

COMMISSIONERS OF THE LAND OFFICE

REGULAR MEETING AGENDA

THURSDAY, NOVEMBER 10, 2016 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 13, 2016**
 - 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 of October 2016
 - b. Report on November Lease Bonus Auction
 - c. Report on REM Fall Auction
 - d. Report on Closing of Tulsa Commercial Property
 - e. Report on Closing of Point Vista Property
 - f. CLO Department Updates
 - 1) Royalty Compliance
 - 2) Internal Audit

3. **Presentation of September 30, 2016 Quarterly Investment Performance by RVK (Informational Purposes Only)**
 - a. Presented by Mark Higgins, RVK
 - b. Discussion

4. **Presentation of the External Audit Results for year ending June 30, 2016 by RSM (Informational Purposes Only)**
 - a. Presented by Mike Gibson, Partner, RSM
 - b. Discussion

5. Consideration and Possible Action to Appraise Land for Sale by Public Bid

Lease No.	Legal Description
205034 Kay County	A tract of land in the NW/4NW/4 SEC 13-28N-2EIM, more particularly described as: Beginning at the northwest corner of said NW/4NW/4; thence east along the north line thereof, 498.00 feet to the true Point of Beginning (POB); thence continuing east along the north line thereof, 498.00 feet; thence south 524.00 feet; thence west 498.00 feet; thence north 524.00 feet to the Point of Beginning, containing 6.00 acres, more or less.

The Kaw Nation of Oklahoma desires to purchase 6.0 acres described above for Washunga cemetery expansion. A previous 6.0 acres was sold to the United States government for relocation of the Washunga cemetery in 1970.

The property will be appraised by three Oklahoma Certified General Appraisers.

Recommendation: The Director of Real Estate Management recommends the appraisal of the property for sale be approved.

- a. *Presented by James Spurgeon, Real Estate Management 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.*

6. Consideration and Possible Action to Authorize Funds for Legal Services Contracts

- Conner and Winters--\$40,000

Recommendation: The General Counsel recommends authorization for increased funding for the listed existing legal services contract

- a. *Presented by Lisa Blodgett, General Counsel*
- 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 for Approval of Operational and Capital Budgets for Management of Commercial Investment Property

The following commercial investment property with its associated operating expenses and capital budget and reserve fund is presented for approval for FY2017:

<u>Building Address</u>	<u>Operating Expenses</u>	<u>Capital Budget</u>
5727 S. Lewis Av., Tulsa	\$745,885	\$425,000

Capital Reserve Fund - \$592,500

Expected total net income for the commercial investment property is \$1,219,847.

Recommendation: Assistant Secretary recommends approval of the operational and capital budgets and reserve fund for FY2017 for the listed commercial investment property.

- 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*

8. Consent Agenda – Request Approval of September 2016 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*

Financial Services Division

1. September 2016
 - a. Claims Paid (routine)
 - b. Budget vs. Actual Expenditure Comparison

Minerals Management Division

1. September 2016
 - a. 9/14/2016 Tabulation of Oil and Gas Leases
 - b. Assignments of Oil and Gas Leases
 - c. Seismic Permits
 - d. Division Orders

Real Estate Management Division

1. September 2016
 - a. Surface Lease Assignments
 - b. Term Irrigation Permits
 - c. 20 Year Easement
 - d. Renewed 20 Year Easements
 - e. Assignment of Easements
 - f. Sealed Bid Lease Auction Results
 - g. Land Exchange Patents

9. Financial Information Regarding Investments and Monthly Distributions (informational only)

Investments

- a. Market Value Comparison September 2016

Accounting

- a. October 2016 Distribution by District and Month

10. 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 8, 2016, 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