

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Quarterly Board Meeting

August 16-17, 2023

Hampton Inn

2701 Nez Nerce Drive

Lewiston, ID

Zoom Meeting Link:

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MEETING ADJOURNED AT APPROXIMATELY PM, 2023. NO BUSINESS NOR DELIBERATION ON ANY PENDING MATTER OCCURRED DURING THE CEREMONY OR TOUR.

Wednesday, August 16, 2023

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

- Chairman Beckley - Present
- Board Member Cooke - Present
- Board Member Fatkin – Absent
- Board Member Manning - Present
- Board Member Roach - Present
- Board Member Roady - Present

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, Bureau Chief/Sr. Project Manager

Kathy Muir, Grant Manager

Joanna Hiller, Management Assistant

Craig Quintana, Public Information Officer

Jennifer Quinno-Miller, Human Resources Officer

Heidi Burks, Contracts Officer

Joy Vega, Deputy Attorney General
Keith Jones, Natural Resources Manager
David White, North Regional Manager
Seth Hobbs, Registration & Reservation Program Manager
Steve Martin, Financial Officer
Chris Zajchowski, Assistant Professor/Parks, Tourism, and Recreation Ecology U of I
Hailey Brookins, Non-Motorized Trails Program Coordinator
Ryan Buffington, East Regional Manager
Steve Davis, ISP
Anna Medlin, U of I
Jacqueline Snow, U of I
Janet Jessup, LSO BPA
John Seely, Parks & Rec Manager 2
Kellie Joyce, Financial Specialist
Tiffany Brunson, Grants/Contracts Program Specialist
Dave Claycomb, Recreation Resource Bureau Chief
Alyssa Alves, Administrative Assistant 1, Management Services
Josh Schloer, Legislative & Regulatory Affairs Bureau Chief
Shelly Smith, East Region Grant Specialist
Marc French, Service Delivery and Quality Manager
Tonya Watson, Financial Support Technician
Amy Johnson

Welcome and Introductions / Chairman Beckley and Director Buxton

Chairman Beckley and Director Buxton welcomed everyone to the meeting.

Consent Agenda

Approval of Minutes July 6, 2023

Mr. Roach moved to approve the minutes July 6, 2023, minutes. Motion was seconded by Mr. Roady. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Director's Report

Director Buxton introduced Chris Zajchowski, Assistant Professor/Parks, Tourism, and Recreation Ecology U of I and explained his role. Director Buxton reported on the following topics:

- **Luma & HR Modernization**
 - The Luma ERP statewide financial, payroll, budget, procurement, and human capital management system went live on July 1, 2023. HR Modernization for DHR also took effect. The system transition has been bumpy, but IDPR have been resilient and kept their sense of humor working through many unforeseen difficulties.
- **FY2025 Budget and Personnel Challenges**
 - Since the May 2023 Board meeting, we have met with DHR and DFM regarding our proposed FY2025 Budget. IDPR has seen several resignations due to salary

opportunities outside of the agency and with other governmental entities that also participate in PERSI. For example, we lost an HR employee for over \$20,000 annual increase, an administrative employee for over \$6000 annual increase and a fiscal employee for over \$10,000 annual increase. Luma's rollout has been difficult and has been mentioned as an additional stress along with salary concerns during exit interviews. IDPR is not alone, and all other state agencies are experiencing similar trends. IDPR always wants our employees to succeed and thrive so we will be working with DHR, DFM, the Governor's office and our Legislators to address the needs of our state employees.

- **Idaho Outdoor Recreation Fund Advisory Council – EO 2023-0**
 - On July 26, 2023, Governor Brad Little signed the executive order and appointed the Council members. The EO designated \$5M from S1196 in IDPR's Recreation Fund for interagency collaborative projects and for projects to enhance recreation access, monetize outdoor recreation for long-term sustainability and to educate the public on responsible recreation. The Council is advisory to the Governor and the IDPR Board to develop additive outdoor recreation access and capacity in Idaho.

- **Challis Hot Springs**
 - Challis Hotsprings is an exciting addition to the Land Yankee Fort State Park. The transition has been smooth, and Park Staff look forward to having the campground on the IDPR reservation system next season. We have received numerous rave reviews and thanks for keeping this special place in Idaho open to the public.

