

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Quarterly Board Teleconference

November 13, 2020

IDPR Headquarters

5657 Warm Springs Ave.

Boise, ID 83716

▪ AGENDA

▪ Friday, November 13, 2020

- **9:00 A.M.** Call to Order – Chairman Black
 - Roll Call
 - Welcome and Introductions / Chairman Black and Interim Director Buxton
 - Additions or Deletions to the Printed Agenda
- Consent Agenda – **Action Item**
 - Approval of Minutes
 - October 8, 2020
 - October 20, 2020
- **9:15 A.M.** Director’s Report
- **10:15 A.M.** Sheridan Property Acquisition – Wallace Keck
- **10:45 A.M. BREAK**
- **11:00 A.M.** Rules Regarding Land and Water Conservation Fund - Anna Canning
- **11:20 A.M.** Rules Regarding State and Federal Grants – Anna Canning
- **11:40 A.M. LUNCH BREAK**
- **12:15 P.M.** Bayview Utility Easement – **Action Item** – David White
- **12:30 P.M.** WIF Discussion - Board
- **1:30 P.M.** 2021 Board Dates & Locations – **Action Item** - Betty Mills
- **1:40 P.M.** Board Elections – **Action Item**
- Program Reports / Staff will stand for questions
- Old/New Business
- Public Comment Period
- **2:00 P.M. Executive Session***
- **3:00 P.M. Open Session** – Staffing – **Action Item** - Board
- **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:

(A) *“To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general”.*

(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 & RECREATION

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

Board Teleconference

IDPR Headquarters

October 8, 2020

Boise, Idaho

▪ Thursday, October 8, 2020

- Call to Order – Chairman Black called the meeting to order at 12:02 P.M. The Chairman asked Ms. Mills to conduct a roll call.
 - Roll Call
 - Board Member Black - Present
 - Board Member Fatkin- Present
 - Board Member Beckley- Present
 - Board Member Doman - Present
 - Board Member Roach – Present
 - Board Member Eastwood -Present

Also present during all or portions of the meeting either in person or on the phone, were the following individuals:

Susan Buxton – Interim Director

Betty Mills – Management Assistant to the Director

Keith Hobbs – Operations Administrator

Anna Canning – Management Services Administrator

David White – North Region Manager

Garth Taylor – South/East Region Manager

Steve Martin – Fiscal Officer

Adam Zaragoza – Development Bureau Chief

Tammy Kolsky – R&R Program Manager

Craig Quintana – Public Information Officer

Dave Claycomb – Recreation Bureau Chief

Steve Strack – Deputy Attorney General

Rob Sepich – Budget & Policy Analyst

Matt Reiber – Division of Financial Management

Nate Fisher – Governor’s Office

LeAnn Stephens – Department of Human Resources

David Claiborne – President, Idaho State ATV Association

- **CARES Act Development Projects Authorization – Action Item** – Adam Zaragoza, Anna Canning
- Director Buxton reported there was a unanimous vote from the CFAC Committee, to approve the allotment of \$1.1 million to IDPR for additional costs that occurred in our parks, due to COVID19. The Director stated that IDPR has until December 30, 2020 to spend the CARES Act funds. Board approval is needed today to approve spending these funds.

- Mr. Zaragoza reported that IDPR received emergency authorization from the Department of Administration, to proceed with the three parking improvement projects at Priest Lake Lionhead campground, Farragut Eagle Cove and Thousand Springs Box Canyon, without going through the usual approval process. He will be meeting with the contractors today to proceed with the parking expansion projects at Lionhead and Farragut.
- **Ms. Roach moved “to proceed with the CARES funding projects and give the Director discretion to spend the funds within the allocation approval from the Coronavirus Financial Advisory Committee”. 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.**
- **Interim Director Update - Susan Buxton**
The Director reported on the following items:
 - An all staff ZOOM teleconference was held today to introduce Ms. Buxton as the Interim Director.
 - Craig Quintana was asked to provide an update on Communications. Mr. Quintana reported there have been 24 user testing sessions conducted for the new website and it will be cleaner and more user friendly going forward. The new website is Americans with Disability Act compliant now and is more mobile device friendly. Mother Earth Brewing has made a Forgotten Trail Ale to help support IDPR’s Non-Motorized Trail efforts throughout the state.
 - Tammy Kolsky shared that snowmobile users will be receiving an individualized letter explaining the new registration system and will provide helpful information on how to navigate through the system for the first time. Ms. Kolsky stated that in a normal year, we issue between 8,600-8,900 boating registrations and as of now, IDPR has already issued 8,900 registrations.
 - Keith Hobbs announced that he and Ms. Kolsky will be retiring at the end of October. They will be moving out of state and are looking forward to new adventures in their lives. Ms. Kolsky thanked the department and Board for her time here at IDPR.
 - David White reported that campgrounds in parks up North are filling up by Wednesday or Thursday through the weekend. The Boat ramp at Farragut is closing by 10:00 A.M. each day, due to parking lots being full. Park staff are continuing to do a great job considering all that is being asked of them during these times.
- **Mr. Fatkin moved to adjourn the meeting. The motion was seconded by Mr. Eastwood. Meeting was adjourned at 1:12 P.M.**

DRAFT

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Board Teleconference

IDPR Headquarters

October 20, 2020

Boise, Idaho

▪ Tuesday, October 20, 2020

- Call to Order – Chairman Black called the meeting to order at 9:05 A.M. The Chairman asked Ms. Mills to conduct a roll call.
 - Roll Call
 - Board Member Black - Present
 - Board Member Fatkin- Absent
 - Board Member Beckley- Present
 - Board Member Doman - Absent
 - Board Member Roach – Present
 - Board Member Eastwood -Present

Also present during all or portions of the meeting either in person or on the phone, were the following individuals:

Betty Mills – Management Assistant to the Director

Keith Hobbs – Operations Administrator

Anna Canning – Management Services Administrator

David White – North Region Manager

Garth Taylor – South/East Region Manager

Adam Zaragoza – Development Bureau Chief

Craig Quintana – Public Information Officer

Debbie Hoopes – Human Resource Officer

LeAnn Stephens – Department of Human Resources

- **Pending Administrative Rules – Action Item** – Anna Canning
- Ms. Canning stated this is the final step to approve these pending rules for the 2021 Legislative Session. Given that IDPR received no comments on the proposed rules, staff prepared pending rules consistent with the omnibus rules you approved last year with the Board amendment approved in August. Ms. Canning reviewed the recent rules the Board has approved for the upcoming Legislative Session and provided a recommended motion for the Board to consider. Ms. Canning stood for questions.
- **Ms. Roach moved to approve the pending rules as published in the special edition of the Idaho Administrative Bulletin on September 16, 2020 and as detailed in the Notice of Omnibus Rulemaking for Fee Rules for the following:**

IDAPA 26.01.10, Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation.

IDAPA 26.01.20, Rules Governing the Administration of Park and Recreation Areas and Facilities.

IDAPA 26.01.33, Rules Governing the Administration of the Land and Water Conservation Fund Program

Motion was seconded by Mr. Beckley. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Mr. Black requested an update from the Board Sub-Committee, working on the job posting for the Director's position. Ms. Stephens reported that what has been drafted by the work group, was sent to Director Buxton for review. Mr. Eastwood stated that the committee is in a holding mode currently, awaiting answers from Director Buxton and staff to finalize the Director job announcement, prior to posting it.

- **Mr. Eastwood moved to adjourn the meeting. The motion was seconded by Ms. Roach. Meeting was adjourned at 9:24 A.M.**

Pete Black, Chairman
Idaho Park and Recreation Board

Susan E. Buxton, Interim 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 Teleconference
November 18, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: **Sheridan Property**
ACTION REQUIRED: **INFO ONLY, NO ACTION REQUIRED**
PRESENTER: **Wallace Keck**

PRESENTATION

BACKGROUND INFORMATION:

BRIEFING STATEMENT ON THE SHERIDAN ACQUISITION

City of Rocks National Reserve
Castle Rocks State Park

The Sheridan acquisition is a proposed, 360-acre expansion of park lands, (See page 2 for map). It would add 200 acres to City of Rocks National Reserve and 160 acres to Castle Rocks State Park, (if Board approved), and approximately 7,268 feet or 1.37 miles of public access ROW. Both parks are managed and administered by IDPR.

Strategic Opportunities

1. Since before the creation of the National Reserve, NPS planners envisioned a park that encompassed nearly all of the nationally significant features, including the historic California Trail, 2.5 billion years-old granite spires and monoliths, pristine archeological sites, inspirational scenery, historic ranching, and world-class rock climbing. But in 1988, the designated reserve boundary encompassed only 14,407 acres of which nearly half was privately owned. Over the last 32 years, the NPS and IDPR have carefully considered and purchased all but 3,800 acres inside the Reserve, while also acquiring Castle Rock Ranch, which today is Castle Rocks State Park. The proposed land acquisition includes an additional 360 acres of nationally significant resources and values. Acquisition of this property demonstrates IDPR's commitment to resource stewardship.
2. In addition to protecting the nationally significant resources, the proposed acquisition provides a new public access to the Reserve and State Park. While seemingly insignificant in size, the acreage and the right-of-way create a park corridor that stretches from the base of Cache Peak south to nearly the Utah border, approximately 12 miles. Such a connection greatly enhances recreation like horseback riding, mountain biking, hiking, cross-country skiing, and backcountry camping.

3. The proposal exemplifies the mission and vision of the department, including its strategic planning goals of providing new recreational experiences, public access, and resource stewardship. For over 32 years IDPR and the NPS have been strategic partners at City of Rocks. The NPS-IDPR partnership was further exemplified by the breaking of ground at Billingsley Creek for the new shared visitor center. Opportunities to cooperate for mutual benefit are not easily found. The NPS and IDPR have been successful due in large part to a third partner, The Conservation Fund (TCF). TCF was instrumental in facilitating the purchase of the Ranch Unit of Castle Rocks State Park and Register Rock, (a historic feature within City of Rocks), which features dozens of emigrant signatures. TCF is once again assisting the NPS at their request.

Purchase Process

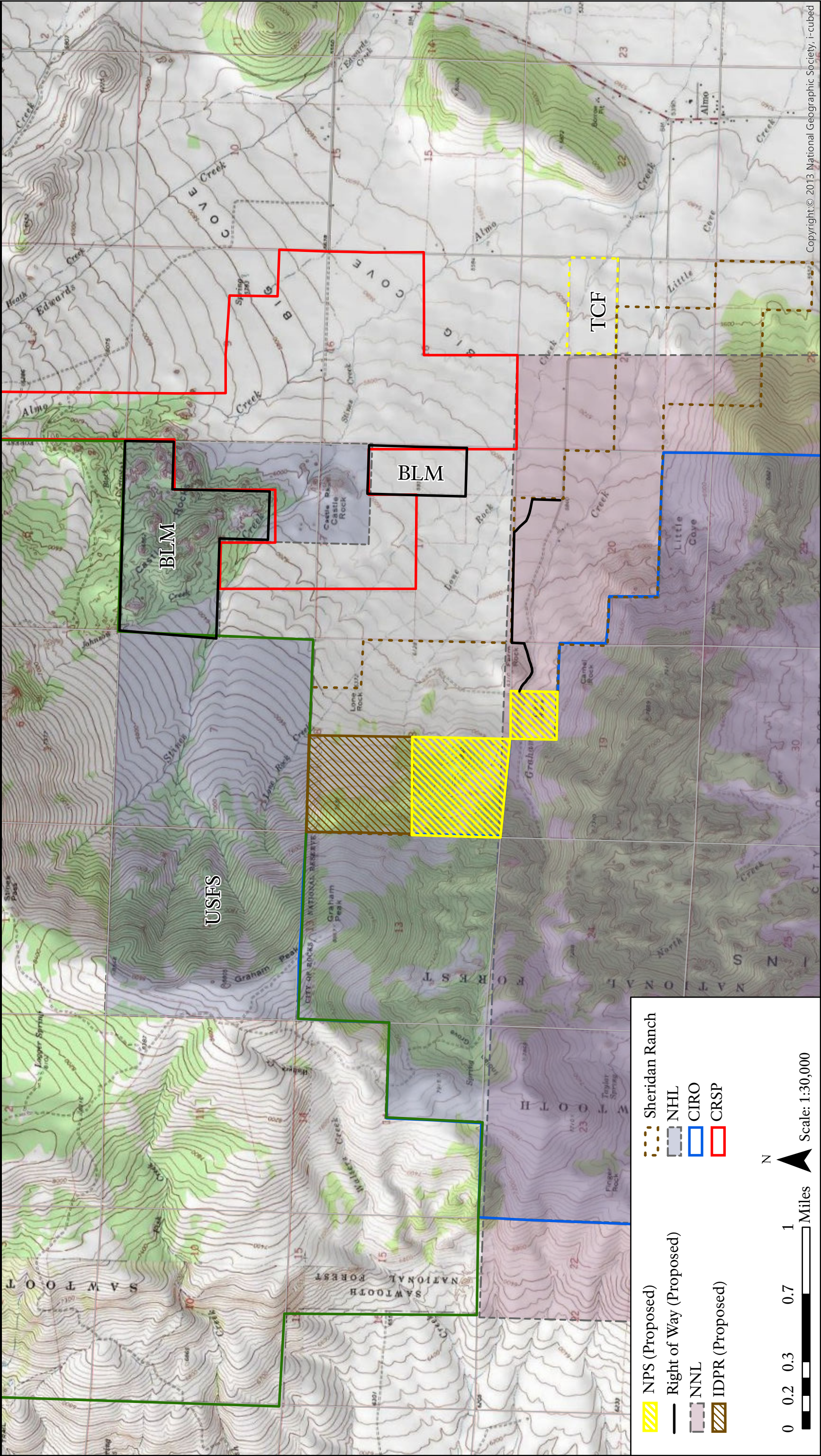
- The Conservation Fund pays contractor to survey the right-of-way, (done).
- NPS develops scope of work for the appraiser, (done).
- NPS selects an appraiser, appraise property and ROW, (in progress).
- Affirm commitment from IDPR to make purchase from The Conservation Fund (IDPR to seek funding from LWCF, Line Item, 001/0243, or ?? – approx. \$240K).
- This proposal had the support of the former IDPR Director, former Senator Darrington, and US Senator Risch's former Chief of Staff John Sandy. Proposal isn't controversial.
- The Conservation Fund makes an offer to Sheridan/negotiates purchase.
- NPS completes boundary expansion, and purchases 200 acres and ROW from The Conservation Fund, with existing funds.
- IDPR purchases 160 acres from The Conservation Fund by the end of FY22.

STAFF RECOMMENDATIONS:

INFO ONLY, NO ACTION REQUIRED



Sheridan Reality Proposal- Scenario 2



BRIEFING STATEMENT ON THE SHERIDAN ACQUISITION

City of Rocks National Reserve
Castle Rocks State Park

The Sheridan acquisition is a willing seller/willing buyer, 360-acre expansion of park lands (See page 2 for map). It adds 200 acres to the Reserve adjacent to the current boundary; adds 160 acres to Castle Rocks State Park (if board approved), and approximately 1 mile of Right-of-Way.

Reasons for the NPS to purchase 200 acres and the ROW

- It creates a new public access to remote and rarely used area of the Reserve
- Expands protection over nationally significant resources (NNL, NHL)
- Park staff could reach the remote grazing allotments for annual resource assessments, as well as conduct inventory and monitoring of pristine and unique resources in Graham Creek Canyon.
- Provides access to remote parts of the park for search and rescue, and wildfire management.

Reasons for IDPR to purchase the remaining 160 acres

- It provides a connection between the Reserve and Castle Rocks State Park that facilitates and enhances recreation, especially horseback riding, mountain biking, hiking, hunting, climbing, and photography.
- Sheridan wants to sell the complete 360 acres being offered, and the NPS is constrained legally from buying more than 200 acres. If IDPR does not or cannot buy the remaining 160 acres, the entire proposal would likely fail.
- The property includes nearly pristine and scenic resources, such as granite outcrops, springs, aspen woodlands, mahogany woodlands, and the base of the highest peak within the reserve. It provides the opportunity to include those lands within the currently designated national natural landmark, national historic landmark, and research natural area/wilderness study area.

Purchase Process

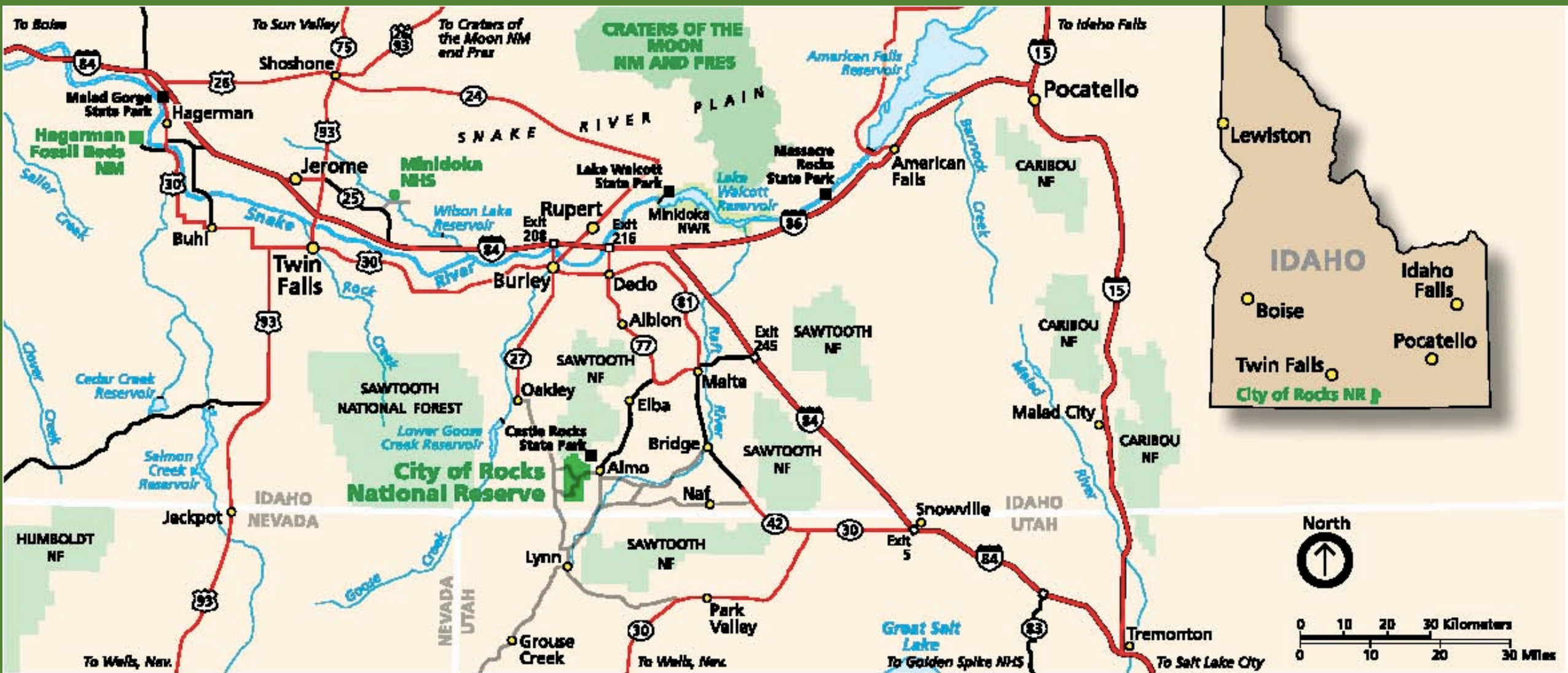
- The Conservation Fund pays contractor to survey the right-of-way (done)
- NPS develops scope of work for the appraiser (done)
- NPS selects an appraiser, appraise property and ROW (in progress)
- Affirm commitment from IDPR to make purchase and reimburse The Conservation Fund (IDPR to seek funding from LWC, Line Item, 001/0243, or ?? – approx.. \$240K)
- This proposal had the support of the former IDPR Director, former Senator Darrington and US Senator Risch's former Chief of Staff John Sandy. Proposal isn't controversial
- The Conservation Fund makes an offer to Sheridan/negotiates purchase
- NPS reimburses the conservation fund, with dedicated allocation
- IDPR reimburses the conservation fund for 160 acres, by the end of FY22

Sheridan Real Estate Proposal

City of Rocks National Reserve and Castle Rocks State Park



Regional Map – City of Rocks National Reserve





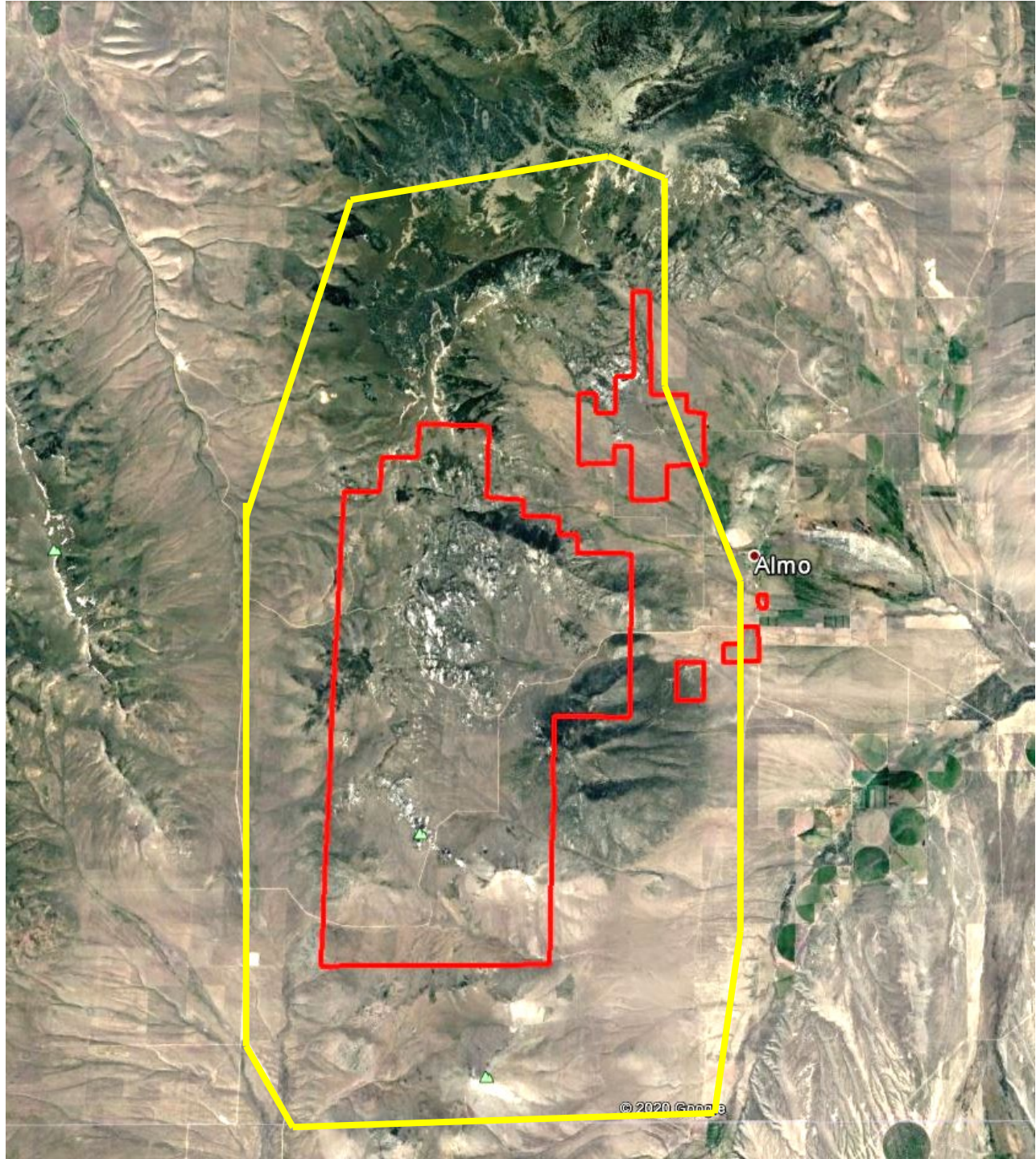
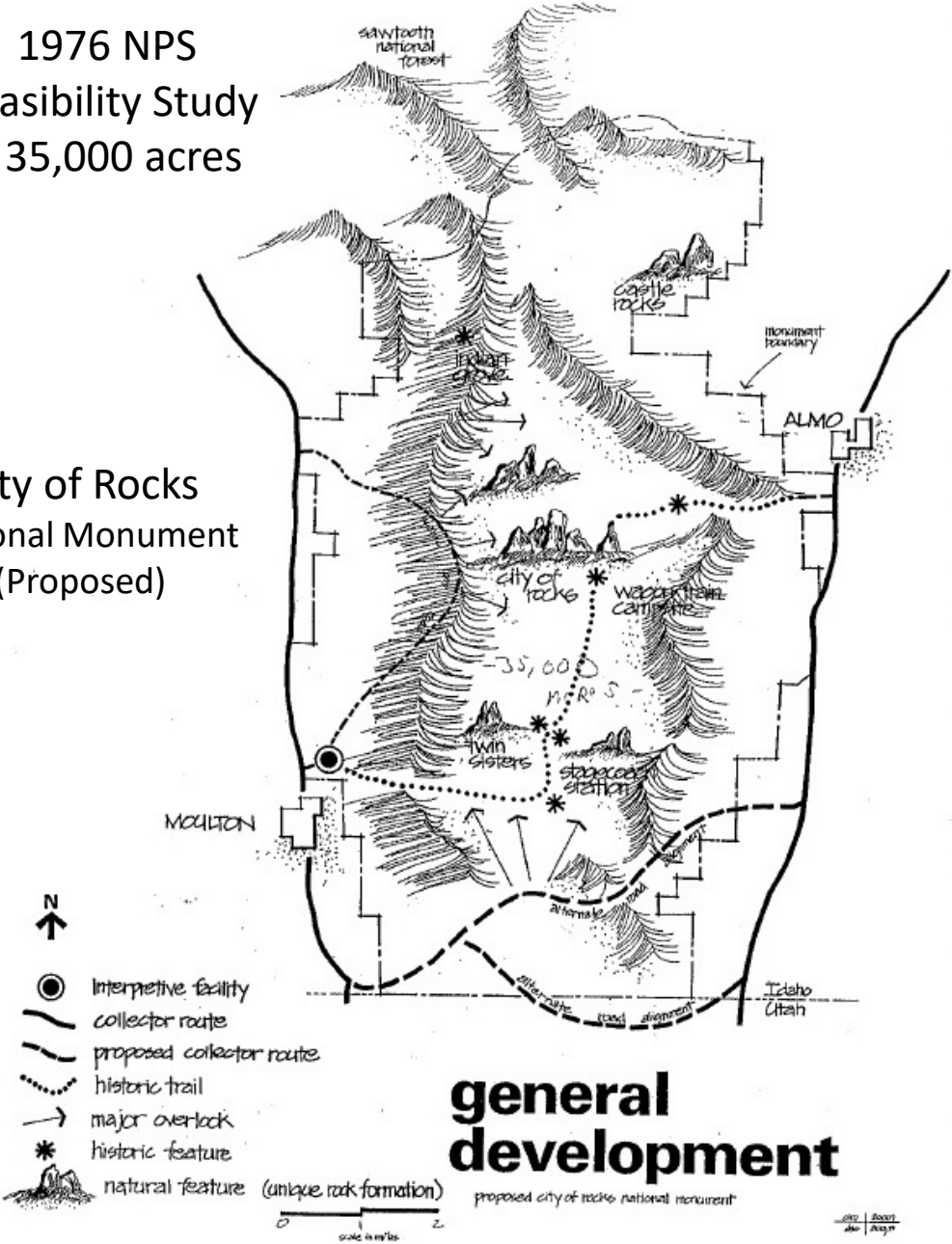
City of Rocks National Reserve



Castle Rocks State Park

1976 NPS
Feasibility Study
= 35,000 acres

City of Rocks
National Monument
(Proposed)



CURRENT LAND STATUS

Sheridan Proposal – 360 acres

Taylor Acquisition – 320 acres

City of Rocks SP – 640 acres

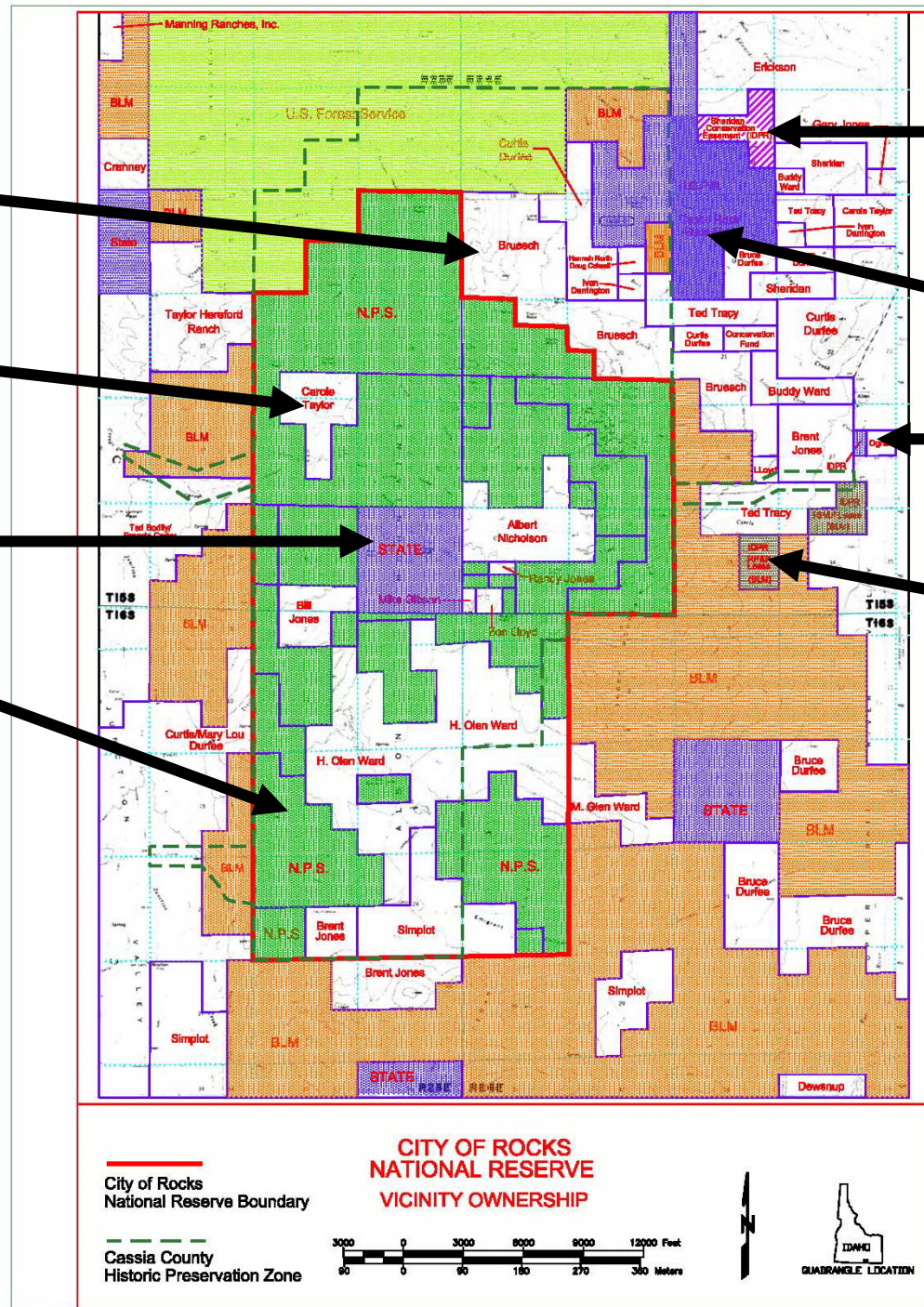
City of Rocks NR – 10,000 acres

Conservation Easement – 200 acres

Castle Rocks SP – 1,420 acres

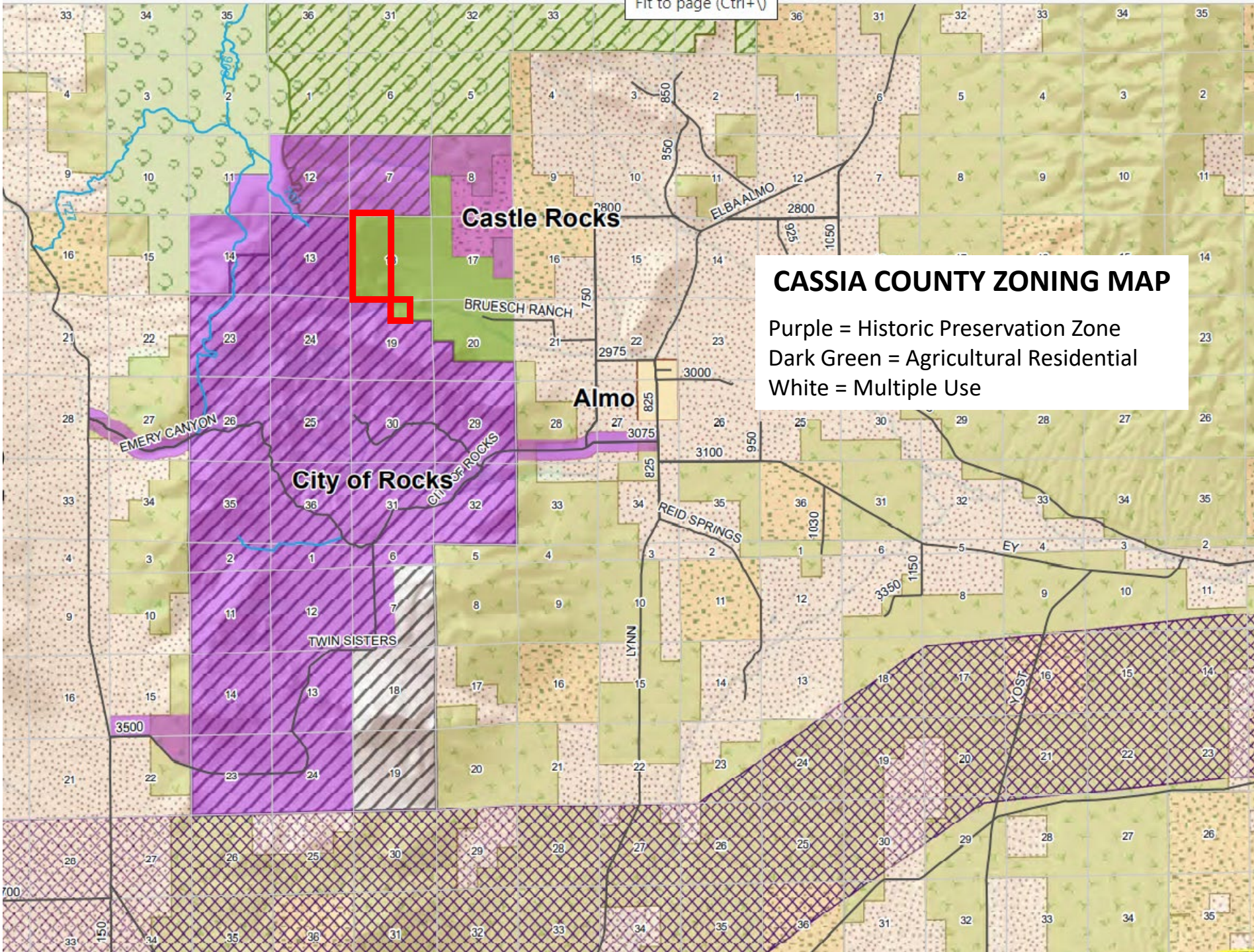
CRSP Administrative Unit – 12 acres

CRSP Smoky Mtn Campground



Left Photo: Scene from Taylor Acquisition to Bread Loaves and Twin Sisters

Right Photo: Smoky Mountain Campground



CASSIA COUNTY ZONING MAP

Purple = Historic Preservation Zone
Dark Green = Agricultural Residential
White = Multiple Use

City of Rocks National Reserve Castle Rocks State Park

City of Rocks National Reserve
Castle Rocks State Park

Albion Mountains

City of Rocks Road

California Trail

Visitor Center

Smoky Mountain 7562 ft 2332 m

Granite Peak 7680 ft 2341 m

Graham Peak 8967 ft 2702 m

Smoky Mtn. Campground

Circle Creek Overlook

Research Natural Area

Staircase Dome 7359 ft 2243 m

Elephant Rock

Register Rock

Camp Rock

Treasure Rock

Bath Rock

Parking Lot Rock

Bread Loaves

Emery Pass Picnic Area

Indian Grove Backcountry

The Lodge, Bunkhouse, & Clamping Yurt

Big Cove Rd E 2800 S

Big Cove

Almo

Little Cove Creek

Narrows Rd

Red Springs Rd

Emigrant Canyon

Soft Lake Alternate Trail

Twin Sisters Rd

Twin Sisters

Cedar Hills

Sawtooth National Forest

Walter Creek

Blue Creek

South Creek

Center Creek

Edwards Creek

Little Cove Ranch Rd S 930 E

Elba-Almo Rd

CAUTION Steep Grade 4WD Vehicles Recommended

Emery Canyon Rd

Logger Springs Rd

Circle Creek

Trail Creek

Smoky Mtn. Rd

Equestrian Trail Head

Equestrian Campground

Waysides

Public Roads

Administrative Roads

Pinnacles

Key Pinnacles

BLM Land

IDPR Land/IDPR Lease

NPS Land

USFS Land

Visitor Center/Ranger Station

Information Kiosks

Restrooms (No Water)

Drinking Water

Parking

Picnic Areas

Campsites

RV Campsites (Hookups)

Sanitary Dump

Mountain Peaks

Scale: 0 to 3 Miles

1:65,000

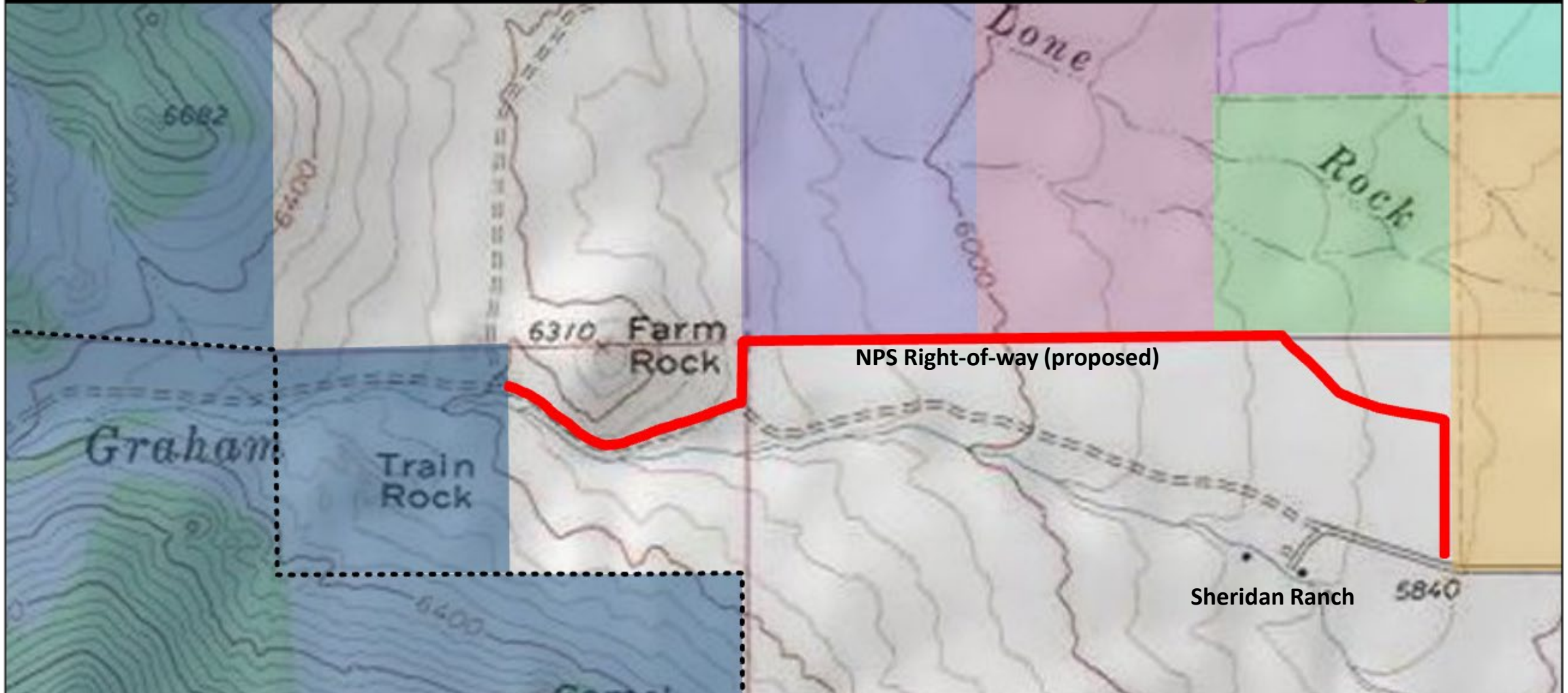
Produced by: CIRO

Date Updated: Dec. 17, 2019

The map displays the Sawtooth National Forest and surrounding areas. Key features include:

- Geographical Features:** Graham Peak (8867 ft / 2702 m), Indian Grove Backcountry, Research Natural Area, Granite Peak (7680 ft / 2341 m), Steinfells Dome (7359 ft / 2243 m), Circle Creek Overlook, Finger Rock, and the Mountains.
- Landmarks and Facilities:** The Lodge, Bunkhouse, & Glamping Yurt, Rocks State Park, and Almo.
- Roads:** Logger Springs Rd, Big Cove Rd, Little Cove Rd, and S 750 E.
- Water Bodies:** Walter Creek, Snake Creek, Lone Rock Creek, and Little Cove.
- Other Labels:** IDPR, NPS, CAUTION Steep Grade 4WD Vehicles Recommended, Emery Pass Picnic Area, and Big Cove.

