

# COMMISSIONERS OF THE LAND OFFICE

## REGULAR MEETING AGENDA

THURSDAY, AUGUST 13, 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 June 11, 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 July
- b. Comparative Report on Final Distributions to Beneficiaries for FY2015
- c. Compare and Contrast 10 Years of Distributions
- d. July Mineral Lease Bonus
- e. Office Move
- f. National Organization Summer Meeting Highlights
- g. New CLO Website
- h. FY2015 Agency Highlights

### **3. Cooperative Restoration of Shawnee Gun Club with Oklahoma Department of Environmental Quality**

Report on cooperative clean-up and restoration of the former site of the Shawnee Gun Club, and introduction and recognition of the Oklahoma Department of Environmental (DEQ) employees.

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

**4. Consideration and Possible Action to Approve an Internal Audit Committee Member**

The internal audit committee approved by the Commission in May 2012 was set up to consist of no less than three members. Dr. Steve Whitworth with Oklahoma State University resigned his position on the committee effective May 2015 resulting in a vacant position.

Tony Hutchison, Vice Chancellor for Strategic Planning, Analysis, Workforce and Economic Development, with the Oklahoma State Regents for Higher Education is being suggested as the prospective third member of the internal audit committee. In addition to his current position, Mr. Hutchison has served in senior level positions within Oklahoma state government including the Office of State Finance and the Oklahoma Legislature.

*Recommendation: The Secretary recommends approval of the appointment of Tony Hutchison to serve as the third member of the internal audit committee.*

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

**5. Presentation of June 30, 2015 Quarterly Investment Performance Report by RVK (informational only)**

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

**6. Consideration and Possible Action to Approve an Interagency Agreement Between the Department of Agriculture, Food & Forestry and the Land Office**

Request approval for the Secretary to enter into an Interagency Agreement with the Department of Agriculture, Food & Forestry to set and supervise prescribed burns on Land Office property.

*Recommendation: The Director of Real Estate Management Recommends approval of the Interagency Agreement.*

- 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.*

**7. Amendment to Fifty-Five (55) Year Unsubordinated Commercial Ground Lease No. 106367; Contract No. 6839**

| <b>Lease No.</b>         | <b>Legal Description</b>                                       | <b>Annual Rent</b> | <b>Lessee</b>          |
|--------------------------|--|--------------------|------------------------|
| 106367 - Comanche County | NE/C NE/4 Sec. 36-04N-11WIM containing 0.92 acres more or less | \$4,900.00         | Warren & Warren Realty |

Lessee recently completed a new survey of the property which shows an as built size of .92 acres. As a result the lease contract legal description and rental needs to be amended. Rental will escalate per the term of the second amendment.

*Recommendation: The Director of the Real Estate Management Division recommends approval of the Fifty-Five (55) Year Unsubordinated Commercial Ground Lease No. 106367; Contract No. 6839.*

- a. *Presented by James Spurgeon, Real Estate Director*
- 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. Soil Conservation Project**

| <b>Lease No.</b>      | <b>Location</b>      | <b>Practice</b>         | <b>Cost to CLO</b> | <b>Lessee</b> |
|-----------------------|----------------------|-------------------------|--------------------|---------------|
| 101177 – Grady County | NE/4 Sec. 16-8N-8WIM | Repair dike along creek | \$28,350.00        | Terry McCool  |

*Recommendation: The Director of the Real Estate Management Division recommends approval of the soil conservation project.*

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

## **9. Consent Agenda – Request Approval of May and June 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. May 2015
  - a. Claims Paid (routine)
  - b. Expenditure Comparison
2. June 2015
  - a. Claims Paid (routine)
  - b. Expenditure Comparison

### *Minerals Management Division*

1. May 2015
  - a. 5/13/2015 Oil and Gas Lease Tabulation
  - b. Assignments of Oil and Gas Leases
  - c. Division Orders
2. June 2015
  - a. 5/13/2015 Award of Oil and Gas Leases
  - b. Tracts Offered for Lease on 7/8/2015
  - c. Assignments of Oil and Gas Leases
  - d. Division Orders

*Real Estate Management Division*

1. May 2015
  - a. 20 Year Easements
  - b. Short Term Commercial Lease Assignments
  - c. Short-Term Commercial Lease Renewals
  - d. Easement Assignments
  - e. Soil Conservation Projects
  - f. 6/18/15 Sealed Bid Lease Auction Results
  
2. June 2015
  - a. Surface Lease Assignments
  - b. 20 Year Easements
  - c. New Short Term Commercial Leases
  - d. Soil Conservation Projects
  - e. Patent Issued

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

*Investments*

- a. Market Value Comparison July 2015

*Accounting*

- a. May and June 2015 Distribution by District and Month

**11. Executive Session**

- A. Executive Session may be convened to discuss, evaluate, and take possible action pursuant to 25 O.S. § 307(B)(4) allowing confidential communications between the Commission and its attorney concerning pending investigations, claims, or actions on recommendation that disclosure will seriously impair the ability of the Commission to process them in the public interest regarding the following matters:

*CLO v. Pointe Vista Development, CJ-2014-152 & Olympia Oil v. CLO, CJ-2015-1563*

- a. *Recommendation of Lisa Blodgett, General Counsel*
- b. *Motion and Vote to Convene Executive Session*
- c. *Executive Session*
- d. *Motion and Vote to Return to Regular Session*

## 12. Proposed Action on Executive Session Items

The Commission may further consider and take action in open session related to executive session agenda items.

- a. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action*

## 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, August 11, 2015, before 2:00 p.m.

Locations: Commissioners of the Land Office  
120 N. Robinson, Suite 1000W  
Oklahoma City, OK 73102  
Governor's Large Conference Room  
State Capitol, 2<sup>nd</sup> Floor  
Oklahoma City, OK 73105

By: Debra Sprehe, Executive Assistant