

MISSION STATEMENT

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

IDAHO DEPARTMENT OF PARKS AND RECREATION VISION STATEMENT

We are innovators in outdoor recreation, committed to excellent services and resource stewardship. We foster experiences that renew the human spirit and promote community vitality.

INTRODUCTION

The Idaho Park and Recreation Board's Administrative Policy Manual was updated and approved in its entirety on June 2011.

The Manual is organized according to the subject of the policy.

SUBJECTS	MNEMONIC CODES
Administration/Management/Marketing	ADM
Legal/Legislative	LEG
Personnel	PER
Operations	OPE
Development/Planning/Acquisition of State Parks	DEV
Recreation	SFA

The number following the mnemonic code signifies the consecutive number in that subject; the number following that consecutive number is the year the policy was adopted or was last amended. For example:ADM.1.87 indicates that it is an Administrative/Management/Marketing policy, it is the first policy in the ADM section, and it was adopted or amended last in 1987. Effective as of November 2003, all revisions will be noted by date i.e. 1:87,03.

To simplify the pagination, pages are numbered consecutively throughout the manual.

POLICIES OF THE IDAHO PARK AND RECREATION BOARD

ADM. 1:87, 08 INTENT These policies are intended to provide general policy direction for administration of the Idaho Department of Park and Recreation.

ADM. 2:75 BOARD DIRECTIVES The Idaho Park and Recreation Board is a policy setting Board, and as such provides general direction for staff. The lines of communication between the Board Members and the Department staff are always through the Director's office and/or those staff Members assigned as staff to the Board and Director.

ADM. 3:75 REVIEW OF POLICIES A continuing review of policies is essential to keep them consistent with recreational trends, public needs and financing, and to see that the aims which led to the establishment of the various units are maintained. Policies are to be reviewed, amended, and/or ratified during the fall Board meeting during odd-numbered years, or upon majority vote of the Board Members during the interim

ADM. 4:70 LIMITATION OF AUTHORITY All decisions regarding the opening or closing of recreation areas or parks will be made by the Board, except for seasonal closures that are a normal procedure due to weather restrictions, and except as outlined in ADM. 4(a):80.

ADM. 4 (a):80 EMERGENCY AUTHORITY The Director or the Director's designee may close recreation areas or parks in an extreme emergency, when the health or safety of individuals or facilities are threatened, and when time is of the essence.

ADM. 5:75 NONDISCRIMINATION The facilities and activities of the Idaho Department of Parks and Recreation (whether controlled directly by the Department, by agreement with another jurisdiction, or by concessionaire) shall be operated without discrimination because of race, color, national origin, religion, gender, age or handicap.

ADM. 6:75, 08 PUBLIC INFORMATION The Idaho Park and Recreation Board is a public agency and its regular, special, or telephonic Board meetings are open to attendance by the public. Adequate notice of regular and special meetings of the Board shall be given to the public through the usual news media and/or through releases mailed to interested persons and organizations. The Agenda for all Board Meetings shall be jointly approved by the Park Board Chairman and the Director prior to distribution to the media and the public. The presence of representatives of the press, radio, television, and other news media is encouraged.

- I. The public shall be kept informed of the development and use of the state park system. Information should contain current operations of the existing state park system and planning for future facilities and services.

- II. A continuous effort must be maintained to see that all personnel of the Department, and in particular the field personnel who are in regular contact with the public, are well informed on the current activities of the Department and the Board.

ADM. 7:82 MARKETING It is the policy of the Board that the Department staff actively pursues promotion of state parks in cooperation with private enterprise, local, state or national agencies in order to maximize the public's awareness of the state parks in Idaho. All cooperative promotional activities will be carefully screened by the Director in order to assure that is an appropriate promotional program. All major cooperative promotional activities will be approved by the Board prior to implementation.

ADM. 8:03 ADMINISTRATION CHARGE FOR ROAD AND BRIDGE AND CAPITAL IMPROVEMENT The Department shall budget and expend a maximum fee of 20% for both Capital Improvement and Road and Bridge funds for administrative purposes. Should the related administrative costs of the Department amount to less than the moneys apportioned for such purposes, the difference shall be returned to each Recreation Fuels Account equitably.

ADM. 8:98 CRITERIA FOR AWARDS Department awards are presented to honor personnel and other citizens who have made an outstanding contribution to the park and recreation field.

- I. **Purpose** – Appropriate types of awards have been established to recognize service, merit, outside contributions and other accomplishments beneficial to the Department.
 - A. Awards shall be standardized to the point that similar recognition is given for similar accomplishment.
 - B. Effort shall be made to recognize only a select few each year so as not to make the awards seem commonplace.
 - C. Department expense for awards shall be kept at a modest level.

II. Categories of Awards

- A. **Beth Durham Award** – Annual recognition of a permanent field employee at any job level, who performs duties in a superior manner and exemplifies in attitude and action those traits most desired in a public park and recreation employee.
- B. **Ranger of the Year** – Annual recognition of a permanent ranger who performs in an exceptional manner and typifies in attitude and action those traits most desired in a park ranger.
- C. **Certificate of Merit** – All Departmental employees eligible. Award may be given for a specific project or action, which is uncommon, or for sustained high-level performance in routine tasks.

D. Recognition of Service upon Retirement from the Department – A certificate of recognition in appreciation for satisfactory service presented upon retirement from the Department. If the retiree meets the “meaning” of retiree described in “E” below, the retiree will also receive a “Lifetime Pass.” Any other personal gift which may be bestowed on a retiree shall be an option of the Department employees at no expense to the Department.

E. Lifetime Pass

Per Park Board Policy the criteria to earn a lifetime pass is as follows:
former Directors, Board Members, and retirees (retiree means an employee who has worked for this Department for a minimum of five years and meets the requirements for eligibility to receive monthly retirement benefits from the Public Employees Retirement System (PERSI) of Idaho on his or her date of cessation of employment with this Department)

The Lifetime Pass allows free camping in all of IDPR campsites and facilities. The Lifetime Pass holder reservation must not be made earlier than thirty (30) days prior to arrival so as to not displace paying guests. In addition, the discounted individual will be responsible for reimbursement of any cleaning services associated with that stay as well as reservation fee costs. Lifetime Pass holders will call the Reservation Program office at (855) 514-2429 to make all reservations and any modifications associated with their stay.

IDPR volunteers who donate 4,000 hours or more over the course of their lifetime shall also be entitled to a non-rescindable Lifetime Pass. Volunteer must be officially enrolled as an active IDPR volunteer and hours documented and confirmed through the Volunteer Services office.

F. Service Certificates – At five-year increments, each employee will receive a certificate recording the appropriate 5, 10, 15, 20, 25, 30, 35, or 40 years of service.

G. Park Board Chairman Recognition – A gavel, mounted on a plaque, shall be presented to each outgoing park Board chairman at the time he or she turns over the office. If possible, a letter of appreciation from the Governor will be obtained and presented with the plaque.

H. Director’s Award – Annual recognition of a permanent office employee at any job level, who performs duties in a superior manner and exemplifies in attitude and action those traits most desired in a public park and recreation employee.

I. Volunteers in Parks – Private citizens who provide their time, effort, and/or money in order to enhance the activities or facilities of the Department shall receive a special certificate of appreciation, if their efforts significantly contribute to the parks or programs of the Department.

- J. **Excellence in Interpretation** – Annual recognition of any Department employee or work unit that exhibits dedication, resourcefulness, and innovation in interpretation through in-park and/or outreach efforts. This award could be for a specific accomplishment in the area of park interpretation, a project, or sustained effort.
- K. **Regional Recognition Awards** – The object is to recognize private citizens on the local level who have given much time and effort to their particular park and recreational area.
- L. **Distinguished Citizen Award** – Private citizens who make significant contributions to the furtherance of the Idaho Department of Park and Recreation.
- M. **Certificate of Valor** – It is the policy of the Board to recognize individuals who have exhibited an extraordinary amount of courage by risking their own safety in an effort to rescue a victim in a park or program-related activity. The qualifying factors are:
 - 1. The situation must be such that a victim, participating in a recognized recreational activity, has been involved in an accident whereby loss of life or limb or other major injury is imminent.
 - 2. Another person (either a Department employee or a citizen) provides an outstanding service to the victim by heroically risking his or her own personal safety in order to rescue the victim.
 - 3. An account of the incident can be documented and verified for proof.