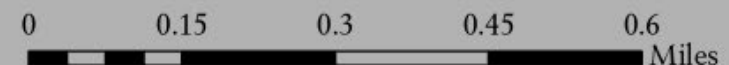
City of Rocks National Reserve and Castle Rocks State Parks Proposed Sheridan Right-of-Way



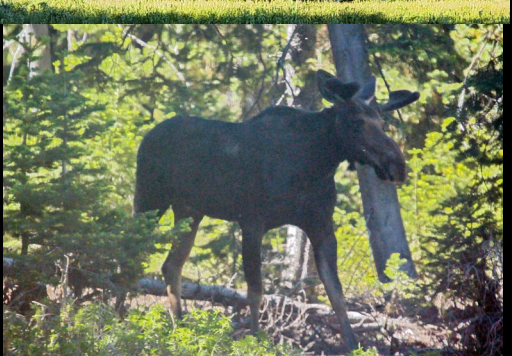
Ownership

NPS (Proposed)	Ted Tracy	Jeanette Babbitt
Sheridan Ranch	BLM	George Darrington
City of Rocks National Reserve	Curtis Durfee	Thomas Harper

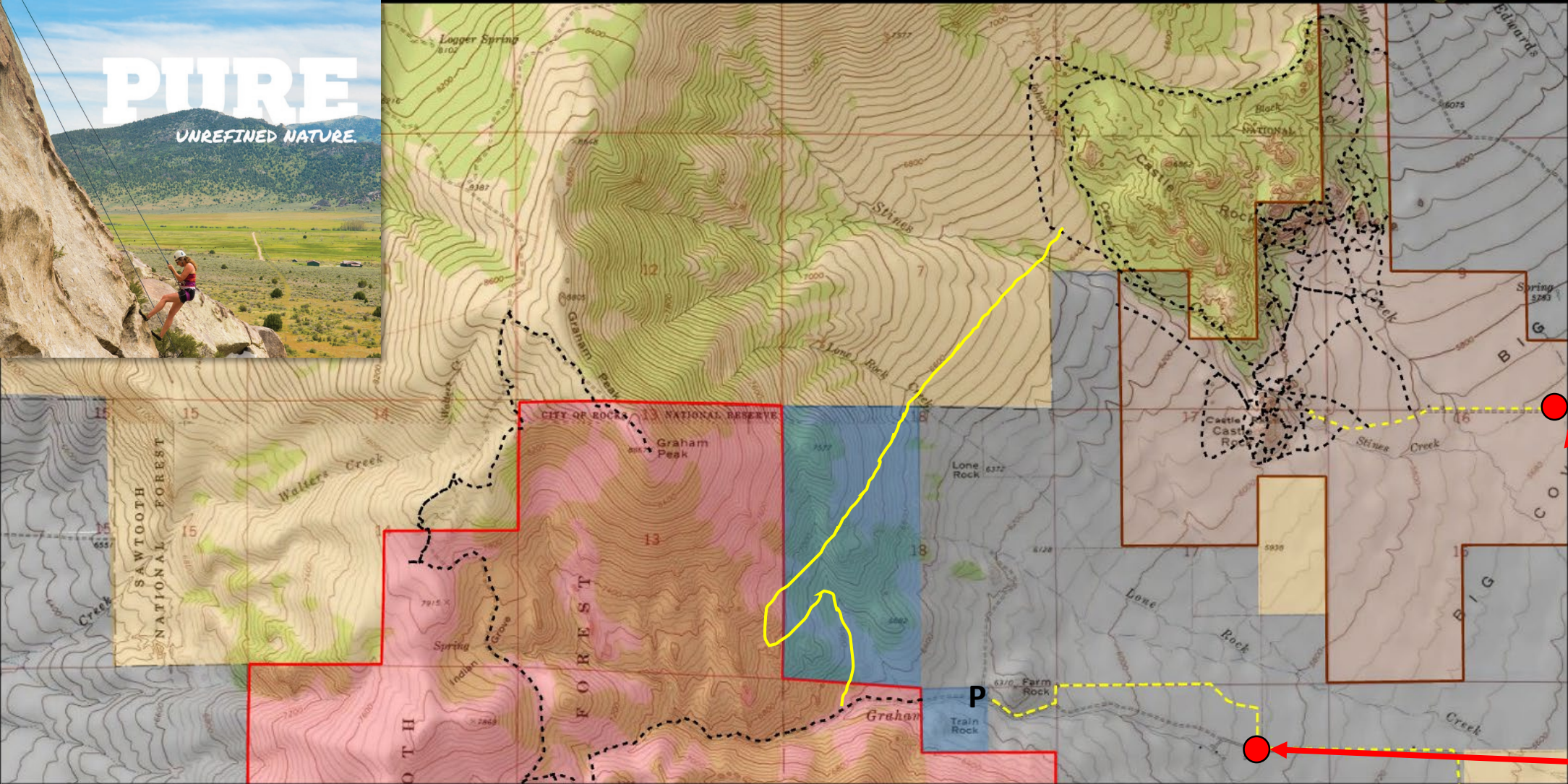
Scale: 1:10,500



Nationally Significant Resources



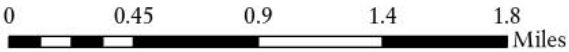
City of Rocks National Reserve and Castle Rocks State Park



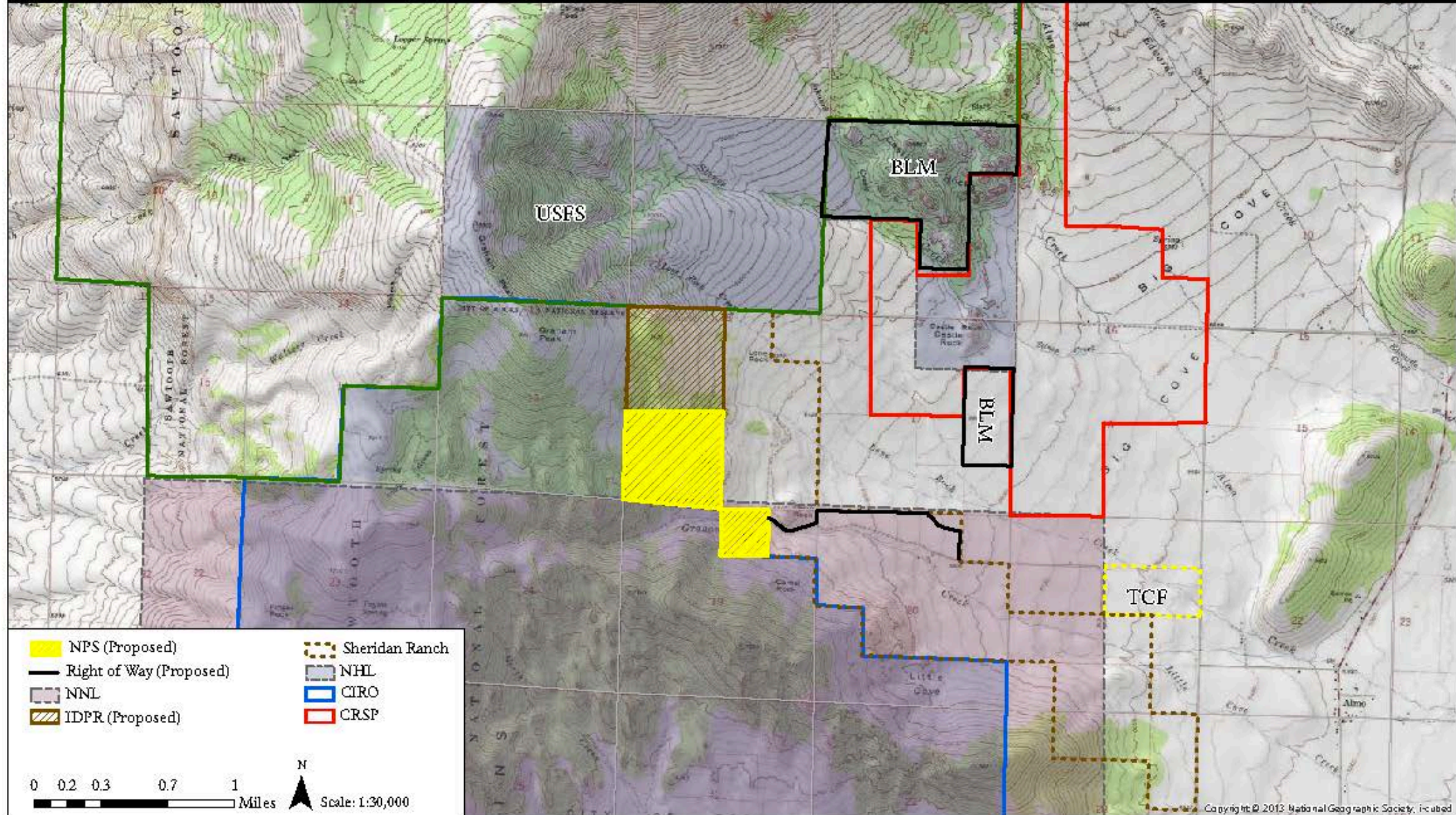
The connection by automobile from the Sheridan ROW to the east entrance of Castle Rocks is 3 miles via county roads

- NPS (Proposed)
- Public Ownership
- Private Ownership
- Castle Rocks State Park
- City of Rocks National Reserve
- Trails (existing)
- Road (proposed and existing)

Scale: 1:30,000



Sheridan Reality Proposal- Scenario 2



Questions



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

AGENDA
Idaho Park and Recreation Board Teleconference
November 18, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: **Rules Regarding Land and Water Conservation Fund**

ACTION REQUIRED: **None**

PRESENTER: **Anna Canning, Management Services Administrator**

PRESENTATION

BACKGROUND INFORMATION:

At its February Meeting, the Board directed staff to initiate an amendment to Idaho Code to re-evaluate criteria in the rules regarding state and federal grants. Staff requested that we concurrently update the rules regarding the Land and Water Conservation Fund to meet the goals of the Red Tape Reduction Act.

At its August Meeting, the Board reviewed the proposed drafts as prepared and presented by staff. The revised rule is substantially different from the original in organization and content. It contains 5 fewer pages; 2,062 fewer words; and 29 fewer restrictive words. Because of the extent of the changes, staff provided the Board an underline and strikeout and a clean version of the rule. (Please note that the current rule includes fees to process conversion requests, thus making it a "Fee Rule." Those fees have been removed, other than to say that the project sponsor is responsible for all costs associated with the conversion process.)

At the August meeting, the Board continued the rules to the November agenda.

STAFF RECOMMENDATIONS:

Staff recommends that the Board direct staff to seek public comment on the "clean" version of the revised rules. The intent is to collect comments on the proposed amendments and present the rules during the 2022 Legislative Session.

Staff recommends that the Board coordinate the public comment with the Rules Regarding State and Federal Grant Rules.

26.01.33 – RULES GOVERNING THE ADMINISTRATION OF THE LAND AND WATER CONSERVATION FUND PROGRAM

000. LEGAL AUTHORITY.

The Idaho Parks and Recreation Board is authorized under Section 67-4223, Idaho Code, to adopt, amend, or rescind rules as may be necessary for proper administration of the department and its programs. (3-20-20)T

001. TITLE AND SCOPE.

01. Title. The title of this chapter is cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.33, “Rules Governing the Administration of the Land and Water Conservation Fund Program.” (3-20-20)T

02. Scope. This chapter establishes procedures for the administration of the Land and Water Conservation Fund program, including requirements for project application, eligibility, review, award, and management. (3-20-20)T

002. -- 009. (RESERVED)

010. DEFINITIONS.

As used in this chapter: (3-20-20)T

01. Acquisition. The gaining of rights of public use by purchase or donation of fee or less than fee interests in real property. (3-20-20)T

02. Board. The Idaho Park and Recreation Board, a bipartisan, six (6) member board, appointed by the governor. ()

03. Development. The act of physically improving an area or constructing facilities necessary to increase its ability to serve outdoor recreation purposes. (3-20-20)T

04. Director. The director and chief administrator of IDPR or the designee of the director. ()

05. Evaluation Committee. Representatives from federal, state and local entities and other subject matter experts with expertise in community development or public outdoor recreation needs. ()

06. IDPR. The Idaho Department of Parks and Recreation. (3-20-20)T

07. LWCF. The Land and Water Conservation Fund, a federal grant program that provides matching grants to states, and through states to local governments, for the planning, acquisition and development of public outdoor recreation areas and facilities. (3-20-20)T

08. NPS. The National Park Service. (3-20-20)T

09. Open Project Selection Process (OPSP). The decision-making process and criteria by which IDPR selects projects for LWCF funding. ()

10. SCORP. Statewide Comprehensive Outdoor Recreation Plan. ()

11. Scope Element. A specific item, for example, one (1) facility or amenity, listed on a project application or project agreement that is a part of the whole. (3-20-20)T

12. Sponsor. A state or local government agency that solicits a grant from IDPR for a project or is responsible for administering the grant of an approved application or completed project. ()

011. -- 049. (RESERVED)

050. STATE LIAISON OFFICER (SLO) AND ALTERNATE STATE LIAISON OFFICER.

To be eligible for assistance under the LWCF Program, the governor of Idaho must designate in writing a state official, by name or position, to serve as its State Liaison Officer (SLO) and an Alternate State Liaison Officer (ASLO). The SLO has authority to accept and administer funds for purposes of the LWCF Program. The director is designated as the SLO and the State and Federal Grant Manager is the ASLO. ()

052. -- 064. (RESERVED)

065. COMPLIANCE WITH LAWS.

LWCF administration is subject to all applicable state and federal statutes, rules, regulations, ordinances and requirements. (3-20-20)T

066. -- 079. (RESERVED)

080. FUND ALLOCATION.

01. Eligible Applicants. Governmental agencies that are eligible to receive or apply for the grant funds include incorporated cities, counties, state agencies, recreation districts and other state or local governmental agencies authorized to provide general public recreation facilities. (3-20-20)T

02. Allocation of Funds. Idaho's cost of administering the SCORP program, the LWCF program and a contingency fund are deducted from the state's annual apportionment. The remaining funds are divided fifty percent (50%) for local governmental agencies and fifty percent (50%) for state agencies. This policy may be altered in any year at the discretion of the board. ()

a. To assure that the needs of rural areas are met, twenty percent (20%) of the amount dedicated for local governmental agencies is dedicated for use by governmental agencies of five thousand (5,000) population or less. If the cumulative request of the governmental agencies of five thousand (5,000) population or less is more than the twenty percent (20%) of the amount dedicated for local governmental agencies, governmental agencies of five thousand (5,000) population or less may compete for the total remaining allocation. (3-20-20)T

b. If the total cost for a single project of a governmental agency with a population of five thousand (5,000) or less requires over one-half (1/2) of the twenty percent (20%) dedicated for use by governmental agencies of five thousand (5,000) population or less, that project will compete with the large governmental agency projects. (3-20-20)T

03. Exceptions. The board may suspend (through formal action at the board meeting at which LWCF grant requests are considered) any provision of Subsection 080.02 of this chapter if the allocation is too small to warrant viable projects. (3-20-20)T

04. Project Requests Insufficient. The board is not required to distribute all available funds. IDPR staff may recommend, and the board determine, to reject projects with evaluation scores so low as to be noncompetitive. (3-20-20)T

081. -- 094. (RESERVED)

095. CONTINGENCY FUND.

Twenty percent (20%) of the total allocation may be held out for needed cost overruns, special projects, and emergency needs. Any unused funds at the end of the funding cycle are obligated through the normal process. (3-20-20)T

96. -- 139. (RESERVED)

140. ELIGIBLE PROJECTS.

01. Generally. LWCF grants are available the cost to acquire or develop land that is to be used for outdoor recreation purposes and is to be held in perpetuity for public outdoor recreation uses. Acquisitions or developments that do not contribute directly to general public outdoor recreation facilities or activities are ineligible for LWCF funding. Acquisition of leases are not eligible. ()

02. Less Than Fee Acquisition. Acquisition of less than fee interest, such as easements and development right, must be considered in the same manner as simple fee acquisition subject to the following conditions: (3-20-20)T

a. The interest cannot be revocable; (3-20-20)T

b. The value can be supported through standard appraisal techniques; and (3-20-20)T

c. Recreation can be demonstrated as the primary purpose of the acquisition. (3-20-20)T

03. SCORP. LWCF grants are available for the cost of the planning and preparing the SCORP. ()

04. Acquisition of Publicly Owned Lands. The cost to the sponsor of land purchased from another public agency is not eligible for LWCF funding. ()

05. Acquisition of Structures. Structures that are proposed to be retained and are incidental to the land are eligible for LWCF grant funds if they are to be used primarily for support facilities for outdoor recreation activities. The anticipated use must be clearly identified in the project application so that IDPR may exercise reasonable judgment in determining the eligibility of the structure for funding assistance. ()

06. Acquisitions Involving Compatible Multiple Uses. Nonrecreation uses, such as timber management, grazing, and other natural resource uses, may be carried out on lands acquired with LWCF assistance if they are clearly compatible with and secondary to recreation use, and are approved by IDPR prior to execution of the project contract. ()

07. Public Park and School Development Projects. Projects clearly designed and located to meet identified needs for general public recreation, as well as to provide school districts with outdoor education, physical education, and recreation facilities may be eligible for funding, provided general public recreation is clearly the primary use. ()

141. -- 199. (RESERVED)

200. WAIVER OF RETROACTIVITY.

01. NPS Waiver Required. The NPS may grant permission to a sponsor to proceed prior to normal processing of an application through a written waiver of retroactivity. ()

02. Limitations. Retroactive development costs are not eligible for reimbursement, other than expenses necessary for planning a development project and then only if it is specifically requested in the project application. (3-20-20)T

201. -- 214. (RESERVED)

215. SPECIFIC PROVISIONS FOR APPROVED PROJECTS

01. Ownership and Encumbrances.

a. Property rights obtained with LWCF assistance must be free of all encumbrances that would limit the use of the site disproportionate to the public benefit. ()

b. The sponsor must have title to or adequate control and tenure of the area to be developed. The sponsor must list all encumbrances in the property to be developed. In the event that encumbrances later prove to be incompatible with public outdoor recreation uses of the site, the sponsor must process a conversion (see Section 650 of this chapter). ()

02. Acquisition Costs Exceeding Fair Market Value. An approved appraisal is an acceptable estimate of property value (see Section 350 of this chapter). The negotiation between a willing seller and a willing buyer may set a price that is higher than the appraisal, and this market place value can be considered along with the appraised value in establishing the reasonable limits of assistance. If the sponsor believes that the negotiated price is a better indication of market value, yet it is higher than the appraised value, a detailed and well documented statement of this differences must be submitted, together with a formal request for a cost increase (see Section 620 of this chapter). (3-20-20)T

03. Acquisition of Nonrecreation Use Limited. Lands acquired with LWCF assistance are immediately dedicated to public outdoor recreation and therefore, in the interim period between acquisition and planned development, the public cannot be denied use. In some instances during this period the temporary continuation of nonrecreation uses of LWCF assisted areas may be appropriate if not at the expense of public use. Continuation of existing nonrecreation uses must be approved by IDPR. When approved by IDPR, the use will be phased out within three (3) years from the date of the acquisition. ()

04. Acquisition of Life Estates. Life estates, whereby an owner is allowed to use the property to the end of owner's life, is an allowable nonrecreation use provided all of the following conditions are met: ()

a. The life estate must not totally limit public use of the site; (3-20-20)T

b. The value of the life estate is not included within the total project cost as established through acceptable appraisal techniques; and (3-20-20)T

c. The life estate provisions are approved by IDPR. (3-20-20)T

216. -- 303. (RESERVED)

304 SPONSOR'S MATCHING SHARE. The sponsor must match a portion of the approved project cost as determined by the National Park Service. The sponsor's share can be either local funds, acceptable state funds, force account, or donation of privately owned lands, goods or services. ()

305. DONATED REAL PROPERTY AS MATCHING SHARE.

01. Generally. The value of privately owned donated real property may be used as a portion or as all of the sponsor's matching share of an approved project when the transfer of title to the sponsor has not been accomplished prior to the execution by IDPR of the project contract, unless such action has been previously approved by IDPR under the waiver of retroactivity procedure (see Section 200 of this chapter). (3-20-20)T

02. Limitations. The donation must consist of real property that would normally qualify for LWCF funding. If the donation does not adjoin the tract being acquired or is not being developed as part of the project then it must stand on its own merits as an acceptable public recreation area in order to be considered an eligible donation. It also must be within the jurisdiction of the sponsor. (3-20-20)T

03. Appraisal Required. The value of the donation must be established by an appraisal report prepared under the provision of Section 350 of this chapter. Any portion of the value of the donation not utilized by the sponsor for matching in the project is not available for subsequent projects. ()

306. -- 319. (RESERVED)

320. DONATED GOODS AND SERVICES AS MATCHING SHARE.

Donated services, materials and equipment are eligible as match. Allowable costs must be agreed upon by IDPR prior to initiation of construction and must be in accordance with current federal regulations. Donated services furnished by professional and technical personnel, consultants, and other skilled or unskilled labor are eligible as match. The services must be an integral and necessary part of an approved project. Skilled and unskilled volunteer labor rates must be consistent with the rate the sponsor would pay for similar work in the sponsor's labor market. If the volunteer is professionally skilled and employed in the work being performed on the project, the sponsor may use the volunteer's normal wage rate. If the volunteer is not professionally employed in the work being performed on the project, the sponsor must value the donated labor at the national minimum wage rate. The sponsor must provide documentation that includes the volunteer's name, date worked, hourly rate, number of hours worked, type of work, and total cost.

()

321. -- 334. (RESERVED)

335. FORCE ACCOUNT AS MATCHING SHARE.

All or a portion of the sponsor's share can be provided through force account (i.e., use of sponsor's employees and equipment) when such contributions are verifiable from the sponsor's records, are not included as contributions for any other IDPR program, and are necessary and reasonable for proper and efficient accomplishment of the project. Documentation of force account must include: the name of each employee, dates worked, hourly rate of pay, number of hours worked, and the total cost by each employee. Documentation of equipment costs includes the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined, and total cost.

()

336. -- 349. (RESERVED)

350. APPRAISAL REQUIREMENTS.

A real estate appraisal is required for all land to be acquired. The appraisal must be prepared and paid for by the sponsor. All appraisals must be done according to "Uniform Appraisal Standards for Federal Land Acquisitions." NPS requires that IDPR have each appraisal reviewed by a qualified appraiser. Any appraisal report that does not meet the basic content requirement or use correct analysis procedures must be corrected to the satisfaction of IDPR. All costs are paid by the sponsor.

()

351. -- 409. (RESERVED)

410. FUNDING CYCLE.

A funding cycle is held at a minimum of once every two (2) years with the following exception: subject to the level of funding, the board may suspend (through formal action at any regular meeting) a funding cycle. (3-20-20)T

411. -- 424. (RESERVED)

425. APPLICATION PROCEDURE.

01. Staff Review for Completeness and Eligibility. Materials submitted by the sponsor are reviewed by IDPR staff for completeness and for project eligibility.

()

02. Open Project Selection Process (OPSP). The procedures outlined in OPSP define the criteria that a proposed LWCF project must meet in order to be eligible for funding and establish priorities to objectively rate competing eligible projects.

()

03. LWCF Advisory Committee Rating. The LWCF Advisory Committee rates projects and assists IDPR staff in making funding priority recommendations to the Idaho Park and Recreation Board. A quorum is required to conduct committee business. Five (5) people constitute a quorum. The advisory committee includes representatives with experience in community development or public outdoor recreation. The committee ranks projects based on its review of the application and a presentation by the sponsor. It rates all projects based on the selected criteria found in OPSP.

()

04. Board Approval. The board reviews and approves a priority list for submission to NPS. Applications are submitted to NPS according to priority after LWCF moneys have been appropriated by Congress and allocated to the state. ()

05. Grant Agreement. Upon approval of a grant application by NPS, IDPR staff will present the sponsor with a grant agreement that identifies eligible costs and obligates the sponsor to a specified project scope. The sponsor must sign the agreement prior to initiating work on the project. The signed agreement obligates the sponsor to complete all elements of the project as described in the agreement and any applicable approved amendment. The signed agreement must include a proclamation from the sponsor's governing body committing the project and the sponsor to LWCF requirements in perpetuity. ()

426. -- 449. (RESERVED)

450. LWCF ADVISORY COMMITTEE MEMBER SELECTION AND APPOINTMENT.

01. Members. The advisory committee includes nine (9) members as follows:

a. Three (3) members are representatives of state and federal agencies with a technical relationship to community development or the outdoor recreation needs in the state. (3-20-20)T

b. One (1) member represents a community of five thousand (5,000) population or more (3-20-20)T

c. One (1) members represents a community of five thousand (5,000) population or less. (3-20-20)T

d. One (1) member represents the interests of ethnic minorities. (3-20-20)T

e. One (1) member represents the interests of the elderly. (3-20-20)T

f. One (1) member represents the interests of people with disabilities. (3-20-20)T

g. One (1) member must be from the board. (3-20-20)T

02. Appointment and Term. Members are appointed by and serve at the discretion of the board for three (3) funding sessions and may be reappointed. ()

451. -- 514. (RESERVED)

515. DISBURSEMENT OF FUNDS.

01. Authorization. Except as otherwise provided herein, the SLO must authorize disbursement of funds allocated to a project through reimbursement basis. The LWCF program is a reimbursement program, which means that the participants initially pay all project costs and then seek reimbursement through IDPR. (3-20-20)T

02. Documentation of Property Purchase. Prior to submitting for property acquisition cost reimbursement, the sponsor must document that all deed, title insurance and appraisal requirements are satisfied

03. Reimbursement. The sponsor must request reimbursement on forms provided by IDPR and must include all required documentation. The amount of reimbursement must never exceed the cash expended on the project. ()

546. -- 559. (RESERVED)

560. LWCF PROJECT BOUNDARY AND ASSISTANCE.

When LWCF development assistance is given to a project limited to less than a complete recreational property, all lands immediately adjacent to that LWCF development that are designated as recreational property must be identified as being within the LWCF project boundary and must be subject to LWCF guidelines. ()

561. -- 604. (RESERVED)

605. RECORDS.

Project records must be maintained by the state and sponsor for three (3) years after final payment. The material must be maintained beyond the required three (3) year period if audit findings have not been resolved. Property records must be maintained in perpetuity. (3-20-20)T

606. -- 619. (RESERVED)

620. PROJECT AMENDMENTS, COST INCREASES AND TIME EXTENSIONS.

01. Amendments. The sponsor may request a project amendment from NPS through IDPR. All amendment requests must be made in writing and must include a detailed justification. Sponsors are expected to complete projects as originally proposed and evaluated. However, amendments for minor changes in scope may be requested. ()

02. Cost Increases. Cost increases of twenty-five percent (25%) or more or changes in project elements that change the total project cost by twenty-five percent (25%) or more require that the sponsor a new application through the OPSP. If the new application is not awarded a grant, the sponsor is required to complete the scope of the project as originally proposed at sponsor's expense or return any funds reimbursed so that the project may be canceled and the funds reallocated. This does not apply to SCORP projects. ()

03. Cost Increases on Development Projects. For cost increase requests on development projects to be considered, all of the following requirements must be met: (3-20-20)T

a. The increase, or any portion thereof, is to be used only for costs incurred on elements specified in the project agreement; and (3-20-20)T

b. The sponsor has initiated implementation of the project in a timely manner and has had little control over the condition causing the cost overrun. (3-20-20)T

04. Cost Increases on Acquisition Projects. Acquisition project cost increases must meet all of the following conditions: (3-20-20)T

a. The increased market value is supported by an acceptable appraisal; and (3-20-20)T

b. The sponsor has diligently pursued the acquisition. (3-20-20)T

05. Cost Increases for Condemnation. Acquisition cost increases based on condemnation awards, if granted, must be based on compensation for the property and direct relocation costs; no court or legal costs are eligible for reimbursement. ()

06. Extensions of Time. NPS will consider time extensions related to unavoidable circumstances such as condemnation of property for acquisition projects and delays due to unusually poor weather or unavailability of supplies for a development project. Extensions are generally granted in six (6) month intervals. Avoidable project delays may result in loss of funding with the sponsor being required to return any funds reimbursed so that the project can be canceled. ()

621. -- 634. (RESERVED)

635. DEVELOPMENT PROJECT CONTRACT REQUIREMENTS.

Development projects require competitive bidding and must comply with all local, state and federal requirements.

()

636. -- 649. (RESERVED)

650. CONVERSION TO OTHER USES.

01. Conversion. The term “conversion” is used to identify properties that were acquired or developed with LWCF assistance that have been converted from a public outdoor recreation to other than public outdoor recreation uses without prior approval of NPS.

()

02. Prerequisites to Approval of Conversion. IDPR will only forward a conversion request to NPS once the sponsor meets the following prerequisites:

()

a. All practical alternatives to the conversion have been evaluated and rejected on a sound basis.

(3-20-20)T

b. The sponsor has provided an opportunity for at least thirty (30) days of public comment on the proposed conversion.

()

c. The sponsor has established, through a state-approved appraisal, that the substitute property for the conversion is of at least equal fair market value of the converted property.

()

d. The substitute property proposed is of reasonably equivalent usefulness and location as that being converted. It must be administered by the same political jurisdiction as the converted property.

()

e. The substitute property meets the eligibility requirements for LWCF assisted acquisition. The substitute property constitutes or is part of a viable recreation area.

()

f. Public land may not be used for substitution on acquisition projects unless it meets the criteria for an eligible acquisition project. However, in the case of development projects for which the state match was not derived from the cost of the purchase or value of a donation of the land to be converted, public land not currently dedicated to recreation or conservation use may be used as substitute property even if this land is transferred from one public agency to another without cost.

()

g. Acquisition of one (1) parcel of land may be used to satisfy several conversions.

()

h. Property previously acquired by the sponsor may be used as substitute property for development projects. Property previously acquired by the sponsor may not be used as substitute property for acquisition projects.

()

i. The sponsor has completed any required environmental evaluation

()

j. The proposed conversion and substitution are in accord with the SCORP

()

03. Project Amendments. Approved conversions require amendments in the project contract. ()

04. Fees. The sponsor must pay all costs associated with all costs related to the LWCF conversion process.

()

651. -- 664. (RESERVED)

665. USER FEES, CHARGES AND INCOME.

01. User Fees. User or other types of fees may be charged in connection with facilities developed with LWCF grants, provided that the fees and charges are commensurate with the value of recreation services or opportunities furnished and are in the prevailing range of public fees and charges for the particular activity involved. Discrimination on the basis of residence, including preferential reservation or membership systems and annual permit systems, is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence. (3-20-20)T

02. Nonrecreational User Fees. Nonrecreational income that accrues to an outdoor recreation area other than the intended recreational use, including income from land management practices, must derive from use that is consistent with, and complementary to, the intended outdoor recreational use of the area. Gross nonrecreational income that accrues during the project period established in the project contract must be used to reduce the total cost of the project. Gross nonrecreational income that accrues subsequent to the ending date identified in the project contracts must be used only to offset the expense of operation and maintenance of the facility. (3-20-20)T

666. -- 679. (RESERVED)

680. PERMANENT PROJECT SIGNS.

The sponsor is required to install permanent public acknowledgment of LWCF assistance at project sites on at least one (1) prominent location, such as the project site entrance. The sponsor must use the LWCF symbol established and provided by IDPR for such acknowledgment. If the sponsor wants to provide a more detailed sign, IDPR staff must approve the sign prior to construction to ensure proper designation. ()

681. -- 709. (RESERVED)

710. APPEALS.

If a sponsor disagrees with any decision or action concerning SCORP, project proposals, valuations of properties and personal services, and audit exceptions, such decision or action may be appealed in the following sequence: ()

a. Local Project Sponsors. Disagreements between local project sponsors and the State Liaison Officer may be appealed to NPS and if not resolved to the satisfaction of the sponsor, may be appealed to the Director of NPS and ultimately to the Secretary of the Department of Interior, if necessary. ()

b. State Liaison Officer. Disagreements between the State Liaison Officer and NPS may be appealed to the Director of NPS and, if not resolved satisfactorily at that level, may be appealed to the Secretary of the Department of the Interior. ()

711. -- 724. (RESERVED)

725. ONGOING SPONSOR OBLIGATIONS. ()

01. Nondiscrimination. The sponsor must ensure that facilities and real property purchased in whole or in part with LWCF moneys are available for public use regardless of race, color, religion, national origin, gender, age, or disability. ()

02. Americans with Disabilities Act. The sponsor must ensure that facilities constructed with LWCF moneys meet the requirements as set by the Americans with Disabilities Act. ()

03. In Perpetuity. The sponsor must maintain any outdoor recreation use within LWCF boundaries in perpetuity. ()

04. Seasons and Hours. The sponsor must keep facilities open for public use at reasonable hours and times of the year based on intended use. ()

726 -- 999. (RESERVED)

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

AGENDA
Idaho Park and Recreation Board Teleconference
November 18, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: Rules Regarding State and Federal Grants
ACTION REQUIRED: None
PRESENTER: Anna Canning, Management Services Administrator

PRESENTATION

BACKGROUND INFORMATION:

In February 2020, both Bonner County and Kootenai County formally requested we review the 30% cap tied to the Waterways Improvement Fund grant program found in IDAPA 26.01.20.200.03.

At its February Meeting, the Board directed staff to initiate an amendment to Idaho Code to re-evaluate criteria in the rules regarding state and federal grants while also updating the rules to meet the goals of the Red Tape Reduction Act.

At its August Meeting, the Board reviewed the proposed drafts as prepared and presented by staff. The intent of staff was to provide a simplified and accurate version to the public for comment. The revised rule is substantially different from the original in organization and content. It contains 3 fewer pages; 1,479 fewer words; and 12 fewer restrictive. Because of the extent of the changes, staff provided the Board an underline and strikeout version and a clean version of the rule.

Please note that in 2010, IDPR added a section on Off-Highway Vehicle Law Enforcement Fund Distribution to the rules. Because the latter is NOT a state or federal grant program, staff recommends that this section be moved into a policy.

At the August meeting, the Board directed staff to send a letter to Bonner County and Kootenai County and continued the rules to the November agenda.

GRANT STANDARDS:

Although the documented is substantially different than the original, staff has not changed any standards within the document. Specifically, the 30% cap standard now located in IDAPA 26.01.20.051 remains. The other grant standards are in Policy #5020: Supplemental Grant Standards. A summary list of project standards by program is detailed below; I've also added LWCF for ease of reference. The Board cannot change the federal standards in LWCF and RTP programs, nor can the Board change the state standards as set forth in Idaho Code (at least not through the current rules revision process).

Standards by Grant Program

- Land and Water Conservation Fund:
 - Federal Matching Requirement for All projects: as determined by NPS currently 50%.
- Cutthroat License Plate:
 - None.
- Motorbike Recreation:
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.
- Mountain Bike Plate:
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and less than or equal to \$10,000 each. Total award for motorized equipment limited to \$10,000. (This is currently not documented in Board policy but was previously discussed and approved as an applicable standard.)
- Off-Road Motor Vehicle (ORMV):
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.
- Recreational Trails Program
 - Federal Matching Requirement for All projects: at least 20% with at least 5% overall costs being non-federal funds (for those federal agency's that apply). (There is an alternative sliding scale that the Board could substitute for this standard, but the sliding scale is complicated and would be difficult to administer. Furthermore, the sliding scale would be difficult to explain to grant applicants.)
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.
- Recreation Vehicle
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.
- Waterways Improvement Fund:
 - Matching Requirement for Waterways Motorized Equipment: at least 25% for equipment valued less than or equal to \$50,000 and at least 20% for equipment valued above \$50,000.
 - WIF grants may not be used to construct improvements in any county of the state without the approval of the applicable county waterways committee as established in Section 57-1501, Idaho Code.
 - The total sum of WIF grant funds approved to be used in any one county may not exceed 30% of the total WIF grant funds approved to be used statewide in any state fiscal year.

STAFF RECOMMENDATIONS:

In discussion with Board Member Eastwood, Staff recommends that the Board establish a subcommittee to discuss grant standards. Ideally the subcommittee would make a recommendation to the full Board in February. Staff would then incorporate any changes to create a "clean" draft and seek public comments on the draft revised rules. The intent is to collect comments on the proposed amendments and present the rules during the 2022 Legislative Session.

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

AGENDA
Idaho Park and Recreation Board Teleconference
November 18, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: Rules Regarding State and Federal Grants ADDENDUM

ACTION REQUIRED: None

PRESENTER: Anna Canning, Management Services Administrator

PRESENTATION

GRANT STANDARDS:

This is an update to the grant standards originally prepared for this agenda item. Added items shown as underlined.

Standards by Grant Program

- Land and Water Conservation Fund:
 - Federal Matching Requirement for All projects: as determined by NPS currently 50%.
 - 20% of funds are set aside for communities under 5,000. Those communities only compete with other smaller communities under 5,000 unless they are asking for more than 50% of the set-aside, then they compete with the larger communities. This is an IDAPA rule; not NPS.
- Cutthroat License Plate:
 - None.
- Motorbike Recreation:
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.
- Mountain Bike Plate:
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and less than or equal to \$10,000 each. Total award for motorized equipment limited to \$10,000. (This is currently not documented in Board policy but was previously discussed and approved as an applicable standard.)
- Off-Road Motor Vehicle (ORMV):
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.
- Recreational Trails Program
 - Federal Matching Requirement for All projects: at least 20% with at least 5% overall costs being non-federal funds (for those federal agency's that apply). (There is an alternative sliding scale that the Board could substitute for this standard, but the sliding scale is complicated and would be difficult to administer. Furthermore, the sliding scale would be difficult to explain to grant applicants.)
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.
 - Grants are distributed 30% motorized, 30% non-motorized, and 40% diverse use projects. This is a Federal Highways requirement.

- Recreation Vehicle
 - Matching Requirement for Motorized Equipment: at least 50% for equipment valued at over \$1,000 each and under \$50,000 each.
- Waterways Improvement Fund:
 - Matching Requirement for Waterways Motorized Equipment: at least 25% for equipment valued less than or equal to \$50,000 and at least 20% for equipment valued above \$50,000.
 - WIF grants may not be used to construct improvements in any county of the state without the approval of the applicable county waterways committee as established in Section 57-1501, Idaho Code.
 - The total sum of WIF grant funds approved to be used in any one county may not exceed 30% of the total WIF grant funds approved to be used statewide in any state fiscal year.

