

Office of State Lands and Investments

Mission and philosophy

The mission of the Wyoming Office of State Lands and Investments is to manage land, mineral and forest resources under the jurisdiction of the Wyoming Board of Land Commissioners. The office works to:

- enhance value and optimize economic return in the interest of the state's schools and institutions, consistent with business management principles in a manner that promotes socio-economic growth and stability in Wyoming;
- establish a decisive role in the management of Wyoming's federal lands;
- provide grants, loans and technical assistance to strengthen community and rural infrastructure; and
- enhance the financial management of state investments through investment policy analysis and implementation of legislatively directed investment programs under the jurisdiction of the state loan and investment board.

The philosophy of the office is to accomplish the mission in a timely, consistent and cooperative manner with consideration for fairness and equity for all beneficiaries, clients and employees. As a state agency that actually markets commodities, the office resembles a free-enterprise business; therefore, the office must react quickly to the ever-changing business opportunities in Wyoming and around the world for the state's resources. Within the statutory framework, the agency strives to optimize income from state lands in a manner that prevents waste and utilizes the best land management practices.

Strategic plan changes

The agency's strategic plan has been revised to provide the following goals and objectives.

Agency goal: In compliance with mandated authority, the agency will manage the assets and resources of the state and the trust in a manner that will provide the maximum benefit for the people of the state and the trust beneficiaries.

The agency's objectives are:

Objective A: maintenance of a net-income position from the development of the state-owned mineral estate and, where authorized, from the state's share of the federal mineral estate within the borders, contemporary with the prevailing economic climate within the extractive mineral industry;

General information

Ron Arnold, director

Agency contact

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Other locations

Lander, Newcastle, Buffalo, Riverton,
Lyman, Casper and Douglas

Year established and reorganized

Established 1890, reorganized in 1921, 1992 and 1998

Statutory references

W.S. 36-1-101 through 36-3-111, 36-5-101 through 36-7-510, 36-9-101 through 36-9-120, 11-34-101 through 11-34-305

Number of authorized personnel

92 full-time

Organizational structure

Office of the Director and five divisions: Financial Programs and Management Services, Real Estate Management and Farm Loans, Mineral Leasing and Royalty Compliance, Office of Federal Land Policy, State Forestry

Clients served

Agriculture, mineral, timber, transportation/communication/public utility, recreation/tourism, other Wyoming industries, local government entities, state and federal agencies, school districts, residents and non-residents, public

Budget information (Appropriated funds only)

General funds	\$4,991,111
Federal funds	\$731,447
Other	\$71,698
Total	\$5,794,256

Objective B: process applications and administer leases, permits and easements on state trust land in an efficient and timely manner;

Objective C: provide financial assistance to Wyoming farms and ranches;

Objective D: through the governor, the Wyoming Office of Federal Land Policy will represent to the federal government Wyoming's long- and short-term economic and environmental interest concerning federal issues affecting Wyoming's residents through unified and balanced state positions;

Objective E: manage forested state trust lands on a sustainable basis to maximize the long-term return to the trust;

Objective F: in cooperation with county fire wardens and rural fire departments, provide for rural fire protection to 29.1 million acres of state and private lands and 260 incorporated and unincorporated rural communities;

Objective G: provide technical assistance to state and local communities, private landowners, the forest products industry and the public in the establishment, growth, utilization and protection of trees and forests to meet the entities objectives;

Objective H: capitalize on Memorandum of Understanding with the Wyoming Department of Corrections to provide assigned inmates training and meaningful work that will in turn provide cost-effective and efficient-fire suppression on state and private lands and cost-effective service to communities and counties;

Objective I: to develop and evaluate performance of the investment policy of state funds and coordinate the issuance of bonded indebtedness for the state and designated agencies; and

Objective J: provide financial assistance to incorporated communities, counties, school districts, special governmental entities and eligible private enterprises.

Financial Programs and Management Services Division and Office of Director

General information
assistant director, vacant

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Year established

1984; Joint Powers Act Program, 1974; Mineral Royalty Grant Program, 1977; Clean Water State Revolving Fund, 1990; Drinking Water State Revolving Fund, 1998; Transportation Enterprise Fund Grant Program, 1999

Statutory references

W.S. 9-4-307; 9-4-601 through 9-4-604; 9-4-606, 9-4-607, 9-4-709, 9-4-1001, 9-4-1002, 11-34-301 through 11-34-303, 16-1-109, 21-15-106, 27-14-704, 16-1-301 and 16-1-201

Authorized personnel

15.5 full-time

Organizational structure

Financial Programs and Management Services: Assistant Director; Accounting Section, Information Technology Section, Investment Management Section and Government Grants and Loans Section; Office of the Director: Director, Deputy Director, Executive Assistant and Attorney

Clients served

Office of director, agency personnel, state agencies, federal agencies, local governments, vendors, loan recipients, school districts and general public.

