

## IDAHO DEPARTMENT OF PARKS & RECREATION

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

### Board Zoom Meeting

Idaho Department of Parks and Recreation

5657 Warm Springs Ave

Boise, ID 83716

April 11, 2022

Zoom Meeting Link:

<https://us02web.zoom.us/j/87941129103?pwd=a0tpRllpUlnzTENCaTN5VXZNVzdMQT09>

Meeting ID: 879 4112 9103

Passcode: 219113

### AGENDA

#### Monday, April 11, 2022

- **2:00 P.M. (MT)** Call to Order - Chairman Beckley
  - Roll Call
- Leading Idaho Projects Discussion - Melanie Schuster
- FY23 Employee Compensation Plan Approval - **Action Item** - Director Buxton & Debbie Hoopes
- HQ Lease Termination, Bond Payment and Quitclaim Deed - **Action Item** - Director Buxton
- Director Report - Director Buxton

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

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

*(c) "To acquire an interest in real property not owned by a public agency."*

*(f) "To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement."*

- Executive Session \* - Personnel Decision - **Action Item**
- ADJOURN

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

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

**AGENDA ITEM**  
**Idaho Park and Recreation Meeting**  
**April 11, 2022**  
**IDPR Headquarters**  
**5657 Warm Springs**  
**Boise, ID 83716**

**AGENDA ITEM:**                      Leading Idaho Projects Proposal

**ACTION REQUIRED:**                      None/Information Only

**PRESENTER:**                      Melanie Schuster, Interim Development Bureau Chief

**PRESENTATION**

**BACKGROUND INFORMATION:**

For FY2023, IDPR was appropriated \$20,000,000 from the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund. This appropriation is the first installment of an overall capital investment package of \$45 million spread over the next 4 fiscal years. All funds from the ARPA program must be expended by December 31, 2026.

Staff has been evaluating IDPR's maintenance backlog and Capital needs since mid-2020. In summer 2021, the Development Team drafted an initial ARPA list of projects that specifically addressed infrastructure improvements (water, sewer & deferred maintenance). Prior to the FY23 Legislative Session, staff put together a metric for capacity improvements at the request of the Governor's office in response to using ARPA funds to enhance recreation opportunities. In summary, staff proposed adding 250 campsites, 25 day use areas and upgrade/add 150 boat slips and docks as part of the ARPA program.

The proposed projects in this presentation are a blend of capacity improvements to the IDPR system as well as starting to address the maintenance backlog. It should be noted that the capacity improvement projects may require additional full time employee requests in the coming fiscal years.

**STAFF RECOMMENDATIONS:** None/Information Only.

The following are proposed projects for infrastructure repairs to address the maintenance backlog and increase capacity following the Leading Idaho Plan, with the goal to add 250 campsites, 25 day use areas and upgrade/add 150 boat slips and docks. The budgetary estimates are preliminary and will be finalized over time as bids and resources are procured.  
 \*shovel ready/out to bid/pending bid award

<b>Active Projects Short of Funding</b>	<b>Cost Estimate</b>	<b>Design Est.</b>	<b>Construction Est.</b>
Old Mission, Pathway Repairs & ADA Access*	\$250,000	Complete	2022
Dworshak, Freeman Creek Phase 2 Waterline Upgrades*	\$600,000	Complete	2022/2023
Bear Lake, East Beach Water & Electric Upgrades*	\$200,000	Complete	2022
Bruneau Dunes, New Observatory & Telescope*	\$1,400,000	Complete	2022 into 2023
Hells Gate, Marina Dock Replacement*	\$1,000,000	Complete	2022 into 2025
Henrys Lake, Phase 2 Water System Upgrades*	\$850,000	Complete	2022/2023
Hells Gate, Marina Restroom & Lift station Upgrades	\$200,000	2022	2022/2023
Priest Lake, Campground Water & Electric Upgrades*	\$300,000	Complete	2022 into 2023
Harriman, Scovel Frost Remediation & HVAC*	\$200,000	2022	2022/2023
<b>Subtotal Active Projects</b>	<b>\$5,000,000</b>		
<b>Infrastructure Improvements</b>	<b>Cost Estimate</b>	<b>Design Est.</b>	<b>Construction Est.</b>
Statewide Staff Housing Program	\$1,200,000	Ongoing	2023 to 2026
Statewide, Vault Toilets*	\$800,000	Ongoing	2022/2023
Henrys Lake, Dump Station and Sewer Replacement	\$2,000,000	2023	2024/2025
Dworshak, Surface Water Intake Replacement	\$1,800,000	2022/2023	2024/2025
Heyburn, Wastewater Facility Repairs	\$3,000,000	2022/2023	2023/2024
Harriman, Water and Septic System Upgrades	\$2,000,000	2022/2023	2025/2026
Massacre Rocks, Sewer System Replacement	\$1,000,000	2023	2024/2025
Statewide Road and Bridge Repairs	\$1,500,000	2022/2023	2023 to 2026
Thousand Springs, Ritter Island Water System	\$1,000,000	2022/2023	2023/2024
Farragut, Buttonhook Bay Infrastructure Improvements	\$400,000	2022	2023
Eagle Island, Calf Barn Reroof & Building Stabilization	\$400,000	2022	2023
Statewide Minor Maintenance Repairs*	\$1,500,000	Ongoing	2022 to 2026
<b>Subtotal Infrastructure Improvements</b>	<b>\$16,600,000</b>		
<b>Capacity Improvements (up to 275 sites and Day Use Areas)</b>		<b>Design Est.</b>	<b>Construction Est.</b>
Farragut, Peterson Campground (~50)	\$3,000,000	2023	2025
Harriman, Fish Pond Campground (~15)	\$1,000,000	2022	2023/2024
Land of Yankee Fork, Camping Improvements (~70)	\$3,500,000	2022/2023	2023 to 2025
Round Lake, Tree House Overnights (up to 4)	\$800,000	2022	2023
Ponderosa, Kokanee Cove (~15)	\$2,500,000	2022/2023	2024
Winchester Yurt Additions (2)	\$200,000	2022/2023	2023/2024
Bear Lake, East Beach Renovations (~10)	\$750,000	2022	2023
TCDA, Bike In Campground (~20)	\$750,000	2023	2024
Massacre Rocks, Rock Creek Campground (~15)	\$1,000,000	2023	2024
Henrys Lake, Outlet Campground (~50)	\$3,000,000	2023	2025
Mowry, Campground Development (~25)	\$1,000,000	2023	2024 to 2025
Idaho City Yurt Additions (2)	\$200,000	2022/2023	2024
Statewide Day Use Area Development (~8)	\$400,000	Ongoing	2023 to 2026
<b>Subtotal Capacity Improvements</b>	<b>\$18,100,000</b>		
<b>Boat Slip Upgrades</b>	<b>Cost Estimate</b>	<b>Design Est.</b>	<b>Construction Est.</b>
Heyburn, Rocky Point Dock Replacements	\$2,000,000	2023	2025
Farragut, Buttonhook Bay Dock Replacement	\$250,000	2023	2024
<b>Subtotal Boat Slip Upgrades</b>	<b>\$2,300,000</b>		
Contingency (~ 6.7%)	\$3,000,000		
<b>TOTAL</b>	<b>\$45,000,000</b>		