The award should be approved by the Board and presented to the recipient as soon after the incident as possible.

III. **Conditions for Awards**

All certificates will be either attractively mounted or framed. Where possible, it will be secured to a wood plaque in the shape of the state of Idaho or other appropriate shape. Lifetime passes shall be laminated for protection. Gavels shall be new with the chairman's name, the name of the Board, and the years served engraved on a brass plate, and mounted to the plaque.

IV. **Selection of Candidates for Awards**

The Director or acting Director shall have the final decision on awards, except the park Board chairman's award, which shall be automatic. Anyone may present a nomination in writing to the Director.

Where feasible, the Director shall confer with the staff prior to selection of candidates, and shall consider the opinion of others. Every effort shall be made toward fair evaluation of credentials and removal of personal bias in selection of candidates for awards.

ADM. 9:75, FREE CAMPING AND ENTRANCE FEE It shall be the policy of the Idaho Park and Recreation Board to allow full-time, a full-time and 9 month permanent classified employees and Board Members to camp free of charge at any state park or recreation area provided that there is space available and paying guests will not be displaced. Reservation must be made through specific parks of choice. Reservation made through the online reservation system will be charged accordingly. The discounted individual will be responsible for reimbursement of any cleaning services associated with that stay.

ADM. 9(a):81 DAY PASS WAIVED It shall be the policy of the Board that the Day Pass for all full-time, permanent state park employees and Board Members be waived.

ADM. 9(b):86.03, 08 ANNUAL PASSES FOR RV ADVISORY COMMITTEE MEMBERS It shall be the policy of the Idaho Park and Recreation Board to issue annual passes to the RV Advisory Committee Members which will allow two (2) nights free camping per visit to a state park, thereafter, the regular fee will be imposed provided there is space available and paying guests are not displaced.

ADM. 9(c):08, 10 ANNUAL PASSES FOR VOLUNTEERS It shall be the policy of the Board to issue annual passes to volunteers who contribute a minimum of 100 hours/year of service. This includes volunteers who live and work in the park as campground hosts, provide education programming, assist with maintenance tasks, donating their unique skills and/or talents to the park. Also included in this recognition are volunteers from the local community who donate their time on a regular basis.

ADM. 10:75 SAFETY The Director or the Director's designee will act to formulate and implement departmental procedures to provide for the detection of dangerous conditions and to provide appropriate management responses. Such procedures shall also provide for a program of adequate inspection.

ADM. 10(a):87 VISITOR AND EMPLOYEE SAFETY It is the policy of the Idaho Department of Park and Recreation to:

1. Require safe practices on all sites where there is Department activity affecting both public and employee safety.
2. Provide a safe workplace, safe working conditions, and necessary safety equipment for its employees in order to minimize injury.
3. Train all employees in the principles of safety orders and their application throughout the Department.
4. Encourage on-the-job safety for all of its employees through application of a comprehensive safety program and to request and commit resources to this end.
5. Inform employees and expect compliance with safety orders or rules and provide for all necessary programs and actions to this end, including disciplinary action if necessary.

To meet these policies, the Department will develop and keep updated a comprehensive safety plan for the employee workplace and visitor use areas; the safety policy plan will

evaluate conditions and set priorities for solution of problems.

ADM. 11:09 BOARD TRAVEL GUIDELINES

- A. State and Department Travel polices apply
 - a. Board member's official work station is their home residence in the region they represent
 - b. Reimbursement for meals at the home station is not allowable for informal meetings between staff members or an agency or other agency; other state or federal employees; state employees and legislators
 - c. Most economical means of travel used for expenses and time
 - d. Reimbursement request may be less than the maximum allowed
 - e. Mileage reimbursement based on official travel chart, map, or internet trip planner (mileage reimbursements for miles above official map may be submitted with written justification attached)
 - f. Travel voucher must be signed by board member/employee traveling

- B. Travel authorizations
 - a. Out-of-State travel must be authorized by the Board Chair and Director -
 - i. The Out-of-State Travel request form must be signed prior to incurring any expenditures
 - ii. Federal per-diem rates may apply
 - b. In-State travel –
 - i. Travel within region -
 - 1. Board Chair *blanket approval given for the following items:*
 - a. Board member attendance requested by Board Chair, IDPR Director, Deputy Director, Region or Program Manager or Park Manager
 - b. Board member's attendance is requested by a Board of Commissioners, Mayor, Tribal Council or supervising manager of a state or federal agency unit
 - c. Board member's attendance is requested by an established and recognized advocacy group for a state park or funded program
 - d. Assignment to work group or committee by IDPR Director or Board Chair
 - e. Board member's participation in a project proposed for grant funding is requested by an Advisory Committee member or IDPR staff
 - ii. Travel outside member's region –
 - 1. Board Chair may authorize a board member to represent the Board on a specific committee or park development project because of the member's subject matter expertise as it relates to IDPR business
 - 2. The Board may assign by concurrence a specific member to represent the Board on an individual park project, work group or committee
 - 3. Board members may request of the Board Chair or ask for Board approval for authorization to participate in an out of region project, work group or committee assignment

C. Board travel expenditures report

- a. Board Chair will review with Director a minimum of twice every fiscal year
- b. Board Chair will inform Board members when budget cannot sustain travel expenses

LEG. 1:98, 04, 08, 11, 13 CONCESSION LEASES IN STATE PARKS – Concession agreements grant to private operators the right to use specified facilities within state parks to sell goods or services to park visitors that enhance recreational opportunities. No new concessions will be allowed until the Department has made a determination of the need for, and viability of, that concession. The Board shall decide whether to lease or self operate park facilities and services case by case, based upon, but not limited to, its consideration of the following criteria:

the relative efficiencies of public and private operations of individual revenue-producing facilities, financial return to the Department, service to park visitors, availability of qualified and acceptable concessionaires, availability of Department staff, volume of business anticipated, and availability of start-up capital. The Director, or the Director's designee, shall seek concessionaires when the Board determines that services which the Department cannot or chooses not to provide itself should be provided to park visitors.

I. **Large Concessions** – Concessions in state parks expected to gross more than \$100,000 per year will be awarded on a competitive basis after publication of a request for proposal (RFP), unless otherwise directed by the Board. Concessions shall 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. Board policy is to obtain the highest possible revenue from each concession lease, but the best responder to an RFP shall not necessarily be the responder which provides the highest dollar return.

II. **Other Concessions** – The Director, or the Director's designee, 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 shall be based on a percentage of 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 shall the concession lease fee be less than three percent (3%) of the total gross revenue without Board approval. Establish a range of gross revenue due to IDPR for Other Concessions as follows:

- a. 4% base applied to gross revenue between \$10,000 and \$30,000
- b. 5% applied to gross revenue between \$30,000 and \$50,000
- c. 6% applied to gross revenue between \$50,000 and \$70,000
- d. 7% applied to gross revenue \$70,000 and higher

III. **Temporary Concession Permits** – The Director, or the Director's designee, may issue permits without competition for small businesses in state parks for a

maximum term of one (1) year where there are no permanent structures and the business is not anticipated to gross more than \$10,000 per year. The Director shall negotiate a fee favorable to the Department, but in no case shall accept less than \$300.00 per operation and, if gross revenue exceeds the projected \$10,000, three percent (3%) of any total gross revenue in excess of \$10,000. Permits may be renewed annually.

IV. Board Approval – With the exception of the Temporary or Other concession permits, all concession agreements shall be presented to the Board for approval.

V. **Ownership of Concession Facilities** – The Department shall plan the development of physical concession facilities in its park master planning process and will request funds from the legislature and other sources to build such facilities, as the planning process deems desirable and necessary. Although it shall be the Board’s policy that the Department own the physical facilities in which concessions are operated, the Board may, at its discretion, consider on a case-by-case basis, proposals for concessionaire-built-and-owned buildings and other improvements, provided that ownership of those buildings and improvements vest in the Department at the end of the term of the lease. In such instances, the Director shall specify a depreciation schedule to be used in the event of an early lease termination and buyout by the Department.

