

## COMMISSIONERS OF THE LAND OFFICE

### Regular Investment Meeting Minutes August 11, 2021, at 1:00 p.m. Large Conference Room Commissioners of the Land Office–Ninth Floor Oklahoma City, Oklahoma

Notice was posted online with the Secretary of State on December 10, 2020. Public notice was also posted at the Commissioners of the Land Office on Tuesday August 10, 2021 by 12:00 noon.

#### **Investment Committee Members:**

Bob Mareburger, Investment Committee Member  
Mathangi Shankar, Investment Committee Member, arrived at 1:19 p.m.  
Billy Swindell, Investment Committee Member

#### **CLO Staff Present:**

Elliot Chambers, Secretary  
Bennett Abbott, General Counsel  
Karen Johnson, Chief Financial Officer  
John Fischer, Director of Commercial Real Estate  
Mike Lyons, Assistant Director of Financial Services  
Andrea Bair, Assistant General Counsel  
Emma Thomas, Financial Manager  
Julie Tenopir, Internal Auditor  
Edward Romero, Financial Manager

#### **Visitors Present:**

Evan Walter, BOK

Karen Johnson called the meeting to order at 1:14 p.m., confirmed proper posting of the meeting notice, ensured the presence of a quorum, and called the roll.

Bob Mareburger: Present  
Mathangi Shankar: Present  
Billy Swindell: Present

#### **1. Request Approval of Minutes for Regular Meeting held June 9, 2021**

- a. *Presented by Karen Johnson, CFO*
- b. *Discussion*
- c. *Action in which the Committee may approve or disapprove the matter and/or direct staff to take further action.*

Billy Swindell made a motion to approve the minutes from the June 9, 2021 meeting. Bob Mareburger seconded the motion.

Swindell: Aye  
Mareburger: Aye Motion Carried

**2. Presentation of Performance Review by Robinson Park (informational purposes only)**

*Presented by John Fischer, CLO*

As of June 30, 2021, the one-year return for the CRE portfolio was 5.47%.

**3. Presentation of Performance Review by RVK (informational purposes only)**

*Presented by Mark Higgins, RVK*

As of June 30, 2021, the total value of the CLO Permanent Trust reached approximately \$2.71 billion, setting a new record month-end balance. For the year-to-date, the Trust returned 8.46% net of fees, outperforming the target allocation index by 121 basis points.

**4. Consideration and possible action regarding the recommendation of the Investment Consultant and Staff approval of the CLO Investment Plan and the Real Estate Property Acquisition Guidelines for FY 2022**

*Recommendation: The CFO recommends approval of the CLO Investment Plan and the Real Estate Property Acquisition Guidelines for FY 2022.*

- 1. Presented by Karen Johnson, CFO*
- 2. Discussion*
- 3. Action in which the Committee may approve, disapprove, or table the matter and/or direct staff to take further action.*

Bob Mareburger made a motion to recommend the approval of the CLO Investment Plan and Real Estate Property Acquisition Guidelines for FY 2022. Mathangi Shankar seconded the motion.

Mareburger: Aye  
Swindell: Aye  
Shankar: Aye Motion Carried

**5. Consideration and Possible Action for Approval of Amended Operational and Capital Budgets for Management of Commercial Investment Property**

The FY 2022 operating expenses and capital budget for the following commercial investment properties are presented for approval. These commercial properties were acquired since the approval of the FY 2022 budget and the operating expenses and capital budget were not considered for approval at the time of the purchase.

<u>Building Address</u>	<u>Operating Expenses</u>	<u>Capital Budget</u>
14201/14301 Caliber Dr, OKC	\$ 522,354.00	\$1,271,207.00
13000 N. Pennsylvania Ave, OKC	\$ 143,487.00	\$ 10,405.00

*Recommendation: Director of Commercial Real Estate recommends approval of the operational and capital budgets for FY 2022 for the listed commercial investment properties.*

- a. *Presented by John Fischer, Director of Commercial Real Estate*
- b. *Discussion*
- c. *Action in which the Committee may approve, disapprove, or*

Bob Mareburger made a motion to recommend the approval of the operational and capital budgets for FY 2022. Billy Swindell seconded the motion.

Mareburger: Aye  
Shankar: Aye  
Swindell: Aye Motion Carried

**6. Consideration and Possible Action to Approve Appraisal of Commercial Real Estate for Sale or Exchange**

<u>Lease No.</u>	<u>Legal Description</u>
909506 OK County	Units 500, 600 and 2900 of Oklahoma Commons, a unit ownership estate created by the Declaration of Unit Ownership Estate for Oklahoma Commons dated August 31 <sup>st</sup> , 2020, filed September 1 <sup>st</sup> , 2020, and recorded in Book 14461, beginning at Page 1010, in the office of the County Clerk of Oklahoma County, State of Oklahoma, together with the undivided interest in the common elements appertaining thereto; located in NE/4 of the SE/4 of Section 33-12N-03WIM.