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 751

BY APPROPRIATIONS COMMITTEE

AN ACT

RELATING TO THE APPROPRIATION TO THE DEPARTMENT OF PARKS AND RECREATION FOR FISCAL YEAR 2023; APPROPRIATING MONEYS TO THE DEPARTMENT OF PARKS AND RECREATION FOR FISCAL YEAR 2023; LIMITING THE NUMBER OF AUTHORIZED FULL-TIME EQUIVALENT POSITIONS; EXEMPTING THE APPROPRIATION FROM PROGRAM TRANSFER LIMITATIONS; PROVIDING REAPPROPRIATION AUTHORITY; APPROPRIATING ADDITIONAL MONEYS TO THE DEPARTMENT OF PARKS AND RECREATION FOR THE CAPITAL DEVELOPMENT PROGRAM FOR FISCAL YEAR 2022; AND DECLARING AN EMERGENCY.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. There is hereby appropriated to the Department of Parks and Recreation the following amounts to be expended according to the designated programs and expense classes from the listed funds for the period July 1, 2022, through June 30, 2023:

	FOR PERSONNEL COSTS	FOR OPERATING EXPENDITURES	FOR CAPITAL OUTLAY	FOR TRUSTEE AND BENEFIT PAYMENTS	TOTAL
I. MANAGEMENT SERVICES:					
FROM:					
General					
Fund	\$429,100	\$353,400			\$782,500
Indirect Cost Recovery					
Fund	280,000	197,200			477,200
Parks and Recreation					
Fund	1,656,100	1,829,200	\$129,000	\$370,000	3,984,300
Recreational Fuels					
Fund	370,800	548,400		2,221,800	3,141,000
Parks and Recreation Registration					
Fund	368,800	145,100		8,650,000	9,163,900
Miscellaneous Revenue					
Fund		15,600			15,600
Federal Grant					
Fund	<u>0</u>	<u>2,600</u>	<u>0</u>	<u>2,600,000</u>	<u>2,602,600</u>
TOTAL	\$3,104,800	\$3,091,500	\$129,000	\$13,841,800	\$20,167,100

	FOR	FOR	FOR	FOR	TOTAL
	PERSONNEL	OPERATING	CAPITAL	TRUSTEE AND	
	COSTS	EXPENDITURES	OUTLAY	BENEFIT	
				PAYMENTS	
1					
2					
3					
4					
5	II. PARK OPERATIONS:				
6	FROM:				
7	General				
8	Fund	\$2,359,400	\$588,700		\$2,948,100
9	Indirect Cost Recovery				
10	Fund		2,400		2,400
11	Parks and Recreation				
12	Fund	6,991,800	2,463,300	\$744,000	10,199,100
13	Recreational Fuels				
14	Fund	205,700	244,600	1,051,000	1,501,300
15	Parks and Recreation Registration				
16	Fund	1,030,100	1,081,300	165,000	\$200,000
17	Miscellaneous Revenue				
18	Fund	19,400	76,500		95,900
19	Public Recreation Enterprise				
20	Fund	838,500	1,429,000		2,267,500
21	Parks and Recreation Expendable Trust				
22	Fund	545,600	405,600		951,200
23	Federal Grant				
24	Fund	<u>1,160,000</u>	<u>628,600</u>	<u>0</u>	<u>1,227,500</u>
25	TOTAL	\$13,150,500	\$6,920,000	\$1,960,000	\$1,427,500
26	III. CAPITAL DEVELOPMENT:				
27	FROM:				
28	Parks and Recreation				
29	Fund		\$1,605,000		\$1,605,000
30	Recreational Fuels				
31	Fund		1,100,000		1,100,000
32	Parks and Recreation Registration				
33	Fund		3,700,000		3,700,000
34	Parks and Recreation Expendable Trust				
35	Fund		165,300		165,300
36	American Rescue Plan				
37	Fund		3,016,400		3,016,400
38	ARPA State Fiscal Recovery				
39	Fund		20,000,000		20,000,000

