

IDAHO DEPARTMENT OF PARKS AND RECREATION

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

BOARD MEETING MINUTES

November 13, 2020 Quarterly Meeting via Zoom

IDPR Headquarters

Boise, ID

Minutes – November 13, 2020

Call to Order – Chairman Black

The Chairman called the meeting to order at 9:02 A.M.

Chairman Black requested a roll call.

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

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

Susan Buxton – Interim Director
Betty Mills – Management Assistant to the Director
Anna Canning – Management Services Administrator
David White – North Region Manager
Garth Taylor – South/East Region Manager
Steve Martin – Fiscal Officer
Kathy Muir – Grants Management Supervisor
Adam Zaragoza – Development Bureau Chief
Craig Quintana – Public Information Officer
Debbie Hoopes – Human Resource Manager
Dave Claycomb – Recreation Bureau Chief
Wallace Keck – City of Rocks, Park Manager 3
Tom Helmer – Non-Motorized Trails Coordinator
Chelsea Chambers – Public Information Specialist
Joel Taylor – Office Services Supervisor 2
Steve Strack – Deputy Attorney General
Nate Fisher – Governor's Office
Matthew Reiber – Department of Financial Management
Sandra Mitchell - Executive Director, Idaho Recreation Council
David Claiborne – President, Idaho State ATV Association
Rick Just – Friends of Idaho State Parks
Mark Elsbree – Senior Vice President and Western Director, Conservation Acquisition at the Conservation Fund
Steve Masterson

Welcome and Introductions

Chairman Black welcomed everyone to the meeting.

Consent Agenda – Action Item

- o Approval of Minutes
 - October 8, 2020
 - October 20, 2020

Mr. Eastwood moved to approve the October 8, 2020 and October 20, 2020 minutes. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Mr. Fatkin sustained from voting on the October 20, 2020 minutes due to him not being on the call. Motion carried.

Director's Report

The Director reported on the following topics:

- **CARES ACT Updates**

- Capital Remediation – Prior to COVID-19, IDPR was experiencing a 22% increase in day use compared to 2019. In 2020, due to COVID-19, day use season started in March and lasted throughout September. This created an additional usage increase of 15%. IDPR was granted CARES ACT funds to mitigate the impacts to some of our hardest hit facilities due to COVID.
- Priest Lake, Lionhead Site Remediation – This project provided resource preservation by re-aligning the camp sites and expanding the existing day use parking areas. This should help reduce the parking on vegetated areas and preserve State property.
- Farragut, Eagle Cove Parking Expansion – Grubbing and grading have been done to this site, and it is estimated this will add an additional 50-60 parking stalls for boats and trailers. Paving will be done in the future if/when funding becomes available.
- Thousand Springs, Box Canyon Parking Remediation – Clearing, grubbing and grading was completed on November 6th. The paving started on November 10th and is scheduled to be complete on November 11th. Striping the parking stalls will follow. This project is estimated to add up to 80 new parking stalls at the overlook and trailhead to Box Canyon.
- Bear Lake, East Beach Parking Remediation – The expansion of the East Beach area is substantially complete, and the contractor has mobilized off the site. Additional parking to the East Beach area is estimated at 300+ cars/spots to the already overused area. The area is ready for asphalt paving if/when future funding becomes available.
- **Staffing – Salary Increases** – On October 8, 2020, Governor Little issued guidance for compensation changes during FY2021. This guidance to agencies addresses hard-to-fill, hard-to-retain positions and be merit based. Based on this guidance, a review of the Non-Executive Staff positions and available personnel funds, will be conducted agency wide. IDPR is preparing a submitted request for approval from DFM and DHR meeting the Governor's criteria for approximately 80 positions. To address compression now for merit-based increases prior to the CEC (Change in Employee Compensation) request for Statewide increases. Compression is something IDPR needs to continue to address. This move is based on merit, retention and compression.