Results of outcomes

Pursuant to all goals and objectives, the following was accomplished:

- provided the administrative and fiscal support necessary to accomplish each goal and objective by monitoring all divisions within the agency to insure compliance with management directives, policies, procedures, regulations and statutory requirements;
- provided payroll and personnel management, procurement services, contract administration, grant administration, Wyoming Online Financial System (WOLFS) document processing, audit operations, annual report preparation, budget formation and execution,

- strategic planning preparation, and financial reporting and analysis;
- provided coordination, management and administration of all aspects of automated information technology;
- transmitted all revenue collected by the agency and assured proper distribution to the various permanent land income funds — the land income funds and the general fund — which totaled \$76,522,776; and
- completed automation of various Government Accepted Accounting Principles (GAAP) accounting reports submitted to state auditor's office.

Pursuant to optimizing the economic return from state land resources, the following were accomplished:

- accounted for proper distribution of \$64,680,193 from 4.2 million acres of state-owned mineral estate; and
- accounted for proper distribution of \$11,842,583 from 3.6 million acres of state-owned surface estate.

Pursuant to promoting socio-economic growth and stability, the following were accomplished:

- processed disbursements totaling \$17,494,754 from the mineral royalty capital construction account;
- reviewed, processed and presented to the Wyoming State Loan and Investment Board, eight new applications for loans from the Clean Water State Revolving Fund (CWSRF) (100 percent of applications received) from communities for improvements to or construction of wastewater treatment facilities, and provided loan servicing for 25 CWSRF loans including disbursing \$2,150,650 to communities and \$8,723,032 to the Wyoming Department of Environmental Quality (DEQ) for the cleanup of leaking underground storage tanks and processing \$9,926,661 in loan repayments;
- reviewed, processed and presented to the Wyoming State Loan and Investment Board, six new applications for loans for \$14,080,562 from the Drinking Water State Revolving Fund (DWSRF) (100 percent of applications received). The loans provide communities with funding for improvements to or construction of water treatment facilities and provided loan servicing for 13 DWSRF loans including disbursing \$1,139,696 to communities;
- serviced accounts for Joint Powers Act loans and processed loan repayments totaling \$4,501,772;
- during FY01, there were no applications from state institutions to the State Loan and Investment Board for grants from the Omnibus Land Income Fund;

- accounted for special loan program for Hot Springs State Park for \$165,417;
- accounted for farm, irrigation and ASC contract payments for \$29,350,559;
- during FY01, the farm emergency loan program had no outstanding loans;
- there was one School District Capital Construction Account application during FY01;
- received, reviewed and presented to the Wyoming State Loan and Investment Board two applications from school districts seeking bond guarantees totaling \$8.5 million (100 percent of those received);
- processed 177 mineral royalty grant applications, 123 were approved for funding totaling \$28,904,469;
- processed 10 joint powers act loan applications representing \$2,061,360;
- coordinated 30 abandoned mine land-grant applications representing \$4,086,065;
- processed 42 transportation enterprise fund grant applications; 37 were approved for funding of \$1,332,256; and
- no aeronautics joint powers act loans in FY01.

Pursuant to optimizing return of state's assets through coordination of fiscal management, the following was accomplished:

- provided coordination and administration to the Wyoming State Loan and Investment Board for the oversight of investment policy of state funds and issuance of indebtedness for designated agencies.

Strategic plan changes

The objectives and outcomes of the division have been revised to provide the following:

Objective: develop and evaluate performance of the investment policy for state funds and coordinate the issuance of bonded indebtedness for the state and designated agencies.

Outcome: maximize the return on the investment of state funds by measuring against market, established indices or benchmarks.

Objective: provide financial assistance to incorporated communities, counties, school districts, special governmental entities and eligible private enterprises.

Outcome: maximum use of state's resources to benefit the residents of Wyoming.