VI. **Ownership of Existing, Concessionaire-Owned Facilities** – It shall be the policy of the Board that the Department attempts to purchase existing concessionaire-owned facilities at the end of the terms of their current leases. In the event the Department is unable to purchase such facilities, it shall include in the subsequent lease a procedure by which ownership of those facilities vests in the Department at the end of the term of that lease. In the alternative, at the discretion of the Director, the Department may purchase the concessionaire-owned facilities at a predetermined depreciated value less that total, at the end of the term of that lease.

VII. **Valuation and Ownership of Assigned Concession Facilities** – In the event that a concessionaire-owned facility is transferred to a new concessionaire by an assignment of a concession lease, revisions in the schedule of depreciated value of concession property shall not be made without the written approval of the Director or the Director’s designee.

VIII. **Term of Leases** – On Department-owned property, leases shall not be issued for a term to exceed ten (10) years. On Department-leased property, leases may be written for a longer term, if, in the judgment of the Board, such longer term is necessary and desirable. Such longer term shall only be allowed in extraordinary circumstances. Guidelines for lease terms are:

- A. One Year or Less – Concessionaire has little investment, no permanent structures are in place, and the concession is expected to gross less than \$10,000 per year.
- B. One Year to Five Years – Concessionaire has a modest investment in items of removable personal property used in a Department-owned facility or is the owner of a facility the ownership of which will vest in the Department, or

which the Department will purchase, at the end of the term of the lease.

- C. Five Years to Ten Years – Concessionaire has a significant investment in personal property used in a Department-owned facility, or is the owner of a facility, the ownership of which will vest in the Department, or which the Department will purchase, at the end of the term of the lease on Department-leased land. Leases may exceed ten (10) years only in exceptional circumstances.

IX. Going Concern, Blue Sky, or Business Values of Concession Operations –

Since all concession operations are dependent upon a valid lease from the Department, and derive the majority of their value from their location within a state park, concession leases shall provide that the Idaho Park and Recreation Board does not recognize going-concern, goodwill, blue sky, business values, trade name, or other intangible property in its purchase of concessionaire-owned property either during or at the end of the term of a lease.

- X. **Inspection of Concession Facilities** – All concession operations and all records and physical property shall be subject to regular inspection by Department staff at any reasonable time of the Department’s selection. Except in emergencies, the Department shall provide reasonable notice before such inspection.

XI. Standard Provisions of Concession Leases

- A. **Required and Optional Services and Activities Specifically Prohibited** – Each lease shall contain a listing of required services that must be provided to the public by the concessionaire and optional services that may be provided. Leases shall prohibit the provision of additional services without written approval of the Department.

- B. **Rental, Gross Receipts, Methods of Accounting** – Leases may contain a provision that allows for the periodic review and revision of the percentage of gross profits due the Department. Rentals shall be calculated on the basis of a percentage of gross receipts for all commercial activities occurring on the entire leased property, whether or not they are directly generated by the operation of that concession. Leases shall provide for a standard system of record keeping and accounting to the Department so that it may properly audit each concession to determine whether the proper rental is being paid. All concessionaires shall be required to keep, among any other records such as the Department shall require:

1. A continuous cash register tape of all sales transactions
2. Sales journal
3. A cash disbursements journal
4. A general ledger

All records shall be kept in accordance with generally accepted accounting principles.

- C. **Required Services** – Each lease shall contain a provision that describes the concession boundaries and specifies the services that concessionaire must provide. Except as otherwise directed, the Board grants the Large Concessionaire the exclusive right to conduct such services within the concession boundaries. In the event the concessionaire desires the right to offer optional goods or services not required by the Department, the lease shall specify the areas in which such goods and services may be offered.
- D. **Renewal** – Each lease shall 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 a first right to accept a new lease under such new terms and conditions as the Department may then prescribe. The Department shall retain the option to self-operate a concession at the end of the term of any lease, however.
- E. **Quality of Service and Control of Rates and Charges** – Leases shall contain a provision that grants the Director of the Department, or the Director's designee, the right to approve the prices and rates for goods sold or services rendered upon the concession premises. The Director, or the Director's designee, shall not approve unreasonable or inappropriate prices or rates.
- F. **Maintenance, Improvements, Repairs, Alterations or Damage** – Leases shall allow the Director, or the Director's designee, to approve or disapprove any physical improvements, alteration, or additions to the concession facilities. Concessionaires shall be responsible for required maintenance and repairs, including such structural maintenance specified in the lease. If the concessionaire fails in his duty to perform maintenance repairs, the Department may perform them at the concessionaire's expense. Such repairs may be paid for from the concessionaire's repair and maintenance fund or, if that fund should contain insufficient money, be billed to the concessionaire for payment from his other funds.
- G. **Comprehensive Insurance Coverage and Hold-Harmless Clause** – Each concession lease shall contain provisions requiring the concessionaire to acquire and maintain throughout the lease term comprehensive general liability insurance in amounts recommended by the Office of Risk Management. The policy shall name the Department as an additional insured. Each concession lease shall contain a provision that the concessionaire will indemnify, hold harmless and defend the Department against all claims, demand, damages, costs, expenses, or liability costs arising out of the operation or maintenance of the concession premises.
- H. **Incorporation of Plans and Agreements** – The concession plan, park master plan, lease with a third-party landowner, and/or management agreement for each park shall be incorporated by reference into the lease.
- I. **Breach** – Leases shall provide that the Director, or the Director's

designee, may terminate them when it is determined that the manner and operation of the concession does not satisfy the requirements of the lease, or if the concessionaire is in breach of any other term of the lease.

- J. **Assignment Policy** – Leases shall require the written consent and approval of the Board prior to assignment. In its consideration of a proposed assignment, the Board shall determine if the assignee is qualified and capable of providing acceptable service to the public and operating the concession in an acceptable manner, but shall not unreasonably deny assignment. Leases may allow the Department to share in any increase in value of a lease when it is sold or assigned. The Department may collect ten percent (10%) of the assignment price minus the value of the concessionaire's hard assets to be transferred to the assignee. Leases shall prohibit subleasing of all or any portion of the concession in any manner whatsoever.
- K. **Buy-Out Provision during Term of Lease** – Leases shall allow the Department, at its option, to purchase concessionaire-owned facilities at a specified depreciated value for a date of early termination before the end of the anticipated term of the lease, which occurs for any reason other than the concessionaire's breach of the lease. In the event that a lease is terminated due to a breach by the concessionaire, the Department may, at its election, take ownership of concessionaire's personal property or require the concessionaire to remove that property at his expense.
- L. **Disposition of Property upon Termination of the Lease** – Leases shall specify the method of disposition of all concessionaire-owned property at the end of the term of the lease. Leases shall normally provide that ownership of such property vest in the Department. Leases may provide that certain classes of property be otherwise disposed of, however (i.e. that the Department may purchase it by means of an agreed upon method of valuation, that it be offered for sale to a successor concessionaire, or that the concessionaire remove it at his own expense). Such election shall be at the sole discretion of the Department at the time of the execution of the lease.
- M. **Bonds** – All concessionaires with a lease exceeding one year shall file and maintain continuing performance bonds in value sufficient to recompense the Department for potential revenue losses resulting from concessionaire's failure to perform. For the first year of a concession operation, such bonds shall be for the amount of that year's estimated rental payment to the Department, as stated in concessionaire's RFP. For all future years, that amount shall be the amount of the prior year's rental payment to the Department. All concessionaires performing any building activity shall provide the Department with a construction bond in the amount of the anticipated cost of construction.
- N. **Repair and Maintenance Fund** – All leases which involve buildings or other physical facilities shall contain provision for a repair and maintenance fund into which a specified percentage of concessionaire's

annual gross revenue shall be deposited. While this fund shall remain concessionaire's property, it shall be accounted for separately from concessionaire's other funds and may only be spent with the consent and approval of the Department and will be accessible to the Department on demand in the event concessionaire fails to maintain the concession facilities as specified in the lease.

