name</u>	<u>Current Status</u>
330101 – Ponderosa Replace Peninsula CG Docks Working on selecting a consultant for design for fall 2020 Construction. Looking into the possibility of a design-build contract.	Concept
330103 – Ponderosa, Phase 3 Road Paving to Overlook Point Survey is complete and design is progressing. Bidding scheduled for April 2020 and construction slated for Fall 2020.	Design
330182 – Ponderosa CG Electrical and Water Upgrades – Phase 1 Project scheduled to go out to bid mid-February. Bid award mid-March And construction to begin after Labor Day 2020.	Design
330183 – Ponderosa Kokanee Cove Conceptual Plan Direction to be determined with updating Master Plan.	Concept
330292 – Eagle Island Pond Water Quality Improvement Project substantially complete. Will close out project with Spring startup 2020.	Construction
330471 – Lucky Peak SS Replace Buoy Line Platform Awaiting marina study outcome for next steps	Concept
330483 – Lucky Peak Marina Expansion Planning Study Final report submitted end of January.	Concept
330581 – Bruneau Dunes Evaluation of Irrigation System Installing a magnetic water filter in January 2020 which will Improve the water quality and allow water to penetrate the soil. Project to construct irrigation system near the Observatory, slated for Fall 2020.	Design
330602 – Three Island Day Use RR Sewer Repairs Project substantially complete. Starting closeout documents.	Construction



Three Island Day Use Restroom Repairs



Project Number and Name	Current Status
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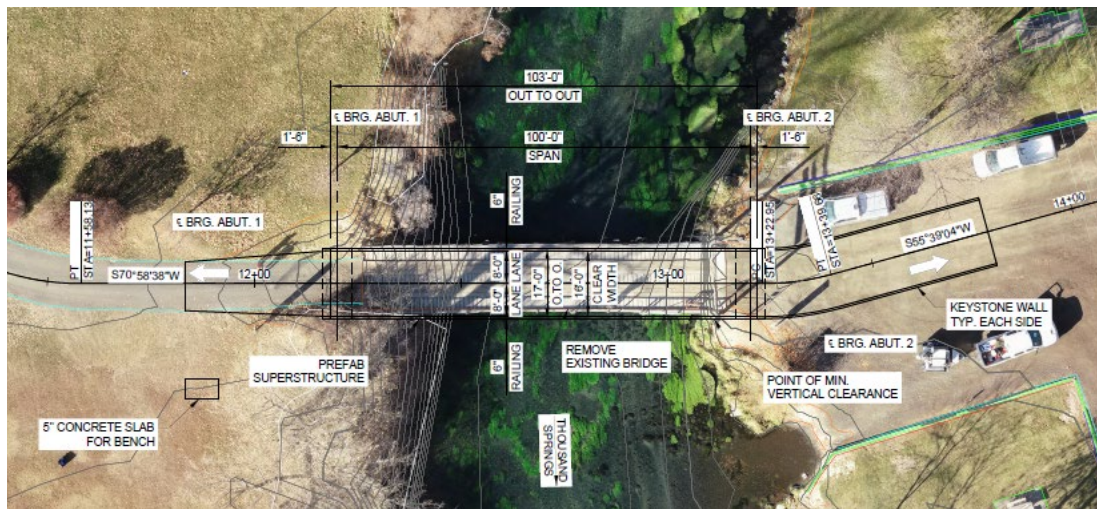
330691 – Three Island Primary Underground Powerline Project substantially complete. Starting closeout documents.	Construction
--	--------------

330764 - Lake Cascade Blue Heron & Van Wyck Docks/Pilings In scope development to determine feasibility with a potential marina.	Design
--	--------

330771 – Lake Cascade Pelican Cove Day Use ADA Improvements & CXT Current design will require a large work boat for park to install/remove for winter. On hold.	Design
---	--------

330781 - Lake Cascade Replace Crown Point Docks Design is undergoing revisions and an amendment to our agreement with BOR may be required.	Design
--	--------

340301 – Thousand Springs Replace Ritter Island Bridge Design concept complete with 95% review in mid-March. Bidding will occur in May 2020 with October 2020 construction anticipated.	Design
---	--------



Ritter Island Bridge Concept Design

340302 – Thousand Springs Malad Road Repairs Project is currently in design. Bid will occur in Spring 2020 with Construction slated to begin in fall 2020.	Design
--	--------



Project Number and Name

Current Status

340303 – Thousand Springs Visitor Center

Design

Design ongoing. Anticipate bidding in Spring 2020 for construction start this Summer.



Thousand Springs VC Design Floorplan

340381 – Thousand Springs Ritter Island Refurbish Pink House

Design

Use of existing septic system approved. Meeting with Fire Marshall being scheduled to confirm fire sprinkler exemption.

340393 – Thousand Springs Billingsley Entrance Road

Design

Entrance road to new visitor's center will be bid March 2020. Construction slated to begin Summer 2020.

340395 – Thousand Springs Billingsley Creek Campground

Design

Awaiting proposal from design consultant to complete engineering plans. Applying for additional RV grant FY2021 for necessary funds.

340399.00 – Billingsley Creek Development Phase 1

Design

Combined projects based on November 2019 Board action. Awaiting proposal from design consultant to complete engineering plans.



EAST REGION

<u>Project Number and Name</u>	<u>Current Status</u>
--------------------------------	-----------------------

340573 – Castle Rocks Access Road Improvements	Construction
---	--------------

BLM has approved the work. Change Order has been approved and work is Scheduled from 8/3 to 8/7, 2020.

340601 – Lake Walcott Asphalt Pathways Repairs	Concept
---	---------

Bid package is in development.

340681 – Lake Walcott Replace Drinking Fountains	Construction
---	--------------

Drinking fountain installed. Additional sprinkler parts purchased and installed by park staff. Asphalt repairs will take place in the spring with the pathway repairs.

350101 – Massacre Rocks Chip Seal Park Roads	Construction
---	--------------

Notice to Proceed has been issued to start construction June 1, 2020.



Massacre Rocks Alternative 1, Repair Water Line with Road Project

350301 – Bear Lake Chip Seal Park Roads	Construction
--	--------------

Notice to Proceed has been issued to start construction April 27, 2020.

350382 – Bear Lake Tent Camping Area & Parking Improvements	Construction
--	--------------

Finishing landscaping and campground upgrades Spring 2020.

350391 – Bear Lake North Beach Boat Launch Dock Replaced	Design
---	--------

Preliminary design received and under review.



Project Number and Name	Current Status
350392 – Bear Lake East Beach Restroom at Boat Ramp Small Concrete pad to be built Spring 2020.	Construction
350393 – Bear Lake East Beach Restroom at Day Use Concrete and minor landscaping Spring 2020.	Construction
360102 – Harriman Scovel Center Winterization Selecting Engineer to investigate subsurface water issues.	Concept
360103 – Harriman Foundation Repair and Log Replacement Project in design. Initial plan review comments sent to architect on 1/2/20.	Design
360181 – Harriman Eradication of Mold & Clean Ducts Notice to Proceed issued on February 1, 2020. At startup of mold remediation, sill plate at the Jones House foundation was non-existent and the studs were hanging on dust.	Construction



Jones House Mold Remediation, non-existent sill plate on foundation

360182 – Harriman Decks & Furnishings for Silver Lake Yurts Project will be re-bid in February 2020.	Bid
Harriman Historic Bridge Replacement – Friends of Harriman Demo of the Historic Bridge is completed with river rock baskets removed during lower water conditions. Bid and pre-qualification of contractors by the Friends group is being put together by the engineer.	Bid



Project Number and Name	Current Status
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360271 – Henrys Lake RR Remodel at Boat Launch Project in design.	Design
---	--------

360281 – Henrys Lake Upgrade Water Distribution in Old Campground Project substantially completed on 10/10/2019, in closeout.	Closeout
---	----------



Henrys Lake Water Upgrade

360291 – Henrys Lake Well House & Water System Upgrades Project substantially completed on 10/10/2019, in closeout.	Closeout
---	----------

360201 – Henrys Lake Old Loop Asphalt Repairs Project waiting to be combined with potential Grant project for FY2021. If grant is awarded the projects will go for bid for Fall 2020 construction.	Concept
--	---------

360582 – Engineer Evaluation Bayhorse Building Stabilization Project in design.	Design
---	--------

360591 – Yankee Fork VC Irrigation Replacement Project substantially completed on 10/24/2019, in closeout.	Closeout
--	----------

**EXPERIENCE/EDUCATION PROGRAM REPORT
OCTOBER, NOVEMBER, DECEMBER 2019**

EXPERIENCE/EDUCATION PROGRAM, JAMIE LITTLE, SUPERVISOR

Mission

The mission of the Idaho Department of Parks and Recreation is to improve the quality of life in Idaho through outdoor recreation and resource stewardship.

Goals

- Assess all parks in the system in terms of needs/priorities for interpretive facilities, exhibits, programming, training, and staffing.
- Continue creating high quality photo files of the parks for use in interpretation, social media, and marketing.
- Lead the Interpretive Team to support implementation of improvements in the overall Experience/Education program.
- Continue implementing the Interpretive Strategic Plan in support of the agency Strategic Plan.
- Plan for and create Natural and Cultural Resource Assessments for the parks starting in 2019.
- Start creating park interpretive plans in 2019, starting with City of Rocks/Castle Rocks.

Quarterly Program Report

- Attended South Region meeting October 2 and 3 at Harriman State Park.
- Coordinated the update of the Junior Ranger Guide with parks.
- Met with IDPR planning staff and NPS staff October 15, December 9, to discuss building design and interpretive exhibit planning for the Visitor Center at Billingsley Creek.
- Took additional park photos at multiple parks and shared those with Social Media staff for use on Instagram and Facebook posts, as well as posting on the P drive for staff use.
- Hosted and attended crayfish training led by NPS at HQ October 17.
- Hosted sagebrush workshop at HQ led by NPS October 18.
- Attended NASA/NPS workshop October 21-25 in Maryland.
- Attended meeting at HQ with University of Idaho professor on possible research collaboration November 8.
- Attended National Association for Interpretation National Conference in Denver November 12-16, shared key information with agency staff.
- Attended webinar November 18 to help coordinate 2020 Girl Scouts event in parks, sent information to parks.
- Assisted with interview panel for Interpretive Ranger position at City of Rocks/Castle Rocks November 21, 22.
- 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. Worked with the Operations Administrator and Region Managers to score applications in October, summarize, and send final recommendation to the Friends of Idaho State Parks.

- Wrote multiple articles for IDPR News.
- Introduced new Interpretive Ranger at City of Rocks National Reserve to IDPR interpretive resources available.
- Met with Climate Change Workshop group led by the University of Idaho November 18, 25, December 9 to plan teacher workshop for 2020.
- Led an introduction to photography workshop at HQ for IDPR staff on December 3 and 4 with co-leader Wallace Keck.
- Attended training for new phone system December 4.
- Attended an on-site meeting with Hagerman NPS staff and IDPR Thousand Springs staff to work on coordination at Billingsley VC operations December 5.
- Led service-learning environmental education programs for Riverstone School at HQ planting wildflower seeds and setting up bird nest boxes on December 13.
- Served on interview panel for Public Information Officer December 16.
- Served on a science advisory panel to review high school science student projects on water quality at Riverstone School December 18.
- Coordinated the creation of park geology reports by the Idaho Geological Survey for Thousand Springs State Park, Lake Cascade State Park, Three Island Crossing State Park, and Eagle Island State Park as part of the Natural Resource Assessment process, all received in December. This is a first for IDPR.

Feedback/Quotes from park participant at interpretive presentation led December 13 at HQ:

Hi Jamie,

It was a pleasure meeting you and experiencing your program. Thank you for impacting our kids in a positive way. The student thoroughly enjoyed their experience spreading seed and putting up bird boxes. If there are any other programs or projects we could participate in, please keep us in mind. We would love to continue to collaborate with service projects and connect them to the students curriculum, and this experience was perfect.

Have a wonderful holiday season,
Derek

Derek Wright
Outdoor Education Coordinator
Riverstone International School: Inspiring the Journey
T (208) 954-2149
dwright@riverstoneschool.org
www.riverstoneschool.org

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

AGENDA
Idaho Park and Recreation Board Meeting
February 26 – 27, 2020
IDPR Headquarters
5657 Warm Springs Avenue
Boise, ID 83716

AGENDA ITEM: **FY 2020 2nd Quarter Financial Reports**

ACTION REQUIRED: **Information Only**

PRESENTER: **Steve Martin**

PRESENTATION

Attached are the second quarter financial reports for fiscal year (FY) 2020. 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 2020 Financial Statement / Budget Status as of 12/31/2019
- Pages 3-5 – FY 2020 Y-T-D Park Operations Revenues / Expenditures
- Pages 6-12 – FY 2020 Cash Balances as of 12/31/2019
- Page 13 – FY 2020 Y-T-D Passport Program Revenue

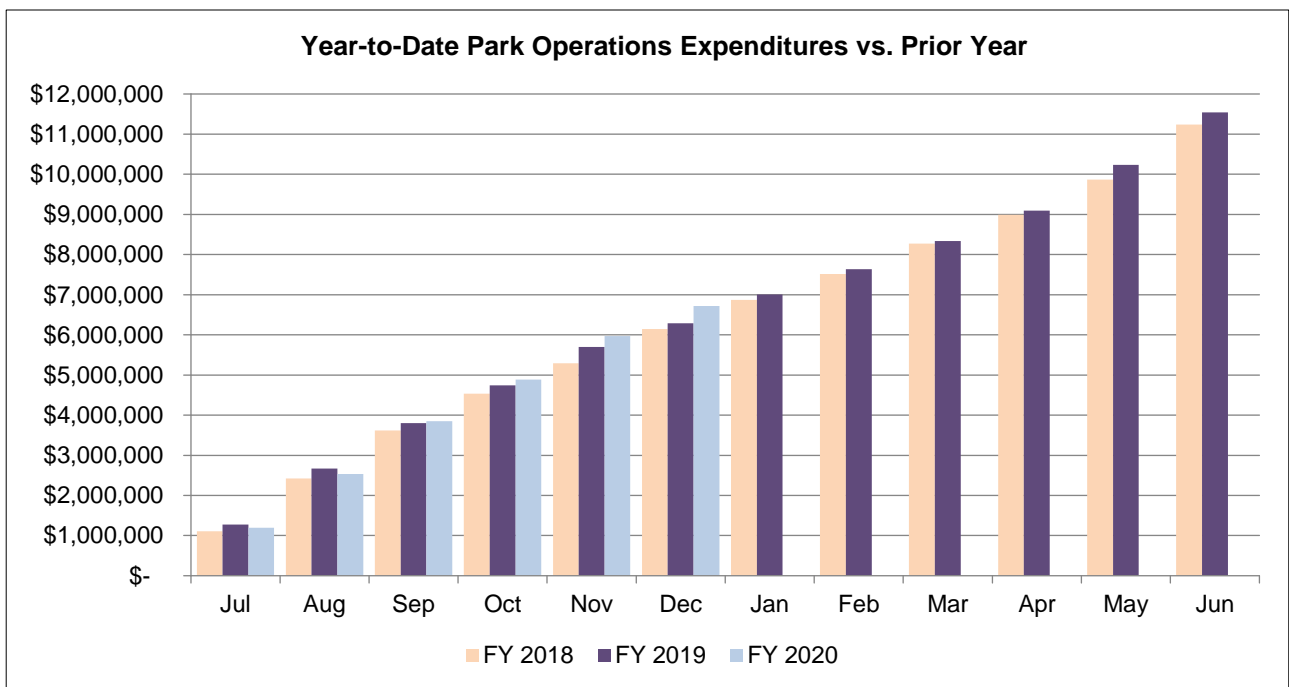
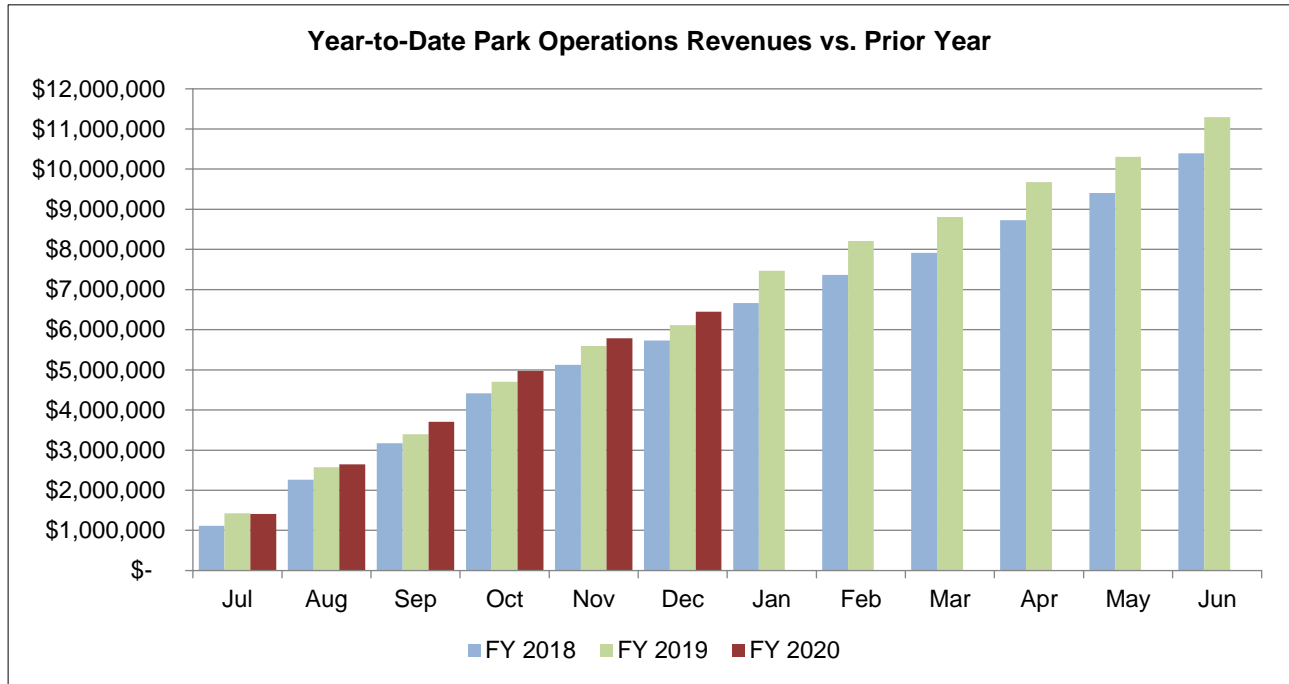
STAFF RECOMMENDATIONS

This agenda item is for information only.

**Idaho Department of Parks and Recreation
FY 2020 Financial Statement / Budget Status
as of December 31, 2019**

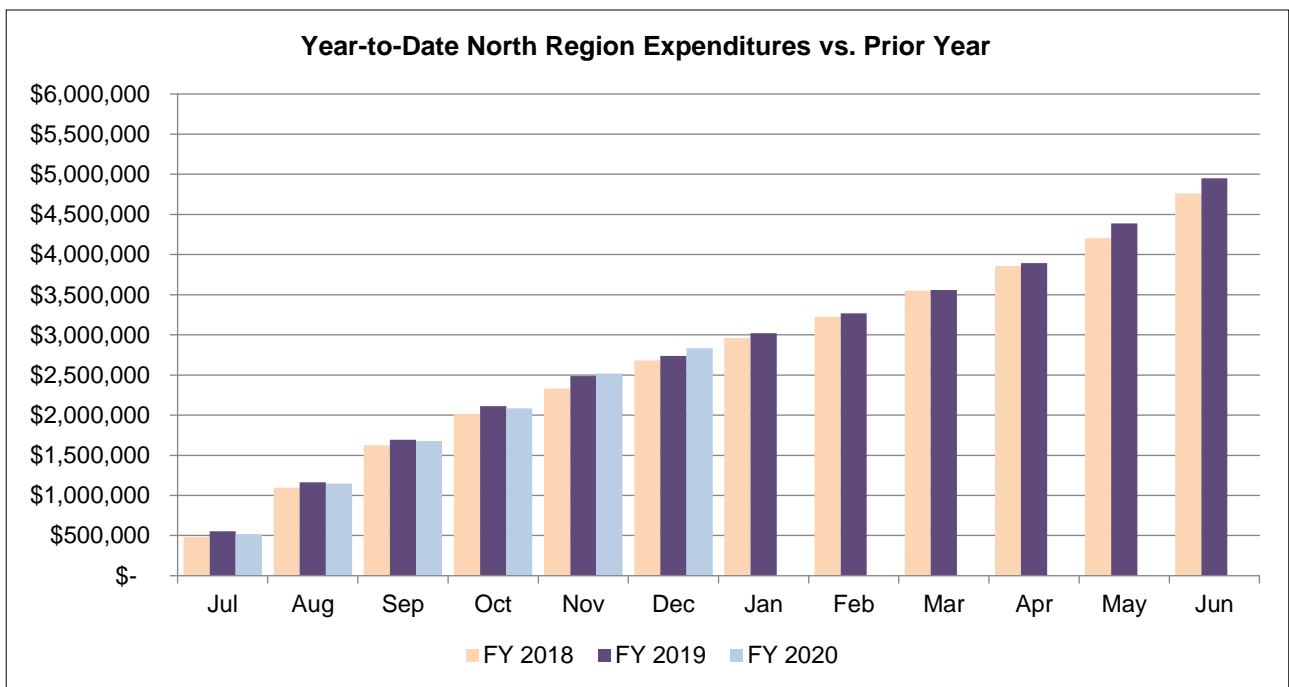
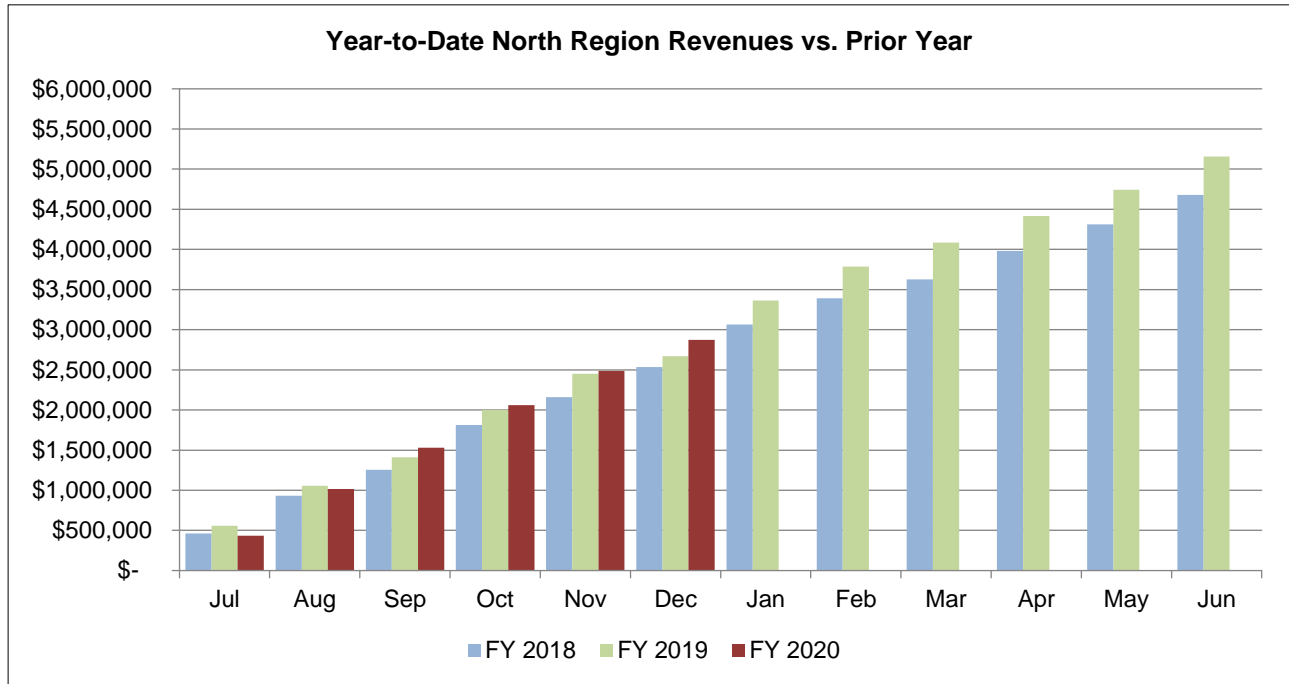
Program/Object	Appropriation	Expenditures	Encumbrances	Balance	% Remaining
Management Services					
Personnel Costs	\$ 3,157,700	\$ 1,456,053	\$ -	\$ 1,701,647	53.9%
Operating Expenditures	1,763,100	797,978	-	965,122	54.7%
Capital Outlay	84,300	56,800	-	27,500	32.6%
Trustee & Benefit	13,524,300	2,656,349	8,075,441	2,792,510	20.6%
Subtotal	\$ 18,529,400	\$ 4,967,180	\$ 8,075,441	\$ 5,486,779	29.6%
Park Operations					
Personnel Costs	\$ 10,551,400	\$ 5,308,364	\$ -	\$ 5,243,036	49.7%
Operating Expenditures	5,633,500	3,095,961	-	2,537,539	45.0%
Capital Outlay	1,748,330	355,327	-	1,393,003	79.7%
Trustee & Benefit	1,427,500	17,123	-	1,410,377	98.8%
Subtotal	\$ 19,360,730	\$ 8,776,775	\$ -	\$ 10,583,955	54.7%
Capital Development					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	-
Operating Expenditures	-	-	-	-	-
Capital Outlay	16,496,958	1,539,130	-	14,957,828	90.7%
Trustee & Benefit	-	-	-	-	-
Subtotal	\$ 16,496,958	\$ 1,539,130	\$ -	\$ 14,957,828	90.7%
Total	\$ 54,387,088	\$ 15,283,085	\$ 8,075,441	\$ 31,028,562	57.1%