26.01.31 – RULES GOVERNING THE ADMINISTRATION OF THE IDAHO DEPARTMENT OF PARKS AND RECREATION STATE AND FEDERAL GRANT FUNDS

000. LEGAL AUTHORITY.

The Idaho Park and Recreation Board is authorized under Section 67-4223(a), Idaho Code, to adopt, amend, or rescind rules as may be necessary for proper administration of the Department and its programs. (7-1-99)

001. TITLE AND SCOPE.

01. Title. The title of this chapter is cited in full as Idaho Department of Parks and Recreation Rules, IDAPA 26.01.31, “Rules Governing the Administration of the Idaho Department of Parks and Recreation State and Federal Grant Funds.” (4-11-06)

02. Scope. This chapter establishes procedures for grants administration of the Off-Road Motor Vehicle Fund, the Recreational Vehicle Fund, the Waterways Improvement Fund, the State Trust for Outdoor Recreation Enhancement Fund, the Recreational Trails Program Fund, the Motorbike Recreation Fund, the Cutthroat License Plate Fund, the Mountain Bike License Plate Fund, and the Recreational Road and Bridge Fund. This chapter includes requirements for project application, eligibility, review, award and management. ()

002. -- 009. (RESERVED)

010. DEFINITIONS.

As used in this chapter: (7-1-99)

01. Applicant. An authorized representative of an eligible entity, that identifies a need for a project, supplies initial support data, and applies for program grant through the Department. ()

02. Board. The Idaho Park and Recreation Board. (7-1-99)

03. Cutthroat License Plate. That portion of the Park and Recreation fund created in Section 49-417, Idaho Code, received from the sale of cutthroat wildlife license plates. ()

04. Department. The Idaho Department of Parks and Recreation. (7-1-99)

05. Director. The Director and chief administrator of the Department, or the designee of the Director. ()

06. Grant. A grant from programs or funds as described in Section 001.02 of this chapter. (4-11-06)

07. Grantee. An applicant who receives a grant from the Department for the programs or funds as described in Section 001.02. (4-11-06)

08. Motorbike Recreation Account. Fund created by Section 67-7127, Idaho Code. ()

09. Mountain Bike Plate. That portion of the Park and Recreation fund created in Section 49-419E, Idaho Code received from the sale of mountain bike license plates. ()

10. Off-Road Motor Vehicle (ORMV) Fund. Fund created by Section 57-1901, Idaho Code. ()

11. Off-Road Motor Vehicle Advisory Committee. A nine (9) member committee appointed by the Board to advise the Department on matters involving ORMV Fund grants. ()

12. Public Entity. The state, federal or local government or a subdivision thereof (including recreation districts), or an Indian tribe. ()

13. Recreational Grant Program Guidance. A compilation of state procedures, rules, and instructions assembled for dissemination to the potential applicant and public entities that may wish to apply for grants. ()

14. Recreational Road and Bridge. That portion of the park and recreation capital improvement account (as established by Section 57-1801, Idaho Code) that is funded through fuels tax as set forth in Section 63-2412(f)3, Idaho Code designated for grants to improve roads, bridges, and parking lots in or leading to park and recreation areas of the state. ()

15. Recreational Trails Program (RTP). An assistance program of the Department of Transportation's Federal Highway Administration. ()

16. Recreational Trails Program Advisory Committee. A ten (10) member advisory committee appointed by the Board to advise the Department on matters related to the Recreational Trails Program. ()

17. Recreational Vehicle Fund. Fund created by Section 49-448, Idaho Code. ()

18. Recreational Vehicle Advisory Committee. A six (6) member committee appointed by the Board to advise the Board and Department on matters involving the Recreational Vehicle Fund. ()

19. Staff. Any individual employed by the Department. (7-1-99)

20. State and Federal Grant Manager. The staff in charge of State and Federal grant programs. ()

21. Waterways Improvement Fund (WIF). Fund created by Section 57-1501, Idaho Code. ()

22. Waterways Improvement Fund Advisory Committee. A six (6) member committee appointed by the Board to advise the Department on matters relating to Waterways Improvement Fund grants. ()

011. -- 049. (RESERVED)

050. STATE AND FEDERAL GRANT PROGRAMS. It is the intent of the Department, through the State and Federal Grant Programs, to provide funds and planning assistance to entities consistent with the purpose statement outlined in Idaho Code for each program and the provisions detailed in the Recreation Grant Program Guidance. ()

051. SPECIFIC GRANT CRITERIA FOR WATERWAYS IMPROVEMENT FUND. WIF grants may not be used to construct improvements in any county of the state without the approval of the applicable county waterways committee (created by Section 67-7012, Idaho Code) of the plan for such improvements. The total sum of 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. ()

052. -- 099. (RESERVED)

100. APPLICATION PROCEDURE.

01. Eligible Applicants. Public entities are eligible to apply for all grant programs. Non-profit organizations are eligible to apply for the Recreational Trails Program and Mountain Bike License Plate Program. ()

02. Pre-application Review. The applicant or applicant's representative are encouraged to review the project and all associated documentation with the Department prior to submitting the application to ensure the project and documentation meet the criteria of the State and Federal grant program. When possible, Department staff may perform an on-site visit to the project site for preliminary fact finding and to evaluate the viability and eligibility of the project. ()

03. Public Comment. As part of the application, the applicant must provide an opportunity for public comment. The applicant must include proof of public comment regarding the project in the application. Proof of public comment may include the results of public meetings, scoping of National Environmental Policy Act processes, individual contacts with recreationists and others that may be affected by the project, newspaper articles and/or other media releases (including social media) that describe the project and request public input. The opportunity for public comment should begin within one year of submitting the application. Any projects with public comment conducted over one year prior to application may be rejected by the State and Federal Grant Manager and the project will be deemed ineligible. ()

04. Forms. To be considered for a grant, an applicant must file a completed grant application form and other documentation specified in the Recreational Grant Program Guidance. ()

05. Real Property. The grantee must include any proposals to purchase real property with grant moneys in the grant application and must provide an appraisal consistent with Section 450 of this chapter. ()

06. Fees. The applicant is required to identify any existing or proposed fees associated with the grant request, including existing or proposed facilities. The applicant may propose fees for the use of or access to facilities or real property developed or purchased with grant funds at a level commensurate with the costs of maintenance and upkeep of the facility or real property. Requests for donations and fees for special events of limited duration at the facility are exempt when such are intended to cover extraordinary expenses. ()

07. Deadline. The deadline for grant applications is the last Friday in January. The Department announces the availability of funds at least sixty (60) days prior to the deadline date for receipt of applications. ()

101. -- 149. (RESERVED)

150. ELIGIBILITY AND PRIORITY RATING OF PROJECTS.

Eligibility of all projects or applicants is determined by the State and Federal Grant Manager who considers relevant rules, statutes and past performance of the applicant. (4-11-06)

01. Pre-Application Activities. Projects, or any part thereof, either paid for by the grantee or completed prior to the grant application deadline, are ineligible for grant funding or to be considered as match. However, costs for appraisals, design and engineering incurred within one (1) year prior to the application deadline date may be considered as match, provided they are listed as a scope element on the application. ()

02. Pre-Agreement Activities. For Recreational Trail Program projects, any project activity conducted prior to the execution of the project agreement is ineligible for reimbursement or to be considered as match. ()

03. Priority Rating Criteria. The Department and/or appropriate advisory committee establishes project rankings by rating each eligible project using criteria established by the Board. ()

151. -- 174. (RESERVED)

175. PROJECT TIME PERIOD.

01. Grant Cycle. Applications for ORMV Fund, Recreational Vehicle Fund, WIF, Motorbike Recreation Account, Mountain Bike License Plate, Cutthroat License Plate, and Recreational Road and Bridge grants will be considered at least once each state fiscal year (July 1 through June 30) dependent upon adequate funding availability. Applications for RTP projects will be considered at least once each federal fiscal year (October 1 through September 30) dependent upon adequate funding availability. ()

02. Expenditure of Grant Funds. Grant funds not expended within the designated fiscal year or years as established by the project period in the project agreement, may be revoked unless the applicant requests and receives an extension of time from the State and Federal Grant Manager. ()

03. Requests for Extension. A written request for an extension of the project period must be received by the State and Federal Grant Manager prior to the end of the project period. The State and Federal Grant Manager must make the final determination of extensions. No project extension will be granted for more than one (1) year, however, an applicant may request project extensions in consecutive years. ()

176. -- 199. (RESERVED)

200. COST INCREASES. ()

01. Minor Cost Increases. Cost increases of fifteen percent (15%) or less of the original grant amount that are less than or equal to twenty thousand dollars (\$20,000), may be approved by the Director. Cost increases of fifteen percent (15%) or less of the original grant amount that exceed twenty thousand dollars (\$20,000) may be approved by the Board. ()

02. Major Cost Increases. Cost increases of more than fifteen percent (15%) of the original grant amount are not allowed. The applicant must either resubmit the project or submit a new grant request to increase the current project. ()

201. -- 249. (RESERVED)

250. PROJECT MANAGEMENT AND DISBURSEMENT OF FUNDS. ()

01. Grant Agreement. A grantee must complete the grant agreement form, with original or authenticated digital signatures, within sixty (60) calendar days of written notification of grant award. The Department will not disburse funds until there is a signed grant agreement in place. ()

02. Allowable Costs. Grantees must follow Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as set forth in 2 CFR 200 (Code of Federal Regulations), in determining the reasonableness and allowability of costs. ()

03. Documentation and System of Internal Controls. Grantees must follow Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as set forth in 2 CFR 200 (Code of Federal Regulations), in maintaining a system of internal controls. As applicable, RTP grantees must follow Cost Principles for Non-profit Organizations as set forth 2 CFR 230. Accounting records must be consistent grant agreement and supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms. ()

04. Match. Match is the grantee's contribution of cash, material, or service used to complete the project as defined in the grant agreement. The following types of match may be used: ()

a. Force Account Labor and Equipment. Documentation of force account must include: the name of each employee, dates worked, hourly rate of pay, number of hours worked, and the total cost by each employee. Documentation of equipment costs includes the type of equipment used, dates used, hourly rate value, number of hours used, how the hourly rate was determined, and total cost. ()

b. Donated Materials. The value of donated material that is used as match cannot exceed the costs of the materials as documented in an invoice or receipt, or the market price at the time the grantee requests reimbursement for the material, whichever is less. The grantee must provide a detailed invoice marked "donation" or a letter from the donor (including the value) as documentation of donated material. ()

c. Donated Contract Labor. When an employer, other than the grantee, donates the services of an employee, these services are valued at the employee's regular rate of pay (not including fringe benefits and overhead costs). These services must be for the same skill for which the employee is normally paid. The grantee must provide documentation that includes the employee's name, dates worked, hourly rate, number of hours worked, and total cost. ()

d. Rates for Volunteers. Skilled and unskilled volunteer labor rates must be consistent with the rate the grantee would pay for similar work in the grantee's labor market. If the volunteer is professionally skilled and employed in the work being performed on the project, the grantee may use the volunteer's normal wage rate. If the volunteer is not professionally employed in the work being performed on the project, the grantee must value the donated labor at the national minimum wage rate. The grantee must provide documentation that includes the volunteer's name, date worked, hourly rate, number of hours worked, and total cost. ()

05. Reimbursement of Project Costs. The grantee must initially pay all project costs and then seek reimbursement through the Department. The grantee must complete the appropriate form provided by the Department certifying that the data is correct and submit the form to the Department with an original or authenticated signature. ()

06. Reporting. Grantees must remit a performance report to the Department with each reimbursement request. Failure to report or poor performance indicated by the report may disqualify grantee from future grant application. ()

07. Grant Closeouts. Within forty-five (45) days after the completion of the project, the grantee must submit an Idaho Department of Parks and Recreation Request for Reimbursement/Close-out Report. ()

08. Record Retention. The grantee must retain all financial information referenced in these rules regarding a project for a time period of three (3) years from the date of the final grant payment, unless any litigation or audit concerning the project has been started or announced. (4-11-06)

09. Audit Authority. The Department has the right of access to any books, documents, papers, or other records of grantees that are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. An audit of the grant may result in the disallowance of costs incurred by the recipient and the establishment of a debt (account receivable) due the Department. The Department may perform an audit randomly and without prior notice. ()

251. Contingency Fund. The Department may retain grant funds from each recreational program grant account for the exclusive purpose of providing facilities or services. (7-1-99)

252. -- 299. (RESERVED)

300. ONGOING GRANTEE OBLIGATIONS.

01. Project Completion. Upon approval of a grant application the grantee is obligated to complete all elements of a project as described on the grant agreement and any applicable approved amendment. ()

02. Project Management. The grantee must ensure adequate management of the project as specified in the approved grant agreement. ()

03. Grant Modification. Only for good cause, and upon the submission of detailed justification shown in writing and approval by the State and Federal Grant Manager may the terms and obligations of the grant application or grant agreement be modified. Examples of "good cause" include extraordinary physical barriers, project re-routing necessary to avoid critical habitat, and other constraints beyond the control of the grantee. ()

04. Maintenance. The grantee must maintain any facilities, real property, and equipment funded by a grant in the condition equivalent to that existing when such facility was completed or property or equipment purchased, normal wear and tear excepted. ()

05. Nondiscrimination. The grantee must ensure that facilities and real property purchased in whole or in part with grant moneys are available for public use regardless of race, color, religion, national origin, gender, age, or disability. The grantee must ensure that facilities constructed with grant moneys meet the requirements as set by the Americans with Disabilities Act. ()

06. Public Use. The grantee must ensure that facilities and real property are available to the general public. ()

07. Acknowledgment of Funding Assistance. Grantee must post and maintain appropriate permanent signs or decals upon project sites or equipment acknowledging funding assistance from the appropriate grant fund and the Department upon start of the project or purchase of equipment. (4-11-06)

08. Project Liability. Grantees, through a signed agreement, assume all project liability and hold the Department harmless. (4-11-06)

09. Purchase and Bidding Requirements. The grantee must follow all local, state and federal laws pertaining to the expenditure of public funds, including but not limited to requirements as set forth in Section 54-1903, Idaho Code and Sections 67-2803, 67-2806, and 67-2808, Idaho Code. ()

10. Permits. The grantee must legally acquire all required local, state and federal permits for the construction or development of the project before grant funds are expended. Construction must comply with the then current codes and standards. ()

11. Responsibility for Equipment. Motorized equipment purchased with grant funds becomes the property of the grantee and must be maintained for public use. ()

12. Record Retention. The grantee must retain all financial information referenced in these rules regarding a project for a time period of three (3) years from the date of the final grant payment, unless any litigation or audit concerning the project has been started or announced. ()

13. Audit Authority. The Department has the right of access to any books, documents, papers, or other records of grantees that are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. An audit of the grant may result in the disallowance of costs incurred by the recipient and the establishment of a debt (account receivable) due the Department. The Department may perform an audit randomly and without prior notice. ()

14. Failure to Comply. Failure by the grantee to comply with the ongoing obligations as set forth in this rule and the signed grant agreement will constitute a conversion pursuant to Section 350 of this chapter. ()

301. -- 349. (RESERVED)

350. PROJECT CONVERSIONS. No grant funded project may, without the prior written approval of the Board, be converted to uses other than for the authorized purposes specified in the original grant application or grant agreement. (4-11-06)

351. -- 449. (Reserved)

450. REAL PROPERTY.

01. Appraisals. A real estate appraisal is required for all real property to be acquired with grant funds. The appraisal must be paid for by the grantee but may be included as part of eligible project costs in the application. ()

02. Appraisal Review. The State and Federal Grant Program Manager reviews appraisals for reasonableness at the time of application. The State and Federal Grant Program Manager may reject a grant application that includes an unreasonable appraisal. ()

03. Negotiated Price. An approved appraisal is an acceptable estimate of property value. The negotiation between a willing seller and a willing buyer may set a price that is higher than the appraisal, and this value can be considered along with the appraised value in establishing the reasonable limits of grant assistance. If the grantee believes the negotiated price is a better indication of market value, yet is higher than the appraised value, a detailed statement of this difference must be submitted to the State and Federal Grant Program Manager. ()

04. Adequate Title and Public Access. The grantee must have clear title to, or adequate control and tenure of, the real property (land, land improvement, structures, and appurtenances) to be developed. The term “adequate control and tenure” of real property means a lease or an easement that provides the grantee sufficient control over the real property to permit the proposed development and use for a period of at least twenty-five (25) years from the date of application, unless specifically approved in writing by the Department for a shorter term. The grantee must list all outstanding rights or interests held by others in the real property to be developed. If access to the real property to be developed is over private property, then the grantee must describe the provisions made to ensure adequate public access. In the event the real property becomes unusable for its intended purposes or if such use ceases, the grantee is responsible for conversion of the project as described in Section 350 of this chapter. (4-11-06)

05. Limitations on Use. Property rights obtained with grant funds must be free of all reservations or encumbrances that would limit the use of the site disproportionate to the public benefit. (4-11-06)

451. -- 999. (RESERVED)

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

AGENDA
Idaho Park and Recreation Board Teleconference
November 18, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: **FARRAGUT – BAYVIEW UTILITY EASEMENT**

ACTION REQUIRED: **Board Action Required**

PRESENTER: **David E. White, North Region Manager**

PRESENTATION

BACKGROUND INFORMATION:

The Community of Bayview currently has three active water line Temporary Permits with the Department for infrastructure within Farragut State Park:

1. 0215-001-2006 is a renewal of the 1996 agreement that granted Bayview a 20 ft wide 1660 ft long strip of land to connect pump house 7 to pump house 8 and installing the tie in at pump house 8. Expires 12/2026
2. 0215-003-2000 is a renewal of the 1990 agreement to allow Bayview to construct a sewer line along the edge of Farragut SP following the former railroad grade including approximately 1350 feet. We do not believe this was ever completed. Expires 12/2020
3. 0215-003-2004 is a renewal of the 2004 agreement to operate and maintain pumphouse #8 and the waterline that serves Bayview and the Bayview water tower. This agreement includes Bayview providing water to Locust Grove and Snowberry areas and to provide water to Farragut in case of emergencies. Currently, Bayview is not providing water to Locust Grove or Snowberry. Expires 12/2024.

In essence, agreements 1 and 3 allow Bayview to control the well at pumphouse #8 which resides on Farragut property and ties into pumphouse #7 which is on Fish and Game property. The wells serve the Bayview community directly and fill the Bayview water tower. The agreement also provides an intertie at pumphouse 8 which allows Farragut to utilize the well during emergencies. Farragut has used that part of the agreement 4-5 times in the last 20 years. The agreements have also provided for fire hydrants that can be utilized during emergencies. The attached map shows the location of the water tower, various wells, the water line and other infrastructure attributes as noted.

As indicated in the attached letter, Bayview is in the process of finalizing a water facility plan through the Idaho Department of Environmental Quality (IDEQ). This will allow them to initiate the process in obtaining a loan to make repairs to their water system. To facilitate this, they need to renew their permits or enter into a new agreement with a term length greater than the loan's 30-year term. The Department's Temporary Permit is limited to 10-years and then requires the permittee to apply for a renewal. Consequently, the Department agreed to enter into a Utility Easement with them, providing access in perpetuity. It is attached for review and reference.

STAFF RECOMMENDATIONS:

Staff recommends the Board approve the subject Utility Easement with the Bayview Water and Sewer District as presented.



May 27, 2020

Idaho Department of Parks & Recreation
P.O. Box 83720
Boise, ID 83720-0065
Attn: Ms. Curtis

Dear Ms. Curtis,

Bayview Water and Sewer District is about to finalize a water facility plan through the Idaho Department of Environmental Quality (IDEQ). This is the first step in obtaining a State Revolving Fund (SRF) loan to make some much needed repairs to the water system. The repairs are subsequently a requirement from IDEQ after our recent Sanitary Survey was performed in April of 2019. This full survey can be found on our website for review.

One of the requirements to obtain a loan through IDEQ is that the District renew and secure our leases on the District's main infrastructure; Well #8 and the system tie-in piping for Well #8. Our records show that the initial lease dates are as follows:

- Well 8 system tie-in piping, Permit#0215-001-2006 – 09/16/2016; 10-year lease
- Well 8, Permit #0215-003-2004 – 09/19/2016; 10-year lease

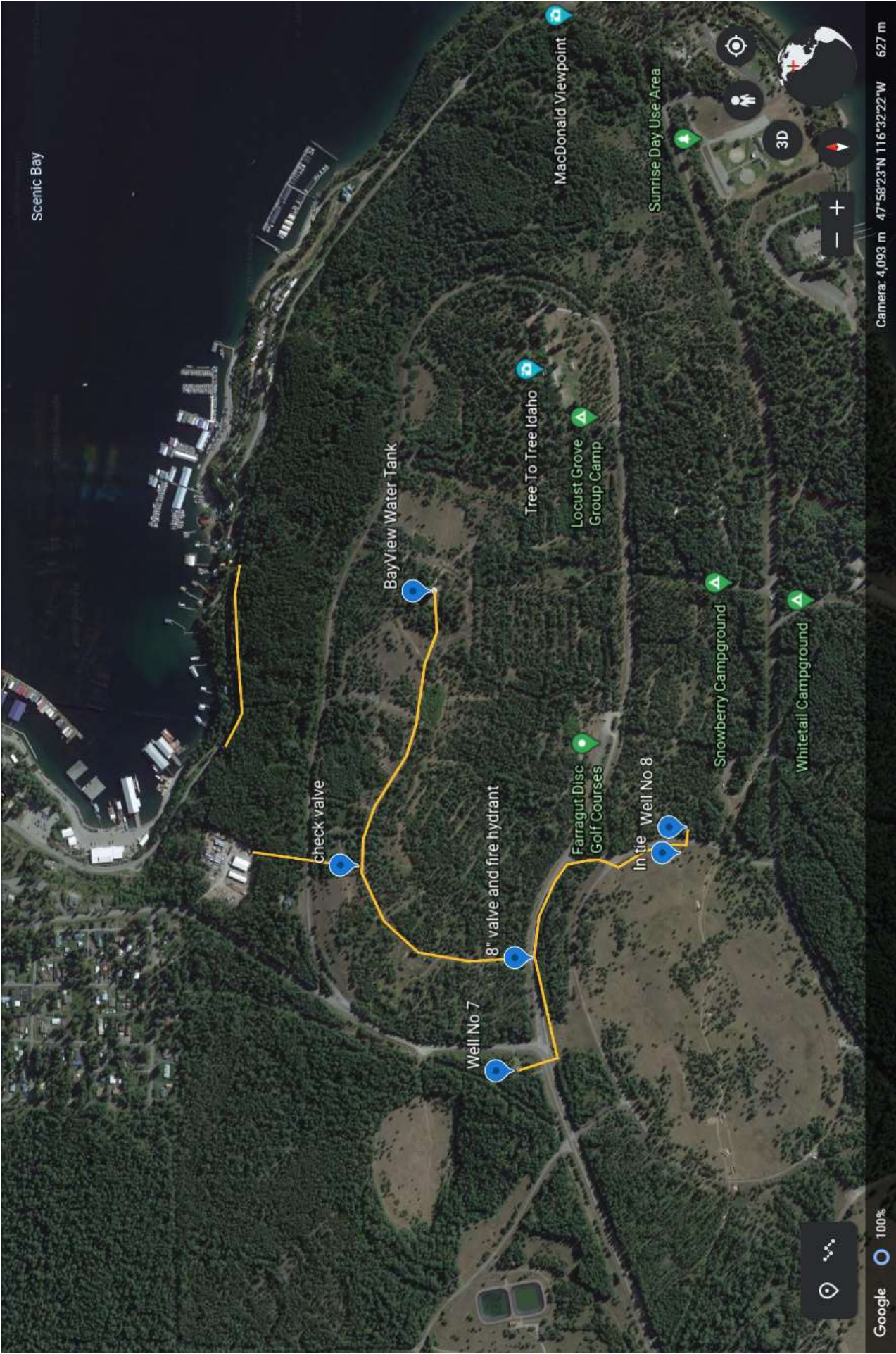
We are formally requesting to renew the lease before the expiration date of December 31, 2026. Furthermore, we are requesting to extend the length of the lease to a 25-year term with a renewable option for another 25-years to immediately follow. This will satisfy IDEQ requirements to obtain an SRF loan to make the required repairs to the District water system.

It is our understanding that Idaho Department of Parks & Recreation is unable to enter into an agreement that exceeds 25-years. The District needs to show that we have a lease longer than that of the loan which is currently a 30-year term. This is why we need an agreement with two consecutive 25-year terms.

We would greatly appreciate your attention in this time-sensitive matter and will be available to answer any and all questions to expedite this request as the District is anticipating to pass a bond in June 2020 to secure funding through IDEQ. Thank you.

Very Respectfully,

Calvin Nolan
Chairman of the Board
(208) 683-3948; BWSD637@gmail.com



Scenic Bay

BayView Water Tank

check valve

Well No 7

8" valve and fire hydrant

Tree To Tree Idaho

Locust Grove
Group Camp

Farragut Disc
Golf Courses

In tie Well No 8

MacDonald Viewpoint

Sunrise Day Use Area

Snowberry Campground

Whitetail Campground

Camera: 4,093 m 47°58'23"N 116°32'22"W 627 m

Google 100%

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

Bayview Water & Sewer District
P.O. Box 637
Bayview, ID 83803-0637

(Space Above For Recorder's Use)

UTILITY EASEMENT

The IDAHO DEPARTMENT OF PARKS AND RECREATION (IDPR), hereinafter called GRANTOR or DEPARTMENT, for and in consideration of the mutual promises contained herein, does hereby give, grant and convey unto said BAYVIEW WATER & SEWER DISTRICT, hereinafter called the GRANTEE or DISTRICT, whose address is P.O. Box 637, Bayview, Idaho 83803, a permanent and perpetual easement and right-of-way under and across the real estate hereinafter described for the purpose of installing, operating, accessing, replacing, repairing, and maintaining underground utility lines, to reconstruct, renovate, operate and maintain Pumphouse #8 and the deepwater well in Pumphouse #8, the water line from Pumphouse #8 to intersect the existing water line from Pumphouse #7 to the DISTRICT water tank, the automatic valve connection to the DEPARTMENT's water line, and the water line connecting well #8 to the DISTRICT water tank, together with all rights reasonably necessary or incident thereto, including the right of ingress and egress to and from the said property for testing, enlarging, expanding and maintaining said utility lines and Pumphouse #8 unto said DISTRICT, its successors and assigns, to wit:

This Utility Easement is made effective this ____ day of _____, 2020. The Grantor and Grantee may be collectively referred to as the parties.

RECITALS:

WHEREAS, Grantee is a Water and Sewer District of the State of Idaho;

WHEREAS, Grantor is the owner of that certain property administered by the State of Idaho, Department of Parks and Recreation located in Section 3, R2W, T53N, as more fully described in ***Exhibit A***, which exhibit is attached hereto and incorporated herein ("Grantor's Property");

WHEREAS, Grantor desires to grant and Grantee desires to receive an easement to reconstruct, renovate, operate, and maintain, the water line connecting the well #8 to the

DISTRICT water tank on the Grantor's property as depicted on **Exhibit A**, under the terms and conditions outlined hereafter;

WHEREAS, Grantor is the owner of certain property administered by the State of Idaho, Department of Parks and Recreation located in Section 3, R2W, T53N, as more fully described in **Exhibit B**, which exhibit is attached hereto and incorporated herein ("Grantor's Property");

WHEREAS, Grantor desires to grant and Grantee desires to receive an easement for ingress and egress across the Grantor's property as depicted on **Exhibit B** under the terms and conditions outlined hereafter;

WHEREAS, Grantor desires to grant and Grantee desires to receive an easement to reconstruct, renovate, operate and maintain Pumphouse #8 and the deepwater well in Pumphouse #8, the water line from Pumphouse #8 to intersect the existing water line from Pumphouse #7 to the DISTRICT water tank, and the automatic valve connection to the DEPARTMENT's water line on the Grantor's property as depicted on **Exhibit B** under the terms and conditions outlined hereafter.

AGREEMENT:

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Grant. Grantor hereby grants a non-exclusive perpetual access easement over, on, across, and through the Grantor's Property for ingress and egress in the locations depicted on **Exhibit B** ("Easement"). The ingress and egress shall be approximately twenty (20) feet wide.

This grant is subject to the following terms and conditions:

- a. All work on the underground utility lines should be confined to 10 feet on each side of the centerline of the buried utility line.
- b. All construction shall meet all State of Idaho requirements for all public water supply systems, including the remodeling of Pumphouse #8, and all plans shall be approved by the Department before work begins.
- c. The Easement shall include a fifty (50) foot setback around the deepwater well in Pumphouse #8 in order to maintain a minimum of fifty (50) feet from the nearest property line and from any potential source of contamination in accordance with current IDAPA Rules, currently designated as 58.01.08.510.02 and 58.01.08.512. The Department shall not construct roads and/or structures inside the fifty (50) foot area around the deepwater well except as provided by the IDAPA rules.
- d. The grant shall not be deemed or held to be an exclusive grant and shall not prohibit the Department from granting other permits or franchise rights of like

nature or other nature to other public or private utilities, nor shall it prevent the Department from using or constructing roads or and structures over or near the land encompassed by this grant or affect the Department's right to full supervision and control over all or any part of this permit, except the above well setback, which is hereby surrendered.

- e. The District shall maintain at its sole expense the structure and objects for which the easement is granted in a condition satisfactory to the Director of the Department.
- f. The District shall exercise reasonable efforts to protect the vegetation, forage, and watershed resources.
- g. During winter when the snowpack is adequate for recreation as determined by the park manager, access to pumphouse #8 may be restricted to foot traffic or snowmobile only, except in emergencies.
- h. The parties shall comply with all applicable state and local laws, rules, and ordinances including but not limited to: State fire laws and all rules of the State Land Board pertaining to forest and watershed protection and with the Stream Channel Protection Act as designated in Chapter 38, Title 42 of the Idaho Code.

2. Purpose of Easement. The Easement shall be used for installing, operating, accessing, replacing, repairing, and maintaining underground utility lines, together with all rights reasonably necessary or incident hereto, including the rights of ingress and egress to and from the said property for testing, enlarging, expanding, and maintaining said utility lines by the DISTRICT and their respective representatives, invitees, and agents. The Easement shall also be used to reconstruct, renovate, operate, and maintain Pumhouse #8 and the deepwater well in Pumhouse #8.

- a. This easement shall be used only for the purpose of installing, using, and maintaining underground water service lines. If the Grantee desires to use the easement for an additional different purpose, the Grantee shall request in writing to the Grantor. If approved, at Grantor's discretion, the original easement shall either be amended or canceled and replaced by a new easement.
- b. This Agreement does not give the Grantee authority to permit third party use of the easement for any permanent or temporary purpose. Third-party use shall be authorized only by the Grantor.

3. Consideration. In consideration of the Easement, Grantee shall pay Grantor or its successor ONE DOLLAR \$1.00 for maintenance and use of the Easement. In further offsetting consideration for the Easement, Grantee shall provide water to Locust Grove and Snowberry developed use areas in the park including any required changed in utility lines, pressure controls, and to provide the park water only in the event of an emergency, for fire protection of the park, or when the park's system is non-operative.

4. Binding on Successors. This Easement and the vacation of any previously existing easements shall be recorded in the official records of Kootenai County, Idaho, and shall be binding on the heirs, successors, administrators, executors, and assigns of all parties hereto and shall run with the land.

5. Counterparts. This Easement may be executed in counterparts, each part being considered an original document, all parts being but one document.

6. Indemnification. The Grantee agrees to indemnify, defend and hold the Grantor, and its successors, assigns, and agents harmless from any and all claims, liability, losses, costs, charges, or expense that arise from their respective use or use by their respective customers, agents, invitees, or representatives of the Easement.

7. Remedies. In the event of a breach hereunder by any party, the non-breaching party shall have all remedies available at law or in equity, including the availability of injunctive relief. In any suit, action or appeal therefrom to enforce or interpret this Easement, the prevailing party shall be entitled to recover its costs incurred therein, including reasonable attorneys' fees and disbursements.

8. Easement Obstructions. No fence or other barrier shall be erected or permitted within or across the Easement which would prevent or obstruct the passage of pedestrian or vehicular travel; provided, however, that the foregoing shall not prohibit (i) the temporary erection of barricades which are reasonably necessary for security and/or safety purposes in connection with the construction, reconstruction, repair and maintenance of improvements, including the Easement, on the Grantor's Property, it is agreed by the parties, however, that all such work shall be conducted in the most expeditious manner reasonably possible to minimize the interference with the use of the Easement by Grantor, and such work shall be diligently prosecuted to completion, or (ii) the construction of limited curbing or other forms of traffic controls along the outer perimeter of the Easement.

Grantor reserves the right to close off the Easement for such reasonable period as may be legally necessary to prevent the acquisition of prescriptive rights by anyone; provided, however, that before taking such action, Grantor shall give written notice to Grantee of its intention to do so, and to the extent reasonably possible, the parties shall coordinate such closing so that the interruption in the use and enjoyment of the Easement is kept to a minimum.

9. Notices. All notices, demands, and requests required or desired to be given under this Agreement must be in writing and shall be deemed to have been given as of the date such writing if (i) delivered to the party intended, (ii) delivered to the then-current address of the party intended, or (iii) rejected at the then-current address of the party intended, provided such writing was sent prepaid. The initial address of the signatories hereto is:

Grantee: BAYVIEW WATER & SEWER DISTRICT
P.O. Box 637
Bayview, ID 83803
208-683-3948

Grantor: IDAHO STATE PARKS AND RECREATION DEPARTMENT
P.O. Box 83720
Boise, ID 83720-0065
208-334-4199

Upon at least ten (10) days' prior written notice, each party shall have the right to change its address to any other address within the United States of America.

IN WITNESS WHEREOF, the undersigned have caused this Easement to be executed the day and year first written above.

GRANTOR:

By _____
Its _____

GRANTEE:

By _____
Its _____

STATE OF IDAHO)
) ss.
County of _____)

On this _____ day of _____, 20____, before me _____,
personally appeared _____, known or identified to me who subscribed said
DISTRICT to the foregoing instrument, and acknowledged to me that [he/she] executed the same
in said DISTRICT name.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the
day and year in this certificate first above written.

NOTARY PUBLIC FOR IDAHO
Residing at _____

STATE OF IDAHO)
) ss.
County of _____)

On this _____ day of _____, 20____, before me _____,
personally appeared _____, known or identified to me who subscribed said
DEPARTMENT to the foregoing instrument, and acknowledged to me that [he/she] executed the
same in said DEPARTMENT name.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the
day and year in this certificate first above written.

NOTARY PUBLIC FOR IDAHO
Residing at _____

EXHIBIT A

(Grantor's Property Legal Description)

"A portion of the facility formerly known as Farragut Naval Training and Distribution Center, being a portion of fractional Sections 2, 3, 9 & 10 and 4, 5 and 8, Township 53 North, Range 2 West of the Boise Meridian, Kootenai County, state of Idaho, more particularly described as follows:

"Commencing at a point on the southerly shore of Idlewilde Bay of Lake Pend d'Oreille, said point being the meander corner common to Sections 9 and 10, Township 53 North, Range 2 West of the Boise Meridian, the real point of the beginning; thence

"South 0°03'00" East 894.96 feet along said section line to the section corner common to Sections 9, 10, 15 & 16, Township 53 North, Range 2 West of the Boise Meridian; thence along the section line between said Sections 9 & 16

"North 87°57'26" West 5426.89 feet to the section corner common to Sections 8, 9, 16 & 17, Township 53 North, Range 2 West of the Boise Meridian; thence along the section line between said Sections 8 & 17

"South 89°47'46" West 5111.50 feet to the section corner common to Sections 7, 8, 17 & 18, Township 53 North, Range 2 West of the Boise Meridian; thence along the section line between said Sections 7 & 8

"North 0°31'00" West 2650.80 feet to the 1/4 corner common to said Sections 7 & 8; thence continuing along said section line

"North 0°11'58" West 2648.75 feet to the section corner common to Sections 5, 6, 7 & 8, Township 53 North, Range 2 West of the Boise Meridian; thence

"North 82°37'38" East 1308.62 feet to a point that is 30.00 feet to the left (West) of a point on the North-South centerline of an access road, known as "North Road", said point being at Engineers Station: P.C. 37+82.72; thence parallel to and 30.00 feet to the left (Westerly & Northerly) of North Road centerline, the nineteen (19) following courses and distances:

"Along a curve to the right, whose Central Angle is 44°15', whose Radius is 168.53 feet, whose Degree of Curve is 34°00', a distance of 130.15 feet to a point; thence

"North 44°15' East 2580.24 feet to a point on a curve; thence

"Along a curve to the right, whose Central Angle is 19°16'47", whose Radius is 677 feet, whose Degree of Curve is 8°27'50", a distance of 227.81 feet to a point; thence

"North 63°31'46" East 2136.00 feet to a point on a curve; thence

"Along a curve to the left, whose Central Angle is 9°17'46", whose Radius is 2865.00 feet, whose Degree of Curve is 2°00', a distance of 464.83 feet to a point; thence

"North 54°14'00" East 97.07 feet to a point on a curve; thence

"Along a curve to the right, whose Central Angle is 12°02'18", whose Radius is 2825.00 feet, whose Degree of Curve is 2.028, a distance of 593.56 feet to a point of Compound Curvature; thence

"Along a curve to the right, whose Central Angle is 18°11'54", whose Radius is 677 feet, whose Degree of Curve is 8°27'50", a distance of 215.03 feet to a point; thence

"North 85°02'34" East 1648.83 feet to a point on a curve; thence

"Along a curve to the right, whose Central Angle is 23°13'46", whose Radius is 2825.00 feet, whose Degree of Curve is 2.028°, a distance of 1177.11 feet to a point of Compound Curvature; thence

"Along a curve to the right, whose Central Angle is 30°03'52", whose Radius is 677 feet, whose Degree of Curve is 8°27'50", a distance of 355.24 feet to a point; thence

"South 41°00'00" East 43.13 feet to a point on a curve; thence

"Along a curve to the left, whose Central Angle is 21°30', whose Radius is 1637.14 feet, whose Degree of Curve is 3°30' S, a distance of 614.29 feet to a point; thence

"South 62°30'00" East 198.20 feet to a point on a curve; thence

"Along a curve to the right, whose Central Angle is 23°05'42", whose Radius is 955 feet, whose Degree of Curve is 6°00', a distance of 384.92 feet to a point; thence

"North 68°38'00" East 230.91 feet to a point on a curve; thence

"Along a curve to the right, whose Central Angle is 10°11'20", whose Radius is 2292.00 feet, whose Degree of Curve is 2°30', a distance of 407.56 feet to a point; thence

"North 610.99 feet to a point on a curve; thence

"Along a curve to the right, whose Central Angle is 56°01'45", whose Radius is 881.50 feet, whose Degree of Curve is 6°30', a distance of 862 feet to a point on said curve (said curve being a part of Blackwood Circle Road on the Northerly edge of the Hospital Area of said Farragut Naval Training and Distribution Center); thence parallel to and 18.0 feet Northerly of the centerline of said Blackwood Circle Road, the three (3) following courses and distances: continuing

"Along a curve to the right, whose Central Angle is 33°58'15", whose Radius is 881.50 feet, whose Degree of Curve is 6°30', a distance of 522.62 feet to a point; thence

"East 641.82 feet to a point on a curve; thence

"Along a curve to the right, whose Radius is 1910 feet, whose Degree of Curve is 3°00', a distance of 35 feet, more or less, to a point that is South 62°48' East 187.50 feet and South 34°23' West 865 feet from the meander corner common to Section 3, Township 53 North, Range 2 West of the Boise Meridian and Section 34, Township 54 North, Range 2 West of the Boise Meridian, as described in Parcel 1 of Exceptions in that certain Deed, by and between the United States of America and the state of Idaho, recorded under Instrument No. 235294, records of Kootenai County, state of Idaho; thence

"North 34°23' East 865 feet along the aforementioned course to a point on the Southwesterly shore of Squaw Bay, Lake Pend d'Oreille; thence

"Easterly, Southeasterly, Southerly, Southwesterly, Southerly, Southeasterly, and Easterly along the meandering shore line of Solitaire, or Blackwell Point, Idlewilde and Buttonhook Bays of Lake Pend d'Oreille to the point of beginning

"EXCEPTING from the above described land:

"(1) Those certain three (3) tracts of land lying Sections 2 & 3, Township 53 North, Range 2 West of the Boise Meridian, as described in Parcels 2, 3 & 7 of EXCEPTIONS under part I of that certain Deed, by and between the United States of America and the state of Idaho, recorded under Instrument No. 235294, records of Kootenai County, state of Idaho,

"(2) Those certain seven (7) tracts of land lying in Sections 2, 3 & 10, Township 53 North, Range 2 West of the Boise Meridian, as described in Parcels: 51A, 51B, 51C, 53, 54, 55 & 56 in that certain Deed, by and between the United States of America and the state of Idaho, recorded under Instrument No. 230238, records of Kootenai County, state of Idaho,

"(3) Those certain two (2) tracts of land lying in Section 9, Township 53 North, Range 2 West of the Boise Meridian, as described in the second paragraph of that certain Quitclaim Deed, by and between the United States of America and the state of Idaho, recorded under Instrument No. 229734, records of Kootenai County, state of Idaho."