LEG. 5:77, 04, 08 CONCESSIONS SALE OF ALCOHOLIC BEVERAGES The sale of alcoholic beverages within the boundaries of units of Idaho's state parks is generally not compatible with park use. The Board may consider the sale of alcoholic beverages under concession agreement entered into with persons, firms, or corporations within units of Idaho's state parks in accordance with the following criteria:

- I. Sale of beer for off-premise consumption may be considered at grocery and camper supply concessions. Sale of beer in glass containers is expressly prohibited.
- II. Sale of alcoholic beverages for on-premise consumption may be considered at restaurant concessions in connection with the sale of bona fide meals served and consumed in the restaurant facilities of the concessionaire.
- III. In the absence of a finding by the Director to the contrary, all concession contracts providing for the sale of food, merchandise, and/or beverages shall contain the following standard language:

"The sale of liquor, beer, or other alcoholic beverages on the subject premises is expressly prohibited."
- IV. Concession contracts which permit the sale of alcoholic beverages shall contain standard language reserving to the Director of the Idaho Department of Parks and Recreation the power to impose reasonable park regulations on such sale or consumption not in conflict with the rules and laws of the State of Idaho administered by the Alcohol Beverage Control Division of Idaho State Police.
- V. Advertising of the sale of alcoholic beverages shall be permitted only as directed and approved by the Department.
- VI. Existing concession contracts authorizing the sale of alcoholic beverages shall not be affected by the foregoing, except upon renewal of the lease.
- VII. Concession contracts shall provide that the sale of alcoholic beverages may be terminated at any time by the Department in the event the Board or Director determines that such sale creates management problems or negatively impacts the park visitor experience.
- VIII. The Board, Director or Director's appointee reserves the right to act on all requests for sale of alcoholic beverages in state parks.

The Board recognizes that the sale, manufacture, and possession of alcoholic beverages and the issuance of licenses to sell such beverages are regulated by law. This policy in no way seeks to interfere with implementation of the Code or the policies and regulations of other

state agencies.

LEG. 7:98 LEASES, COTTAGE SITE The Department will handle routine lease assignments without asking for Board approval.

LEG. 7(A):98 VACANT LOTS The Board will not allow vacant lots to be re-leased or transferred to new owners.

LEG. 7(b):98 NEW BUILDINGS No new buildings may be constructed on existing cottage site leases in Heyburn State Park nor will any more leases be let in Heyburn State Park. All existing leased sites will be required to hook up to the Heyburn water and sewer system as it becomes available.

LEG. 8:75, 08 LEASES, GRAZING Grazing is not encouraged in state park areas. However, when it is determined that grazing would be advantageous, with no expected detriment to the park environment or enjoyment of the people, and in conformance with the master plan, grazing leases may be let after public bid procedure has been held. This does not affect leases entered into prior to the original adoption of this policy on July 21, 1975.

LEG. 9:03 PUBLIC RECORD All requests for IDPR records and reports are to be sent to the Public Records Manager for processing:

- All requests for registration reports or any other data potentially generated from the Registration Information System (RIS) including requests from IDPR staff
- Any request for records from an attorney
- Any formal request for public records
- Requests to see files, correspondence or other data not specifically produced for public distribution.

Requests for brochures, videotapes, books or other materials specifically produced for public distribution do not need to go through the Public Records Manager.

LEG 10:08 EASEMENTS As recognized by Memorandum of the State Board of Land Commissioners, adopted April 10, 1990, the Board has the authority to grant easements over any property acquired or developed with the assistance of the Land and Water Conservation Fund Act of 1965 (P.L. 88-578, 16 U.S.C. §§ 4601-4 et seq.), temporary permits will be issued in lieu of easements, as provided in IDAPA 26.01.10.

PER. 1:91, 08 EMPLOYEE TRAINING It is the desire of the Idaho Park and Recreation Board that employees be encouraged to attend training sessions and conferences that will benefit the Department and the employee. Training sessions shall include but not be limited to Department conferences, manager workshops, staff development programs which may be developed and conducted by the Department. Tuition, travel, and per diem may be paid by the Department to attend training sessions and conferences. Approval of the immediate supervisor must be obtained prior to attendance at any training in state. Approval of the supervisor and Director or designee must be obtained prior to attendance at any training taking place out of state.

PER 2:01, 08 BOARD MEMBER ORIENTATION/TRAINING/EDUCATION

I. General:

- A. It is the responsibility of the Members of the Idaho Park and Recreation Board to remain up-to-date on pertinent parks and outdoor recreation management initiatives and concerns. This may be accomplished, in part, through participating in in-state and/or out-of-state training sessions, Department events, tours, conferences, or seminars.
- B. Board Members should consult with the chairman of the Board prior to making arrangements to attend a training session and with the Director to ensure that funds are available to support participation in training activities.
- C. It will be the Board member's responsibility to coordinate and share the information gained during the training session with other Board Members, the Director, and appropriate staff. This may be accomplished through written communication or through a specifically scheduled work session of the Board.

II. Education of Board Members:

- A. Orientation of Board Members will be initiated by providing each new member with the *BOARD OF DIRECTOR'S MANUAL*, which includes basic information in the following areas:
 - 1. **Legal Provisions**
 - List of current Board Members/map of districts they represent
 - Enabling legislation
 - Program legislation affecting the Department
 - IDAPA rules and regulations
 - 2. **Operating Procedures**
 - Rules of order (how the Board operates during meetings)
 - State/Department travel policies and procedures
 - See Board of Directors' Manual
 - Classification system adopted by the Board in 1973, and revised in 1999 and 2005.
 - Procedures for identifying and evaluating new areas
 - 3. **Departmental Organization**
 - History of the Department

History/explanation of each bureau's goals and its respective program goals
Organizational structure
Names and positions of staff
Current staffing level (full time and seasonal employees)
Description and status of facilities and park areas

4. Fiscal Management

Financial structure and budget development
Current fiscal year budget
Description of funding sources

5. Goals and Plans

Board's goals
Strategic Plan
Brief description of each of the current plans (master plans, SCORPT, etc.)

6. Continuing Education

The following meetings and/or conferences would be particularly beneficial to all Board Members:

- a. Idaho Recreation and Park Association Conference (IRPA)
- b. National Recreation and Park Association Conference (NRPA)
- c. Governor's Conference on Recreation and Tourism (GCORT)
- d. Idaho Parks and Recreation Department Annual Conference

- B. Information in the *BOARD MANUAL* will be periodically updated as the need arises. It is the responsibility of the Director to ensure that information in the *BOARD MANUAL* is current.
- C. In addition to the *BOARD MANUAL*, new Board Members will be provided with an in-person orientation by appropriate staff at the earliest convenience of all parties.
- D. Inspection tours to see parks and program facilities are usually scheduled in conjunction with out-of-town Board meetings. Two of the four quarterly Board meetings are normally out-of-town Board meetings.
- E. The Director will be responsible for arranging on-site tours or meetings at state parks and recreation areas. These tours or meetings may entail guided tours or meetings with park staff or local sponsors of various grant projects.

PER. 3:98 COMPLIANCE ENFORCEMENT TRAINING Selected personnel shall be assigned to attend the compliance enforcement training sponsored by Idaho Department of Parks and Recreation as often as deemed necessary by the Director. Upon graduation, the attendee may be authorized by the Director with authority to issue citations within the boundaries of lands owned or managed by the Department. IDPR employees are not peace officers and shall not carry firearms on their person or in state vehicles for the purpose of enforcement of Idaho code and rules.

PER. 4:91, 08 EMPLOYEE HOUSING WITHIN STATE PARKS Housing is necessary in some state parks to meet the agency's operating model. Where possible, housing shall be located near administrative and or shop facilities to provide a benefit to both the park and the public. Assignment of housing may be a condition of employment and will conform to the Department Employee Residences policy (VI-70), Statewide Housing Policy, Fair Labor Standard Act and Internal Revenue Service requirements.

Where appropriate housing is provided within a park for specific employee(s) designated as Primary Resident(s). The Primary Resident shall live in that house, and shall respond when needed in the case of emergencies, visitor assistance, potential vandalism, etc. within the assigned park.

