

IDAHO DEPARTMENT OF PARKS & RECREATION

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

Quarterly Board Meeting

November 8-9, 2023

Best Western Inn

211 3rd St

McCall, ID

Zoom Meeting Link:

<https://us02web.zoom.us/j/81483498827?pwd=NW5YQk41YUZTWkg3MHY5cEdSSE1rQT09>

Meeting ID: 814 8349 8827

Passcode: 250949

MEETING ADJOURNED AT APPROXIMATELY 3:05 PM, 2023. NO BUSINESS NOR DELIBERATION ON ANY PENDING MATTER OCCURRED DURING THE TOUR.

Wednesday, November 8, 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 – Zoom
- Board Member Manning - Present
- Board Member Roach - Present
- Board Member Roady - Present

Also present or on Zoom 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 - Zoom

Joanna Hiller, Management Assistant

Craig Quintana, Public Information Officer

Jennifer Quinno-Miller, Human Resources Officer

Heidi Burks, Contracts Officer

Joy Vega, Deputy Attorney General

David White, North Regional Manager

Seth Hobbs, Registration & Reservation Program Manager - Zoom

Steve Martin, Financial Officer - Zoom

Chris Zajchowski, Assistant Professor/Parks, Tourism, and Recreation Ecology U of I - Zoom

Stephanie Page, Financial Specialist

Ryan Buffington, East Regional Manager

Matt Linde, P&R Manager 3

Theresa Perry, South Regional Manager

Blake Packer, Park Manager 3
Joel Halfhill, P&R Engineering Tech, Senior
Steve Turlington, Tamarack Resorts
Alyssa Alves, Administrative Assistant 1, Management Services
Rachel Gillan
Seth Hobbs, R&R Program Manager
Nita Moses, P&R Manager 3
Emne Tulloch
Johannes Giessen, P&R Manager
James Jacobsen
John Seely, P&R Manager 2

Welcome and Introductions / Chairman Beckley and Director Buxton

Chairman Beckley and Director Buxton welcomed everyone to the meeting.

Consent Agenda

Approval of Minutes

- August 16, 2023
- October 2, 2023

Mr. Fatkin moved to approve the minutes for both August 16, 2023, and October 2, 2023. 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.

Director's Report

Director Buxton explained that the fall of 2023 has seen a lot of activity and collaboration with other agencies and stakeholders from both the public and the private sectors. Director Buxton reported on the highlights of the activities:

Bear Lake County Board of County

Director Buxton reported that on September 11, 2023, Troy Elmore, Andrew Stokes and the Director met with Bear Lake County Commissioners in Paris, Idaho. They had a productive meeting discussing the operations of Bear Lake State Park, visitation, economic benefits, IDPR recreation programs for OHV, boating/marine deputy funds and boat, snowmobile funding sources. They also presented the IDFG award to Andy Stokes and the park staff for their diligent work on the deer feeding program from February – April 2023. The Director stated that the winter was very long, and deep snow was devastating the deer population in the area. Over 30 tons of feed was distributed each week during that period.

Idaho Outdoor Recreation Fund Advisory Council (ORFAC)

Director Buxton reported that 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. The Council is advisory to the Governor and to the IDPR Board to develop additive outdoor recreation access and capacity in Idaho. The Director also stated that the Council held a meeting on September 15, 2023, at IDFG Headquarters. The results of a statewide recreation survey and the application for reviewing proposals for use of the ORFAC funding were discussed. Another ORFAC meeting was held October 19, 2023, at IDPR Headquarters. At the meeting, several stakeholders presented their interests in outdoor recreation in the state to the council. Four preliminary project proposals were presented on behalf of IDPR, IDL and IDFG. The Council took no action. The next meeting is scheduled for November 7, 2023, at IDFG headquarters where

additional applications are expected to be presented.

Capitol for a Day (CFAD)

The Director also attended CFAD in St. Maries on August 17, 2023. Questions were posed about IDPR grant programs. The Director was also able to visit with Heyburn/McCroskey staff the next day to mourn the passing of a cherished park employee. Director Buxton said she was very proud of the IDPR staff, seasonals, volunteers and friends and how they support each other. She was also able to meet with leaders of the Coeur d' Alene Tribe to discuss Heyburn and Old Mission State Parks and our work together. On September 28, 2023, said that she and Joanna Hiller attended CFAD in Carmen (North of Salmon). After the meeting we visited Land of Yankee Fork State Park and got to visit with manager Ron Jenks and his staff at the visitor center and at Challis Hot Springs. Retired Director Langhorst, former PUC Commissioner Eliot Werk, and former State Representative Nicole Lefever were enjoying Challis Hot Springs. All enjoyed the facility and were very pleased it is in public ownership. On October 25, 2023, she attended CFAD in Montpelier. The meeting discussed outdoor recreation and access to Bear Lake outside the park. The growth of large recreation rental residences and few public accesses to this large lake were discussed as it prompted the recent MOU offered by the Idaho Land Board to the Bear Lake County Commission.

