

IDAHO DEPARTMENT OF PARKS & RECREATION
"To improve the quality of life in Idaho through outdoor recreation and resource stewardship"
Quarterly Board Meeting
February 23, 2022
Department of Parks and Recreation
5657 Warm Springs Ave.
Boise, ID 83716

Minutes

Wednesday, February 23, 2022

Call to Order - Chairman Beckley called the meeting to order. The Chairman requested a roll call.

- Chairman Beckley – Present
- Board Member Fatkin - Present
- Board Member Black - Present
- Board Member Doman - Present
- Board Member Roach - Present
- Board Member Eastwood - Absent

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

- Susan Buxton, Director
- Troy Elmore, Operations Division Administrator
- Adam Zaragoza, Management Services Administrator
- Melanie Schuster, Interim Bureau Chief/Sr. Project Manager
- David White, North Region Bureau Chief
- Garth Taylor, East Region Bureau Chief
- Theresa Perry, South Region Bureau Chief
- Craig Quintana, Public Information Officer
- Debbie Hoopes, Human Resources Officer
- Seth Hobbs, Registration & Reservation Program Manager
- Kathy Muir, Grant Management Supervisor
- Tom Helmer, Non-Motorized Trails Coordinator
- Lupe Arteaga, Human Resource Specialist
- David Claycomb, Recreation Bureau Chief
- Joy Vega, Deputy Attorney General
- Steve Martin, Financial Officer
- Jessica Smith, P & R Training Coordinator
- Chrystelle Zimmerman, HR Specialist Sr.
- Amanda Harper, Department of Financial Management
- Dennis Becker, Dean College of Natural Resources University of Idaho

Welcome and Introductions / Chairman Beckley and Director Buxton

Chairman Beckley welcomed everyone to the meeting. Director Buxton talked about the changes since COVID and reminded everyone that the State is not requiring masks.

Additions or Deletions to the Printed Agenda

Mr. Roach requested to change the agenda order and move the Executive Session up in order to conduct all Board business prior to the Budget Workshop.

Mr. Roach moved to have the Executive Session earlier. Chairman Beckley requested all in favor, motion carried unanimously.

Consent Agenda

- Approval of Minutes December 1-2, 2021

Mr. Roach moved to approve the minutes as written. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Director's Report & Legislative Update - Director Buxton

Director Buxton reported on the following topics:

- **FY 2023 Budget Summary**

IDPR presented proposed FY23 budget on January 10th and the Budget Setting at JFAC on March 2, 2022.

 - IDPR's recommended \$76.6 million budget from Gov. Brad Little includes funding to increase capacity at Idaho State Parks with new campgrounds, day use areas and upgraded boat slips, as well as funding for new rangers, seasonal employees, and support staff to accommodate record-setting visitation.
 - Legislature recommended a 7% and was approved by JFAC last week. All eligible employees would receive an ongoing salary increase of 3% and up to \$1.25 additional to be appropriated based on merit. IDPR has an additional 2% for our internal CEC to address equity and merit.
 - The budget to be considered by the Idaho Legislature also includes funding for employee housing and increases for operational costs for the increasingly busy park system, which experienced its first- and second-highest visitation years in 2020 (7.7 million guests) and 2021 (7.3 million).
 - Recommended funding from the American Rescue and Plan Act (ARPA) could produce some 250 campsites, 25-day use facilities and create or upgrade 150 boat slips.
 - The ARPA funds are supposed to come in installments: \$20 million in Fiscal 2023, \$10 million each in Fiscal 2024 and 2025, and \$5 million in Fiscal 2026.
 - The budget includes 11.58 positions (\$710,900) in dedicated funds (raised by the department) to hire full-time Rangers and administrative assistants at multiple State parks.

