

Office of State Lands and Investments

• *Mission and philosophy*

The mission of the Office of State Lands and Investments is to manage land, mineral and forest resources under the jurisdiction of the Board of Land Commissioners 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; to establish a decisive role in the management of Wyoming's federal lands; to provide grants, loans, and technical assistance to strengthen community and rural infrastructure; and to 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 of State Lands and Investments is to accomplish this 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, this office resembles a free enterprise business and therefore must react quickly to 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.

• *Results of outcomes*

During FY98, the office continued to review and revise its procedures to provide more efficient and cost effective program management and improved customer services. Public awareness of the need, purpose and value of the management provided by the Office of State Lands and Investments was a priority. Office personnel participated in various speaking engagements around the state, distributed approximately 400 copies of the annual report and 300 copies of the agency's strategic plan. Other major agency accomplishments and activities are detailed in division reports.

• *Strategic plan changes*

Please refer to agency strategic plan submitted September 1, 1997.

General information

Stephen A. Reynolds, Director

Agency contact

Sharon Garland, Assistant Director
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Other locations

Farm Loan Section: Lander
State Forestry Division: Newcastle, Buffalo,
Riverton, Lyman, Douglas

Year established and reorganized.

Established 1890, reorganized 1921, 1992, 1998

Statutory references

Chapter 55, 1992 Session Laws

Number of authorized personnel

Full-time 84

Organizational structure

Office of Director and six agency divisions:
Financial Programs and Management
Services; Real Estate Management and Farm
Loans; Grants and Loans; Mineral Leasing
and Royalty Compliance; Federal Land
Policy; and State Forestry

Clients served

Agriculture, mineral, timber, transportation/communication/public utility, recreation/tourism and other Wyoming industries, local government entities, state and federal agencies, school districts, resident and nonresident general public.

Budget information

(includes appropriated funds only)

General funds	\$4,814,898
Federal funds	160,773
Other	339,977
Total	\$5,315,648

Financial Programs and Management Services Division and Office of Director

General information

Sharon S. Garland, Assistant Director

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Year established

1984

Statutory references

W.S. 9-4-307; W.S. 9-4-606; W.S. 9-4-709; W.S. 9-4-1001;
W.S. 9-4-1002; W.S. 16-1-203; W.S. 21-15-106;
W.S. 27-14-704

Number of authorized personnel

Full-time 13

Organizational structure

Financial Programs and Management Services:
Assistant Director, Accounting Section, Information
Technology Section and Investment Management
Section
Office of 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, 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 funds, the land income funds and the general fund which totaled \$41,858,959.

- Continued automation of various GAAP accounting reports submitted to State Auditor's Office.

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

- Accounted for proper distribution of \$33,010,610 from 4.2 million acres of state owned mineral estate.

- Accounted for proper distribution of \$8,843,415 from 3.6 million acres of state owned surface estate.

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

- Processed disbursements totaling \$16,997,580 from the mineral royalty capital construction account. Reviewed, processed and presented to the State Loan and Investment Board no new applications for loans from the Clean Water State Revolving Fund (SRF) (100 percent of applications received) from communities for improvements to or construction of wastewater treatment facilities. Provided loan servicing for eight SRF loans including disbursing \$7,523,060 to communities and \$9,955,684 to the Department of Environmental Quality for the cleanup of leaking underground storage tanks and processing \$9,538,489 in loan repayments.

- Serviced accounts for Joint Powers Act loans and processed loan repayments totaling \$5,685,265.

- During FY98 there were no applications from state institutions to the Board of Loans and Investments for grants from the Omnibus Land Income Fund.

- Accounted for farm, irrigation, farm emergency loan and ASC contract payments totaling \$37,596,474.

- Received, reviewed and presented one application from a school district to the State Loan and Investment Board (100 percent of those received) for a grant totaling \$1,700,000 from anticipated revenues within the School District Capital Construction Account.