By living, it is meant that the house shall be his or her permanent residence and mailing address. Any exception to this policy must be in conformance with the Department Employee Residences policy.

When additional housing is available within a park, the use for that housing shall be determined by the Region Manager in consultation with the specific Park Manager. Managers or employees living in state park facilities who are specifically designated as primary respondents will be charged the standard fee as noted in the Department Employee Residences policy. This benefit is not taxable. This is to recognize the inconvenience of being available to the public when at home during non-work hours. Other seasonal, volunteer or permanent personnel living in park facilities, including trailers and apartments, and not designated as the primary respondent, will be charged the standard fee as noted in the Department Employee Residences policy, however, the difference between the standard fee and the fair rental value of the residence will be considered income to the employee and be subject to all applicable payroll taxes and withholdings.

The standard rental fee will be adjusted annually by the average Change in Employee Compensation (CEC). Annual HUD fair rental values will be used for each residence location. All employees, seasonal or permanent, will be required to pay for their use of applicable utilities.

OPE. 1:87 ASSOCIATIONS Associations organized for the benefit of state parks are encouraged. However, they are to be advisory in nature, and shall not denigrate the management-setting authority of the administrative staff or park management.

OPE. 2:75 ENVIRONMENTAL EDUCATION The Idaho Department of Parks and Recreation in carrying out its responsibilities for the administrative, protection, and development of state parks shall provide appropriate environmental education facilities and activities to enhance the use and enjoyment of the parks by the public.

I. Environmental education should be encouraged through group participation in preserving and protecting park values. Young people should be introduced to the preservation of rare values and learning a sense of pride of ownership at an early age.

II. Environmental education facilities should include nature trails, interpretive exhibits, and other features designed to encourage all ages to obtain a greater appreciation of outdoor scenic, historic, and recreation environments.

OPE. 2:98, 08 ALLOCATION AND DISTRIBUTION OF SUB-GRANTS FROM THE STATE BOAT SAFETY ACCOUNT The State Boat Safety Account was established in 1972. It is funded from the Federal Sport Fish Restoration and Boating Trust Fund and originates from federal taxes on motorboat fuels, taxes on fishing equipment and small engines, and import duties on boating and fishing equipment. The purpose of this fund is to provide boating safety services such as the enforcement of boating laws, boater education, acquisition, and maintenance of navigational aids, and search and rescue efforts related to recreational boating on a statewide basis.

A portion of this account is sub-granted to county sheriff departments pursuant to Idaho Code 67-7028, which states sheriffs and deputy sheriffs of respective counties shall be primarily responsible for enforcement of the Idaho Safe Boating Act. These sub-grants are intended to assist the Idaho Parks and Recreation Board “to promote and provide for the safe, enjoyable use of Idaho’s public waterways for recreational boaters through the fair and responsive management of funding, education, training, conservation of significant natural resources, and environmental programs,” as is the mission of the state boating program, a division of the Idaho Department of Parks and Recreation. Sub-grants are provided on a federal fiscal year basis (October 1 through September 30). The balance of funds received from the federal grant is used for statewide programs.

Federal funding for the State Boat Safety Account has increased from less than \$200,000 in 1987 to over \$1.3 million in 2008. This has brought about the need to establish a more objective evaluation, allocation and distribution process for sub-grants from this account.

I. PURPOSE

The purpose of this Park and Recreation Board policy is to establish objective-based criteria and processes for the distribution of sub-grant funds from the State Boating Safety Account. A goal of the department is to ensure boating grants and other funding is allocated in an effective, fair and responsive manner for the primary

benefit of Idaho boaters involved in boating activities.

II. PROCEDURES FOR THE ALLOCATION AND DISTRIBUTION OF SUB-GRANTS

A. No later than January 1 of each year, the boating program manager shall determine the amount of Boat Safety Account funds available to each county sheriff's department. Funds will be allocated via formula grant that was approved at the Board meeting in 2004. The formula is as follows:

- 1/3 of the allocation is based on the boatable acreage in each county.
- 1/3 of the allocation is based on the number of primary boat designations a county received the prior calendar year.
- 1/3 of the allocation is based on a performance component, with the number of boat inspections, citations, operating under the influence (OUI) arrests, and students that are taught the six-hour Boat Idaho safety course each carrying the same weight.

B. No later than February 1st of each year, the boating program manager shall notify each county sheriff in counties with eligible boating programs of the amount of funds for which the county is eligible.

C. No later than April 1 of each year, the department shall enter into a written Memorandum of Understanding (MOU) with each eligible sheriff requesting funding, stating clearly the objectives and responsibilities of the department and the sheriff. The MOU shall be negotiated by the boating program manager and signed by the department director and the county sheriff.

D. The sheriff shall provide evidence he has expended an amount of eligible matching funds equal to that received from the Boat Safety Account, unless specifically exempted by other provisions of these administrative procedures. Matching funds must originate from the County's Vessel Account or Waterways Improvement Grant funding (law enforcement related projects).

E. Funds will be disbursed to all eligible counties with an approved MOU on a reimbursement basis.

F. Each county sheriff receiving funds from the Boat Safety Account shall enter all applicable marine law enforcement activities completed during the federal fiscal year into the IDPR Law Enforcement Database no later than November 30 of each year.

G. Counties receiving Boat Safety Account funds shall make all relative expenditure reports available to the department for review following the end of each county fiscal year. The department shall review expenditures of counties receiving Boat Safety Account funds no later than December 15 of each year.

H. Counties not fulfilling the requirements of the Memorandum of Understanding

shall be ineligible for funding the following year. The director shall determine county eligibility for funding, taking into consideration the recommendations of the boating program manager and bureau chief.

OPE. 3:75 INTERPRETATION – A high quality interpretive program is essential to provide a full and rewarding experience to every park visitor and to make available to the people of Idaho an opportunity for greater and deeper understanding of their cultural, historic and natural heritage as exemplified in their state parks.

I. In studies of proposed areas for inclusion in state parks and in master plan studies for existing units, consideration shall be given to the establishment of interpretive facilities when they are compatible with the established unit purpose and when adequate lands are available for the facilities.

II. In the planning, development, and implementation of interpretive programs in units of state parks, the Department staff shall identify the values which are of primary importance for each particular unit, and shall emphasize these values in any interpretive program for such unit.

III. The Department staff shall interpret the units of the state parks creatively. Information shall be presented objectively, and in accordance with established fact, although legend and myth may be utilized in interpreting the color and feeling of an era or event, if such material is clearly identified as nonfactual or unverifiable.

OPE. 4:98 REVENUE GENERATION POLICIES Visitor perceptions are shaped by the value they perceive they achieve through paying park fees. The payment of fees should be viewed as a statement of partnership between visitors and the Department to promote stewardship of park resources and provide reasonable access by visitors to those resources. In setting those fees, the Board considers:

I. Persons who benefit directly from state park facilities and services should pay a greater portion of the costs of provision. The portion they pay should increase, as use of the facility is limited to specific users rather than the public.

II. Park use fees and charges should be designed and administered on the basis of the best available knowledge of the costs of providing visitor facilities and services and the impacts of visitors on park resources. This includes the life cycle cost of facilities (i.e. acquisition, development, maintenance, and operation.)

III. Revenue created through fee programs in parks should be dedicated to ensuring stewardship of park resources and providing public access to those resources. Revenue created through fee programs for Visitors Centers or Recreation Bureau Programs should help to support the mission of those programs.

IV. Fees and charges represent only a portion of the revenues needed to develop, operate, and maintain a state park system, and are not a substitute for state's investment in its state park system.

V. The design of a program of fees and charges should be clearly linked to specific purposes (e.g. resource protection, visitor facilities, and services, revenue generation)

so as to guide its implementation.

VI. Park user fees and charges should be structured and administered in ways that provide incentives for park managers to collect fees, and incentives for visitors to pay fees. Revenues from fees and charges should be shared across the park system, part being retained for use at the park where collected, and the remainder allocated under a clearly stated revenue sharing policy.