Harriman/Henry's Lake

On September 27, 2023, the Director and Hiller also attended a meeting in Island Park with IDL Director Dustin Miller, Senator Burtenshaw, Representative Furniss, Representative Raymond, local officials, business owners and residents Harriman/Henry's Lake State Park Manager (Jess Brumfield) and Ranger (Annalee Darrington). Glamping and dispersed recreation on IDL lands near Henry's Lake State Park were the topic of the meeting. We also toured the area in question.

America 250 Project

The Director reported that in celebration of America's 250th birthday, the Idaho Department of Parks and Recreation (IDPR) is working in collaboration with the Idaho Heritage Trust (IHT) and Idaho Public Television (IDPTV) to produce a coffee table book entitled *Idaho Places*, which will encompass state parks, historic sites, and scenic byways. The Idaho Department of Parks and Recreation looks forward to working alongside other agencies and members of the A250 Planning Committee on various events and projects across the state.

Quagga Mussels

Director Buxton reported that on September 18, 2023, the Idaho State Department of Agriculture ("ISDA") confirmed the presence of quagga mussel in the Mid-Snake River below Shoshone Falls. ISDA and other State, Federal and local agencies, and other and private stakeholders undertook rapid action to determine the prudent treatment to avoid a larger threat to Idaho's waters and boating facilities. IDPR worked with ISDA to email 220,000 IDPR contacts and social media posts notifying them of the need to "Clean, Drain, & Dry" their boats and other watercraft, and water access closures along a short part of the Mid-Snake River during the evaluation and treatment period. The closures of Niagara Springs, Box Canyon and Crystal Lake, units of Thousand Springs State Spark have been lifted.

Legislative Tours

The Director reported that IDPR will participate with several other Executive Branch agencies on Legislative tours across the state to meet with legislators and discuss matters important to them in their districts. The following meetings are scheduled:

- November 13 – Coeur d' Alene
- November 14 – Lewiston
- November 20 – Idaho Falls

- November 21 – Pocatello
- November 27 – Twin Falls
- November 28 – Boise

The Director said that if any Board Member would like to attend any of these meetings to please let Joanna Hiller or the Director know.

Natural Resources

Director Buxton stated that The Natural Resource Interim Committee asked her to attend their November 6, 2023, meeting in the Lincoln Auditorium at the Capitol to discuss IDPR's participation in the Quagga Mussel treatment.

Non-Motorized

Director Buxton reported that the non-motorized coalition meeting with stakeholders is scheduled for November 6, 2023. IDPR has been participating with this diverse group, led by Dan Waugh of the Horse Council, looking for a more sustainable funding source for non-motorized recreation and trails.

First Responder

The Director reported that IDPR's proposed First Responder legislation has been put on hold due to the interests of other executive branch agencies and insurance industry concerns. The Director said that we are working to address our employees' needs with DHR, the Governor's Office and other agencies for alternative solutions.

Reservation / Registration

The Director reported that the Reservation/Registration vendor RFP should be published in the coming weeks.

NASPD

The Director reported on The National Association of State Park Directors (NASPD) Annual Meeting which was held in Lake Tahoe September 12-15, 2023. Troy Elmore and Seth Hobbs attended with the Director. The Director stated that we gain invaluable information and relationships by meeting with our peers from other state park and recreation departments, federal partners, and recreation stakeholders. These meetings keep us current on trends, challenges, and technology to help our agency.

North Region Meeting

The Director attended the North Region all staff meeting in Coeur d' Alene on November 1, 2023. Director Buxton stated she always enjoys the chance to visit with employees whenever possible. Heidi Burks and Joanna Hiller and the Director were able to visit Heyburn State Park and Old Mission after we arrived. Both parks look wonderful. Old Mission's new paint, stairs and stonework are much needed and look beautiful.

Luma

Director Buxton reported on the new Luma ERP system that has been implemented by the State Controller's Office (SCO) since July 1, 2023. Buxton said that it replaces a legacy system that is no longer technologically supported. Luma and its Human Capital Management modernization have posed challenges with payroll, vendor payments, procurement, budget, employee recruitment and evaluations. The Director said that the SCO is working to address many issues. Replacing the legacy system was unquestionably needed and Luma promised to provide a new system to benefit the State government. The startup has been bumpy and IDPR staff in every corner of the State have taken available training, and retraining as it updated while working with SCO and each other to learn the new system.

Budget Preparation

The Director said that IDPR is expecting some changes to how JFAC will be working with agency budgets. They have a meeting November 8-10, 2023, to discuss the process so she expects to work closely with our LSO analyst and JFAC members on how they want to hear from IDPR for the FY2025 budget.