- **State Parks Leadership School Regents Meeting in Virginia Beach**
 - On May 21-22, 2023, I traveled to Virginia Beach to meet with the State Parks Leadership School Board of Regents to plan the next session classes. The meeting was held at the STIHL Headquarters. This school is certified by NC State as a two-year leadership program for state park employees nationwide. I taught Recreation I will be involved again at the January 2024 session. IDPR expects to send 2 to 4 employees to this school.

- **Bruneau Dunes SP Observatory Dedication**
 - The Bruneau Dunes Observatory Dedication was held June 1, 2023. The new observatory is a monumental addition to the Park and the State. The benefits of this investment will be felt for years to come.

- **Rec Fest and 40 Year Anniversary of Eagle Island SP, and the New Eagle Island Campground**
 - On June 3, 2023, we celebrated the 40th anniversary of Eagle Island State Park. We also had an open house for the community to provide information and ask questions about the new campground to be constructed. Rec Fest was reinstated participation from many vendors, recreation groups, food truck and free fishing

with IDFG.

- **21st Annual Governor's Trail Ride**

- June 21-23, 2023, was the 21st Annual Governor's Trail Ride at Three Creek. Brian Beckley, Troy Elmore, and I were able to attend. I had an opportunity to have more in depth discussions with user groups, federal and state agency representatives, the Governor, and his staff, as well as Legislators, representatives from our Congressional delegates and local officials.

FY2025 Budget Proposal

Mr. Martin provided information regarding the fiscal year (FY) 2024 budget along with an overview of the department's funding sources and state's budgeting process was presented to the Board in their June 2023 meeting.

Mr. Martin provided information on the FY 2025 budget Proposal stating that the final FY2023 budget is nearly identical to the "draft" proposal presented to the board in June. The only change is the deletion of \$113,900 in personnel costs for the Development Bureau Project Manager 2 FTP request (DU 12.13).

Mr. Martin recommends the Board approval of the FY 2025 budget proposal based upon the ranked replacement and enhancement items, for a total of \$68,609,500 and the Board approval to adjust Health Benefit Costs and CEC, if any, to the actual amounts included in DFM's budget instructions when they are issued.

Mr. Roach moved to approve the Budget as presented. Motion was seconded by Mr. Cooke. Motion carried unanimously.

Ms. Manning moved to withdraw motion to approve the Budget as presented and amend the wording in the motion. Motion was seconded by Mr. Roach and was carried unanimously.

Ms. Manning moved to have the board ask the Governor's office to consider the issue of increasing staff salaries to help recruit and retain the staff necessary to manage this department in an effective way. The motion was seconded by Mr. Roach and was carried unanimously.

Grant Approvals - Kathy Muir

Ms. Muir provided an overview of the Grant Advisory Committee Appointments requested approval on the following open 14 citizen advisory positions:

- Two Recreational Vehicle Fund positions
- One Waterways Improvement Fund position
- One Off-Road Motor Vehicle Fund position
- Two Recreational Trails Program Fund position
- Eight Land and Water Conservation Fund positions

Ms. Manning moved to nominate and appoint the committee members to the appropriate

committees from the applicants list provided. 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.

IDPR Statewide Leasing Program – Heidi Burks

Ms. Burks provided an information only overview of the statewide leasing program, which includes all land related uses including crossings, encroachments, moorage, leases, temporary permits, submerged lands, etc. Ms. Burks explained the need for a lease and land management database and stated that the following are procedural changes shifting responsibility from park staff to the contract manager:

- Heyburn lessees submit all requests with required documentation for construction permits, hazardous tree removal permits, maintenance requests, complaints, and other non-emergency items. Staff examine documentation to ensure compliance with the terms and conditions of the lease. If the request is approved staff submits a work order to the park manager for site inspections or other follow-up, monitoring for completion. If declined staff will communicate with lessees.
- A group email box has been created to assist in keeping track of requests from lessees, cure dates for violations, follow-up for permitting, complaint tracking, and digital communication retention. The contracts officer and park manager have access to the box.
- Staff is in process of creating notice of violation letters for no insurance, nonpayment, and other common violations.
- All insurance information is being forwarded to Contracts Officer for review and tracking and physical copies are being returned to Heyburn State Park for document retention.
- Contracts Officer is examining all lease packets for marine leases at Heyburn State Park for compliance, forwarding signed leases to lessees, and returning for paper document retention to Heyburn State Park.

