

**IDAHO DEPARTMENT OF PARKS & RECREATION**

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

**Quarterly Board Meeting**

**May 18-19, 2022**

**Fairfield Inn**

**1000 W. Pullman Rd.**

**Moscow, ID 83843**

Zoom Meeting Link:

<https://us02web.zoom.us/j/85993227365?pwd=QlV2eUJZSkkwa1hnaGV6b1pFakgzUT09>

Meeting ID: 859 9322 7365

Passcode: 369705

**MINUTES**

**Wednesday, May 18, 2022**

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

- Chairman Beckley - Present
- Board Member Fatkin - Present
- Board Member Black - Present via zoom
- Board Member Doman - Present
- Board Member Roach - Present
- Board Member Eastwood - 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, Interim Bureau Chief/Sr. Project Manager  
Kathy Muir, Grant Manager  
Tami Iasonides, Management Assistant  
David White, North Region Bureau Chief  
Keith Jones, Natural Resources Manager  
Theresa Perry, South Region Bureau Chief  
Craig Quintana, Public Information Officer  
Debbie Hoopes, Human Resources Officer  
Seth Hobbs, Registration & Reservation Program Manager  
Joy Vega, Deputy Attorney General  
Steve Martin, Financial Officer

**Welcome and Introductions / Chairman Beckley and Director Buxton**

Chairman Beckley and Director Buxton welcomed everyone to the meeting.

### **Additions or Deletions to the Printed Agenda**

The Chairman asked if there were any additions or deletions to the printed agenda., hearing none, he moved forward with the first agenda item.

### **Consent Agenda**

- Approval of Minutes February 23, 2022 and April 21, 2022

**Mr. Fatkin moved to approve the minutes 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.**

### **Director's Report & Legislative Update**

Director Buxton reported on the following topics:

- **2022 Legislative Session**  
IDPR's Budget Setting at JFAC took place on March 2, 2022. The Governor's recommended budget was passed and was signed by Governor in March.
- **RMSPEC - Omaha, NE - March 2022**  
Director Buxton attended the Rocky Mountain National Association of State Park Directors conference in Omaha, Nebraska accompanied by Troy Elmore and IDPR's two Rangers of the Year, Andrew Stokes - Bear Lake State Park and Jason Oliver - Farragut State Park.
  - Land and water conservation fund now permanently funded by congress.
- **Travel Around the State**
  - Director Buxton met with the trail ranger crew on the Owyhee Front and was able to see the work they are doing to repair trails and replace trail signage.
  - Met with the Girl Scouts at Eagle Island and joined them on a nature walk. Director Buxton spoke about the importance of the interpretation programs at the parks.
  - Travelled around to other parts of the state visiting parks viewing their maintenance backlogs.
  - We had over 200 in attendance at the Thousand Springs State Park/Fossil Beds National Monument ribbon cutting on April 28, 2022. Director Buxton thanked all the Board members who attended as well as all staff for their hard work in planning the event.
- **Upcoming Events**  
Director Buxton discussed the following upcoming events
  - Submit Strategic Plan
  - Submit Legislative Ideas
  - Submit Performance Management Report
  - Ongoing Employee & Leadership Training
  - Employee Engagement & Recruitment
  - Development Projects
  - Interpretation Updates with a Revitalized Committee

Director Buxton stood for questions.

**Grant Approvals - Kathy Muir**

Ms. Muir requested approval on the following grant applications:

- Recreation Vehicle (RV) Advisory Committee

**Mr. Doman moved to approve the priority ranking list and the RV grant application as written. Motion was seconded by Mr. Roach. Motion carried unanimously.**

- Waterways Improvement Fund

**Mr. Fatkin moved to approve the Waterways Improvement Fund grant application as written. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Cutthroat Plate Fund

**Mr. Roach moved to approve the Cutthroat Plate Fund grant application as written. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Off-Road Motor Vehicle Fund

**Mr. Doman moved to approve the Off-Road Motor Vehicle Fund grant application 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.**

- Recreational Trails Program

**Mr. Fatkin moved to approve the Recreation Trails Program grant application as written. 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.**

- Mountain Bike Plate Fund

**Mr. Eastwood moved to approve the Mountain Bike Plate Fund grant application as written. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

- Recreational Road & Bridge Fund

**Mr. Doman moved to approve the Recreational Road & Bridge Fund grant application 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.**

### **Strategic Planning and Performance Report Review & Update - Director Buxton & Adam Zaragoza**

Director Buxton explained the Strategic Plan process, then gave the time to Adam Zaragoza to go into a more depth explanation. Mr. Zaragoza explained that we are required to update our plan each year and submit by July 1. Mr. Zaragoza gave an overview of the changes to the plan and received comments from Board members to which he agreed to amend the draft reviewed for submission to DFM by July 1. Director Buxton and Mr. Zaragoza discussed each Task with the Board and asked for comments and feedback.