The Commercial Real Estate Division of the Office of the Commissioners of the Land Office is requesting approval to offer the above referenced three properties for sale or exchange, either as individual properties or as a group.

The properties were appraised by three Oklahoma Certified General Appraisers. The total value of Unit 500 is \$2,700,000.00. The total value of Unit 600 is \$2,700,000.00. The total value of Unit 2900 is \$3,600,000.00.

*Recommendation: Director of Commercial Real Estate recommends authorization to offer these three properties for sale or exchange, either individually or as a group, and recommends that the appraised value of the properties be approved.*

- a. Presented by John Fischer, Director of Commercial Real Estate
- b. Discussion
- c. Commission Action in which the Board may approve, disapprove, or table the matter and/or direct staff to take further action.

Bob Marebuger made a recommendation to approve the authorization to offer the three properties for sale, exchange, either individually or as a group, and recommends the approval of the appraised value of the properties. Billy Swindell seconded the motion.

Mareburger:	Aye
Shankar:	Aye
Swindell:	Aye Motion Carried

**7. Consideration and Possible Action to Recommend Approval of Commercial Real Estate Property Manager Selection**

<u>Lease No.</u>	<u>Legal Description</u>
909438 OK County	The West 3 feet of Lot 1 and all of Lots 2 through 12, both inclusive, in Block 8 of Irvington, an Addition to Oklahoma City, Oklahoma County, Oklahoma, according to the plat recorded in Book 7 of Plats, Page 67.  Located in the SE/4 of the SW/4 of Section 15-12N-3WIM.  Said described tract of land contains an area of 35,306 square feet or 0.8105 acres, more or less.

The Commercial Real Estate Division of the Office of the Commissioners of the Land Office is requesting approval to offer the above referenced parcel of land for sale, exchange, or long-term commercial lease.

The parcel was appraised by three Oklahoma Certified General Appraisers. The total value the parcel is \$330,000.00.

*Recommendation: Director of Commercial Real Estate recommends authorization to offer this parcel for sale, exchange or long-term commercial lease and recommends that the appraised value of the parcel be approved.*

- a. *Presented by John Fischer, Director of Commercial Real Estate*
- b. *Discussion*
- c. *Action in which the Committee may approve, disapprove, or table the matter and/or direct staff to take further action.*

Mathangi Shankar made a motion to recommend the approval to offer this parcel for sale, exchange or long-term commercial lease and the appraised value of the parcel. Bob Mareburger seconded the motion.

Shankar:                   Aye  
 Swindell:                 Aye  
 Mareburger:             Aye Motion Carried

**8. Consideration and Possible Action to Approve Appraisal of Commercial Real Estate for Sale, Exchange, or Long-Term Commercial Lease**

<u>Lease No.</u>	<u>Legal Description</u>
909436 Oklahoma County	All of Lots 21 and 22 and the East 15 feet of Lot 23, Block 3, Hare’s Lincoln Boulevard Addition to Oklahoma City, Oklahoma County, Oklahoma, according to the plat recorded in Book 20 of Plats, Page 26.

Located in the NW/4 of the NE/4 of Section 22-12N-3WIM.

Said described tract of land contains an area of 9,084 square feet or 0.2085 acres, more or less.

The Commercial Real Estate Division of the Office of the Commissioners of the Land Office is requesting approval to offer the above referenced parcel of land for sale, exchange, or long-term commercial lease.

The parcel was appraised by three Oklahoma Certified General Appraisers. The total value the parcel is \$61,500.00.

*Recommendation: Director of Commercial Real Estate recommends authorization to offer this parcel for sale, exchange or long-term commercial lease and recommends that the appraised value of the parcel be approved.*

- a. *Presented by John Fischer, Director of Commercial Real Estate*
- b. *Discussion*
- c. *Commission Action in which the Board may approve, disapprove, or table the matter and/or direct staff to take further action.*

Bob Swindell made a motion to recommend the approval the authorization to offer this parcel for sale, exchange, or long-term commercial lease and recommends the approval of the appraised value of the parcel. Mathangi Shankar seconded the motion.

Swindell:	Aye
Mareburger:	Aye
Shankar:	Aye Motion Carried

**9. Secretary's Comments (informational only)**

**10. Executive Session**

No Executive Session was held

**11. Proposed Action on Executive Session Items**

No Executive Session was held

**12. New Business**

There was no new business.

**13. Adjourn**

A MOTION was made by Bob Mareburger seconded by Mathangi Shankar to adjourn the meeting.

Mareburger:	Aye
Swindell:	Aye
Shankar:	Aye Motion Carried

The meeting was adjourned at 1:54 p.m.