Idaho Department of Parks and Recreation
Park Operations - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2019



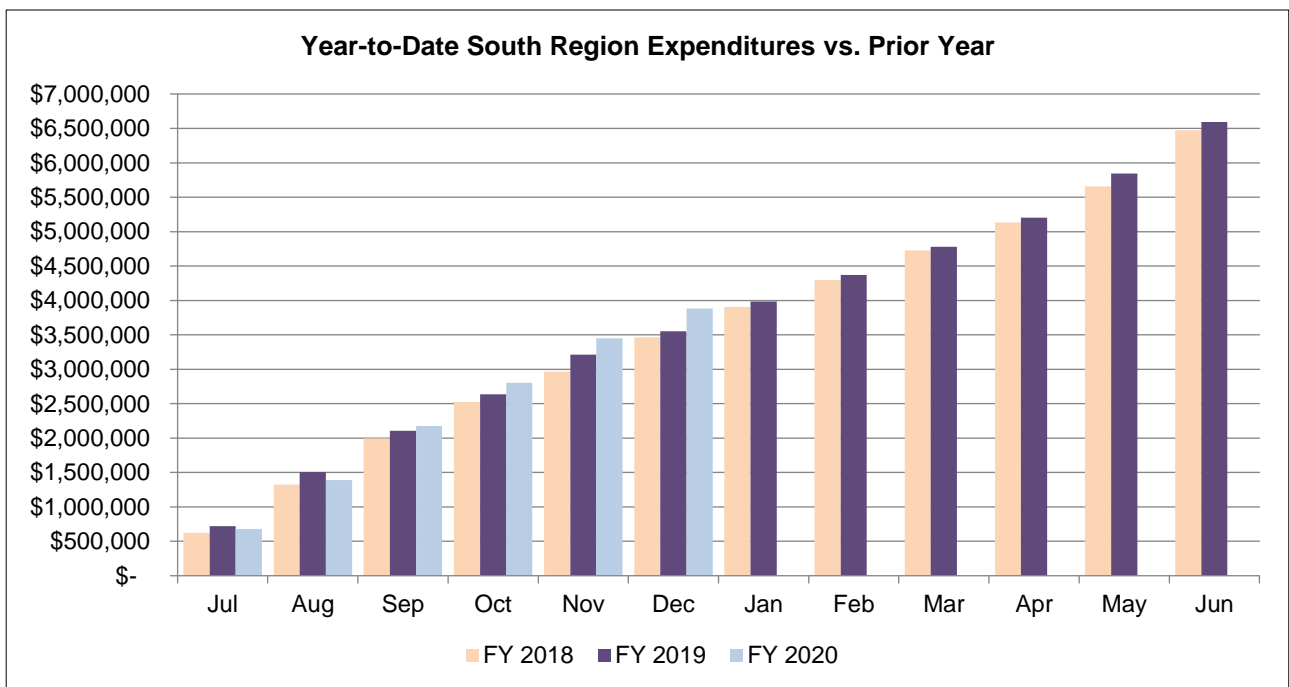
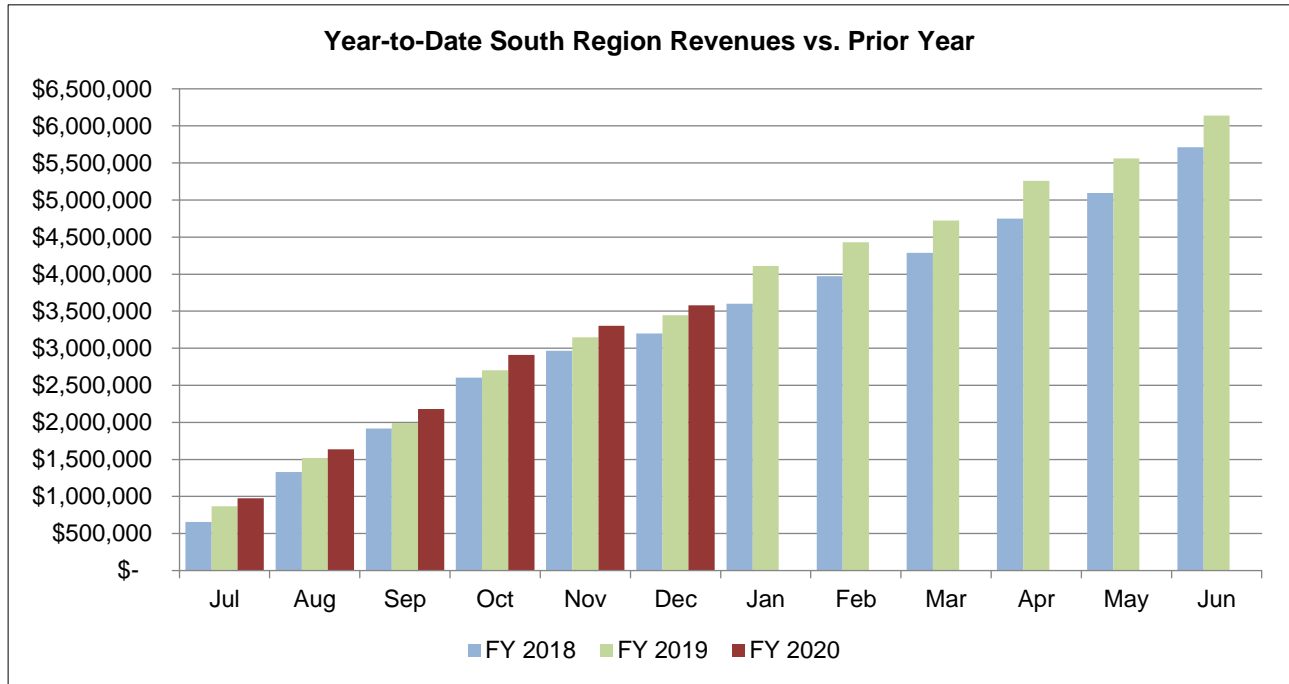
- All Park Operations fiscal year-to-date revenues are up \$336,000 (or 5.5%) compared to FY 2019
- All Park Operations fiscal year-to-date expenditures are up \$430,400 (or 6.8%) compared to FY 2019

**Idaho Department of Parks and Recreation
North Region - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2019**



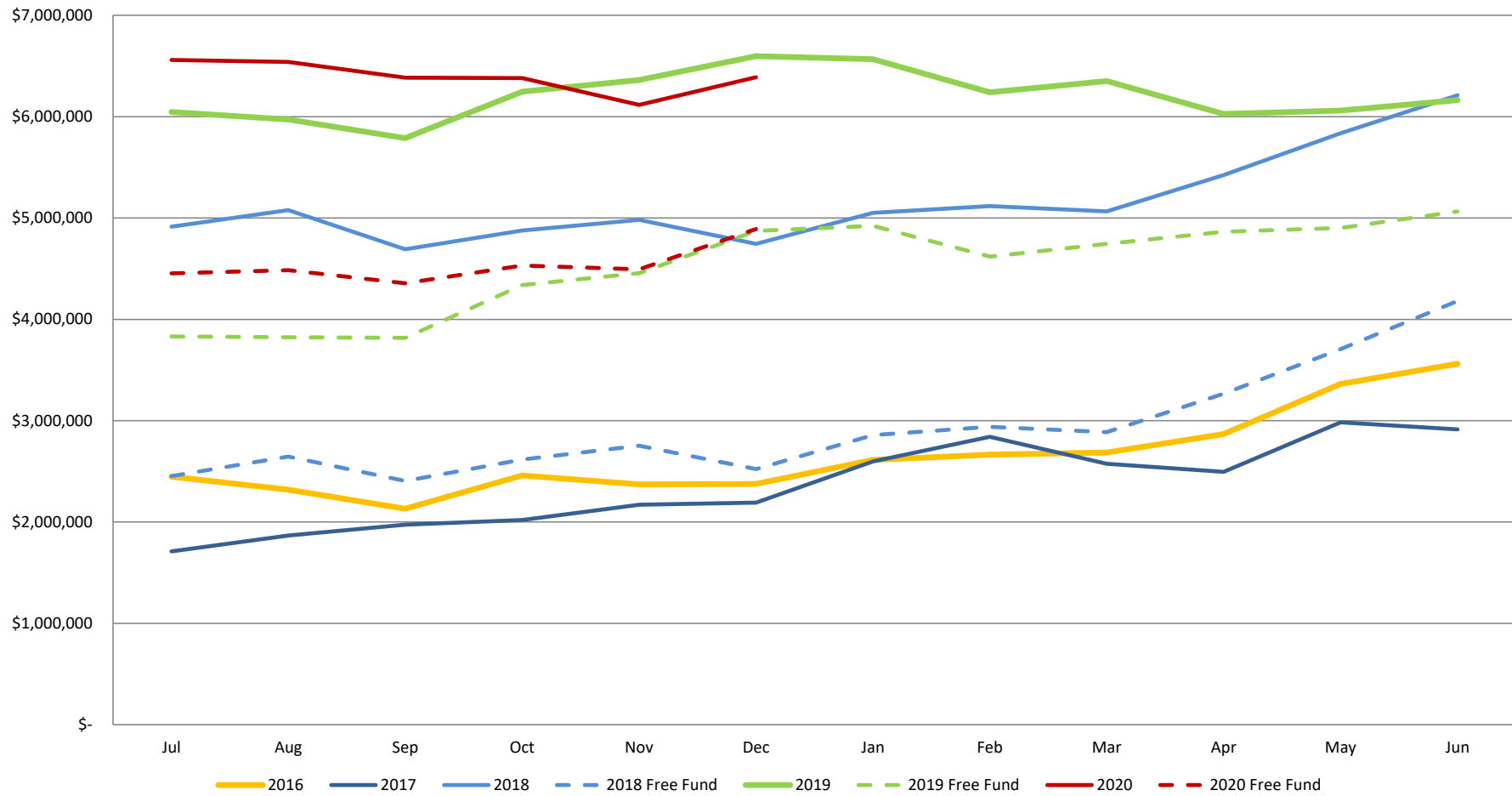
- North Region fiscal year-to-date revenues are up \$203,100 (or 7.6%) compared to FY 2019
- North Region fiscal year-to-date expenditures are up \$96,900 (or 3.5%) compared to FY 2019

**Idaho Department of Parks and Recreation
South Region - All Funds
Year-to-Date Revenues and Expenditures
December 31, 2019**

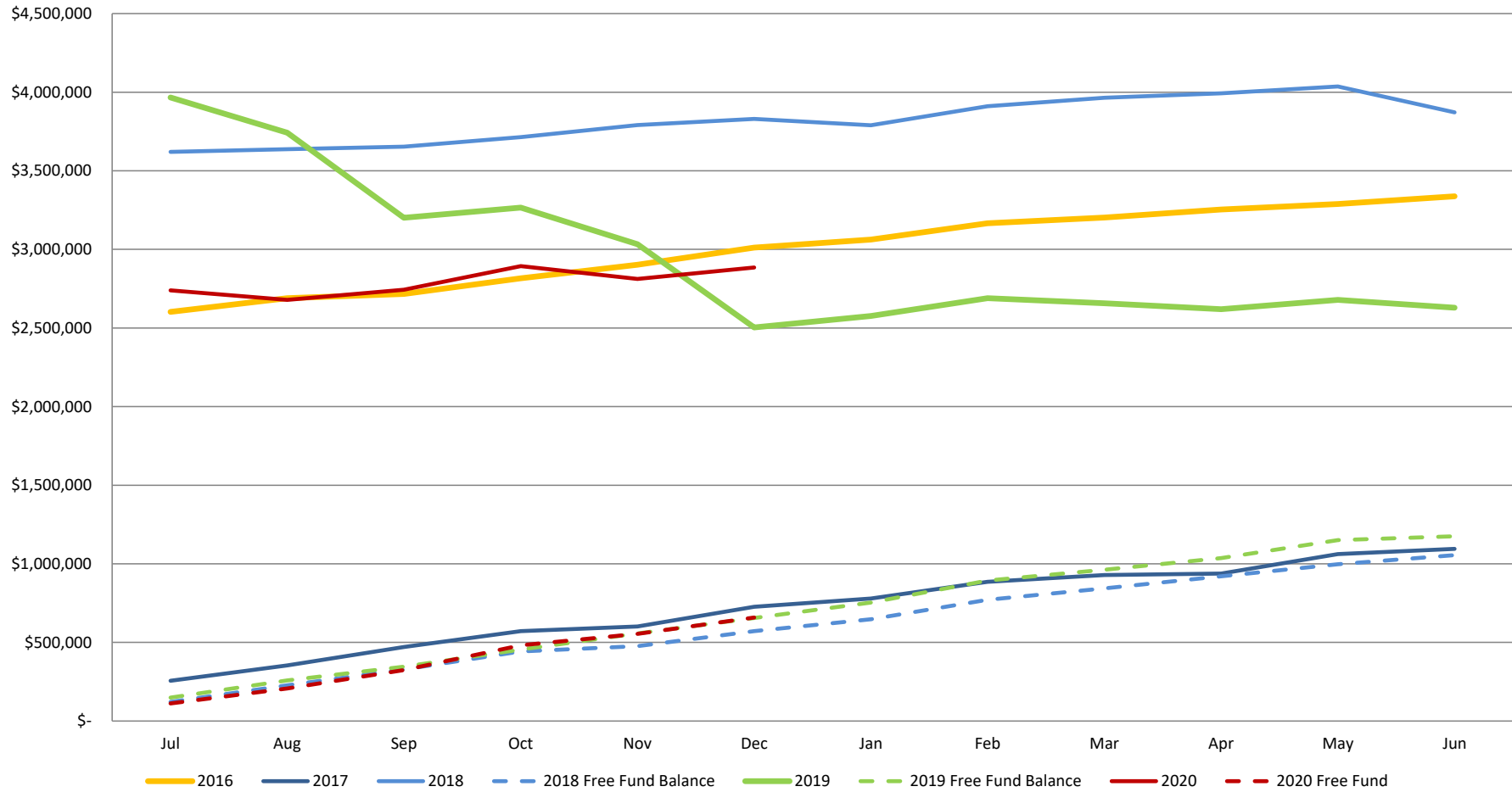


- South Region fiscal year-to-date revenues are up \$132,900 (or 3.9%) compared to FY 2019
- South Region fiscal year-to-date expenditures are up \$333,500 (or 9.4%) compared to FY 2019

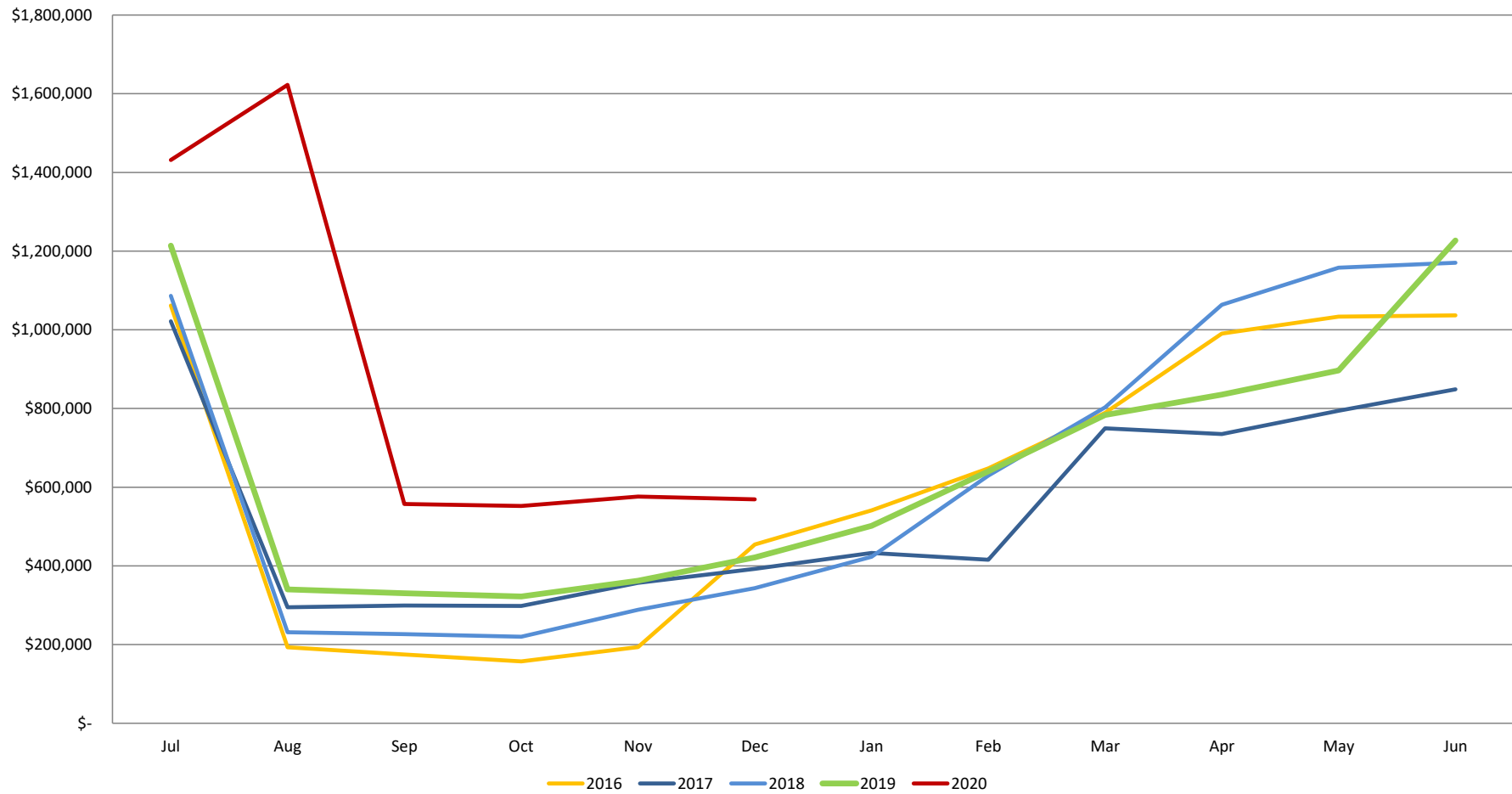
**Idaho Department of Parks and Recreation
Cash Balance Trend - Parks and Recreation Fund (0243)
December 31, 2019**



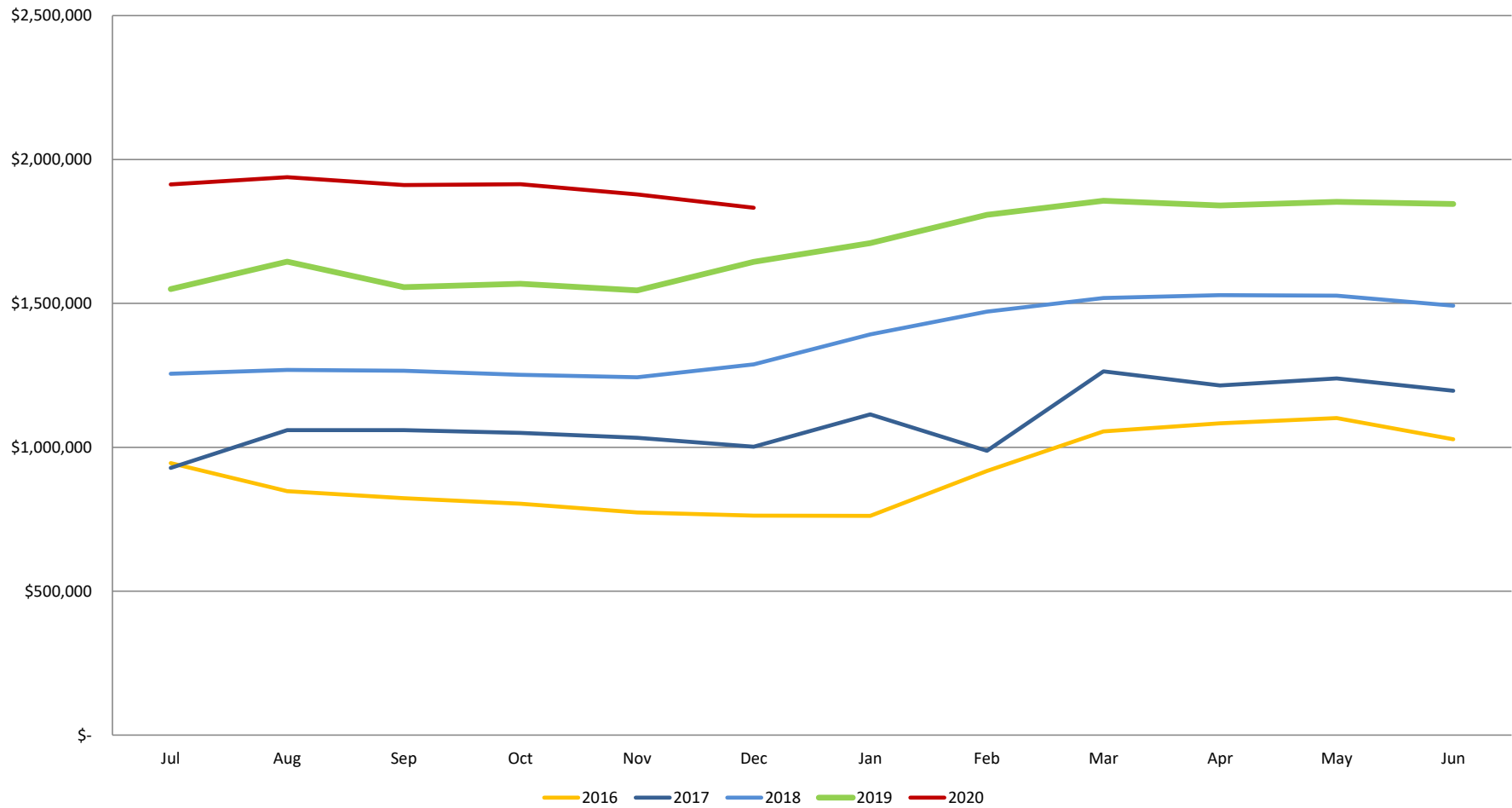
**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Fuels Capital Improvement Fund (0247.01)
December 31, 2019**