- A recommended \$400,000 in dedicated funding for increased operational costs, which have risen 15 percent since 2019.
- **Legislation**
 - H519 Safe Boating Act migrates all boating rules currently in IDAPA into state statute. Bill went through the House with a due pass.
 - H568 Administrative Fee Increases bill proposes raising the \$1.50 fee retained by the vendor to \$3.00. The bill has been printed and assigned to the House Transportation Committee, not hearing has been set. After speaking to multiple agencies and the Governor's office, the Director recommends pushing this off until next Legislative Session and work with ITD, counties and assessor, and vendors to come up with supporting data in the meantime. The Board discussed the matter and did not object to waiting until next legislative session.
- **IDPR Rules**
IDPR's proposed rules were presented and approved by germane committees of the House and the Senate.
- **IDPR CEO Refresher Training**
Director Buxton attended and presented at the CEO refresher training course. Director Buxton will recommend to the Governor's office that there be a change in the law to clarify that IDPR be considered a first responder agency.
- **Apprenticeships**
Working with DHR and Workforce Development Council for paid apprenticeships.
- **Internships**
Working with Idaho higher education entities to establish internship opportunities

Director Buxton stood for questions.

Grant Policies Review and Updates - Kathy Muir

Ms. Muir reported on the following topics:

- **Supplemental Grant Standards Policy Update**
IDAPA rules and agency policies are being reviewed. In order to be consistent, the following policy changes are being proposed:
 - Policy #5020 contains match requirement information for motorized equipment. Current temporary IDAPA rules include the updated minimum match requirements for state grant projects and motorized equipment purchases. The edit removes the match information. Staff also proposes adding the policy language for the Mountain Bike License Plate Fund that the Board adopted in 2014.

Mr. Doman moved to approve the policy changes as written. Motion was seconded by Mr. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

- **Grant Conversion Policy Update**

Current temporary IDAPA rule for conversions in the state grant program identifies that Board approval is required to resolve an issue. IDPR Policy 5040 contradicts that language by stating the procedure to relieve a project sponsor from their commitment falls upon a unanimous vote from the Director, Grant Manager, and associated committee member for the grant program. Proposed changes would put a process into policy in order to resolve any issues that arise.

Mr. Black moved to approve the policy changes as written. Motion was seconded by Mr. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Recreation Update - Troy Elmore

Mr. Elmore gave a brief review of items discussed at the previous meeting

- E-Bikes and their Impact - The Recreation Bureau participates in many discussions regarding some issues involved with e-bikes and will continue to do so.
- Infrastructure Bill passed in Congress - \$30 million available nationwide to help the Forest Service affected by COVID, they are looking at how to disseminate the money and are looking at recreation needs. It is still in its infancy, but the Forest Service has reached out to discuss our needs.
- Collaboratives and Recreation Committees - We continue to participate in collaboratives, trying to increase our footprint by having additional staff attend.

University of Idaho Joint Professor Collaboration - Susan Buxton & Dennis Becker, Dean College of Natural Resources University of Idaho

Dennis Becker provided a background on himself and on McCall Outdoor Science School (MOSS). IDPR and University of Idaho College of Natural Resources has been discussing a shared professorship which will add academic resources to the department's historical, cultural, environmental interpretation, educational, and data gathering. As an example, U of I has a joint position with Idaho Fish and Game (50/50), they negotiate a program of work to benefit the agency and train students to complete the work.

Youth Conservation Agreement - Troy Elmore

Mr. Elmore provided a background on the 2021 Idaho State Legislature appropriation of \$3 million in one-time capital funding for various statewide projects. From that funding approximately a half dozen projects are in process. One of those is to improve the Idaho Centennial Trail by providing updated signage and improved trail access. This project is expected to be ongoing through summer/fall 2023. Tom Helmer provided information on the relationship we have with NW Youth Corps. The Centennial Trail agreements were discussed.

Mr. Black moved to authorize the Chairman to execute the agreements with; Youth Employment Program (YEP), Northwest Youth Corp (NYC) and Student Conservation Association (SCA). Motion was seconded by Mr. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Paris Creek Agreement - Susan Buxton

Ms. Buxton provided information regarding the Paris Creek Restoration agreement. IDPR committed to this partnership in 2002 and the Restoration Agreement is PacifiCorp's efforts to restore creek flows into Paris Creek and to de-commission the Paris Hydroelectric Plant.

Mr. Doman moved to approve the Paris Creek Restoration Agreement and ratify the Director's signature on the agreement. Motion was seconded by Mr. Black. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Administrative Fee Rules for Post-Sine Die - Seth Hobbs

Mr. Hobbs provided background information on the temporary rules. In order to ensure the continuity of administrative rules following the adjournment of the 2022 Legislative session, the board must reauthorize the fee rules. While the board must take these steps now, these temporary fee rules are conditional and will only become effective at *sine die* if the pending fee rules submitted to the 2022 Legislative session are not otherwise approved or rejected in part by the concurrence of the Legislature.