Forestry Division

General information

Thomas W. Ostermann, state forester

Agency contact

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Other locations

Newcastle, Riverton, Buffalo, Lyman and Douglas

Year established

1952

Statutory references

W.S. 8-4-102, 36-1-112, 36-1-401 through 404, 36-2-1080 and 36-3-109

Authorized personnel

37 full-time, one contract employee

Organizational structure

Fire Management, Forest Management and Wyoming Honor Camp Forestry Program

Clients served

Forest, ranching and agriculture landowners, rural wildfire organizations, communities, counties and local governments, other state agencies, forestry and associated industry.

Results of outcomes

Pursuant to optimizing the economic return from state land resources, the following were accomplished:

- conducted four meetings with the Wyoming Fire Advisory Board and one meeting with the Rural Fire Association;
- maintained and coordinated the availability of 550 federal excess fire engines and support equipment;
- maintained 23 cooperative fire-protection agreements, executed 23 annual operating plans, one state-fire mobilization and one mini-mobilization plan;
- processed 1,043 reportable incidents; 647 were wildfires;
- maintained and made available 30 fire engines for national dispatch;
- maintained one statewide forestry conservation radio system;
- determined premiums and collected payment for an emergency fire suppression account, deposited \$49,817 for a total of \$617,000;

- served as Governor's Wildfire Authorized Representative for Federal Emergency Management Agency;
- due to high fire danger, eight counties had partial fire closures in place during portions of the year;
- trained 3,007 volunteer firemen in 125 separate sessions;
- provided two annual schools at the Wyoming Fire Academy for 172 departments;
- maintained NWCG 310-1 wildland firefighter qualifications for more than 2,000 firefighters;
- inspected railroad right-of-ways in 20 counties for Wyoming Department of Transportation;
- distributed \$3,500 of Smokey Bear material;
- sponsored Smokey Bear coloring contest for 415 third-grade students;
- processed two reimbursement payments to each cooperating county totaling \$281,695;
- processed 29 consolidated payments for national fire mobilization;
- recommended award of 15 Mineral Royalty Grants to the Farm Loan Board for National Fire Protection Association; and
- approved fire engines and fire-hall construction for a total of \$1.5 million.

Pursuant to promoting socio-economic growth and stability the following was accomplished:

- commercially treated 1,171 acres of state land resulting in the harvest of 4.311 million board feet, with trust income of \$385,362, and the regeneration of a new forest on 1,248 acres;
- treated 4,879 acres non-commercially including prescribed fire;
- inventoried and management plans prepared for 289 acres;
- treated 1,449 acres of logging slash;
- pre-commercially thinned 258 acres through contract;
- assisted 108 private forest landowners with forestry issues;
- prepared Forest Stewardship plans on 6,325 acres;
- planted trees and shrubs on 752 acres of private land;
- qualified 29 communities as "Tree City USA";
- planted 1,293 trees in Wyoming communities, funded by match grants;
- completed three community forestry management plans during the year;
- produced and distributed four Community Forestry/Stewardship newsletters with a circulation of 1,200;
- presented nine Community Forestry Workshops to more than 400 individuals;
- surveyed 63,372 acres of state and private forest land for insect and disease;
- facilitated seven interagency/cooperator meeting to gather and exchange information

concerning forest insect and disease issues and status in Wyoming;

- conducted Gypsy Moth surveys in nine counties;
- maintained primary processing, secondary manufacturing and logging industry databases, and provide industry information to interested cooperators;
- commented on 20 proposed federal land actions pertaining to forest management, protection, and/or harvest of forest products;
- evaluated forests on one parcel proposed for land exchange;
- co-sponsored Project Learning Tree and Tree Farm program in Wyoming;
- presented general forestry programs to 19 adult groups and 17 youth groups;
- published 11 positive forestry articles in Wyoming papers; and
- provide forestry information to three federal legislators and 11 state legislators.

Pursuant to intergovernmental coordination among federal, state, county and local entities, the following were accomplished:

- completed 141 projects for 46 special district, community, county, state and federal agencies resulting in a labor savings of \$387,634 to the agencies ;
- generated \$20,881 of income from Wyoming Honor Conservation Camps (WHCC) work projects;
- generated \$10,619 of income from interagency projects;
- planted one new Living Snow Fence and maintained five existing Living Snow Fences;
- completed 219 acres of thinning on state land;
- trained and qualified 102 inmates as wildland firefighters available for dispatch as members of the "Smokebusters" WHCC fire crew;
- WHCC Smokebusters participated in 37 wildland fire suppression projects and one prescribed burn; and
- manufactured 8,125 tree protectors.