				FOR	
	FOR	FOR	FOR	TRUSTEE AND	
	PERSONNEL	OPERATING	CAPITAL	BENEFIT	
	COSTS	EXPENDITURES	OUTLAY	PAYMENTS	TOTAL
5	Federal Grant				
6	Fund		<u>3,700,000</u>		<u>3,700,000</u>
7	TOTAL		\$33,286,700		\$33,286,700
8	GRAND TOTAL	\$16,255,300	\$10,011,500	\$35,375,700	\$15,269,300
					\$76,911,800

9 SECTION 2. FTP AUTHORIZATION. In accordance with Section 67-3519,  
 10 Idaho Code, the Department of Parks and Recreation is authorized no more than  
 11 one hundred seventy and ninety-seven hundredths (170.97) full-time equiva-  
 12 lent positions at any point during the period July 1, 2022, through June 30,  
 13 2023, unless specifically authorized by the Governor. The Joint Finance-App-  
 14 propriations Committee will be notified promptly of any increased positions  
 15 so authorized.

16 SECTION 3. EXEMPTIONS FROM PROGRAM TRANSFER LIMITATIONS. Notwith-  
 17 standing the provisions of Section 67-3511(2), Idaho Code, trustee and  
 18 benefit payments appropriated for grants in the Management Services Program  
 19 may be transferred to capital outlay in the Capital Development Program or to  
 20 capital outlay in the Park Operations Program to reflect grants awarded to  
 21 the Department of Parks and Recreation for the period July 1, 2022, through  
 22 June 30, 2023. Legislative appropriations shall not be transferred from one  
 23 fund to another fund unless expressly approved by the Legislature.

24 SECTION 4. REAPPROPRIATION AUTHORITY. There is hereby reappropriated  
 25 to the Department of Parks and Recreation any unexpended and unencumbered  
 26 balances appropriated or reappropriated to the Department of Parks and  
 27 Recreation for the Capital Development Program for fiscal year 2022 to be  
 28 used for nonrecurring expenditures in the Capital Development Program for  
 29 the period July 1, 2022, through June 30, 2023. The Office of the State Con-  
 30 troller shall confirm the reappropriation amount, by fund, expense class,  
 31 and program, with the Legislative Services Office prior to processing the  
 32 reappropriation authorized herein.

33 SECTION 5. In addition to the appropriation made in Section 1, Chap-  
 34 ter 152, Laws of 2021, and any other appropriation provided by law, there is  
 35 hereby appropriated to the Department of Parks and Recreation in the Capi-  
 36 tal Development Program \$215,000 from the Parks and Recreation Fund to be ex-  
 37 pended for capital outlay for the period July 1, 2021, through June 30, 2022,  
 38 for delegated construction projects.

39 SECTION 6. An emergency existing therefor, which emergency is hereby  
 40 declared to exist, this act shall be in full force and effect on and after its  
 41 passage and approval.

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

**AGENDA ITEM**  
**Board Zoom Meeting**  
**Idaho Department of Parks and Recreation**  
**5657 Warm Springs Ave**  
**Boise, ID 83716**  
**April 11, 2022**

**AGENDA ITEM:**                      **FY2023 CEC Pay Plan**

**ACTION REQUIRED:**                      **Board Approval for DRAFT FY2023 CEC Pay Plan for IDPR permanent staff.**

**PRESENTER:**                      **Susan Buxton, Director/ Debbie Hoopes, Human Resource Officer**

**PRESENTATION**

**BACKGROUND INFORMATION:** Board approval is required prior to implementation of CEC increases. This is a draft document and requires approval from both DHR and DFM. There will be minor changes required by DHR/DFM prior to approval and implementation. Board approval will allow the submission/implementation of the plan with no requirement for IDPR Board to approve minor changes. Once approval is given by DHR/DFM the increases will go in to effect with a target of four pay periods early.

**STAFF RECOMMENDATIONS:** Staff recommends that IDPR Board approves the FY2023 pay plan as presented with the understanding that there will be minor modifications driven by DHR/DFM prior to final approval and implementation.



## IDAHO DEPARTMENT OF PARKS AND RECREATION

### FY 2023 CEC Distribution Plan

**Brad Little**  
Governor

**Susan E. Buxton**  
Director

.....  
**IDAHO PARK AND RECREATION BOARD**  
.....

**Doug Eastwood**  
*District One*

**Randy Doman**  
*District Two*

**Brian Beckley**  
Board Chair  
*District Three*

**Mike Roach**  
*District Four*

**Pete J. Black**  
*District Five*

**Louis Fatkin**  
*District Six*

.....  
**DIRECTOR'S OFFICE**  
.....

5657 Warm Springs Avenue  
P.O. Box 83720  
Boise, Idaho 83720-0065

Phone (208) 334-4199

[www.parksandrecreation.idaho.gov](http://www.parksandrecreation.idaho.gov)

### FY 2023 CEC Implementation

Each year the Governor and the legislature determines, an amount of funding to be allocated for change in employee compensation (CEC). This year the Legislature and the Governor appropriated a fully funded upward adjustment of the compensation schedule by 3% to provide a 3% ongoing salary increase for all permanent positions and \$1.25 per hour increase for each permanent employee, to be distributed based on merit with flexibility as determined by agency directors. IDPR submitted and received approval for FY2023 Component 1, 3% salary increase which was effective March 20, 2023.

The Guidance for FY 2022 CEC Memorandum (Guidance Memo) from the Division of Financial Management (DFM) and Division of Human Resource (DHR) governs the preparation of the agency distribution plans. Additionally, DHR and DFM requested that agency distribution plans also incorporate existing compa-ratio factoring.