- **Agency Climate Survey** – Director Buxton enlisted Medallia to conduct the staff survey at no cost to the agency. Results are expected by the next Board meeting.
- **Passport Statute Change** – IDPR has Executive Legislation to seek a statutory change recommendation in the Passport fee from \$10 to \$20 per vehicle per year. Supporting data and background information was provided to the Board to use when talking to the Legislators and public, to enlist their support in the increased cost of the Passport. The proposed Idaho State Passport increase would provide a vital revenue increase at a time when parks are experiencing ever-increasing use. The money would enhance facilities, allow better maintenance and provide adequate staff to ensure visitors enjoy exceptional recreational experiences.
- **Registration and Reservations** – Joel Taylor has been appointed as the acting Interim for Tammy Kolsky's position until it is filled. Camping Registrations are going live on December 10, 2020. A press Release went out this morning with this announcement. IDPR has been working with Aspira to create a data file that follows the necessary format for uploads into ILETS. This file will be generated daily and ISP will have direct access. ISP will then be able to manually upload this file into ILETS. This solution is currently in place on IDPR/Aspira's side and we are waiting on confirmation from ISP that a trial upload works well. Once we have this confirmation, we will be able to provide all registration data completed in Aspira in a large "catch-up" file and then subsequently resume daily file creation. Since this is currently only waiting on final confirmation from ISP, this should be fully operational within just a few weeks, possibly sooner.
- **Snowmobile Distribution** - On October 7, 2020, IDPR staff and Director Buxton met with motorized recreation users to update the group on registration modernization efforts. Tammy

Kolsky informed the group that we were not able to calculate the snowmobile distribution as we normally do since we no longer have an IT programmer in house to run the query on RIS. Instead, R&R used monthly reports and worked with the Recreation Bureau Chief, Dave Claycomb, to ensure that each county program received at least the same amount of funds they received in 2019. Since that time, ITS (Information Technology Services) has assigned a programmer to IDPR and that employee has located the proper queries to run a report for us. Once we receive the report, we will review it against what was distributed and make sure that no county is due funds.

Director Buxton met with Jeff Weak, ITS Director last night and stated that she would like more of an onsite presence in our parks and at headquarters. Director Weak will work on her request.

- **Centralize and Update Repository** – Every state agency must adopt guidelines that identify the general subject matter of all public records kept or maintained by the state agency. IDPR is in the process of updating our document retention processes to meet the state requirements.
- **Junior Ranger Award – Press Release** – IDPR's Junior Ranger Program Activity Guide received a second-place award from the National Association for Interpretation (NAI). The NAI annually helps thousands of children discover and appreciate the natural world on display at Idaho's State Parks.
- **The Director stood for questions.** The Board thanked Director Buxton for all she is doing for IDPR while juggling two jobs.

Sheridan Property Acquisition – Wallace Keck

Mr. Keck introduced Mark Elsbree, Sr. VP and Western Director, Conservation Acquisition at the Conservation Fund. Mr. Elsbree will provide specific information on the Sheridan property. Mr. Keck provided the Board with a PowerPoint presentation. The Sheridan acquisition is a proposed, 360-acre expansion of park lands. 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. Today's 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. 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. Mr. Keck stood for questions. Board and staff discussion followed pertaining to the timeline for IDPR to be able to acquire funding for this property and apply for a LWCF grant.

Rules Regarding Land and Water Conservation Fund – Anna Canning

Ms. Canning provided background information on the Board's directive for these rules, during the February 2020 and August 2020 meetings. Today Ms. Canning provided an update on where we are currently with this rule and requested the Board, direct staff to seek public comment on the revised rules. This would then allow staff to present the rules during the 2022 Legislative Session. Ms. Canning stood for questions. Ms. Roach recommended for IDPR staff to continue with the process of moving forward with this rule and public comment.