VII. Development and administration of user fees and charges should be accompanied by improvements in cost control, operational efficiency, use of partnerships, and accountability.

VIII. There should be a strong and visible linkage between the fees and charges paid by visitors and the quality of services and benefits received by visitors. High quality facilities and their continued reliability are more important than price alone.

IX. Fees and charges should be based, at least partially, on a consideration of private sector fees and charges and impacts on local communities.

X. Park managers should be authorized and encouraged to administer user fees and charges with sensitivity to local opportunities, constraints, and issues of social equity.

XI. Management of visitor use to protect park resources and enhance the quality of the visitor experience is a legitimate goal of fee programs and a legitimate use of fee revenue.

XII. A continuing evaluation program to monitor and analyze the cost effectiveness of user fees and charges should be conducted. It should be funded by a portion of the revenues obtained through fees and charges.

Fees and charges are to be reviewed at the spring Board meeting with proposed changes to be presented at the fall meeting. Changes may be considered more frequently if necessary. Fees and charges shall be promulgated through the Administrative Procedures Act process.

OPE. 5:01, 05, 08, 11 FEE WAIVERS AND DISCOUNTS

- I. Disabled Veteran Waiver: Day Pass and all campsite fees, regardless of campsite type, are waived for Idaho resident veterans that meet the eligibility requirement of 100% permanent and total service related disability.
- II. The veteran needs to show one of the following forms of identification:
 - A Veteran's Administration Hospital card confirming that the Veteran's disability is 100% service related
 - A Veteran's Administration letter confirming that the Veteran's disability is 100% service related
 - A Disabled Veteran license plate on their vehicle that has been issued by Idaho Transportation Department

Upon receiving the verification of a 100% service related disability, the IDPR will issue a wallet size, lifetime, identification card that the Veteran needs to show upon

entering the park.

II. Tax-exempt Waiver: Day Pass fees are waived for vehicles displaying tax-exempt license plates or operating under the contract with a public agency eligible for tax-exempt license plates.

III. Senior Citizen Discount: Pursuant to Section 67-4223, Idaho Code and at the discretion of the Director may provide, at selected under-utilized locations and times, a senior discount of up to a maximum of 50% of the applicable RV camping fee.

IV. Limited Income Discount: Idaho residents showing proof of limited income (Medicaid card or other evidence approved by the Board) may receive a camping fee discount of \$4.00 per day.

V. Members of the Nez Perce and Coeur d'Alene Tribe with appropriate identification, receive free Day Pass in accordance with the IDPR Fee policy guidelines.

VI. Existing cabin, float home, and moorage lessees are exempt from paying Day Pass fees.

OPE. 5:10-12 DOCUMENTATION OF BOARD-APPROVED FEES - Statewide fees go through the IDAPA process where maximum fee levels are proposed by the Board and approved by the Legislature. The Board sets the actual Board approved fees that will be charged all park units. Park specific facility use fees will be set by the Board and posted in the parks. All fees listed in IDAPA Rule 26.01.20.225.02 are maximum fees, unless otherwise stated.

Fee Table under Construction.

OPE. 5:73, 08 FOREST MANAGEMENT POLICY ON STATE PARKS LANDS – Trees individually or combined in groves or major stands contribute to the scenic and aesthetic values of a recreation area. A tree of 12 inches or more in diameter represents a major investment and cannot be replaced generally, except by an investment in time. For these reasons, IDPR's objective will be to retain the individual trees and various stands of timber in as near a natural state as possible, in including snags that are important to cavity-nesting birds.

I. Each tree of 12 inches or more considered for removal will be judged on its own merits.

II. Safety of the recreating public will be a major concern and any tree in a deteriorated physical condition in a high-use location that creates a human hazard will be removed.

III. Damage to the rest of the stand through disease or insect infestation shall be sufficient

cause for the removal of the diseased or infested trees.

IV. Infestations dangerous to the residual stand, but capable of treatment without the loss of the tree will be treated by the park staff or in widespread situations, as a cooperator with other forest groups.

V. Fire-killed and blow-down timber usually involves a considerable volume of timber and frequently becomes a source of damage by insects and disease to the rest of the stand. Trees of considerable volume will generally be salvaged for the protection of the stand. Isolated trees that do not represent a hazard to the remaining stand may be left if it is not undesirable aesthetically and if the cost of removal is excessive. Fire-killed and blow-down material should be salvaged when advisable at the earliest opportunity to retain as much of the quality of the timber as possible.

VI. Trees may be removed from right-of-way clearings or other construction areas requiring open space. Considerable care will be exercised to limit the damage to the remaining trees. Only those trees will be removed which will be essential to the development.

VII. Layout plans will give full consideration to saving unusual, historical, or other trees significantly important aesthetically to the park area.

VIII. Under special circumstances, timber may be cut and harvested to reestablish an essential game range, or establish or preserve a spectacular view, to retain a desirable species, or to change the type to a species more suitable for park needs.

IX. Under no circumstances will the commercial value of a tree within the park be considered as criteria for its removal.

X. Salvaged material from the trees removed under the above policy may be sold by the Department in accordance with established procedures.

OPE. 6:03 EXCEPTIONS TO PROHIBITION IN STATE PARKS – The Board may approve exceptions to the Rule on Protection of Wildlife in State Parks, IDAPA Rule 26.01.20.575, in order to expand recreational opportunities in parks where it is appropriate, as well as assist wildlife managers in achieving population objectives.

The Board-approved exceptions are:

- | | |
|--------------------------|--|
| • Farragut State Park | Open to Archery Deer Hunting |
| • Hells Gate State Park | Open to Canada Goose Waterfowl |
| • City of Rocks N.R. | Open to All Hunting on Department Lands within the National Preserve |
| • Heyburn State Park | Open to Waterfowl Hunting |
| • Billingsley Creek | Open to All Hunting |
| • Castle Rock State Park | Open to All Hunting |

A 300 foot safety zone may be designated around trailheads and park facilities by the park manager or designee during established hunting seasons.

OPE. 7:03 NON-RESIDENT CERTIFICATE 67-7104 - In the absence of a bona fide program in the area or upon the request of a bona fide county snowmobile advisory committee of the nearest affected county in Idaho, the requirements for the non-resident certificate may be waived by the Board on limited groomed trails where the snowmobile trail grooming is solely supported by a state other than Idaho. Board approved exemption is the State of Montana Lolo Pass Winter Sports Groomed Trails.

OPE. 8:03 APPROVED PARK N' SKI AREAS - The following areas have received Board approval as designated Park N' Ski areas and use of the parking facilities will require payment and display of a valid Park N' Ski Pass, V.I.P. or valid snowmobile registration if applicable:

- Fish Creek Meadows
- Brimstone/Buffalo River
- Bear Gulch/Mesa Falls
- Fall River Ridge
- Mink Creek
- Banner Ridge
- Gold Fork
- Whoop-Um-Up
- Fourth of July Summit
- Palouse Divide
- Elk River

OPE. 9:04, 08 DIRECTOR TO AUTHORIZE PARK EVENTS OVER 250 ATTENDEES Permits for groups of up to 250 people may be approved by the park manager with 30 days advanced notice. Permits for groups of more than 250 people may be approved by the Director with forty (45) days advanced notice.

OPE. 10:02, 03, 08 ASHTON - TETONIA TRAIL ADVISORY COMMITTEE The advisory Committee members will be appointed by the Director to serve staggered two-year terms. The Committee will include seven (7) members, four (4) to be landowners owning property adjacent to the trail and three (3) to be representatives of the recreational interests in the trail corridor. The Committee members shall enter into a Memorandum of Agreement to serve their appointment.

OPE. 5:13 GROUP USE DAMAGE DEPOSIT FEE Staff shall establish a Group Use Damage Deposit Fee cap at \$2,500 upon finding that no damage has occurred and each Park Manager shall establish a minimum group use damage deposit fee.

DEV. 1:91, 08 PLANNING OF STATE PARKS – Few responsibilities of a state park system are more important than planning. To ensure the needs of the people will be met with respect to state parks, there will be both system-wide and park-specific planning.