**Mr. Doman moved to approve the Strategic Plan and to amend it consistent with the discussion for submission by the statutory deadline. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

### **State Snowmobile Avalanche Fund Committee Member Approval - Troy Elmore**

Mr. Elmore explained the recent law passed that increased fees for snowmobile stickers and that a portion of the fee increase dollars now goes toward a new snowmobile avalanche fund. He explained how the slate of nominees was established and requested the Board appoint the committee to manage the fund as required by statute.

**Mr. Eastwood moved to approve nominees to sit on state snowmobile avalanche fund committee as listed. 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.**

### **Group Use Permit-Roots Forest School Fundraiser/Ponderosa - Troy Elmore**

Mr. Elmore gave a brief explanation of the Roots Forest School Fundraiser that will take place on August 20, 2022. The purpose of the event is to raise funds and awareness for the school. Ponderosa State Park received a Group Use Permit to host the event. The permit requires Board approval as beer and wine will be served at the fundraiser.

**Mr. Doman moved to approve the Group Use Permit. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a vote on the motion. Motion carried unanimously.**

### **Draft 2023-2028 SCORP/BSU Study Results - Adam Zaragoza, McCallister Hall, Boise State University**

Mr. Zaragoza explained that currently a new SCORP is required every 5 years. IDPR contracted with Boise State University in October 2021 to lead the study and statistical effort for this update. An online public survey was conducted in January 2022 and representatives from Boise State will be presenting the preliminary findings. Mr. Zaragoza turned the time over to McCallister Hall for the presentation. Ms. Hall provided information on what information was in the survey and the results.

### **FY 2024 Draft Budget Proposal - Steve Martin**

Mr. Martin provided information on the FY 2023 budget as a beginning reference and basis for the FY 2024 budget, which included the department's FY 2023 appropriation and a ten-year expenditure history. Mr. Martin then gave an overview of the FY 2024 draft budget proposal.

**Mr. Doman moved to amend the agenda and move the Public Comment portion up. 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.**

### **Public Comment**

Jeff Gordon - Resident of Cascade, ID, Owner of Cascade Lake Rentals and Manager of Tackle Toms wanted to discuss the proposed marina at Lake Cascade. Mr. Gordon expressed his concerns about a marina at Van Wyck and asked for more public input.

Troy Elmore addressed the Temporary Concession Agreement process. Mr. Elmore let Mr. Gordon and the Board know that IDPR had received a Temporary Concession Agreement application for Van Wyck, however it has not yet been approved and he does not currently have any details on what the agreement was for noting that the Bureau of Reclamation would also have to approve any new temporary concession which has not occurred at this time. There was discussion of the NEPA requirements for the Bureau of Reclamation and that public input would be sought and managed by that agency.

### **Lake Cascade Marina Contracts - Adam Zaragoza**

Mr. Zaragoza gave a brief background and status on the Lake Cascade Marina contracts. RFP went out in August 2021 and a letter of intent was issued in October 2021. IDPR's legal counsel has begun drafting a formal Development and Concession Agreement. When the drafts are completed, they will be reviewed by both parties and their legal counsel. Once negotiations of terms have concluded, staff will present the contracts to the Board for consideration.

**Director Buxton requested the next agenda item, Amendment to Idaho Heritage Trust License Agreement be held until the Chairman of the Idaho Heritage Trust Board could be present as she is in Moscow but her other meetings were running long. Chairman Beckley agreed to move to the next agenda item and address this item once the Chairman arrives. There were no objections.**

### **Statewide IDPR Employee Housing Issues - Director Buxton & Adam Zaragoza**

Director Buxton gave a brief overview of the issues with employee housing and the direction IDPR is heading in working to address the issue. Mr. Zaragoza gave a background on money appropriated for staff housing and updated the Board on where staff is with the process of resolving the housing issues. Concepts and priority locations are still being considered by staff. Melanie Schuster, Development Bureau Chief, gave an update on meeting with modular housing and other options they are considering.

### **Natural Resources Presentation - Keith Jones**

Mr. Jones provided an introduction and management strategies of the Natural Resource Program, and program project updates.

**Mr. Fatkin moved to amend the agenda to move the Executive Session up then complete the remainder of the agenda afterward. 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.**

### **Executive Session**

**Mr. Eastwood 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.**

- o Board Member Beckley - Yes
- o Board Member Fatkin - Yes
- o Board Member Black - Yes
- o Board Member Doman - Yes
- o Board Member Roach - Yes
- o Board Member Eastwood – Yes

Motion Carried.

The Board resolved out of Executive Session by unanimous consent at 3:08. No decisions were made.