IDAPA 26.01.10 Revisions

Mr. Hobbs provided IDAPA 26.01.10, Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation is due for a procedural update. The proposed update makes minor changes; however, the major change is with the agency hiring a contracts officer. Currently, the IDPR development bureau is the responsible party for the administration of temporary permits. As proposed, that will change to the Contracts Officer. The redlined version of IDAPA 26.01.10 is attached for the Board's review.

Mr. Roach moved to approve the revisions to IDAPA 26.01.10 as drafted. Motion was seconded by Mr. Roady. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

IDAPA 26.01.20 Revisions

Mr. Hobbs provided IDAPA 26.01.20, Rules Governing the Administration of Temporary Permits on Lands Owned by the Idaho Department of Parks and Recreation is due for a procedural update. The proposed update makes minor changes; however, the major change is with the agency hiring a contracts officer. Currently, the IDPR development bureau is the responsible party for the administration of temporary permits. As proposed, that will change to the Contracts Officer.

Mr. Roach moved to approve the revisions to IDAPA 26.01.10 as drafted. Motion was seconded by Ms. Manning. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Harriman Wine in the Woods Group Use Permit

Mr. Elmore provided an approval for Wine in the Woods Is a fund-raising event for the Friends of Harriman State Park, to be held from 4-7 p.m. on September 9, at Harriman State Park. The group is requesting use of the Boys House at the Ranch, specifically inside the house for check-in and display of auction items. The group is also requesting outside space (grounds) for gathering of guests, sampling of wines and food, acoustic guitar music, and artist's displays. Because alcohol will be served, Board approval is required. This annual fund-raising event is expected to gross an estimated \$17,000 and net \$14,000 through the auction/sale of wine and works of art. Proceeds are used to support the park.

Mr. Cooke moved to approve this recommendation to the Board to authorize the chairman to approve the event with the conditions noted in the permit. Motion was seconded by Mr. Roady. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.

Ritter Island Property from Idaho Power Co

Ms. Burks provided information for the Board to accept title through a Quit Claim Deed from Idaho Power to the Parcel RP08S14E086674 on Ritter Island. The acceptance of this deed will make IDPR's ownership of Ritter Island whole. Idaho Power is transferring ownership to IDPR at no cost.

Mr. Roady moved to accept the property transfer from Idaho Power Co. to IDPR. Motion was seconded by Ms. Manning. The Chairman called for a roll call on the motion.

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Manning - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried.

New IDPR Policy 4100, Reserve Account

Mr. Zaragoza provided information regarding a new policy for a reserve account. Mr. Zaragoza stated that in May 2023, the board was presented with IDPR’s preliminary FY2025 budget and then on June 12, 2023, the IDPR staff presented a detailed report of the entire IDPR budget. Much discussion occurred at both meetings about IDPR’s reserve account. Afterwards, staff felt it prudent to implement a policy regarding the Reserve Account. Attached is a proposed new IDPR policy setting a minimum free fund balance with reporting from IDPR’s financial officer.

Ms. Manning moved to accept the property transfer from Idaho Power Co. to IDPR. Motion was seconded by Mr. Roady. The Chairman called for a roll call on the motion.

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Manning - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried.

Memorandum of Understanding (MOU) with the Idaho Transportation Department (ITD) – Farragut State Park, Brig Road & SH54 Project

Mr. Zaragoza provided the Board with background information regarding the Farragut Brig renovation and intersection work which has been in IDPR’s plans since the concept was developed in 2017. In early 2023, the IDPR development staff learned that the Idaho Transportation Department (ITD) may have additional, unallocated funding within their program. Since, staff have been meeting with ITD about the benefits of contributing those unallocated funds to the Brig Road, SH 54 intersection project in Farragut State Park. This item is an action item for the Board to authorize the IDPR Director to sign the MOU.

Mr. Roady moved to authorize the IDPR Director to sign the Memorandum of Understanding with the Idaho Transportation Department for the SH 54 and Brig Road Intersection. Motion was seconded by Mr. Cooke. The Chairman called for a roll call on the motion.