Other Meetings

Director reported on other meetings saying that in addition to many Quagga Mussel meetings, she has attended meetings for: regarding the relicensing of the Hells Canyon Complex by Idaho Power, Allison Gin, the new USDA – FS, Intermountain Rep Idaho State liaison, the new Director of Water Resources, Mat Weaver the new Director of the Department of Administration, Steve Bailey. Adam Zaragoza and the Director presented IDPR’s Permanent Building Fund request on October 3, 2023. On October 5, 2023, the Director presented the keynote to the Rangeland Fall Forum. Outdoor recreation is a hot topic affecting our rangelands and users on public and private lands. She periodically meets with IDPR HQ neighbors, Mark Hofflund from Shakespeare Festival and the Idaho Foundation for Parks and Lands. We welcome the Foundations new Executive Director, Kendra Kenyon. Director Buxton said that she is happy to answer any questions the Board may have about the Directors report or any of the other reports submitted by the staff.

Hearts of STIHL Awarded by McCroskey

Director Buxton provided background information on Hearts of STIHL. It was started in 2021 and is an expansion of STIHL’s mission to “make it easier for people to work in and with nature” and their commitment to cultivating “socially responsible environmental stewardship.” It is Inspired by America’s State Parks, the Hearts of STIHL program supports responsible forest management practices, sustainable recreation, conservation, and environmental education. Hearts of STIHL’s mission is to help those people and programs that are caring for the national treasures that are our America’s State Parks and preserve them for the enjoyment of all Americans, current and future. IDPR was the recipient of one of six \$20,000 grants. One grant per region of the U.S. is given out annually. Our grant will be used to facilitate the restoration of McCroskey State Park. Re-seed six acres of native Palouse prairie, plant 20,000 trees on 60 acres of forest that was selectively thinned after a beetle epidemic, return the area to be a Ponderosa Pine-dominant Forest, with a natural range of species variability, and the funds will be used for trail routing, signage, maintenance, and education.

Lake Cascade Marina Contract

Mr. Zaragoza presented information on Lake Cascade Marina proposal. IDPR requested proposals to develop marina facilities at Lake Cascade State Park. In October 2021, IDPR issued a letter of intent to Tamarack Resort II LLC for the Poison Creek Area. Staff provided the board with an update in May 2022 about the ongoing negotiations and design. This agenda item is for the board to take action on the Draft Concession Contract. Since May 2022, staff have been working with the Bureau of Reclamation (BOR), the Attorney General’s office, and Tamarack regarding terms and conditions of the development, and a 20-year concession contract. On September 14, 2023, those terms have been agreed to by the parties. The draft contract was emailed to BOR on September 18, 2023. BOR has agreed to provide a preliminary approval, with a final approval of the contract after the National Environment Protection Act (NEPA) has been completed. The federal public involvement requirement is to occur this winter, with NEPA to be complete in Spring 2024.

Highlights of the contract are:

- Up to 200 boat slips are allowed
- Tamarack will replace any loss of recreation areas resulting from the development

- Tamarack has agreed to 8% gross receipts to IDPR annually during the contract term
- The contract number will be assigned once fully executed after NEPA is completed

Due to the short window of construction season in Valley County and lead time of construction materials, Tamarack has requested an approval of this draft contract contingent upon final approval from BOR after the NEPA process has been completed. It is understood that all financial risks, materials, or other obligations will be borne by Tamarack II LLC if there are changes from BOR after the NEPA process. IDPR will assume no financial responsibility if there are changes after approval of this draft contract.

Ms. Manning motioned to authorize the Director to sign the Concession Contract with Tamarack II LLC. The Chairman asked for further discussion, hearing none the Chairman called for a vote on the motion.

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

Motion carried unanimously.

LWCF Advisory Board Appointment

Ms. Muir presented to the board the LWCF Grant Advisory Committee Appointment. She stated that the department has 2 positions open to appoint on the Land and Water Conservation Fund Committee. The pen positions include Community 5,000 or less and Minority. Recently IDPR received an application to fill the Community 5,000 or less position. Wendy Walter is from Spirit Lake and recently retired from the Idaho Department of Lands. She has experience with Endowment Lands and Idaho’s navigable waters. She is an Idaho native who loves the outdoors, especially camping, boating, fishing, and hunting. Her complete application is attached. The IDPR staff recommends that the Board appoint Wendy Walters to the LWCF Board.

Mr. Roach moved to approve the appointment of Wendy Walters to the LWCF Board. Mr. Fatkin seconded the motion. The Chairman asked for further discussion, hearing none the Chairman called for a vote on the motion. Motion carried unanimously.

TOC Commission @ Large Committee Appointment

Mr. White provided information and explained the Trail Commission Member and how they are appointed. The Idaho Department of Parks and Recreation (“State” or “IDPR”) and the Coeur d’Alene Tribe, Lake Management Department (“Tribe” or “TLMD”) (collectively the “Parties”) entered into an “Agreement” to establish a long-term cooperative partnership between the State and the Tribe with respect to ownership, management, and operation of the Trail of the Coeur d’Alene’s Right-of-Way (“ROW”) and Trail. As a part of this agreement the Parties established a six-member Trail Commission (“Commission”). In establishing the Commission, the Parties’ intent is to ensure that all aspects of the development, funding, management and operation of the entire ROW and Trail are coordinated across the Parties separate and joint management areas, consistent with implementation of the Consent Decree, CITU and the Interim Trail Agreement.