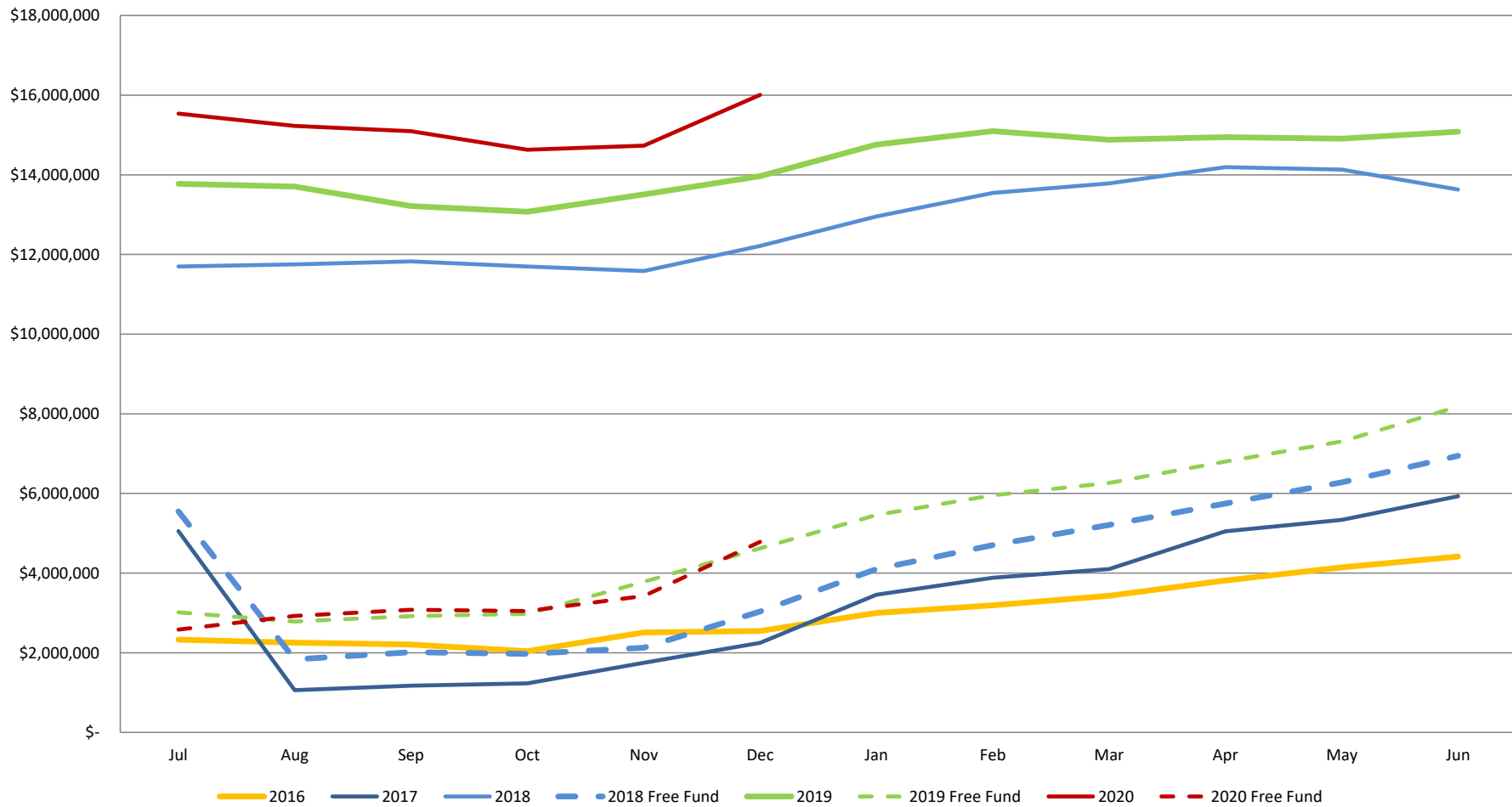
Idaho Department of Parks and Recreation
Cash Balance Trend - Snowmobile Fund (0250.03)
December 31, 2019



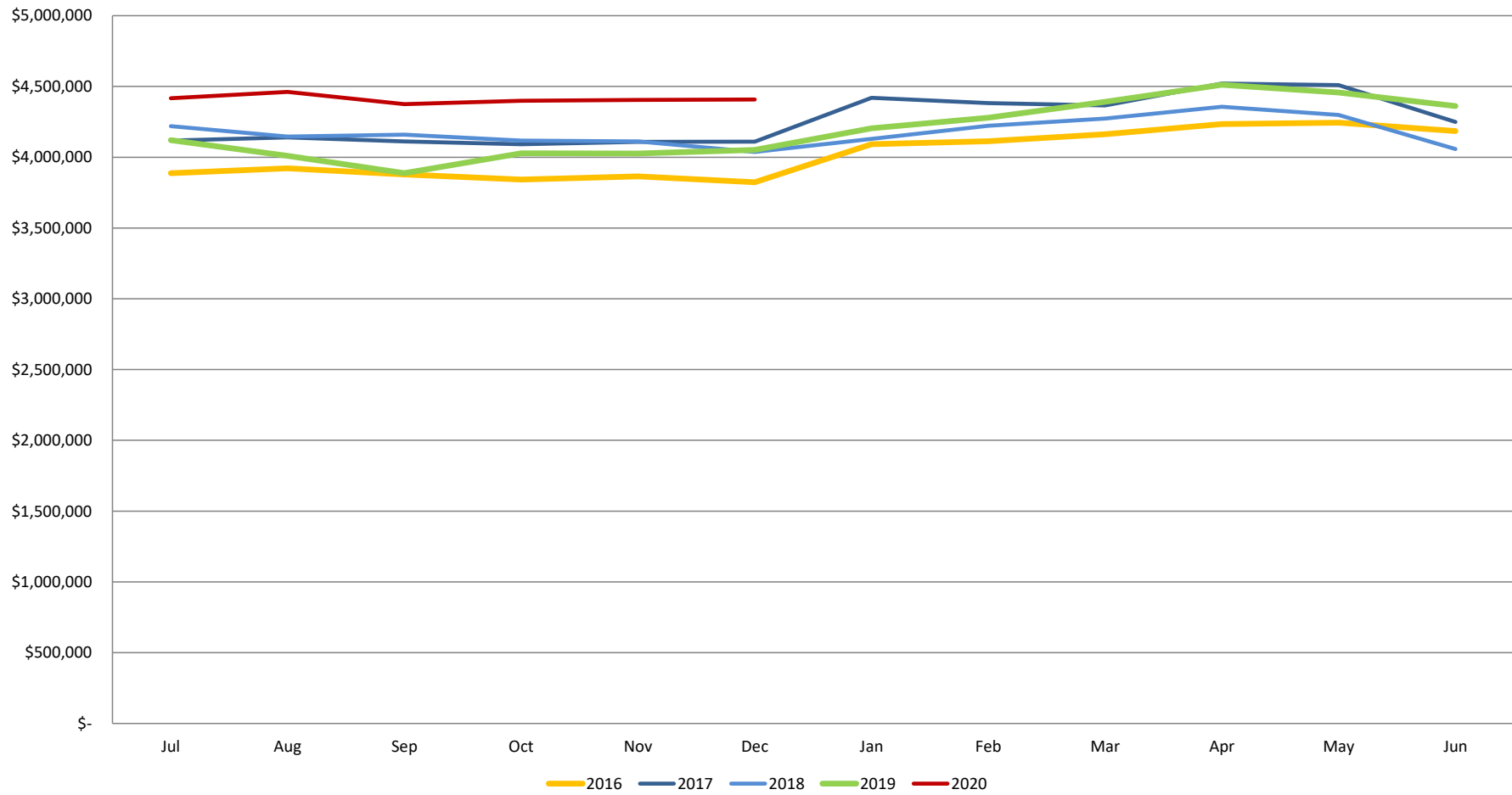
**Idaho Department of Parks and Recreation
Cash Balance Trend - Motorbike / OHV Fund (0250.04)
December 31, 2019**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Vehicle Fund (0250.05)
December 31, 2019**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Enterprise Fund (0410.01)
December 31, 2019**



Idaho Department of Parks and Recreation
Statement of Cash Balances - FY 2020
as of December 31, 2019

Fund	Description	Beginning Balance	Cash Inflows	Cash Outflows	Cash Balance	Encumbrances	Unobligated Fund Balance
0125	Federal Indirect Cost Recovery	\$ 415,594	\$ 163,816	\$ (199,086)	\$ 380,323	\$ -	\$ 380,323
0243	Parks and Recreation Fund	6,162,640	6,232,156	(6,005,888)	6,388,908	-	6,388,908
0243.02	Parks & Rec - Registration Administration	3,004,744	1,075,393	(1,387,817)	2,692,321	-	2,692,321
0243.03	Parks & Rec - Sawtooth License Plate	-	27,145	(27,145)	-	-	-
0243.04	Parks & Rec - Cutthroat Wildlife Plate	69,565	20,534	-	90,099	41,214	48,885
0243.05	Parks & Rec - Mountain Bike	111,133	19,745	(49,528)	81,350	-	81,350
0247.01	Recreational Fuels - Capital Improvement	2,628,908	896,425	(641,020)	2,884,313	-	2,884,313
0247.02	Recreational Fuels - Waterway Improvement	2,505,635	863,717	(448,417)	2,920,935	1,274,372	1,646,563
0247.03	Recreational Fuels - Off-road Motor Vehicles	3,312,218	863,717	(413,017)	3,762,918	971,757	2,791,162
0247.04	Recreational Fuels - Road & Bridge	1,878,038	454,206	(180,326)	2,151,918	335,500	1,816,418
0247.06	Recreational Fuels - Administration	476,497	588,473	(415,926)	649,044	-	649,044
0250.01	Registration - State Vessel	-	1,112,780	(1,112,780)	-	-	-
0250.02	Registration - Cross Country Ski	124,182	11,999	(33,634)	102,547	-	102,547
0250.03	Registration - Snowmobile	1,227,005	649,165	(1,307,316)	568,854	-	568,854
0250.04	Registration - Motorbike	1,845,664	448,886	(462,222)	1,832,327	23,079	1,809,248
0250.05	Registration - Recreational Vehicle	15,085,100	3,063,247	(2,141,202)	16,007,145	7,108,277	8,898,868
0348	Federal Grant Fund ¹	721,600	2,300,828	(2,281,378)	741,050	3,419,186	(2,678,136)
0349	Miscellaneous Revenue	64,226	2,000	(12,093)	54,133	-	54,133
0410.01	Enterprise	4,360,846	1,702,977	(1,656,222)	4,407,600	-	4,407,600
0496.01	Expendable Trust - Park Donations ²	312,431	46,443	(25,325)	333,549	-	333,549
0496.02	Harriman Trust	575,366	172,760	(154,315)	593,811	-	593,811
0496.03	Park Land Trust	3,742,513	101,602	(182,861)	3,661,253	-	3,661,253
0496.05	Trail of the Coeur d'Alenes	524,757	147,935	(62,835)	609,857	-	609,857
Total		\$ 49,148,659	\$ 20,965,949	\$ (19,200,353)	\$ 50,914,255	\$ 13,173,385	\$ 37,740,870

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 2020
as of December 31, 2019

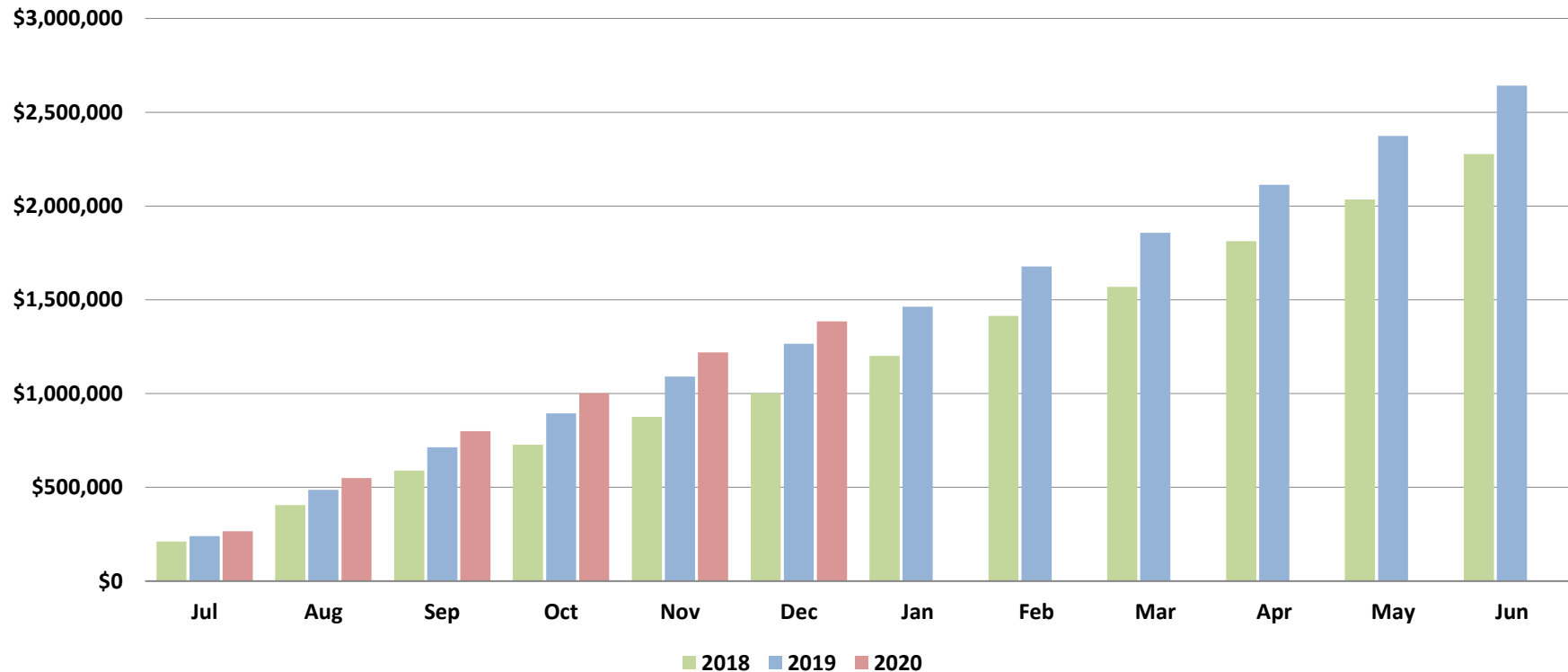
Gross Revenue	FY 2019 December	FY 2020 December	Increase/ (Decrease)	% Change
1-Year Registrations	\$ 106,770	\$ 98,940	\$ (7,830)	-7.3%
2-Year Registrations	67,040	66,680	(360)	-0.5%
Total	\$ 173,810	\$ 165,620	\$ (8,190)	-4.7%

Transactions				
1-Year Registrations	10,677	9,894	(783)	-7.3%
2-Year Registrations	3,352	3,334	(18)	-0.5%
Total	14,029	13,228	(801)	-5.7%

FY 2019 Y-T-D	FY 2020 Y-T-D	Increase/ (Decrease)	% Change
\$ 715,030	\$ 761,320	\$ 46,290	6.5%
550,040	623,520	73,480	13.4%
\$ 1,265,070	\$ 1,384,840	\$ 119,770	9.5%

71,503	76,132	4,629	6.5%
27,502	31,176	3,674	13.4%
99,005	107,308	8,303	8.4%

Revenue Trend by Fiscal Year



HUMAN RESOURCE REPORT

October to December 2019

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

HR Unit's Mission: IDPR's human resources program strives to provide the best in human resource management by recruiting highly qualified candidates as well as diverse and motivated volunteer candidates and works to maintain a work environment that is safe, respectful of each individual and clear in expectations.

HUMAN RESOURCES: Debbie Hoopes, Human Resource Officer

- Provide management of human resource and volunteer functions agency-wide.
- Volunteer recruitment and networking continue year-round.
- Recruitment is ongoing and currently highly competitive.
- Provide management training to supervisors.
- Monitor IT security training per state requirement to ensure timely implementation of CEC Pay Plan for 2021.
- Quality control review of performance management agency wide.
- Develop system to track training on respectful workplace required by DHR.
- Manage the Department's Random Drug Test Program.
- Attended DHR meetings to ensure compliance with state-wide HR guidelines
- Aid employees and managers to ensure an effective workforce.

Worker's Compensation Data for 2017-2020 (to date):

		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2017	26	\$13,673	\$204,995	\$167,952	3
2018	22	\$2,279	\$33,614	\$60,152	9
2019	24	\$4,938	\$11,159	\$32,036	11
2020	5	\$6,517	\$25,035	\$96,517	12

*Total Losses figures do not include reserves which are costs set aside for ongoing claims.

TURNOVER

Fiscal Year	Begin Count	End Count	Avg Emp	Number of Separations	Turnover Rate	State
2017	146	149	148.5	<u>13</u>	8.80%	15.20%
2018	149	147	148.0	<u>16</u>	10.80%	11.30%
2019	148	144	146.9	<u>29</u>	*19.9%	14.9%
2020	144	154	149.0	<u>6</u>	4.0%	9.7%

*11 retirements

MANAGEMENT SERVICES QUARTERLY REPORT
October 26, 2019 to January 31, 2020

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 November Quarterly Park and Recreation Board Meeting.
- Attended North Region Meeting and presented a Management Services Update and conducted exercise on Strategic Plan.
- Attended HQ All-staff Meeting and presented a Management Services Update and conducted exercise on Strategic Plan.
- Assisted Reservation and Registration Programs Manager Tammy Kolsky with interviews to select “deputy” program manager. Successfully hired Joel Taylor, formerly a Ranger at Farrugut State Park.
- Attended meetings with ITD regarding off-highway, snowmobile, and boat certificates of number and how ITD and IDPR should best move forward with modernization. Now that we are working with our vendor to enable registration functionality, the focus remains on determining the best course forward given tight timelines.
- Participated in numerous conference calls with various R&R, IT, and Fiscal staff on enabling registration functionality.
- Worked with Department Buyer, John Arnold, on getting the appropriate type and number of vehicles in the HQ motor pool fleet.
- Continued to monitor Billingsley Creek Master Plan progress to ensure it is consistent with Board priorities. Worked with Development Bureau Chief and Design Staff on detailing the budget and expenditures related to Billingsley Creek projects.

- Continued to work on developing a “Strengths” culture throughout the department. Worked with Surat Nicol, Jeff Smith, Chelsea Chambers, Kathryn Hampton, and Betty on strategies to engage field staff. Continue to attend “Love Your Work Forums” hosted by Consilio.
- Collaborated with Administrator Keith Hobbs, Public Information Specialist Chelsea Chambers, R&R Programs Manager Tammy Kolsky, and other R&R staff on how best to message upcoming changes to the registration program.
- Considered impacts to proposed amendments to Idaho Code associated with recreational activities. Successfully worked with recreation community on timing those amendments to minimize the impact on the registration modernization efforts.
- Worked with DFM on the final steps in the Omnibus Rules Reauthorization process. Presented and obtained approval of our omnibus rules at both House and Senate germane committees.
- Attended stellar training provided by IT staff on how to use our new phones.
- 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, Reservations & Registrations, Development, Information Technology, and Communications work groups.
- Attended Capitol for A Day in Parma, Idaho.
- Celebrated our first Christmas in our new home. Still plenty of room to seat 13 for dinner.

**Idaho Department of Parks and Recreation
Information Technology Department Report
October November December 2019**

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 385 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.

IT and the Registration Department-

The contract with Reserve America (Aspira) was amended to support the sale of registration products. The project is in full swing and the IDPR IT team is actively participating in the process. Ken Grover has devised a method to export 2018, 2019 and 2020 registration data from the RIS system and match the data elements in the new Aspira One data structure. To date we have successfully been sending data to Aspira One in preparation for user acceptance testing (UAT) later this spring. IDPR IT is also working on the hardware needed and working to ensure all locations have the appropriate network connectivity, etc.

IT Modernization-

Information Technology Services (ITS) presented their plan for phase two and their budget request to the legislature in early January 2020. We are now awaiting the official word if phase two is a go. IDPR IT continues to work hard to ensure the "shop is in order" and that all projects are completed prior to the change that will occur in the summer of 2020. IDPR IT is also working with ITS staff on information gathering and sharing that will help the transition occur as smoothly as possible.

Cybersecurity-

October was Cybersecurity month. IDPR IT distributed learning materials to staff and the Division of Human Resources (DHR) began a "phishing campaign". Staff are now receiving phishing emails from the KnowBe4 system and IDPR IT and IDPR HR can track who clicks on suspicious links. This information will allow us to follow up with staff and further educate them on the importance of being mindful in the modern world of technology.

Network-

Plans are being formulated to replace the existing equipment in each park location that connects the IDPR business systems securely to the State network. IDPR IT is working with the ITS network team to replace the dated Checkpoint security appliances with a newer, more robust system that will be easier to manage.

Voice over IP phone upgrades (VOIP)-

The Boise headquarters and regional offices in Coeur d'Alene and Idaho Falls have been successfully converted to voice over IP (VOIP) phones! We held several user training sessions and the new technology is being well received. To date no major issues have been encountered. The front desk, registration and reservations staff have new tools to manage call routing and handling.

IT operations team-

All users have been migrated to Microsoft Office 365. 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.

IT programming team-

In addition to the significant changes to the registration applications, IT programming staff are close to releasing the new browser-based application to access the legacy Grant Project Inventory data. This enhancement will improve the way the grants department staff manage their historical grant program data including pictures that document projects.

**NORTH REGION QUARTERLY REPORT
OCTOBER – NOVEMBER – DECEMBER 2019**

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, BUREAU CHIEF

- Participated in the monthly Cd`A Chamber Natural Resource Committee meeting; Eastside Highway District workshop to discuss the Kildrow Estates Proposal for the ESHD to Quit Claim Deed shoreline property below the estates to them; TOC Commission Meeting – discussed allowing E-Bikes and other items; Executive Staff Meeting/Conference Call; and the IDPR Fall Board Meeting presenting TOC E-Bike Class 1 and 2, Heyburn Recreational Residence Site Appealed Appraisals, and TOC Bull Run Property Donation
- Reviewed park operations with Hells Gate, Winchester, Dworshak and Heyburn staff
- Attended Welch-Comer Open House to celebrate 30 years of business and their new downtown location
- Met with IDFG and Farragut staff to discuss expanding hunting opportunities at the park; with RAMP Government's Group as pre-meeting review of issues prior to the meeting the following week with UPRR and representatives; and with Cd`A Tribe and Non-Motorized Trail Program Manger to discuss trail connector from Tekoa to Plummer
- Assessed NR vehicles and provided a status summary to Operations; developed the TOC Bull Run Property Donation, TOC E-Bike, and Heyburn Appraisal Board Agenda Items for the November meeting; amended the TOC GMPOG to reflect the approved E-Bike changes; finalized the ESHD MOU for the Cd`A Parkway Management; reviewed and coordinated the updated Kootenai County/IDPR Mowry State Park MOU
- Coordinated, hosted and led North Region All Staff Meeting; TOC Government's Bi-Annual RAMP Meeting; Hansen TOC Medimont Gift Deed for their signature; and responded to ITD letter regarding Hoo Doo land acquisition and 6f Boundary issues
- Assisted with Farragut Ranger interviews

NR MAINTENANCE CREW

- Cd'A Parkway: Spoke with Manager about project at Beacon point
- Farragut: Installed gate arms at Scott Field entrance, built forms and poured concrete gate tops for Scott Field gates; examined traffic counter on North Road; maintained roads in Thimbleberry group camp with Huber
- Hells Gate: Manager borrowed trailer for hayride
- North Region Office: Various vehicle, equipment and facility repairs; scheduled pump out of office lift station; put out ant traps in back office; finished service award plaques and sent them to Boise; sent auction forms to John Arnold for R310, R189, R248, R283, and Kawasaki mule; spoke with auction house in Boise about picking up auction vehicles; purchased wheels and TPMS sensors for R533; made plaque for board member retirement; took wood rack apart for life jacket station roofs; repaired mussel plate boxes for Dept. of AG; snow plowed and de-iced sidewalks; Attended VOIP training; reviewed Utility Craftsman applications
- Old Mission/TOC: Took mini truck in for repair and returned to the park; loaned OM the spindle sander and Wacker plate compactor; installed 12-inch lag bolts and plugged holes on Mission lower step to prevent water penetration
- Priest Lake: Replaced roof on Lion Head group camp cook shack and bunkhouse; picked up lift pump for IC store lift station; helped Assistant Manager dig up and fix sewer leak at Indian Creek VC; spoke with Assistant Manager about another sewer leak
- Round Lake: Picked up new table boards from Whiteman's Lumber and delivered to park; planed table boards
- Various Parks: Signs

NR OFFICE STAFF

- Assisted TOC Manager with invoicing and researching leases
- In-depth training of our seasonal on TOC Leases
- Kept website and internal calendars updated with park events and activities
- Facilitated North Region meeting at an off-site location

PRIEST LAKE STATE PARK – LONNIE JOHNSON, PARK MANAGER

Customer Service

- Store remained open on weekends with new merchandise for campers and visitors
- New park ranger hired in November, we are now fully staffed
- Staff kept Thanksgiving holiday campers and cabin users happy after windstorm knocked out power for two days
- We were able to groom the cross-country ski trails at the end of December

Park/Program Usage

- The park usage slowed down this quarter, however cabin use on weekends remained busy
- Weather played a role in the usage being down in December. Little snow and rain kept visitation low. Cabin reservations were cancelled for the holidays because of bad weather

Program Services

- None reported

Preservation of Natural, Cultural, and/or Historical Resources

- None reported

Staff Training

- Three staff members attended a one-day Child Abduction training in Coeur d'Alene

- All staff attended the two-day North Region Fall meeting in November

Strategic Plan Actions

- None reported

Park Manager's Narrative

- North Region maintenance crew installed the new metal roof on the Lionhead group camp bunkhouse
- Septic issues dealt with for the store septic system
- Manager attended the snowmobile groomer meetings
- Windstorm hit the Priest Lake area on November 26 and 27, knocking out power for almost two days. Staff worked and removed downed trees and tried to keep all the cabin campers relaxed as well as the large RV camping group who arrived for a Thanksgiving campout. Power returned on November 28 at 5:45pm. Thanksgiving was saved!
- Staff attended snowmobile groomer meetings in Coolin

ROUND LAKE STATE PARK – MARY MCGRAW, PARK MANAGER

Customer Service

- Visitor Center hours and staffing levels were reduced this quarter
- Park staff provided regular updates to phone and web services to keep customers informed of operational changes for the current season

Park/Program Usage

- The Park was busy the first part of October and as the temperatures turned to freezing, camp use slowed down. Day use stayed busy, mostly fishing and hiking
- The first part of November saw cold temperatures, later warming up to keep the day use hikers/dog walkers coming to the park
- Warm temperatures kept the day use hikers/dog walkers coming to the park in December. The lake has not frozen and no snow eliminated winter activities

Program Services

- We had a private school, day long field trip during October
- We had a few requests for loaner backpacks and other educational resources to be loaned out to schools to be used in the classroom. We were able to accommodate these requests

Program Type	No. of Programs	No. of Attendees
Experiential Programming	1	62
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	1	58
Special Events	0	0

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 hazard trees to make way for site re-alignments and replanting trees in strategic locations
- Cyanobacteria was found in the lake as the lake was turning over this fall. I followed up with DEQ and Panhandle Health in compliance with the Idaho harmful algal response plan. No action was taken due to the late season activities and probability of causing no harm to humans

Staff Training

- Manager and Ranger received Strengths training during the North Region meeting
- Ranger prepared for the upcoming State Park Leadership training program in January

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. (Objective #5)
- We worked with DEQ & Panhandle Health regarding public safety and blue-green algae found in the lake this fall. (Objective #5)

Park Manager's Narrative

- Staff continued monitoring the lake for Blue-green algae as part of a citizen science with NOAA
- Idaho Dept. of Agriculture boat inspectors had roving inspectors in the park thru the second week of October
- 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 have worked on the fuel reduction project on the north side of Dufort Road
- Hazard tree survey was completed. Local volunteers were on hand to help with hazard tree removal clean up
- Manager graded Ranger applications for Bear Lake
- Manager has been working with Development to get the interior of the water tower re-painted
- Manager has been working with Friends of Scotchman's Peak to organize the winter tracks program
- Construction of the new shelter continues; basic construction is complete. Contractors will return in the spring to complete the finish work. All the new picnic tables for the shelter have been assembled and placed
- Numerous trees were blown over during a windstorm in December. Work continues to clean up the brush and trees

FARRAGUT STATE PARK – RANDALL BUTT, PARK MANAGER

- Customer Service
Farragut has arrived at the point where it is time to implement the changes of going from growth, to management of providing services while balancing impacts to the resource and the visitor experience. A number of parts of this have been listed in prior monthly reports and are tied directly to the work the park staff have done to gather public input the past three years
- This summer the park's main focus has been to begin addressing those areas where capacity is being met and at times exceeded. The most prominent areas for this are Beaver Bay Beach and the Eagle Boat Launch during July and August. With summer temperatures, demand for water access peaks during these months and use exceeds the design of the available shoreline areas.