IDPR requested, during the budget process, an additional 2% equity increase for permanent staff. Based on this allocation which was given approval, the implementation would be as follows; \$.50/hr for all staff, \$.75/hr for staff with over five years of service, and \$1.00/hr for staff with over ten years of service. This addresses equity and compression issues with IDPR as well as equity with other state agencies.

The Idaho Department of Parks and Recreation (IDPR) hereby requests approval to implement the legislatively authorized CEC for FY2023.

- Ongoing wage increases structured on merit and compa-ratio as noted in the following matrix. The matrix emphasizes merit by providing a meaningful distinction between increases for performance ratings. It also distinguishes between three tiers of compa-ratios, ranging from 78% to 108%. (These ranges encompass all IDPR employees.)



		Performance			
		Does not meet expectations	Meets expectations	Solid sustained performance	Exemplary performance
Market (Compa-Ratio)	>89%	0%	3.0%	4.0%	5.0%
	80% to 89%	0%	4.0%	5.0%	6.0%
	<80%	0%	5.0%	6.0%	7.0%

APS	14	8.6%
SS	123	75.5%
EX	26	16.0%
DNA	0	0.0%

- Eligible employees will include all permanent employees hired by April 20, 2022. Those on entrance, promotion or voluntary probation are eligible at the satisfactory completion of probation *but will not be retroactive to their date of hire.*
- The effective date will be April 17, 2022, (pay date May 13, 2022) for those FTPs with a current performance evaluation on file, or immediately after satisfactory completion of probation as applicable. Vacancies in FY 2022 have generated enough salary savings to implement this plan four pay periods early.

### Compensation Policy

As required by the Guidance Memo, we have included IDPR's Salary Administration Policy as Attachment A. The FY2023 department policy will be to hire staff at 80% of policy. Any existing employees who fail to realize the 80% of compa-ratio after the CEC increase will be moved to the 80% threshold of the **FY2023 pay schedule** on May 15, 2022.

## **Comprehensive Employee Salary Spreadsheet Summary**

As directed by the CEC Implementation Plan and the CEC Guidance Memo, IDPR has included a spreadsheet summary, detailing the salary increases for IDPR employees.

IDPR will continue to use our allocated resources wisely, ensure employees act as responsible stewards of our natural resources, and provide outstanding customer service to the citizens of Idaho.

All employees eligible for CEC increase have completed the mandatory state cyber security and respectful workplace training prior to implementation of FY2023 CEC Pay Plan.

DRAFT



## Salary Administration

Effective date: 1/4/2018

Policy #: 3060

### 1. Purpose:

The purpose of this policy is to establish and maintain a compensation plan that is fair, is equitable in application, and reflects the State of Idaho Pay Schedule. [IDAPA 15.04.01.06](#) requires that each agency develop a compensations plan designed to consider recruitment and retention and ensure pay equity within the organization.

The Department's goal is to recognize and reward employees on a pay-for-performance basis that provides faster salary advancement for higher performers, enhances recruitment efforts for specific challenges, and increases retention of high-achieving employees.

### 2. Scope:

All Department classified and non-classified employees are expected to comply with—and will be held accountable to—the standards in this policy. This policy does not apply to seasonal employees and volunteers.

### 3. Responsibility:

The human resources officer is the owner of this policy and is responsible for implementing the policy. The owner is also responsible for reviewing and updating the policy to reflect current laws, needs, and strategic initiatives. The Director must approve any amendment to this policy.

### 4. Standards and Procedures:

#### 4.1. Definitions

**Board:** *The Idaho Park and Recreation Board.*

**CEC:** *Change in employee compensation.*

**Classified Employee:** *Any person appointed to or holding a position in any department of the State of Idaho and subject to the provisions of the merit examination, selection, retention, promotion and dismissal requirements of [Idaho Code, Title 67, Chapter 53](#).*

**Compa-ratio:** *The relationship between an employee's salary and the policy pay rate (market) of their job. For example: If an employee in pay grade K earns \$21.22 per hour, and the policy pay rate (market) for pay grade K is \$24.65, their compa-ratio is 86% (hourly rate divided by policy rate equals compa-ratio).*

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

**Director:** The Idaho Department of Parks and Recreation Director or designee.

**DFM:** State of Idaho Division of Financial Management.

**DHR:** State of Idaho Division of Human Resources.

**Employee:** A person employed by the Department. For the purposes of this policy, the term does not include volunteers.

**IDAPA:** Idaho Administrative Procedures Act

**Non-classified Employee:** Any person appointed to or holding a position in any department of the State of Idaho and is exempt from [Idaho Code, Title 67, Chapter 53](#) (merit examination, selection, retention, promotion and dismissal requirements) but subject to [Idaho Code, Title 59, Chapter 16](#).

**Program Manager:** The Idaho Department of Parks and Recreation employee that has approval authority for specific programs, including but not limited to the financial officer, reservations program manager, information technology resource manager, development bureau chief, human resource officer, registration program manager, recreation bureau chief, natural resource program manager, state and federal grants manager, park manager, region managers, operations administrator, management services administrator, communications manager, public information officer, and Director.

**Seasonal Employee:** A non-classified employee limited to working no more than one thousand three hundred eighty-five (1,385) hours during a twelve month period for any one agency (Ref. [Idaho Code §67-5302\(33\)](#)).

**Supervisor:** The Department employee responsible for supervising an employee as shown in the Department organization chart. Also known as the immediate supervisor. In instances where the supervisor is not available, the term may also include any one within the chain of command including but not limited to, a park manager, region manager, program manager, bureau chief, administrator, or the Director.