Three members of the Commission are appointed by the State and shall include the State’s Trail Manager, Will Niska. The State also identified David White, North Region Manager, as a member due to his historical knowledge and long-term involvement with the Trail. Three members are appointed by the Tribe and shall include the Tribe’s Trail Manager. The State appoints one at-large member. The at-large member is approved by IDPR’s Board and will serve a term of two (2) years. No Commission at-large

member may serve more than two (2) consecutive terms. Morris “Mac” Cavabar, CdA, Idaho is the current at-large member and has done a great job. He has served two plus terms, so it is time to appoint a new member.

Staff advertised and accepted applications for IDPR’s at-large member. A total of three applications were received and reviewed by staff to determine who would be the best candidate to represent users associated with IDPR’s portion of the trail. Region 1 Board Member Chuck Roady, Non-Motorized Trail Coordinator Hailey Brookins, and Operations Division Administrator Troy Elmore assessed and rated the applications without the applicant’s names. OM/TOC Park Manager Will Niska and North Region Manager David White utilized the rankings to determine a final recommendation. The application information sheet and the applications are attached for the Board members for review.

Mr. Roady moved to approve the Anna Moody as IDPR’s at-large member to serve on the Trail of the Coeur d’ Alene’s Commission for the next two years. Motion was seconded by Mr. Cooke. The Chairman asked for further discussion, hearing none the Chairman called for a vote on the motion. Motion carried unanimously.

Gateway Parks, LLC 2024-2026 Concession Agreement, Eagle Island State Park

Mr. Elmore gave a brief overview of the 10-year concession agreement that started in February 2014 with Gateway Parks, LLC, at Eagle Island State Park. The agreement provides public recreation benefits through a winter sports venue designed for tubing, sledding, skiing, and snowboarding. The snow hill provides a unique winter experience for Park visitors.

The current concession agreement commenced on May 1, 2014, and is set to expire May 1, 2024. The contract specifies that the Concessionaire will pay rent in the amount of seven percent (7%) of the gross receipts annually. Mr. Elmore stated that in the current agreement, the Concessionaire was given the first right to accept a new concession contract.

Currently, in State of Idaho Department of Parks and Recreation Concession Agreement Eagle Island State Park Ada County, Idaho 14-001-EAG-LCA-2024 at Section 9 “Renewal” it provides the Concessionaire a right of acceptance, as follows:

The STATE does not grant CONCESSIONAIRE the right to automatically renew this Agreement for an additional period. However, if the STATE, at the expiration of this Agreement, desires to lease the CONCESSION PREMISES again, and if CONCESSIONAIRE is not in default or breach as set forth in Section 17 of this Agreement, the STATE grants CONCESSIONAIRE the first right to accept a new agreement under such terms and conditions as the STATE may then prescribe and under the following conditions:

CONCESSIONAIRE shall first notify the STATE in writing of its desire to renew the agreement sixty (60) days prior to its expiration. If the STATE desires to renew this Agreement, it shall notify the CONCESSIONAIRE in writing of the terms and conditions that the STATE may then desire to prescribe. Mailing to the last known address of CONCESSIONAIRE shall then complete notification to CONCESSIONAIRE. CONCESSIONAIRE shall then have thirty (30) days from the date of that mailing to notify the STATE of its acceptance of the terms and conditions prescribed by the STATE. Acceptance shall be complete only if received by the STATE in writing and within the time prescribed.

Mr. Elmore explained the first right to accept a new agreement is subject to the provisions of this Agreement concerning termination. He stated that in 2017, the Board amended its policy on concession

leases.

The Board's current concession policy does not allow concessionaires a first right of acceptance. IDPR Board Policy #6020 "Concession Leases" at Section 4.2 Types of Concessions and Lease Fees, typically requires that an RFP process be used to select the next concessionaire:

- **Large Concessions.** Concessions expected to gross more than \$100,000 per year are deemed large concessions and require Board approval. Large concessions will be awarded on a competitive basis after publication of a request for proposal (RFP), unless otherwise directed by the Board. Large concessions will be awarded to the responder of the RFP which, in the judgment of the Board, best fulfills the criteria set forth in the RFP and provides the best combination of service to the public and return to the Department. The objective is to obtain the highest possible revenue from each concession lease, but the best responder to an RFP is not necessarily the responder which provides the highest dollar return.
- **Other Concessions.** Concession leases expected to gross \$100,000 per year or less are deemed other concessions and require Director approval. The Director may negotiate directly with interested persons for the operation of concessions likely to gross between \$10,000 and \$100,000 per year, unless the Director determines that an RFP is likely to result in better service to the public or a higher return to the Department. The concession lease fee will be based on a percentage of total annual gross revenues to be negotiated based on the nature of the business, the value of park facilities utilized by the concessionaire, and other relevant factors. In no event will the concession lease fee be less than three percent of the total annual gross revenue without Board approval.
Board policy #6020 – Concession Leases, Section 4.5 Standard Provisions, gives the Board the sole discretion whether to include a first right of acceptance term in a concession contract:
- **Renewal.** Each lease will contain a provision that the Department will not grant the lessee the automatic right to renew the term of the lease for an additional period upon its expiration. However, a concessionaire may be granted first right to accept a new lease under new terms and conditions as the Department may then prescribe. The Department will retain the option to self-operate a concession at the end of the term of any lease.