Mr. Roach read the motion as follows:

"Pursuant to Section 67-5226, Idaho Code, the Governor has found that temporary adoption of these rules is appropriate to protect the public health, safety, and welfare of the citizens of Idaho and confer a benefit on its citizens.

These rules implement the duly enacted laws of the state of Idaho, provide citizens with the detailed rules and standards for complying with those laws, and assist in the orderly execution and enforcement of those laws.

The expiration of these rules without due consideration and processes would undermine the public health, safety, and welfare of the citizens of Idaho and deprive them of the benefit intended by these rules.

The Governor has also found that the fees or charges being imposed or increased are justified and necessary to avoid immediate danger to the department's budget, to the state budget, to necessary state functions and services, and to avoid immediate danger of a potential violation of Idaho's constitutional requirement that it balance its budget.

Therefore, we are adopting these temporary rules to be effective upon sine die of the 2022 session of the Idaho Legislature. This action is conditional and will only become effective if the rules are not otherwise approved or rejected in part by the Legislature."

The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Aaron Butler Memorial Purple Heart Run Group Use Permit Application - Troy Elmore

Mr. Elmore provided information on the run that will be held on Saturday, August 20th, 2022. The event offers a 5K, 10K, or an Unknown Distance Run. Eagle Island State Park has received a Group Use Permit to host the event. The permit is required to go before the Board because the event will have alcohol.

Mr. Roach moved to authorize the Chairman to approve the event with the conditions noted on the permit application. 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.

Agreement for Recreation Shared Stewardship with USFS - Troy Elmore

Mr. Elmore met with the U.S. Forest Service Region 1 and Region 4 on December 17th to discuss the anticipated funding from the bi-partisan infrastructure bill. There are still many unknowns, but in general they would like to partner with IDPR and other agencies in hopes that it might streamline the process of getting the funding on the ground to provide recreation opportunities to Idahoans and its visitors.

Program Reports

- Communications - Mr. Quintana reported on the following items
 - IDPR's new website went live in November 2021.
 - Continued support with R&R website updates and social media during the transition to the new system.
 - IDPR has a growing social media presence between Facebook, Instagram, Twitter, YouTube, Pinterest and LinkedIn.
- Development Bureau – Mr. Zaragoza gave an update on completed, current and upcoming construction projects.

Executive Session

Mr. Roach moved to go into Executive Session under Idaho Code 74-206 (b) to consider the evaluation, dismissal or disciplining of or to hear complaints or charges brought against a public officer, employee, staff member or individual agent or public-school student (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.

The Chairman called for a roll call vote.

- Board Member Beckley - Yes
- Board Member Fatkin - Yes
- Board Member Black - Yes
- Board Member Doman - Yes
- Board Member Roach - Yes
- Board Member Eastwood - Absent

The Board came out of Executive Session at 12:07. No decisions were made.

Program Reports

- Fiscal - Mr. Martin provided financial reports for FY22 and an overview of the department's revenues, expenditures, and cash balances as well as a summary of the passport program.
- Human Resources - Ms. Hoopes discussed recruitment and retention. Looking at wages and targeted recruitment.
- Recreation Resources Bureau - Mr. Claycomb announced Dave Dahms leaving the boating program. Updated events such as Marine law enforcement training in April and provided information on training being paid for through Coast Guard grant and hope to be doing the same on the OHV side of things in the next couple of years.
- Reservations and Registration - Mr. Hobbs provided an update on registration. Customers can now purchase a one or two year sticker for OHVs and snowmobiles.
- Operations - Mr. Elmore provided an update on interviews for the Development Bureau Chief and Old Mission manager positions.

Budget Workshop - Susan Buxton & Steve Martin

Ms. Buxton provided information on ARPA. Mr. Martin provided budget information and Mr. Zaragoza provided information on the \$75 million maintenance backlog and provided a list.

Mr. Black moved to adjourn the meeting. Meeting was adjourned at 1:36 P.M.



Chairman Brian Beckley
Idaho Park and Recreation Board



Susan E. Buxton, Director
Idaho Department of Parks and Recreation