

COMMISSIONERS OF THE LAND OFFICE

REGULAR MEETING AGENDA

THURSDAY, NOVEMBER 12, 2015 AT 2:00 P.M.
GOVERNOR'S LARGE CONFERENCE ROOM
STATE CAPITOL BUILDING – SECOND FLOOR
OKLAHOMA CITY, OKLAHOMA

Call to Order

Roll Call

Declaration of a Quorum

1. Request Approval of Minutes for Regular Meeting Held October 8, 2015

- a. *Presented by Harry W. Birdwell, Secretary*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action*

2. Secretary's Comments

- a. Distributions to Beneficiaries for Month October
- b. Results of Annual 2015 Real Estate Lease Auctions
- c. Results of November Mineral Lease Bonus Auction

3. Presentation of September 31, 2015 Quarterly Investment Performance Report by RVK (informational only)

- a. *Presented by Mark Higgins, RVK*
- b. *Discussion*

4. Report on Medical Examiner Property and Renovation (informational only)

- a. *Presented by Harry Birdwell, Secretary*
- b. *Discussion*

5. Consideration and Possible Action to Approve Contract in Excess of \$25,000

The CLO recently acquired a building at 921 NE 23rd street that will be leased to the State Medical Examiner’s Office. Redesign and renovation of the space is required to meet the Medical Examiner’s needs. Phase one of the project will require contracting with a specialized forensic laboratory architect to obtain a complete schematic design and layout to meet the Medical Examiner’s requirements.

The Medical Examiner’s office has previously worked with McClaren, Wilson and Laurie, a forensic laboratory architectural firm, to design their space on the UCO campus site. Due to the specialized needs of this project and the expertise of the architectural firm a contract in an amount not to exceed \$632,800 is requested.

Recommendation: The Assistant Secretary recommends approval of a contract to McClaren, Wilson and Laurie Architects in an amount not to exceed \$632,800.

- a. *Presented by Keith Kuhlman, Assistant Secretary*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action.*

6. Consideration and Possible Action of Revised and Capital Budget for Management of Commercial Investment Property

The FY2016 capital budget for the following commercial investment property is revised and presented for approval:

<u>Building Address</u>	<u>Operating Expenses</u>	<u>Capital Budget</u>
5005 N. Lincoln	No Change	\$166,893

These capital expenditures are needed for tenant improvements which will allow more area to be leased and to address elevator issues.

Recommendation: Assistant Secretary recommends approval of the operational and capital budgets for FY2016.

- a. *Presented by Keith Kuhlman, Assistant Secretary*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action.*

7. Consideration and Possible Action Regarding the Recommendation of the Investment Committee, Investment Consultant, and Staff for Changes to the CLO Investment Plan and Policy in addition to the Real Property Acquisition Guidelines

Recommendation: The Chief Financial Officer recommends approval of the changes to the CLO investment plan and policy as recommended by the Investment Committee, consultant and staff as presented.

- a. *Presented by Karen Johnson, Chief Financial Officer*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action.*

8. Report on Land Use Plan for NE 50th and Lincoln Property (Red Ridge) (informational only)

- a. *Presented by Harry Birdwell, Secretary and Jacobs Engineering*
- b. *Discussion*

9. Consideration and Possible Action to Approve a Continuous Easement

Lease No.	Legal Description	Easement No.
100633 – Payne County	N/2NE/4 Sec. 36-18N-5EIM	9641

Payne County Commissioners have made a request to purchase a continuous easement for a right of way for roadway improvements consisting of 0.21 acres for the consideration of \$2,079.00. The offer was reviewed by Trent Wildman and approved by James Spurgeon.

Recommendation: The Director of Real Estate Management recommends approval of the continuous easement.

- a. *Presented by James Spurgeon, Real Estate Management Director*
- b. *Discussion*
- c. *Commissioners action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action.*

10. Consideration and Possible Action to Approve a Contract in Excess of \$25,000

Temporary Information Technology (IT) personnel services are needed to assist with hardware and software maintenance for 6 months with TEK Systems in the amount of \$36,400.

Recommendation: The Director of Information Technology Services recommends approval of a temporary IT personnel service contract to TEK Systems.

- a. *Presented by Edward Reyes, Information Technology Director*
- b. *Discussion*
- c. *Commissioners action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action.*

11. Consent Agenda – Request Approval of September 2015 Agency Monthly Division Summary of Activities

The Agenda items presented on the Consent Agenda are considered as one item for voting purposes. The Consent Agenda includes items that are statutorily or constitutionally required to be performed by the Commissioners of the Land Office or are administrative in nature, which are done as a routine action by the Commissioners of the Land Office. If any member of the Commission or any member of the public requests a particular item or items to be considered individually, the matter or matters shall be considered individually.

- a. *Presented by Harry W. Birdwell, Secretary*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action*

Accounting Division

- 1. September 2015
 - a. Claims Paid (routine)
 - b. Expenditure Comparison

Minerals Management Division

- 1. September 2015
 - a. 9/16/2015 Oil and Gas Lease Sale Tabulation
 - b. Assignments of Oil and Gas Leases
 - c. Seismic Exploration Permits
 - d. Division Orders

Real Estate Management Division

1. September 2015
 - a. Surface Lease Assignments
 - b. Short-Term Commercial Lease Assignment
 - c. 20 Year Easements
 - d. Assignment of Easement
 - e. Request and Authorization for Improvements
 - f. Soil Conservation Projects
 - g. 9/30/15 Lease Auction Results

**12. Financial Information Regarding Investments and Monthly Distributions
(informational purposes only)**

Investments

- a. Market Value Comparison September 2015

Accounting

- a. September 2015 Distribution by District and Month

13. New Business

The Commission may discuss, consider and take possible action regarding new business that could not have been reasonably anticipated or was unknown prior to the regular meeting.

Adjourn

NOTICE OF POSTING

Date / Time: Tuesday, November 10, 2015, before 2:00 p.m.

Locations: Commissioners of the Land Office
204 N. Robinson, Suite 900
Oklahoma City, OK 73102
Governor's Large Conference Room
State Capitol, 2nd Floor
Oklahoma City, OK 73105

By: Debra Sprehe, Executive Assistant