**Volunteer:** Any person who contributes services to a program or service conducted or sponsored by any agency, department, or unit of state government for which the person receives no financial remuneration, except for reasonable and necessary expenses actually incurred in the course of participation in the program. Additionally, the Department defines a volunteer as anyone who performs work for the Department under a current, signed volunteer agreement.

## 4.2. Salary Structure

The State of Idaho Division of Human Resources (DHR) assigns positions to pay grades by classification. DHR assigns an hourly minimum, policy, and maximum rate of pay to each pay grade based on the comparison of similar positions within the relevant labor markets. The policy rate, or midpoint, of the pay range is intended to represent the market average, per [Idaho Code](#)

[§67-5309\(B\)](#) (Idaho Compensation Plan). This statute further requires merit increases to consider an employee's proximity to the policy rate. DHR updates and publishes the [Compensation Schedule](#) each fiscal year. An employee may not appeal a position's allocation to a pay grade to the Personnel Commission.

#### 4.3. Entrance Salary for New Employees

The Department's starting salary is 80% of policy rate.

#### 4.4. Deviation from Starting Salary

Any deviation from the starting salary noted above must be submitted in writing, with justification, to the division administrator and Director for approval prior to any offer of employment. Any request to deviate from the starting salary will be evaluated against the following criteria:

1. The salary must fall within the current pay range of the position as set by DHR.
2. There is (or will be) sufficient appropriation and funds allocated to the program to cover the wage.
3. The salary is defensible as shown by current market data for the position, if available.
4. The salary is further justified by one or more of the following:
  - a. Experience Level of Candidate: Does this candidate have skill and experience in all aspects of the position? What and how much training will this candidate need to be able to fully function in this position and achieve expectations? How much supervision will this candidate need to be able to operate independently in this position?
  - b. Unique Skills or Experience This Candidate brings to the Position That Have a Significant Related Business Need: Does this candidate bring skills that fill a gap for this particular unit? Is this the only candidate with these skills?
  - c. Salary Level of Other Employees Performing Similar Duties: At what level have other similar candidates started? Currently, at what salary level are the more experienced employees being paid? Particular attention must be given to equal pay for equal work and salary equity with similarly situated existing employees.
  - d. The Point in the Pay Range the New Salary Would Be Compared to Policy (Compa Ratio): How far into the pay range would this starting salary be and how does that compare to others already in the same position?
  - e. The Candidate Pool and Labor Market Conditions: How many qualified candidates with similar skills are available and willing to take the position?

#### 4.5. Documented Performance

An on at least an annual basis, state employees receive an evaluation of overall performance. The employee is rated on four statewide expectations established by the Governor: Promoting Responsible Government, Professionalism, Customer Focus, and Leadership (the latter is applicable to supervisory positions only). The State uses four levels of performance ratings within these expectations: *Exemplary*, *Solid Sustained*, *Achieves*, and *Does Not Achieve*.

#### 4.6. Annual Change in Employee Compensation

State employee compensation is defined by statute ([Idaho Code Title 67 Chapter 53](#)), rule ([IDAPA 15.04.01](#)) and policy ([DHR policy section 1](#)). The State of Idaho compensation philosophy calls for performance based increases and adjustments to address market compensation. As noted earlier, per [Idaho Code §67-5309\(B\)](#) (Idaho Compensation Plan), DHR updates and publishes the [Compensation Schedule](#) each fiscal year. DHR also recommends an annual change in employee compensation (CEC), which is then considered by the Governor and Legislature during the annual legislative session. The CEC is typically expressed in an average percentage. For example, if a 3% CEC is approved, the Department must develop an implementation plan—the salary plan—that provides an average wage increase of 3%.

#### 4.7. Salary Plan

Each year the Director will develop a salary plan based on the specific guidance issued by the Legislature (e.g., the CEC), the Division of Human Resources, the Division of Financial Management, and available funds.

The salary plan is primarily a distribution matrix based on documented performance and the compa-ratio. This correlates to the State of Idaho compensation philosophy based on performance and adjustments to address market compensation. Employees who exhibit higher levels of performance as indicated on their performance evaluation and whose salaries are farthest from the policy rate will be considered a higher priority for increases. The salary plan also includes a recommended start date for implementation based on available funds.

Per [Idaho Code §67-4222](#), the Board will consider the salary plan at a public hearing and forward a recommend salary plan to DFM and DHR for approval. Once approved, the Director administers the salary plan.

To be eligible for an increase, an employee must:

1. Have a current signed performance evaluation on file.
2. Have an overall rating of *Exemplary*, *Solid Sustained* or *Achieves*, and
3. Have successfully completed entrance probation.

Employees do not have a vested right to an annual pay increase.

#### 4.8. Other Changes to Employee Compensation

**Salary upon Promotion.** A promotion occurs when a Department employee competes for and is selected for a position that is in a higher pay grade. Upon promotion, the employee's salary will be increased to the starting salary of the new pay range or 5% above the employee's current wage, whichever is greater. Any additional increase must be approved as set forth in section 4.4.

**Salary upon Transfer.** A transfer, sometimes called a lateral or lateral transfer, occurs when an employee is transferred from one position to another position in the same pay grade and for which they meet the minimum qualifications. An employee may transfer within a State agency (internal transfer) or from one State agency to another (external transfer). Transfer appointments generally do not include a salary increase, but a lower or higher rate may be negotiated between the employee and the Department. If an employee transfers to a

classification of lower pay grade (demotion), the employee's salary is negotiable between the employee and Department within the lower pay grade. Any deviation from the starting salary for the position must be approved as set forth in section 4.4.