Mr. Elmore stated that during the May 3, 2023, IDPR Board meeting, Chairman Beckley requested fellow board members create a subcommittee for the purpose of drafting contract terms for the next Eagle Island State Park winter sports venue concession agreement for proposal to the Board. Mr. Roach volunteered, and together with Chairman Beckley, agency staff and Lead Deputy Attorney General Joy Vega, worked on the terms and renewal for this next concession agreement. With the subcommittee's direction and approval, a new concession agreement for Gateway Parks, LLC's winter sports venue operation has been drafted. Changes to the terms of this next contract include:

1. A 2-year duration. By limiting the contract to 2 years, IDPR will come into alignment with Board Policy #6020 "Concession Leases" while enabling the Concessionaire's operation to continue during the RFP process. (Page 4, Section 3.1).
2. No right to renewal or first acceptance. If the Board decides to continue a winter sports venue at Eagle Island State Park, a request for proposal process will be utilized that the Concessionaire can choose to participate in. (Page 4, Section 3.2). An annual rent of 11% of gross receipts up from 7%. Concessionaire's annual rent has always been 7% without increase during the current contract's 10-year duration. Other long-term concessions currently pay between 8%-15%. (Page 4, Section 4.1).
3. The required and optional concession services, listed in Section 5, are expanded with detail to expressly allow, with limitations, the operations that the Concessionaire has developed since

2014. Expectations of the Park related to Concessionaire's post-season repair and replacement of damaged Park resources have also been included. (Pages 5-15, Section 5).

4. Subject to approval by Idaho Department of Water Resources or Water District 63, use of water from the Park's Pond for snow making is expressly allowed. The required coordination of efforts between IDPR and the Concessionaire to secure temporary water use is explained in Section 5.6(c) at pages 12-13 of the proposed contract.
5. No off-season storage will be permitted outside of the existing office area. (Section 5.1(c)). Concessionaire has previously stored personal property at the Warden's House during its off-season. However, during the 2-year duration of the next contract, the Park will begin cleanup and deferred maintenance at the Warden's House.
6. No sub-concessions, sub-leases, assignments, or leasehold mortgages are permitted during the 2-year duration of the next contract. (Page 20, Section 9, *see also* §§ 5.2(j) and 5.8(g)).

Mr. Elmore had enclosed Concession Contract No. 24-001-EAG-LCA-2026 and explained that this was the lease agreement that the subcommittee had reviewed and approved for submittal, discussion, and use by the Board. If accepted as proposed, or following any Board changes, the contract will be provided to Gateway Parks, LLC, for acceptance or rejection. If accepted by the Concessionaire, the only input required from Gateway Parks, LLC, will be its designated On-Site Manager (*see* Page 8, Section 5.1(i)) and the name and position of the company's authorized signatory.

Mr. Elmore provided Concession Contract No. 24-001-EAG-LCA-2026 which is the lease agreement that the subcommittee has reviewed and approved for submittal, discussion, and use by the Board. If accepted as proposed, or following any Board changes, the contract will be provided to Gateway Parks, LLC, for acceptance or rejection. If accepted by the Concessionaire, the only input required from Gateway Parks, LLC, will be its designated On-Site Manager (*see* Page 8, Section 5.1(i)) and the name and position of the company's authorized signatory.

Mr. Elmore and the IDPR staff recommend that the Board approve the proposed concession lease agreement 24-001-EAG-LCA-2026 as presented.

Mr. Roach moved to approve the proposed concession lease agreement 24-001-EAG-LCA-2026 as presented. Motion was seconded by Mr. Fatkin. The Chairman called for a roll call on the motion.

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

Motion carried.

Ashton Visitors Center Purchase Agreement

Mrs. Burks introduced herself and gave a brief overview of what her job responsibilities are for IDPR. Mrs. Burks provided a brief review of the Ashton Visitors Center as well as a copy of the May 2023 board minutes that showed the IDPR Board authorizing the Director to sign the Lease Agreement with Option to Purchase the Ashton Visitors Center. The lease agreement was signed and IDPR began operations on July 1, 2023. Mrs. Burks stated that the IDPR has developed a good relationship with the City of Ashton, Ashton Chamber of Commerce, and the local community with the proposed year-round operation of the Visitors Center. The IDPR staff has completed its due diligence, including an environmental phase 1 report,

property appraisal, and preliminary title report. Prior to major capital expenses to operate the facility year-round by IDPR, staff is proposing to offer the city the following purchase price:

- Appraisal \$430,000
- Less Due diligence costs: \$7,000 (Appraisal and Environmental)
- Less Capital investment for basic heating upgrades:
 - Roofing and Insulation: \$77,000
 - Heating Systems: \$10,500
- Less Six months of rent: \$3,000 (assuming thru December 2023)
- *Purchase Price: \$332,500.00*

Mrs. Burks said that the IDPR staff is prepared to offer a purchase price of \$332,500.00 at the Ashton City Council meeting December 13th, 2023. The City staff have informed IDPR that they intend to use the funds from the sale to improve the City parks.