**Action Items from Executive Session**

**Mr. Fatkin moved to authorize Director Buxton to sign an agreement for the purchase of real property with Hammond Hot Springs, LLC. Motion was seconded by Mr. Eastwood. The Chairman asked for further discussion, hearing none, the Chairman called for a roll call vote on the motion.**

- o Board Member Beckley - Yes
- o Board Member Fatkin - Yes
- o Board Member Black - Yes
- o Board Member Doman - Yes
- o Board Member Roach - Yes
- o Board Member Eastwood – Yes

Motion Carried.

**Mr. Eastwood moved to give Director Buxton the authority to settle litigation in the Lozano vs Idaho Department of Parks and Recreation. Motion was seconded by Mr. Roach. The Chairman asked for further discussion, hearing none, the Chairman called for a roll call vote on the motion.**

- o Board Member Beckley - Yes
- o Board Member Fatkin - Yes
- o Board Member Black - Yes
- o Board Member Doman - Yes
- o Board Member Roach - Yes
- o Board Member Eastwood – Yes

Motion Carried.

**Amendment to Idaho Heritage Trust License Agreement - Director Buxton**

Director Buxton gave a background on the relationship and agreement between Idaho Heritage Trust and IDPR and explained the two minor amendments to the agreement. The amendment modifies the preparation of a financial statement from a fiscal year to a calendar year and filing the report within 180 days of the end of its calendar year. Director Buxton then introduced President of IHT Board Donna Woolston. Ms. Woolston further discussed the IHT and the agreement amendment request.

**Mr. Roach moved to approve the amendment to the Agreement and authorize Director Buxton to sign. Motion was seconded by Mr. Fatkin. The Chairman asked for further discussion, hearing none, the Chairman called for a roll call vote on the motion.**

- o Board Member Beckley - Yes
- o Board Member Fatkin - Yes
- o Board Member Black - Yes
- o Board Member Doman - Yes
- o Board Member Roach - Yes
- o Board Member Eastwood – Yes

Motion Carried.

### **Natural Resources Presentation - Keith Jones - Continued**

Mr. Jones resumed his presentation on the Natural Resource Program, and program project updates.

#### **Program Reports**

- North Region - David White provided an update on parks and struggles they're having in getting up and running due to the extremely cold weather and snow. Gave an update on all the vacancies within the North Region.
- Operations - Troy Elmore updated the Board on his work with the Legislature, park tours with BSU Provost and he attended CEO training.
- South Region - Theresa Perry updated the Board on visitation at parks, preparations for Memorial Day weekend, working with park managers on needs with housing, permits, vacancies and new hires.
- East Region - Garth Taylor stated that the parks are prepping for Memorial Day weekend. Mr. Taylor reported that he offered the Bear Lake Manager's position to Ranger, Andrew Stokes and the Yankee Fork Manager's position to Ron Jenks. Mr. Taylor spoke about vacancies and the struggles with housing for both full time and seasonal employees.
- Communications - Craig Quintana reported that IDPR has had a lot of positive press recently. Mr. Quintana also reported that Chelsea Chambers has reinvigorated the interp team. Mr. Quintana provided information on he and Troy Elmore being part of the interview committee for the U of I Joint Professor Collaboration position.
- Development - Melanie Schuster stated that planning is in full force for use of the ARPA money to prepare for its availability on July 1. Ms. Shuster reported that construction season has begun and bids will be going out for the Henry's Lake project.
- Human Resources - Debbie Hoopes provided an update on seasonal hires and volunteers as well as positions that have been filled and positions being added.
- Fiscal - Steve Martin provided financial reports and an overview of the department's revenues, expenditures, and cash balances as well as a summary of the passport program.
- Management Services - Adam Zaragoza reported that he has spend a lot of his time with the Legislature and has been focused on ARPA.
- Rec Bureau - Troy Elmore reported an extremely busy quarter and provided an update that the boating program has done a lot of outreach and has completed their reporting to the Coast Guard. Mr. Elmore announced David Dahms resignation and introduced his replacement, Phoebe Wallace.
- Reservation Registration - Seth Hobbs reports that they are busy with boating reservations. Mr. Hobbs provided reservation numbers and they are up over 2021, walk in customers are in a decline. Provided

an update on all reservation statistics. Mr. Hobbs reported that the rules were approved by the legislature.

**New Business**

Chairman Beckley suggested that the Board consider moving May meetings into June in the future, possibly the second week in June. Should be placed on a future agenda.

RECESS FOR TOUR OF MCCROSKY AND HEYBURN STATE PARKS ON MAY 19, 2022.

MEETING ADJOURNED AT APPROXIMATELY 4:00 PM MAY 19, 2022, AFTER THE TOUR. NO BUSINESS NOR DELIBERATION ON ANY PENDING MATTER OCCURRED DURING THE TOUR.

  
Chairman Brian Beckley  
Idaho Park and Recreation Board

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