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Manning - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried.

Program Reports

- Communications - Craig Quintana provided information on The Challis Hot Springs Rededication being a large success, Bruneau Dunes Observatory, redesign of the park guide hiring Ward Hooper, IDPR's social media presence, Sponsors and Partners.
- Development – Melanie Schuster provided a general update on projects by project phase, projects by funding source, Bruneau Dunes Observatory, The Pink House at Ritter Island, and ARPA.
- Fiscal – Steve Martin provided information on the year-end financial reports for fiscal year 2023.
- Human Resources – Jennifer Quinno-Miller provided information on the LUMA system, HR Modernization, and other happenings throughout the parks as well as a volunteer program and Recruitment update.
- Management Services – Adam Zaragoza provided information on major tasks; Hammond Hot Springs, LLC, MOU Farragut, Bruneau Dunes Facility and the FY2025 Budget. Mr. Zaragoza provided information on Callis Hot Springs, Ashton City Council regarding the agreement for the Ashton Visitor Center and driving to Tetonia meeting with the Mayor and A/T staff for the trail project.
- Natural Resources –Keith Jones provided information Round Lake, Harriman meetings, collaborating with IDL to facilitate future success of the State Forestry competition at Farragut State Park, administering timber sales for Heyburn, interviews for Heyburn/McCroskey IDL shared forester position and updates for several projects going on in the parks.
- Operations –Troy Elmore provided information on monthly manager meetings, weekly manager calls, working with Steve Martin on FY25 budget, meeting with staff at Harriman. Mr. Elmore provided information on his attendance at Army Corps, Lucky Peak, S1196 signing at the Governor's office, RMSPEC Conference, non-motorized funding at Gowen National Guard. He also attended the Governor's 21st annual trail ride with the Chairman and Director.
- Rec Bureau –Dave Claycomb provided a brief update on a list of activities that have been completed by the Motorized Trails Programs, Boating Programs, Non-Motorized Trails Programs. Mr. Claycomb also introduced Hailey Brookins, Non-Motorized Trails Program Coordinator.
- Reservation Registration – Seth Hobbs provided the Quarterly Report for April – May for Registrations/Permits.
- East Region – Ryan Buffington provided information on projects and programs for East Fork Rock Creek, Formation Springs, Indian Rocks, Oneida Narrows, Fish Haven 28 acres and West Beach 65 acres and highlights.
- North Region – David White provided information concerning staff shortages, minimal budgets with increased fixed costs, and higher use, aging facilities and equipment, and meeting ever increasing use and opportunity demands insuring quality experiences. Mr. White also updated the Board on maintenance and the parks.
- South Region – Theresa Perry provided information weather challenges, communication, and support for the South Region, Bruneau observatory grand opening, Challis Hot

Springs, Ponderosa and Three Island Crossing.

Old/New Business

Old Business

Chris Zajchowski reported on initiatives regarding endowment lands, grant preparation, UI student engagement, research compliance, and rangeland recreation as well as site visits and progress.

Public Comment

The Chairman asked for public comment.

Executive Session

Mr. Roady moved that the Board convene in executive session pursuant to Idaho Code § 74-206(1)(b), (c), and (f) to, respectively, evaluate a public officer, to discuss the acquisition of real property not owned by a public agency, and to communicate with legal counsel for the public agency to discuss the legal ramifications or legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Motion was seconded by Mr. Roach. The Chairman called for a roll call vote on the motion.

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Fatkin - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried, and the Board commenced the executive session at 11:29 AM.

The Board resolved out of Executive Session at 2:21 P.M.

Action Items from Executive Session

Mr. Roach moved to authorize Director Buxton, Joy Vega, and Adam Zaragoza to enforce the terms of the construction contract for Billingsley Creek campground. Motion was seconded by Mr. Roady. The Chairman asked for further discussion, hearing none, the Chairman called for a roll call vote on the motion.

- Chairman Beckley - Yes
- Board Member Cooke - Yes
- Board Member Fatkin - Yes
- Board Member Roach - Yes
- Board Member Roady - Yes

Motion carried.

There being no further business, the meeting was adjourned at approximately 3:21 P.M.



Chairman Brian Beckley
Idaho Park and Recreation Board



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