Mrs. Burks and the IDPR staff recommend that the Board authorize the staff to exercise the option to purchase the Ashton Visitors Center for a purchase price of \$332,500.00.

Mr. Fatkin moved to authorize the staff to exercise the option to purchase the Ashton Visitors Center for the purchase price of \$332, 500.00. Motion was seconded by Mr. Roach. The Chairman called for a roll call on the motion.

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

Motion carried.

Development Leading Idaho Projects Update

Melanie Schuster provided information regarding the work on the American Rescue Plan (ARPA) and the Leading Idaho Surplus funding projects. Between the two funding programs, approximately \$140 million has been appropriated to IDPR to address the agency’s maintenance backlog and capital expansion needs which will take 5 to 10 years to process. Schuster provided the ARPA project lists and Capital Improvement plan for the board to review, in addition she provided a detailed list of the current active projects.

2024 Board Meeting Dates & Locations

The Board was presented Board Meeting Dates and locations from Joanna Hiller. The dates are subject to possible changes by the Director.

February 21 & 22, 2024	Boise, ID	Eagle Island Construction Tour
*May 13, 2024	CDA, ID	Heyburn
August 7 & 8, 2024	Island Park, ID	Harriman/Henrys/Ashton Tetonia Trail
November 6 & 7, 2024	Burley, ID	Castle Rocks/City of Rocks/Walcott/Massacre

Mr. Cooke moved to set coming IDPR Board Meeting dates and locations for February 21 & 22, 2024 in Boise, May 12 & 13, 2024 in Island Park, August 7 & 8, 2024 in Island Park, and November 6 & 7, 2024 in Burley the dates are subject to amend or changed. Motion was seconded by Mr. Roady. The Chairman called for a roll call on the motion.

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

Motion carried.

Program Reports

Communications

Quintana provided information in the report regarding working with ISDA to get the word out about the quagga mussel issue in the mid-Snake River, Eagle Island State Park construction project for the 50-space campground and related improvements, social media engagement, interpretation and environmental education, sponsors, and partners.

Development

Melanie Schuster provided a general update on projects by phase and by funding source. Eagle Island RV Campground, and Ponderosa Blackberry Water & Electric upgrades.

Fiscal

Steve Martin provided information on the preliminary first quarter financial reports for fiscal year (FY) 2024.

Human Resources

Jennifer Quinno-Miller provided information on job fairs, ranger roundup, LUMA, Volunteer Services Coordinator recruitment, seasonal layoffs, new hires, and current openings.

Management Services

Adam Zaragoza provided information on major tasks; Herrick Reservoir, ITD board meeting regarding Farragut/Brig Road intersection, Eagle Island Campground preconstruction meeting, City of Eagle walk through house the city was giving away for potential staff housing, met with IT to discuss broadband for state parks, met with tribe repos regarding joint projects, met with Tamarack regarding the marina contract, met with administration regarding FY2025 budget, Friends of Harriman annual meeting, attended IDL's monthly meeting, and prepared the Director for the Permanent Building Fund presentation.

Natural Resources

Keith Jones provided information regarding aquatic herbicide treatment. Jones visited PacifiCorp Oneida Narrows recreation area with Bear Lake Park staff, worked with Southern Idaho Timper Protection Association, IDL, and Ponderosa State Park and conducted a prescribe burn on 75 acres in the park (weather did not permit so they will try again in the fall), collaborated with IDL to facilitate the future

success of the State forestry, worked with Eagle Island to address invasive pond weeds in the lake, set up two new direct timber sales for Heyburn State Park, visited proposed shelter site at sublime point in McCroskey.

Operations

Troy Elmore provided information on monthly manager meetings, weekly manager calls, participated in IDPR staff meetings, attended the IDPR quarterly board meeting in Lewiston. Mr. Elmore continued to work on Lake Cascade Marina proposal, logistics and the operation of the proposed marina at the Poison Creek unit of the park. Elmore worked with IDPR Attorney General's Office, Tamarack Resort, and the IDPR Management Services to develop a contract to submit to the Bureau of Reclamation for their review, toured Lake Cascade with Bureau of Reclamation staff to identify potential park housing sites/solutions. Mr. Elmore discussed that the IDPR Development Bureau is working on a proposed site plan to share with BOR. Elmore participated in interviews for Lake Walcott Manager position and participated in sage grouse discussion at the state capitol. Elmore also attended the Bear Lake County Commissioners meeting with the Director, NASPD Conference in Lake Tahoe, ORFAC meeting at HQ, a critical infrastructure meeting with Idaho Office of Emergency Management, invasive species quagga mussel media event in Twin Falls, and Idaho Energy & Mineral Resources Hells Canyon information meeting.