Rules Regarding State and Federal Grants – Anna Canning

Ms. Canning provided background information on the review process for these grants, as directed by the Board during their February and August 2020 Board meetings. Ms. Canning also provided the Board with Standards by Grant Program. During the February meeting, the Board directed staff to initiate an amendment to the Idaho Code to reevaluate criteria in the rules regarding state and federal grants while also updating the rules to meet the goals of the Red Tape Reduction Act. During the August 2020 Board meeting, IDPR staff was directed to send a letter to Bonner and Kootenai Counties and carry the rules over to the November 2020 meeting. Mr. Eastwood requested a Board Sub-Committee be assigned, along with a few IDPR staff, to review the process, and bring back their recommendations to the full Board. Mr. Eastwood, Mr. Doman and Ms. Roach volunteered to be on the Sub-Committee. Ms. Canning will recruit IDPR staff to assist with this process.

Mr. Fatkin moved for the Board to establish a Sub-Committee to discuss grant standards. Ideally the Sub-Committee would make a recommendation to the full Board in the February meeting. 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. Motion was seconded by Mr. Beckley. The Chairman asked for further discussion, hearing none, he called for a vote on the motion. Motion carried unanimously.

Farragut – Bayview Utility Easement – David White

Director Buxton presented this agenda item for Mr. White. The Director reported that 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 of 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. The Department agreed to enter a Utility Easement with Bayview Water and Sewer District, providing access in perpetuity.

Mr. Fatkin moved to approve staff recommendation for the Utility Easement with the Bayview Water and Sewer District as presented. Motion was seconded by Mr. Beckley. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Waterways Improvement Fund (WIF) Discussion – Board

There was Board and staff discussion on looking at the possibility of changing the 30% Cap on the WIF Grant. The Board agreed to compile a Sub-Committee to review all the Grant rules/processes. The Sub-Committee will bring their recommendations back to the Board for consideration during the February 2021 meeting.

2021 Board Dates & Locations – Betty Mills

Ms. Mills provided the Board with suggested dates and locations for the upcoming 2021 Board meetings.

February 24-25, 2021	IDPR Headquarters
May 19-20, 2021	Idaho Falls, ID
August 11-12, 2021	Wallace, ID
November 17-18, 2021	IDPR Headquarters

Board and staff discussion followed on the possibility of not being unable to travel for meetings in 2021, due to COVID. The Board agreed to continue to hold ZOOM meetings if unable to meet in person.

Mr. Fatkin moved for the Board to stay the course with the proposed dates and locations for the 2021 Board meetings. 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.

Board Elections

Ms. Roach nominated Brian Beckley to serve as Chairman for the coming year and requested to rotate the Chairman position every year. Motion was seconded by Mr. Doman. The Chairman asked for further discussion. Further discussion followed regarding Board meeting procedures. The Chairman called for a vote on the motion. Motion carried unanimously.

Ms. Roach moved to elect Mr. Eastwood as Vice Chairman. Motion was seconded by Mr. Doman. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Program Reports

Board members were given time to ask questions of IDPR staff, on submitted program reports.

Public Comment

David Claiborne reported that the Idaho State ATV Association and the Idaho Recreation Council (IRC) are working with IDPR's Recreation program. Mr. Claiborne appreciates staff keeping them informed and in the loop on meetings and other information of interest to them.

Executive Session

Ms. Roach moved to go into Executive Session under authority of Idaho Code 74-206 (a), to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of the individuals are to be evaluated in order to fill a particular vacancy or need and (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 agenda, or public school students". Motion was seconded by Mr. Black. A roll call vote to go into Executive Session was taken by Ms. Mills.

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

The Board came out of Executive Session at 2:00 P.M.
No decisions were made. The Board will follow the Governor's directive, the final job description for the IDPR Director's position will be sent out next week. The Board will gather the submitted applications from DHR, review them and select eligible candidates to be interviewed.

Mr. Eastwood moved to adjourn the meeting. Motion was seconded by Mr. Fatkin. Meeting was adjourned at 2:12 P.M.



Brian Beckley, Chairman
Idaho Park and Recreation Board



Susan E. Buxton, Interim Director
Ex-Officio Member of the Board