EXHIBIT B

(Easement Depiction or Legal Description)

This access would cross on, under, and over the following described lands administered by the State of Idaho, Department of Parks and Recreation (IDPR), located in Kootenai County, Idaho, more particularly described as follows:

Description for Centerline of Water Line 20.00 Feet in Width:

A strip of land 20.00 feet in width over, under and across a portion of the Farragut State Park lands in the West-half of Section 3, Township 53 North, Range 2 West, Boise Meridian, Kootenai County, Idaho, and lying 10.00 feet on each side of the following described centerline:

Commencing at the West Quarter corner of said Section 3 from which the Southwest corner of said Section 3 bears South 00°45'42" West, 2653.10 feet;

Thence South 77 ° 13 '3 8" East, 19 51. 62 feet to the Point of Beginning from which the northwesterly corner of Farragut State Park Pump House No. 8 bears North 89°06'19" East, 50.02 feet;

Thence along a line that lies 5. 00 feet westerly and southerly of the existing edge of pavement along Farragut State Park Roads, the following nine (9) courses;

- 1) South 88°41'01" West, 52.50 feet to a point on curve;
- 2) Thence along the arc of a non-tangent curve left which is concave to the Southwest having a radius of 700.00 feet through a central angle of 34°33'04", an arc distance of 422.12 feet, and a chord bearing and distance of North 12°25'43" West, 415.75 feet;
- 3) Thence North 01°20'53" West, 351.82 feet;
- 4) Thence North 28°43'27" West, 27.04 feet;
- 5) Thence North 54°09'27" West, 48.11 feet;
- 6) Thence North 58°10'58" West, 96.95 feet to a point of non-tangent curvature;
- 7) Thence along the arc of a curve left which is concave to the Southwest having a radius of 920.00 feet, through a central angle of 34°23'05 " , and an arc distance of 552.12 feet, and a chord bearing and distance of North 77°05'44" West, 543.87 feet;
- 8) Thence North 00°42'02" East, 40.45 feet;
- 9) Thence North 44°17'58" West, 30.89 feet to the Point of Terminus at the center of an existing water line.



Communications Memo

July-September 2020 Communications Program Report

Craig Quintana, Public Information Officer, Sr.

Accomplishments & Tasks Underway

- **Marketing / Advertising / Outreach / Experiences**
 - Thousand Springs Visitors Center Groundbreaking: The September 24th event went off well, generating some great print media coverage. We coordinated with the National Park Service on the announcement because of the joint nature of the project. A crowd of about 120 attended – including Idaho Reps. Davis and Toone – and people generally wore masks and socially distanced, as requested.
 - News Releases: We had an active quarter, breaking news and getting positive press for the department:
 - Release on the record year for IDPR grants went out on July 30th and got widespread coverage, likely because we highlighted projects throughout the state with mini-write ups to make the material accessible.
 - Release announcing the Mind Your Wake boating safety campaign went out on July 27th and drew coverage.
 - Release on former Director David Langhorst's retirement went out on August 5th and got press.
 - Release on Susan Buxton taking over as interim went out on September 8th and was picked up by the Idaho Statesman and other outlets.
 - Release announcing new recreational grant cycle went out on September 16th.
 - Release on Be Outside program being suspended due to COVID-19 went out on September 18th.
 - Release on Thousand Springs went out on September 24th after the event and netted nice coverage. The event announcement release, sent in the week leading up to the event, attracted reporters from three outlets.
 - COVID-19 Outreach: Continued to message safe recreation through news releases, social media posts and media interviews, while also serving on the steering committee for Recreate Responsibly Idaho, an umbrella group of resource agencies promoting smart use of the outdoors. The group, coordinating

with Gov. Little's Office, worked on the July launch of a \$500,000 media campaign funded by a federal COVID relief grant, which placed messages online (including IDPR social media) and on radio and television through the month of September. The campaign website drew 525,963 page views from 257,808 users, so ultimately a BIG footprint. The main topics of interest for visitors included: "Idaho State Parks," Idaho State Parks camping," "Idaho camping map," "Idaho fishing licenses," and Idaho fishing" – so the campaign was good for us.

- Reservation and Registration Transition: Supported R&R with messaging, website updates and social media to ease the transition to the new system. Highlighted the arrival of the in-person Vendor List on the website to emphasize the walk-up options, responding to feedback from user groups.
- Social Media Engagement – Between all park and recreation pages, the agency has 102,100 followers on Facebook. This is an increase of 1,544 in less than two months. Our main Instagram page has 17,871. This is an increase of 2,123 since August. Between all park Instagram accounts, we have a total of 83,849 (up 6,071 since the last board report). We also gained 31 followers on Twitter (bring the total to 1,067); Twitter has been our lowest engagement platform. Between Instagram, Facebook, Twitter, YouTube, Pinterest, and LinkedIn, we have a total following of over **188,000** people, reaching well over **300,000** engagements each month. Engagements refer to shares, likes, comments, etc.
 - Some specific social media announcements included:
 - George's Cycles and JD's Bodega in Boise becoming sellers of the Idaho Trail Supporter Stickers.
 - The groundbreaking ceremony/announcement of the new Visitor Center at Thousand Springs.
 - Construction updates for various projects including the Ritter Island bridge, paving at Henry's/Harriman, and Ponderosa Projects beginning.
 - We've also been doing a Wildlife Wednesday post every week for the last 6 weeks and that has been getting quite a bit of engagement from our following.
- Non-Motorized Trails: Continued to support the ongoing rollout of the Idaho Trails Supporter sticker, which debuted officially on June 6, National Trails Day. Social media posts highlighted George's Bicycles in Boise starting to sell, and other posts explained the sticker and the reasons for it. Worked with Mother Earth Brew Co. to finalize the roll out of Forgotten Trail Ale, which supports the Trails program, and shot images of the first canning for October brew debut.
- Mind Your Wake: The Mind Your Wake educational/awareness campaign ran throughout the summer and into early fall with television and radio across the state. Between paid spots and Public Service Announcements (donated) spots, it

appeared on television 5,582 times, on radio 3,882 (double the expectation through donated spots), and netted 104,000 “impressions” on Facebook – opportunities where users at least saw the message if not actively clicking on it. We were pleased with the leveraged time our \$125,000 media buy was able to secure for the Rec Program.

- **Sponsors and Partners**

- Idaho 55 Construction: Worked with the Idaho Transportation Department and its outreach contractor to publicize on IDPR’s social media the Idaho 55 construction project, which will impact operations at Ponderosa and Lake Cascade parks for the next two years.
- New Website: User testing of the new website created by Access Idaho went well, with more than two dozen users giving feedback and suggestions but identifying no fatal flaws. The new site should debut to the public in October after a final round of internal testing and updating at IDPR.
- Idaho Lottery: The Idaho State Park Scratch Cards went out in early July with 480,000 tickets depicting 11 parks. The Lottery paid for all printing and advertising. Wooh! Crew promotions (Lottery marketing teams staging on-site events) occurred at several Parks this summer. While no revenue came to IDPR, the exposure was extensive.
- Mother Earth Brew Co.: The first canning of Forgotten Trail Ale occurred in September with plans for the beer to hit shelves at Albertsons stores by late October. We shot images of the production for use on social media. The beer and packaging support the Non-Motorized Trails Program through free advertising and \$1 per case (24 cans) sold.

Miscellaneous/ Reminders / Last Meeting Follow-Up

- Craig and Chelsea reconnected with the Idaho Recreation and Tourism Initiative, calling the group back together in August after a several month hiatus. While the normal activity promoting outdoor recreation has taken a back seat during COVID-19, we’re discussing the post-pandemic direction of the group, as well as the proposed Office of Outdoor Recreation.
 - On a related note, we met with Skylar Jett, the next executive director of Idaho Business for the Outdoors, about opportunities to partner in near-term. The group’s membership includes St. Luke’s Health System, Micron and Clif Bar. We continue to smooth the way for the business group into IRTI.
- Working with Land of the Yankee Fork (Joni Hawley, primarily) to print 1,500 copies of an updated historical book.

- Engaged artist Ward Hooper to create three new park poster designs: Massacre Rocks, Three Island Crossing, and Eagle Island, which we'd like to print by year's end.
- Chelsea is working with Jamie Little and Wallace Keck to print an interpretive guide for the department.
- Working on general fundraising and relationship building opportunities.
- Continue to handle all agency-related information requests (Idaho Public Records Act) and to serve as primary media contacts.
- Miscellaneous agency brochure revisions, news releases, web updates, and social media posts, etc.
- Continue to handle special projects as assigned – presentations, legislative needs, talking points, speeches, graphics and web updates.



July – August - Sept 2020

DEVELOPMENT BUREAU
Bureau Chief – Adam R. Zaragoza

GENERAL UPDATE

At the end of the first quarter, Fiscal Year 2021, the development team is managing a little over \$18 million in development projects. This equates to 77 active projects that are in scope development, design, bidding or construction phases.

This quarter, the team completed 9 projects and requested to close 4. Historically, the Parks have been reluctant to have development work proceed during peak park season. However, to the credit of our team members having great relationships with the Park Managers, those projects were allowed to proceed. Most notably this quarter, we have a new campground under construction at McCroskey, started renovating campgrounds at Heyburn, Henrys Lake and Ponderosa, and as the Board is aware, the Thousand Springs Visitor Center broke ground.

As we are in a heavy construction season (Fall 2020), the team has done an excellent job in scheduling their projects. Currently, 20 projects are in the construction phase. In addition and with the start of the fiscal year, we have started or in the process of designing 21 projects that are scheduled in the future. Any new projects in the scope development phase are new, FY21 projects.



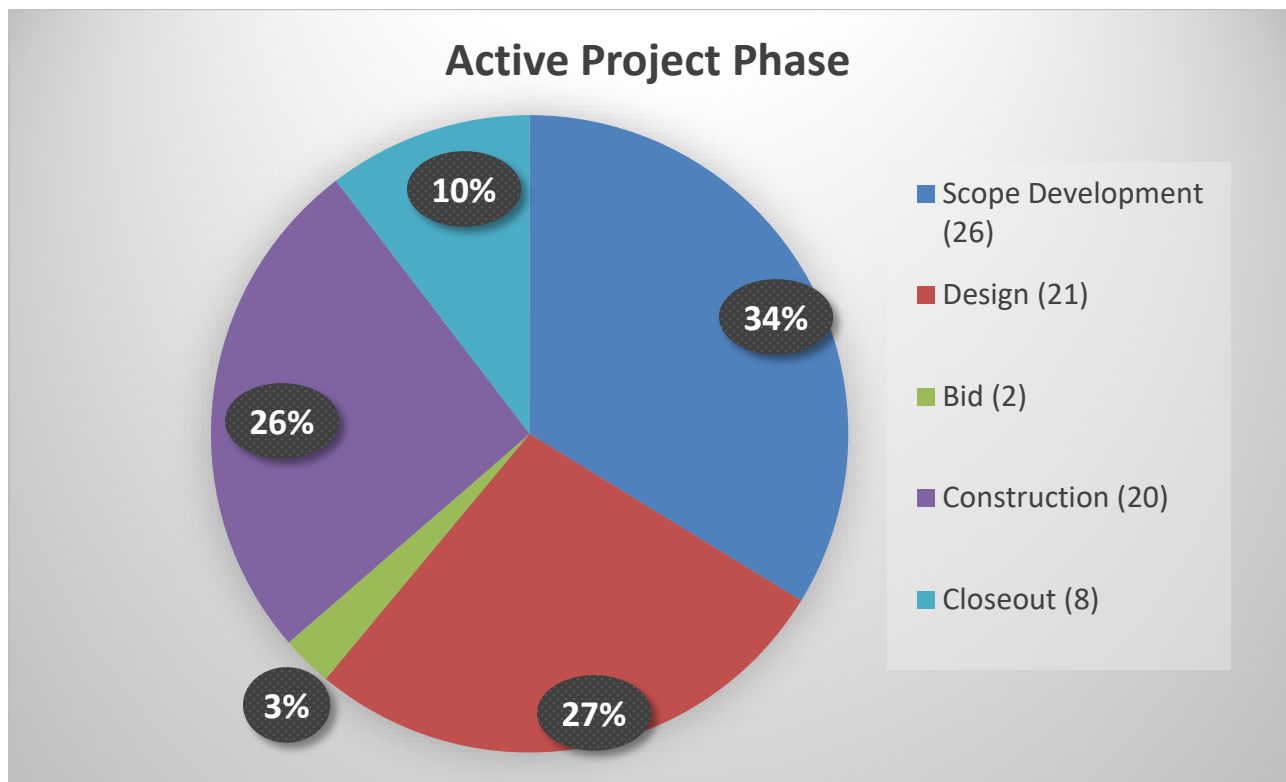
Removal of Ritter Island Bridge



PROJECT MILESTONES ACHIEVED THIS QUARTER

<i>PROJECT NO.</i>	<i>PARK</i>	<i>PROJECT NAME</i>	<i>MILESTONE</i>	<i>DATE</i>
320301	Hells Gate	Assistant Managers House Renovation	Completion	7/2/2020
350301	Bear Lake	Chip Seal Park Roads	Completion	7/21/2020
310691	Old Mission	VC Lighting Upgrade	Completion	7/30/2020
360182	Harriman	Silver Lake Yurts	Completion	8/11/2020
330581	Bruneau Dunes	Observatory Green Space	Completion	8/31/2020
340302	Thousand Springs	Malad Road Repairs	Completion	9/1/2020
360111	Harriman	Entrance Area Phase 1	Completion	9/8/2020
350391	Bear Lake	North Beach Boat Launch Dock Replacement	Completion	8/21/2020
330103	Ponderosa	Phase 3 Road Paving to Overlook Point	Completion	9/30/2020

REPRESENTATION OF PROJECT PHASE





The following is a brief narrative on active projects, their status and next major milestone as of October 27, 2020:

NORTH REGION

<u>Project Number and Name</u>	<u>Current Status</u>
310101 – Priest Lake Indian Creek Dock Replacement Contract in place for Design Build. Detailed design 12/1/20 with construction complete by 5/13/21.	Design
310102 – Priest Lake Shafer Cabin Elec & Plumbing Repairs A Design-Build RFQ is being prepared to complete the work. The RFQ will be issued early spring 2021 for 2021 construction.	Design
310111 – Priest Lake Repair Shower House Developing Scope of Work with Architects West. Plan for Fall/Winter 2021 Construction.	Scope Development
310112 – Priest Lake Campground Electrical Upgrades Working on RFQ for design services. Construction anticipated Fall 2022.	Scope Development
310411 – Trail of CDA Restripe Trail & Parking New 2021 project.	Scope Development
310412 – Trail of CDA Land Acquisition & Construction Maintenance Shop Possible options exist between a sale of existing building, or, building a new shop in the TCDA right of way. Working with legal on options.	Scope Development
310511 – Farragut Beaver Bay Repairs Awaiting new park manager to develop scope of work.	Scope Development
310611 – Old Mission Church Porch Repair and Lift Replacement Design-Build RFQ to be issued in September 2020. Work will be coordinated with Asphalt Path repair project.	Bid
310612 – Old Mission Repair Asphalt Path Design-Build RFQ to be issued in September 2020. Work will be coordinated with Church Porch repair project.	Bid
310803 – Heyburn, Replace Chatcolet Cottage Final construction documents to be received in September. Plan to go out to bid in October.	Design
310811 – Heyburn Rocky Point Cottage Electrical Upgrades New 2021 project.	Scope Development



<u>Project Number and Name</u>	<u>Current Status</u>
310813 – Heyburn Replace Benewah Restroom New 2021 project.	Scope Development
310814 – Heyburn Replace Chatcolet Restroom SHPO has been consulted about the project. Likely need to be a prefabricated concrete restroom due to \$150k budget.	Scope Development
310815 – Heyburn Replace Lake View Cottage New 2021 project.	Scope Development
310872 – Heyburn Chatcolet Campground Renovations Construction started Sept 15. Water line change order executed which may extend paving to Spring 2021.	Construction



Heyburn Chatcolet Campground Renovations



Project Number and Name

Current Status

320181 – McCroskey Primitive Campground & Shelters at Redtail
Site grading, water, and sewer complete. Fire and tables are being finalized.
Completion date is October 30, 2020.

Construction



McCroskey Primitive Campsite Site

320202 – Dworshak Replace Marina Winch System
Design Build SOQ's received 9/22/20.

Design

320211 – Dworshak Upgrade Water Treatment Plan
Replaced Medium and waiting for Chlorinator Meter install.
Evaluate system after installation. Completion 12/8/2020.

Construction

320212 – Dworshak Repaint Group Camp Building
New 2021 project.

Scope Development

320213 – Dworshak Upgrade Shower House Plumbing
New 2021 project.

Scope Development

320214 – Dworshak Roadway Repairs Boat Ramp Parking
Working on scope and timing of project with Park Manager.

Scope Development



<u>Project Number and Name</u>	<u>Current Status</u>
320215 – Dworshak Replace Freeman Creek Water Line RFQ's received, reviewing, will hire consultant and begin design this Fall.	Design
320291 – Dworshak Osprey Loop Double Vault Replacement Under contract. Completion scheduled for 11/1/2020.	Construction
320293 – Dworshak Freeman Creek Tent Area Vault Replacement Under contract. Completion scheduled for 12/8/2020.	Construction
320311 – Hells Gate Repair & Resurface Trail New 2021 Project.	Scope Development
320312 – Hells Gate Remodel Marina Restroom New 2021 project.	Scope Development
320392 – Hells Gate Marina Mooring Dock Replacement Still awaiting 404 Permit. Pending permit approval, construction anticipated winter 2020/2021.	Design
320395 – Hells Gate Marina Dredging Dredging completed. Working on project closeout.	Closeout
320501 – Winchester Pave Boat Launch Parking Area Paving complete. Plan to start boat ramp construction 9/28/20.	Construction



Winchester Pave Boat Launch Parking Area



SOUTH REGION

<u>Project Number and Name</u>	<u>Current Status</u>
330101 – Ponderosa Replace Peninsula CG Docks, Boat Ramp, ADA Access Construction project scheduled to start October 5, 2020, however, have encountered delays due to lake levels.	Construction
330103 – Ponderosa Phase 3 Road Paving to Overlook Point Construction completed September 30, 2020. We are paved all the way to the Top!	Construction
330111 – Ponderosa Re-Engineer Lakeview Cabin Roof Structures Project will be scheduled for 2022. Reservations impact for late 2021.	Scope Development
330182 – Ponderosa CG Electrical and Water Upgrades Phase I Construction underway, project going well and on schedule.	Construction



Ponderosa Aspen Loop trenches for water and electrical upgrades

330183 – Ponderosa Kokanee Cove Conceptual Plan The slab that was retained from the demolition of the dining hall will be Expanded and gravel brought in to shore up the sides of the slab. Fireplace restoration will need to wait until Spring/Summer 2021.	Construction
330292 – Eagle Island Pond Water Quality Improvement Project complete, awaiting paperwork to close out project.	Closeout



Project Number and Name	Current Status
330211 – Eagle Island Pump House Replacement Consultant under contract to start design.	Design
330212 – Eagle Island Sewer & Water Design Design work has started and have had multiple meetings with Eagle Sewer District (ESD). Verbal agreement has been reached for local lift station. Layout ongoing with ESD and DEQ review to follow.	Design
330411 – Lucky Peak Pave Springs Shores Gravel Area New 2021 Project – Design and Bidding will occur this winter and Construction will occur in the spring of 2021.	Scope Development
330581 - Bruneau Dunes Observatory Greenspace Project is substantially complete and accepted. The irrigation system is currently providing water to the newly seeded areas.	Construction



Bruneau Dunes Observatory Green Space

330511 – Bruneau Observatory Parking & Pathway Repair Discussing project with engineers to develop scope of work.	Scope Development
330512 – Bruneau Staff Housing Pilot Program Arranging meeting with Indie Dwell to discuss project.	Scope Development
330611 – Three Island Trailside CG Electrical Upgrades New 2021 Project. Tentative plan for fall 2022 construction. Reservations impact.	Scope Development



Project Number and Name	Current Status
330764 – Lake Cascade Blue Heron & Van Wyck Docks/Pilings Working with consultant for project design.	Design
330771 – Lake Cascade Pelican Cove Day Use ADA Improvements & CXT Plan to combine fishing pier with Crown Point project due to budget. Proposal submitted to BOR. Waiting on final approval.	Design
330781 – Lake Cascade Pelican Crown Point Docks Temporary docks installed. Conceptual design and cost estimate complete. Waiting for BOR to approve combining budget with Pelican Cove.	Design
330711 – Lake Cascade Replace Blue Heron Rest Room NEPA permit has been received along with the Central District Health permit. Plans are to bid the project late this fall and get the project under construction by early in the Spring 2021 as possible.	Scope Development
340301 – Thousand Springs Replace Ritter Island Bridge Mobilization the week of September 21 st with construction starting. Scheduled completion in mid-December 2020.	Construction



Ritter Island Bridge Replacement



Project Number and Name

Current Status

340302 – Thousand Springs Malad Road Repairs

Closeout

Project started in early August 2020 and was completed September 1, 2020.



Malad Road Repairs to Parking Lot

340303 – Thousand Springs Visitor Center

Construction

Groundbreaking Ceremony held and construction is underway!



Thousand Spring New VC Building Pad



<u>Project Number and Name</u>	<u>Current Status</u>
340311 – Thousand Springs Ritter Island Barn Reroof A grant application to Idaho Heritage Trust is currently being prepared for additional funding. Bid Documents will be prepared over the winter for summer 2021 construction.	Design
340381 – Thousand Springs Ritter Island Refurbish Pink House Project under design with Trout Architects. Project to be bid in winter with spring 2021 construction.	Design
340393 – Thousand Springs Billingsley Entrance Road This project has been combined with 340303 Thousand Springs Visitor Center.	Construction
340395 – Thousand Springs Billingsley Creek Campground MOA with city of Hagerman approved, the process of executing contract for Construction document design work. Construction estimated to begin fall 2021.	Design
340399 – Billingsley Creek Development Phase 1 MOA with city of Hagerman approved, the process of executing contract for Construction document design work. Construction estimated to begin fall 2021.	Design



EAST REGION

<u>Project Number and Name</u>	<u>Current Status</u>
340511 – Castle Rocks VC Exterior Maintenance New 2021 Project. We are in the process of making needed updates and the painting and repairs are going to be inspected by a contractor soon.	Construction
340512 – Castle Rocks New Vault Toilet New 2021 Project. Engineering contract executed for design.	Design
340611 – Lake Walcott Boat Ramp RR Repair New 2021 Project. Project will be scheduled for 2022.	Scope Development
350301 – Bear Lake Chip Seal Park Roads Complete. Waiting on substantial completion paperwork to close out.	Closeout
350311 – Bear Lake CG Loop Upgrades Phase 2 New 2021 Project.	Scope Development
350382 – Bear Lake Tent Camping Area & Parking Improvements Project Complete.	Closeout
350391 – Bear Lake North Beach Boat Launch Dock Replaced Docks installed and working on closeout.	Closeout
360102 – Harriman Scovel Center Winterization Site visit with Trout Architects to investigate subsurface water issue is being Scheduled. A&E Engineering has started HVAC design.	Design
360103 – Harriman Foundation Repair and Log Replacement Currently under construction, to be completed in early November 2020.	Construction



Harriman Foundation Repair and Log Replacement



Project Number and Name	Current Status
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360111 – Harriman Entrance Area Paving Phase 1 Complete. All paving has been done and final Invoice has been paid. Can complete Closeout once the substantial completion paperwork has been received.	Closeout
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Harriman Entrance Paving Phase 1



<u>Project Number and Name</u>	<u>Current Status</u>
360112 – Harriman Upgrade Dormitory Architect is under design contract. Restroom upgrades will not fit within the scope of the project as they were not built to be accessible. The construction window is Spring of 2021 during the lowest occupancy time of the year.	Design
360113 – Harriman Historic Bridge Replacement Contractor has started working on the abutments and approach slabs. Delivery of the bridge is set for mid-end of October. Contractor is grading both roads to the bridge.	Construction
360182 – Harriman Decks and Furnishings for Silver Lake Yurts Construction of the yurt deck is complete.	Construction



Harriman's New Silver Lake Yurt and Deck



Project Number and Name

Current Status

360201 – Henrys Lake Old Loop Asphalt Repairs
9/22/2020 paving is being finished up and should be completed 9/25/2020.

Construction



Henrys Lake Old Loop Asphalt Repairs

360211 – Henrys Lake Caddis Loop RR Upgrade
New 2021 Project.

Scope Development

360212 – Henrys Lake CG Loop Paving Upgrades Phase 2
The project combined with 360201.

Construction

360271 – Henrys Lake RestRoom Remodel at Boat Launch
Project in design. Construction to be delayed allowing demolition of Existing restroom with 2022 budget. This will allow for better location of new fish cleaning station.

Design

360582 – Engineer Evaluation Bayhorse Building Stabilization
The engineer could not complete the project. A new structural engineer has been Selected and is getting under contract to complete the design over the winter.

Design

360511 – Land of Yankee Fork Maintain Parking Lot
New FY21 Project.

Scope Development

360512 – Land of Yankee Fork Skylark Mine Trail Repairs
New FY21 Project.

Scope Development

360591 – LOYF Irrigation System
Project complete. Awaiting project closeout documents to close out project.

Closeout

Experience/Education Program Quarterly Report July, August, September 2020

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.
- Make adjustments in interpretation for COVID-19

Quarterly Program Report

- July 8th took photos at Thousand Springs State Park for use in interpretive exhibits in new Visitor Center.
- July 14th participated in national conference call with state parks interpretive coordinators.
- July 14 attended National Girl Scouts webinar on 2020 event in parks, shared information with parks participating.
- July 14th shared a handout I created on observing Comet Neowise for park visitors with parks staff, took photos of Comet Neowise for use on social media.
- July 20 visited Bruneau Dunes State Park to take photos to document dark sky conditions to support the Dark Sky Designation process.
- July 29th attended Earth to Sky group conference call.
- August 3rd attended HQ staff update with Director
- August 6th attended meeting on 50% review of interpretive exhibits for Thousand Springs Visitor Center.
- August 12th attended meeting with NPS staff on interpretive exhibits for Thousand Springs Visitor Center.
- August 14th attended meeting on 50% review of interpretive exhibits for Thousand Springs Visitor Center with Formations.

- Provided feedback and certificates to staff that attended the 2020 Virtual Interpretive Training.
- August 14th, photo of a Circumpolar Bluet at IDPR HQ I took was featured in the national newsletter for the National Association for Interpretation



- August 17th attended meeting on 50% review of interpretive exhibits for Thousand Springs Visitor Center.
- August 18th attended meeting on 50% review of interpretive exhibits for Thousand Springs Visitor Center.
- August 20th attended meeting on 50% review of interpretive exhibits for Thousand Springs Visitor Center.
- August 24th we received another request for the bird wingspan banner file we created in 2017 from a teacher in Maine. The 14' banner with our logo has now been requested by 24 sites in twelve states and DC, in addition to our 22 parks. Sites requesting the wingspan banner file include locations in Idaho, Michigan, Montana, Washington, California, Oregon, Texas, Virginia, Wisconsin, Illinois, Alaska, Maine, and DC. Sites include state parks, city parks, Young Birders Club, BLM, Army Corps of Engineers, Wildlife Rehab Centers, Audubon Clubs, public and non-profit Nature Centers, a Zoo, and several schools with most in Idaho along with one in Washington and one in Maine.



- Coordinated the creation of the online Junior Ranger Program, including creating twenty-three Portals to Parks activity sheets, Leave No Trace activity sheet, videos, and optional park activities at the park.
- Responded to requests from visitors for information on the online version of the Junior Ranger program.
- Junior Ranger online program participation has tracked at 2,876 hits in July, putting it in the top 50 viewed pages again. For August it was still in the top 50 most viewed pages on the website with 1,753 views.
- August 25th attended webinar on the Monarch butterfly.
- September 15th attended meeting on 50% review of interpretive exhibits for Thousand Springs Visitor Center.
- Created a Bird-watching activity page for the new IDPR website.
- Assisted Farragut State Park with interpretive exhibits on birds by providing photos.
- Took 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.
- Set up 18 folders with photos and information for the new Wildlife Wednesday feature on social media.
- Assisted HR staff with recruitment for the Interpretive Ranger position at Ponderosa
- Assisted Lake Cascade State Park staff with amphibian identification.
- Supported field staff in developing online interpretation resources including providing guidelines and standards.
- Worked with City of Rocks/Castle Rocks staff on final edits to the City of Rocks/Castle Rocks Interpretive Plan.
- Provided support and answered questions from field staff on adjustments needed to offer interpretation safely in the COVID-19 situation for summer 2020.
- Led the Certified Interpretive Guide Workshop September 21-25, 2020 at City of Rocks National Reserve for parks staff. Attendance limited to 7 to allow for social distancing.
- Shared information with parks staff on how to attend the 2020 NAI National Workshop, being held virtually this year at a lower cost than usual.
- Coordinated a nest box project at Eagle Island State Park for 20 nest boxes, species targeted to support include Tree Swallow, Western Bluebird, House Wren, American Kestrel, Wood Duck, Western Screech Owl, and Barn Owl. The local Audubon group has volunteered to monitor/clean the boxes. Many thanks to Keith Jones, who is coordinating the construction of the boxes for this project, and to Gary Shelley, park manager, who is coordinating the installation of poles for the boxes.
- Created a handout for park visitors on observing the August 12th Perseid Meteor Shower and shared with parks staff.

- I recommended to Wallace Keck he send in a photo of his new exhibits to NAI, was happy to see on September 24th a photo of the wayside interpretive exhibits at City of Rocks by Wallace Keck was featured in the national newsletter for the National Association for Interpretation.



Photo: New wayside interpretive exhibits at City of Rocks National Reserve in Almo, Idaho, tell the story of the California Trail through both the emigrants and indigenous peoples (Shoshone and Bannock Tribes). Photo by Wallace Keck.

- September 28th attended meeting on 50% review of interpretive exhibits for Thousand Springs Visitor Center.
- September 30th attended Earth to Sky group conference call.

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

AGENDA
Idaho Park and Recreation Board Teleconference
November 18, 2020
IDPR Headquarters
5657 Warm Springs Ave.
Boise, ID 83716

AGENDA ITEM: **FY 2021 1st Quarter Financial Reports**

ACTION REQUIRED: **Information Only**

PRESENTER: **Steve Martin**

PRESENTATION

Attached are the first quarter financial reports for fiscal year (FY) 2021. The information presented reflects an overview of the department's revenues, expenditures and cash balances along with a summary of the Passport Program. Also included for this quarter is the annual summary of the endowment fund accounts. We have determined that the cash reserves in these two funds are sufficient for FY 2021 operations and have elected to defer withdrawals of investment gains at this time.

- Page 2 – FY 2021 Financial Statement / Budget Status as of 09/30/2020
- Pages 3-5 – FY 2021 Y-T-D Park Operations Revenues / Expenditures
- Pages 6-12 – FY 2021 Cash Balances as of 09/30/2020
- Page 13 – FY 2021 Y-T-D Passport Program Revenue
- Pages 14-18 – FY 2021 Endowment Fund Distributions and Reporting

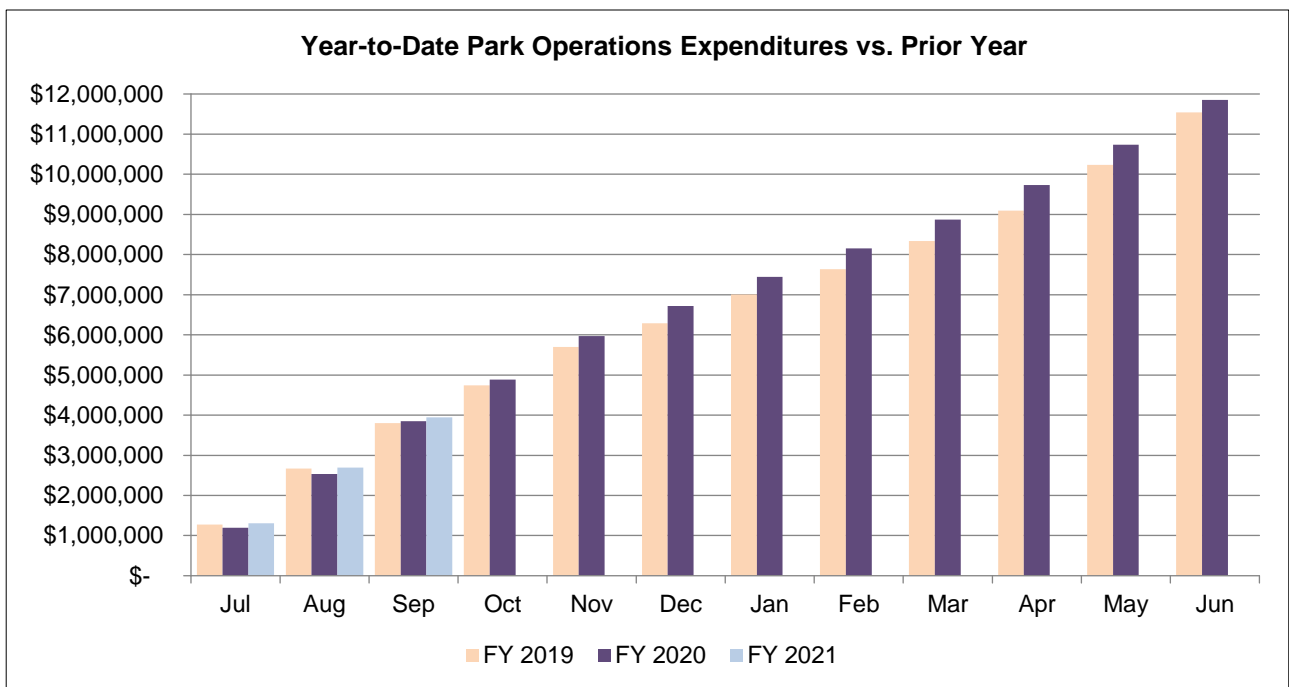
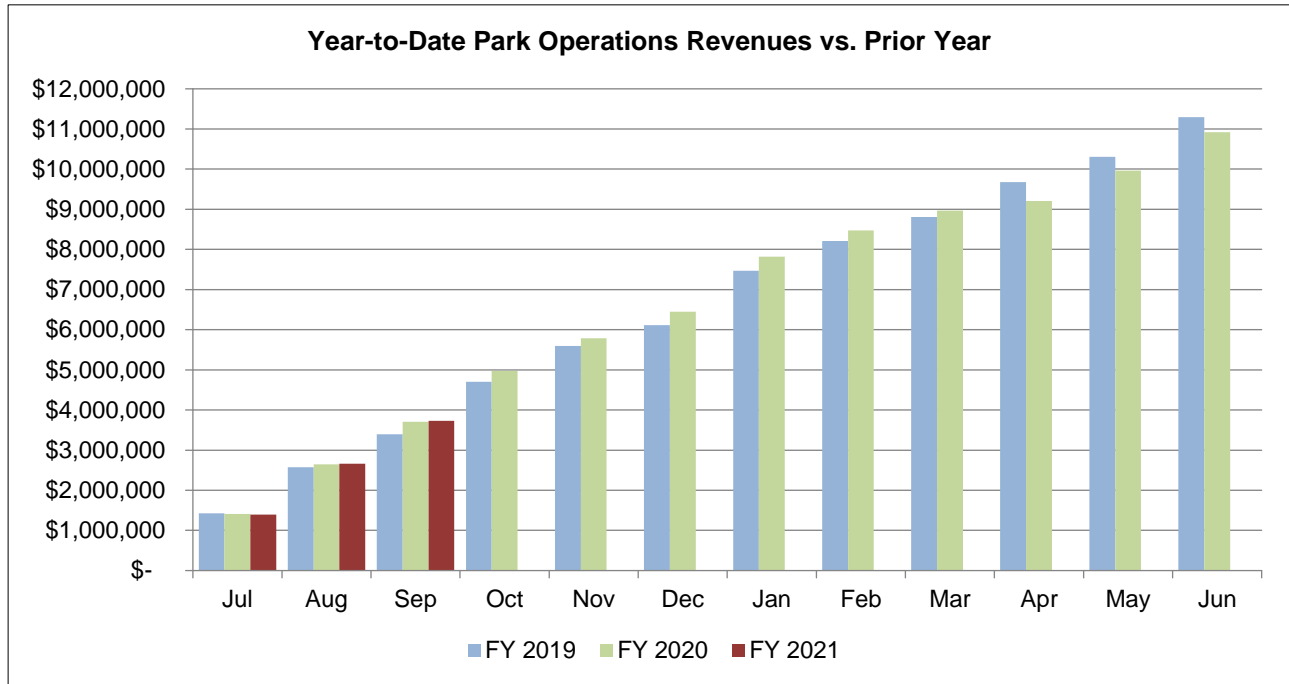
STAFF RECOMMENDATIONS

This agenda item is for information only.