Park/Program Usage

Group Use	No. of Groups	No. of Attendees
Farragut Junior Ranger Station	0	0
Museum at the Brig	0	0
Group camping or day use events	10	1895

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	2	24

Preservation of Natural, Cultural, and/or Historical Resources

- Because of the increase in use of the park due to local population growth and more park facilities, greater attention is being paid to protecting the resources of the park. Significant impacts from use is seen in campgrounds that affect the trees within them (hammocks hung from trees damaging bark, people chopping on the trees, compaction around roots from use), the high occupancy numbers need to be addressed to allow the resource to handle such use. Removal of companion sites in Whitetail is one step needing to be implemented by the Department
- 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 winter resource work has started in conjunction with IDFG as they do a similar prescription on their ownership in the shoreline area. That sale was sold at auction and work began in December. This project impacts an area of over two miles of shoreline from the Viewpoint east to Beaver Bay Beach.
- Additional work is being scheduled for Whitetail campground as significant losses of ponderosa pine trees are occurring there. Some work may be needed in Snowberry Campground as insect damage is increasing there
- Soil erosion along the peninsula at Beaver Bay Beach in Farragut is being addressed as part of the resource work parameters. In December large rock was added to the lake side of the peninsula to reduce erosion caused by both boat (especially wake boats) and wind. This project is expected to be completed in the spring
- Insect spraying is now occurring regularly for Whitetail restroom, Locust Grove restroom and the visitor center as Velvet Tree Ants have infested and are impacting the internal framing. There is also a quarterly preventative bed bug spraying of the cabins

Staff Training

- All staff attended the North Region meeting
- Ranger attended two 8-hour classes to begin the process of obtaining Water System licenses

Strategic Plan Actions

- 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. 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
- Since the Department has been unable to yet secure funding to provide for the central entrance the Park will be proposing an interim, single access contact station entrance based on South Road. This will utilize the same principle as the Central Entrance concept for Brig Road but serve the interim period until the Brig Road/Highway 54 improvements can be made. This will require closing of the Locust Grove entrance (converting to a trailhead) and all traffic to the south side of the park will go through contact stations located on South Road. This will immediately address summer fee compliance issues that have become time consuming for staff

as well as provide information to users upon entry as to the status and availability of park facilities

Park Manager's Narrative

- IDFG requested consideration of expanding hunting within the park and WMA boundaries. Because of the short timeframe for changes to the hunting regulations and lack of public involvement, the proposal will be delayed until public involvement can be accommodated. During December IDFG had given permission for a trapping application to proceed on the Wildlife Management Area portion of the park (northern 1200 acres). Park staff have serious concerns about public response to trapping within recognized park boundaries and the potential for bait set for coyotes will draw pets into the traps. Additional discussions are expected

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

Customer Service

- In November early arrival of migrating bald eagles also coincided with increased public visitation in the Higgins Point area. This demonstrates the value users put on access and road conditions in using our areas
- Artwork restoration is ongoing with only painting and sealcoat remaining, due to weather conditions the artwork has been covered for the winter until conditions allow for final coats to be applied in warmer weather

Park/Program Usage

- Normal seasonal use patterns, reflecting peaks in visitation during good weather and limited use due to adverse summer weather
- November and December had above average visitation due to early arrival of bald eagles for their fall migration stopover in the Wolf Lodge arm of Lake Coeur d'Alene. These eagles actively feed on spawning beds located near Higgins Point and to the west along the lakeshore. Newly paved road, ease of access, parking and having close proximity to the eagles brought out higher numbers of spectators than normal. The increase will not be seen in visitation numbers as the Parkway visitation numbers are based on a boat ramp counter and then a formula that is applied by Boise staff

Group Use	No. of Groups	No. of Attendees
Group camping or day use events	0	0

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 under our MOU with them. At Beacon Point one bench now has erosion up to the front of the concrete base, park staff are prepping the area for repairs. And a one-thousand-foot-long section is creating hazardous conditions at and to the west of the Osprey Trailhead site
- Erosion is also present along the access road to Higgins Point, but this is associated with the Interstate 90 corridor and beyond our ability to address. Future failure will require involvement of ITD and IDL for repairs
- Erosion over the past two decades have compromised shoreline facilities at Higgins Point and from the large parking lot located east of the Higgins Boat Launch where the access trail now ends abruptly. At Higgins Point loss of shoreline has created steeper slopes where tables and

grills had been rendering them to limited use, as well as the south moorage dock no longer can be accessed without stepping into the water to reach the gangway. Multiple actions will need to be taken to return the areas to full public use

Staff Training

- All staff attended the North Region meeting

Strategic Plan Actions

- 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

- An MOU with East Side Highway District for the Cd'A Lake Parkway has been completed and signed
- A request has been 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. The recognition of this need within the area of City of Cd'A ownership resulted in IDPR not doing any maintenance because of liability concerns, until an MOU could be entered into
- Residents in the Steamers area of the trail are petitioning ownership be granted to them from ESHD. At this time questions are being raised if they have riparian access and therefore rights to the docks they have installed. They see being given ownership the simplest solution and are offering an easement in return. At issue is apparent ownership of a stretch of land by the State of Idaho that would preclude them having upland ownership and riparian access rights. Park staff have recommended that ESHD look at grandfathering in the current docks and riparian access and then keep the remaining ownership so public access can be provided. The Steamers parking lot is at this site as well as sanitation, this would allow for both shoreline and public dock placement and access. Such public shoreline access would be the only area east of Coeur d'Alene until one goes out three miles to Beacon Point

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

Customer Service

- Weather unseasonably cold and snowy for part of October. Park hosted the Immaculate Conception annual pilgrimage and indoor mass along with several large school groups. One vigil event was hosted at the park
- Weather unseasonably warm and rainy throughout December. Park relocating snow and plowing as needed

Park/Program Usage

- Visitation numbers decreasing in October and November. Many people are coming before the park is open and after it is closed and not paying fees at the self-pay station. Numerous visitor complaints about the lack of parking for large vehicles/buses/RVs and overall lack of parking spaces
- Good use numbers in November before and after the Thanksgiving holiday
- Visitation numbers good for December

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	Immaculate Conception Pilgrimage and Mass	76
Interpretive Programming	8 - Tours/Programs 294 - DVD 186 - Exhibit	431 951 890
Jr. Ranger Programming	214 - Books 192 - Badges 9 - Programs	213
School Programming	7	446
Special Events	Outdoor Vigil for the Healing of the Earth	100

Preservation of Natural, Cultural, and/or Historical Resources

- Staff working to reduce debris and trim back trees and shrubs around the visitor center and historic cemetery
- North Region Maintenance Crew repaired split step at the Mission
- Parish House interior painting completed, displays replaced and building opened in December. Mission lighting project completed, and LED candles used during the holiday to recreate the historic use of candles.
- Backup generator system for Mission fire suppression system and security completed.

Staff Training

- Backhoe operation training for Ranger
- Manager and Ranger attended North Region fall meeting and Strengths Finder training

Strategic Plan Actions

- None reported

Park Manager's Narrative

- Vigil for the Healing of the Earth held at park. Several groups threatened to protest but did not show up the day of the event
- Visitor Center closed for several hours while local deputies searched for a person that had evaded them and had been seen at the park
- Shared retail sources with Idaho State Historical Society Museum
- Manager participated in Idaho Heritage Trust grants review for Region 1
- Mission donation (2) polaroid photos from 1958 that show mission foundation exposed.
- Docents from St. Mary's in Stevensville, MT visited the park. St. Mary's is a sister mission to the Cataldo Mission. Many of the same brothers and priests were involved in the building and operation during the early years
- Generator shed built, propane tank placed, generator placed and wired. New electric panel installed and rewired. Project complete
- Working to even out temperatures and humidity with new HVAC system. Temps are too low. Airtech and factory rep on site to resolve and after numerous hours on the phone reloaded the system and several visits got it working
- Coeur d'Alene Doll replicas for Sacred Encounters Exhibit received at the park. Stands for doll replicas are being fabricated by park staff
- Parish House interior paint project completed, displays and artifacts replaced and building opened

- Mission lighting project completed. LED candles used for holiday season. Christmas lights installed around visitor center and on large pine tree in front of the Parish House. Additional lighting streamed to the Mission exterior and oculus window lighted for holiday season

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

Customer Service

- This season we have issued 1159 OPDMD permits for E-bike use on the trail
- Use numbers remained steady
- Two downed trees were removed – one due to wind, another to beaver activity
- Bollards pulled between Wallace and Mullan for winter recreation use
- Staff focused on plowing trailheads and clearing debris from winter storms

Park/Program Usage

- Wallace – 4598
- Harrison – 5584
- Enaville – 5938
- Kellogg – 4993
- Trail busy on nice, warm days.

Program Services

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

Preservation of Natural, Cultural, and/or Historical Resources

- Manager and Ranger completed the monthly trail inspections with Arcadis

Staff Training

- Manager and Ranger attended North Region fall meeting and completed Strength Finder training

Strategic Plan Actions

- None reported

Park Manager's Narrative

- Continued to work through encroachment issues at Smelterville, Kellogg, Wallace, Enaville, and Medimont
- Worked with IDFG concerning Gene Day Pond, and Black Rock Slough Project
- Manager and Ranger conducted monthly trail inspections
- PHD sign installation at Harrison and Schlepps
- Manager participated in biannual Trail commission meeting – discussion included Ebike classification, interactive map, PHD signs, Gene Day pond restroom cover and signs. Commission approved classification and adoption of Class I and Class II electric bicycles
- Final approval received from IDPR park board for electric bicycle use
- Snow pole markers installed between Wallace and Mullan for winter recreation use
- Park notified that the TOC is part of Rails to Trails 2020 calendar promoting the Great American Rail Trail
- Manager met with HMH engineering regarding proposed Wallace, Sixth Street bridge replacement

- Manager participated in Pre-RAMP conference call with EPA, DEQ and IDPR
- Park boundary posting at Black Lake/Grays Meadow completed
- Manager participated in biannual RAMP meeting with government group, Arcadis and UPRR – discussion included access controls, ACP conditions, barriers, and projects on trail
- Manager completed annual RAMP report and compiled all other agency reports into one report and submitted to the Government Group and UPRR
- News release for the approved use of Class I and Class II electric bicycle submitted – collaborated with Tribe. Manager fielded questions concerning news release and use of electric bicycles
- Bohemian Knot Weed (noxious weed) removal at Smelterville and Latour Creek by hand
- Vandalism along trail near ccc road at Cataldo – 3 posts of the post n chain damaged and repaired
- Medimont property (Hanson donation) surveyed. Title for donated property completed

HEYBURN STATE PARK – RON HISE, PARK MANAGER

Customer Service

- Hawley's Landing campground stayed open through October. The visitor center was open Monday – Friday 7:00 to 3:30. Hawley's Landing campground was winterized, and both horse trailheads were open until November
- Staff continued to maintain the facilities that we do have open throughout November. Staff has also been keeping trails open and maintaining the boat ramps for the waterfowl hunters
- New cottage leases go into effect on January 1, so staff has been busy working through lease issues and answering questions from leaseholders. The new insurance requirement has been the biggest time-consuming issue

Park/Program Usage

- October was cooler and wetter than normal with almost 2.5 inches of rain. Day use and camping dropped off considerably towards the end of the month. Waterfowl season started October 12, and there seemed to be plenty of ducks as well as hunters. The lake dropped more than 2.5 feet from summer level and boat launch use was tougher for bigger boats.
- Quite a few duck hunters have been hunting the marshes and shorelines around the park. We still had people renting our cabins and cottages throughout November
- December waterfowl season brought in many users. Staff issued an unusual number of surcharges to hunters
- Milder than normal weather had people out to use our trails

Program Services

- The CDA Tribe's water potato days were held at Hawley's Landing October 21 – 24. Approximately 380 school children from the surrounding area participated to learn about natural science and Tribal culture and traditions

Preservation of Natural, Cultural, and/or Historical Resources

- None reported

Staff Training

- Ranger attended the 16 hour "Exam Review Class for Wastewater Treatment Grades 1 & 2", held in Heyburn Idaho. He scheduled his Wastewater Treatment Operator 1 exam for December
- Two Park Rangers attended the 8-hour training on child abductions
- Assistant Manager applied to renew his herbicide license with the Department of Agriculture
- Ranger attended a 2-hour Respectful Workplace training in Lewiston

Strategic Plan Actions

- None reported

Park Manager's Narrative

- Manager and Development staff met with the electrical engineers designing the electrical upgrades at the Rocky Point Marina to look over preliminary drawings
- Manager met with Development staff and an architect to discuss the replacement of the Chatcolet cottage
- Manager attended the Trail of the CDA's Trail Commission meeting in Plummer and the Benewah County Local Emergency Planning committee meeting in St. Maries
- Manager completed the 2022 CIN/Maintenance needs list for the Park
- Park Manager met with Development staff to discuss the future use of the Rocky Point Lodge and the site improvements for the Chatcolet campground
- Mailed out the new cottage leases to all the lessees
- Manager met with our wild rice harvesting contractor to discuss his first-year harvesting rice in the park

MCCROSKEY STATE PARK – RON HISE, PARK MANAGER

Customer Service

- Staff continued to monitor and maintain facilities
- Staff time in the park was reduced since use is down

Park/Program Usage

- Camping use during the first week of hunting season was down from past years. Hunters like to use the park for their base when they hunt the surrounding public and private lands. This year we only had two camps in the park on opening day
- The park water system was winterized for the year. Cooler weather and some snow shortened our season
- Park usage declined in November. There were a few hunters passing through
- December's mild weather allowed more people than usual to use the park

Program Services

- None reported

Preservation of Natural, Cultural, and/or Historical Resources

- None reported

Staff Training

- None reported

Strategic Plan Actions

- None reported

Park Manager's Narrative

- The manager completed the 2022 CIN/Maintenance needs list

HELLS GATE STATE PARK – CHARLIE CHASE, PARK MANAGER

Customer Service

- The Lewis and Clark Discovery Center was open seven days a week from 8:00-4:00. The marina store, operated by Snake River Adventures, closed for the season in October. Jack O'Connor Center is now closed on Mondays, open the rest of the week Tuesday-Friday, 10:00-4:00 and Saturday-Sunday, 1:00-4:00

Park/Program Usage

- Camping was greatly affected by the closure of the Clearwater and Snake River steelhead fishery. The camper cabins were occupied just over one third of the time which is a 10% increase over 2018. Full hookups were occupied about 81%, partial hookups had 53% occupancy, Cottonwood Campground was occupied 17%, and Hells Gate Marina was occupied just over 15% down about 1.5% from 2018

Program Services

- Special Event –Haunted Hayride

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming	2	25
Jr. Ranger Programming - books	24	
School Programming	5	100
Special Events	1	1,362

Preservation of Natural, Cultural, and/or Historical Resources

- Leaf pickup continued throughout the winter to preserve the grassy areas of the park

Staff Training

- Assistant Manager attended the two-day North Region meeting

Strategic Plan Actions

- We continued to work with the Development Bureau to complete plans for dredging and moorage replacement

Park Manager's Narrative

- Knife River Corporation finished pavement repairs along the main park road to Cottonwood Loop and all around the lower Marina Parking area next to the boat launch. The micro sealing and painting were completed. The lower marina parking lot looks fantastic. Assistant Manager made the effort to apply for this grant through the Federal Lands Access Program
- About one half of the Day Use parking lot was crack sealed by A to B Enterprises. This was the only company that submitted a bid for the work to be done
- The 11th Annual Haunted Hayride was a success again this year. Administrative Assistant headed up the annual event and things went well. Thank you to all the volunteers that decorated and 'haunted' the 1362 passengers, the drivers, and the sponsors. This year's hayride showed an increase of about 400 riders. An unloading area was used for the first time this year away from the loading area. This sped up the process. We have reached the maximum number of riders, unless we can find longer trailers to haul more passengers. I will investigate two of the local trailer manufacturers and see if they would be willing to allow us to use some of their longer trailers. Six of the current trailers could only haul about 23 people, while the two large trailers could take 40 and 30 people respectively
- November was a quiet month. Leaf disposal continued and will continue for quite a while. Ranger and Manager replaced an old leaking valve in the Day Use area. This should cut down our water and sewer bill substantially
- Ranger discovered an old septic tank or cistern located within the Day Use area, that had collapsed and created a large sink hole. The tank was constructed out of bricks and mortar and was filled in using a mixture of sand and gravel. This is the second tank discovered near the old homestead on the north end of the day use area
- A large crew from the Idaho Youth ChalleNGe arrived November 22 and started removing vegetation from under the bridge on Tammany Creek. Assistant Manager supervised and five loads were removed to the burn pile

- December centered mostly around the marina. The old mooring docks were moved to the north end of the marina by Harrison Dock Builders. At the end of the month, we discovered a possibly abandoned boat had sunk next to the handling dock in front of the marina store. Petroleum containment booms were placed around the boat and at the north end of the marina to try to keep the leaking gasoline from entering the Snake River. Park staff worked with Bureau of Communications, DEQ, Army Corps of Engineers and the Nez Perce County Disaster Response to help contain the spill

WINCHESTER LAKE STATE PARK – STEVE KUSKIE, ASSISTANT PARK MANAGER

Customer Service

- October proved to be an unusually cold month. With a foot of snow coming and going, we saw very few visitors. The yurts saw use early in the month with a couple cancelations near the end mostly due to weather
- November's mild weather allowed folks to continue using the yurts without the need to battle winter weather. They were occupied most weekends. Our camping was minimal, if any. Folks were fishing now and again, but most have put away their fishing poles while others are readying the ice gear. Overall, the park was slow in November
- December saw an ebb and flow of customers as the cold, winter weather gave way to unseasonably warm temps. Near the end of the month, a couple small storms brought in some snow and the temps dropped to more December like numbers. Ice fishing is slow, minimal ice has kept most folks on the docks. Holiday weekend had the yurts full, with slow use throughout the month

Park/Program Usage

- Our Deluxe yurt had a 16% usage rate while the other three averaged 25%. Our serviced sites were winterized and closed October 1. Our standard loop sites had 4% usage
- We had Winchester's Mayor organize a "Mayor walk" with our park Interpreter for Walk-Tober-Fest
- Our Yurts had a 17% usage rate for November. Our standard loop had two campers for one night each
- Our Yurts had a 13% usage rate for December. Our standard loop had three campers for one night each

Program Services

- Special Event – Mayor Walk

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		
Jr. Ranger Programming (Saturday a.m.)		
Jr. Ranger Programming	Self-Guided	3
School Programming		
Special Events	1	25

Preservation of Natural, Cultural, and/or Historical Resources

- Natural: October offered time to continue the ongoing thinning effort. We had IDL thinning a large section of fish and game land where most of our trails run. They were able to burn the last week of September bringing that project to a close. We also partnered with the Nez Perce tribe fire management to get some thinning done within the park. Park staff has been able to thin along the entrance way with the help of the department's Natural Resource Manager. The majority of this has been cleaned up through chipping or removal. A meeting was held with

IDPR's Natural Resource Manager and the Craigmont IDL to begin producing a burn plan for the treated areas within the park

- Cultural/Historical: 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. There was an interpretive panel discussing the history of the mill and subsequently how the lake was made, but that panel was destroyed a few years ago. 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

- Staff attended the fall NR meeting

Strategic Plan Actions

- Providing new experience-based programs – We are going to try to incorporate a wider variety of programming this season. This will hopefully include both interpretive offerings as well as some experience-based programs. We will continue to have the backpack loaner program as well as a fishing pole loaner program with fish and game
- Increasing revenue – Our overall visitation seems to be on the rise. We currently offer the senior discount which coupled with an annual pass, significantly decreases the amount of money the park sees from those visitors. An observation made this season was folks were staying here for other reasons than the discounted rate. It was seen as a perk, not a deciding factor to stay. A look at this could be a way to increase the revenue of the park without any added resources. 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

- The asphalt project was awarded and scheduled for early spring 2020. This enhancement will increase access to our docks for those with mobility issues. A pathway to our ADA dock is being re-worked in addition to paving the parking areas

DWORSHAK STATE PARK – NATHAN BLACKBURN, PARK MANAGER

Customer Service

- Customer service activity in this quarter was limited to assisting current cabin reservations and following year group camp and boat slip reservations

Park/Program Usage

- October park usage dropped to minimal levels. Overnight guests were limited primarily to cabin reservations with a handful of campers on weekends. Daily fishermen and hunters utilized the boat launch. There was one rental of the Big Eddy Marina and Lodge conference facility
- November had minimal usage, with several cabin rentals a week and daily sportsmen using the boat launch
- December had minimal usage, with two cabin rentals and daily sportsmen using the boat launch

Program Services

- None reported

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

- All classified staff attended the fall region meeting
- Ranger attended a half day human resource training

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

- October activities consisted primarily of winterizing park facilities and assessing condition of park rolling stock. Some work was done on the fish cleaning station project, with the sewage line scoped for breaks, one was found. Ranger did the groundwork for correcting all park signs with errors (many had incorrect facility names that are not consistent with park maps or reservation program names) Manager edited and completed the project and submitted to region
- November had continuation of work on vehicles and numerous small differed maintenance activities. The principle large project was work on the Freeman Creek well which developed a leak in the line to the water treatment plant
- Revenue and visitation followed the pattern of the previous several months, although showing a slight decrease from November 2018
- This appears to be caused primarily by reservations for 2020 camping season forecasting a busy next summer
- December activities involved refinishing bunk beds donated by Farragut, various building maintenance tasks, meeting with a couple contractors for various development projects, vehicle work, and administrative tasks. Park revenue showed a slight uptick in camping

**NATURAL RESOURCE MANAGEMENT PROGRAM QUARTERLY REPORT
OCTOBER – NOVEMBER – DECEMBER 2019**

NATURAL RESOURCES MANAGEMENT PROGRAM, KEITH JONES, PROGRAM MANAGER

MISSION

Help protect and enhance the natural resources of Idaho State Parks.