Rec Bureau

Dave Claycomb provided a list of activities on the Boating program that have been completed with routine tasks of answering questions from the public and county marine deputies, grant administration, preparation for various training courses, attending county waterways committee meetings, and ordering of equipment and supplies. IDPR held the 2023 Marine Tactical Advantage training with our marine law enforcement partners in September. The Minidoka County Sheriff's Office hosted the training. 10 students representing 6 different counties successfully completed the training. IDPR also presented Minidoka County Deputy Robert Higen with the 2023 Marine Educator of the Year Award. Deputy Higen taught the most Boat Idaho courses of any of our county partners in 2022 and 2023. The program supervisor attended the NASBLA 2023 Annual Conference and was recognized for successfully completing the NASBLA leadership academy. Chief Deputy Mike Gladhart from Clearwater County also attended and was recognized with a Lifetime Achievement Award for his outstanding contribution to boater safety in Idaho throughout his 30-year career in marine law enforcement. Program staff submitted the 2024 application for the Recreational Boating Safety Grant administered by the U.S Coast Guard. The estimated 2024 allocation to Idaho is \$1.3 million. The program's regional education staff held many boat safety outreaches and taught Boat Idaho and Paddle Sports courses throughout the state. Some of the events included Cascade Safety Day, Water Wise Paddle Safety at Malad Gorge, Cassia County Fair, and the Ritter Island Festival. Program staff installed seven life jacket loaner stations around the state including 2 on the Port Neuf River, 3 on the Salmon River, 1 at Lake Walcott, and 1 at Lake Lowell. Program staff participated in the kick-off meeting for the South Boise Watershed Collaborative and will continue to attend meetings of their Recreation subcommittee to represent boaters in the area.

Reservation Registration

Seth Hobbs reported that all sales are on par with the previous year's sales. He stated that the Governor signed the S1017 and that IDPR will work with our stakeholders and vendors to add the option of selling two-year boat registrations. Mr. Hobbs said the three percent card service fee was implemented on October 11, 2023, for all card transactions. This fee is being passed on to the customers and only used to cover the amount billed to IDPR for these fees. In FY23, the card service fee billed to the department was \$284,688.29. Customers are still able to pay with cash, check, or money order for their purchases without the three percent passalong fee. Hobbs said that IDPR has been working with the Department of Purchasing on finalizing the RFP for the Recreational Management System contract which is currently held

by Aspira. It is anticipated that the RFP will be out for bid in November and finalized in December/January. The current contract is set to expire on December 31, 2024. During the August board meeting, the board requested information on the utility increases from the department for justifying the rate increases. Below are the historical utility charges since the last overall camping increase in 2020. The parks utility charges in total have increased by over \$159,000 in the last three years and are continuing to rise. The overall park operating expenses have increased by over \$756,000. Hobbs also provided a report on the Annual Aspira Account Review.

East Region

Ryan Buffington provided information on staffing updates which include the following:

- Filling the Lake Walcott manager position with Trenton Durfee. Trenton has been with the department for 14 years and moved into the position from the City of Rocks/Castle Rocks where he was the maintenance foreman.
- Filling the CIRO/CRSP maintenance foreman vacancy with Michelle Jones. Michelle has been at CIRO/CRSP for years as their maintenance lead.
- The following full-time positions have been filled:
 - 2 rangers at Harriman
 - 1 ranger at Bear Lake
- There are full-time vacancies at:
 - 1 ranger position Bear Lake
 - 2 ranger positions City of Rocks/Castle Rocks
 - 1 admin assistant at Harriman

Buffington held interviews for the East Region maintenance foreman position, but we were not able to settle on an acceptable salary rate with the selected candidate and have gone to a second round of interviews. For operations Buffington visited all the parks in the East Region multiple times and familiarized himself with their operations and individual needs. Throughout the quarter, they saw visitation across the region slow at most of our parks as summer wrapped up, schools came back into session, and the public anticipated cooler temperatures. LUMA caused several hurdles throughout the quarter, but most notably the inability to track budgets. Park managers are getting increasingly frustrated and concerned that they cannot track their budgets to prepare for upcoming expenses. Buffington attended a tour of the Formation Springs site and met with representatives of The Nature Conservancy (TNC) and the BLM on moving forward with the transformation of the site to a state park. We developed an initial site plan and an assessment of the work that would need to take place. The representatives from both the TNC and the BLM were happy with the direction. Massacre Rocks was decided for the location of the new maintenance crew headquarters and selected three potential sites at the park for the facility. We agreed that using the same plans as the forthcoming shop building at the Trail of the Coeur d'Alene's would be the best way to proceed. The shop space would satisfy the crew's needs and provide additional housing options for the region. We submitted purchase requisitions for some of the East Region crew's equipment/vehicles but are waiting until the foreman position is filled to move forward with selecting and submitting the full list of seeding equipment. East Region has resumed monthly update calls for all managers. Increasing coordination between East Region parks is something that everyone is excited to see. I attended the Friends of Harriman State Park board meeting and the Wine in the Woods event. It was a great opportunity to meet with this organization to discuss plans and upcoming projects in the Harriman area. We completed the plans and organization for an in-person park manager's meeting at CIRO/CRSP in November. The region managers and I met with the development bureau and worked through the steps for rolling out the supplementary minor maintenance program. This program will funnel \$2,000,000 of state surplus funds directly to the parks for minor maintenance projects below \$25,000. The East Region office worked closely with parks and the development bureau to develop supplementary minor maintenance project lists for each park unit. We hold regular team meetings with park managers