**Payline Exceptions.** Temporary assignments to a new pay grade may be made by the DHR administrator. These temporary increases may be awarded in recognition of additional short-term assignments or limited acting appointments. In that event, the employee and the supervisor will sign an agreement specifying the amount of the increase, the time it applies and the additional duties expected. A copy of the agreement will be given to the employee and the original will be placed in the employee's personnel file. If the employee separates from the Department during this time, the temporary increase will end before the final pay period and any accrued leave will be paid off at the normal rate of pay. To be eligible for any type of conditional increase, the employee must have a current performance evaluation on file with a performance rating of *Exemplary*, *Solid Sustained*, or *Achieves*.

**Salary Equity Increases.** The Director may, with approval by the DHR administrator, advance an employee's salary within a pay grade based upon factors such as market demand, to address compression within an agency or classification, or inequities.

**Salary after Reappointment from Layoff.** Employees laid off by the Department and then re-hired will be paid the starting salary for the position to which reappointed or at the same pay rate the employee received immediately preceding layoff, whichever is greater, but not to exceed the maximum of the current pay grade.

**Salary upon Reinstatement.** A reinstatement is the selection and reappointment of a former or current employee to a position in which they have held permanent status. The salary of a reinstated employee is negotiated between the employee and the supervisor in charge of hiring. Any pay rate above the starting salary for the position requires approval as set forth in section 4.4.

**Salary upon Downward Reassignment.** When a classification is reassigned downward the employee's salary will be protected to the maximum within the new pay grade.

**Salary upon Return from Military Duty.** An employee who returns to state service from active military duty in accordance with the provisions of [Idaho Code §65-508](#), will be paid at the comparable rate in the current pay grade for the classification to which the employee was assigned prior to leaving for military service.

#### **Reclassifications and Allocations.**

*Reclassifications.* A reclassification occurs when a position is changed from the current classification to a new classification. The change can be to a higher classification (upward reclassification) or to a lower classification (downward reclassification). Salaries are maintained at the current rate unless the amount is not within the pay range of the reclassified position. In that case, the salary would be set at either the maximum for the lower pay range (for a

downward reclassification) or at the beginning rate for the higher pay range (for an upward reclassification).

*Allocations.* Allocations occur when an entire classification is moved to a different pay grade. This usually occurs when the classification is reviewed and the point factoring changes. Salaries are maintained at the current rate unless the amount is not within the pay range of the allocated position. In that case, the salary would be set at either the maximum for the lower pay range (for a downward allocation) or at the beginning rate for the higher pay range (for an upward allocation).

*Salaries for reclassifications and allocations.* Salaries are maintained at the current rate unless the amount is not within the pay range of the reclassified position. In that case, the salary would be set at either the maximum for the lower pay range (for a downward reclassification or allocation) or at the beginning rate for the higher pay range (for an upward reclassification or allocation).

**Failure to Complete Promotional Probation.** If an employee fails to complete the promotional probationary period and is returned to the class in which they hold permanent status, the employee's salary will be reduced to the same amount it was immediately prior to promotion. This is not considered a demotion or a downward reclassification.

#### 4.9. Awards and Bonuses

The following awards and bonuses are all subject to having available funds.

**Recruitment Award.** To effectively recruit qualified employees, particularly to positions designated as highly technical or mission critical, it may be necessary to offer additional recruitment compensation. Such compensation is paid in the form of a one-time lump sum bonus after six months of satisfactory performance. The Department must meet all the following criteria to grant a recruitment award:

- Any recruitment incentive must be approved in writing by the Director prior to any employment offer.
- Details of the recruitment award must be negotiated with and agreed upon with the job applicant prior to that individual beginning work.
- The job applicant must sign a memorandum of agreement prior to their first day of work.
- The applicant/new hire must be a new appointment to the State (transfers, demotions, promotions, reinstatements, and rehires are ineligible).

**Retention Award.** Retention awards are lump sum bonuses paid in order to retain highly qualified employees. The need for retention incentives will be determined on a case-by-case basis. Retention incentive payments will typically be lump sum, but other options would be considered, depending on availability of budget. The Department may grant a retention award:



1. When an employee has completed at least six months of work that achieves performance standards, regardless of probationary status.
2. Only once per employee per fiscal year.
3. To a maximum of \$5,000. By DHR policy, DFM approval is required prior to granting retention awards in excess of \$5,000. Currently DFM also requires approval prior to granting retention awards up to \$5,000.

All retention awards require the following documentation:

- The region manager or bureau chief must document in writing, justification for the retention award.
- Such documentation must be reviewed and approved by the Director prior to being provided to DFM for review, and prior to granting the award.
- A copy must be maintained in the employee's personnel file.
- Employees receiving a retention award must sign a memorandum of agreement outlining the terms of the agreement. A copy of the agreement must be placed in the employee's personnel file.

**Performance Bonuses.** The Department may approve performance bonuses throughout the year to recognize and reward exemplary performance. All performance bonuses will be based on the availability of funds. Performance bonuses up to a cumulative total of \$2,000 may be awarded to individuals each fiscal year, in recognition of excellent performance. A memo documenting such performance will be provided to the employee and placed in their personnel file. Exceptions above the \$2,000 may be granted under extraordinary circumstances if approved in advance by the Board of Examiners. See [IDAPA 15.04.01.75](#). To request a performance bonus, the employee or supervisor must submit a memo through the chain of command to the Director with the requested amount and a description of the reason for the request.