GOALS

- Assist parks with forest and/or land management activities that promote resource health and safety, while meeting the objectives of the park.
- Assist parks with weed control efforts.
- Help parks with wildfire hazard mitigation.
- Develop a working network with natural resource professionals, partner agencies, and organizations that will benefit IDPR.

QUARTERLY PROGRAM REPORT

Timber/Forest Management:

- Continue work on the vegetation management plan for the Lionhead campground at Priest Lake and Broken Wheel campground at Bruneau. 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 native plant material. This will help to ensure the resilience and natural aesthetic experience of the areas into the future.
- Worked with Fish and Game, the Nez Perce tribal forestry crew, and an IDL fire crew to complete pre-commercial thinning and fuels reduction on 20+ acres at Winchester in high use areas. Park management and I met with IDL to go over pre-commercial thinning projects on several more areas in the Park that IDL has staff to complete.
- Continuing to work with IDL to create an 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. The LSR grant will focus on preparedness, planning, and visitor education to initiate a “firewise” standard for IDPR parks. The Western States Fire grant will fund on the ground hazard fuels mitigation for prioritized Park projects.
- Met with Ponderosa manager and IDL region supervisors to go over the timeline and management prescription for the Meadow Marsh II timber sale in the Park. This will be a 90-acre sale set up to return a dry mixed conifer stand to its historical range of variance. Restoring historic pre fire suppression era species composition and returning periodic low intensity prescribed fire to the system. This action will, in combination with three previous operations, create a firesmart belt across the peninsula helping to protect Park and community resources from the potential catastrophic fire that could occur in the current stand conditions.

- Prepared a site for Spring planting of W. White Pine and W. Larch seedlings on the “West Farragut” timber sale site at Farragut State Park.
- Cutting on the “Beavertail” sale at Farragut has begun. This project is continuing 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 and remove hundreds of beetle-killed Ponderosa Pine trees. This sale funded the armoring of the Beaver Bay swim area shoreline to protect it from continued erosion.
- Set up an emergency direct sale for the Whitetail campground in Farragut to salvage western pine beetle infested Ponderosa Pine trees. Removing these trees will help dramatically reduce beetle populations in the Park, and hopefully return future disturbance to a more natural endemic level.
- Sale set up for the “Blue Sky” timber sale at McCroskey is complete and is scheduled to be advertised and sold this summer. This project will selectively remove approximately one million board feet of over stocked shade tolerant tree species, and replant thousands of seral species on the site, creating a more historically representative fire included stand.
- Conducted hazard tree assessments and removals at Dworshak, Round Lake, Ponderosa, and Bruneau dunes.

Noxious Weed Management / Restoration:

- Setting up a Scotch Broom weed pulling day for volunteers to help remove an extra pesky invasive species from Higgins Point.
- Helping with the natural resource assessments scheduled for Eagle Island and Thousand Springs State Parks this Spring/Summer.
- Working with State and Tribal programs to map and prioritize treatments for the outbreak of Bohemian Knotweed along the Trail of the Coeur d Alene’s.
- At Tammany Creek in Hells Gate State Park, native species plantings will continue on a few small cleared patches (16’ x 20’) this Spring as well as continued efforts to keep noxious weeds out of the site.

**OPERATIONS DIVISION QUARTERLY REPORT
OCTOBER – NOVEMBER – DECEMBER 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

- Continued work to provide needed answers and clarifications to the Legislative Services Office regarding the FY2021 IDPR Budget Request.
- Began discussions with Mother Earth Brewing Company about establishing a partnership to better inform the public on the maintenance and funding needs of Non-Motorized Trails within Idaho.
- Continued to work with the IDPR Sr. Buyer to secure the last vehicle purchases for FY2020 and ensure the needs of field staff are being met, while seeking savings. Potential savings may be available for the purchase of other identified, but unfunded needs.
- Attended the IDPR November Board meeting at IDPR Headquarters in Boise, Idaho.
- Worked with a private consultant to finalize a report on the fund-raising potential for the development of a lodge at Kokanee Cove in Ponderosa State Park. The final report was presented to the IDPR Board at the IDPR board meeting held in November.
- Continued working with the South Region Manager to coordinate a statewide park manager's meeting/training in January of 2020. The purpose of the gathering is to provide training catered to park and program managers and provide an opportunity for open discussion and exchange. The training is planned to happen in Boise on January 22-23, 2020.
- Took the final steps to complete an update of the 2016 Idaho State Parks Economic Impact Statement, working with the Boise State University Economic Department. Presentation tools were developed, and the message was disseminated to the public.
- Membership was solicited from all IDPR staff to establish the IDPR Sustainability Team. The purpose of the team will be to review current IDPR operations and make recommendations aimed at reducing unnecessary resource consumption and improve efficiencies.

- After beginning to work again with Idaho Correctional Industries on the development of a standard park brochure display rack, a prototype was developed and delivered to the IDPR HQ. Based upon the prototype's performance, minor design tweaks were instituted. Additional brochure displays will be construction throughout 2020 as funding allows and will be placed within Idaho State Parks.
- Assisted IDPR HQ staff conduct interviews for two headquarters positions: the Public Information Officer Senior and the Reservation and Registration Program Assistant Manager.
- Worked with Crown Castle Communications to permit an addition to the existing cell tower located at Eagle Island State Park. This involved reviewing and providing approval for the installation of an additional carrier on the tower.
- Made necessary revisions to the Annual Park and Program Work Plans template and provided to all Operations programs. Each program will submit their plan for the upcoming year to achieve stated goals and objectives in the IDPR Strategic Plan.
- Assisted two park staff members register and attend the State Park Leadership School held in West Virginia. The two-year course provides in-depth training on park management theory and practice.
- Worked with the Recreation Bureau and the Non-Motorized Program to develop strategies for the implementation of a Non-Motorized Trail Sticker. The purchase of the sticker will provide funding for the maintenance and development of non-motorized trails within Idaho.
- Began discussions with the Bureau of Reclamation to renew the existing long-term lease for the operation of Lake Cascade State Park. The existing lease will expire in two years, but an earlier renewal will allow the park to potentially develop a long-term agreement with a private party for the operation of a marina facility on Lake Cascade.
- Worked with staff of the City of Rocks and the State Historic Preservation Office to complete an archaeological review of the Billingsley Creek site of Thousand Springs State Park. This cultural review was necessary in order to proceed with the development of the visitor center and campground. This region is rich and diverse in pre-historic archeological sites.
- Worked with the IDPR Human Resource Officer on several personnel issues and assisted develop strategies for performance improvements or for disciplinary actions.
- Assisted Ponderosa State Park secure funding for the replacement of several pieces of furniture in the park's rental facilities.
- Worked with the Recreation Bureau, the Reservation and Registration Program, the Management Services Administrator, and the Idaho Recreation Council to review proposed legislative efforts by private groups affecting Idaho recreation.
- Corresponded with the Shoshone-Bannock Tribe to respond to the tribe's request to explore methods to increase tribal member access to Idaho State Parks.

- Worked with the IDPR Development Bureau, the IDPR Education and Experience Coordinator, and the National Park Service to modify the existing agreement for the construction of the Thousand Springs Visitor Center. The modification will allow the joint use of a single firm for the design and development of interpretive displays within the new facility.

RECREATION RESOURCES BUREAU QUARTERLY REPORTS
OCTOBER – NOVEMBER – DECEMBER 2019

RECREATION RESOURCES BUREAU, DAVID CLAYCOMB, BUREAU CHIEF

BOATING PROGRAM, DAVID DAHMS, PROGRAM MANAGER

The following is a list of activities that have been recently completed by the Boating Program. This is in addition to the routine tasks of answering questions from the general public and county marine deputies, grant administration, preparation for various training courses, attending county waterways committee meetings, and ordering of equipment and supplies.

- ◆ Staff was busy preparing year-end reports for the U.S. Coast Guard and preparing for the upcoming boat safety outreach season.
- ◆ Students that successfully passed the “Boat Idaho” and “Paddlesports America” boat safety courses this past reporting period included 933 classroom students, 12 home-study students, and 321 Internet-based students. Student numbers are very similar to the prior year.
- ◆ Idaho reported 8 boating fatalities in calendar year 2019 which is just under the historical average dating back to 1975.
- ◆ Program staff participated in the annual grant workshop meetings held around the state in October and have discussed numerous projects with project sponsors.
- ◆ A train-the-trainer course for new boat safety instructors was held in Coeur d’Alene in November.
- ◆ The Program recently became aware of substantial change in Oregon boating law. Prior to 2020, visiting boaters were exempt from having a boat safety education card. As of January 1, 2020, this exemption was removed and now all visiting boaters are required to have a state boat safety education card, just like residents. This impacts many Idaho boaters that go to Oregon to fish inland lakes like Owyhee Reservoir and Wallowa Lake. The Program has reached out to jet boating and bass fishing clubs with detailed information and is also using public outreach events as an opportunity to let Idaho boaters know about the change. Program staff are also providing details on how to get an Idaho boat safety education card. We offer three options (in-person classes, online, or home study). The Idaho card will be accepted by Oregon.
- ◆ New staff person Matt Lowe officially started October 15 and he is working out of the East Region Office in Idaho Falls. Matt will have duties for both the Boating and Motorized Trails programs. His main focus will be teaching classes and participating in outreach events throughout the Region.

Upcoming Events

Treasure Valley Boat Show, Boise, Jan 3-5

Spokane Boat Show, Feb. 5-9

Boise Sportsman Show, Boise, March 5-8

Big Horn Outdoor Adventure Show, March 19-22

Marine Law Enforcement Academy, April 30 – May 7

NON-MOTORIZED TRAILS PROGRAM, TOM HELMER, PROGRAM MANAGER

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, Yurt maintenance and upkeep, and tasks around the office.

- ✦ Development of the “Idaho Trails Supporter” program is continuing. 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.
- ✦ Attendance of the Idaho Outfitters and Guides Association (IOGA) annual meeting. This included the Non-Motorized Trails Program Manager, speaking on a panel, discussing current trends in the Outdoor Industry and tabling at the event to promote IDPR, the IDPR Grants program, and the Idaho Trails Supporter program.
- ✦ Additional meetings regarding the Idaho Trails Supporter program with leadership from the Idaho Trails Association, Southwest Idaho Mountain Bike Association, Youth Employment Program, and the Selway Bitterroot Frank Church Foundation.
- ✦ Completed additional fact finding on a rail to trails project connecting the Trail of the Coeur d’Alene’s with the Palouse to the Cascades Trail in Washington (Formerly the John Wayne Trail). This potential trail completes the Idaho section of the Great American Rail trail. Two trips included meetings with the IDPR North Region IDPR staff and looking at portions of the potential trail route with Tekoa Trail and Trestle Association board. These finding were then presented to the IDPR board.
- ✦ Attended meeting with “Big Loop” Trail committee. This is a proposed rail to trail project between Horseshoe Bend and Cascade.
- ✦ Attended Foundation for Ada and Canyon County Trail Systems monthly meeting as the IDPR representative
- ✦ Partner organizations Youth Employment Program and Idaho Conservation Corps continued to work on the Central Idaho Trail Maintenance project as part of a grant written and received by Leo Hennessey in 2018. These organizations maintained 55 miles of trails during the summer of 2019, completing nearly 3,000 hours of service. Ann additional 5 mile of trail maintenance will occur during the summer of 2020. We plan to resubmit for this grant during the 2020 grant cycle.
- ✦ The Idaho City Yurts system winter season is beginning to quickly heat up. Occupancy is level appear to be near 100% on for winter 2020.
- ✦ Preparation for “Free Ski and Snowboard Day” at the Idaho City Yurts and Park N’ Ski area for the first weekend of January. This will include an “Open House” at the Stargaze Yurt, a beginner guided hike led by DeEtta Petersen, and an expert level hike being led by Leo Hennessy.
- ✦ Negotiations with the Boise National Forest for a five-year yurt agreement are moving in a positive direction.

OFF-HIGHWAY VEHICLE PROGRAM, TROY ELMORE, PROGRAM MANAGER

The following is a list of activities that have been recently completed by the Off-Highway Vehicle Program. This is in addition to the routine tasks of answering questions from the public, grooming activities, and tasks around the office.

- ✦ We hired Matt Lowe as the East Region Education Trainer in Idaho Falls. Matt has a love of outdoor recreation and a background in teaching. Matt will be working on both motorized trails and boating education curriculums. He joins Sam Hoggatt in the North Region and Rich Gummersall in our headquarters office. We are excited to once again have education staff in all regions of the State.
- ✦ The OHV Program attended the Idaho State Snowmobile Convention in McCall this quarter. We conducted a groomer operator break-out session and attended both the board and general membership meetings. They voted to add \$2 to the snowmobile sticker fee. \$1 is to be used by IDL and the other \$1 for avalanche forecast centers. This would require a legislative change of course. An overall fee increase in addition to the \$2 increase was also discussed, but not agreed upon.
- ✦ We enjoyed a successful year teaching OHV education during 2019. We taught a total of 135 ATV, UTV, and motorbike classes reaching 1,065 students. We attended 10 public outreach events reaching an estimated 49,950 visitors. We distributed 20,000 OHV in Idaho booklets and 6,000 OHV Law Enforcement Reference Guides. We recently began presenting the 2019/2020 Avalanche Awareness PowerPoint classes and are offering 17 classes statewide.
- ✦ We held a meeting to bring local trail enthusiasts together to create a new, all-inclusive trail enthusiast group in the Idaho Falls area to assist local land managers with volunteer projects and trail maintenance. This group included single-track motorcycle riders, mountain bikers, ATV group, hikers, horseback riders, sportsmen for access, and local outdoor sports business owners.
- ✦ We attended local meetings with OHV, snowmobile groups as well as Challis Community Trails and Salmon Challis Area Trails group.
- ✦ We are working with the Lemhi Custer Grassroots Advisory as well as the Central Idaho Public Lands Collaborative on the Salmon Challis National Forest Plan revision.
- ✦ We attended all cooperating agency meetings with the Forest Supervisor and leadership team of the planning process for the Salmon Challis National Forest.
- ✦ We attended the Caribou Forest Initiative and the Targhee Forest Group collaborative meetings.
- ✦ We worked with local law enforcement on snowmobile registration sticker compliance in parking lots, trailheads, and on the trail.
- ✦ Our South Region Trail Specialist attended the monthly McCall Winter Recreation Meetings. Discussion topics included the upcoming snowmobile season, groomed route signage, Forest Service winter ranger patrol, updating winter travel map, and parking areas, to name a few.
- ✦ We added a new piece of trail building equipment to our fleet. We took ownership of a Sutter 300 Single Track Trail Dozer late in the fall. We used it to complete a training session with East and South Region operators in Challis, constructing 2.5 miles of new single-track trail.
- ✦ Attended CDA River Trail Working Group meetings focused on planning for Honey Badger Project (draft proposed action expected early 2020)
- ✦ We are working on two access issues in Bonner Co.: Maintaining snowmobile access on the east side of the Selkirks through Stimson, and IDL property and parking /plowing solutions at Lionhead at Priest Lake.
- ✦ Our North Region Trail Specialist partnered with IDL and completed 1 mile of new trail construction at Mirror Lake.

Reservation Activity Report

FY 2020 2nd Quarter

This report provides summary detail on reservation transactions and site and facility (yurts, cabins and other structures) occupancy.

Reservation Tracking

The tracking and trending of reservation data is best accomplished by looking at activity from multiple perspectives and timeframes. Proper analysis of this type of data requires understanding of the following elements:

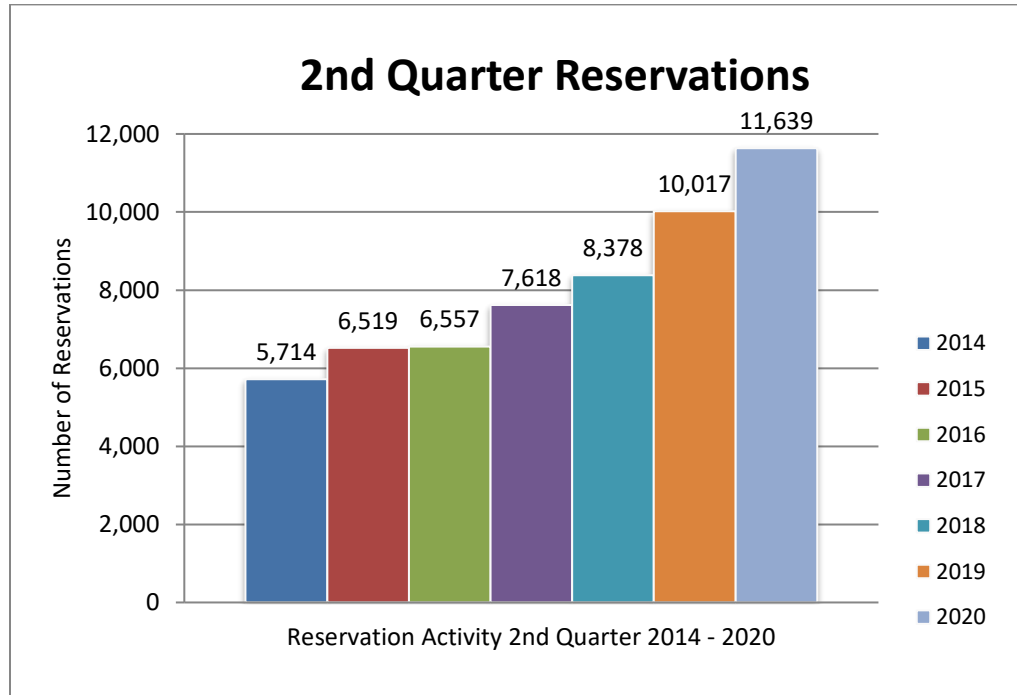
- Reservation Windows
 - How far in advance customers can book
 - How close to arrival date customers can book
- Booking Patterns
 - How far in advance do customers actually book
 - What effect location has on advance bookings
- Inventory turnover
 - What percent of reservations made are ultimately cancelled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

The data presented in this report is for the second quarter (October-December) FY 2020. 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 11,639 reservations were processed. This represents a 16.19% increase, or an additional 1,622 reservations processed during the quarter as compared to FY2019 in which 10,017 reservations were processed.

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

The following chart(s) are supplied for FY2020 2nd quarter activity for trending/monitoring purposes.



FY Quarter	Reservations	% of Change
2014	5,714	
2015	6,519	14.09%
2016	6,557	0.58%
2017	7,618	16.18%
2018	8,378	9.98%
2019	10,017	19.56%
2020	11,639	16.19%

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

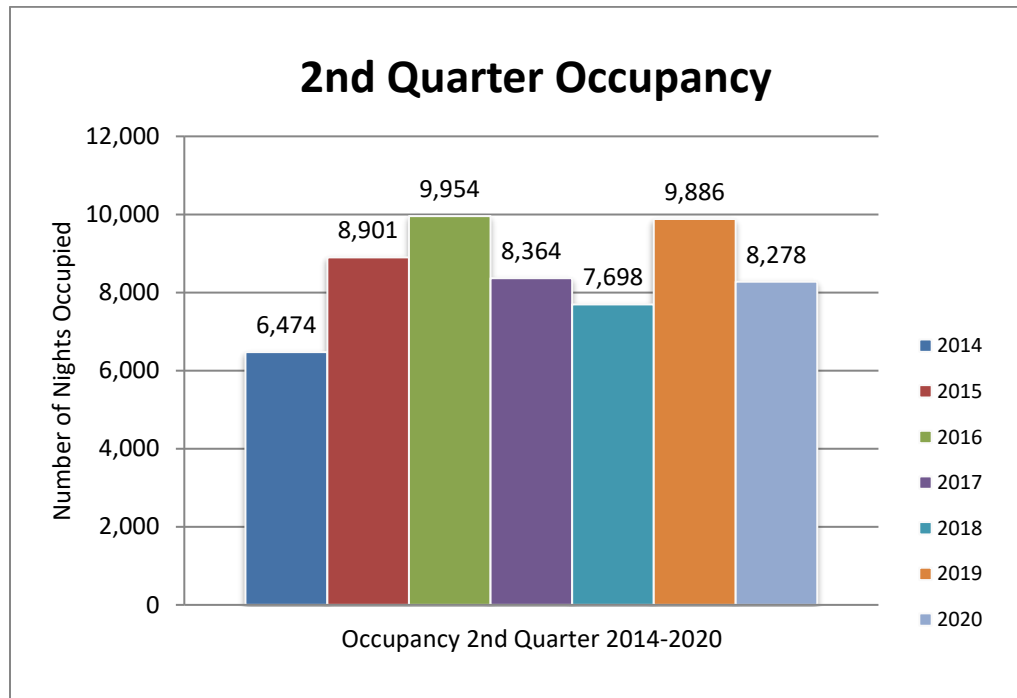
The data contained in this section looks at occupancy for the second quarter FY2020 (October-December). It includes information on what percent of occupancy the nights stayed represented by park and by site type. Additionally, comparisons are provided for the past seven years for trending purposes.

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.

Forty-Seven (47) % of occupancy for the quarter was from reservations. The remaining Fifty-Three (53) % were the result of walk-ins (first come first serve) camping. This is typical for this quarter as most of the time period is outside our reservation window.

This past quarter occupancy decreased by 1,608 nights with 8,278 nights stayed. This represents a 16.27% decrease from FY2019 which had 9,886 nights camped during the quarter. The slight decrease is most likely the result of weather. The late fall early winter of calendar year 2018 was much warmer and drier than the same time frame in 2019.