- I. System-wide planning shall consider, on a statewide basis, competitive demands for land use and the total recreation requirements of Idaho in order to assess the responsibility of the state in relation to federal, county, city, special district governments, and the private sector.
- II. All planning shall include consideration of the most current “Statewide Comprehensive Outdoor Recreation and Tourism Plan” (SCORPT) for Idaho.
- III. At a minimum, a five-year needs assessment plan shall be developed and updated annually. The plan will list the maintenance, planning, acquisition and development needs for the future, and establish criteria and priorities for the same.
- IV. Park-specific planning may include park master plans, site plans, cultural resource (historic preservation and archaeology) plans, natural resource plans, operations plans, marketing plans, customer service plans, interpretive plans, trails plans, etc. The appropriate plans will be developed for each park in the system.
- V. Such master planning shall follow the current edition of the “State Park Master Plan Guidelines” adopted by the Board on May 1, 2001. This process assists in long-range development, operation and fiscal planning for the park. Public participation in the master planning process helps the agency understand people’s concerns and expectations, identifies potential controversy, and improves decision-making.
- VI. All park master plans will be reviewed and approved by the Board at both the draft and final stages of the plan. All changes to the established park master plans will also

be reviewed and approved by the Board. The Board member in whose region a park master plan is being developed will be invited to sit as an ex-officio member of the planning review team for that park's master plan.

VII. The Director or Director's designee shall approve all other planning documents.

DEV. 2:75 ACQUISITION OF STATE PARK LANDS – The acquisition program is vital to state parks and should continue commensurate with the needs of a growing population. Insofar as available funds will permit, public use of acquired areas should be made possible as soon as practicable. A “Procedure to Identify and Evaluate Areas of Outstanding Natural, Scientific, Cultural, Historic or Recreational Value in Idaho” has been adopted by the Board and will serve as the guideline for acquisition of state park units. The Idaho Park and Recreation Board must approve any acquisition of property. The Board does not have the power of eminent domain (I.C. 67-4242 §2) for property acquisition.

DEV. 3:91, 99, 05, 08 CLASSIFICATION SYSTEM – *Idaho Code* 67-4219 states “It is the intention of the legislature that the Department of Parks and Recreation protect, operate, maintain, and develop areas of scenic beauty, recreational utility, and/or historic, archaeological or scientific interest.” To provide for appropriate administration of these park and recreation areas, the Board adopted a “Classification System for the Recreation Resources in the State of Idaho” in 1973. The park classification system was revised and renamed, “State Park Classification and Resource Area Designation System” in August 1999. The second edition of the “State Park Classification and Resource Area Designation System” was published in August 2005.

DEV. 4:73, 08 SERVICES AND FACILITIES provided to the public shall be in accordance with the master plan, the classification and resource area designations established for the use and development of each park. Considerations for providing services and facilities will be:

- I. Provision shall be made for a wide range of interests and activities.
- II. Each park will be developed for as many activities as is consistent with the classification, wise use, and protection of the facility or resource.
- III. To allow full park use by individuals who may or may not own recreation equipment, the Idaho Department of Park and Recreation may consider the rental and sale of items appropriate in parks. The rental and/or sale may be accomplished by the Department or by private concessionaire. The Board recognizes the potential for competition with private enterprise as the Department becomes more entrepreneurial and less dependent on the General Fund. However, an effort should be made not to unduly compete with those services which are provided locally by private enterprise. Items for rental and/or sale should include those items that are appropriate for the park and are in keeping with the park's classification, mission, and strategic objectives.
- IV. Park facilities shall be developed to facilitate services and to provide recreation opportunity. They shall be architecturally suited to the theme and purpose of the park. Park facilities may include but shall not be limited to the following: lodges, cabins, winter sports structures, group camps, concessionaire buildings, activity buildings and shelters, comfort stations, visitor centers, environmental awareness centers, swimming pools, various courts, motorized trails, non-motorized trails, exhibits, playground apparatus, amphitheaters or programs areas, fish cleaning stations, beach or bathhouses, marinas, golf courses, employee residences,

observation platforms, various types of campgrounds, various types of day use areas, maintenance buildings, and/or underwater recreation areas.

- V. Access for people with disabilities will be provided in compliance with current ADA standards.
- VI. No facilities or services shall be permitted within a park which encourage or contribute to the deterioration of the park environment or adjacent property.

DEV. 5:92, 08 NAMING UNITS OF THE STATE PARK SYSTEM The following procedure will be used to identify, classify, and name new units of the state park system. A unit is identified as a separate area with its own boundaries. A state park consists of one or more units.

Permanent Classifications and Names – Following the acquisition of a new unit of the state parks system, the Department will provide the Board with a recommendation for the unit’s permanent name and classification. The Department’s recommendation will be based on the criteria outlined below and existing state regulations.

State Park Unit Names – State park units, in most cases, should bear the name to which they have been historically known due to location, topography, natural resources, cultural values, etc. State park units may also be named in honor of a person or persons living or deceased.

Classification – Units of state parks shall be classified in accordance with the guidelines established in the current edition of the *State Park Classification and Resource Area Designation System* adopted by the Board on August 4, 1999 and revised in 2005.

Naming of Areas or Sites Within Units – The Director may approve the use of a name to identify an area or site within a unit when this action is necessary or desirable for any reason such as ease in identifying a site for users of the system, preparation of maps, etc. Names so selected may be altered or changed by the Director as conditions warrant. The approval of a map or the use of a sign identifying an area shall constitute the Director’s approval and the recording of the Director’s actions.

DEV. 6:92 PROTECTION OF STATE PARK LANDS – Lands acquired for state parks should remain dedicated to that use and protected against exploitation contrary to that purpose, as specified in the Idaho Code, policies of the Board, and approved master plans. Uses not in conformance with the master plan should be considered only when no other reasonable means of accomplishing the purposes of that use are available and where there will be no destruction of park values.

DEV. 7:91 CONTRACTING AUTHORITY – The Department has authority to conduct and hold public bid openings on public works contracts without going through the Division of Public Works, except for administrative office buildings. All plans and specifications shall be designed by licensed design professionals, and all contracts must be reviewed by the appropriate agency for conformance with provisions of the statutes and codes.

DEV. 8:91 LAND USE EVALUATION AND DISPOSAL OF STATE PARK LANDS The Board may, after considering the feasibility of operating any state park area, elect to no longer manage the area.

SFA. 1:95, 02, 07, 08 ADVISORY COMMITTEE -

I. Purpose – The purpose of this policy is to establish a consistent process for filling vacancies in Idaho Department of Parks and Recreation (IDPR) recreational program advisory committees. The IDPR Board is required to appoint members to five (5) such advisory committees including the Recreational Vehicle, Waterways Improvement, Off-Road Motor Vehicle, Motorbike, and Recreational Trails Program committees. The IDPR Board and staff are authorized to and do appoint ad hoc advisory committees and task forces. Because of the varying nature of these ad hoc advisory committees, and the fact that their existence is usually mission-specific, they are not intended to be included under this policy.

II. Statutorily Created Advisory Committees – The Board is statutorily required to appoint the following advisory committees:

A. Recreational Vehicle Advisory Committee – This six (6) member committee is comprised of one (1) individual representing recreational vehicle users from each of the six (6) planning districts. Terms of appointment are for three (3) years (§67-4223(d), Idaho Code).

B. Off-Road Motor Vehicle Advisory Committee – This nine (9) member committee is comprised of three (3) members from planning districts 1 and 2, three (3) members from planning districts 3 and 4, and three (3) members from planning districts 5 and 6. One (1) member from each area represents snowmobilers, one (1) member represents either ATV or motorbike interests, and one (1) member represents users not otherwise represented. Committee members serve three (3) year staggered terms (§ 67-7128, Idaho Code).

C. Motorbike Recreation Account Advisory Committee – This committee is comprised of the three (3) members of the off-road motor vehicle advisory committee who represent either ATV or motorbike users (§ 67-7128(d), Idaho Code).

D. Waterways Improvement Fund Advisory Committee – This six (6) member committee is comprised of one (1) recreational boater from each of the six (6) planning districts. Terms of appointment are three (3) years, with initial appointments of staggered lengths so that the terms of two (2) members expire annually (§57-1503, Idaho Code).