**Employee Suggestion Award.** The Department may also award up to a total of 25% of the savings realized from an employee's idea to save taxpayer dollars, not to exceed \$2,000. This award is intended to increase productivity, conserve state resources, reduce state costs, or improve the morale of state employees. Suggestions that may deserve an award larger than \$2,000 and suggestions aimed at saving money outside the employee's state agency should be submitted through the Department first for screening and support, and then routed to the Division of Human Resources for centralized coordination and tracking. Awards greater than \$2,000 must be approved in advance by the State Board of Examiners. Employee suggestion awards may be funded from the expense category (personnel, operating, or capital) from which the savings were realized.

## 5. Revision History:

1. Supersedes portions of administrative policy *II-10 Salary Administration*.

2. Revised by PS on 8/18/2017. Split off the information on pay for seasonal employees, moved to new format and edited for detail and clarity.
3. Approved by Director on 1/4/2018.

## 6. References:

1. [IDAPA 15.04.01](#)
2. [Idaho Code, Title 59, Chapter 16](#)
3. [Idaho Code §67-53](#)
4. [DHR Compensation Schedule \(aka Pay Schedule\)](#)
5. [DHR policy section 1](#)
6. [Idaho Code §67-4222](#)

— End of Document —

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

**AGENDA ITEM**  
**Board Zoom Meeting**  
**Idaho Department of Parks and Recreation**  
**5657 Warm Springs Ave**  
**Boise, ID 83716**  
**April 11, 2022**

**AGENDA ITEM: HQ Lease Termination, Bond Payment and Quitclaim Deed**

**ACTION REQUIRED: Authorize the Director to sign Notice of Termination of Leases and accept and record the Quitclaim Deed from the Idaho State Building Authority**

**PRESENTER: Director Buxton**

**PRESENTATION**

**BACKGROUND INFORMATION:**

The Idaho Park and Recreation Board (“Board”) has “full power and authority to sell, exchange, or lease lands under its jurisdiction ... when in its judgment it is advantageous to the state to do so in the highest orderly development and management of ... state parks.” Idaho Code § 58-505 (authority transferred to the Board from State Board of Land Commissioners via I.C. § 67-4227).

In 2001, through Senate Concurrent Resolution No. 116, the Legislature authorized IDPR to enter into agreements with the Idaho State Building Authority (“Building Authority”) to provide financing for the acquisition of the Vardis Fisher property and other parcels along Billingsley Creek in the Hagerman Valley, Gooding County, Idaho (“Billingsley Creek Properties”), for the purpose of partnering with the University of Idaho in developing an aquaculture and research facility for endangered species and development of recreation facilities. For various reasons, the planned programs and research facility did not come to fruition. Regardless, the Building Authority continued to hold title to the Billingsley Creek Properties until the related bonds could be paid in full (“Prior Bonds”).

By 2012, several of the Billingsley Creek Properties had proven to have limited potential for recreational development and the Board and IDPR sought to exchange them for other property with greater recreational potential. Pursuant to Senate Concurrent Resolution No. 123 adopted by the Second Regular Session of the Sixty-first Legislature in 2012, IDPR was authorized to enter into such arrangements that may be reasonable and necessary with the Building Authority for the purpose of restructuring the Building Authority’s outstanding financing to allow for the transfer of the Billingsley Creek Properties to IDPR in exchange for substitute properties or facilities owned by IDPR.

On or about August 30, 2012, the Board passed a Resolution identifying its intent to lease the IDPR Headquarters facilities and surrounding lands to the Building Authority by means of a Premises Lease. In turn, the Building Authority intended to issue new bonds (the "2012 Bonds") in order to refinance the Prior Bonds. Additionally, the Building Authority intended to lease the IDPR Headquarters facilities and surrounding lands back to the Board by means of a Facilities Lease in order to secure repayment of the 2012 Bonds.

Through the Board's Resolution it authorized the Director to sign any agreements that were reasonable and necessary including: 1) the Premises Lease from IDPR to the Building Authority, 2) the Facilities Lease from the Building Authority to IDPR and the Idaho Department of Administration, and 3) a termination of the leases securing the Prior Bonds on the Billingsley Creek Properties.

Now, the 2012 Bonds have been paid in full and there remains no reason for the Premises Lease or the Facilities Lease. The Director has worked with Keith Reynolds, Director for the Idaho Department of Administration, and the deputy attorneys general for both the Building Authority and IDPR to draft and review the enclosed *Notice of Option to Terminate Premises Lease and Facilities Lease* and the *Quitclaim Deed*. Mr. Wayne Meuleman, Executive Director for the Building Authority has reviewed both and requested to receive final documents to present to the Building Authority's Board of Commissioners in April. Mr. Meuleman has expressed his intent to request the Board of Commissioner's approval of his execution of the Quitclaim Deed, which will transfer any rights or interest held by the Building Authority in the Headquarters land and facilities back to the Board.

**STAFF RECOMMENDATIONS:**

Authorize the Director to sign and deliver the attached *Notice of Option to Terminate Premises Lease and Facilities Lease* and any amendments or other related documents that the Director determine are reasonable and necessary, and to accept the signed Quitclaim Deed from the Building Authority and record it with Ada County.

April 11, 2022



Wayne Meuleman, Executive Director  
Idaho State Building Authority  
950 W Bannock St, Suite. 490  
Boise, ID 83702

RE: Notice of Option to Terminate Premises Lease and Facilities Lease

Dear Mr. Meuleman:

The State of Idaho, acting by and through the Idaho Park and Recreation Board through the Idaho Department of Parks and Recreation (collectively "IDPR") is informed that the 2012 Series J Bonds issued by the Idaho State Building Authority (the "Authority") in accordance with the Premises Lease from IDPR to the Authority, dated September 25, 2012, have been paid in full. As a result of such payment in full, and pursuant to Section 6 of the Premises Lease, IDPR hereby provides this written notice to the Authority of its exercise of the option to terminate the Premises Lease, effective immediately.