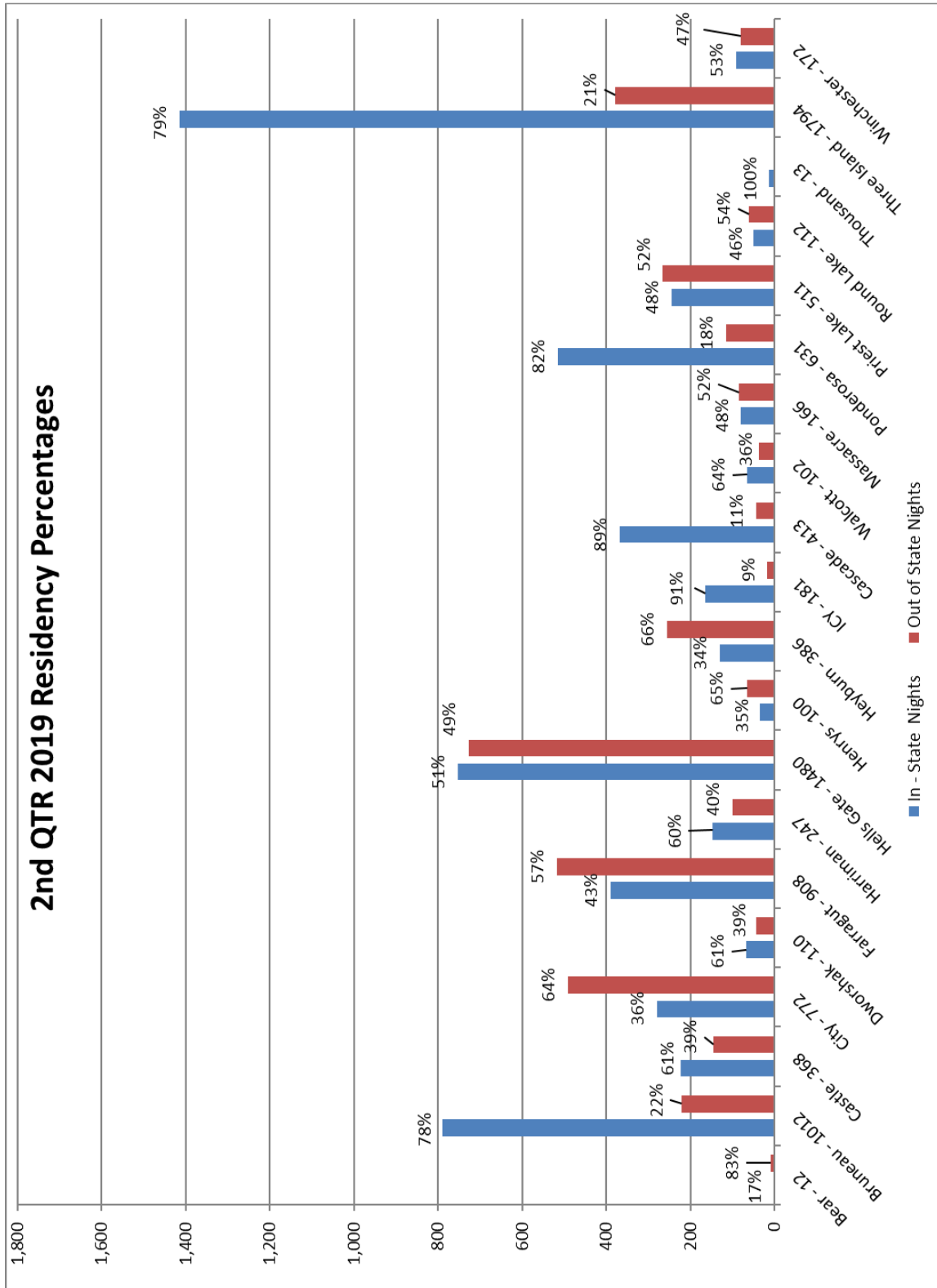
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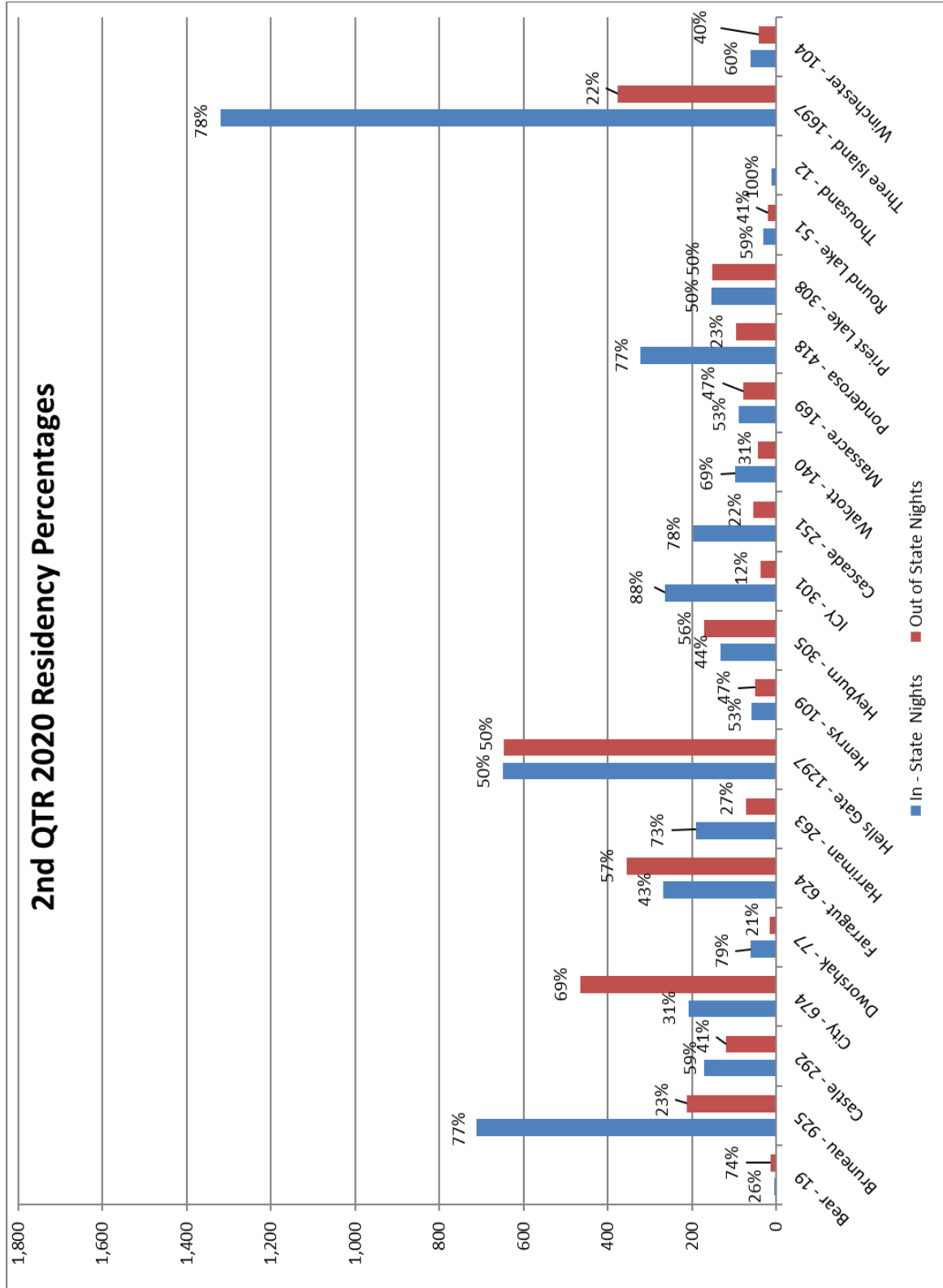
FY Quarter	Nights	% of Change
2014	6,474	
2015	8,901	37.49%
2016	9,954	11.83%
2017	8,364	-15.97%
2018	7,698	-7.96%
2019	9,886	28.42%
2020	8,278	-16.27%

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

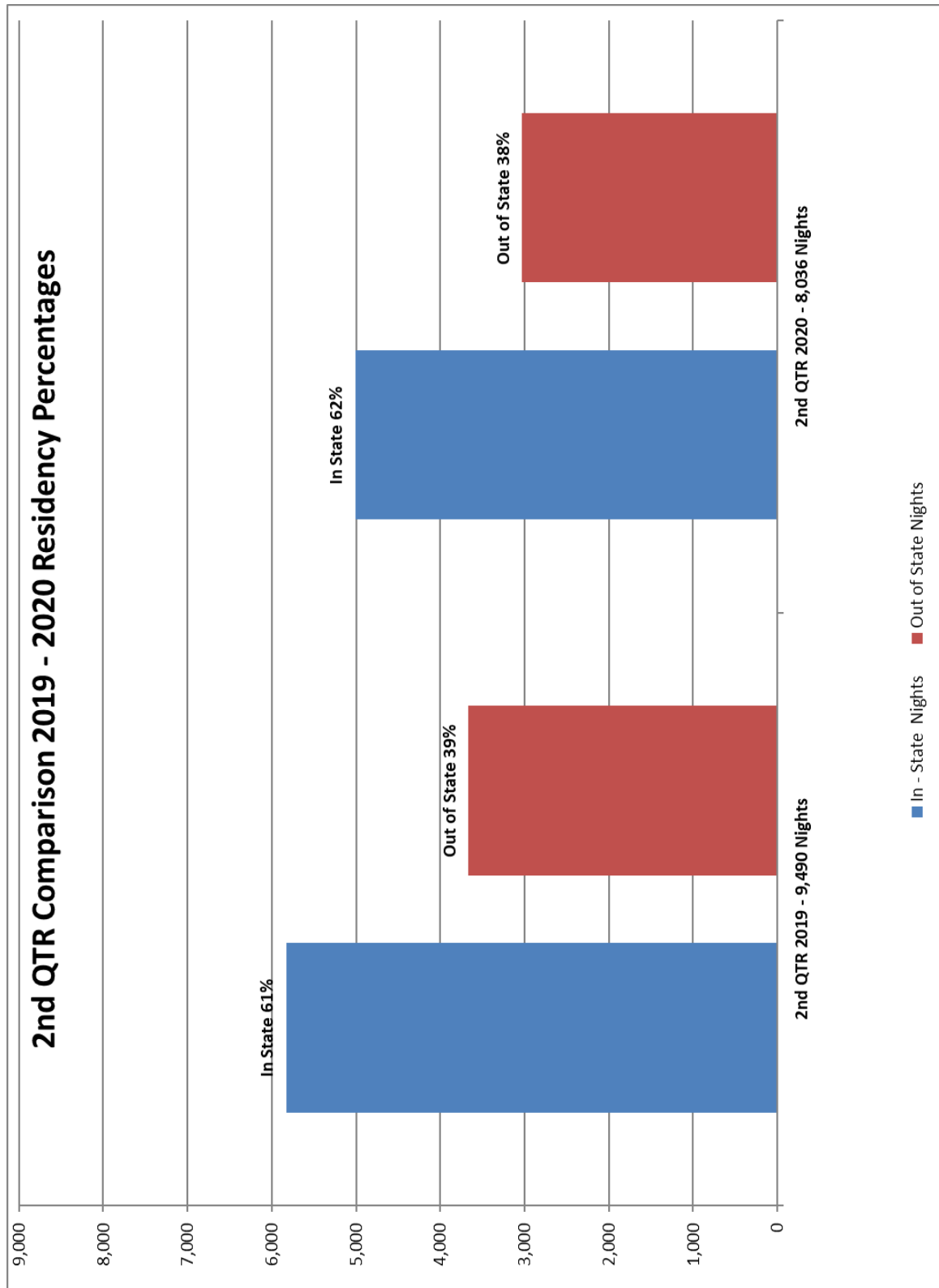
2nd Quarter 2019 Occupancy by residency by park



2nd Quarter 2020 Occupancy by residency by park



2nd Quarter 2019 - 2020 Residency Comparisons



IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Bear Lake	47	32	2.20%	0		0		32	0.74%	2015
2016	Bear Lake	47	19	1.30%	1	0.07%	0		20	0.46%	2016
2017	Bear Lake	47	19	1.30%	0		0		19	0.44%	2017
2018	Bear Lake	47	12	0.82%	0		0		12	0.28%	2018
2019	Bear Lake	47	18	1.24%	1	0.07%	0		19	0.44%	2019
2020	Bear Lake	47									2020
2021	Bear Lake	47	0		0		0		0	0.00%	2021
2022	Bear Lake	47									2022
2023	Bear Lake	47	0		0		0		0	0.00%	2023
2024	Bear Lake	47									2024
2025	Bear Lake	47	0		0		0		0	0.00%	2025
2015	Bruneau Dunes	95	760	25.81%	72	2.53%	10	0.34%	842	9.63%	2015
2016	Bruneau Dunes	95	746	25.33%	189	6.63%	14	0.48%	949	10.86%	2016
2017	Bruneau Dunes	95	644	21.87%	140	4.91%	29	0.98%	813	9.30%	2017
2018	Bruneau Dunes	95	837	28.42%	162	5.68%	23	0.78%	1,022	11.69%	2018
2019	Bruneau Dunes	95	747	25.37%	173	6.07%	25	0.85%	945	10.81%	2019
2020	Bruneau Dunes	95									2020
2021	Bruneau Dunes	95	0		0		0		0	0.00%	2021
2022	Bruneau Dunes	95									2022
2023	Bruneau Dunes	95	0		0		0		0	0.00%	2023
2024	Bruneau Dunes	95									2024
2025	Bruneau Dunes	95	0		0		0		0	0.00%	2025
2015	Castle Rocks	43	365	27.38%	29	2.25%	34	2.55%	428	10.82%	2015
2016	Castle Rocks	43	299	22.43%	51	3.95%	56	4.20%	406	10.26%	2016
2017	Castle Rocks	43	198	14.85%	43	3.33%	26	1.95%	267	6.75%	2017
2018	Castle Rocks	43	299	22.43%	54	4.19%	19	1.43%	372	9.40%	2018
2019	Castle Rocks	43	226	16.95%	35	2.71%	31	2.33%	292	7.38%	2019
2020	Castle Rocks	43									2020
2021	Castle Rocks	43	0		0		0		0	0.00%	2021
2022	Castle Rocks	43									2022
2023	Castle Rocks	43	0		0		0		0	0.00%	2023
2024	Castle Rocks	43									2024
2025	Castle Rocks	43	0		0		0		0	0.00%	2025

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	City Of Rocks	64	927	46.72%	20	1.04%	2	0.10%	949	16.12%	2015
2016	City Of Rocks	64	702	35.38%	134	6.98%	1	0.05%	837	14.22%	2016
2017	City Of Rocks	64	623	31.40%	36	1.88%	8	0.40%	667	11.33%	2017
2018	City Of Rocks	64	757	38.16%	55	2.86%	1	0.05%	813	13.81%	2018
2019	City Of Rocks	64	636	32.06%	50	2.60%	22	1.11%	708	12.02%	2019
2020	City Of Rocks	64									2020
2021	City Of Rocks	64	0		0		0		0	0.00%	2021
2022	City Of Rocks	64									2022
2023	City Of Rocks	64	0		0		0		0	0.00%	2023
2024	City Of Rocks	64									2024
2025	City Of Rocks	64	0		0		0		0	0.00%	2025
2015	Dworshak	100	48	1.55%	13	0.43%	0		61	0.66%	2015
2016	Dworshak	100	48	1.55%	32	1.07%	5	0.16%	85	0.92%	2016
2017	Dworshak	100	82	2.65%	50	1.67%	1	0.03%	133	1.45%	2017
2018	Dworshak	100	76	2.45%	30	1.00%	0		106	1.15%	2018
2019	Dworshak	100	53	1.71%	21	0.70%	2	0.06%	76	0.83%	2019
2020	Dworshak	100									2020
2021	Dworshak	100	0		0		0		0	0.00%	2021
2022	Dworshak	100									2022
2023	Dworshak	100	0		0		0		0	0.00%	2023
2024	Dworshak	100									2024
2025	Dworshak	100	0		0		0		0	0.00%	2025
2015	Farragut	233	907	12.56%	60	0.86%	10	0.14%	977	4.56%	2015
2016	Farragut	233	536	7.42%	91	1.30%	5	0.07%	632	2.95%	2016
2017	Farragut	233	772	10.69%	21	0.30%	20	0.28%	813	3.79%	2017
2018	Farragut	281	860	9.87%	58	0.69%	15	0.17%	933	3.61%	2018
2019	Farragut	281	563	6.46%	48	0.57%	26	0.30%	637	2.46%	2019
2020	Farragut	281									2020
2021	Farragut	281	0		0		0		0	0.00%	2021
2022	Farragut	281									2022
2023	Farragut	281	0		0		0		0	0.00%	2023
2024	Farragut	281									2024
2025	Farragut	281	0		0		0		0	0.00%	2025

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Harriman	16	105	21.17%	28	5.83%	81	16.33%	214	14.54%	2015
2016	Harriman	16	139	28.02%	37	7.71%	71	14.31%	247	16.78%	2016
2017	Harriman	16	98	19.76%	30	6.25%	65	13.10%	193	13.11%	2017
2018	Harriman	16	145	29.23%	24	5.00%	79	15.93%	248	16.85%	2018
2019	Harriman	16	151	30.44%	32	6.67%	71	14.31%	254	17.26%	2019
2020	Harriman	16									2020
2021	Harriman	16	0		0		0		0	0.00%	2021
2022	Harriman	16									2022
2023	Harriman	16	0		0		0		0	0.00%	2023
2024	Harriman	16									2024
2025	Harriman	16	0		0		0		0	0.00%	2025
2015	Hells Gate	91	1,012	35.87%	204	7.47%	74	2.62%	1,290	15.41%	2015
2016	Hells Gate	91	945	33.50%	217	7.95%	31	1.10%	1,193	14.25%	2016
2017	Hells Gate	91	893	31.66%	94	3.44%	39	1.38%	1,026	12.26%	2017
2018	Hells Gate	91	1,393	49.38%	212	7.77%	19	0.67%	1,624	19.40%	2018
2019	Hells Gate	91	1,125	39.88%	190	6.96%	44	1.56%	1,359	16.23%	2019
2020	Hells Gate	91									2020
2021	Hells Gate	91	0		0		0		0	0.00%	2021
2022	Hells Gate	91									2022
2023	Hells Gate	91	0		0		0		0	0.00%	2023
2024	Hells Gate	91									2024
2025	Hells Gate	91	0		0		0		0	0.00%	2025
2015	Henry's Lake	90	268	9.61%	3	0.11%	0		271	3.27%	2015
2016	Henry's Lake	90	152	5.45%	13	0.48%	0		165	1.99%	2016
2017	Henry's Lake	90	130	4.66%	0		0		130	1.57%	2017
2018	Henry's Lake	90	145	5.20%	15	0.56%	0		160	1.93%	2018
2019	Henry's Lake	90	158	5.66%	0		0		158	1.91%	2019
2020	Henry's Lake	90									2020
2021	Henry's Lake	90	0		0		0		0	0.00%	2021
2022	Henry's Lake	90									2022
2023	Henry's Lake	90	0		0		0		0	0.00%	2023
2024	Henry's Lake	90									2024
2025	Henry's Lake	90	0		0		0		0	0.00%	2025

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Heyburn	128	442	11.14%	27	0.70%	5	0.13%	474	4.03%	2015
2016	Heyburn	128	226	5.70%	34	0.89%	10	0.25%	270	2.29%	2016
2017	Heyburn	128	129	3.25%	18	0.47%	8	0.20%	155	1.32%	2017
2018	Heyburn	128	349	8.80%	30	0.78%	10	0.25%	389	3.30%	2018
2019	Heyburn	128	255	6.43%	31	0.81%	20	0.50%	306	2.60%	2019
2020	Heyburn	128									2020
2021	Heyburn	128	0		0		0		0	0.00%	2021
2022	Heyburn	128									2022
2023	Heyburn	128	0		0		0		0	0.00%	2023
2024	Heyburn	128									2024
2025	Heyburn	128	0		0		0		0	0.00%	2025
2015	Idaho City Backcountry Yurts	6	92	49.46%	89	49.44%	122	65.59%	303	54.89%	2015
2016	Idaho City Backcountry Yurts	6	0		15	8.33%	34	18.28%	49	8.88%	2016
2017	Idaho City Backcountry Yurts	2	0		28	46.67%	88	141.94%	116	63.04%	2017
2018	Idaho City Backcountry Yurts	6	0		35	19.44%	141	75.81%	176	31.88%	2018
2019	Idaho City Backcountry Yurts	6	73	39.25%	97	53.89%	131	70.43%	301	54.53%	2019
2020	Idaho City Backcountry Yurts	6									2020
2021	Idaho City Backcountry Yurts	6	0		0		0		0	0.00%	2021
2022	Idaho City Backcountry Yurts	6									2022
2023	Idaho City Backcountry Yurts	6	0		0		0		0	0.00%	2023
2024	Idaho City Backcountry Yurts	6									2024
2025	Idaho City Backcountry Yurts	6	0		0		0		0	0.00%	2025
2015	Lake Cascade	171	611	11.53%	27	0.53%	10	0.19%	648	4.12%	2015
2016	Lake Cascade	171	514	9.70%	58	1.13%	11	0.21%	583	3.71%	2016
2017	Lake Cascade	171	427	8.06%	11	0.21%	9	0.17%	447	2.84%	2017
2018	Lake Cascade	171	412	7.77%	19	0.37%	8	0.15%	439	2.79%	2018
2019	Lake Cascade	171	19	0.36%	32	0.62%	3	0.06%	54	0.34%	2019
2020	Lake Cascade	171									2020
2021	Lake Cascade	171	0		0		0		0	0.00%	2021
2022	Lake Cascade	171									2022
2023	Lake Cascade	171	0		0		0		0	0.00%	2023
2024	Lake Cascade	171									2024
2025	Lake Cascade	171	0		0		0		0	0.00%	2025

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Lake Walcott	43	138	10.35%	17	1.32%	0		155	3.92%	2015
2016	Lake Walcott	43	113	8.48%	21	1.63%	3	0.23%	137	3.46%	2016
2017	Lake Walcott	43	95	7.13%	8	0.62%	0		103	2.60%	2017
2018	Lake Walcott	43	101	7.58%	5	0.39%	0		106	2.68%	2018
2019	Lake Walcott	43	83	6.23%	48	3.72%	11	0.83%	142	3.59%	2019
2020	Lake Walcott	43									2020
2021	Lake Walcott	43	0		0		0		0	0.00%	2021
2022	Lake Walcott	43									2022
2023	Lake Walcott	43	0		0		0		0	0.00%	2023
2024	Lake Walcott	43									2024
2025	Lake Walcott	43	0		0		0		0	0.00%	2025
2015	Massacre Rocks	42	186	14.29%	18	1.43%	14	1.08%	218	5.64%	2015
2016	Massacre Rocks	42	157	12.06%	21	1.67%	0		178	4.61%	2016
2017	Massacre Rocks	42	129	9.91%	16	1.27%	6	0.46%	151	3.91%	2017
2018	Massacre Rocks	42	153	11.75%	14	1.11%	0		167	4.32%	2018
2019	Massacre Rocks	42	140	10.75%	18	1.43%	11	0.84%	169	4.37%	2019
2020	Massacre Rocks	42									2020
2021	Massacre Rocks	42	0		0		0		0	0.00%	2021
2022	Massacre Rocks	42									2022
2023	Massacre Rocks	42	0		0		0		0	0.00%	2023
2024	Massacre Rocks	42									2024
2025	Massacre Rocks	42	0		0		0		0	0.00%	2025
2015	Ponderosa	186	679	11.78%	30	0.54%	52	0.90%	761	4.45%	2015
2016	Ponderosa	186	454	7.87%	31	0.56%	58	1.01%	543	3.17%	2016
2017	Ponderosa	186	367	6.36%	29	0.52%	54	0.94%	450	2.63%	2017
2018	Ponderosa	186	544	9.43%	41	0.73%	60	1.04%	645	3.77%	2018
2019	Ponderosa	186	354	6.14%	46	0.82%	42	0.73%	442	2.58%	2019
2020	Ponderosa	186									2020
2021	Ponderosa	186	0		0		0		0	0.00%	2021
2022	Ponderosa	186									2022
2023	Ponderosa	186	0		0		0		0	0.00%	2023
2024	Ponderosa	186									2024
2025	Ponderosa	186	0		0		0		0	0.00%	2025

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Priest Lake	151	337	7.20%	69	1.52%	14	0.30%	420	3.02%	2015
2016	Priest Lake	151	150	3.20%	65	1.43%	10	0.21%	225	1.62%	2016
2017	Priest Lake	151	240	5.13%	60	1.32%	27	0.58%	327	2.35%	2017
2018	Priest Lake	151	336	7.18%	146	3.22%	37	0.79%	519	3.74%	2018
2019	Priest Lake	151	157	3.35%	126	2.78%	21	0.45%	304	2.19%	2019
2020	Priest Lake	151									2020
2021	Priest Lake	151	0		0		0		0	0.00%	2021
2022	Priest Lake	151									2022
2023	Priest Lake	151	0		0		0		0	0.00%	2023
2024	Priest Lake	151									2024
2025	Priest Lake	151	0		0		0		0	0.00%	2025
2015	Round Lake	51	154	9.74%	8	0.52%	5	0.32%	167	3.56%	2015
2016	Round Lake	51	69	4.36%	15	0.98%	4	0.25%	88	1.88%	2016
2017	Round Lake	51	55	3.48%	18	1.18%	1	0.06%	74	1.58%	2017
2018	Round Lake	51	109	6.89%	1	0.07%	5	0.32%	115	2.45%	2018
2019	Round Lake	51	39	2.47%	10	0.65%	0		49	1.04%	2019
2020	Round Lake	51									2020
2021	Round Lake	51	0		0		0		0	0.00%	2021
2022	Round Lake	51									2022
2023	Round Lake	51	0		0		0		0	0.00%	2023
2024	Round Lake	51									2024
2025	Round Lake	51	0		0		0		0	0.00%	2025
2018	Thousand Springs	2	9	14.52%	3	4.84%	1	1.61%	13	7.07%	2018
2019	Thousand Springs	2	9	14.52%	3	5.00%	0	0	12	6.52%	2019
2020	Thousand Springs	2									2020
2021	Thousand Springs	2									2021
2022	Thousand Springs	2									2022
2023	Thousand Springs	2									2023
2024	Thousand Springs	2									2024
2025	Thousand Springs	2									2025
2015	Three Island Crossing	82	1,480	58.22%	97	3.94%	23	0.90%	1,600	21.21%	2015
2016	Three Island Crossing	82	1,368	53.82%	198	8.05%	15	0.59%	1,581	20.96%	2016
2017	Three Island Crossing	82	1,453	57.16%	172	6.99%	48	1.89%	1,673	22.18%	2017
2018	Three Island Crossing	82	1,678	66.01%	154	6.26%	24	0.94%	1,856	24.60%	2018
2019	Three Island Crossing	82	1,537	60.46%	165	6.71%	28	1.10%	1,730	22.93%	2019
2020	Three Island Crossing	82									2020
2021	Three Island Crossing	82	0		0		0		0	0.00%	2021
2022	Three Island Crossing	82									2022
2023	Three Island Crossing	82	0		0		0		0	0.00%	2023
2024	Three Island Crossing	82									2024
2025	Three Island Crossing	82	0		0		0		0	0.00%	2025

IDPR Occupancy Oct-Dec

Year	Location	Sites	October		November		December		2nd Quarter Totals		Year
			Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	Nights Occupied	% Sites Occupied	
2015	Winchester Lake	69	103	4.82%	28	1.35%	13	0.61%	144	2.27%	2015
2016	Winchester Lake	69	133	6.22%	33	1.59%	10	0.47%	176	2.77%	2016
2017	Winchester Lake	69	101	4.72%	29	1.40%	11	0.51%	141	2.22%	2017
2018	Winchester Lake	69	103	4.82%	38	1.84%	30	1.40%	171	2.69%	2018
2019	Winchester Lake	69	62	2.90%	22	1.06%	20	0.94%	104	1.64%	2019
2020	Winchester Lake	69									2020
2021	Winchester Lake	69	0		0		0		0	0.00%	2021
2022	Winchester Lake	69									2022
2023	Winchester Lake	69	0		0		0		0	0.00%	2023
2024	Winchester Lake	69									2024
2025	Winchester Lake	69	0		0		0		0	0.00%	2025

2nd Quarter for the Year	Total Nights Occupied for Year	% Sites Occupied for Year	% Change Over Previous
2015	9,954	6.33%	NA
2016	8,364	5.32%	-15.97%
2017	7,698	4.91%	-7.96%
2018	9,886	6.12%	28.42%
2019	8,049	4.98%	-18.58%
2020			
2021			
2022			
2023			

RESERVATION & REGISTRATION (R&R) PROGRAM QUARTERLY REPORT

October – November – December '19

RESERVATION & REGISTRATION PROGRAM – TAMMY KOLSKY

Mission

The program's scope of responsibility includes oversight of IDPR's camping resources, statewide retail sales including permits, and the department's recreational registration program for snowmobiles, boats, and off-highway vehicles. The program also distributes registration funds to communities and other agencies statewide to develop and maintain trails, facilities, and programs for motorized recreation. The R&R program proudly supports IDPR's customers.