**Idaho Department of Parks and Recreation
FY 2021 Financial Statement / Budget Status
as of September 30, 2020**

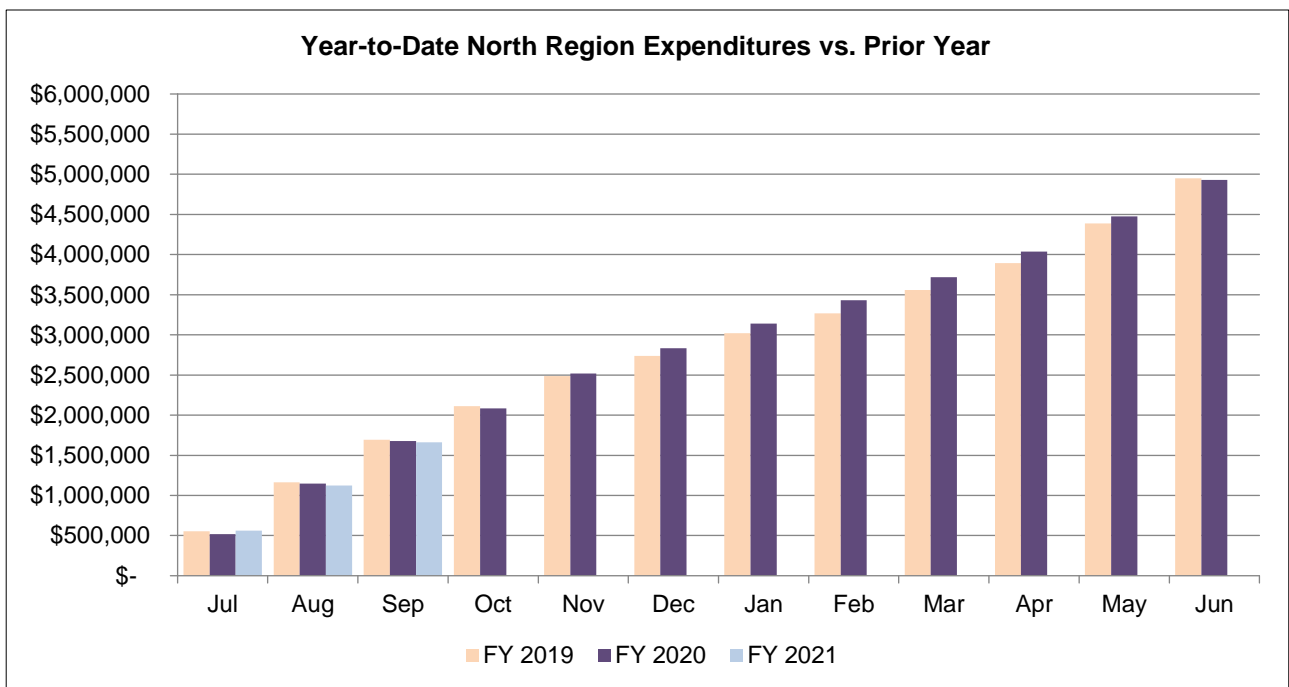
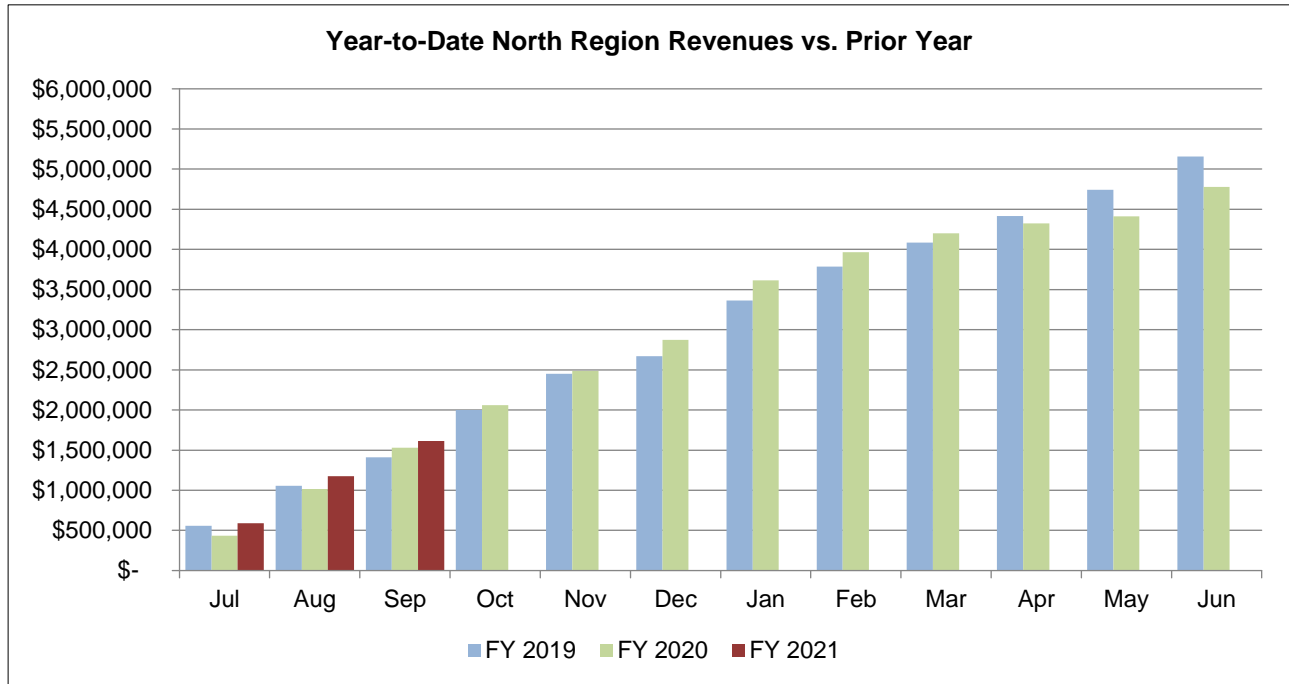
Program/Object	Appropriation	Expenditures	Encumbrances	Balance	% Remaining
Management Services					
Personnel Costs	\$ 2,676,900	\$ 572,889	\$ -	\$ 2,104,011	78.6%
Operating Expenditures	2,619,700	791,194	-	1,828,506	69.8%
Capital Outlay	107,600	-	-	107,600	100.0%
Trustee & Benefit	13,546,800	1,189,837	6,724,451	5,632,512	41.6%
Subtotal	\$ 18,951,000	\$ 2,553,920	\$ 6,724,451	\$ 9,672,629	51.0%
Park Operations					
Personnel Costs	\$ 11,013,600	\$ 2,960,719	\$ -	\$ 8,052,881	73.1%
Operating Expenditures	6,110,259	2,317,044	-	3,793,215	62.1%
Capital Outlay	1,909,400	1,710	-	1,907,690	99.9%
Trustee & Benefit	1,427,500	30,526	-	1,396,974	97.9%
Subtotal	\$ 20,460,759	\$ 5,309,998	\$ -	\$ 15,150,761	74.0%
Capital Development					
Personnel Costs	\$ -	\$ -	\$ -	\$ -	-
Operating Expenditures	-	-	-	-	-
Capital Outlay	18,344,923	1,602,521	-	16,742,402	91.3%
Trustee & Benefit	-	-	-	-	-
Subtotal	\$ 18,344,923	\$ 1,602,521	\$ -	\$ 16,742,402	91.3%
Total	\$ 57,756,682	\$ 9,466,439	\$ 6,724,451	\$ 41,565,791	72.0%

Idaho Department of Parks and Recreation
Park Operations - All Funds
Year-to-Date Revenues and Expenditures
September 30, 2020



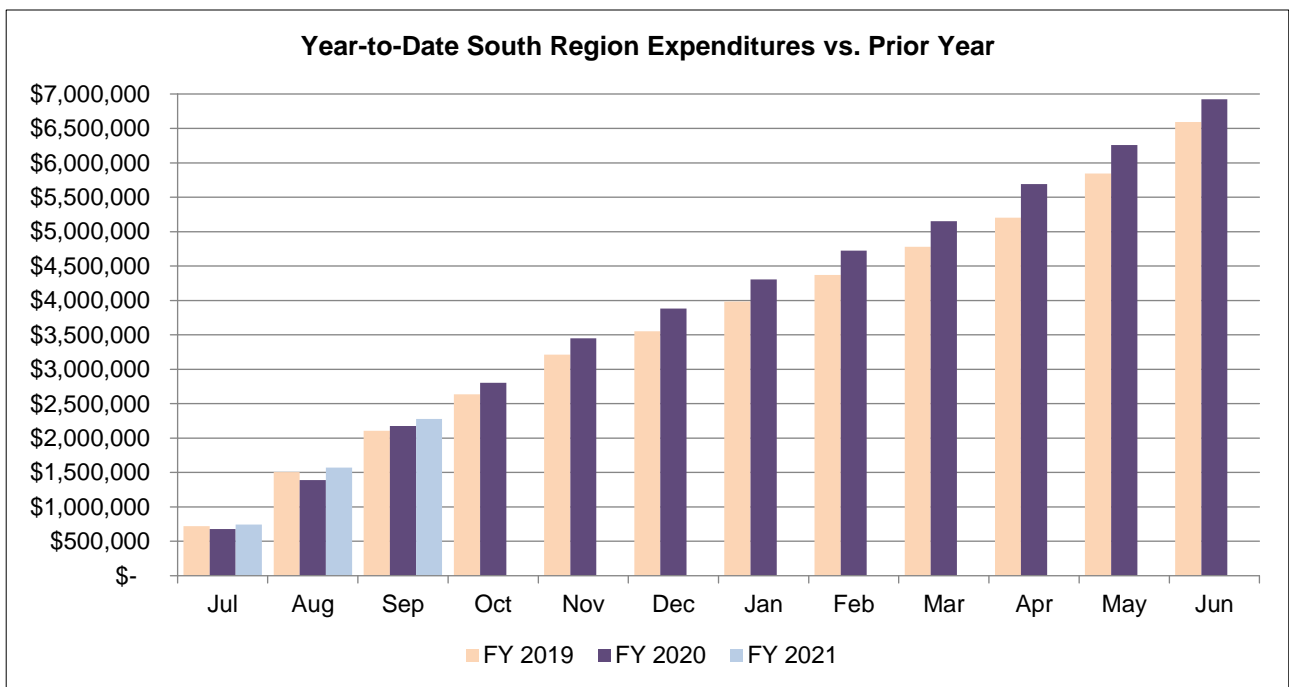
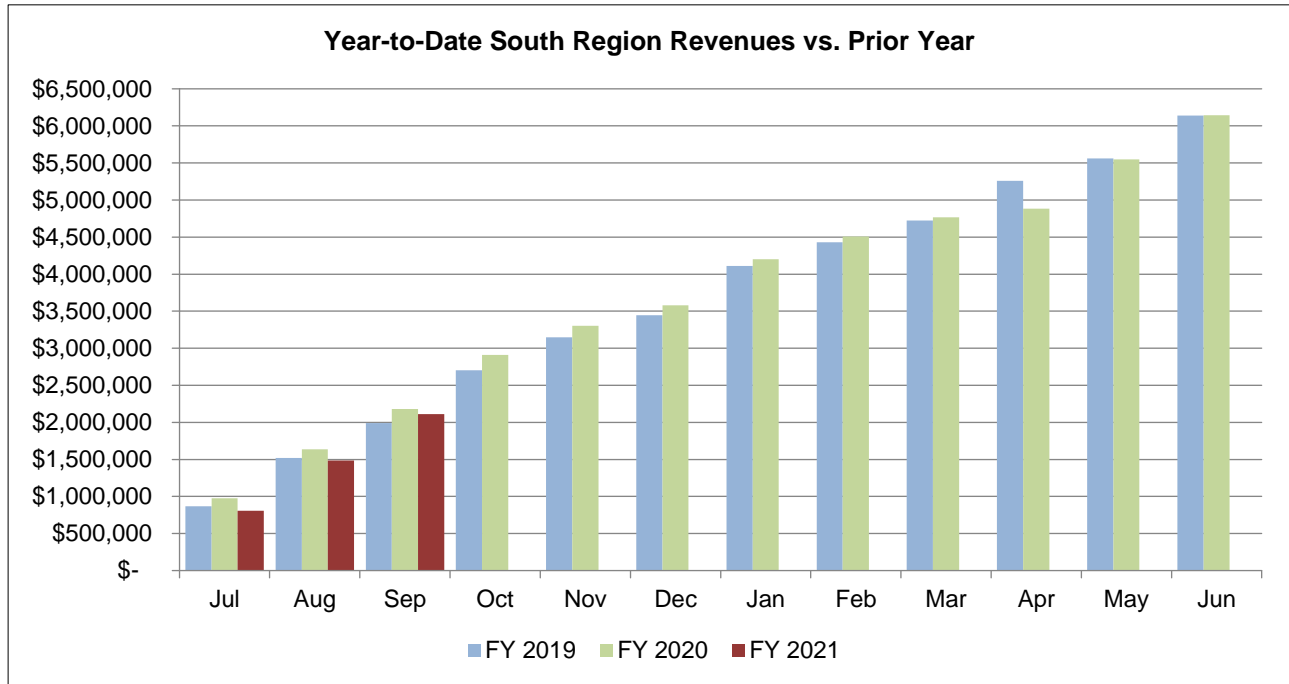
- All Park Operations fiscal year-to-date revenues are up \$19,500 (or 0.5%) compared to FY 2020
- All Park Operations fiscal year-to-date expenditures are up \$90,100 (or 2.3%) compared to FY 2020

**Idaho Department of Parks and Recreation
North Region - All Funds
Year-to-Date Revenues and Expenditures
September 30, 2020**



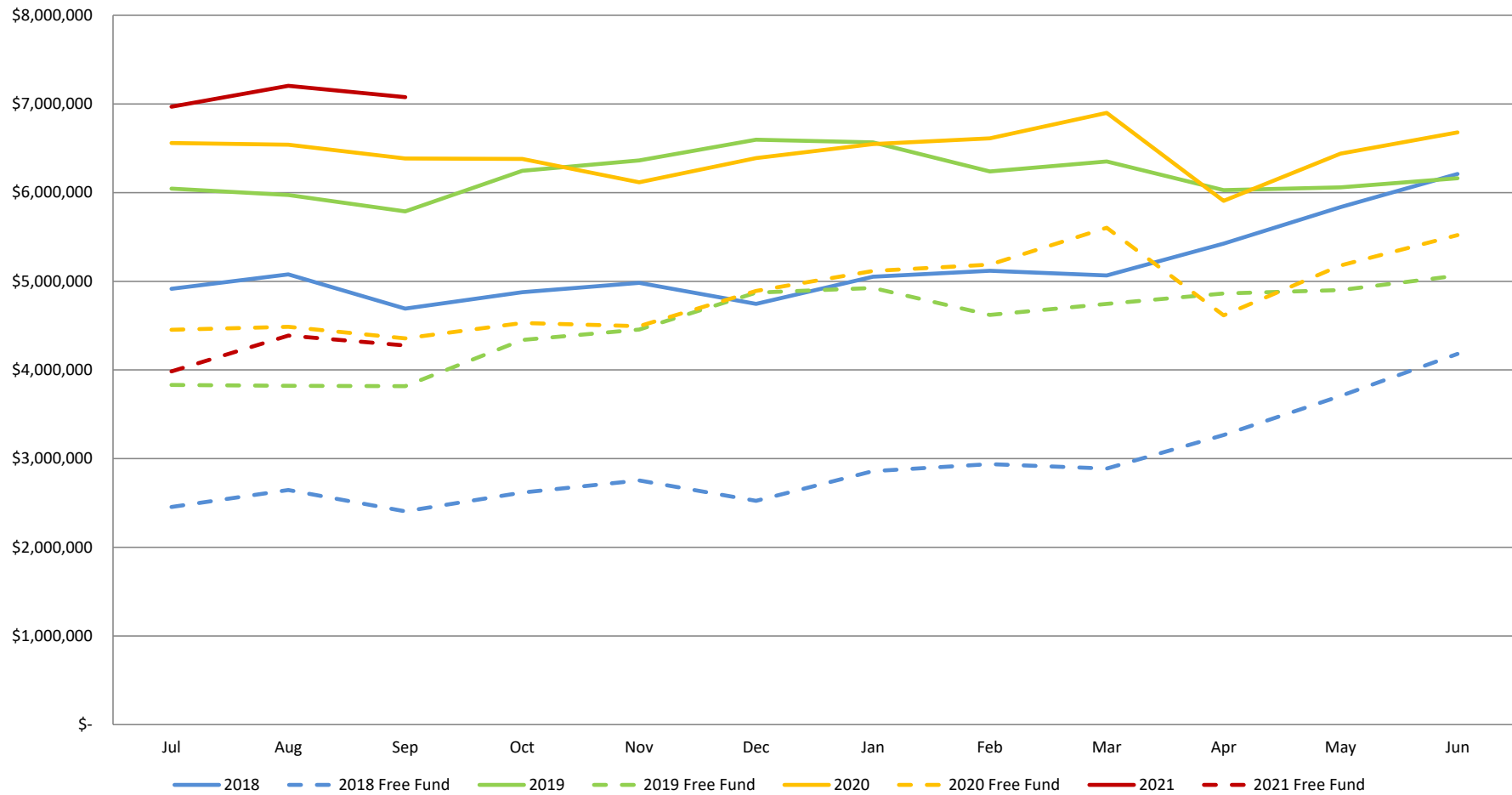
- North Region fiscal year-to-date revenues are up \$85,700 (or 5.6%) compared to FY 2020
- North Region fiscal year-to-date expenditures are down \$15,900 (or -0.9%) compared to FY 2020

**Idaho Department of Parks and Recreation
South Region - All Funds
Year-to-Date Revenues and Expenditures
September 30, 2020**

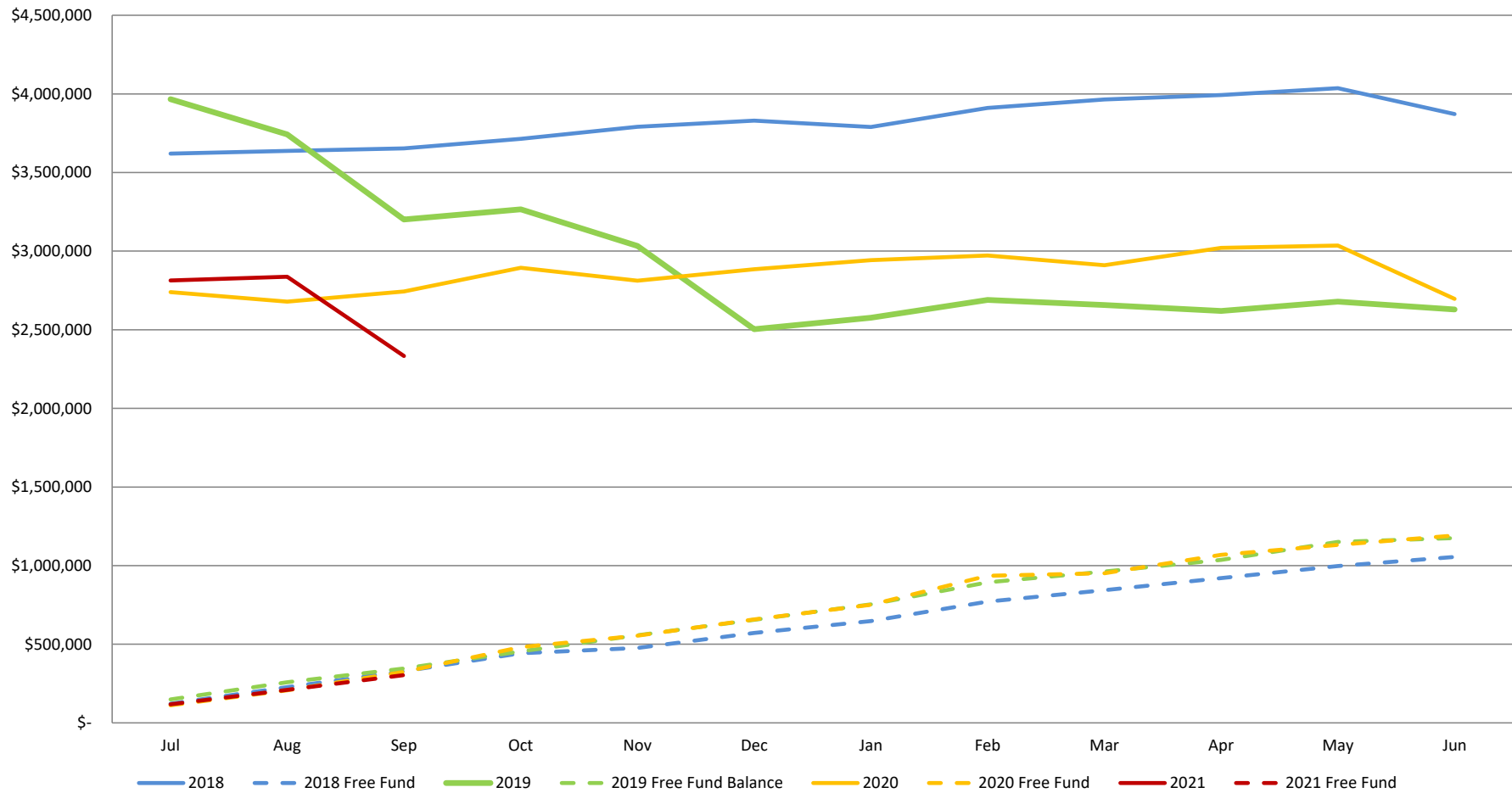


- South Region fiscal year-to-date revenues are down \$66,200 (or -3.0%) compared to FY 2020
- South Region fiscal year-to-date expenditures are up \$106,000 (or 4.9%) compared to FY 2020

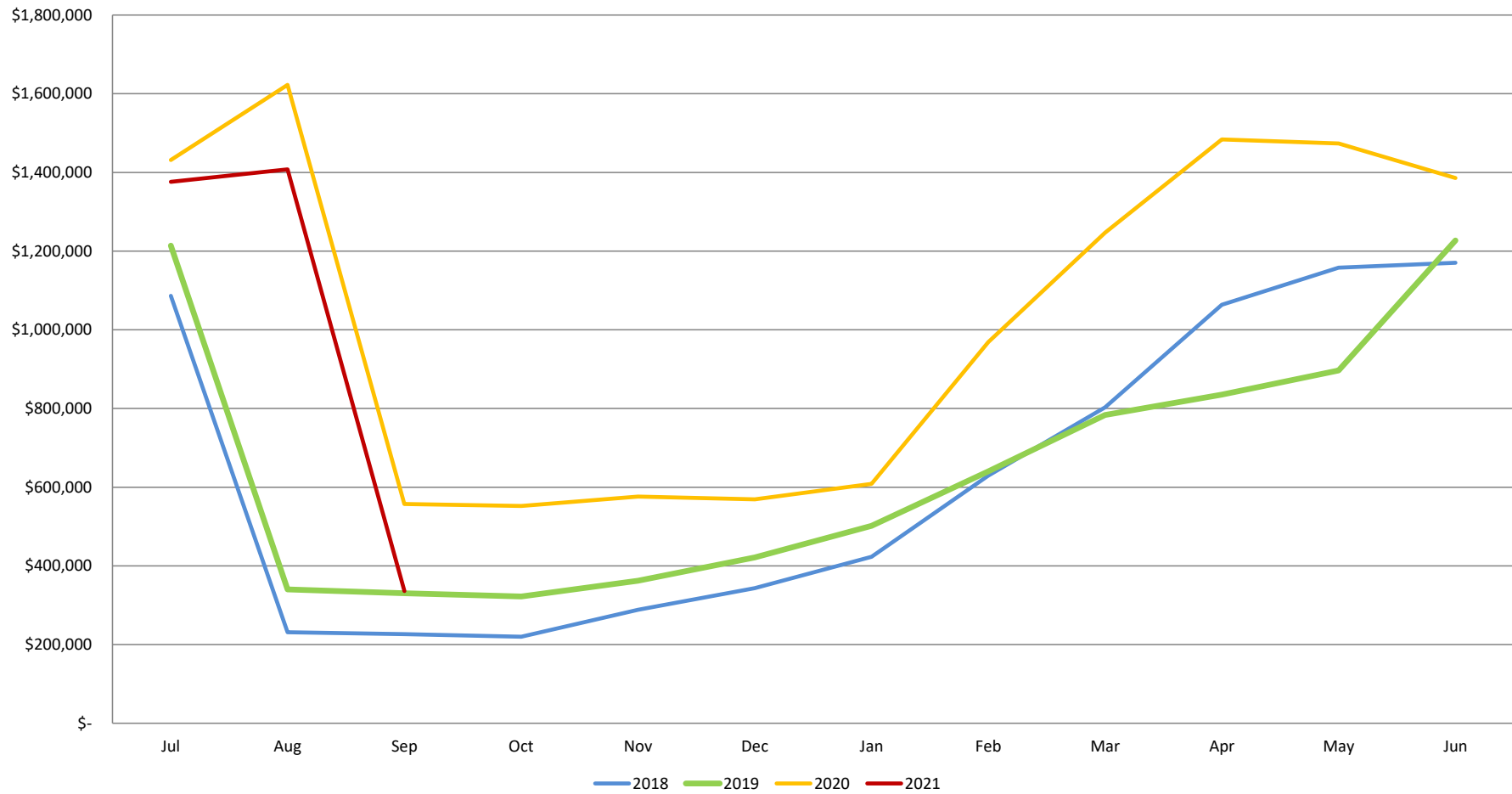
**Idaho Department of Parks and Recreation
Cash Balance Trend - Parks and Recreation Fund (0243)
September 30, 2020**



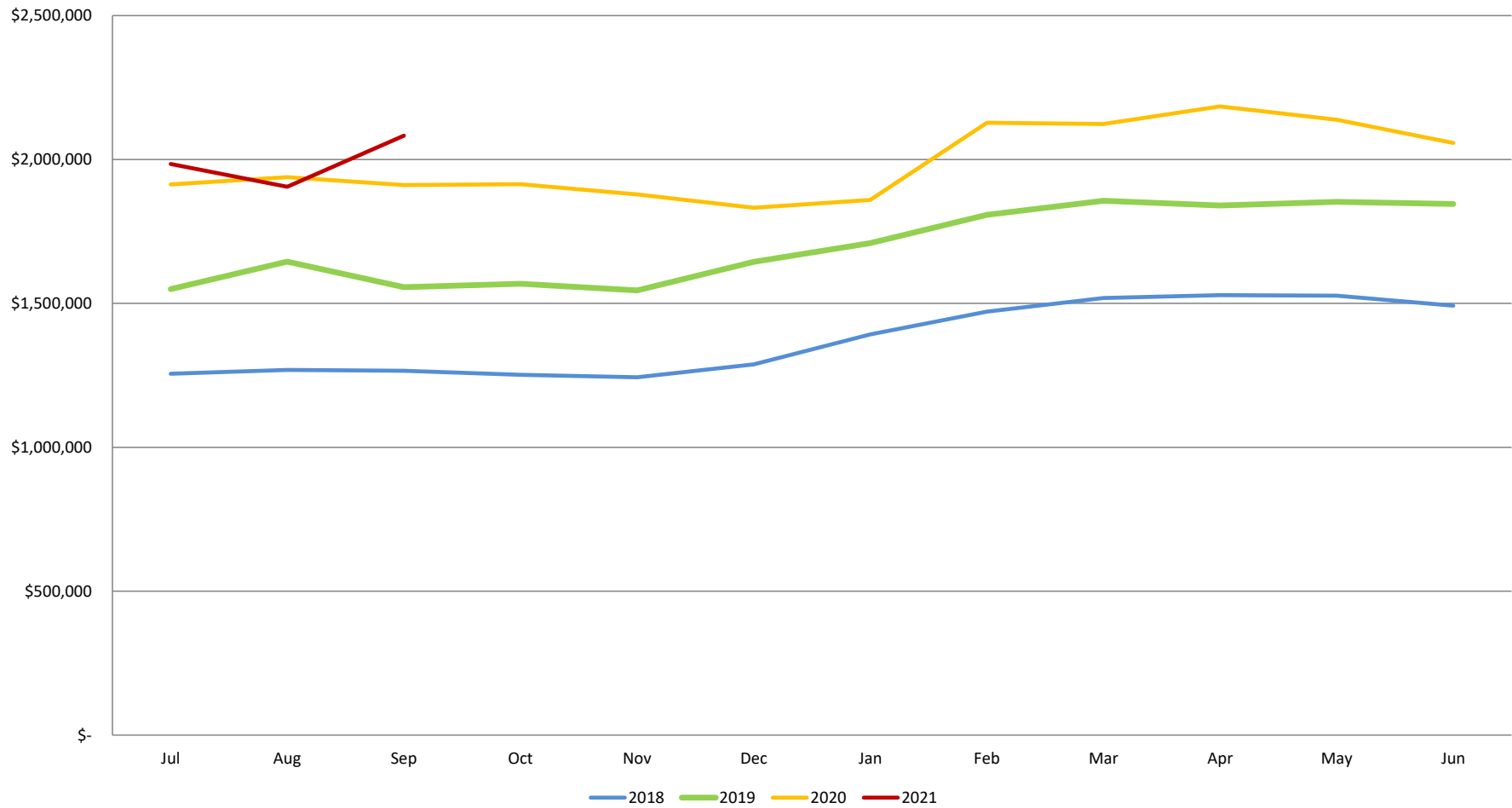
**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Fuels Capital Improvement Fund (0247.01)
September 30, 2020**



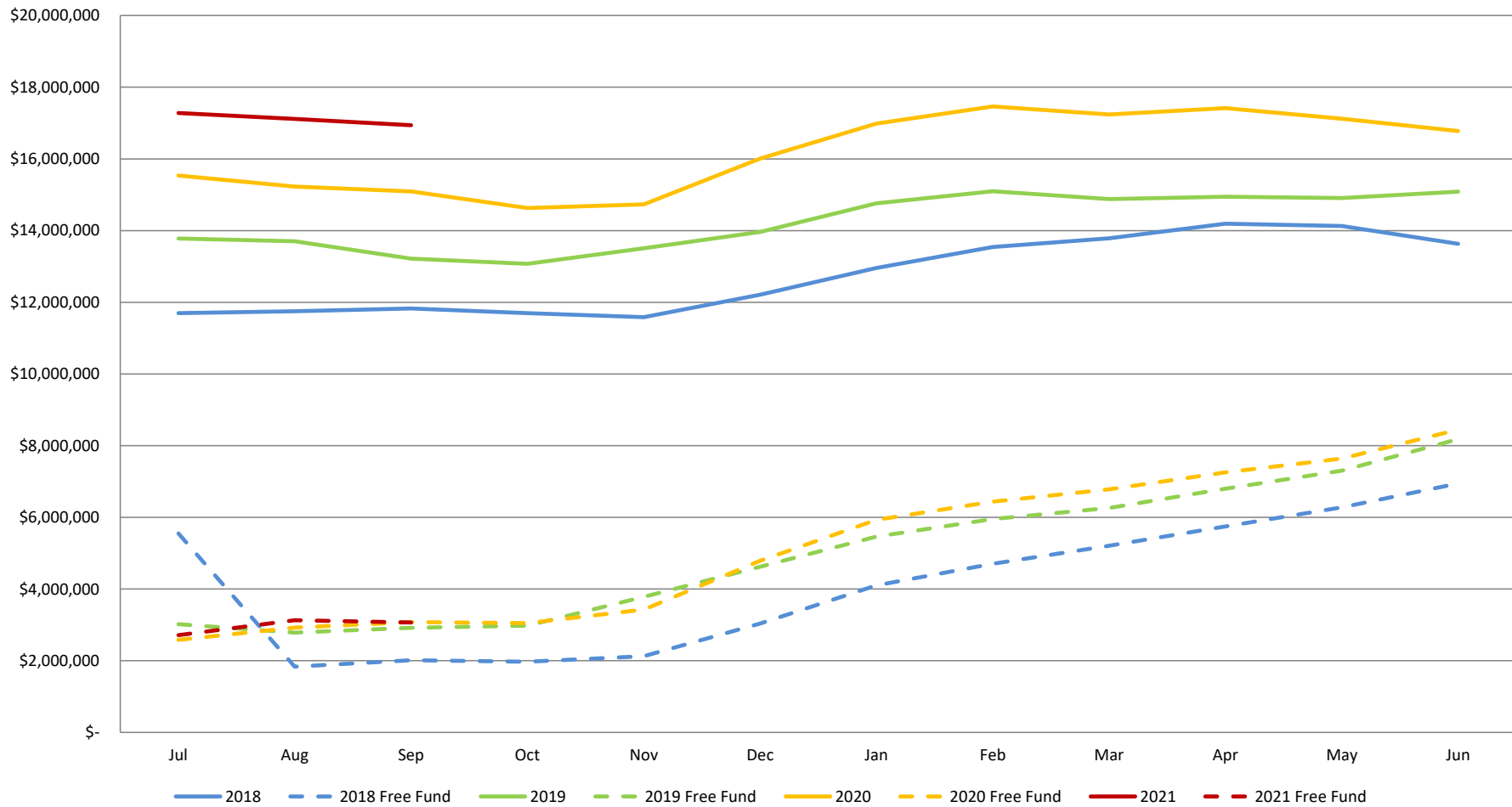
**Idaho Department of Parks and Recreation
Cash Balance Trend - Snowmobile Fund (0250.03)
September 30, 2020**



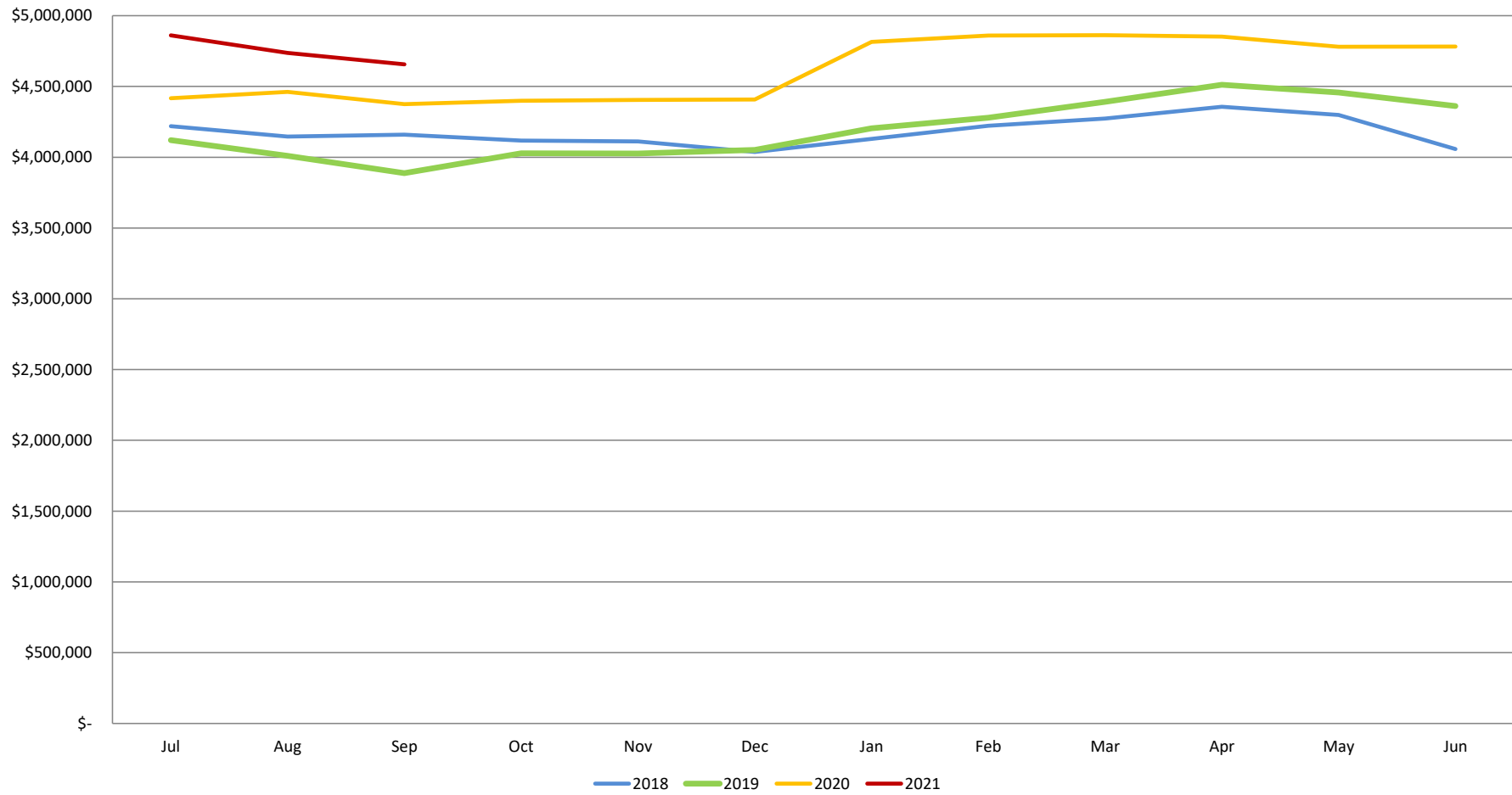
Idaho Department of Parks and Recreation
Cash Balance Trend - Motorbike / OHV Fund (0250.04)
September 30, 2020



**Idaho Department of Parks and Recreation
Cash Balance Trend - Recreational Vehicle Fund (0250.05)
September 30, 2020**



**Idaho Department of Parks and Recreation
Cash Balance Trend - Enterprise Fund (0410.01)
September 30, 2020**



Idaho Department of Parks and Recreation
Statement of Cash Balances - FY 2021
as of September 30, 2020

Fund	Description	Beginning Balance	Cash Inflows	Cash Outflows	Cash Balance	Encumbrances	Unobligated Fund Balance
0125	Federal Indirect Cost Recovery	\$ 375,677	\$ 28,182	\$ (68,829)	\$ 335,029	\$ -	\$ 335,029
0243	Parks and Recreation Fund	6,679,929	3,481,436	(3,085,805)	7,075,560	-	7,075,560
0243.02	Parks & Rec - Registration Administration	3,261,477	680,261	(1,244,788)	2,696,951	-	2,696,951
0243.03	Parks & Rec - Sawtooth License Plate	12,930	15,528	(28,458)	-	-	-
0243.04	Parks & Rec - Cutthroat Wildlife Plate	74,467	21,509	-	95,976	47,134	48,842
0243.05	Parks & Rec - Mountain Bike	131,656	11,812	(15,000)	128,468	17,380	111,088
0247.01	Recreational Fuels - Capital Improvement	2,696,100	454,291	(817,345)	2,333,046	-	2,333,046
0247.02	Recreational Fuels - Waterway Improvement	3,202,619	454,291	(187,803)	3,469,107	1,924,810	1,544,298
0247.03	Recreational Fuels - Off-road Motor Vehicles	3,632,359	454,291	(95,824)	3,990,826	1,126,329	2,864,496
0247.04	Recreational Fuels - Road & Bridge	2,281,404	236,611	(210,839)	2,307,177	528,762	1,778,415
0247.06	Recreational Fuels - Administration	427,059	279,287	(121,730)	584,616	-	584,616
0250.01	Registration - State Vessel	-	1,024,188	(10,748)	1,013,439	-	1,013,439
0250.02	Registration - Cross Country Ski	124,054	3,266	(6,565)	120,755	-	120,755
0250.03	Registration - Snowmobile	1,386,041	66,086	(1,116,090)	336,036	-	336,036
0250.04	Registration - Motorbike	2,057,785	329,152	(304,081)	2,082,856	-	2,082,856
0250.05	Registration - Recreational Vehicle	16,780,611	1,363,190	(1,204,239)	16,939,562	8,654,650	8,284,913
0348	Federal Grant Fund ¹	1,237,611	712,790	(1,529,302)	421,099	2,523,385	(2,102,286)
0349	Miscellaneous Revenue	64,176	4,500	(6,699)	61,977	-	61,977
0410.01	Enterprise	4,782,203	782,800	(908,786)	4,656,217	-	4,656,217
0496.01	Expendable Trust - Park Donations ²	323,416	23,011	(488)	345,939	-	345,939
0496.02	Harriman Trust	645,429	655,454	(180,463)	1,120,421	-	1,120,421
0496.03	Park Land Trust	3,606,425	12,405	(252,250)	3,366,580	-	3,366,580
0496.05	Trail of the Coeur d'Alenes	582,102	70,005	(33,627)	618,480	-	618,480
Total		\$ 54,365,531	\$ 11,164,344	\$ (11,429,756)	\$ 54,100,118	\$ 14,822,450	\$ 39,277,668

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 2021
as of September 30, 2020

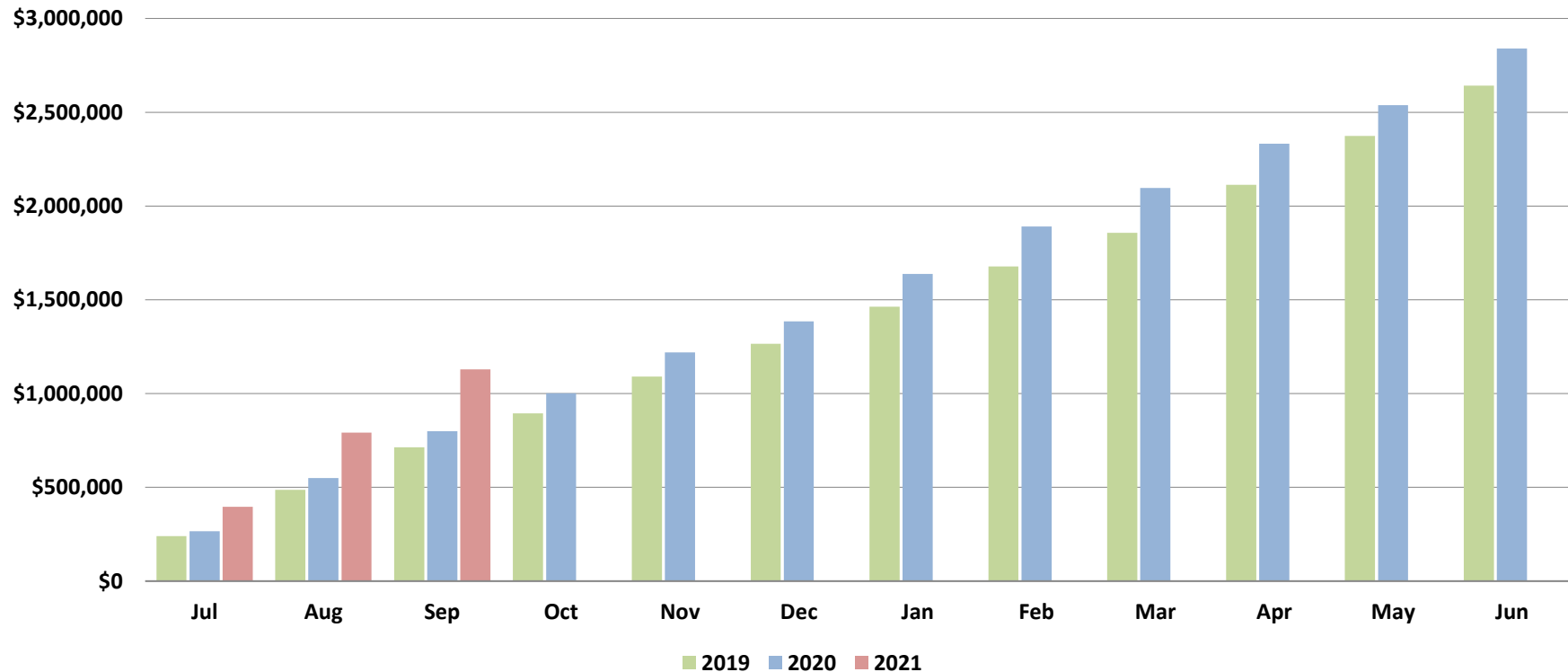
Gross Revenue	FY 2020 September	FY 2021 September	Increase/ (Decrease)	% Change
1-Year Registrations	\$ 133,450	\$ 162,330	\$ 28,880	21.6%
2-Year Registrations	116,540	173,580	57,040	48.9%
Total	\$ 249,990	\$ 335,910	\$ 85,920	34.4%

Transactions				
1-Year Registrations	13,345	16,233	2,888	21.6%
2-Year Registrations	5,827	8,679	2,852	48.9%
Total	19,172	24,912	5,740	29.9%

FY 2020 Y-T-D	FY 2021 Y-T-D	Increase/ (Decrease)	% Change
\$ 438,800	\$ 560,360	\$ 121,560	27.7%
360,180	568,080	207,900	57.7%
\$ 798,980	\$ 1,128,440	\$ 329,460	41.2%

43,880	56,036	12,156	27.7%
18,009	28,404	10,395	57.7%
61,889	84,440	22,551	36.4%

Revenue Trend by Fiscal Year



Idaho Department of Parks and Recreation
Endowment Fund Cash Distribution Statement
FY 2021

Ritter Island Endowment Fund

Fund	PCA	Object	FY 2020 Expenditures	FY 2021 Budget Allocation	9/14/20 Cash Balance	FY 2021 Additional Cash Requirement
0496.03	93427	4000	\$ -	\$ -		
0496.03	23427	5000	13,688	15,000		
0496.03	33016	6000	-	-		
Total			\$ 13,688	\$ 15,000	\$ 131,554	\$ (116,554)

Balance as of June 30, 2019	FY 2020 Withdrawal	FY 2020 Fees	Balance as of June 30, 2020	FY 2020 Investment Gain
\$ 1,469,655	\$ 44,000	\$ 6,820	\$ 1,492,856	\$ 74,021

5.0%

FY 2021 Withdrawal Amount \$ -

Target 3% distribution per MOA and investment policy.