We are further informed that the 2012 Series J Bonds issued by the Authority in accordance with the Facilities Lease from the Authority, to IDPR and the Idaho Department of Administration (collectively the "State"), dated September 25, 2012, have been paid in full. As a result of such payment in full, and pursuant to Section 13.2 of the Facilities Lease, the State hereby provides this written notice to the Authority of its exercise of the option to terminate the Facilities Lease, effective immediately.

Further, pursuant to Section 6 and Section 13.2 of the respective Leases, the State requests that the Authority surrender possession and all right, title, and interest in and to the leasehold and the encumbered real property and improvements to IDPR, to revert to and become the sole and absolute property of IDPR. To that end, and for clarity of title, enclosed for your review and execution is the Quitclaim Deed and incorporated Exhibit A, documenting the reversion of all real property and improvements to IDPR. Upon your signature, please deliver the original, signed Quitclaim Deed back to IDPR.

The State appreciates the assistance of the Authority in enabling the underlying bond transactions and your attention to effectuating the termination of the Leases and reversion of fee ownership in IDPR's property.

Best Regards,

Susan E. Buxton  
Director  
Idaho Dept. of Parks and Recreation

Keith Reynolds  
Director  
Idaho Dept. of Administration

Encl.

e-cc: Deputy Attorney General, Julie Weaver, [julie.weaver@ag.idaho.gov](mailto:julie.weaver@ag.idaho.gov)

**Brad Little**  
Governor

**Susan E. Buxton**  
Director

.....  
**IDAHO PARK AND  
RECREATION BOARD**  
.....

**Doug Eastwood**  
*District One*

**Randy Doman**  
*District Two*

**Brian Beckley**  
Board Chair  
*District Three*

**Mike Roach**  
*District Four*

**Pete J. Black**  
*District Five*

**Louis Fatkin**  
*District Six*

.....  
**DIRECTOR'S OFFICE**  
.....

5657 Warm Springs Avenue  
P.O. Box 83720  
Boise, Idaho 83720-0065

Phone (208) 334-4199

[www.parksandrecreation.idaho.gov](http://www.parksandrecreation.idaho.gov)



## EXHIBIT A

### Description of Facilities:

The Facilities consist of four structures and all necessary utilities, roads, parking, and site improvements, including single story office building, a single story frame storage building, a pump house with pumps for the fire sprinkler system and appurtenances for the domestic water system, and an open-sided metal vehicle storage shelter. Site improvements include paved parking, landscaping, irrigation and utility systems. The Facilities are located in Ada County on approximately 18 acres described as follows:

A parcel of land situated in the SW 1/4 of Section 28 and the SE 1/4 of Section 29, all in T.3N., R.3E., B.M., Ada County, Idaho, as shown on Record of Survey filed as Instrument No. 9340037, in the Offices of the Ada County Recorder, more particularly described as follows:

Commencing at the Northeast corner of said Section 29, a point marked by a brass cap; thence along the East line of said Section 29

S 0°30'59" W 2613.03 feet to the 1/4 corner common to said Sections 29 and 28, a point marked by a brass cap; thence leaving the East line of said Section 29

S 5°15'56" E 910.29 feet (formerly S 6°06' E 910.1 feet) to a point of curvature on the South right-of-way line of State Hwy. 21 (Federal Aid Project No. 145-A) at Station 227 + 23.0; thence along the said South right-of-way line along a curve to the left whose central angle is 5°47'59", whose radius is 1186.00 feet, whose length is 120.05 feet and whose long chord which bears

S 53°35'42" E 120.00 feet to THE POINT OF BEGINNING; thence leaving the said Southerly right-of-way line

S 30°38'59" W 582.45 feet to a point, marked by an iron pin; thence

S 19°59'53" W 237.38 feet to a point marked by a found 5/8" iron pin; thence

S 82°56'36" E 484.00 feet (formerly S 83°47' E) to a point marked by a 5/8" iron pin

thence;

S 89°43'53" E 857.16 feet to a point marked by a 5/8" iron pin; thence

N 89°38'24" E 146.81 feet to a point marked by a 5/8" iron pin; thence

S 88°37'31" E 377.77 feet to a point marked by a found 5/8" iron pin; thence

N 11°58'02" W 90.39 feet (formerly N 13°30' W 91 feet) to a point on the South right-of-way line of said Hwy. 21; thence along the South right-of-way line of said Hwy. 21

N 64°39'06" W 1458.60 feet (formerly N 65°34' W) to a point of tangency, marked by a 5/8" iron pin, at Station 230 + 02.0; thence along a curve to the right whose central angle is 8°09'25", whose radius is 1186.00 feet, whose length is 168.84 feet and whose long chord bears

N 60°34' 24" W 168.70 feet to THE POINT OF BEGINNING

SUBJECT to the existing Bike Path Restroom facility and the small parcel of land on which it is constructed located on the boundary of the Leased Premises along State Highway 21.

Proposed Motion:

I move to authorize Director Buxton to sign and deliver the *Notice of Option to Terminate Premises Lease and Facilities Lease* to the Idaho State Building Authority, and to authorize the Director to sign and deliver any amendments or other related documents that she determines are reasonable and necessary, and to accept the signed *Quitclaim Deed* from the Building Authority and record it with Ada County.