Program Manager's Report

Program Manager Emphasis over the past three months has been on the following:

- 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:
 - Project work to implement registration functionality into the same system as we use for our Camping Reservations, Campground Management, and Park Point of Sale for retail.
 - Work this past quarter has involved:
 - Project "Kick-Off"
 - Development of Project timeline that provides for a Spring 2020 launch.
 - Performed data collection and configuration work for the following project elements:
 - Layout and content for new Aspira Website for Campground Reservations, Registration and Permit sales, and Online Retail
 - External Agent configurations for Registration Vendors (Retail and County)
 - Define Registration and Permit types,
 - Development of registration Fee tables and chart of account structure
 - Define Report Requirements
 - Defined a Law Enforcement App and report to address short term data access needs for Idaho State Police (ILETS).
 - Working with Idaho State Police to identify additional long-term data access needs (API).
 - Determine user log-ons, roles, and permissions for internal and external agents
 - Determine and sign off on data Migration Scope,
 - Began data cleansing activities and data transmission to Aspira
 - Identify training needs, and sign off on training plan
 - Define new report requirements

- Development of and sign off on print documents for registration certificates of number.
 - Identify hardware needs, submit hardware list to be purchased by Aspira
 - Next quarter project work will enter user acceptance testing and training delivery phases as well as ongoing data cleaning and data migration.
- Filled the vacant reservation programs Technical Records Specialist 2 position with an Office Services Supervisor 2. Technical Records Specialist 2 position vacated in September when Phil Sandmeyer who had worked for the program for 10 years moved to Canada to of all things live with his wife. Welcome Joel Taylor.
 - Joel joins the program with tons of IDPR experience as he has been working since 2015 as a Park Ranger at both Priest Lake and Farragut State Parks.
 - Joel earned his bachelor's degree in Criminal Justice at California Baptist University
 - Joel's background working in our parks means Joel brings to R&R a strong knowledge of our reservation programs policies, rules, and fees, as well as a good understanding of how to provide quality customer service. Joel has a great understanding of processes and the ability to re-engineer and improve processes, a skill that will serve him and the agency well.
 - For our part we are very excited to have Joel as a part of our team.
- Provided ongoing administration/monitoring of agency customer satisfaction survey
- Continued outreach efforts on the status of the modernization project – current focus continues to be our partnership with the Idaho Transportation Department, our Department of Motor Vehicle partners, and our Statewide Retail vendor network
- 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 July – August - September was as follows:

11,369 reservations were processed during the quarter booking 48,431 nights. Of those reservations:

- 3,528 reservations were for customers who claimed the Idaho State Parks Passport discount, this discount was applied to 11,970 nights.
- 331 reservations processed were for customers who claimed an MVEF Annual sticker, this discount was applied to 1,292 nights.
- 35,169 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 35,169 nights where no discount was claimed is up by 5,143 nights for the quarter from second quarter FY 2019's 30,026 nights.

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

Customer Service -

- Manually processed 7,275 retail vendor recreational registrations
- Processed 23,224 online recreational registrations
- Processed 12,318 mail and walk-in recreational registration transactions
- Administered the daily processes that allow input of county recreational registration transactions
- Provided fulfillment for 35,542 registrations
- For the time period of October 1st - December 19th R&R received 2,065 phone calls with 32 callers abandoning the call prior to speaking to a staff person and 396 callers receiving busy. (Call volume is incomplete for the entire period due to a phone system change that occurred on December 20th)

Modernization Project -

- Participated in numerous Registration Modernization meetings
- Performed data cleaning of registration records for data migration into new system
- Performed data collection and configuration work for the Registration Modernization Project
- Contacted by phone 380 Retail Vendors to update point of contacts, shipping and mailing addresses, and to obtain e-mail addresses
- Provided ongoing status updates with Retail and County vendors on modernization project

Core Functions -

- Performed Vendor Management for retail vendor sales reports, inventory assignments, and account ledgers (over/shorts)
- Performed corrections on County Vendor Transactions
- Balanced County account ledgers (over/shorts)
- 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 agents' knowledge on and adherence to IDPR and Montana FWP policies
- Managed refunds in the system for IDPR and Montana FWP as follows:
 - Ensured amounts to be refunded were valid
 - Processed credit card refunds for the call center
 - Submitted all check refunds to fiscal staff for State-issued warrant processing
 - Posted all check refunds with warrant number and date created information into the reservation system
- Oversaw customer voucher program to ensure that it was being used for its intended purpose

Retail Management

- Monitored the store database software to ensure policies and procedures put into place are being followed, and that the integrity of the data regarding IDPR retail inventory is accurate. The data integrity is critical in that this is the tool that IDPR uses to:
 - Report an accurate inventory at the agency level on June 30 of each year for the State of Idaho Consolidated Audited Financial Report (CAFR)
 - Determine the value of resale items at all locations for insurance purposes
 - Provide the ability to calculate "inventory shrinkage" (loss, damage, theft, etc.) by site and item
 - Provide the ability to calculate turnover rates on retail items by site, by item, in order to increase net revenue across the agency
- Provide day-to-day management of entering all new store items for field staff
- Entered replenishments and printed bar code labels for field staff upon request

SOUTH-EAST REGION QUARTERLY REPORT OCTOBER – NOVEMBER – DECEMBER 2019

MISSION:

To provide a safe and unique experience while preserving, protecting, and enhancing recreation. We interpret natural, cultural, and historic values. To maintain park infrastructure for visitor services and programs, while looking for new opportunities.

GOALS:

- Ensure that all facilities are kept clean and hazard free.
- Utilize both paid and volunteer staff to staff visitor centers and entrance booths to answer questions and sell park permits.
- Patrol parks ensuring user needs, user safety, and resource protection.
- Assess operations and opportunities to ensure quality experiences are provided.

PRIMARY ISSUES

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's operating and seasonal budgets. Beginning the FY22 CIN process.
- 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.
- The BLM Recreation and Public Purpose Act, (R&PP), lease for Castle Rocks at Smoky Mountain campground has been drafted and submitted for a new R&PP lease. We haven't seen the final SHPO report of findings from BLM's archeologist report. They have said they would approve a chip seal project to proceed this summer while they process our new lease.
- Continue Agency Policy reviews and discussions.
- Billingsley Creek development planning continues with NPS on the proposed Visitor's Center. Folks are really enjoying the new paved trail connecting us to the town of Hagerman. We are looking forward to great new partnership with the NPS 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. Discussion continues for renewing a 20-year lease. There are two interested companies interested in developing a marina on the lake; they, of course, need a longer lease to amortize the investment.
- Recruitment and hiring continues: Hiring new rangers at Ponderosa, Lake Walcott, Massacre Rocks, and two at City of Rocks. Hopefully, the dust has settled for a while.
- We continue to enhance our resale opportunities at Mesa Falls and our partnership with the NFS.
- Continue to work with our Harriman Friends group on replacement of the historic bridge across the Henrys Fork. A MOA with SHPO was created for the project to cover any adverse effects and we plan to interpret with photo panels and some displays. The bridge is now completely

removed and new spring/summer work will continue to replace the important trail connection with the community.

- As you know, we continue to work with the power company who owns North Beach for additional beach access at Bear Lake North Beach West. I believe our meeting and tour at Bear Lake to see this firsthand will keep the process moving.
- Continued participation with interested parties planning for future improvements at the old Teton Dam site called the Teton Coalition including: BOR, County Commissioners, irrigators, Friends of the Teton River, BLM, F&G, etc. A \$75,000 federal highways grant has been awarded to help start some planning efforts at the BOR abandoned area. This is a slow process, but we have had open productive meetings about the possibility of IDPR as a managing partner. Nothing new to report on this front since the discussion at the last Board meeting with Mike Hillard from the BOR. I do know the county commission is cleaning up the site and preparing for some improvements at the overlook so larger vehicles (bus) can turn around more easily.

BEAR LAKE – KIRK RICH, PARK MANAGER

Customer Service

- We continue to collect shelter reservation fees.
- We have seen increased interest in reservations for the group camp and regular campsites in September. In the past we did not do September reservations. This is new and the initial demand is good.

Park/Program Usage

- About \$8,600 worth of summer reservations clustering toward end of summer shows a marginal increase of park usage for that time period.

Program Services

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

Preservation of Natural, Cultural, and/or Historical Resources

- Nothing to report.

Staff Training

- Two rangers attended Region meeting at Harriman.

Strategic Plan Actions

- Nothing to report.

Manager's Narrative

- The old restroom at the primitive camping area was removed, the vault was pumped, and landscaping fill brought in to cover the old foundation and vault.
- All old solar vault toilets have been removed. These were constructed in the summer of 1985 by a contingent of the National Guard. The new toilets have proven to be an improved version of a vault-type restroom.
- There might be an effort to reestablish some fencing in the north and east corners of the East Beach property by a grazer who wants to use the old Christensen property to the east. Because that north-south boundary fence no longer exists, the state has always allowed grazing by the adjacent owners. We currently view this as an effort to reestablish some original fencing. This could potentially change who gets free pasture but would not change any revenue possibilities.

- Representatives from Bear Lake Co., Highland Cooperative Weed Management Area, Idaho Dept. of Ag, Bear Lake Watch, USFS, and others met to coordinate a weed control plan for the shoreline of Bear Lake. The meeting was held on November 20 and hosted by the park. BLSP pledged \$4,500 which was mostly in-kind contribution of our four-wheelers in the shoreline areas of the park.
- Bear River drainage snowpack hovers around 110% and runoff diversion into the lake has ceased for the time being.
- IDF&G has recently announced a migration easement on Highway 30, (just south of Montpelier), which is a cooperative effort to facilitate mule deer migration and lessen roadkill death loss of the deer. This involves a group of entities and local landowners to protect the deer herd. This indirectly affects the park which has hundreds of deer each winter utilizing the park for winter range. We will continue to monitor this project.
- Ranger continues to go to the Bear Lake Chamber meetings and is exploring the possibility of participating in Bear Lake's Monster Winterfest again this year.
- Rocky Mountain Power is proposing the decommission of the historic Paris hydro plant. This is a complex issue requiring considerable additional input. Stay tuned for further details.

BRUNEAU DUNES – BRYCE BEALBA, ASSISTANT MANAGER

Customer Service

- This year will be the 50th anniversary for Bruneau Dunes and we have begun discussing possible events, products, and programs for the 2020 celebration.
- Staff spruced up the rental cabins by adding space-themed curtains, polishing the wood walls, deep cleaning the cabins, and adding updated features such as new mats, door sweeps, and mirrors.
- We have been replacing old Carsonite campsite and trail markers throughout the park to improve campground appearance and improve trail safety.
- We will hold a "First Day Hike" on January 1.

Park Usage

- The observatory wrapped up programming mid-October for the 2019 season. This was a very successful year with both attendance and revenue seeing a significant increase. This year brought 7,492 visitors/\$20,544 compared with 2018 with 5,696 visitors/\$11,610.
- Our November visitation was the highest November on record although camping was light with only a couple of sites taken each weekend. Cabins remain popular.
- Relatively moderate weather encouraged visitors to come out and rent sandboards through the fall and early winter.
- December car count was 655, up 110 vehicles from last year.
- Visitation at the visitor center was 145, up 21 people from December 2019.

Program/Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	6	552
Jr. Ranger Programming	2	20
School Programming	0	0
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Tree trimmers began pruning the Broken Wheel Campground trees. There was significant branch die off from the irrigation problems. This will be a multi-year process graciously funded by our Natural Resources Manager.
- Staff continued pruning at the Big Lake, further opening shoreline access.
- Staff built and installed a fish screen between the two lakes and at the “bubbler” which prevents fish from entering the Small Lake from the Snake River.
- Staff met with Development staff, Strackrock Group contractors, and our Natural Resource Management staff to determine the changes necessary to the irrigation system and landscaping.
- Cattle from the neighboring BLM allotment have been getting into the park. They are likely getting in over downed fences or fencing overtaken by shifting sands. We have added fence repair to the CIN list.
- Staff have contacted several hunters who routinely station themselves on the northern boundary line. They often come into the park to retrieve birds they have shot that have then “flown into” the park. It is possible the hunters are shooting into the park, but we do not have proof to that effect and are relying on hunter education to prevent that going forward.
- Russian Thistle has been a persistent problem at the Equestrian Campground this season.
- Gophers were a problem this year and have done significant damage to the Eagle Cove lawn. Staff continue to trap with little effect.
- The main park road continues to be overtaken by sand at the small dune. At the same time this portion of the road is crumbling from the edges inwards and will need to be repaired or replaced. Off roading has exaggerated the problem as the vehicles returning to the road tend to break up the pavement at the edges.
- Observatory staff have removed and packaged the telescope mirror. We will be shipping it to be refinished as general wear has degraded the finish to the point of affecting visibility.

Staff Training

- Staff attended Crucial Conversations training and photography class.
- Three staff members attended the South Region Meeting at Harriman State Park.
- Ranger attended Supervisory training.
- Assistant Manager signed up for the two-year State Park Leadership School in West Virginia beginning in January 2020.

Strategic Plan Actions

- We expanded our interpretive program by adding Birding as one of our subjects.
- Continued planning for more site appropriate camping opportunities with the redesign of the Broken Wheel Campground.
- Assistant Manager attended meetings for Mountain Home Rotary and Travel and Tourism.
- Efforts to seek support for, and to complete Dark Sky certification continue. Assistant Manager interviewed with the Twin Falls CBS affiliate, met with the mayor of Mountain Home, reached out to Mountain Home Air Force Base, received letters of support from the Boise Astronomical Society and Mountain Home Airport, and was interviewed by the Idaho Statesman for an upcoming article. Letters of support for the Dark Sky project continue to come in. We found a sponsor for the application and received the required recommendation letter from the IDPR Director.
- We accepted an invitation from the city of Mountain Home to attend their 2020 Arbor Day festival with Scout.

Manager’s Narrative

- Discussions with Development and South Region Manager regarding a viewing platform on the Small Lake were encouraging and the project will be added to the CIN list. This project would

serve as a significant interpretive opportunity while also improving fishing access and ADA accessibility.

- Our meeting with Development and Astronomer Brian Jackson was productive. We hope to find funding sources to do repairs on the existing observatory while also making plans for an additional or replacement observatory.
- We are discussing the scope of the irrigation repair project and our intent to incorporate xeriscaping as well as development of a future amphitheater and aesthetic improvements around the observatory and Steele-Reese buildings.
- Given the popularity of sandboarding, we would like to develop the area around the small dune by creating more parking spaces as well as some picnic/shade shelters.
- We are seeing an increase in tire tracks but off roading usually happens at night; we are unable to catch anyone unless they get stuck. We would like to add split rail fencing to the roadway from the Small Dune to the Big Dune Day Use area to discourage off road use.
- The grey water tank project is taking shape. Due to permitting and code changes from Owyhee County, we were required to purchase significantly larger grey water tanks than were originally installed.

CITY OF ROCKS / CASTLE ROCKS – WALLACE KECK, PARK MANAGER

Customer Service

- Emery Pass hand-pump was installed but failed its water sample test. We decided to close it for the winter and retest in spring.
- The main road to Bath Rock has been plowed and kept open this December. Security patrols are being made daily. Park staff keeps visitors informed of road conditions as well as recreational opportunities such as snowshoeing, cross-country skiing, and snowmobiling.

Park/Program Usage

- Quarterly park usage: Campgrounds 840 site nights; Lodge 46 nights; Glamping Yurt 19 nights; Bunkhouse 13 nights, Shelter 0.
- All park visits for December = 5,288. Visitor center attendance for the season was 1,653. Park visitors consisted of snowshoers, ice climbers, snowmobilers, and sightseers over the holiday weekends.

Program Services

- Two of our rangers represented the park at the Declo STEM night on November 20 to 1,086 students.
- Instagram exceeded 50,000 followers in December. Facebook continues to grow and reach thousands of followers that are well engaged.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	1	1
Jr. Ranger Programming	1	3
School Programming	2	1,098
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Park staff assisted with the excavation of archeological test pits and report requested by SHPO at Billingsley Creek State Park.
- Manager continued inputting species records into the IDPR Natural Resource Inventory from Three Island Crossing and Lake Cascade State Parks.

- Manager has written a series of blog posts discussing the plight of the pinyon pine and has invited the public to join with resource managers in the development of discovery and strategy. Each post is receiving between 2,000 and 3,000 views. Addressing the pinyon pine die-off has become the number one resource management issue for the park. The park also received positive press from the Post Register on its efforts.
- Manager rediscovered the location of the Idaho champion pinyon pine in a canyon north of the trail between site 21 and 25. Knowledge of the location of this champion tree had been lost since 1983.
- Park staff participated in conference call with the NPS Upper Columbia Basin Network Inventory and Monitoring program to plan a shared strategy for monitoring diseased and dying pinyon pine.
- Water testing and water quality required by DEQ has been concluded satisfactorily. The required testing and monitoring have now been moved into the Resources program for 2020.
- Ranger completed trail and fence survey to be eligible for the NPS FY19-20 Cyclic funding.

Staff Training

- Training for staff included Certified Public Manager training, Supervisory Academy, Ski and Mountain Trauma conference, Intro to Resource Protection, commercial driver's license training, National Association for Interpretation national conference, and a paramedic refresher course.
- Manager took required NPS courses on equal employment opportunity, No Fear Whistleblower policy, active shooter preparation, and social media management training.
- Manager conducted a 3-hour workshop for staff on operating the park cameras, taking high quality images, and learning to use the photo editor program ACDSee.

Strategic Plan Actions

- Castle Rocks is meeting its stated annual goals.

Manager's Narrative

- Staff entered deferred maintenance and cyclic repair data into the facility management software system of the National Park Service in preparation for requesting project funds to build new campsites and refurbish old ones according to the design concept plan approved by the NPS.
- Manager wrote an article and reviewed additional text and layout for the National Parks of Southern Idaho newspaper that will be distributed throughout the state in spring of 2020.
- Manager attended Southern Idaho tourism board meetings.
- Developed a travel map to birding hotspots of Southern Idaho for Southern Idaho tourism's marketing.
- Met with Terry Halbert to discuss the formation of a City of Rocks friends' group.
- Attended the climbing resources advisory group (CRAG) quarterly meeting and presented findings regarding the new visitor use: highlining.
- Manager completed an assessment of highlining, a new visitor use, and sent it to internal leadership and park staff for review. The document will go to key stakeholders, including *Slackline.US*. The BLM is also interested in the findings, and a copy is being sent to their office. The superintendent's compendium was revised, based on these findings.
- Met with IDPR Board member Lou Fatkin when he visited the park October 22-24. He was given a brief tour and discussed top issues.
- Management met with the Shoshone-Bannock Tribes cultural resources program at Fort Hall to finalize the wayside exhibit texts and seek approval to fabricate panels from the cultural resource program.
- Juanita Jones officially retired on November 15. She served 25 years.
- Manager submitted draft application to the BLM to amend the R&PP Lease IDI-32732 at Smoky Mountain campground.
- Manager met with the BLM Realty Officer and field manager concerning the recreation and public purpose lease final documentation. The BLM has requested an operating and maintenance

plan for the campground, which will be written in early January. The BLM has promised a letter of permission to begin the chip seal project within the campground. That project is now scheduled for August 2020.

- CIRO received a \$10,000 donation, check was deposited into CIRO donation account
- Ranger completed National Park Foundation grants: Fence project \$19,500 Trail project \$32,800; and manager wrote letter of support for CIRO projects.

EAGLE ISLAND – GARY SHELLEY, PARK MANAGER

Customer Service

- Added a portable restroom to the disc golf course.
- Continued to take shelter reservations for 2020 and worked on several large events for 2020.
- Updated Facebook followers and answered questions about upcoming park events, disc golf course changes, and ziplines.

Park/Program Usage

- The four picnic shelters were reserved for 18 days.
- Police K-9 training continued to use our fields and out-buildings for training.
- Gateway Parks' snow hill opened November 30 and saw an increase in use over Christmas break.

Program Services

- Special events included: 1A District cross-country races, 4A District cross-country races, 5A District cross-country races, Welcome to the Chain Gang Disc Golf Tournament, Nike Cross-Country Invitational, and Idaho Capitol City Kennel Club Tracking Event.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	7	21,456

Preservation of Natural, Cultural, and/or Historical Resources

- Continued to patrol the park's historical buildings and watched for damage from vandalism.
- Repaired vandalism to barns and slaughterhouse.

Staff Training

- Water rescue training would be good training to have for permanent and summer seasonal staff.
- CPR recertification will be 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.
- Nothing new from the last quarter report on the greenbelt. The City of Eagle is still working toward completing their agreement with the adjacent land owner.

Manager's Narrative

- Wind knocked down over 20 trees in the park in October.
- Met with race official to discuss the feasibility of cross-country course changes and improvements.
- Shop roof replacement began in December, and we continued to work with Development on addressing lake water quality (lake bubblers and water circulation).

- Continued to work with Development and historical representatives on the park's historical buildings. Began cleaning areas around barns and silos.
- Met with Kelly Jamison about the feasibility of a horse trail challenge event in June.
- Eagle scout completed the lean-to project at the Host sites.

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

Customer Service

- We started a snowshoe loaner program that is part of our First-Time Adventure Program. The FHSP provided the financial support to purchase eight adult and eight children snowshoes. Since the day the snowshoes arrived, they have been distributed to visitors to utilize on our trails.

Park/Program Usage

- Our park hosted the South Region Meeting in early October. The meeting provided an opportunity for networking and information sharing between employees of the park units.
- Disposable property was sold to the public in a sealed bid auction. \$16,219 was collected from the auction items. Our buyer was instrumental in providing guidance that led to the success of the auction.
- The Idaho Falls Nordic Ski Patrol conducted their annual on-the-hill training, and several staff members were able to participate in a portion of the training. From their base in West Yellowstone, Air Methods/Idaho Air Rescue provided a helicopter in support of the training. Participants received a briefing on helicopter safety.
- Around Christmas the weather finally provided us with just enough snow to groom trails and, as a result, visitation increased dramatically.
- Back-to-back rentals kept staff extremely busy; however, we are glad when people tell us about all their great adventures while staying with us.

Program Services

- We held the annual Haunts of Harriman in October. With help from numerous volunteers and generous donations from the community, park staff were able to congregate resources and personal strengths to make this wonderful community event happen. Without the assistance from our gracious donors and volunteers this event could not take place.
- Programs in December included: Snowshoe Meadow Loop Hike, Dutch Oven Cooking Class, and Global Fat Bike Day which is a yearly event put on by CBI bikes. They bring up different styles of fat bikes, give tutorials, and loan out equipment for the day.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	2	50
Interpretive Programming	2	17
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	1	1,500

Preservation of Natural, Cultural, and/or Historical Resources

- Nothing new to report.

Staff Training

- The interpretive ranger attended and participated in the NAI Conference in Denver, Colorado.
- Several staff members participated in a snowmobile instructor course.

Strategic Plan Actions

- The Juvenile Correctional Center from St. Anthony have been assisting park staff to collect fire wood for the facilities and with fixing and repairing trail makers for our groomed trails. The Center has committed to assisting us at least weekly starting in January.

