

COMMISSIONERS OF THE LAND OFFICE

REGULAR MEETING AGENDA

THURSDAY, MAY 19, 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 April 14, 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 April 2016
- b. Legislative Update
- c. May 2016 Lease Bonus Auction Report
- d. Introduction of New Employee

3. Presentation of March 31, 2016 Quarterly Investment Performance Report by RVK (informational only)

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

4. Consideration and Possible Action for Approval of a Resolution

In December 1968 a resolution was adopted by the Commissioner of the Land Office to delegate and authorize the Secretary to execute, award and/or approve certain documents on behalf of the Commissioners. This resolution was subsequently amended and modernized in 1969 and 1988.

As a result of a recent internal audit and due to changes or elimination of certain programs within the agency and the addition of necessary permits this resolution needs to be modified and reauthorized.

The accompanying resolution is presented by the Assistant Secretary for consideration and approval.

Recommendation: The Assistant Secretary recommends approval of the Resolution as presented.

- a. Presented by Keith Kuhlman, Assistant 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. Consideration and Possible Action for Approval of a Contract in Excess of \$25,000

The CLO plat books, historic minutes and other large frame recording books should be imaged and digitized to better preserve them and allow broader research and retrieval of information from these archives. The Oklahoma Historical Society has submitted a proposal to complete this imaging project for a cost of \$83,000. A 10% contingency is recommended making the total project cost \$91,300.

Recommendation: The Assistant Secretary recommends approval of this imaging project in the amount of \$91,300.

- a. Presented by Keith Kuhlman, Assistant 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.*

6. Consideration and Possible Action for Approval of the Selection of a Developer for the Medical Examiner Office

A request is being made to select a qualified developer for remodeling the 921 NE 23rd Street building for use by the Medical Examiner's Office for its new accredited facility.

On April 4, 2016, the staff of the Land Office received three responses to an RFP requesting developers to submit their qualifications. The three groups are:

- BioRealty/BE&K Construction – San Clemente California
- Wiggins Properties/Ross Construction – Oklahoma City, Oklahoma
- Rooney Holdings/Manhattan Construction – Oklahoma City, Oklahoma

Each group submitted a final proposal for completing the project including the amount to be paid by the Medical Examiner's office as rental for the facility. A review committee consisting of Keith Kuhlman, Dan Hake, Mark Beffort and John Houck have analyzed the proposals to determine which group provided the best overall terms for the CLO and ME offices.

Recommendation: The Assistant Secretary presents the recommendation of the Review and Investment Committee for the possible award of a long-term commercial lease to one of the previously referenced developers or an alternative recommendation for the Land Office staff to move forward with the renovation project without the use of a developer.

- a. Presented by Keith Kuhlman, Assistant 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.*

7. Consideration and Possible Action Regarding the Establishment of Minimum Bid Auction Price and Authorization to Auction Land for Sale

Lease No.	Legal Description	Lessee	Rent
817039 Pawnee County	SE/4 Sec. 33-21N-7E1M (LESS 3 AC SOLD)	Howard R. Muse	\$2,600

On December 16, 2015, the Commission authorized staff to have appraisals completed for the 1.87 acre tract. The appraisers were Greg Brownsworth, Chris Foster and Cole Callaway. The appraisal has been completed and reviewed. The appraised market value of the land is \$6,900. Value of the improvements owned by the lessee is \$2,000.

Recommendation: The Director of Real Estate Management recommends the 1.87 acres tract in Sec 33-21N-7E1M be offered for sale at public auction with a minimum bid price of \$6,900.

- 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*

8. Consideration and Possible Action for Approval of Continuous Easements

Lease No.	Legal Description	Easement No.
106028 Lincoln County	SW/4 Sec. 23-16N- 5E1M	9601

Stillwater Central Railroad, LLC has requested a continuous easement for railroad purposes, per provided survey. The appraised value is \$30,500 for an area not to exceed 6.81 acres. The application and appraisal were reviewed by Trent Wildman and approved by James Spurgeon.

Lease No.	Legal Description	Easement No.
100611 Lincoln County	E/2 Sec. 16-16N-5E1M	9602

Stillwater Central Railroad, LLC has requested a continuous easement for railroad purposes, per provided survey. The appraised value is \$60,300 for an area not to exceed 12.33 acres. The application and appraisal were reviewed by Trent Wildman and approved by James Spurgeon.

Lease No.	Legal Description	Easement No.
105741 Payne County	NE/4 Sec. 36-19N-1E1M	9684

The City of Stillwater has made an offer of \$500 for a continuous easement for a 12" water line. Area requested is 0.0123 acre, per provided survey. The offer was reviewed by Sean Ison 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.*

9. Consent Agenda – Request Approval of March 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*

Accounting Division

1. March 2016
 - a. Claims Paid (routine)
 - b. Expenditure Comparison

Minerals Management Division

1. March 2016
 - a. 3/23/16 Tabulation of Oil and Gas Leases
 - b. Assignments of Oil and Gas Leases
 - c. Seismic Permits
 - d. Division Orders

Real Estate Management Division

1. March 2016
 - a. Surface Lease Assignments
 - b. Term Irrigation Permits
 - c. 20 Year Easements
 - d. Renewed 20 Year Easements
 - e. Assignment of Easement
 - f. Soil Conservation Projects
 - g. Short-Term Commercial Lease Renewals
 - h. Long-Term Commercial Lease Assignments

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

Investments

- a. Market Value Comparison March 2016

Accounting

- a. April 2016 Distribution by District and Month

11. Executive Session

- A. Executive Session may be convened pursuant to 25 O.S. § 307(B)(4) allowing confidential communications between the Commission and its attorney concerning pending claims or actions as recommended to permit Commission processing in the public interest regarding *CLO v. Pointe Vista Dev., CJ-2014-152* and a pending mineral income matter.
- B. Executive Session may be held in accordance with 25 O.S. § 307(B)(3) for the purpose of discussing the purchase or appraisal of real property located in Oklahoma County.
 - a. *Recommendation of Lisa Blodgett, General Counsel*
 - b. *Vote to Convene Executive Session*
 - c. *Executive Session*
 - d. *Vote to Return to Open Session*

12. Consideration and Possible Action on Executive Session Item(s)

The Commission may further consider and take action in open session related to the listed 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, May 17, 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