No distribution requested in FY 2021.

Trail of the Coeur d'Alenes Endowment Fund

Fund	PCA	Object	FY 2020 Expenditures	FY 2021 Budget Allocation	9/14/20 Cash Balance	FY 2021 Additional Cash Requirement
0496.05	21145	TOC - 4000	\$ 18,724	\$ 20,000		
0496.05	91146	TOC - 4000	98,481	100,174		
0496.05	21145	TOC - 5000	11,957	15,000		
0496.05	33007	6000	-	-		
Total			\$ 129,162	\$ 135,174	\$ 623,768	\$ (488,594)

Balance as of June 30, 2019	FY 2020 Withdrawal	FY 2020 Fees	Balance as of June 30, 2020	FY 2020 Investment Gain
\$ 3,132,714	\$ 94,000	\$ 14,537	\$ 3,181,950	\$ 157,773

5.0%

FY 2021 Withdrawal Amount \$ -

Target 3% distribution per investment policy.

No distribution requested in FY 2021.



Ritter Island Endowment Fund - Investment Performance Report



Final Report

June 30, 2020

Current Value of the Fund	\$1,492,856
Investment Change in Market Value Inception-to-Date	\$ 938,573
Contributions Inception-to-Date	\$1,000,000
Withdrawals Inception-to-Date (fees & distributions)	445,717

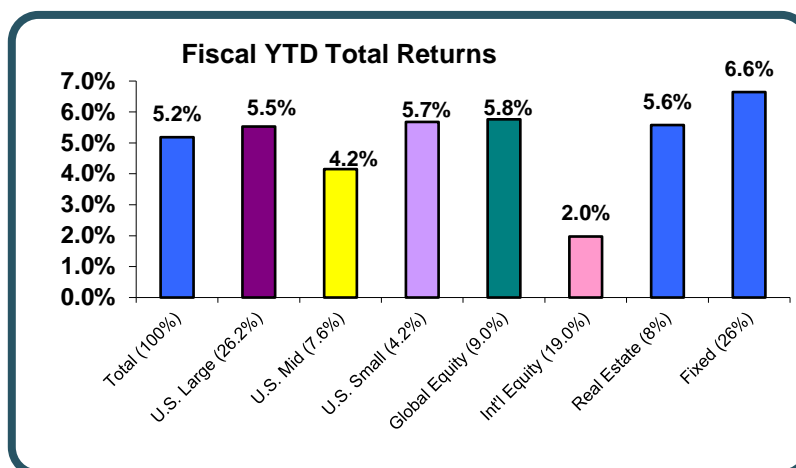
investment inception date September 2007

<u>Gross Returns</u>	<u>Current Month</u>	<u>Cal. Y-T-D</u>	<u>Fiscal Y-T-D</u>	<u>One - Year</u>	<u>Three - Year</u>	<u>Five - Year</u>	<u>Ten - Year</u>	<u>I-T-D</u>
Total Fund Return	2.4%	-1.6%	5.2%	5.2%	7.7%	7.6%	8.4%	6.3%
Benchmark*	2.3%	-1.9%	5.3%	5.3%	7.1%	7.2%	8.2%	6.1%

* Benchmark: 49% Russell 3000(R3), 21% MSCI ACWI ex-US (ACX), 30% BBC Aggregate(AGG)

Current Asset Allocation

Large Cap	26.2%
Mid Cap	7.4%
Small Cap	4.1%
Global Equity	9.0%
Int'l Equity	19.7%
Fixed Income	24.7%
Real Estate	8.1%
Cash	0.9%
Total Fund	100.0%



Endowment Fund Staff Comments:

The fund was up 5.2% for the fiscal year with equities up 4.4%, real estate up 5.6% and fixed income up 6.5%. We exceeded our blended benchmark by 0.4%. Growth equity significantly out-performed value equities, Sands, for example, was up 33.2% and large cap value managers LSV and Boston Partners were down 9.0%. It was a year when active management provided outstanding benefits. The following managers exceeded their benchmark by large margins; WCM +20.6%, Barrow Hanley +12.3%, Eagle +11.0%, Sands +9.9%, Sycamore +6.1%, Wellington +3.6%, Fiera +3.7% and TimesSquare +2.7%. It was a year when real estate market values in sectors like retail and office declined, but we still had a reasonable year due to solid cash flows. Fixed income benefited from a significant drop in interest rates, but also experienced spread widening on everything except the best credit quality as investors become concerned that the COVID-19 induced shut-downs would impair cash flows and resulting in



Trail of the CDA Endowment Fund - Investment Performance Report



Final Report

June 30, 2020

Current Value of the Fund	\$ 3,181,950
Investment Change in Market Value Inception-to-Date	\$ 2,135,164
Contributions Inception-to-Date	\$ 2,163,600
Withdrawals Inception-to-Date (fees & distributions)	1,116,814

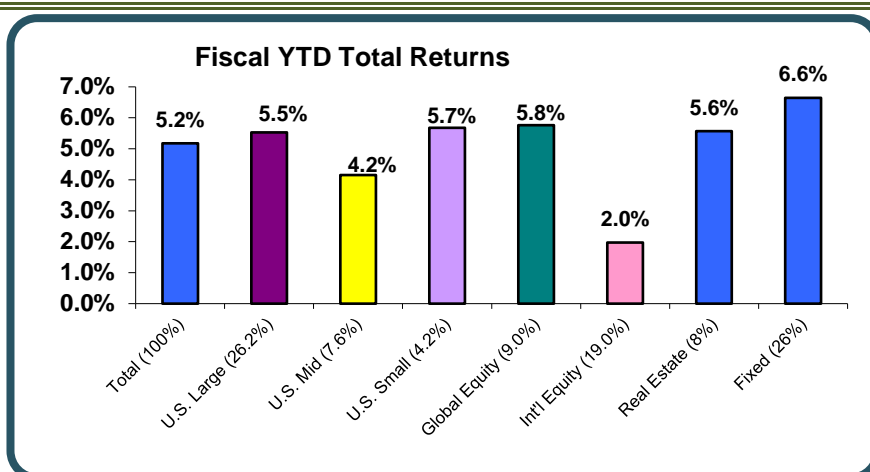
investment inception date June 2009

<u>Gross Returns</u>	<u>Current Month</u>	<u>Cal. Y-T-D</u>	<u>Fiscal Y-T-D</u>	<u>One-Year</u>	<u>Three-Year</u>	<u>Five-Year</u>	<u>Ten-Year</u>	<u>I-T-D</u>
Total Fund Return	2.4%	-1.6%	5.2%	5.2%	7.7%	7.6%	7.9%	7.9%
<i>Benchmark*</i>	2.3%	-1.9%	5.3%	5.3%	7.1%	7.2%	7.7%	7.9%

* Benchmark: 49% Russell 3000(R3), 21% MSCI ACWI ex-US (ACX), 30% BBC Aggregate(AGG)

Current Asset Allocation

Large Cap	26.2%
Mid Cap	7.4%
Small Cap	4.1%
Global Equity	9.0%
Int'l Equity	19.7%
Fixed Income	24.7%
Real Estate	8.1%
Cash	0.9%
Total Fund	100.0%



Endowment Fund Staff Comments:

The fund was up 5.2% for the fiscal year with equities up 4.4%, real estate up 5.6% and fixed income up 6.5%. We exceeded our blended benchmark by 0.4%. Growth equity significantly out-performed value equities, Sands, for example, was up 33.2% and large cap value managers LSV and Boston Partners were down 9.0%. It was a year when active management provided outstanding benefits. The following managers exceeded their benchmark by large margins; WCM +20.6%, Barrow Hanley +12.3%, Eagle +11.0%, Sands +9.9%, Sycamore +6.1%, Wellington +3.6%, Fiera +3.7% and TimesSquare +2.7%. It was a year when real estate market values in sectors like retail and office declined, but we still had a reasonable year due to solid cash flows. Fixed income benefited from a significant drop in interest rates, but also experienced spread widening on everything except the best credit quality as investors become concerned that the COVID-19 induced shut-downs would impair cash flows and resulting in more defaults

Idaho Department of Parks and Recreation
Endowment Fund Investment History

Ritter Island Endowment Fund
Established September 2007

	Actuals										Projections			
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Principal Contribution (\$1,000,000)														
Investment Gain / (Loss)	168,553	29,836	90,201	152,686	27,527	22,437	153,084	117,201	121,508	74,021	59,714	61,843	62,201	62,563
Withdrawals (Distributions)	(29,100)	(105,000)	(26,213)	(54,000)	(35,000)	(25,000)	-	(39,000)	(41,000)	(44,000)	-	(46,382)	(46,651)	(46,922)
Fees	(3,976)	(3,623)	(3,608)	(3,695)	(3,733)	(3,530)	(3,817)	(969)	(2,581)	(6,820)	(6,500)	(6,500)	(6,500)	(6,500)
Market Value (as of June 30)	1,105,944	1,027,157	1,087,537	1,182,528	1,171,322	1,165,229	1,314,496	1,391,728	1,469,655	1,492,856	1,546,070	1,555,031	1,564,081	1,573,222
Gross Annual Return (per EFIB Reports)	17.5%	3.3%	8.9%	14.6%	2.4%	2.0%	13.2%	9.0%	8.9%	5.2%	4.0%	4.0%	4.0%	4.0%
Net Annual Return (net of Fees)	17.0%	2.4%	8.4%	13.7%	2.0%	1.6%	12.8%	8.8%	8.5%	4.6%				
Total Annualized Return (XIRR)	3.8%	3.6%	4.4%	5.7%	5.3%	5.0%	5.7%	5.9%	6.1%	6.1%				
Actual / Desired Distribution	3.0%	9.5%	2.6%	5.0%	3.0%	2.1%	0.0%	3.0%	2.9%	3.0%	3.0%	3.0%	3.0%	3.0%
Inflation Factor (CPI-U) as of June 30	225.722	229.478	233.504	238.343	238.638	241.018	244.955	251.989	256.143	257.797				
Annual Inflation Rate	3.6%	1.7%	1.8%	2.1%	0.1%	1.0%	1.6%	2.9%	1.6%	0.6%	2.0%	2.0%	2.0%	2.0%
Compounded Inflation Rate	8.2%	9.9%	11.6%	13.7%	13.8%	14.8%	16.5%	19.3%	21.0%	21.6%	23.6%	25.6%	27.6%	29.6%
Principal in Constant (FY 2008) Dollars	1,082,072	1,098,712	1,116,256	1,136,979	1,138,217	1,148,190	1,164,525	1,193,241	1,209,726	1,216,183	1,236,183	1,256,183	1,276,183	1,296,183
Market Value Variance to Inflation	23,872	(71,555)	(28,719)	45,549	33,105	17,039	149,971	198,487	259,929	276,673	309,887	298,848	287,898	277,039

Idaho Department of Parks and Recreation
Endowment Fund Investment History

Trail of the Coeur d'Alenes
Established June 2009

	Actuals										Projections				
	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Principal Contribution (\$2,163,600)	2,163,600														
Investment Gain / (Loss)	176,195	199,265	139,458	194,959	323,831	59,056	49,854	326,572	250,369	257,832	157,773	127,278	131,809	132,567	133,333
Withdrawals (Distributions)		(240,200)	(200,000)	(61,523)	(165,000)	(75,000)	(50,000)	-	(84,000)	(89,000)	(94,000)	-	(98,857)	(99,425)	(100,000)
Fees	(2,472)	(3,679)	(7,644)	(4,315)	(4,492)	(4,522)	(4,121)	(4,738)	(2,069)	(5,502)	(14,537)	(14,000)	(14,000)	(14,000)	(14,000)
Market Value (as of June 30)	2,337,323	2,292,709	2,224,523	2,353,644	2,507,983	2,487,517	2,483,250	2,805,084	2,969,384	3,132,714	3,181,950	3,295,228	3,314,180	3,333,322	3,352,655
Gross Annual Return (per EFIB Reports)	8.2%	9.1%	6.4%	8.9%	14.6%	2.4%	2.1%	13.2%	9.1%	8.8%	5.2%	4.0%	4.0%	4.0%	4.0%
Net Annual Return (net of fees)	8.0%	8.4%	5.7%	8.6%	13.6%	2.2%	1.8%	13.0%	8.9%	8.5%	4.6%				
Total Annualized Return (XIRR)	8.0%	8.4%	7.8%	8.1%	9.2%	8.2%	7.4%	8.0%	8.1%	8.2%	8.0%				
Actual / Desired Distribution		10.3%	8.7%	2.8%	7.0%	3.0%	2.0%	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Inflation Factor (CPI-U) as of June 30	217.965	225.722	229.478	233.504	238.343	238.638	241.018	244.955	251.989	256.143	257.797				
Annual Inflation Rate	1.1%	3.6%	1.7%	1.8%	2.1%	0.1%	1.0%	1.6%	2.9%	1.6%	0.6%	2.0%	2.0%	2.0%	2.0%
Compounded Inflation Rate	1.1%	4.6%	6.3%	8.0%	10.1%	10.2%	11.2%	12.9%	15.7%	17.4%	18.0%	20.0%	22.0%	24.0%	26.0%
Principal in Constant (FY 2009) Dollars	2,186,390	2,263,389	2,299,391	2,337,350	2,382,187	2,384,865	2,406,443	2,441,785	2,503,914	2,539,581	2,553,552	2,596,824	2,640,096	2,683,368	2,726,640
Market Value Variance to Inflation	150,933	29,320	(74,868)	16,294	125,796	102,652	76,807	363,299	465,470	593,133	628,398	698,404	674,085	649,954	626,016

HUMAN RESOURCE REPORT

July-September 2020

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.
- Worked with DHR/DFM to deliver Hazard Pay Bonus to field staff.
- Monitor IT security training per state requirement to ensure timely implementation of CEC Pay Plan for 2021.
- Worked with IDPR Compensation Team and DHR to provide increases to targeted staff with lower salaries.
- Quality control review of performance management agency wide.
- Develop system to track training on respectful workplace required by DHR.
- Worked with IDPR staff to provide guidance for COVID-19 questions and issues.
- Participated in weekly DHR Zoom calls to ensure compliance with state-wide HR guidelines
- Aid employees and managers to ensure an effective workforce during this unprecedented situation.
- Work closely with DHR to ensure COVID-19 employer/employee issues are addressed.
- Work with employees experiencing COVID-19 related issues that may require telework, and flexible work schedules.

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

		Total Losses			
	Claims Count	Total Compensation	Total Medical	*Total Losses	# Current Open Claims
2019	24	\$4,938	\$11,159	\$32,036	11
2020	28	\$7,528	\$204,582	\$246,557	8

*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
2019	148	144	146.9	<u>29</u>	*19.9%	14.9%
2020	144	154	149.0	<u>17</u>	11.7%	15.0%
2021	146	144	145	<u>10</u>	7%	5.9%

*11 retirements

MANAGEMENT SERVICES QUARTERLY REPORT
July 21, 2020 to October 27, 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

- Welcomed Susan Buxton back into the IDPR family as Interim Director.
- Worked with Director Buxton, Administrator Hobbs, Development Bureau Chief Adam Zaragoza, Human Resource Office Debbie Hoopes, Financial Officer Steve Martin, and Personnel Technician Lupe Arteaga on several memos soliciting CARES Act funding for the Department. Listened to CFAC presentation with Director Buxton and others. We got it!
- Attended the August and September Park and Recreation Board Meetings (teleconferences).
- Attended Permanent Building Fund Advisory Council meeting with Development Bureau Chief Adam Zaragoza.
- Donned the mantle of “agency IT manager” in order to appropriately monitor IT purchases and budgeting. I REALLY miss having an IT group in-house, but I endeavor to make this work somehow. It is a learning curve for me and for our liaisons at ITS. We have had multiple meetings and conversations over the last few months.
- Participated in numerous teleconference meetings including the Agency Leadership Weekly COVID-19 Call, Information Technology Leadership Council, North Region Development Projects, South | East Region Development Projects.
- Worked with Steve Strack on new Renewal of Veteran’s Park Lease with Boise City Parks and Recreation. We will bring the lease to the Board in February for consideration.
- Worked with Adam Straubinger and Boise State University on outdoor recreation survey to inform our next SCORP Plan (Spring 2021). Boise State University also offered to allow us two or three questions on their annual statewide policy survey (Winter 2020). Worked with David

Claycomb, Craig Quintana, and Director Buxton on identifying what information we wanted to know.

- Continued work on rules, including discussions with Boardmember Eastwood on grant rules and presentation to the Board on pending fee rules for publication.
- Worked with State and Federal Grants Manager Kathy Muir to contract for an appraisal of a property that we may be able to use to address the Hoo Doo conversion issue with NPS. The “hopeful” property is the Idaho Power homesite parcel on Ritter Island. Worked with Idaho Power on the process to gain title to the homesite parcel.
- Worked with Human Resource Officer Debbie Hoopes to develop a draft Reasonable Suspicion Policy related to drug and alcohol use that impacts job performance.
- Continued to monitor Billingsley Creek Master Plan progress to ensure it is consistent with Board priorities. Attended several meetings in Hagerman to discuss water rights and sewer services.
- Attended Thousand Springs Visitor Center Groundbreaking Ceremony in Hagerman.
- Submitted appropriate forms to DFM regarding proposed amendments to Idaho Code associated with red tape reduction of Idaho Code related to parks and recreation. Continued to provide DFM with necessary information as the Code amendment works its way through the process.
- Anticipating success of our proposal to amend the Idaho State Parks Passport fee in Idaho Code, submitted appropriate forms to DFM regarding proposed rule changes to the fee table that includes the passport fees and the annual motor vehicle entrance fee. Presented the proposed change to the Board at their August teleconference meeting. Continued to work with DFM to provide timely submittals and reviews.
- Participated in the interview team for R&R administrative assistant and office specialist positions.
- Participated in Luma System Integration Testing.
- Reviewed park complexity with Operations Administrator Keith Hobbs to identify human resource opportunities to consider as part of the 2021 CEC. Worked with Director Buxton, Human Resource Officer Debbie Hoopes, Administrator Hobbs, and Financial Officer Steve Martin on 2021 CEC proposal.
- 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, and Development.
- Sported pink hair for a few weeks, including our first vacation week at the new place in Nevada.
- Very sadly (for me) but gladly (for them) said goodbye to my dear work buddies Tammy Kolsky and Keith Hobbs.

NORTH REGION QUARTERLY REPORT JULY – AUGUST – SEPTEMBER 2020

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

- Reviewed Old Mission, TOC, McCroskey, Heyburn, Priest Lake, Round Lake, Winchester, Hells Gate, and Dworshak operations with staff
- Reviewed the TOC shop locations with staff and Development; TOC Bull Run Trailhead parking issues with Eastside Highway District and staff
- Assisted the Old Mission staff in replacing the CdA Tribal dolls in the Sacred Encounters exhibit
- Coordinated and discussed Hoo Doo land sale to ITD and NPS LWCF 6-f Boundary ramifications, issues, concerns both internally and with ITD; and Hoo Doo appraisal process
- Attended and led the CdA Chamber Natural Resource Committee Meeting as the Vice-Chairman; Board zoom meetings; Farragut staff meeting to support them during the staff shortages and high use period discussing user impacts as management decisions are implemented
- Participated in IDFG Black Rock Slough development and impacts on TOC meeting; Heyburn Chatcolet Cabin design review meeting
- Developed associated agenda items then participated in the IDPR Board Meeting online presenting Farragut Entrance Consolidation information, McCroskey Wriggle Property donation recommendation, and Heyburn City of Plummer Utility Easement request
- Attended Conducted Farragut Manager interviews and followed up accordingly
- Conducted an interview with the CdA Press regarding Farragut access and recent management decisions with regards to the entrances
- Met with Nesbitt adjacent landowners to discuss future plans and impacts
- Assisted with Old Mission OS2 interviews
- Assisted with Parkway/Kootenai County Special Use Permit associated with Higgens Point Boat Ramp use to off-load breakwater sections
- Reviewed, commented on, and made recommendations associated with Dworshak COE Lease Management Agreement
- Coordinated NR review and input on the new Fee Envelopes

NR MAINTENANCE CREW

- Farragut: Used F&G bulldozer to reform road around burn pile; Moved concrete barriers and opened east entrance to park; Attached signs to plywood backers for park entrances
- Hells Gate: Tore down carport, replaced siding and fixed fascia on residence
- Heyburn: Tore down and rebuilt old concrete retaining wall at Rocky Point Cottage
- North Region Office: Various vehicle, equipment and facility repairs; Helped replace axle on chipper; Diagnosed and fixed wiring harness on chipper for electric brakes; Performed annual fire extinguisher maintenance; Built and installed gate for Nesbitt property; Mowed, weed whacked, and sprayed weeds at Nesbitt property; Boarded up Nesbitt house due to continued break-ins; Cut test sign for Thousand Springs Visitor Center; Made retirement plaque for Director Langhorst; Carved Idaho logo and Thousand springs logo on CNC machine for new VC; Building inspection performed and response letter drafted to DBS
- Old Mission/TOC: Installed filters in irrigation system; Assisted with maintenance on numerous vehicles and equipment; Picked up auction items (Meyer snowplow and copy machine); Rebuilt back steps to Old Mission; Attended meeting with Ginno Construction about front porch work on Mission; Built sneeze shield for Old Mission VC counter; Delivered donation box and birdhouse back to OM; Cleaned out inside and helped unload pump organ into OM; Hung stained glass windows in Visitor Center;
- Priest Lake: Took Region backhoe and helped clean up Labor Day windstorm damage; Changed out battery in Visitor Center generator; Patched holes in park residence from windstorm; Helped remove dock gangways; Moved barrier logs at Indian Creek boat launch; Helped get a load of boulders for barriers in park
- Round Lake: Discussed auction items with manager; Temporarily patched holes in green restroom roof from Labor Day storm
- Winchester: Discussed gates and woodstove with Assistant Manager

NR OFFICE STAFF

- Assisted TOC Manager with invoicing and researching leases
- Kept website and internal calendars updated with park events and activities
- Learned new registration program and procedures
- Assisted Region Manager with PPE and other projects

PRIEST LAKE STATE PARK – LONNIE JOHNSON, PARK MANAGER

Customer Service

- Park remained open with all facilities accessible. Store continued to add new merchandise along with new flavors of ice cream
- Clean and safe facilities and grounds, litter free beaches, friendly staff, and mostly happy campers and day users
- All seasonal staff were gone before end of September, leaving the permanent staff to keep all three campgrounds open, clean and safe for users. Indian Creek remained full on weekends

Park/Program Usage

- July and August were warm and dry months. Visitation remained high for all three campgrounds, day use areas and group camp. We were at capacity each day
- September remained very busy all the way to the end of the month.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	44	2144
Interpretive Programming	63	1631
Jr. Ranger Programming	24	368
School Programming	0	0
Special Events	15	119

Staff Training

- Due to park staff testing positive for Covid-19, we worked with HR in Boise to make sure we were following proper guidelines, what verbiage to use for sign posting and finding professional cleaners to sanitize our buildings.
- Taught seasonals and volunteers the safe operation of tree falling and equipment operation

Park Manager's Narrative

- During the summer we closed the park down for day use due to being full by 10:00am – 12:00pm and no more spaces left to park every Saturday beginning July 4th. We do not like to do this, but when you're full, you're full. Safety is a priority. This is happening mainly at Indian Creek and sometimes at Lionhead campground. The majority of campers and day users were from out of state, 70% at a minimum.
- August brought the Covid-19 virus to the park. Four seasonals and one ranger tested positive. This started on August 9 and continued until September 5, when the last positive employee returned to work. The office and store at Indian Creek were closed and professionally cleaned, the shop/residence, kiosk and Schafer cabin at Lionhead were also closed and professionally cleaned. Staff was advised to get tested. So far, all staff that tested were negative. The park remained open during this time. The store remained closed until August 20.
- September 7, at 8:00 a.m. a very strong wind circled Priest Lake and hit Indian Creek head on. Hundreds of trees were blown down. Two campers' vehicles were hit by fallen trees and totaled and two campers' trailers were hit by trees and badly damaged. A few fire rings and picnic tables were damaged. No visitors or staff were injured because of fast acting staff which got all campers to safe zones. It took two weeks of sunup to sundown tree removal and clean up to get all sites clean, safe and open for visitors. Power was out for one week and no phone or internet services.

ROUND LAKE STATE PARK – MARY MCGRAW, PARK MANAGER

Customer Service

- Visitor Center was opened for regular summer hours 11:00 a.m. to 9:00 p.m.
- Staff has been working on projects, repairing and performing maintenance on facilities and equipment
- Park staff provided regular updates to phone and web services to keep customers informed of operational changes for the current season
- Visitor Center hours were reduced after the Labor Day weekend

Park/Program Usage

- Visitors have been using the trails and day areas to fish, hike and walk dogs. The shelters were rented out every weekend in July. We have had many requests to rent the amphitheater. We are working with R&R to get this in our Reserve America inventory to manage as a rental facility

- Campers continued arriving in September, we have been averaging half to three quarters full on the weekends and around a dozen campers during the week. The shelters were rented out 6 days this month

Program Services

- SOLE conducted their July Jr. Naturalist program
- We hosted 2 wedding ceremonies at the amphitheater this summer

Program Type	No. of Programs	No. of Attendees
Experiential Programming	5	73
Interpretive Programming	6	241
Jr. Ranger Programming	7	304
School Programming	0	0
Special Events	2	83

Preservation of Natural, Cultural, and/or Historical Resources

- Staff continued working to get road barriers put in place as well as filling holes from the uprooted trees

Strategic Plan Actions

- 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

Park Manager's Narrative

- We have been working with reservations to get the new credit card system to work and to get the two programs to sync. We continue to work through problems with the new reservation program
- We have worked through the process of dealing with staff testing positive and negative for Covid-19
- Ranger has been contacting potential volunteers for the summer, when they find out there is no sewer hookup, they decline the volunteer position
- We had an email and internet (check point box) black out off and on in July
- The WOOH crew was here to promote RL and the new scratch ticket game
- Manager has worked with CDA Magazine to feature RL in their magazine next summer
- We have worked with the region crew to get a plan to repair the green restroom roof from the damage from the windstorm Labor Day weekend
- We have switched the water system from the summer mode to the winter mode, shutting down the water tower for the winter
- Trail maintenance work was completed after the windstorm over the Labor Day weekend
- The sewer bed pump starter capacitor and relay have failed, we replaced the electronic modules to get the system back up and running
- Manager has worked with Dept. of Agriculture to have divers hand pull the Eurasian Milfoil in the lake. The divers have worked pulling milfoil for 4 days

FARRAGUT STATE PARK – LIZ PALFINI, PARK MANAGER

Customer Service

- During July, the park continued to experience high day use numbers in the park at all recreation areas of the park. Every Saturday and Sunday the park reached full capacity at both Eagle Boat Launch and Beaver Bay Beach. At this point both areas were closed for visitor access until around 5 pm when day use visitors departed. The park continued to see an increase in campers from northern Idaho counties and out of state users was seen this past

month with the closure of the Canadian Border. The park has seen an increase in cancellations for large group facilities at both Scott Group Camp and Thimbleberry Group Camp due to the Covid-19 Pandemic

- The Farragut South Road Entrance Station has been in full operation. Staff continue to direct visitors to areas that are open and provide reminders about park rules and current Covid-19 orders and guidance. A self-pay station with an information board is available for use when the booths are not staffed. This shift to one entrance continued to be a positive experience during the peak season. The Bayview Community Council continued to voice their opposition to the closure of the East Entrance Station at Locust Grove. Region Manager assisted in providing information and feed back to the Bayview Community Council. Based upon Bayview impacts, the East entrance was reopened in August
- Looking ahead, 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. While often thought of as a summer high use issue, capacity issues also occur year-round when staffing levels are lower yet demand for services are increasing by the public.
- This summer the park's focus has been addressing those areas where summer 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. During August park staff had to close and limit access at both Beaver Bay and Eagle Boat Launch due to full capacity every weekend. This was due to summer temperatures and demand for water access and use exceeding the design of the available shoreline areas. The South Road Entrance Station as the main entrance and exit assisted park staff in the field and at the visitor center with the temporary closure due to being at capacity.
- Farragut State Park extended reservations for the 2020 season to end on September 28, 2020 due to the increase in visitors in 2019. This extension assisted and provided customers a way to preplan their fall stay. This assisted the park as visitation for both day use and overnight stays were still higher than average visitation during the non-peak season
- On September 7, 2020 a windstorm occurred during the daylight hours. This storm created a widespread power outage throughout the park. Storm damage to the park was minimal with down trees along the shoreline trail, in Beaver Bay Day Use area and in Whitetail Campground. On this same date a human caused fire occurred in Echo Bay near Bernard Peak on U.S. Forest Service Lands. The USFS utilized the small amphitheater parking lot as a helipad and staging area. In cooperation with park staff we provided up to date information and a point of contact for visitors inquiring about the status of the incident. Additional communication to park users included precautions near Eagle Boat Launch and along the Beaver Bay Shoreline with Helicopter Water Operations

Park/Program Usage

- Park Programing started July 2, 2020 with the opening of the Museum at the Brig and Evening Programs at the Whitetail Amphitheater

Group Use	No. of Groups	No. of Attendees
Farragut Junior Ranger Station	0	0
Museum at the Brig		5449
Group camping or day use events	55	7248

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	36	1867
Jr. Ranger Programming	0	0
School Programming	0	0
Special Events	1	3

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 needed 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.
- Winter 2019 resource work 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. Resource work with assistance from IDPR Natural Resource Manager and IDL is in the final stages in Whitetail Campground as significant loss of Ponderosa Pine trees has occurred there. Collaboration and communication with both the Reservation and Registration Program and the North Region has kept customers informed of the process. Work has been completed in Locust Grove and Snowberry Campground as insect damage has increased there. The Tree to Tree course had to be modified because key trees had to be removed that were dying because of the western pine beetle. Additional work under the direction of Natural Resource manager will continue throughout 2020 due to the beetle outbreak
- 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
- Soil erosion along the peninsula at Beaver Bay Beach in Farragut has been addressed as part of the resource work parameters. Continued work on this project will be addressed by the IDPR Development Bureau

Strategic Plan Actions

- Tree to Tree Idaho saw reservations continue throughout the summer. They are looking at extending their season into October 2020. The park is working with Tree to Tree regarding areas within Locust Grove that have been affected by the Western Pine Beetle. Work is being done on in-park advertising and updates to the park brochure
- The park completed a concessionaire agreement with Embers Firewood out of Athol, Idaho to supply the park with firewood during May through September
- Concessionaire agreements have been signed and currently operating for ROW adventures
- The park has continued to work with North Idaho RV Rental for 2020 for RV rentals. The park has seen an increase in rentals from both Outdoorsy.com and RVshare.com

- The park has seen an increase in use from Mark's Marina for Demos, boat purchases and boat rentals. The park has started the process of communicating a concessionaire agreement with Mark's Marina
- Planning is complete on a conceptual design for a central entrance for the park and moving of the visitor center to be in the Brig building. The benefits of having a central entrance allows for controlled access to the park during summer months and allows Rangers to concentrate on customer service and projects rather than fee compliance. Additionally, having the visitor center located in the Brig building allows for the museum to be open year-round, which is expected to result in the current museum attendance increasing three-fold to over 50,000 per year. Staff have started minor projects associated with the central entrance plan to reduce project costs and begin the process of establishing trails and amenities based upon that visitor center placement

Park Manager's Narrative

- Assistant Manager assisted during the Manager vacancy. A Park Ranger position that assists both Farragut and the Coeur d'Alene Parkway is also currently vacant
- With the increase in visitation, the park will need to look towards requesting additional seasonal dollars to meet the demand in the field with staff with the visitation increase
- The park continued to provide safe recreational opportunities to the public during the Covid-19 Pandemic with all hiking, biking and horse trails open to the public. Both Beaver Bay and Eagle Boat Launch have active water based recreational opportunities such as boating, fishing and kayaking. Every weekend in July both areas have reached their capacity on Saturdays and Sundays and were closed for use until parking spots opened back up. Staff in the field communicating to both the visitor center and entrance booths made the process smooth. All 5-disc golf complexes at Farragut have seen high visitation and use during July. Group camps and large use facilities have seen continued cancellations due to Covid-19.
- On September 13, 2020 the Park hosted the Northern Idaho and Eastern Washington Girl Scouts for the I love State Parks, virtually

COEUR D'ALENE LAKE PARKWAY – LIZ PALFINI, PARK MANAGER

Customer Service

- Reservations for Higgins Point have started to resume for groups booking in June, July and August. Seasonal use patterns have resumed at the parkway with continued increase in visitation for day use recreation.
- Park staff continues to address issues related to minor vandalism such as spray paint tagging signs and guard rails. High use areas include areas that have access points to the Coeur d'Alene Lake Shore. This has seen all parking lots and access areas full on weekends by 9:00 a.m.
- The Coeur d'Alene Audubon Society has asked to work with the park in developing backyard birding interpretive signs as a donation to the park
- Reservations for Higgins Point groups were popular for small birthday, anniversary and weddings in August. The CDA marathon was held during August with part of the course held on the parkway.
- Reservations for Higgins Point groups decreased during September. Seasonal use patterns resumed at the Parkway with continued increase in visitation for day use recreation. The Coeur d'Fondo was held during September with part of the course held on the Parkway.

Park/Program Usage

Group Use	No. of Groups	No. of Attendees
Group camping or day use events	19	710

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 Silver Beach (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/Centennial Trail to Higgens Point (IDL ownership of which we have no management agreement), 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 both at Higgens Point and from the large parking lot located east of the Higgens Boat Launch where the shoreline access trail now ends abruptly with a foot drop off. At Higgens 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 done to return the areas to full public use
- Park staff is working on removal of noxious weeds along the trailheads and at Higgens Point

Strategic Plan Actions

- To better position staff and reduce any potential direct contact while dealing with Covid-19 pandemic issues, the following has continued to be implemented: 1) Ranger will assume all duties of the Parkway and temporarily work independent of Farragut operations; 2) seasonals will assist to provide Parkway services throughout the week

Park Manager's Narrative

- The CdA Lake Parkway continues to see increase use in visitation due to the Covid-19 pandemic. Visitation numbers for July have increased and surpassed what is normally seen in the peak summer season
- The parkway has seen an increase in use after hours from local car groups from both north Idaho and Washington that like to gather in large groups of 200 or more and race up and down Coeur d'Alene Lake Drive ending up at the Boat Launch and large parking lot at Higgens Point during the spring. No large groups were noted for July, but the Assistant Manager has been in contact with Kootenai County Sheriff's Office for future planning on how to address these groups.
- The CdA Lake Parkway continued to see high visitation numbers for the months of August and September for the boat launch, beach access points and popular points along the parkway. With high use along the trail staff has worked to do their best in maintaining all grounds and facilities. Irrigation and boat launch dock repairs were completed by staff
- East Highway District worked on hazard tree assessments and or removal of tree limbs along the CDA Parkway Trail in September

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

Customer Service

- Visitor Center and historic buildings were opened in July with Stage IV restrictions. Panhandle Health District required face mask when unable to maintain a 6' distance - all staff wearing masks when in contact with public
- Two seasonals left during July putting a strain on remaining staff. Busy answering emails and phone calls regarding cancellations, Covid-19, and being open
- Park short staffed in September with several seasonals leaving due to school or term ending.

- OS2 position filled
- Seeing more garbage left in day use areas than other years along with a higher disregard by users of the outdoor restroom facilities

Park/Program Usage

- Visitation steady but low overall compared to previous years – 23% lower than July 2019
- Park hosted 4 groups and one wedding during July. 5959 cars for the month. Park hosted Shoshone County Fire & Ambulance for one evening of training within the visitor center, grounds, and historic buildings. Group also walked through the Mission Fire Suppression vault and backup generator building for security and fire
- Heavy use at the Cataldo Boat Launch noted with garbage left behind and condition of restroom. Heavy life jacket use from the loaner station
- Park hosted 3 groups during August, including one school. 5222 cars recorded on the counter for the month. Heavy use at the Cataldo Boat Launch drew complaints from boaters about the non-boater users
- Visitation steady in September. Park hosted 6 groups during the month, including two schools. 4044 cars recorded on the counter for the month. Annual school field trips normally held were canceled due to Covid-19, as were the annual Gonzaga University Pilgrimage, and another scheduled mass

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	0
Interpretive Programming	10 – Tour/Program 746 – DVD 595 – Exhibit	216 2575 2149
Jr. Ranger Programming	69 – Books 42 – Badges 42 – Patches 0 – Certificates 0 – Programs	
School Programming	3 – School	78
Special Events	1 – Wedding	50

Preservation of Natural, Cultural, and/or Historical Resources

- Staff eradicated noxious weeds at the park and boat launch, targeting Spotted Knapweed and Scotch Broom
- Coeur d’Alene Doll replicas made by Coeur d’Alene Tribe member Philomena Nomee installed. Original dolls were removed and returned to the lender several years ago
- Knights of Columbus – local Post Falls chapter worked together to retrieve a pump organ from California that was originally used in the Mission. Organ was delivered to the park
- THPO on site to review Cataldo Mission projects and discuss Lost Apple Project
- Staff met with Development Bureau staff to review proposed/needed repairs and restoration work for the Cataldo Mission porch, steps, and walkways. Manager worked with Coeur d’Alene Tribe and Museum of the American Indian to renew the loan of the men’s shirt for the Sacred Encounters Exhibit. Loan extended for two more years

Staff Training

- None

Park Manager's Narrative

- Current challenges include staffing, keeping park open, and addressing concerns for Covid-19. Overall challenges nonrelated to Covid-19 include parking, and site security
- Lighting project to switch lights to LED in Museum continued, final lights placed
- North Region maintenance crew installed filter system to upper irrigation. Working through issues with sprinklers to operate
- Revamped park wedding guidelines and increased prices
- North Region maintenance crew installed donated stained-glass windows in visitor center
- Donation box within the Mission was broken into and money taken. NR maintenance crew repaired and updated the donation box
- Working to determine genetics of apple trees at the park
- Annual Coeur d'Alene Tribe Pilgrimage and Feast of the Assumption of the Blessed Virgin Mary canceled. One of the few years in 80+ years that the event was not held. Canceled due to Covid-19

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

Customer Service

- Staff focused on maintenance, trimming, and clearing debris. Use numbers stayed steady and higher than normal. Numerous positive comments about trail and amenity conditions. Several weeks with temps in upper 90's or over 100. Less activity during the hot days but picking up during cooler temps in morning and evening
- September cooler temperatures, with some smokey days. Seasonal staff leaving but still a lot to do and very busy

Park/Program Usage

- Wallace – 9905
- Harrison – 17,330
- Enaville – 15,915
- Kellogg – 13,132
- Trail very busy and trailhead parking areas overflowing on weekends and during the week
- Concessions on the trail, Harrison Beach/boat launch very busy

Park Manager's Narrative

- Continued to work through encroachment issues at Smelterville, Kellogg, Wallace, Enaville, and Medimont
- Continued to review leases and work with AG to resolve various issues and encroachments; with IDFG concerning Gene Day Pond and Black Rock Slough leases
- Overall challenges nonrelated to Covid-19 include unknown park boundaries and property lines, lack of staff to complete maintenance and associated administrative duties and unauthorized motorized vehicle use on the trail due to lack of access controls
- Access controls replaced at Mullan by CdA Trust at Tiger Creek; Reviewed encroachment permits from CdA Trust
- Met with East Side Hwy District and Region Manager at Bull Run to discuss enlargement/parking issues and possible solutions
- Noticeable increase in garbage and messy restrooms compared to previous years
- Addressed concerns from adjacent landowners about limbs and trees, and use of chemicals for weed control along the trail
- Higher use than normal due to visitors seeking areas to recreate due to Covid-19 restrictions
- Reviewed potential shop location with NR manager

HEYBURN STATE PARK – RON HISE, PARK MANAGER

Customer Service

- Loss of staff resulted in having to reduce the hours of operation at the marina store this summer. The store was open Friday thru Sunday only
- The VC remained open seven days per week with extended hours on the weekends
- Seasonal staff continued to leave for the season and we still have not filled the vacant park ranger position. This is creating some challenges since our use is still very high and staff is spread thin. Day use remained high and camping was busy during the week and at capacity on weekends
- With the loss of most seasonal staff, Benewah and Chatcolet campgrounds closed on September 15. Visitor center hours have been reduced to 7:00 to 3:00 Monday – Friday

Park/Program Usage

- We counted 1,745 more vehicles in July 2020 than were counted in July 2019. Camping was extremely busy during the week with campgrounds filling every weekend. Day use parking lots filled to beyond capacity each weekend. Hot weather increased boat use as well as other water related activities.
- We recorded 1000 more vehicles on our Chatcolet Road traffic counter than we had recorded in August of last year.
- Hawley's Landing campground remained busy with most sites filling on the weekends throughout September. TOC usage remained high. We recorded 2,283 more vehicles this month than we did for September of 2019.