- Received, reviewed and presented to the State Loan and Investment Board three applications from school districts seeking bond guarantees totaling \$20,270,000 (100 percent of those received).

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

- Provided coordination and administration to the State Loan and Investment Board for the oversight of investment policy of state funds and issuance of indebtedness for designated agencies. This included review and change to the investment policy by the board and quarterly investment manager performance analysis.

Real Estate Management and Farm Loan Division

General information

James M. Whalen, Assistant Director

Agency contact

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Other locations

Lander District Office

Year established

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

Statutory references

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

Number of authorized personnel

Full-time 17

Organization structure

Assistant Director, Surface Leasing and Use Section,
Farm Loan and Real Estate Appraisal Section, Land
Inventory Section

Clients served

Wyoming residents including farmers, ranchers,
schoolchildren, 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. Processed one new lease application on vacant land.

- Conducted field reviews on 110 expiring grazing leases.

- Conducted field inspections on 20 reported problems.

- Conducted desk appraisals and field inspections on 20 special use lease applications.

- Processed and renewed 356 grazing lease applications.

- Processed 318 assignments.

- Processed 233 sublease agreements.
- Processed 73 improvement applications.
- Processed and renewed 33 special use lease applications.

- Processed 282 surface damage payments.

- Processed 129 temporary use permits.

- Database for temporary use permits is in the design phase of development.

- Provided three fiscal impact statements to Legislative Services Office in connection with three proposed bills for establishment of a grazing fee formula.

- Prepared a report for the Joint Ag. Committee regarding recreational user fees.

- No new parcels were identified by the office for special use leases.

- Initiated reviews and negotiations on ten land exchange proposals with private landowners and eliminated five proposals that did not meet the criteria for exchange.

- Continued progress on 13 land exchanges involving either private landowners or federal, county, state and local governmental agencies.

- Completed one land sale encompassing 359.13 acres.

- Received and processed 101 easement applications for \$156,619.

- A database for easements is in the design phase of development.

Pursuant to improving land management practices the following was accomplished:

- Prepared a RFP for GIS needs assessment, hired consultant who prepared and delivered the needs assessment.

- Began implementation of GIS needs assessment.

- Established 92 treatment programs with the weed and pest control districts.

- Attended nine meetings with various districts.

- Treated 3,851 acres of state land at a cost of \$38.37 per acre.

- Conducted seven field inspections of infested sites.

- Treated two cases using biological control.

- Goats were used as an alternative treatment of leafy spurge in Crook County on a 720-acre piece of state land.

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

- Processed 76 new farm loan applications totaling \$12,828,000.

- Serviced 1,290 farm loans and 41 irrigation loans.

Forestry Division

General information

Thomas W. Ostermann, State Forester

Agency contact

Thomas W. Ostermann, State Forester
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Cheyenne, WY 82002

Other locations

Newcastle, Riverton, Buffalo, Lyman, Douglas

Year established

1952

Statutory references

W.S. 8-4-102; W.S. 36-1-112, W.S. 36-1-401 through 404;
W.S. 36-2-108; W.S. 36-3-109

Number of authorized personnel

Full-time 32

Organization structure

Fire Management, Forest Management, Wyoming
Honor Camp Forestry Program

Clients served

Forest landowners, fire organizations, communities,
forest industry, other state agencies, ranching and
agriculture

Results of outcomes

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

- Conducted four meetings with the Fire Advisory Board and one meeting with the Rural Fire Association.

- Maintained and coordinated the availability of 450 pieces of federal excess fire engines and 550 pieces of support equipment.

- Maintained 23 cooperative fire protection agreements and executed 23 annual operating plans, one state fire mobilization plan and one mini-mobilization plan.

- Processed 738 fire reports.

- Maintained and made available 30 fire engines for national dispatch.

- Maintained one statewide forestry conservation radio system.

- Determined premiums and collected payments for the emergency fire suppression account, deposited \$56,028 for a total of \$654,785.