III. Other Committees – The Board appoints the following other committee(s), not created by statute:

A. Recreational Trails Program Advisory Committee – Each of the ten (10) member committee is comprised of members representing one of the following activities statewide:

1. All-terrain Vehicle
2. Bicycling
3. Cross-Country Skiing
4. Equine
5. Four-Wheel Drive
6. Off-Highway Motorcycle
7. People with Disabilities

8. Snowmobile
9. Water Trails
10. Hiking.

The committee shall be comprised of at least one (1) individual, and not more than two (2) individuals from each of the six (6) Board districts. Terms of the appointment shall be three (3) year staggered terms. (23 U.S.C. 206 (c) (2))

IV. Term of Appointment – It shall be the policy of the Idaho Park and Recreation Board that no advisory committee member may serve more than two (2) consecutive terms and the change is to be for alternating years. The committee composition is to reflect the variety embodied in the user group population.

IV. Procedure

A. Notice – Not less than three (3) months prior to the expiration of an advisory committee member term, the State and Federal Grant manager shall prepare a notice of the upcoming vacancy. The notice should include a brief description of the qualifications and requirements of the position and include an application deadline. Notice shall be widely distributed in the district or geographical area from which the committee member must be chosen. Distribution may include news releases to local media outlets as well as mailings to identified constituent groups and individuals who have expressed an interest. Interested persons should be asked to contact the State and Federal Grant manager for an application.

B. Application – The application form shall be designed to elicit sufficient information to ensure that applicants meet the following minimum qualifications:

1. **Recreational Vehicle Advisory Committee** – Each of the six (6) members shall:

- a. reside in the district represent.
- b. own and use a recreational vehicle which requires a recreational vehicle annual license.
- c. be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
- d. be compensated as stated in §59-509(f) Idaho Code and authorized by the Department.

2. **Off-Road Motor Vehicle Advisory Committee/Motorbike Recreation Account Advisory Committee** – Each of the nine (9) members, six (6) members representing motorized recreation and three (3) members representing interests other than trail bike, ATV or snowmobile shall:

- a. reside in one of the two districts they represent.
- b. be an active participant in the activity represented.
- c. own and use a properly registered off-highway motor vehicle for the type of activity represented.
- d. be willing and able to travel to attend meetings and field trips.
- e. be willing to enter into a Memorandum of Agreement to serve for the

term of the appointment.

- f. be appointed from each area without regard to the recreational activity in which that anticipates and shall represent interests other than motorbike or ATV riders and snowmobilers.
- g. be compensated as stated in §59-509(f) Idaho Code and authorized by the Department.

3. **Waterways Improvement Fund Advisory Committee** – Each of the six (6) members shall:

- a. reside in the district they represent.
- b. be the registered owner of at least one vessel and be an active recreational boater in Idaho.
- c. possess knowledge of boats, boating and boating facilities meeting or exceeding that of an average recreational boater.
- d. be willing to enter into a Memorandum of Agreement to serve for the term of the appointment.
- e. be compensated as stated in §59-509(f) Idaho Code and authorized by the Department.

4. **Recreational Trails Advisory Committee** – Each of the ten (10) members with each member representing a trail interest shall:

- a. reside in the State of Idaho.
- b. be an active participant in the activity represented. If representing all-terrain vehicle, off-highway motorcycle, or snowmobile interests, the member shall also own and use a properly registered vehicle.
- c. be willing to enter into a Memorandum of Agreement to serve for the term of appointment.
- d. be compensated as stated in §59-509(f) Idaho Code and authorized by the Department.

5. **Information Sheet** – Staff shall develop an information sheet, which shall be provided to interested applicants along with the application. The information sheet should outline the statutory basis for the advisory committee, minimum qualifications, a brief description of the duties of the committee and its individual members, information concerning the number of and location of meetings, amount of travel required, and applicable policies concerning compensation or reimbursement of expenses, and the application filing deadline. The information sheet may include such other information as might be pertinent to a prospective applicant.

6. **Applicant Deadline** – Applicants should be encouraged to submit their completed applications prior to the final application deadline for staff review. This allows staff an opportunity to review applications for completeness and obtain any additional information required prior to the final application deadline.

C. Staff Review

1. **Initial Staff Review** – Applications shall be returned to the State and Federal Grant Manager. The manager shall review the applications to ensure that they are complete and that the applicants meet all statutory requirements. If an application is incomplete, or if it does not appear from the application form that the applicant meets the appropriate statutory criteria and the application deadline has not yet passed, the program manager shall contact the applicant to see if additional information is available. Applications, which are incomplete, or applicants who do not meet the minimum qualifications at the time of the final application deadline shall not be considered.
2. **Staff Recommendation** – Following the initial review for completeness and statutory compliance, the State and Federal Grant Manager or his designee shall make a substantive review of each application. This review shall be based on the objective criteria established for the application process. This review should include consideration of the applicant’s minimum qualifications, additional qualifications, experience, and whether they are representative of the user group they are statutorily required to represent. The program manager may make such review based on the written applications and discussions with the applicant. No later than one (1) month preceding the Board meeting at which an appointment will be made, the State and Federal Grant Manager shall forward the following information to the Board:
 - a. all complete applications meeting the minimum qualifications
 - b. staff’s written recommendation (The written recommendation shall include a brief discussion of the reasons for the recommendation, consistent with the objective criteria established for each position, together with any additional relevant information about the applicant. The program managers’ recommendation shall be based in part on assuring that there is a balance among various users)
 - c. any additional information concerning any of the applicants, which may be relevant to an appointment decision.

D. Appointing Authority Review and Recommendation – The appointing authority (respective Board member or Board Members) is responsible for reviewing the applications and conducting interviews with the applicants. The appointing authority shall, at a minimum, contact each applicant by telephone. In making a selection, the appointing authority should keep in mind that the committee must serve a large range of interests. The committee should include a balanced mix of different users and individuals and organizational representatives.

E. After the Appointment

- **Orientation** – Following an action of the Board or Director making an advisory committee appointment, the State and Federal Grant Manager shall meet with the appointee and provide an orientation to the Department, the program, and the responsibilities of the committee and its members. This should be accomplished within one (1) month of the initial appointment, but in any event must be completed prior to the appointee’s first committee meeting. At the time of the orientation, the appointee shall be required to sign a Memorandum of Agreement which outlines the terms and conditions of their appointment.

- **Handbook** – The program manager shall prepare a handbook for each new advisory committee member. The handbook should include the following information:
 - any Departmental rules pertaining to the program
 - any Board policies pertaining to the program
 - copies of forms used in the administration of the program
 - any Departmental policies and forms pertaining to travel,
 - reimbursements, compensation, etc. which the appointee will be required to use
 - copies of relevant statutes

SFA 8:03 MATCHING REQUIREMENT FOR MOTORIZED EQUIPMENT -

Grant requests for motorized equipment over \$1000 each and under \$50,000 each shall require a minimum of 50% matching funds from the project applicant to be eligible for funding under IDAPA Rule 26.01.31.400.02

SFA 8(a):05 MATCHING REQUIREMENT FOR WATERWAYS MOTORIZED

EQUIPMENT - Grant requests for waterways motorized equipment purchases, the match must be 25% for \$0-\$50,000 and 20% above \$50,000.

SFA 9:08 FEES ASSOCIATED WITH GRANT SUPPORTED PROJECTS

The following are the four criteria requested of anyone that wishes to charge a fee for grant-supported projects that originally indicated that no fees would be charged:

1. The fees generated must be utilized only in support of the associated grant project by ordinance or other official means
2. Public notice must be given with opportunity for public comment.
3. IDPR has the authority to audit the entity to ensure the fees *remain* commensurate with the rate of maintenance.
4. A complete fiscal accounting of why the fees are being proposed is required.

SFA 11:09 AMORTIZATION OF GRANTS - A three (3) person review committee (IDPR Director, Grants Manager and the associated committee member representing the grant type), upon unanimous vote, could relieve the applicant of the presumed perpetuity of the original application.