Preservation of Natural, Cultural, and/or Historical Resources

- Park staff met with IDL staff to discuss resource management goals and IDL's personnel commitment to park projects
- The Cliff fire was ignited by downed powerlines and fanned by high winds on September 7. It burned a little over 22 acres near the Indian Cliff's trailhead. The hiking trails and the TOC between there and Plummer were closed for four days. The fire occurred in an area that we had thinned as part of our ponderosa pine restoration efforts in 1999. As a result, the fire was easier to control, and resource damage was minimal. We did lose a few large trees that succumbed to the flames and heat. Fire line rehabilitation work will begin in October

Park Manager's Narrative

- Manager continued working with Development on the upcoming renovation of the Chatcolet campground. The pre-bid walk through with potential contractors was held July 30
- In July, some seasonal employees decided to leave as well as the campground hosts at Benewah campground
- We received .30" of rain for August. This helped keep the fire danger in just the high category. We had no campfire restrictions
- We still have not received the hiring list for our park ranger opening. The announcement closed July 26
- Work began on the remodel project at the Chatcolet campground
- Park staff met with Development staff to discuss details on the construction and design of the new Chatcolet cottage
- The North Region Crew removed and replaced a retaining wall along the back of the Rocky Point rental cottage

MCCROSKEY STATE PARK – RON HISE, PARK MANAGER

Customer Service

- Staff has been spending several days per week in the park due to increased visitation

Park/Program Usage

- Day use was up by almost 600 people compared to July 2019. Camping was up 50% over last July
- August day use and camping continued to be above normal for this time of year
- Nice weather throughout September kept visitation higher than normal. Camping usage up 50% over last year

Preservation of Natural, Cultural, and/or Historical Resources

- Park staff met with IDL staff to discuss IDL's dedicated resource position for the park and how we can use that position more efficiently

Park Manager's Narrative

- The Manager toured the park with the Region Manager
- Work is in its final stages in September on the new Redtail campground. The toilet has been installed and much of the fine tuning and landscaping has been completed. The campground contractor is also doing some much needed road improvement work along Skyline Drive

HELLS GATE STATE PARK – CHARLIE CHASE, PARK MANAGER

Customer Service

- The Lewis and Clark Discovery Center was open seven days per week, 9:00 a.m. to 6:00 p.m. limited to camper check-ins and boat/OHV registrations for the public. Registration business remained steady through July, but not as overwhelming as the previous months. The interpretive displays and theater remained closed due to Covid-19 precautions. The Entry Station was staffed from 9:00 a.m. to 8:00 p.m. Having the Entry Station open for longer hours has reduced the load of fee compliance for the Park Rangers and allowed them to focus on maintenance and customer needs
- The marina store operated by Snake River Adventures was open from 10:00 a.m. to 4:00 p.m., seven days per week, with some days opening at 8:00 a.m. if they had jet boat excursions scheduled. Weekend hours were extended to 6:00 p.m. The Jack O'Connor Center, staffed mostly by volunteers who are in the high-risk category, was open mostly Thursday through Sunday. Weekday hours were 10:00 a.m. to 4:00 p.m., weekend hours 1:00 p.m. to 4:00 p.m., but varied upon the availability of staff. With a limited pool of volunteers, some who are more at risk have chosen to remain at home until the effects of Covid-19 appear to be a lesser risk to their health
- The Entry Station for the last two weeks of September was reduced to some afternoons and Saturday only. This change was due mostly to having limited personnel available to staff the station, however traffic entering the park would have justified it being in operation.

Park/Program Usage

- Hells Gate continued seeing well above average camping occupancy All weekends have been full, Sunday nights have been near-full all month, and the mid-week usage has been much busier than "normal" years.
- August saw a slightly lower occupancy rate than July. The mid-week usage tapered slightly but remains busier than "normal" years. Marina slip rentals (long-term) total 26 out of 50 spaces available. Some of the vessels require two spaces due to their width, so less than 24 spaces are available. An additional 57 days of short-term rentals
- In September all weekends were full. The mid-week usage has tapered slightly but remains busier than "normal" years. Day Use shelters (6) had 10 paid reservations as compared to the previous months 30 reservations for various activities. Marina slip rentals (long-term) total 26 out of 50 spaces available. Some of the vessels require two spaces due to their width, so less than 24 spaces are available. An additional 72 days of short-term moorage was above the previous month by approximately 20%

Preservation of Natural, Cultural, and/or Historical Resources

- Substantial repairs to the irrigation system have kept the seasonal crew and Park Rangers busy

Staff Training

- New seasonal maintenance staff and volunteers have received basic training on the operation of equipment such as commercial deck mowers and chainsaws. Park Rangers conduct “tailgate” safety meetings as needed with the grounds crew

Strategic Plan Actions

- With limited staff, heavier than normal park usage, increased facility cleaning needed due to Covid-19 protocols, and the increased workload caused by the new registration system, Hells Gate State Park staff has focused on the basics associated with our mission; To Improve the Quality of Life in Idaho Through Outdoor Recreation and Resource Stewardship

Park Manager’s Narrative

- The vacant Administrative Assistant position was filled in the beginning of July.
- With the increased use by campers and the limiting design of the irrigation system, keeping many of the campsites green has been impossible, resulting in worn-out and brown looking sites. To prevent this from happening in the future, two actions need to be implemented: 1) we will block out groups of campsites on certain weekdays; 2) we will locate main and lateral irrigation lines to allow installation of additional shutoff valves, allowing each site to be irrigated independently of the other sites.
- Volunteers have been instrumental in keeping the park functioning while experiencing the current pattern of high use. With luck, Hells Gate was blessed with high quality volunteers this season. Our seasonal staff, both maintenance and office, have performed very well
- With college starting classes again, we lost three key maintenance seasonals. This has placed additional demands on the park rangers in keeping up on restroom cleaning.
- Day use activities, including use of the boat launch and beaches slowed down substantially this September. Camping remained heavier than in past years with weekends at capacity. A slight leveling off during mid-week was mostly seen in the standard campsites and camper cabins. Smoke from forest fires filled the Valley causing some cancellations and early departures of campers

WINCHESTER LAKE STATE PARK – STEVE KUSKIE, ASSISTANT PARK MANAGER

Customer Service

- For most of July, we were the only regional vendor for off road and boat registrations. This added quite a bit to the office staff. More vendors are being added now so that load will lessen. Late in the month, we had a water line break which interrupted service a few times. We did well in mitigating customers frustrations with this. Increased daily campground activity refocused our time some. We are very busy with minimal sites available during the week. It was imperative that protocol was followed as far as first come, first served with these sites. The check-in and check-out times were also strictly enforced
- August was 100% focused on the park customers. There were many new visitors with large rigs that make getting into some of Winchester’s sites interesting. Letting visitors know the rules of the area took up most of our time. As well as the daily routine of cleaning the facilities
- We were able to get a few key projects completed in September without disrupting services for long. Our customer service efforts were focused on first come, first served visitors in the campground and a steady stream of day users. We began the drawdown of the lake late in the month in order to re-pour a solid slab boat ramp in place of the ‘extenda-ramp’ block system currently in place. This will effectively close the ramp to the public as work is completed. We expect a busy October in our standard loop which will remain open until November

Park/Program Usage

- July was an especially busy month. The water/electric sites saw 82% usage, our standard sites saw 77% usage. Our premium yurt had an average of 97% usage. The other three averaged 83% use with Ponderosa at 100%
- Our fourth of July fireworks were the only show in the region. This added a number of folks looking for a show. The boat ramp parking lot was full throughout the day and into the evening.
- August was again an especially busy month. The water/electric sites saw 81% usage, our standard sites saw 68% usage. Our premium yurt, Tamarack had 100% usage. The other three yurts averaged 93% usage
- September offered some relief from the busy summer but was by no means mild. The water/electric sites saw 84% usage, our standard sites saw 32% usage. All four yurts averaged 73% use

Program Services

- Interpretive program – We have implemented distancing measures in our amphitheater in order to continue with the Wolf Education & Research Center’s bi-weekly movies and our Outdoor Idaho videos.
- Jr. Ranger programs – With measures in place, we are hosting Saturday morning programs

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		180
Jr. Ranger Programming (Saturday A.M.)		158
Jr. Ranger Programming		
School Programming		
Special Events		

Preservation of Natural, Cultural, and/or Historical Resources

- Natural: We have formulated a burn plan with IDL that includes further thinning efforts this season, if possible. A meeting was held in the fall with IDPR’s Natural Resource Manager and the Craigmont IDL office, who began producing a burn plan for the treated areas within the park. A spring follow up meeting was held March 3. A plan was finalized and signed by Fish and Game. We will now see what can happen with the current landscape
- Cultural/Historical: The Park has been able to replace the interpretive panel discussing the history of the mill and subsequently how the lake was made. A duplicate panel was discovered while cleaning the shop. More panels throughout the park could always be added

Strategic Plan Actions

- Providing new experience-based programs – We are going to try and incorporate a wider variety of programming this season. This will 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. If conditions change to where we can’t lend things out this season, we will adapt
- 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 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. As always, we will continue to better our sites in order to entice more visitors

Park Manager's Narrative

- During July, we were unable to find hosts for the remainder of the season. Our current help will be leaving on the first of August.
- The park is experiencing its usual August woes with staff leaving early for school and the visitation not decreasing at all. Those of us left have switched gears to cover the cleaning routine and entrance station as well as keeping up with campground management
- Getting the park cleaned up and put back together in September. We were able to get the waterline to the serviced loops repaired as well as replacement of an air release valve. A windstorm knocked over a few trees, we were able to get those dealt with quickly.

DWORSHAK STATE PARK – NATHAN BLACKBURN, PARK MANAGER

Customer Service

- July experienced record visitation at Dworshak State Park. Customer service activities involved managing shuttling service for boaters, entry station, and heavy visitation to the Big Eddy Marina and Lodge. Big Eddy use involved heavy registration assistance, causing problems with providing normal fueling and visitor services
- August proved another month of record visitation, customer service activities in August were focused on daily reservation duties, sales of retail items, and OHV registrations. Registration needs slowed in the early part of the month with most customers getting their boat's certificates of number renewed, but then began to climb again towards the end of the month with ATV/UTV registrations from both new purchases and hunters getting ready for the season. This is expected to increase as we approach peak hunting season, and then transition to snowmobile registrations and annual renewals, putting a strain on the park's ability to help these customers when seasonal employment ends.
- September saw park usage and customer service needs slow considerably, but still at unprecedented levels for the park during this time frame. Assisting customers with OHV registrations and camping were the primary customer service needs

Park/Program Usage

- July day use was at record levels at both Freeman Creek and Big Eddy. Traffic counter numbers showed an increase of 1512 vehicles for Big Eddy and 837 for Freeman Creek. Day use revenue was up \$4,064.34 from 2019
- Camping visitation was also at record levels for July 2020. Revenue from camping was \$16,535.86 higher than 2019
- The only area that didn't see substantial growth was Three Meadows. Due to the requirement to allow for social distancing, a group size limit of 65 was placed on the facility. This caused us to lose the majority of our customers with the exception of smaller family groups. Traffic counter data for Three Meadows dropped from 551 in 2019 to 371 in 2020. Revenue decreased \$2793.20 from 2019
- August day use was at record levels at both Freeman Creek and Big Eddy. Traffic counter numbers showed an increase of 1068 vehicles for Big Eddy and 953 for Freeman Creek from the last previous high in 2018
- Camping visitation was also at record levels for August 2020. Revenue from camping was \$9044.52 higher than 2019
- Usage at Three Meadows was nearly nonexistent. Revenue decreased to a negative with cancelled reservation returns surpassing guests over the course of the month
- September day use was at record levels at both Freeman Creek and Big Eddy. Traffic counter numbers showed an increase of 706 vehicles for Big Eddy and 423 for Freeman Creek from

the last previous high in 2018. Day use revenue was up \$1,597.71 from 2019. Overnight use fees were triple the last highest on record

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 and woody plants need removed from sewage lagoons at the request of the USACE
- The park began the process of establishing a fire break along the park's western boundary during July. Two crews from the Clearwater Youth Conservation Corps assisted with removing underbrush and trees under the direction of our Park Ranger. During August most of the project was completed except for moving part of the sewage lagoon fence. The park is waiting for the trail cat to be able to complete the project

Strategic Plan Actions

- Repairing infrastructure issues helps to fulfill Objective 5: To Be Good Stewards of the Resources and Assets Entrusted to IDPR. To this end the grant for replacing the failing secondary water supply lines was granted and work toward its completion has started. The replacement of two failed vault toilets is in bidding stage. Additionally, the media was changed in the surface water treatment plant to bring the park out of failure to comply with DEQ regulations. This has helped the situation but not resolved it, and additional steps and significantly more funding will be needed to make the system work properly
- 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. The first nine holes and tees have been installed and the half course is fully playable. The following 9 holes will be installed in 2021. This project has been managed almost entirely by the Maintenance Craftsman; with him taking the lead in design, implementation, and crew management
- 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. In spring of 2020, Manager purchased a large display case that was installed on the exit side of the Entry Station. Revenue for retail items (not including fuel at the marina, ice, or firewood) increased with tee shirts proving to be extremely popular. Further expansion with mugs, water bottles, and sweatshirts are recommended but operation budget is insufficient to accommodate additional purchases with increasing utility costs

Park Manager's Narrative

- The park experienced its busiest month on record. Every weekend of July the park was at capacity for both camping and day use, this has historically only occurred on holiday weekends. Almost all revenue items were at record highs, with a total monthly revenue up \$19,563.51 from 2019
- Park operations went smoothly, with excellent team cohesiveness and morale. Despite record attendance, project work was able to go forward with work on the disc golf course and the fire break both making significant progress. OHV registrations continued to be the only major problem for staff, with minimal training from headquarters and no additional staffing to assist, these transactions placed a major burden on Big Eddy Lodge and Marina
- Customer satisfaction seemed the highest it has been, with frequent compliments on grounds and facility maintenance. Compliance enforcement was minimal
- In August total revenue was the second highest on record, just \$2,206.49 lower than the next highest in 2018. This is despite negative revenue for Three Meadows and lower fuel income due to lower gas prices than typical

- Significant steps towards addressing the differed infrastructure maintenance issues occurred in September. Engineering work for the water line replacement is currently occurring, contracts signed for the vault toilet replacements, and the RFP for the marina safety improvements has been made public
- OHV registrations continued to be the only major problem for staff in September. With students leaving employment, this is minimizing that number of days per week staff are available to assist citizens of Clearwater and Idaho Counties. This is causing numerous complaints

**NATURAL RESOURCE MANAGEMENT PROGRAM QUARTERLY REPORT
JULY – AUGUST – SEPTEMBER 2020**

NATURAL RESOURCE MANAGEMENT PROGRAM – KEITH JONES

Mission

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

Goals

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

TIMBER/FOREST MANAGEMENT:

- MOU and scope of work with IDL for the grants we were awarded are completed and approved. 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 wildfire preparedness, planning, and visitor education to initiate a “firewise” standard for IDPR parks. The Western States Fire Mitigation grant will fund on-the-ground hazard fuels mitigation for prioritized Park projects. The first-year projects scheduled will include \$25k worth of fuel break treatment along the Trail of the Coeur d Alene’s, a Natural resource management plan and GIS database for Harriman (\$65k), and hazard tree work and plantings at Bruneau (approx. \$15k).
- Pile burning and stump removals completed on the Farragut Beavertail timber sale.
- Continue work on the vegetation management plans 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 of native plant material to help insure the resilience and natural aesthetic of the areas.
- Prescribed burn plan for Winchester has been completed and approved by Fish and Game, IDL, and IDPR. Pre commercial thinning and preparatory hand work will begin this fall/winter, and broadcast burning will follow on Ponderosa Pine habitat in the day use area at Ponderosa Point.
- The Meadow Marsh II timber sale at Ponderosa State Park has been publicly advertised and is scheduled to be sold at auction on November 2nd. This will be a 90-acre sale (900MBF), set up to return a dry mixed conifer stand to its historical range of variance. The goals for the site are to restore historic pre-fire suppression era species composition and to return periodic low intensity prescribed fire to the system. This project will also,

in combination with three previous sales, 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. This will be a two-year contract with work to begin Fall/Winter 2020/21.

- Cutting on the “Beavertail” sale at Farragut will commence again this winter. This is the final year of the two-year contract that has continued the efforts of IDPR and IDFG to cooperatively 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. This project has also removed hundreds of beetle-killed Ponderosa Pine trees. Revenue from this sale was used to fund the armoring of the Beaver Bay swim area shoreline to protect it from continued erosion.
- Final cleanup of the Round Lake State Park direct sale is complete. This sale was in response to a severe wind event at the Park that took down over 300 trees in the campground. Slash pile burning will commence this winter.
- The contractor for the “Northern Sky” timber sale at McCroskey will begin this fall road building/access, followed by cutting in the winter. This project will selectively remove approximately 2.3 million board feet of over stocked shade tolerant tree species on 128 acres and generate roughly \$600,000 in revenue. The road cleanings and seral tree species planting on the site are included in the contract work and will help create a more historically representative fire included stand.
- Conducted hazard tree assessments and removals at Priest Lake, Round Lake, and Ponderosa State Parks.
- Worked with our Development program to realign and reconfigure sites in the Lionhead campground at Priest Lake State Park, which will streamline site access and parking for the visitors, while beginning to help minimize the increased and compounding user impacts on the natural resources around the sites.

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 this fall.
- Collaborating with reps from the NRCS to put together a native vegetation restoration plan for an area around the visitor center at Bruneau Dunes that is cheat grass invaded.

Operations Division Quarterly Report

July - September 2020

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

Gathered necessary input and comments from the field to revise park fee envelopes to reflect updates to camping and day use fees.

Continued working with Lake Cascade State Park staff, the South Region Manager and staff of the Bureau of Reclamation to renew the operating lease for Lake Cascade State Park.

Met with an equestrian group at Eagle Island State Park to discuss the needs of this user group, as the park is more fully developed.

Participated in several meetings with the City of Hagerman City Council and Mayor concerning their acquisition of water rights from IDPR, to be incorporated into the city's domestic water system. This would be in exchange for reduced or eliminated connection fees to city services for the new park visitor center.

Held two discussions with Trident Holdings about the potential for the expansion of Ponderosa State Park, should a land exchange occur between the group and the Department of Lands of properties surrounding Payette Lake.

Continued work with Mother Earth Brew and saw completion of the development of a beer, dedicated to carrying the message of the poor condition of Idaho's non-motorized trail system. This messaging is designed to assist IDPR and users develop a future dedicated funding source for the maintenance of non-motorized trails around the state.

Worked with executive staff to develop a strategy for the use of available CARES Act funds, prior to year's end. Several operational and smaller development needs were addressed.

Worked with park staff, the AG's Office and a private landowner to develop an agreement to temporarily restrict public access to a portion of undeveloped park property, which crosses private lands. The agreement is to reduce the amount of public traffic to an area which provides no public access to recreation opportunities.

RECREATION RESOURCES BUREAU QUARTERLY REPORTS
JULY – AUGUST – SEPTEMBER 2020

RECREATION RESOURCES BUREAU, DAVID CLAYCOMB, BUREAU CHIEF

BOATING PROGRAM, DAVID DAHMS, PROGRAM MANAGER

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

- As of September 30, there have been 5 confirmed boating fatalities around the state. Idaho averages 9 recreational boating fatalities annually. While boating fatalities are currently below average, boat accidents are up approximately 50% over prior years. Many county marine deputies are reporting significant increases in boating activity resulting in more issues on-the-water.
- Program staff coordinated the Personal Watercraft (PWC) Rescue Course in Orofino in September for marine deputies. Thirteen students representing six counties attended. Prior to the start of the training staff coordinated a train-the-trainer session to expand the instructor base.
- Staff attended the virtual conference hosted by the National Association of State Boating Law Administrators (NASBLA). The general and breakout sessions were very informative, and staff gained an understanding of the many needs and issues pertaining to boating safety from several entities throughout the United States.
- Staff replaced weathered signage at several life jacket loaner stations and talked with several counties about the installation of new stations. Staff also distributed various boating safety signs requested by marine deputies to promote safe boating locally.
- Staff discussed training opportunities and distribution of safety materials with several counties and met with U.S. Forest Service Staff about potential WIF projects in East Idaho.
- Sadie Wright resigned her position with the Boating Program. Sadie had been with the program for more than eight years and spent much of her time teaching classes and participating in outreach events with our county partners. After the birth of their first child Sadie decided to be a full-time mom and we wish her the best!

OFF-HIGHWAY VEHICLE PROGRAM, TROY ELMORE, PROGRAM MANAGER

The following is a list of activities that have been recently completed by the Motorized Trails Program. This is in addition to the routine tasks of answering questions from the general public and working with our federal land management partners.

- Attended Idaho State ATV Association Annual Meeting via zoom. Provided them with update on summer maintenance work completed by our Trail Ranger and Trail Cat Crews. Announced plan to hire land analyst position and permanent “ATV Trail Ranger” crew.
- Attended Blaine County Commissioner meeting via zoom. Watched BLM Recreation Planner John Kurtz give a presentation regarding BLM Shoshone Field Office trail designation process in which they are designating trails for e-bikes near Bellevue. We are working with IDFG to see if there are any routes nearby that both agencies could support designating motorized to propose to the BLM during this process. Staff conducted a field visit to assess trail opportunities on the ground within the project area.
- The OHV education staff has distributed 22,000 OHV in Idaho booklets to the public and other government agencies upon request. Additionally, they have taught 53 public OHV classes to 193 students statewide. 9 OHV instructor classes for 23 students were also conducted, giving agencies the ability to do internal OHV safety trainings in the future. Staff has also spent a good deal of time visiting, assessing and maintaining the training sites across the state.
- Met with the Idaho Transportation Department and Palisades Ranger District staff to get approval of an acceptable 50” trail crossing to connect Trail 077 Piney Pass across Hwy 31 to an abandoned road that could be designated as a 50” trail. This would connect over 28 miles of trail at the Moody Swamp trailhead with the town of Victor.
- Attended a volunteer trail day on the Bear Creek Trail project with the Palisades Ranger District, Klim, and Idaho Single Track Alliance. This event complimented the recent trail work we completed using the IDPR Sutter 300 trail dozer at the Forest’s request to re-route 1 mile of trail and maintain another 4 miles.
- Hosted a class with Madison County Search and Rescue on our mapping program and how it can be used to expedite searches. Walked the group through how to use trails.idaho.gov to create a geo-referenced map that can be uploaded to the Avenza application to help navigate a search.
- Continue to stay involved with the Salmon Challis National Forest plan revision process.
- Constructed new 50” route on Hoodoo Mountain on IDL property south of Priest River, including installing steel 50” barricades at all access points.
- Met with IDL, Stimson, Bonner County and Boundary Backcountry Access representatives to discuss snowmobile and possible OHV access to Roman Nose area.
- Assisted Boise National Forest, Lowman Ranger District with Deadwood Ridge Trail reroute and construction with trail dozer. Completed trail reroutes with Trail Cat operator.
- Attended Payette Forest Coalition September monthly meeting. Topics discussed were current Great American Forest Act projects and planning for future GAFA projects. Some potential projects may include rebuilding trail segments in the Rapid River drainage area, securing a right of way for the French Creek Trail, and an ATV loop system trail in Adams County.

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.

- The “Idaho Trails Supporter” successful rollout began at the beginning of June. This is a voluntary pass, or sticker, that Idaho trail users are able to purchase online. The goal is to raise awareness of non-motorized trail issues and raise revenue for non-motorized trail maintenance on public lands statewide. Approximately 1,100 stickers have been sold to date. In addition to the IDPR online sales portal, stickers are now available at three stores in Boise: JD’s Bodega and both of Georges Cycles locations. Negotiations with REI to sell in stores continue, approximate in store date is November 1.
- Idaho Trails Supporter ads ran on Facebook for most of July.
- Partnership with Mother Earth Brewing to promote the Idaho Trails Supporter Program continues. The first batch of Mother Earth’s “Lost Trail Ale” was brewed and canned at the end of September and will be available store by mid-October.
- 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. An additional 5 miles of trail maintenance occurred during the summer of 2020.
- Approval of second Central Idaho Trail Maintenance Project RTP grant in partnership with the Idaho Trails Association, Selway Bitterroot Frank Church Foundation, Youth Employment Program, and Idaho Conservation; along with the Payette, Boise, Salmon Challis, and Nez Perce-Clearwater National Forests. The goal of the grant is to maintain a large swath of trails within the Central Idaho Priority area and be a model for trail partnerships.
- 1st quarter occupied nights at the yurts totaled 305 compared to 216 in 2019. This will equal about a \$10,200 revenue gain over the same period in 2019, and partially make up for the 124 lost occupied nights caused by the yurt shutdown of the 3rd and 4th quarters of FY 2020.
- 1st quarter occupancy levels were 30% higher than summer 2019, although September 2020 levels were essentially equal to those of 2019.
- Predicted October 2020 occupancy levels are about 30% higher than 2019 (115 vs 70), with addition increases in occupancy in November. Both months are traditionally the yurt shoulder season and relatively slow
- Predicted Idaho City Yurts system winter season 2020 – 2021 will be extremely busy. Occupancy will be near 100% from mid-December through the end of March.
- Adopt a yurt volunteer program roll out began in June and continued through summer fall. We were able to significantly increase volunteerism at the yurts while decreasing yurt closures.

- A reduced sized yurt crew began in June, with an increase in volunteers. By all observations we were able to reduce personnel costs and increase the amount of work complete.
- Major summer projects included wood cutting, new floors at Banner and Skyline, and replacing the aged solar lighting systems at Stargaze, Banner, and Skyline.

OUTDOOR RECREATION ANALYST, JEFF COOK, LANDS PROGRAM SPECIALIST

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

- Continued to maintain the Idaho Trails Web App as usual. Emergency Route layer continues to be updated as fires closures are implemented. I maintain the individual road and trail (line) closures while Fish and Game maintains the area (polygon) closures.
- A couple of travel management actions on the NEPA (National Environmental Policy Act) front. I provided comments on the Wood River Travel Management Plan EA and the Rapid River Travel Management Plan. We coordinated our comments with the Idaho Department of Fish and Game. Also made comments on Fuel Reduction Projects, Mining Proposals, and Vegetation Management Projects.
- Created a web map for the Trail of the Coeur d' Alenes for parks staff to record maintenance and encroachments. Staff is using Survey 123 to record the activities. The map can be seen here <https://arcg.is/1jye9D>

Reservation and Registration (R&R) Program Report

November 2020

Reservation and Registration Program -Joel Taylor

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 boats, off-highway vehicles, and snowmobiles. 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 Report

Program emphasis of the over this past "Peak Season" has been on the following:

- Continuation of implementation for the modernization of the Recreational Registration Program. Specifically focusing on data issues associated with migration of legacy system customers and account creation in new system.

Since Go-Live on April 29th through September 30th:

- R&R has processed 182,275 sales of registrations and permits
- \$2,994,737.03 has been collected for registration and permit sales
 - \$2,056,179.16 of this has been approved for distribution to the various programs throughout the state.
- IDPR Registration staff and the Aspira call center have handled 23,005 registration phone calls.
- In response to COVID19, R&R implemented new virtual training programs for retail vendors, counties, and parks.
 - 125 IDPR field staff and Aspira Call center staff have attended virtual trainings hosted by Aspira for a total of 2,760 training hours
 - 421 individuals have been given a self-paced virtual training video and access into Aspira training software
 - R&R staff have hosted 1,470 hours of virtual meeting trainings with an average of 12 participants per training.
- R&R staff has trained and activated 85 Recreational Registration Vendors and 13 county vendors with a combined 110 store locations statewide.
- Operations of the reservation program through impacts due to Covid19
 - During peak camping season a total of 61,379 transactions resulting in fees charged by Aspira occurred. This is a total of 27,142 more transactions resulting in fees compared to the average over the past five years.
 - R&R worked with Director Buxton and Management Services Division Administrator to receive \$192,000.00 of Cares Act funding to mitigate this increase.

- IDPR experienced an 8% year-over-year peak season increase in occupancy on weekend stays and a 16% increase in peak season occupancy on weekday stays. Both increases reflect the increased demand on our parks spurred by Covid19.
- IDPR experienced a 16.78% increase in the number of reservations for June, July and August and a 17.4% decrease in the number of walk-ins for the same period. More campers planned ahead and desired a guaranteed campsite in these uncertain times
- Ongoing staff recruitment and training
 - R&R has experienced huge increases in staff demands that have resulted in the hiring of many contracted temporary staff throughout the season, up to five additional temporary staff members during the times of peak demand.
 - R&R continues to experience turnover of entry-level, permanent staff resulting in ongoing recruitment, hiring and training. To mitigate these impacts, R&R has worked over the past few months to reclassify five FTE positions into classifications that better encompass the job duties performed, increased the salaries of four employees to address inequities, and placed an increased focus on external recruitment in the hiring process.

Program emphasis for the coming months will be the following:

- Management of project to modify camping site types and camping fees.
 - The amount and complexity of camping site types will be reduced to better serve field staff and customers
 - New site types include: Basic, Electric, Full Hookup, Companion Electric, Companion Full Hookup, and Equestrian Basic.
 - Fees will be increased across all site types with three pricing tiers for parks based upon occupancy levels
 - Tier “A” Pricing: Increase of \$4.00 per night: Applies to Ponderosa, Priest Lake, Round Lake and Farragut.
 - Tier “B” Pricing: Increase of \$3.00 per night: Applies to Castle Rocks, Hells Gate, Bear Lake, Heyburn, and Lake Cascade State
 - Tier “C” Pricing: Increase of \$2.00 per night: Applies to City of Rocks (National Reserve) Lake Walcott, Winchester, Bruneau Dunes, Three Island, Dworshak, and Massacre Rocks
 - Motor vehicle entrance fee MVEF will increase from \$5.00 to \$7.00.
 - IDPR will be working through legislative process to seek an increase to the Passport from \$10.00 per year to \$20.00 per year. The annual MVEF for those not qualified for the Passport will also be sought to increased from \$40.00 to \$80.00.
- Management of the registration program through its first renewal season on the Aspira software
 - Continue efforts to increase number of county and retail vendor locations
 - IDPR is preparing to have 20,000 letters mailed to migrated Registration customers in order to assist in web account location and creation

- R&R will implement an email-based marketing campaign for registration products in lieu of mailed courtesy renewal reminders used in past years.
- Explore options for the program to implement more “contactless” solutions for park staff and users to cope with Covid19 impacts. Possibilities include:
 - Online sales of Daily MVEF passes
 - Self-check-in processes for campsites via mobile app
 - Self-campsite registration via mobile app
- Hiring of positions and training of incumbents.
 - Program Manager position: A hiring list is currently being established for this position
 - Customer Service Representative 2 position: This position has been accepted by a candidate who will begin work November 16, 2020.

**SOUTH-EAST REGION QUARTERLY REPORT
JULY – AUGUST – SEPTEMBER 2020**

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.

SOUTH REGION SERVICE CENTER – GARTH TAYLOR, SOUTH REGION BUREAU CHIEF

- Continued monitoring of Region's operating and seasonal budgets.
- 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 still haven't seen the final SHPO report of findings from BLM's archeologist report. They did approve a chip seal project to proceed this summer while they process our new lease. The BLM is now working on an EIS for camping improvements around our Smoky Mountain unit, thus delaying them to finalize our lease.
- Continue agency policy reviews and discussion.
- Billingsley Creek visitor center groundbreaking was attended by many and a great kick-off to a long overdue development project. We look forward to the campground development next year.
- Continued monitoring of many development projects across the region.
- Meetings continue with BOR and decision makers to discuss the possible marina concept at Lake Cascade. Discussion continues for renewing a 20-year lease to accommodate a longer term for the interested concession marina developments.
- Recruitment and hiring continues and seems to be an ongoing challenge with retirements and folks moving around. We have an open manager position at Land of the Yankee Fork, two ranger positions at Cascade, one ranger at Harriman and one ranger at Lake Walcott.
- Continue to work with our Harriman Friends Group on replacement of the historic bridge across the Henrys Fork. Remember, the bridge has been removed and construction of the abutments has started.
- We continue to work with the power company who owns North Beach for additional beach access at Bear Lake North Beach West. No new updates here as we are in a holding pattern as additional water right discussions continue. Bear Lake continues to have over capacity issues every weekend.
- 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. 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. Madison county

continues cleaning up the site and preparing for some improvements at the overlook so larger vehicles, i.e. buses, can turn around more easily. There was a group meeting held at the site in July for continued recreational access. We did have an additional tour on a local landowner's property that is having trespass issues just below the dam. BOR has agreed to limit access below the dam to prevent folks from wandering down a switchback road that they can't get back up. Hence, the problem of people breaking down gates trying to get back to civilization through this private landowner still occurs.

- Our parks remain open providing needed escape for residents. All parks have experienced more visitation than years past, but we continue to provide great, safe service. My hat is off to those on the front line who have endured this pandemic season!
- We continue to have a manager's conference call every other Monday morning to see how things are going across the region. Even after Labor Day, parks are seeing above average visitation with visitors having little or no respect for masks or PPE.
- A temporary bridge was installed for our Bayhorse volunteers to get them out of the site because the old access bridge had failed.
- The Ritter Island bridge replacement project is underway!

BEAR LAKE – KIRK RICH, PARK MANAGER

Customer Service

- Precautions were implemented this season regarding social distancing, masks, and total park attendance to accommodate recommendations suggested by the Southeast Idaho District Health Department and IDPR policy.
- We continued to see strong demand for campground reservations through September. Water and power remained on well into October.

Park/Program Usage

- Park usage in July was at a record level with about a 7-8% increase over last year's record setting pace, August usage appears to be 8-10% higher than last year, and September usage was up around 20%. This appears to be the season of greatest usage in the history of the park.
- To help with social distancing, we have attempted to limit daily usage to 640 sticker-paid vehicles along with an additional 70-80 passport and season pass holders entering the park. We would then close the park when we reached capacity for three-four hours on Friday, Saturday, and holidays. The second shift of usage would start about 3:00 p.m. and would bring about another 300 cars. Cars turned away on Saturday amount to over 1,000 vehicles daily. East Beach has a capacity of 275 vehicles and generally closes about one hour later than North Beach.
- Boating usage was high this year with trucks and trailers taking a disproportionate share of the parking space, considering all just pay the \$5.00 entry fee.
- The Labor Day weekend exhibited good weather with record-setting usage. Saturday proved to be another hard day with an 11:30 closure at North Beach with about 800 cars turned away. However, Sunday and Monday the park filled, but did not close.

Program Services

- Nothing to report

Preservation of Natural, Cultural, and/or Historical Resources

- One of our rangers attended meetings provided by Bear Lake Watch and the Bear River Association of Government (BRAG). Both groups continue to be concerned about organized growth and continued good water quality. Growth in the area continues to spur concerns on both sides of the state line.

Staff Training

- Nothing to report.

Strategic Plan Actions

- In July, boat dock improvements were made to both ramps at North Beach with 120 feet of new Trex-type docks installed. This is the culmination of a Waterways grant which has been at least two years in the planning. Some dock approaches have yet to be completed.
- Fish & Game also donated 80 feet of new dock which was installed at the jetty docks on the retaining wall. This donation was facilitated by our ranger and his contact with IDFG in Pocatello. Park staff built an additional 80 feet of old plastic dock. Our docks are now in better shape than they have ever been and we have received many compliments. Pictures are available on our site on Facebook. Gangplanks and adapters still need to be added.

Manager's Narrative

- Epic Equipment, (the old hot springs), expanded parking to accommodate up to 500 vehicles. This helped to accommodate the overflow from North Beach.
- East Beach day-use paving project was successfully completed.
- We made use of a reader-board provide by ITD on the North Beach road to notify oncoming traffic of current closures at North Beach.
- We are working on an updated bid to fill a void under the North Beach boat ramp. The project will not exceed \$10,000 and could be done this fall if funding is available.
- Breaks in the culinary water system in the campground were discovered and some were fixed. Most importantly we were able to get an updated irrigation plan to allow us to further define some original construction design which we thought was long lost.

BRUNEAU DUNES – BRYCE BEALBA, ASSISTANT MANAGER

Customer Service

- Sandboarding is still a very popular activity and we have released our new boards into circulation to meet demand. We do have a sterilization process in place but it does have an impact on the boards, (delamination and possible corrosion of the rubber components), so we will have to keep an eye on their condition and possibly replace them over winter.
- Our shower sterilization products finally arrived from Brady in September. Given staffing shortages and that we turn off water in the campgrounds mid-October we decided not to open showers this season.
- Entry to the visitor center is limited to eight people at a time and we have asked that customers wear a mask if they have one. Visitors have been compliant thus far and we estimate about 80% are wearing masks.

Park Usage

- July car count was 5075. This was the busiest July on record and despite the increased heat, July was only 58 cars short of our record set last month. August was 4181, this is an increase of 1,825 vehicles from September of last year. This is an increase of over 850 cars from August of last year, despite the elimination of public observatory programs. Labor Day weekend we had 800 vehicles.
- The Visitor Center had 2258 visitors in July, 1875 visitors in August, and 2260 visitors in September. Despite limited entrance of no more than eight people in the visitor center at any one time, we were busy.
- The Fourth of July was much busier than normal here at Bruneau. While not completely full, we were up significantly. Remains of fireworks were found in day use areas; luckily, we did not have any fires.
- Comet Neowise drew interest for the park with many people inquiring about programs and viewing opportunities. Given day use areas close at 10 p.m., the park was not a good spot for public viewing; however, many chose to come in after hours for viewing and photography.
- Shore fishing, swimming, and picnicking along the newly cleared Big Lake shoreline is growing.

- Hammock use is still increasing and camping numbers remain higher than normal with weekend camping sold out.

Program/Program Service

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming	31	253
Jr. Ranger Programming		
School Programming		
Special Events	2	20

- While we were not able to provide interpretive programming to the volume of people we have in the past, we began our limited interpretive programs in July and extended them thru the end of the season. Masks were required and customers were understanding and compliant. We prioritized programs for on-site campers and do not advertise these to the general public.
- We provided two mid-week private observatory tours which were popular and booked in advance. We received daily inquiries about availability and cancellations.
- Our “Camper” only laser interpretive program was held at the Visitor Center and was also successful.
- Astronomer Chuck Schroll visited the park again this year and provided two programs for park guests.
- Smoke from western wildfires impacted astronomy program viewing this season.