- Acted as the governor's authorized representative for the Federal Emergency Management Agency.

- Due to low fire dangers and fire occurrence there were no fire closures during the year.

- Trained 1,831 volunteer fireman in 73 separate sessions.

- Provided two annual schools at the Wyoming Fire Academy for 147 fire departments.

- Maintained NWCG 310-1 wildland firefighter qualifications for 1,031 firefighters.

- Performed railroad right-of-way inspections in 23 counties for Wyoming Department of Transportation.

- Distributed \$3,500 of Smokey Bear material.

- Sponsored Smokey Bear coloring contest for 1,043 third grade students.

- Processed two reimbursement payments to each cooperating county, totaling \$268,500.

- Processed three consolidated payments for national fire mobilization.

- Recommended award of 13 mineral royalty grants to the State Loan and Investment Board for National Fire Protection Association approved fire engines, fire hall construction for a total of \$1,086,941.

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

- Commercially treated 2,366 acres of state land resulting in the harvest of 5.5 million board feet, the regeneration of a new forest on 1,183 acres, and 4.5 million board feet were sold for future harvest.

- Treated 290 acres non-commercially with needed management practices. Planned prescribed burns did not occur due to weather and funding.

- Did not complete any reinventory. Inventory and written management plan criteria were re-evaluated and tested to determine future direction for forest state land management planning.

- Treated 2,644 acres of logging slash.

- Surveyed 137,340 acres of state forested acres for insect and disease.

- Provided technical assistance to 139 private forest landowners.

- Prepared forest stewardship plans on 9,817 acres.

- Reforested 1,030 acres of private land.

- Qualified 20 communities as "Tree City USA."

- Planted 912 trees in communities through matching grants.

- Facilitated one interagency/cooperator meeting to gather and exchange information concerning forest insect and disease issues and status in Wyoming.

- In cooperation with the Wyoming Timber Industry Association and Wyoming Department of Environmental Quality, the division conducted two silviculture and best management practice training sessions resulting in 59 individuals being trained.

- Two new tree farms were certified and three existing tree farms were re-certified.

- No community forestry plans were completed during the year.

- Surveyed primary processing, secondary manufacturing and logging industries; initiated databases for each and published directories for each forest industry group.

- Distributed 27 forest industry directories.

- Compiled preliminary information pertaining to the forest industry's economic contribution to Wyoming's economy.

- Commented on 35 proposed federal land actions pertaining to forest management, protection and/or harvest of forest products.

- Proposed land exchanges are ongoing.

- Attended one National Forest review.

- Co-sponsored Project Learning Tree and Tree Farm program in Wyoming.

- Presented "Forestry" programs to 13 adult groups.

- Three "positive" Wyoming forestry articles were published.

- Provided forestry information to three federal legislators and 18 state legislators.

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

- Completed 99 projects for 16 special district, community, county, state and federal agencies resulting in a labor savings to those agencies of \$226,678.

- Generated \$17,845 of income from WHCC work projects.

- WHCC crews completed marking on four U.S. Forest Service (USFS) timber sales with estimated volume of 15.4 million board feet being made available to Wyoming Industries.

- Generated \$20,000 of income from marking projects.

- Planted one new living snow fence and maintained seven existing living snow fences.

- Completed 292 acres of thinning on state land.

- Trained and qualified 59 inmates as wildland firefighters available for dispatch as members of the "Smoke Buster" WHCC fire crew.

- WHCC Smoke Busters participated in 12 wildland fire suppression projects and one prescribed burn.

- Manufactured 6,100 tree protectors.

- Maintained or initiated 20 human resource agreements, including a USFS and Crook County Weed and Pest District agreement.