Manager's Narrative

- Staff worked with the local officers from Idaho Department of Fish and Game to resolve a hunting related incident. Hunters had legally shot an elk outside of the park/refuge boundary that then crossed Green Canyon Road and entered the wildlife refuge. The hunters immediately came to the visitor center to report what happened and staff contacted IDFG to resolve the issue.
- Room 1 of the Scovel Center suffered water damage from a burst pipe near the water tank located above the bathroom. Region called in Servpro to mitigate the damage. An IRS report was filed and Risk Management was alerted.
- The ATT ranger and the park manager attended a public meeting in Tetonia regarding zoning and development of a structure on city property that encroaches on the Ashton-Tetonia Trail.
- Rexburg Plumbing and Heating installed a propane heating furnace in the Cookhouse Facility that replaced the oil heating system.
- The Bombardier groomer is still inoperable. Staff have been utilizing snowmobile grooming equipment to the full extent to groom trails for winter activities.

ASHTON-TETONIA TRAIL

Customer Service

- Regulations signs were installed along the trail and maps at the Bitch Creek Trestle were replaced with new ones.
- Gravel was added to the Marysville trailhead entrance to make a smoother transition between the trail and the road.
- In December, all gates along the trail were opened to allow snowmobile and county groomer access, and we began plowing the Felt and Tetonia lots for winter access.

Park/Program Usage

- Two trail counters were installed, one at the Marysville Trailhead and one at the Bitch Creek Trestle. Although trail counter equipment is in place, counts will not be gathered until the snow melts.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		
Jr. Ranger Programming		
School Programming		
Special Events		

Preservation of Natural, Cultural, and/or Historical Resources

- Winterized the boxcar and put the ATV and tractor implements into storage.

Staff Training

- The ATT ranger became certified to instruct beginner snowmobile lessons.

Strategic Plan Actions

- Ensuring trail users have an enjoyable experience by offering clean restroom facilities, trailheads, and atmosphere along the trail by pulling weeds, CXT odor reduction, and litter cleanup.
- A volunteer, (newly retired forester from the USFS), coordinated with us to begin to thin and prune trees encroaching along the trail.

- Keeping parking areas open to allow winter access parking along the trail and encourage more use during the winter months.

Manager's Narrative

- Our ranger is primarily assisting with winter operations at Harriman State Park until spring.

HENRYS LAKE STATE PARK

Customer Service

- The Caddis Loop and vault toilets were open to dry campers until November 16. This gave customers coming late in the season a place to stay.
- The pump house remodel and main water line contract was awarded to Mickelsen Construction. The project is now completed, and Development will go over the final punch list with Mickelsen's in the spring.
- In December, the new double vault toilet at the boat ramp was available for anglers' use. When the wind blows, the snow piles up in the stalls. Staff will replace the sweeps to help stop the problem.

Park/Program Usage

- Campground use in October was somewhat skewed because of the construction in Adams and Blue Dun Loops and staff staying in the campground, but even at that, there was a decrease of 18% from last year's occupancy. This was caused mainly by the wintery weather. Adams and Blue Dun Loops were closed in October because of the water main replacement project.
- Fall and early winter day use fishing was sporadic because of changes in the weather but November counts showed over 1,100 vehicles were in the park. December fishing was good throughout the month with 484 vehicles.
- Anglers were able to drive down to the lake in four-wheel drive vehicles until about a week before the ice fishing closes on January 2. The park is now closed for the season.

Program Services

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

Preservation of Natural, Cultural, and/or Historical Resources

- Staff has continued working on the park's flora/fauna lists.
- The three cygnets that hatched on June 17 have fledged. The lake is now frozen and the family has moved south.

Staff Training

- Staff participated in the Snowmobile Training from the IDPR Recreation Bureau.

Strategic Plan Actions

- The new Adams and Blue Dun water system is complete and remodel continues of the restroom shower facility.
- Staff is still waiting for the tent sites to be established in the reservation system.
- We are attempting to expand the existing drain field at the kiosk/dump station due to capacity issues. We were told by Public Health that IDPR can draw up our own plans, submit the plans to them to get a permit, and then proceed with the project. Staff has discussed the project with Development.

Manager's Narrative

- The first snow at the park was on September 20 followed by several snow storms during October.
- The pump house remodel work began in September and completed in October. During the winterization process it was found that the new system was not designed with a draining system. In order to keep the system from freezing, we will have to keep the pump house heated through the winter. We are working with Development and the engineer to address the draining issue.
- The lake was at 92% full and was frozen to the depth of 8-10 inches in December.

MESA FALLS RECREATION AREA – CLOSED FOR SEASON

Customer Service

- Nothing new to report.

Park/Program Usage

- Nothing new to report.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		
Jr. Ranger Programming		
School Programming		
Special Events		

Preservation of Natural, Cultural, and/or Historical Resources

- Nothing new to report.

Staff Training

- Nothing new to report.

Strategic Plan Actions

- Nothing new to report.

Manager's Narrative

- A meeting was held mid-November about reconfiguring the front desk at Mesa Falls. The current layout is an L-shape with only one way in or out. A portion will be repositioned to improve visitor and staff traffic flow. The USFS and IDPR staff reviewed prior discussions and agreements. Personnel from the USFS started making the adjustments immediately following the meeting.

LAKE CASCADE – THERESA PERRY, PARK MANAGER

Customer Service

- Based on the increased demand for summer and winter parking, along with the need for snow storage, park staff worked on leveling the informal (dirt) parking area adjacent to the Poison Creek shop. Park staff will also add some gravel and dirt to help lessen the muddy conditions that occur in the spring and during winter thaws.
- The Boulder Creek unit of the park is a popular day use and boat ramp unit but has limited parking, especially for vehicles with boat trailers. This lack of parking has created issues of congestion on the county roadways and conflict with homeowners as park visitors use the boat ramp and then park outside of the unit. After receiving the required environmental permits from the Bureau of Reclamation, park staff began work on a new parking area using gravel on hand. The long-term plan for this new parking area may be paving to provide year-round parking.

- Park staff received the necessary permits from the Corp of Engineers to add rock material to the end of the ramp at Boulder Creek to help lessen the abrupt drop off.
- The Friends of Lake Cascade donated eight dog waste stations to the park. Park staff installed the stations on the east side of the lake (Blue Heron, Pelican Cove, Big Sage, Sage Bluff, Van Wyck, Ridgeview, and Crown Point trailhead).
- With our new visitor center, the park had a suitable and inviting space for a Christmas tree and decorations. Students from the Cascade After School program made decorations and trimmed the tree for the park. Visitors continued to drop in to show off the new building to family and friends – especially those visiting for the holidays. The resale area, the e-bird tracker, impressive elk mount, and the great view all add to this new opportunity to better serve our visitors.

Park/Program Usage

- The park's conference room was used by several groups for a meeting space. Postings on the park's Facebook page have generated inquiries of availability of this space.
- The Osprey Point yurts were occupied a couple of times during December.
- Winter activities in December were in full swing as the lake was completely frozen and more anglers ventured out onto the ice.

Program Services

- The park resumed programming for the Cascade After School program in November. Staff presented a programming on mammal tracking.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	2	25
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- Park staff completed the removal of some hazardous trees, and slash piles were burned at Osprey Point, the quarry, and Boulder Creek.

Staff Training

- Staff training not previously documented but completed this year included: Supervisory Academy and Pacific Northwest Field Preservation School.
- One of the park's rangers attended the Grass Roots Advocacy conference in Boise. The focus of the conference was to gain a better understanding of funding opportunities for public lands.
- The park's office specialist attended the IDPR photography workshop.
- 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

- Work was completed on the living pads at Sugarloaf. The living pad project came in over budget so funds allocated for the ramp extension had to be reallocated to complete this project.
- Worked with Development and contractors on the planning details for the Crown Point Accessibility dock project. With the assistance of the Valley County Sheriffs Marine program all but one of the old docks have been removed. The necessary Corp of Engineer and Bureau of Reclamation permits are now being sought to move this project forward.
- The variance in the rate of pay between newly hired rangers, who are paid at a higher rate, and rangers who have served more than a year and are paid less, was moved forward to the Region Manager and Operations Administrator for discussion.
- Park staff have installed a used wood stove and new stove pipe in the shop area; however, funds for insulating the building are not available at this time. This improvement will help make the

shop a more functional winter work space, as it had no heat source previously and is used extensively as a part of the winter operation.

Manager's Narrative

- Park staff have worked to increase our engagement on the park's Facebook page. In one month, the park has reached over 50,000 followers. As a result, the park has seen an increased interest in the park with follow up emails, phone calls, and visits as we connect in a new way with our visitors.
- The anchoring system for the handling docks at Sugarloaf has been inadequate since its original installation in 2015. The park's self-engineered anchoring system using tires and chains was removed during low water conditions. Based on the amount of wear and corrosion, along with the inherent limitations of such a system, a viable solution is required. A solution for funding this issue has yet to be found.
- Park staff met with Idaho Fish and Game and Development to discuss improvements to the camping and day use areas of Horsethief reservoir and input for upcoming redevelopment as grant applications are sought.
- The park continued its partnership efforts with the Southern Valley County Recreation District (SVCRD) and the Cascade Nordic club to bring Nordic skiing to the area. Maps were updated and the SVCRD snowmobile and groomer were returned, and a small track setter was temporarily transferred for use to them.
- The park manager met with members of the Cascade Mobility team and the city of Cascade mayor to discuss the Cascade Mobility Plan and the ongoing efforts.

LAKE WALCOTT – TRAPPER RICHARDSON, PARK MANAGER

Customer Service

- Office is open and operating under its full potential.
- There have been a few customers reserving camp sites for the upcoming season.
- Trying to line up next season's events.

Park/Program Usage

- Bass tournaments and disc golfing tournaments have been well planned out with park and customers to better help their needs for the upcoming season.
- We have remained in contact with the LARP (Live Action Role Play) group and we hope to renew all events.
- Visitation is sporadic with the colder weather but bird and wildlife watching is still very popular.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	1	50

Preservation of Natural, Cultural, and/or Historical Resources

- New grouting on the kiosk display has been finished.
- Manager has finished winterizing the park as much as possible.

Staff Training

- Our new office employee is learning the system fast and is getting to know the resources to better help her utilize the system.

Strategic Plan Actions

- We are advertising our events and updating our website and Facebook page to keep community informed of park events.

Manager's Narrative

- Docks were damaged in the high winds, manager was lucky to catch it in time before it broke in half and floated off.
- Our new ranger has been hired.
- Bids are in on the new water heater system for the RV restroom.
- We have purchased new space heaters for the restrooms as needed.
- Manager met with Development to discuss the trail rebuild and all CIN projects.

LAND OF THE YANKEE FORK – JONI HAWLEY, PARK MANAGER

Customer Service

- The park is on winter hours. We are now open Wednesday through Saturday from 9-5pm.
- Park sells registration stickers for ATVs, boats, invasive species, and snowmobiles. We also sell the USFS Challis and Salmon area maps.

Park/Program Usage

- Port of Entry visited October 17 and checked 12 vehicles.
- The park had 253 visitors in October, 89 in November, and 514 in December.
- The park movie was shown 10 times to 35 visitors in October, 7 times to 15 visitors in November, and 18 times to 54 visitors in December.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	2	5
Jr. Ranger Programming	1	3
School Programming	0	0
Special Events	1	67

Preservation of Natural, Cultural, and/or Historical Resources

- Brush removal continues in the Bayhorse townsite.
- Seasonal staff worked on artifact binders and did extensive work on Past Perfect data entry.

Staff Training

- Staff attended the South Region fall meeting.

Strategic Plan Actions

- Manager continues to attend the Chamber meetings. They have received an Idaho Travel Counsel Grant which will update the area signs and will help sponsor local events which may include the "Ride the Bayhorse" event.
- Working with USFS to draft the new Challenge Cost Share Agreement which will need to be renewed by the beginning of June.
- Manager attended the monthly Challis community trails meeting. Grant updates, project reviews, and possible routes were discussed.
- The park gift shop was one of seven places that participated in the December Shop Hop which engages and encourages the public to get out and support their local stores and bring in new customers. It was a successful event and a money maker for the park during a normally slow time of year.

Manager's Narrative

- Electricity and a pump were installed for the irrigation system. The system was charged and blown out. No training was done at this time and the punch list still needs to be completed next spring.
- Currently the park has one seasonal working part-time to operate the gift shop while open and work on the Past Perfect data entry.
- This December we spent a fair amount of time clearing snow.

LUCKY PEAK – SURAT NICOL, ASSISTANT MANAGER

Customer Service

- All seasonal staff were laid off, all concessions shut down, and all facilities were winterized in October.

Park/Program Usage

- North Junior High sent a total of 140 students over two days to Spring Shores to learn about water safety in October.
- Four cyclocross events were held at Sandy Point.
- Visitation is at normal levels for winter and many disc golfers are using the seasonal course at Sandy Point. Course is open October 1 to May 1.
- All three units of Lucky Peak are officially off leash areas until May 1.

Program Services

- Ranger attended the Idaho City High School Career Fair and spoke to 70 high school and elementary school students about being a park ranger.
- Ranger worked with Riverstone School on a pollinators project at HQ. Students learned about the importance of pollinators and then planted seeds.
- Ranger conducted a history program at the Senior Citizen Center.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	4	160
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	3	170
Special Events	1	30

Preservation of Natural, Cultural, and/or Historical Resources

- Staff continues to make contact with people who have historical knowledge and photos of the Lucky Peak Area, including making contacts through the Senior Citizen Center.
- Volunteers removed six dead/diseased trees at Lucky Peak. Staff bucked and split larger pieces into firewood and will chip the rest.
- Ranger had Susan Bell of the Master Gardner's program, assess tree health at Sandy Point and Discovery. We are planning on having the Master Gardeners assist with tree trimming and pruning this spring.

Staff Training

- Ranger training included aquatic environment, sage brush environment, chemical applications, and photography.
- Assistant Manager conducted Strengths Finder exercise at South Region.

Strategic Plan Actions

- Assistant Manager met with Sandy Point Concessionaire on remodeling and expanding operations.

- Assistant Manager met with sailing academy organizers on classes for 2020, and discussed their future plans at the marina and an MOU.
- Staff continues working with Development on a marina feasibility plan.

Manager's Narrative

- Staff attended South Region conference at Harriman. It was a great conference! It was nice to meet the new, young rangers at IDPR, we have a bright future.
- Staff began remodeling project on the Sandy Point concession building. The old walk-in cooler will be removed and the subfloor replaced due to rotting. Our concessionaire will assist in the project.
- Park purchased a new solar telescope courtesy of a Laura Moore Cunningham Foundation grant. We are very excited about the prospect of daytime astronomy programs.
- New fuel pumps at Spring Shores were installed for the fuel dock.
- Ada County Sheriff's Office was able to recover a 28-foot wake surfing vessel that sank in August. It was a very challenging dive and the boat was removed just after sunset. The incident is under investigation.

MASSACRE ROCKS –TRAVIS TAYLOR, PARK MANAGER

Customer Service

- The lower campground loop was closed for the season on October 1. Water in the Upper Loop was shut off a few weeks later. The ADA side of the restroom remains open.
- We are keeping the visitor center open as much as possible with a few people stopping by every week just to look around.

Park/Program Usage

- We have had a few inquiries regarding winter camping and have had two or three campers each week.
- There were a few fishermen still about in December.
- A few hikers and disc golfers also visited when the weather was decent.

Program Services

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

Preservation of Natural, Cultural, and/or Historical Resources

- Spoke with Development about some possible improvements to the Register Rock area to add to the CIN list.
- The river has reached its winter flow level, about 350cfs.

Staff Training

- Staff attended the South Region meeting at Harriman.
- Manager attended the Idaho Association of Plant Protection class in Twin Falls which provided five continuing education credits towards Professional Pesticide Applicator's License renewal.
- Park Manager attended the photography workshop in Boise.

Strategic Plan Actions

- Maintenance staff completed repairs to the park residence from damage that occurred when the bathroom flooded. The carpet will be installed sometime in January. We are planning to have the residence available for staff housing.

Manager's Narrative

- Manager met with South Region Crew regarding dock replacement. We are hoping to begin installing new docks in February.
- Manager spent November 20 at Lake Walcott winterizing their irrigation system.
- Prebid meeting was held for the park chip seal project on December 10. Project completion is projected for June 2020.
- Park Manager attended open house for the Ferry Hollow trail project in American Falls. Manager has been asked to be on their steering committee since the trail will end at the park.
- We have scheduled our annual Bonfire for Saturday, January 11.

PONDEROSA – MATT LINDE, PARK MANAGER

Customer Service

- The visitor center is open daily from 9 to 5.
- Winter operations started in December with limited trails available due to lower snow levels. Our seasonal staff is taking care of the cabins and manning the visitor center and entrance station.

Park/Program Usage

- Roots preschool and MOSS continue to bring school kids to the park. These are the two programs that remain consistent in the slower months here at the park.
- There were an unusual number of bikers and hikers in November due to the mild temperatures.
- We had a slow start to December with little snow but were able to get about half of the trails open. Our usage has picked up now and we are selling day passes and season passes at a fast clip.
- Snowshoes are becoming more prevalent in the park and park manager has tasked the staff on how best to handle this increase of users.
- We had one event in the park called Trek to the North Pole. Santa hid in a cabin in the campground and the kids tried to find him. They learned things along the way and got treats, and guides helped them get there. Roots Forest Preschool sponsored this event and the park helped with what we could.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	88	1,099
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- In November, we were able to remove some trees that were causing problems with the road bed and creating snow plowing hazards.
- Ranger prepared a draft for the board discussing the fossils that have been found in the park. We are proofing the draft and plan to have the final draft completed in January. We are still waiting on the grant request for the remainder of the display to be funded.

Staff Training

- Manager and assistant manager attended a two-day training on native plants and seeds at Boise State University. It was helpful to the park, but too scientific for our applications.

Strategic Plan Actions

- Trail signage for most of the confusing intersections on the hiking and biking trails have been fixed.
- The four new deluxe cabins are in and we have worked through the final warranty problems.
- A, B, and C loop utility upgrades have run into some financial challenges. We had a plan for the fall of 2020 but cost estimates were higher than expected. We plan to start with A loop this coming fall.
- The paperwork for a grant to fix the deep draft boat ramp issues has been put together.

Manager's Narrative

- Cabin furniture replacement has been delayed due to a shortage of funds. We will do the couches and chairs in the older four cabins this year and potentially get new mattresses next year. A funding source to update used furnishings would be welcome as we grapple with day-to-day maintenance eating away at our O&E budget even more.
- We are interested in turning the activity center into a Nordic hub. Our Nordic sales have been slipping the past few years and need to be re-energized.
- As I look ahead to Kokanee Cove turning into something in the near future, I am concerned that I will lose my one and only seasonal house during construction. Housing is a crucial part of being able to attract and keep seasonals for the summer time.

THOUSAND SPRINGS – 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, including signs that must be done by ITD.

Park/Program Usage

- Local Boy Scouts installed a new fire ring and benches at Niagara Springs.
- Box Canyon's new parking lot continues to see usage and has vehicles almost every weekend.
- The Ritter Island houses were booked all weekends in October.
- Duck's Unlimited held their annual event at Billingsley Creek. They host a banquet dinner and hold an auction, about 375+ people attended this event.

Program Services

- We had three classes from the Jerome Middle School tour Box Canyon where we talked about the aquifer and water rights.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	2	150
Special Events	0	0

Preservation of Natural, Cultural, and/or Historical Resources

- A historical architect came and looked at the Pink House on Ritter Island for a future preservation project. We wanted to see if it would be best to rebuild or just start over from the ground up.

- Plans for future improvements on Ritter Island are moving forward including construction on the Pink House, the barn, and the bridge.
- Work on the well at Billingsley Creek will begin in January.

Staff Training

- Manager attended the photo workshop in Boise.
- New ranger would like to attend interpretive training.

Strategic Plan Actions

- Nothing to report.

Manager's Narrative

- Manager had a great opportunity to attend a career fair and shared with local high school students what education is required to become a park ranger and park ranger duties.
- Having seasonal staff in the winter would be very helpful with housekeeping duties at Ritter Island.
- October ended with cold temperatures and we had a wind storm come through that blew down trees and branches in Malad, Niagara, and Billingsley Creek.
- Met with Development about the new visitor center at Billingsley Creek. The drawings look good and we are ready to take the next step to make it a reality. We met with the firm that will replace the bridge on Ritter Island. They will be starting soon on dig line locates and drilling core samples.
- Riding arena at Billingsley Creek has started being used more as the weather gets cold: people like to ride indoors in the winter.
- We had Christmas lights on 30 trees at Billingsley Creek along the new trail: it was so COOL!

THREE ISLAND – NITA MOSES, PARK MANAGER

Customer Service

- The park is typically open until the end of October; however, this year we had to shut down the water to the campground and dump stations on three separate occasions during the month due to extreme cold. Campers enjoyed the park with reduced rates since there was no water.
- All our volunteers and seasonal staff were gone by the end of the October and the kiosk closed in November.
- We are restocking our depleted inventory of free publications for the public. We made a temporary park brochure until we get our official brochure. Manager built a small brochure rack to hold the park and disc golf brochures for the kiosk.
- Our winter visitor center hours are Tuesday through Saturday six hours each day. We will maintain these hours until mid-March when we begin our peak season. We have been open 2,282 hours YTD which is an increase of 106 more hours open than 2018.

Park/Program Usage

- We had visitors from 17 states and 1 country in October, 10 states and 2 countries in November, and visitors from 6 states in December. Comments included: "Great presentation. My Great Grandmother came through here in 1852" and "Thanks for having us".
- Visitor center had 949 visitors through October, November, and December with 14,052 YTD. It is an overall increase of 883 YTD over last year.

Program Services

- Administrative Assistant attended a STEM event at the Glenns Ferry school. This event was open to the public and there was a booth to promote the park and junior ranger program. There were 100 attendees.
- The park hosted a disc golf tournament, with 85 participants, put on by the Gem State Disc Golfers for their kickoff Winter Series Tournament.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	0	0
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	2	185

Preservation of Natural, Cultural, and/or Historical Resources

- Staff mulched leaves throughout the park with the two new mowers. We are very pleased with how they each operate.
- Flicker bird damage has been significant, our ranger has been patching the holes. Staff is looking into building nesting areas for the birds in hopes that they will chose to nest there instead.
- Staff has been trimming the low branches in the lower Trailside loop, removing dead trees throughout the campground, and trees blocking trails.

Staff Training

- Staff members attended the South Region meeting in October and the photography workshop in December.

Strategic Plan Actions

- The HVAC units are all in, but the thermostats are still being worked on.
- Staff decided to develop a “What do you know?” knowledge quiz for volunteers and seasonals to improve customer service by helping them retain information about departmental policies and procedures. Perhaps this will become part of our team building exercises next year.
- Manager attended the Chamber Meeting.
- Manager met with Southwest Idaho Rural Development director about the Idaho Oregon Snake River Water Trails Association’s plans to float the entire water trail. They want to have the kickoff event at the park. Director Langhorst has committed to be the common thread and complete the entire water trail for the event.
- Staff continues to work with Development on primary power upgrades.

Manager’s Narrative

- October weather contributed to internet and phone issues. Dry and colder temperatures in November helped the issues.
- Staff is working with Bruneau Dune State Park to install four 1000-gallon grey water tanks.
- Staff purchased supplies to make lava lamps for the upcoming New Year’s Day hike and STEM program.

SOUTH REGION MAINTENANCE CREW – CHRISTOPHER RE, FOREMAN

Bruneau Dunes

- December - Met with management to plan for upcoming projects in January including dock replacement, gray water tank replacement, and parking lot improvement.

Eagle Island State Park

- December - Cleared area around old dairy barn, took about ten loads to the land fill, cleaned up old sandbags and piles of dirt, cleared the cement pad, and cleaned south irrigation ditch of overgrowth.



Harriman State Park

- October - Added handrails to Cygnet yurt ramp.



Lake Cascade

- October - Pulled handling docks out of the water and placed them in the campground for the winter at Van Wyck unit.



Lake Walcott State Park

- November - Pulled docks out of water for the season and started to replace old drinking fountains and valves.



- December - Finished replacing the old frozen valves with new valves. Ran plumbing and placed the cement for the base of the new fountains.

Massacre Rocks

- October - Finished moving the Superdeck docks from Ririe to Massacre Rocks.

Lucky Peak State Park: Spring Shores and Sandy Point Units

- October - Delivered and planted 36 trees that were donated to the park by Franz Witte Nursery.



Thousand Springs

- October – Started to replace old flooring and install vinyl plank flooring in one of the park residences.



- November - Finished the flooring job in the park residence, replaced all the baseboards, and fixed the front door threshold. Also fixed the garage door opener, that had fallen from ceiling, by putting in new steel supports and fixing the sensors.



- December - Placed flooring trim and transition pieces that were back ordered.