to implement the most effective distribution of these funds throughout the region. In the East Region, the Quagga Mussel discovery has so far only impacted Lake Walcott State Park. We agreed with the National Wildlife Refuge and BOR managers that closing the lake to boating one month early was a precautionary action that was worth the recreational impact.

North Region

David White provided information regarding the Coordination 2024 RMSPEC Planning Team Meeting and NR Manager Monthly Video/Teleconference Call. Participated in the CdA Regional Chamber of Commerce Natural Resources Committee Meeting; OPS Parks Region Manager meeting in Boise, Heyburn Marina Operations Meeting and Marina Replacement scoping meeting; Statewide Minor Maintenance funding discussion, and Land folio demo for lease management. Mr. White reported that they reviewed OM/TOC potential residences. They conducted walkthroughs of residences at FAR with Park Manager to identify any maintenance that needs to be done, assisted with Hells Gate Park Ranger and Old Mission/TOC Admin Asst 1 interviews. Discussed seasonal housing with Development and Region Managers. Hosted and attended the Idaho Heritage Trust Directors Meeting at the IDPR NR Service Center.

South Region

Theresa Perry provided information on the new LUMA system required staff to complete a variety of training modules this quarter to understand time-entry, invoice and p-card management, and new employee onboarding. Staff assisting one other with training and troubleshooting provided the most benefit in learning this new software and the numerous challenges it presented. As a result of the changes with LUMA, park staff were not able to view their seasonal and worked closely with the Development Bureau staff and park staff regarding details of the Eagle Island campground, the future of the Eagle Island water slide, the Three Island history center audio visual system, employee housing priorities, and the Kokanee Cove redevelopment. Continued efforts on the Lake Cascade Marina proposal included the specific development features proposed and review of contract agreement terms. Filling permanent vacancies is an ongoing process as new staff join the agency, and others transfer to different positions within the agency or leave. The following vacancies were filled this quarter: administrative assistants for Eagle Island, Lucky Peak, and Lake Cascade, two ranger positions at Three Island and one at Eagle Island, and the vacancy for the assistant manager position at Ponderosa was filled. Supported Park Managers with a wide variety of operational needs and challenges, especially related to peak visitation demands within the parks. The details related to group use permits, special use permits, and concession agreements continued. Continued to have almost weekly operations conference calls with the other region managers and the operations chief. Monthly manager's conference calls continued, and an in-person manager meeting was held in August. These efforts provide an opportunity to share operational trends and solutions to challenges, review policy, and meet with other agency staff. Participated in the IDPR board meeting held in August in Lewiston via zoom. Provided support to park rangers in the planning and development of the south and east region Ranger Roundup. This training opportunity will be hosted at Ponderosa State Park in October and targets the ranger staff within the south and east regions. The goal of the 2023 training is related to communication, maintenance skills, natural resource management, and networking opportunities for ranger staff. Participated in two disaster planning meetings with community partners, Valley Co. Sheriff Office, U of I Extension, Horizons, USFS – Cascade Ranger District, and staff from Lake Cascade State Park. Additional dialogue and community actions plans are planned for early winter.

Old/New Business

Board Elections

Mr. Fatkin announced he was leaving the Board this year, and this would be his last quarterly meeting.

Ms. Manning motioned that Brian Beckley serve as Chairman and Mike Roach for Vice Chairman for the coming year and. Motion was seconded by Mr. Roady The Chairman asked for further discussion, hearing none the Chairman called for a vote on the motion.

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

The motion carried unanimously.

Challis/Hot Springs Operation Update

Ryan Buffington reported on Challis Hots Springs and how it's not on the reservation system for the first year. Staff are helping with the burden of opening the pools every morning. It's going very well; the campground needs some work as well as the shower houses.

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 (b) and (c), to move into Executive Session to evaluate a public office and to discuss the acquisition of real property not owned by a public agency; to discuss pending litigation. 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 1:59 PM.

Action Items from Executive Session

The Board resolved out of Executive Session at 3:05 P.M.

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 3:10 P.M.



Chairman Brian Beckley
Idaho Park and Recreation Board



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