Grants and Loans Division

General information

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Agency contact

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Year established

Joint Powers Act Program 1974

Coal Tax Grant Program 1975

Mineral Royalty Grant Program 1977

Statutory reference

W.S. 9-4-601 through 9-4-604, W.S. 39-6-305, W.S. 16-1-109, W.S. 36-8-318, W.S. 21-15-106

Number of authorized personnel

Full-time 3.5

Organization structure

Assistant Director and staff of the division

Clients served

Local governmental entities, state agencies, residents and the general public

Results of outcomes

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

- Processed 140 mineral royalty grant applications, 75 of which were approved for funding totaling \$10,009,391.

- Processed 19 joint powers act loan applications representing \$2,563,600.

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 W.S. 11-34-120

Number of authorized personnel

Full-time 16.5

Organization structure

Assistant Director, Royalty Compliance Section,
Mineral Leasing Section

Clients served

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

Results of outcomes

Pursuant to optimizing the economic return from state land resources, the Mineral Leasing and Royalty Compliance Division accomplished the following:

- Processed monthly royalty desk audit reviews (manual and electronic) for more than 875 operating subsurface mineral leases. Expanded desk audits resulted in more than one-quarter million dollars in additional royalty collections.

- Completed a review of mineral leasing attributes for surrounding states.

- Increased acreage under lease over the prior year for oil and gas by 11 percent, coal 2 percent and metallic and non-metallic rocks and minerals by 14 percent.

- Expanded through company outreach an email system to allow electronic oil and gas lease royalty reporting for those clients with such capabilities, eliminating monthly form report and support document filing. Hard copy reports under this system would be allowed once annually at a minimum.

- Continued to review other royalty enhancement potential such as contracting oil and gas sales to mar-

keter. Continued a process of reviewing other potential royalty in-kind markets. Worked with federal government on state/federal crude consolidation and royalty in-kind sales.

- Completed a redistribution of royalty accounting workload process from payer based to lease/property based.

- Conducted 8,650 lease and outset status reviews, resulting in the drilling of more than 10 additional producing wells on state land.

- Processed 1,196 mineral lease interest assignments with no backlog.

- Processed 38 oil and gas lease unitization initiations, contractions and terminations involving state lands leases.

- Devised framework for non-lessee owned gas plant operation review.

- Proposed new rules for Chapter 6 - Subsurface Resources and Chapter 11 - Fossil Permitting, held hearings and public roundtable discussions regarding the significant rules changes pursuant to definitions, royalty rates, reclamation, etc.

- Visited three fossil sites with county law enforcement pursuant to security.

Office of Federal Land Policy Division

General information

Con Lass, Assistant Director

Agency contact

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Year established

1995

Statutory reference

W.S. 9-1-207 et seq, Wyo. Executive Order 1995-1

Number of authorized personnel

Full-time 3

Organizational structure

Assistant Director, State Clearinghouse on natural resource issues

Clients served

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

❧ *Results of outcomes*

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

- Provided staff support for governor's activities on the Interstate Oil and Gas Compact Commission including drafting of letters in support of energy research and development.

- Set up Governor's Kitchen Table Conference with federal decision makers. The director chaired the event. The meeting was attended by different agency representatives.

- Presented testimony and/or comments regarding federal legislative proposals or drafted language on federal legislation.

- Made congressional visits; wrote letters to members of Congress which solicited support of Wyoming's position.

- Identified interagency conflicts in comments submitted as part of the clearinghouse process and convened the appropriate officials to resolve them so that a unified position could be written that had the support of state of Wyoming officials.

- Analyzed, proposed and/or wrote substantive state responses regarding regulatory proposals affecting federal lands in Wyoming 25 times.

- Identified and circulated 68 new decision documents, drafts and final environmental assessments/environmental impact statements and findings of no significant impacts (FONSI) affecting federal lands in Wyoming.

- Gave various speeches, formal/informal presentations, and wrote letters informing and educating federal policy makers and the general public regarding proposed actions and what the office's or the state's policy is regarding federal lands or specific actions on these lands.

- Attended conferences and meetings regarding state/office policy on federal lands issues.

Office of State Lands and Investments organization chart