Strategic plan changes

The objectives and outcomes of the division have been revised to provide the following:

Objective: Manage forested state trust lands on a sustainable basis to maximize the long-term return to the trust.

Outcome: All forested trust land will be managed according to written prescription on a sustainable basis within identified forest product market area.

Objective: In cooperation with county fire wardens and rural fire departments, provide for rural fire protection to 29.1 million acres of state and

private lands and 260 incorporated and un-incorporated rural communities.

Outcome: Wyoming's rural lands and communities will be provided with well-trained and equipped fire prevention, mitigation and suppression resources that can call on or provide interagency resources on as-needed basis.

Objective: Provide technical assistance to state and local communities, private landowners, the forest products industry and the general public in the establishment, growth, utilization and protection of trees and forests to meet their objectives.

Outcome: Wyoming landowners, communities and state agencies will value well-managed forests and trees and will actively implement practices to achieve desired results.

Objective: Capitalize on Memorandum of Understanding with the Department of Corrections to provide assigned inmates training and meaningful work that will provide cost effective and efficient fire suppression on state and private lands and cost effective service to communities and counties.

Outcome: Assigned inmates will be trained in job skills that will provide potential opportunities upon completion of their term and will allow them to complete projects of value to Wyoming communities and residents during their incarceration.

Mineral Leasing and Royalty Compliance Division

General information

Harold D. Kemp, assistant director

Agency contact

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Year established and reorganized

Established 1890, reorganized 1985

Statutory references

W.S. Title 36, Chapters 1, 2, 3, 5 and 6, and 11-34-120

Authorized personnel

16 full-time

Organizational structure

Assistant Director, Royalty Compliance Section and Mineral Leasing Section

Clients served

State residents; oil, gas and solid mineral industries; school and institutional funds; and public and private industry

Results of outcomes

Pursuant to optimizing the economic return from state land resources, the following were accomplished:

- increased mineral royalties by exceeding twice those of the prior FY;
- performed almost 900 desk-audit reviews of royalty payer remittance advices for royalty compliance assurance;
- increased oil and gas leasing bonus numbers by an additional 33 percent from the previous FY;
- increased acreage under lease for oil and gas by 11 percent from the prior FY and for coal by an additional 3 percent;
- increased total overall lease under production by an additional 23 properties;
- increased the value of oil taken as royalty in-kind at both the state and federal level;
- completed 10 offsetting lease status reviews resulting in the demand for additional drilling on state land to counter offset production losses;
- processed timely, some 979 leasehold interest conveyances of state land leases;
- processed 26 new oil and gas unitizations;
- implemented the requirements of a new fossil leasing program with an immediate income increase of \$30,000; and
- continued to design, test and implement upgraded royalty compliance database system.

Strategic plan changes

The objective and outcomes of the division have been revised to provide the following:

Objective: maintenance of a net-income position from the development of the state-owned mineral estate, and where authorized, from the state's share of the federal mineral estate within the state's borders, contemporary with the prevailing economic climate within the extractive mineral industry;

Outcome: accurate and timely receipt of all bonuses, rents and royalties due for the grant and development of a property interest in state-owned, non-renewable resources;

Outcome: maximize existing state-owned mineral estate under lease for prospecting and development of multiple commodities; and

Outcome: sub-surface resource development and administrative cost containment.

Office of Federal Land Policy Division

General information

Art Reese, director

Agency contact

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Year established

1995

Statutory reference

W.S. 9-1-207, Wyo. Executive Order 1995-1 as amended

Authorized personnel

Five full-time

Organizational structure

Director, State Clearinghouse on Federal Land Policy Issues, Governor's Policy Staff on Natural Resource Issues

Clients served

State and local government agencies, state congressional offices and natural resource users

Results of outcomes

Pursuant to intergovernmental coordination among federal, state, county and local entities, the following were accomplished:

- coordinated and facilitated the state's role as a cooperating agency on the Pinedale Anticline Natural Gas Field Exploration and Development EIS, Bighorn National Forest Plan Revision and Environmental Impact Statements (EIS), Jack Morrow Hills Coordinated Activity Plan, Medicine Bow National Forest Plan Revision and EIS, and the Powder River Coal-bed Methane EIS;
- coordinated state agency review of BLM grazing EAs and permit renewals;