Preservation of Natural, Cultural, and/or Historical Resources

- The observatory landscaping “Amphitheatre” project is almost finished. There are some minor issues that the contractor will need to fix and they have been contacted for repairs. Also, the lawn is patchy and will likely need to be over-seeded next spring.
- Campground lawn areas appear to be greening up since the water system has been fixed, the run times extended, and the filtration system installed. The “lawns” are still comprised mainly of Koshia and other invasive plants and both campgrounds will need re-seeding and likely fertilization. Trees appear to be struggling but this could be a delayed impact to the irrigation well-being down for two weeks in late July.
- A Boise area Boy Scout troop performed a service project, removing most of the Russian Thistle from the Equestrian camp.
- As of September, fire restrictions were in effect at the Equestrian campground. Fires were permitted at the two main campgrounds. There was a temporary fire ban implemented due to smoke levels as well. That ban has since been lifted.
- The Small Lake dock needs significant repairs and the entrance ramp needs to be replaced. We have contacted the Region Crew for assistance. We will delay turning on the river pump to recharge the lakes until we can come up with a plan for the dock rebuild, so we are able to access the shoreline for dock repairs.
- Staff are continuing to pull Russian Thistle from the Equestrian camp and the park entrance. We are also seeing more puncture vine than normal in the campgrounds, likely due to the two-week irrigation failure at our well.
- Again, due to our efforts to respond to the virus and visitation increase, we have not been able to spend any time on the Dark Sky application and will likely not be able to apply this quarter. Jamie Little has helped the effort by photographing the night sky horizon, a requirement of the application designed to document any “light domes” from surrounding cities.
- Gophers are still an issue and have caused significant turf damage in both main campgrounds and at the visitor center. The last two years have seen a decline in Bull Snake numbers in the park and may be the cause of the increase in gophers.

Staff Training

- Nothing to report.

Strategic Plan Actions

- The Observatory crew continues making videos for Facebook.
- Staff will not be attending Rotary and Travel and Tourism until COVID-19 rates have stabilized/declined.
- The observatory crew is creating a mural inside the Steele-Reese building as well as repainting the Plaza Sun Dial.

Manager's Narrative

- We are having issues with many of our radios. Most are outdated and old and several have been labeled as “end of lifespan” by Department of Communications. This is becoming a more serious issue and is a concern for both staff and supervisors worried for employee and volunteer safety.
- Our focus remains on Covid response and cleaning of facilities. Staff spent the remaining time in September working on invasive weed removal, irrigation repairs and compliance efforts due to increased camping/visitation.

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

Customer Service

- Customers are only allowed into a small area of the visitor center and one at a time. Brochures can be picked up outside during normal business hours.
- The resale program continues to be successful simply by displaying the products in the entry window. Bestsellers continue to be T-shirts, guidebook, coffee mugs, postcards, and passport memorabilia, although gross sales are down significantly.
- Staff updated Creekside Towers trail map brochures; new version has been ordered.
- As of July, all vault toilets were open and cleaned twice daily although showers remained closed.

Park/Program Usage

- Visitor center attendance was 1,896 in July, 1,579 in August, and 1,946 in September.
- Campground site nights were 2,580 in July, 1,980 in August, and 2,469 site nights in September.
- Most visitors included RV campers, auto tourists, climbers and backcountry campers.

Program Services

- A teacher workshop was held in July which was limited to eight participants and two instructors. Manager taught and coordinated the workshop and the assistant manager instructed the California Trail portions of the class.
- Roving interpretation has proven to be very successful in engaging the public.
- Idaho Lottery promotional crew visited CRSP in August.
- Girl Scouts Love State Parks event was held at CRSP.
- Staff filmed and produced 7-minute video for National Public Lands Day.

Program Type	No. of Programs	No. of Attendees
Experiential Programming		0 0
Interpretive Programming	32	267
Jr. Ranger Programming	Self-conducted	232
School Programming	2	49
Special Events		0 0

Preservation of Natural, Cultural, and/or Historical Resources

- Staff spent many hours completing the cultural resources inventory on the NPS Taylor Acquisition. The inventory will assist the plan to build an equestrian trail head.

- Worked with Forest Service pathologists to understand the cause and significance of pinyon pine die-off. August 31 was day one of the Pinyon Pine woodland pathogen survey, to answer the question as to why the trees are dying prematurely in localized areas. A map of the dead and dying trees along the Circle Creek Overlook Road were inventoried and mapped using GPS. September 1 was day two of the pathogen survey with Forest Service. A fungus called Black Stain was determined to be the primary pathogen that is killing stands of Pinyon Pine.
- Official Resource Stewardship Strategy (RSS) began on July 24 with a conference call involving over 20 resource specialists. The focus was on developing a strategy for natural resource management of CIRO.
- Assistant manager finished ADA Phase I Section 106 consultation report and sent it out to consulting tribes.
- Assistant manager completed the CXT/Shower cultural project for Castle Rocks and sent finished report to SHPO.
- We are working to formulate a plan to address weed issues in CIRO and obtain project funding for it.
- Craters of the Moon personnel visited the park to help set up a weed management project. The plan is to focus on the California Trail area for the project proposal.
- Took initial night sky readings throughout the reserve, even in not ideal conditions (smoke) the readings were very good for sky darkness.
- Surveyed northwest boundary fence for replacement in CIRO, put it through regional review, and completed the NEPA Categorical Exclusion.
- A local homeschool student will be working with resource staff to conduct a survey of beaver in the Circle Creek drainage downstream of the Tracy Ruins.
- Manager wrote support letter to International Dark-Sky Association Board for a new project.

Staff Training

- Assistant manager attended CPM classes and conducted camera monitoring at Camp Rock, (part of CPM capstone).
- Some staff members attended training and became Certified Interpretive Guides.

Strategic Plan Actions

- Park staff made final edits to the City of Rocks/Castle Rocks interpretive plan to be published this fall
- City of Rocks hosted the certified interpretive guide training, four CIRO employees attended.
- Continued negotiations with landowner on purchase of land to enlarge Castle rocks and CIRO.

Manager's Narrative

- The City of Rocks General Management Plan (GMP) was concluded on July 6 and was made available electronically. The GMP planning effort began in 2009. The GMP serves as the guiding principles and plans for the next 15-20 years.
- Utilized Student Conservation Association and Idaho Conservation Corps to complete maintenance on Boxtop, Stripe Rock, and Flaming Rock trails.
- Organized service projects with three large volunteer groups—over 200 volunteer hours—worked to complete trimming vegetation on the Indian Grove trail, retreaded approximately 1/3 of the new retracement trail, and cleaned trash/trimmed vegetation on four of the most popular trails in CIRO.
- A YCC program began on June 1 with four students and one instructor participating in all phases of park operation, including resource management, maintenance, visitor services, interpretation, compliance and administration. Program ended July 31.
- Met with Cassia County Commissioner Beck and Cassia County Road and Bridge Foreman to discuss source of gravel, shared expenses in producing gravel, and prioritizing roads within CIRO for resurfacing.

- Manager packaged the Smoky Mountain campground R&PP lease amendment/renewal as well as the right-of-way from the BLM. Both documents were hand-delivered to the BLM by Garth Taylor on July 30.
- Calculated and submitted the NPS Parametric Scoring Tool for deferred maintenance in CIRO.
- Park Manager worked with the National Park Foundation, Washington DC office of the National Park Service, and Pacific West Region to finalize PMIS #311958 and secure funding to bring in an ICC crew for two weeks to remove and clear vegetation on the Taylor property fence line. Additionally, he secured funding to complete PMIS #259036 - PLC FY21 (was not scheduled to be formulated).
- Approved two film permits in August.
- Participated in conference concerning the acquiring of 360 acres and ROW from the Sheridan Ranch. The NPS still feels confident that they can purchase 200 acres and the ROW. IDPR still needs to seek funding for 160 acres, probably LWCF and special budget request. The property has been surveyed and scope of work and criteria to select an appraiser are being finalized. The Conservation Fund has agreed to facilitate and hire the appraiser.
- The Castle Rocks Pond trail was widened and surfaced with crushed gravel to make the entire loop ADA accessible.
- Participated in conference call with NPS, ITD, and Federal Highways Administration to develop an MOU for highway signage.
- Manager finished first draft of new Cooperative Management Agreement between NPS and IDPR. Final document will replace the 2003 Cooperative Agreement.
- Staff assisted Lake Walcott State Park with windstorm cleanup efforts.
- Worked with contractor to reconstruct ¼ mile of fence along the east boundary of Castle Rocks.
- Manager wrote briefing statements at the director's request on impacts of COVID-19 on field operations, and on the realty proposal to expand both CIRO and Castle Rocks.

EAGLE ISLAND – GARY SHELLEY, PARK MANAGER

Customer Service

- Continued to cancel shelter reservations and events due to COVID-19 but have taken shelter reservations for later in 2020.
- Continued to update Facebook followers about COVID-19 delays and closures.

Park/Program Usage

- Welcome to the Chain Gang disc golf tournament had nine participants.
- Several smaller Cross-Country dual meets between two high schools.
- Police K-9 training continued to use our fields and outbuildings for training.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming ZipBoise	114 tours	682
Interpretive Programming		
Jr. Ranger Programming		
School Programming		
Special Events	5	559

Preservation of Natural, Cultural, and/or Historical Resources

- Continued to patrol the park's historical buildings to look for damage from vandalism and repaired damage to Dormitory. Vandals are using tools to unscrew star and Philips bit screws.
- Continued to pull and spray invasive weed species.

Staff Training

- Water rescue training would be good to have for both 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.

Manager's Narrative

- Waterslide closed due to COVID-19.
- Windstorm blew down multiple trees in the Park.
- Met with Development and an engineering firm for water/sewer study project.
- Ziplines closed for the season on August 15.
- Continue to work with contractors to get the recirculation pump to work correctly at the pond.
- Met with development and engineering firm regarding replacing water pump house building.

HARRIMAN/HENRYS LAKE/ASHTON TETONIA TRAIL/MESA FALLS RECREATION AREA

– MARK ELIOT, PARK MANAGER

Customer Service

- Rental facilities continue to see high demand with a lot of back-to-back reservations. Staff has worked hard to keep up with the cleaning of these buildings.
- "Mountains and Strings Music Camp" returned to Harriman and held concerts so their students were able to perform in a public setting. Social distancing was suggested and implemented to all visitors who attended and wanting to participate.
- Signs are posted at the visitor center to limit the number of people inside. Our visitors continue to be extremely compliant and respectful of our efforts to promote social distancing.
- The paving of the John Muir day use area and visitor center parking has been completed.
- September saw visitors come from across the world to seek out the mighty bugles of the majestic elk. Horse trailers, bikers, and hikers filled the parking lots. When parking lots filled, visitors parked along Green Canyon Road.

Park/Program Usage

- Buffalo Run Adventures utilized our trails for an 8.1mi/25k/50k run in August. The participants and cheering crowd had a great time and Covid safety measures were adhered to. The park then hosted the wedding of one of the race participants following the run. Although it was a small gathering, they were extremely pleased with how park staff accommodated them throughout the planning, preparation, and the ceremony.
- Sadly, due to Covid-19, the Friends of Harriman State Park cancelled the annual "Wine in the Woods" Event. However, they did hold a very successful online auction that generated additional funds for replacing the historic bridge.
- The park hosted a High School Cross-Country Meet. The participants and cheering crowd took precautionary measures for Covid-19 with little to no compliance issues.

Program Services

- Programs and events included the following: Independence Day at Harriman State Park, American Sign Language Day at the Railroad Ranch, the Elk Orchestra, Summer Star Gazing, and other interpretive programming and hikes.
- In September we offered a requested fly-fishing clinic for the Island Park Red Hat ladies.
- Music performances this quarter included concerts by our music camp students, Music in the Park by the band "Under the Skies" and a "Snowbound & Senile" concert.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	6	220
Interpretive Programming	11	239
Jr. Ranger Programming		
School Programming		
Special Events		

Preservation of Natural, Cultural, and/or Historical Resources

- Fremont County Weed Control Department sprayed weeds for the park in July. Although the crew was at the park for two full days it was not enough time to finish. We plan to continue this collaboration and make this a yearly event to help control weeds at Harriman. These actions will reduce time and money for weed control efforts.
- Staining of the historical park facilities was completed in August and September.
- Bat problems continue to negatively impact the historic structures and the rental program. We have had three companies come out to assess the issue.
- Contractors finished replacing logs on the Cookhouse in September and began building a concrete sidewalk and wood step for the rear door. Staining of the facility has begun should be completed soon.
- Two of our volunteers have invested their time in trail maintenance. Park staff have received numerous compliments on the quality of the work and the fact that there is an effort being made to maintain the trails and improve the quality overall.



Log replacement work on the Cookhouse.

Staff Training

- Nothing to report.

Strategic Plan Actions

- Continued to work with an Eagle Scout to build bike and ski racks
- In September staff members and the Juvenile Correctional Center volunteer group were able to make progress limbing trees along the main park road to enhance visibility and create space for snow removal.

Manager's Narrative

- Symptoms of aging infrastructure continue to appear and have a detrimental impact to the parks operational budget. The septic system of the dormitory had to be scoped and cleaned following the music camp in July, and the plumber was again called in August, to power snake the Ranch Manager's House and the Cattle Foreman's House. The Bunkhouse remains closed to occupancy since early July due to public health concerns because of bats in the building.
- Early in September a preconstruction meeting was held at the historical bridge site for the bridge replacement project. Following the meeting, the contractors and staff members began moving wood, rock, and metal angled ice diverters left onsite following bridge deconstruction. Contractor brought in equipment and started construction on the bridge abutments.
- After an extended monitoring period of the drinking water system the park finally passed the required water samples and removed the DEQ-mandated boil water recommendations. Due to the failed tests, however, monthly testing will need to be performed through July of 2021, rather than the normal quarterly testing.

ASHTON TETONIA TRAIL

Customer Service

- Added a total of seven donated bike racks at trailheads and trestles.
- Fremont County issued us a permit to install directional signs along the re-route.

Park/Program Usage

- Marysville: 560 vehicles counted in July and August, before we had a counter malfunction.
- Bitch Creek Trestle: 1352 people counted July through September.

Program Services

- A July 4th Fun Run was held and hosted by the City of Tetonia which used a ¾ mile segment of the trail.
- July 4th trail swag giveaway was held in Marysville where we gave away trail T-shirts, stickers, and hats and provided information to visitors regarding the trail.

Program Type	No. of Programs	No. of Attendees
Experiential Programming	0	
Interpretive Programming	1	15
Jr. Ranger Programming	0	
School Programming	0	
Special Events	1	67

Preservation of Natural, Cultural, and/or Historical Resources

- Kept the trail mowed to prevent weed and grass encroachment. Spraying was delayed until August due to herbicide shortages this year.
- Removed brush that was encroaching both entrances to the Fall River Trestle.
- Trail was patrolled regularly in September to address motorized vehicle issues: ATVs are using the dry Badger Creek bed to go around our gates.
- We are working with City of Tetonia to jointly fund the installation of new shade trees at the Tetonia trailhead.

Staff Training

- Participated in the monthly Rails-to-Trails webinar trainings.

Strategic Plan Actions

- Continued to actively post on Facebook.
- First-time users have consistently said that they hear about the trail from their friends. In efforts to continue that trend, we have begun handing out stickers, t-shirts, and hats to trail users, particularly first-time users. We have also initiated resale of these products in the Harriman visitor's center.
- Homestead Assisted Living in Rexburg began to use the trail as a recreational opportunity for their tenants. We have worked with them to provide access for their specialized bikes through our narrow gates.

Manager's Narrative

- The ATT ranger assisted with the new yurt installation at Harriman State Park.

HENRYS LAKE STATE PARK

Customer Service

- Customers were pleased when they were told the showers and restrooms are open.
- Park usage was still high enough through September to keep two, and sometimes three, staff busy in the entrance station.
- While Adams and Blue Dun loops were closed for paving, staff was busy trying to find sites for customers as we usually had a list of between 5 to 12 customers waiting.
- As part of the asphalt project, there were enough extra materials left over that living pads were built at each of the tent sites, Snow Fly and Pelican cabins, and the day use table pads at the end of the parking lot.

Park/Program Usage

- The park's vehicle count in July 2020 was 20,618 vs. July 2019 was 18,028. August 2020 vehicle count was 16,227 vs. August 2019 was 14,772. September 2020 count was 13,683 vs. 2019 was 10,975.
- The campground was full or close to full during August, most campers were older with larger RVs.
- Labor Day started out nice on the lake, but the wind came up out of the north very quickly. Boaters had to circle at the ramp to get into the docks.
- Fishing was slow in the beginning of September, but as usual, picked up by the end of the month. Anglers reported catching multiple fish consistently. Day use numbers followed accordingly.

Program Services

- The State Junior Ranger Program is now online.

Preservation of Natural, Cultural, and/or Historical Resources

- IDPR Natural Resource Manager and Idaho Fish & Game were contacted in July to assist with the erosion problem.
- In September, a pair of swans without cygnets were seen in the slough. They may be a pair from Red Rocks Wildlife Refuge, but if not, the Henrys pair has lost their cygnets.
- Volunteer Dr. Tim Halverson, (Zoology) compiled a list of the park's Bluebird houses. He cleaned and recorded the condition of each box and which bird he thought may have used it. He also noted what was in the box including dead birds or chicks, unhatched eggs and color, or eggshells and color. He also started a photo list of flora the park. He plans to continue the work next year.
- The park's bird list was edited by Dr. Halverson and Teresa Leberknight. The spelling and inconsistencies were edited by Dr. Jessica Dimuzio, veterinarian and author. The updates will be included in next year's version of the list.

Staff Training

- Nothing to report.

Strategic Plan Actions

- Adams and Blue Dun restroom, shower facility, and water system have been finished.
- Development met with staff to discuss the fish cleaning station's removal, replacement, and the timing of the project. Money will be available in FY 22 to remove the old station. We hope to start in mid-July, 2021 when the fishing slows down on the lake.
- Wildflower Seed was purchased in July and will be spread in the fall. Milkweed, perennials, and other wildflowers will make up the garden.
- The park's fire breaks were mowed at the beginning of June and July.

Manager's Narrative

- In July, a bison visited just outside of the park (the area between the cattle guards). Staff had to put the dump truck between the bison and customers who were trying to pet it.
- The fire danger was moderate to high in August and September with the lack of precipitation.
- There were no reports of bears being on the trails in September. The moose started rut mid-month. They were more visible and gave a show for some visitors with a short bull fight.

LAKE CASCADE – THERESA PERRY, PARK MANAGER

Customer Service

- The Van Wyck unit was closed on the evening of July 1 in preparation for the July 4th Independence Day Celebration. The fireworks ignition area was located at the adjacent Cascade Golf Course. Spectators were allowed to sit on the golf course which reduced the normally crowded conditions experienced in the Van Wyck unit. On the morning of July 5, we had a line of visitors waiting to enter the unit prior to its reopening; in the future it will be necessary to create a process to ensuring equitable access in this first come first serve area as it reopens.

- Park staff met with the Idaho Lottery Woon Crew in support of the Idaho State Parks scratch lottery ticket promotion. Staff also toured the park with KTVB television crews, and provided a variety of recreational, historical, and cultural information about the park as part of a series on state parks.
- Lake levels dropped in August and the Buttercup boat ramp and Boulder Creek ramp became unusable for launching most boaters.
- As seasonal employees left for the season in August, three camp hosts transitioned into seasonal positions to provide assistance at the park office and with maintenance.
- A few of our campground units were closed in September; the remaining open camp sites were available on a first come first serve basis. Several campgrounds, especially Ridgeview and Poison Creek, were at capacity on the weekends and busy mid-week for most of September.

Park/Program Usage

- During July the watercraft rental program, which is primarily being managed by our camp host at Van Wyck, logged 42 individual rentals of kayaks and standup paddleboards.
- The park hosted two sailing regattas and two fishing tournaments.
- In August the park experienced a reduction in visitation midweek in campground and day use areas; however, all campgrounds remained at capacity throughout the weekends.
- Most of the campground hosts left shortly after Labor Day, but some stayed and continued to serve in the Poison Creek, Ridgeview, and Big Sage campgrounds. This was especially helpful as campgrounds and day use areas continued to be busy as visitors enjoyed the warm fall conditions.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming	21	213
Jr. Ranger Programming		
School Programming		
Special Events		

Preservation of Natural, Cultural, and/or Historical Resources

- Park staff continued with control of noxious weeds by using mechanical and chemical methods. Due to concerns related to Covid-19 the Nampa Juvenile Corrections annual trip to support the removal of noxious weed in the park (and community) was cancelled.
- A few hazard trees were removed and several others identified for removal.
- For the past three years, water quality on the lake has seen an increase in harmful algal bloom. Monitoring for the harmful bacteria, primarily by the volunteer group Friends of Lake Cascade and by the Department of Environmental Quality, continued throughout the summer months. Low water conditions and warm temperatures added to the growth and spread of the bacteria in September. Although DEQ did not issue a health advisory this summer, the park did receive numerous visitor questions and comments about the lake water quality and safety. If water quality issues persist into the future it may be necessary to remove the park's handling docks earlier in the season to ensure safe water access for staff.

Staff Training

- 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

- As a result of the ongoing Coronavirus, the backpack loaner program, and hands on/direct experience-based activities were cancelled.
- Tamarack resort added a food truck to its operation for this first time. The operation provided grilled food and beverages and was located near the park shop area of Poison Creek.

- Park staff brought two additional firewood vendors into operation. We will evaluate this service at the end of the camping season to determine budget and revenue impacts, and if a concession agreement verses or a resale/vendor agreement is needed.
- Park staff and maintenance volunteers rebuilt several sections of the wood rail fence on the west of the lake, mostly focusing on the Buttercup unit.
- Park staff continue to work with our Development staff on the following projects: The Crown Point ADA fishing pier and dock project, Blue Heron restroom replacement, and Blue Heron dock and parking project. These projects will likely move forward in the fall of 2021.

Manager's Narrative

- Park staff continue to participate in the Valley County Covid-19 task force meetings.
- We determined the Poison Creek irrigation well could not meet the demand of the system and was shut down for the season. We are working with development to determine the best approach to resolve the issue and are in the process of submitting a report with the number and types of sprinkler heads so water volume calculations can be determined.
- The Sugarloaf irrigation system also was not functioning this summer due to a failed valve within the intake line. Although repair parts arrived, a limit on staff time, and the presence of aquatic weeds made it unable to be used this year.
- Park staff, the Region manager, and division administrator met with reclamation staff to discuss the renewal of the long-term partnership/operations agreement. The final edits and supporting documents will be submitted in early October which should bring this process to its final phase.
- All traffic counters were removed in September and final counts submitted. Due to mechanical failure with some of the counters, we could not submit complete data. We will need to replace eight of the 22 traffic counters in order to provide complete data by next summer.
- Ranger Blake Packer was promoted to the Assistant Manager position in September and interviews to fill the vacant ranger positions were conducted.

LAKE WALCOTT – TRAPPER RICHARDSON, PARK MANAGER

Customer Service

- The visitor center was open daily over the summer with a steady stream of visitors. We also brought in new resale items such as t-shirts, bandanas, and cold drinks, which visitors seem pleased with.
- The campgrounds were full almost every weekend and we saw an increase in weekday camping that started mid-July and continued through September. Some visitors had to be turned away due to lack of availability.
- The boat docks closed for the season on September 8 and our camp hosts and maintenance seasonals ended their season in September.

Park/Program Usage

- Although we saw an increase in Group Use Permit cancelations due to Covid-19 over the summer, August brought a wedding, a wedding shower, and three disc golf tournaments.
- In September, Minico High School cross country team used the park for a cross country meet.

Program Services

- Nothing to report

Preservation of Natural, Cultural, and/or Historical Resources

- Our ranger was able to secure some trees for planting and rented equipment to trim the existing trees. He is also working with the remaining maintenance seasonals to cut down some of the dead trees that may cause a hazard.
- Staff harvested Common Milkweed seeds to distribute for people to plant to help the Monarch Butterfly.
- One of our office personnel submitted a 'Portals to Parks' Junior Ranger activity page on the American White Pelican to Jamie Little.

- The night of Labor Day we had a windstorm that brought down 18 huge trees throughout the park. (Most of these were older trees that were planted by the Minidoka project or the CCC). Assistance came from the South Region Maintenance Crew, City of Rocks, and Bruneau Dunes who helped us try to clean up.

Staff Training

- Two of our staff members attended Interpreters Training in September at City of Rocks State Park.

Strategic Plan Actions

- We continue to use social media and flyers to connect with the community and look for volunteers.
- Our Facebook page continues to be a useful way of communicating with the public. We often receive comments and messages about park information.
- Manager continues to attend Chamber of Commerce meetings.
- Chelsea Chambers has been helping to keep the webpage updated as events happen at the park.

Manager's Narrative

- We had to repair the potable water system in the Lakeview campground twice. There have also been some irrigation issues which we are trying to resolve and to determine the exact cause. They are still functioning, just not to the level we would like to see.
- The park hosted the Idaho Disc Golf Association Championships for the fourth year. We are trying to work out new terms for their event if they want to continue to hold it in the park. I am proposing that if the event will be held here in the future, paperwork should be submitted before the 9-month reservation window opens, fees paid, and meetings for planning are held well in advance of the event.
- BOR started the drawdown of the lake in September. Maintenance is being performed on the American Falls dam and they have rerouted the flow that usually comes into Lake Walcott. The water is expected to be at its lowest in mid-October and back to normal by December.
- United Electric was here to replace the power pole that was damaged in the fire that occurred outside the park in August.

LAND OF THE YANKEE FORK – JONI HAWLEY, PARK MANAGER

Customer Service

- The park sells USFS firewood gathering permits and carries their Challis and Salmon area maps for resale.
- Park has registration stickers for ATV, boat, invasive species and snowmobiles available to the public.

Park/Program Usage

- The park had 3,636 visitors at the visitor's center over the summer and we showed the park movie 304 times to 964 visitors.
- The Yankee Fork Gold Dredge had 9,301 visitors this quarter and Custer City had 9,831.
- Point of Entry had 16 vehicles in August.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming	71	161
Interpretive Programming		
Jr. Ranger Programming		
School Programming		
Special Events		

Preservation of Natural, Cultural, and/or Historical Resource

- Idaho Heritage Trust (IHT) grant work continues on the Bayhorse Hotel. The shingles that were ordered for the hotel were not the correct ones so a special order had to be placed that will take 6-8 weeks to come in. IHT has agreed to extend the grant for one year. Work should be completed before the end of FY21.

Staff Training

- Nothing to report.

Strategic Plan Actions

- Limited staffing by the USFS at Custer, means daily operations tend to fall on park personnel and volunteers but we received several great compliments on our IDPR staff.
- Land of the Yankee Fork Historical Area stayed open until September 10 and Custer closed on September 17. USFS and park staff worked together to shutter windows, remove interpretive signs, and pack artifacts.

Manager's Narrative

- Custer Day and Ride the Bayhorse were cancelled along with other local activities such as the Braun Brothers Reunion.
- Met with IDPR Development and Dahle Construction in August concerning the temporary bridge and clearing of the Skylark Trail. The temporary bridge was placed August 28 and our volunteers were able to pull their trailer out.
- OHV use on the trail and attendance at Bayhorse continues to be quite high. We see people coming from the cities such as Boise, Twin Falls, and other places around the state.
- Volunteers for the Interpretive Center and Bayhorse have left for the season. We received many compliments on their work, their knowledge, and pleasant attitudes.
- Fencing around the entire new lawn area was constructed by our volunteers. The lawn area has been raked and planted with grass seed. We are GREEN!
- This is Manager Joni Hawley's last report before retiring.

LUCKY PEAK – SURAT NICOL, ASSISTANT MANAGER

Customer Service

- We sold record amounts of fuel at Spring Shores in July and August attendance continued to increase at all units (up 76% at Spring Shores).
- Concessionaire Redline Recreation hosted live music on weekends.
- Spring Shores saw long lines on weekends. Staff worked very hard to get people in and off the road, but we are facing real challenges with both the road and space
- Lake levels dropped fast in September and almost all seasonal staff are gone and concessions closed for the season.

Park/Program Usage

- Discovery remains a very popular site for non-motorized paddling sports, especially SUPs. We hope to address the deterioration of the beach area for safer and better access to the water.
- Shelter reservations were altered due to changing C19 restrictions in Ada County but attendance continued to climb as summer progressed.
- In September, crowds finally started dropping after a very busy summer, marina docks shut down due to low water, and we saw more non-motorized boating use at Spring Shores.

Program Services

- Scheduled programs were cancelled due to Covid-19
- A brief comet NEOWISE program was held in July with PPE and social distancing being encouraged. Clear skies allowed us to see the comet pretty well.
- Three Perseid Meteor shower programs were held at Spring Shores in August. We had great views of numerous meteors. PPE and social distancing were required

- In September, our ranger put together video clips and activities for the program Girl Scouts Love State Parks.

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming	5	40
Jr. Ranger Programming		
School Programming		
Special Events		

Preservation of Natural, Cultural, and/or Historical Resources

- Staff continues to contact people on the living history project.
- Staff is beginning to establish plants for pollinator gardens at all three units.

Staff Training

- Nothing to report.

Strategic Plan Actions

- Staff met with Development on the feasibility plan for the marina. We will have further discussions after a bit more research and brain storming

Manager's Narrative

- KTVB held interviews and shot footage for the State Park lottery series.
- All youth sailing programs were cancelled. South Idaho Sailing Outreach (SISO) volunteers worked on fundraising and infrastructure. Projects included working on future outdoor classrooms and placing three 20-foot masts at the sailing academy storage locker to be used to teach rigging, raising sails, and serve as supports for a sunshade.
- Ada County Parks helped assistant manager with a few boat ramp repairs. We are very grateful for the material, labor and partnership.
- Connectivity, cell phone service, and continual issues with Aspira have created daily issues for staff. Communications are poor and dealing with Aspira issues take about half of staff time.
- Thank you to Garth for providing resources to treat the Sandy Point pond for algae and pondweed. Results were good and saved staff a lot of time.
- A big thank you to our seasonal staff who started to leave us in August for school. We had a particularly good crew who were awesome. We wish them luck and hope they return next year.
- Lake levels continued to drop in September at over two vertical feet per day. As of September, we are about 90 feet below full pool and should bottom out at about 110 feet.
- Disc Golf Course volunteers installed the Sandy Point course for the season!
- Chelsea Chambers has been working with staff and other groups to see about funding an all access playground. We sure appreciate her work on this.

MASSACRE ROCKS – TRAVIS TAYLOR, PARK MANAGER

Customer Service

- We have had a lot more campers call us frustrated with the campground being full well in advance of most weekends. Many of the campers this year seem to be new at camping.
- We elected to keep the showers closed this season due to Covid, being shorthanded, and with the dwindling supply of anti-viral disinfectants, we thought it was best.
- We've started to get calls asking about availability of camping come winter.

Park/Program Usage

- We did not see our normal August dip this year. Campgrounds were full every weekend except one although weekday camping did taper off a bit.

- July and August day use seemed to taper off with fishing slowing down and the heat deterred most disc golfers and hikers.
- Labor Day started with a full campground and every weekend in September was the same. Camping stayed busy with the campground at or near capacity every weekend. Day users also returned with the milder temperatures.
- A lot of visitors are following the Oregon Trail through the area and were making sure to stop at the park.
- Most travelers are either heading to or returning from Yellowstone. Most had California or Oregon license plates.

Program Services

- Rockland Elementary fourth grade class came to the park on September 29. With only 10 students, we decided it was worth any risks to have the kids out to the park.

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

Preservation of Natural, Cultural, and/or Historical Resources

- Nothing to report.

Staff Training

- Our new ranger attended the Certified Interpreter Guide workshop at City of Rocks in September.

Strategic Plan Actions

- We are starting to formulate a new interpretive plan for the park as our new ranger's training is coming along.

Manager's Narrative

- On July 12, camp host was bitten on the finger by a small rattlesnake while helping campers in site #2. He was transported to Portneuf hospital in Pocatello for treatment.
- On July 30, our ranger received a call from campers staying in the Sagebrush cabin. She caught another small rattlesnake near there as well. Historically rattlesnakes have not been found in the campgrounds in the last 15+ years. We will be monitoring this as the summer winds down to see if we are getting an influx of buzz worms in the campground.
- In September the river dropped approximately three feet, but boats were still able to launch.
- Big Labor Day story was the windstorm with approximately 70 mph gusts. One of the cabins lost several shingles but should be repairable. We also lost six trees at Register Rock and are still in the process of cleaning that up as we have time.
- Vehicle counts were about 1000 more than last September and we saw an increase of approximately 500 vehicles over August 2020.

PONDEROSA – MATT LINDE, PARK MANAGER

Customer Service

- Customers slowly got used to camping without showers as we continued to explain the reason for the shower closure.
- The entire summer was spent in Phase Four of Idaho Rebounds and we had to limit groups to 50. This was understood by most but there were a few groups that were not happy. We had two groups that clearly told us they would comply and then proceeded to have double that number of people at their event.

- August customer service was hampered by staff shortages. We were not able to offer the entry kiosk for the customers coming into the park. We also did not have our retail program running as we continued to keep as little contact with the public as possible.
- We did lots of preparation ahead of the closure of the road and the Aspen Loop upgrades. The process has gone smoothly thus far and the folks that we have inconvenienced by having these closures appreciated the advance notice they received.

Park/Program Usage

- Day use numbers were up with parking lots nearly full on weekdays and over-capacity on weekends. July 4 was busy but not crushing. McCall cancelled fireworks and with the alcohol ban we had a very busy but manageable Fourth.
- Most group events were small gatherings of reunions and family get togethers. Large events were down and interpretive programs were cancelled.
- We saw an increase in the number of full campground days post Labor Day.
- The Roots preschool was back in session starting in September so we will see some numbers climb in that regard.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		
Jr. Ranger Programming		
School Programming	22	210
Special Events		

Preservation of Natural, Cultural, and/or Historical Resources

- We are at a standstill with the fossil display as we need \$6,000 to move forward with building the display. Jamie Little is currently checking on grants that are available to apply for.

Staff Training

- Staff with pesticide applicator's licenses will need training to keep their certifications current.

Strategic Plan Actions

- The construction projects started after Labor Day. The road is finished, and the stripes have been put on the parking lots. The road was reopened for visitors to enjoy late into the fall. The campground utility upgrade is moving along nicely and the boat ramp upgrade will begin in early October.

Manager's Narrative

- We have taken steps at the park to reduce our exposure to Covid. We complied with McCall city council mask wearing resolution and took extra precaution to clean surfaces before touching. This summer has been particularly stressful on the staff as we came to grips with being on the front lines of the pandemic.
- We are working to make our campground reservations easier to see and understand. It will start with Carsonite markers for the campground numbering system as our wooden posts are rotting and falling over. We may also change the way we handle our first come first served campground at N.W. Passage. We would like to change the wording on the sign at the iron ranger that tells the camper how to reserve a spot.
- We have been stretched thin this year due to the vacant interpretive ranger position. We are anxious for the position to be filled.

THOUSAND SPRINGS – DAVID LANDRUM, PARK MANAGER

Customer Service

- Due to the Coronavirus we have not been doing group tours.

- The houses on Ritter Island are open and are booked most weekends but will close October through December to replace the bridge.

Park/Program Usage

- We held our annual Ice Cream Social and 100-year celebration on Ritter Island which was well attended with around 100 attendees. We all wore our masks and gloves as we handed out cupcakes and ice cream.
- Our first and only scheduled wedding this summer was held on Ritter Island with over 100 people attending.
- Day use in our parks have increased over the past year. The public is getting out and hiking Box Canyon, riding horses in the arena, walking the bike/walk path at Billingsley Creek, fishing at Crystal Springs, picnicking at Malad Gorge, and staying in the houses and touring Ritter Island.
- Every second Saturday of the month we are holding an ATV/Motorbike class, which have been well attended.

Program Services

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		
Jr. Ranger Programming		
School Programming		
Special Events	1	100

Preservation of Natural, Cultural, and/or Historical Resources

- Painting of the barn on Ritter Island was finished in time for our ice cream social.
- The Ritter Island bridge pre-construction meeting took place on the September 16 with the work starting on September 30.
- A disc golf course is in the planning stages. The course is being planned and installed by a group of boy scouts working on their Eagle project.

Staff Training

- Nothing to report.

Strategic Plan Actions

- Nothing to report.

Manager's Narrative

- We finished the paving and repairs on the roads in Malad Gorge State Park. Widening of the roadways was needed and roads should now hold up to the larger RVs and trucks we see here.
- There was also a groundbreaking for the new visitor's center being built at Billingsley Creek State Park. It was well attended by our board members, the interim director, and our past Director along with great support of our local community.
- Along with all this excitement, our visitation at all parks is higher than we have had in many years. Even with the pandemic, people want to get outside and visit their parks and open spaces. We even added a new parking lot to hold all the cars.

THREE ISLAND – NITA MOSES, PARK MANAGER

Customer Service

- The search for volunteers/camp hosts to replace those who committed, then had to cancel due to Covid-19 continued into August. We did keep the history center open with reduced hours and the self-guided museum, theater and exhibits were closed to the public.
- We will need both kiosk and visitor center help for October when one of our seasonal kiosk aides is finished for the year. The kiosk will be short two days per week (Tues/Wed) in October.

Park/Program Usage

- The visitor center had 1,664 visitors for July which is a decrease of 640 visitors from July 2019. In August, we had 894 visitors for a decrease of 1,247 visitors compared to August 2019. In September, we had 891 visitors for a decrease of 700 visitors compared to September 2019.
- The traffic counter reading for July was 6,612, for August 5,954, and September was 5,708. We have adjusted the schedule at the kiosk this year and have tried to keep it open longer because this assists the entire operation of the park when it is open.
- Cabin usage was down as staff had to place closures for extra cleaning due to Covid-19.

Program Services

- Three Night Sky Programs with Chuck Schroll were held in September.

Program Type	No. of Programs	No. of Attendees
Experiential Programming		
Interpretive Programming		
Jr. Ranger Programming		
School Programming		
Special Events	3	41

Preservation of Natural, Cultural, and/or Historical Resources

- Staff continues to maintain the grounds with pruning, mowing, irrigating, edging, spraying, fertilizing, weed trimming and staining throughout the park.
- Staff continues to maintain the grounds and mow firebreaks.
- Staff continues to take care of the big branches that break and fall. Last year we rented a lift although we were only able to reach about 30 feet in the air. Our trees are quite tall and there are many dead limbs and hanging branches that cannot be reached without a large lift. Staff takes care of as many tree hazards as possible. A tree service would be the best solution.

Staff Training

- Staff cancelled the Team Building meetings.
- Training of seasonal employees on Blood Borne Pathogens, and Respectful Workplace – One Person One Hour.

Strategic Plan Actions

- Retail revenue for July totaled \$6,365.68, August totaled \$4,649.26, and September totaled \$4,310.86. The 2020 annual retail revenue totals \$20,173.41

Manager's Narrative

- Sr. Maintenance employee finished up the irrigation installation at Bruneau Dunes and saved the department approximately \$30,000.
- Electrical issues continue in the Trailside Loop.
- Sr. Maintenance Craftsman installed new countertops and sink hardware in the Trailside Campground restroom. They were in bad shape with laminate lifting and causing a mess when the pressboard underneath got wet. We also purchased new partitions for the stalls but will wait to install them until after the park closes October 31.
- Irrigating the park continues to be an issue with all the usage. We are happy to see our patrons, but it does complicate our maintenance duties. Staff has considered closing sections of the campground similar to how Bruneau Dunes operates. This will be a considerable loss in revenue (as the cabin closures have been), but the need to protect our resources is significant.
- Electrical issues continue in the Trailside Loop.

SOUTH REGION MAINTENANCE CREW – CHRISTOPHER RE, FOREMAN

Harriman

September

- Installed the new Silver Lake yurt.



- Attempting to find and order a replacement valve kit for a leaking fire hydrant in the Historic Ranch District, will return and help replace the valve.

Massacre Rocks

August

- Pulled rotten fishing docks and using the docks acquired from Ririe last year, we constructed new fishing docks. We made every effort to slope all grades at least 1:12 to comply with ADA.
- We also constructed an anchoring system and attached them to the shore as well.



Ponderosa

July

- Graded the shop area, added fill to the larger holes and graded road to park housing.

Thousand Springs

July

- Dug four test holes for DEQ at the new visitor center. Added parking area near the front for elderly/handicap parking.
- Added new parking area to Box Canyon with approximately 50 parking spaces.

August

- Put finishing touches on the overflow parking area. Cleaned up all the equipment and moved it to Massacre Rocks.