- identified interagency conflicts in comments submitted as part of the clearinghouse process and convened the appropriate officials to resolve the conflicts, so that a unified position could be written supporting Wyoming officials and the governor;
- analyzed, proposed and/or wrote substantive 95 state responses and state positions regarding regulatory proposals affecting federal lands in Wyoming;
- identified and circulated 170 new decision documents, drafts and final environmental assessments (EA)/environmental impact statements (EIS) and findings of no significant impact (FONSI) affecting federal lands in Wyoming;
- presented testimony and/or comments regarding federal legislative proposals or drafted language on federal legislation;
- made congressional visits and wrote letters to members of U.S. Congress that solicited support of Wyoming's position;
- coordinated the Governor's Kitchen Table Conference with federal decision makers. Various state and federal agency representatives attend this conference, chaired by the director;
- gave various speeches and formal/informal presentations, wrote letters informing and educating federal policy makers and the public regarding proposed actions and what the office's or the state's position is regarding federal lands or specific actions on these lands;
- reviewed and distributed daily federal register and other information sources to state agencies; and
- attended conferences and meeting regarding state/office position on federal land issues.

Strategic plan changes

The objective and outcomes of the division have been revised to provide the following:

Objective: Through the governor, the Wyoming Office of Federal Land Policy will represent to the federal government Wyoming's long and short-term economic and environmental interest concerning federal issues affecting Wyoming's resident's with unified and balanced state positions.

Outcome: develop and advocate official state positions on federal land use issues regarding balances multiple use of federal lands in Wyoming; and facilitate local government participation in federal land use issues regarding multiple uses of federal lands in Wyoming.

Real Estate Management and Farm Loan Division

General information

James M. Whalen, assistant director

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Other locations

Lander District office

Year established

Real Estate Management, 1890; Farm Loan Program, 1921; Irrigation Loan Program, 1955

Statutory reference

W.S. 11-5-101 through 11-5-119, 11-34-101 through 11-34-130, 11-34-301 through 11-34-303, 36-5-101 through 36-5-117, and 36-9-101 through 36-9-120

Authorized personnel

15 full-time

Organizational structure

Assistant Director, Surface Leasing and Use Section, Farm Loan Section, Lander Field Office and Land Inventory Section

Clients served

Wyoming residents including farmers, ranchers, school children, governmental agencies, businesses, real estate developers, utility companies and mineral industry

Results of outcomes

Pursuant to optimizing the economic return from state land resources, the following was accomplished:

- maintenance of more than 4,000 grazing and special use leases on 3.6 million acres of state surface;
- conducted field reviews on 80 expiring grazing leases;
- conducted field inspections on 25 reported problems;
- conducted desk appraisals and field inspections on 28 special use lease applications;

- processed and renewed 381 grazing lease applications;
- processed 311 assignments;
- processed 303 sublease agreements;
- processed 45 improvement applications;
- processed and renewed 23 special use lease applications;
- processed 538 surface damage payments;
- processed 147 temporary use permits;
- implemented database for temporary use permits;
- identification by the office of no new parcels for special use leases;
- initiated reviews and negotiations on seven new land exchange proposals with public and private landowners;
- eliminated 14 ongoing proposals that did not meet the criteria for exchange;
- continued progress on 16 land exchanges involving either private landowners or federal, county, state and local governmental agencies;
- completed no exchanges in FY01;
- completed one land sale encompassing 3.24 acres; and
- received and processed 155 easement applications for \$1,073,420.

Pursuant to improving land management, specifically weed and pest control, the following were accomplished:

- databases have been designed and developed for both acquisition and disposal of state lands using data converted from word processing files. A geo-database to be used for mapping is being created from the land inventory databases, and the related attribute data has been collected and linked to the LIIS databases;
- established 62 treatment programs with the weed and pest control districts;
- attended six meetings with various districts;
- treated 1,884 acres of state land at a cost of \$39.29 an acre;
- conducted seven field inspections of infested sites;
- treated two cases using biological control; and
- used goats and sheep as an alternative treatment of leafy spurge on state land in Crook County.

Pursuant to promoting socio-economic growth and stability, specifically farm loan program, the following were accomplished:

- processed 38 new farm loan applications totaling \$9.06 million; and
- serviced 996 farm loans and 30 irrigation loans.

Strategic plan changes

The objectives and outcomes of this division have been revised to provide the following:

Objective: process applications and administer

leases, permits and easements on state trust land in an efficient and timely manner.

Outcome: provide income/revenue for the Land Income Fund and Permanent Land Fund.

Objective: provide financial assistance to Wyoming farms and ranches, and maximize use of Farm Loan Fund to benefit Wyoming residents.

Office of State Lands and Investments organization chart

