

Office of State Lands and Investments

Mission and philosophy

To provide timely, accurate and cost effective service to the Board of Land Commissioners, the State Loan and Investment Board, policymakers and the residents of Wyoming to facilitate wise and reasonable analytical decision making that will maximize the state's assets and resources in accordance with mandated authorities.

The philosophy of the Office of State Lands and Investments is to accomplish this mission through a commitment to fairness, integrity and accountability as we manage surface, mineral and forest resource issues under the jurisdiction of the Board of Land Commissioners in a timely manner to enhance trust land values for the state's beneficiaries; augment 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; promote partnerships with local and federal governments that will allow the state and its residents to actively become part of the decision-making process in the management of federal lands within Wyoming; provide grants, loans and technical assistance to strengthen community and rural infrastructures; encourage public participation in our actions and decisions; use technology to increase efficiency and accuracy; and use the expertise of our staff and provide a work environment in which they can grow professionally.

Strategic plan changes

The agency's strategic plan has been revised to provide the following goal and objectives:

Agency Goal

In compliance with our mandated authority, manage the assets and resources of the state and the trust in a manner that will provide the optimum benefit for the trust beneficiaries and Wyoming residents.

Objectives

Objective A: Manage state-owned mineral assets to optimize the extracted value while guarding the whole of the land asset base against adverse economic exposure.

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

Objective C: Provide lending alternatives and support to Wyoming agriculture.

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

General information

Lynne Boomgaarden, director

Agency contact

Susan Child

Herschler Building, 3rd Floor West

122 West 25th Street

Cheyenne, WY 82002-0600

schild@state.wy.us

307/777-3428

Other locations

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

Year established and reorganized

Established 1890; reorganized in 1921, 1992 and 1998

Statutory references

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

Number of authorized personnel

102 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 and other Wyoming industries; local government entities; state and federal agencies; school districts; resident and non-resident general public

Budget information

(Appropriated funds only)

General funds	\$5,609,572
Federal funds	3,382,439
Other	362,762
Total	\$9,354,773

Objective E: Cooperate with county fire wardens and rural fire departments to provide rural fire management to state and private lands and 260 incorporated and un-incorporated rural communities.

Objective F: Provide assistance to communities, private landowners, forest products industry and the general public in the establishment, protection and utilization of trees.

Objective G: Provide inmate training and work experience for fire suppression and service projects to communities, counties and agencies.

Objective H: Maximize investment earnings of state funds by monitoring changes in the investment market as they relate to the State Investment Policy Statement and through bond issuances as provided by statute.

Objective I: Facilitate 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

Jeanne Norman, assistant director

Agency contact

Jeanne Norman
Herschler Bldg., 3rd Floor West
122 West 25th Street
Cheyenne, Wyoming 82002-0600
jnorma@state.wy.us

307-777-6644

Other locations

Does not apply

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

Authorized personnel

21 full-time

Organizational structure

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

To maximize the return on the investment of state funds the board measures its investments against market, established indices or benchmarks. The board is required to review and evaluate the policy at least annually and each year the board reviews changes and updates. The policy statement was updated and significant changes made and approved at the October 3, 2002 board meeting, the annual compliance audit was reviewed by the board on September 30, 2002 and investment performance was reported and reviewed by the board for quarters ending September 30, 2002, December 31, 2002, March 31, 2003 and June 30, 2003 by R. V. Kuhns, it's investment manager. With respect to capital facility bonds, there were no new bonds issued this year.

This division transmitted all revenue collected by the agency and distributed to various permanent land income funds, land income funds and the general fund which totaled \$68,903,098. Of this amount, \$57,887,843 was distributed revenue from the 4.2 million acres of state-owned mineral estate and \$7,611,532 was distributed revenue from the 3.6 million acres of state-owned surface estate. In addition, this division serviced Joint Powers Act loan accounts and processed loan repayments totaling \$5,162,895 this year and processed payments totaling \$48,191,349 from farm, irrigation and ASC contracts.

This division also facilitates the board's processes to provide financial assistance to incorporated communities, counties, school districts, special governmental entities and eligible private enterprises to maximize the use of state's resources to benefit the residents of Wyoming. The division processed 144 Mineral Royalty Grant applications, 60 of which were approved for funding totaling \$17,478,059, and seven Joint Powers Act Loan applications totaling \$4,378,237 were processed and approved. In addition, the division coordinated one Abandoned Mine Land Grant applications totaling \$2,000,000 and processed 36 Transportation Enterprise Fund Grant applications, of which 22 were funded totaling \$986,234. There were no Aeronautics Joint Powers Act Loans this year.

This year, nine Clean Water State Revolving Fund (CWSRF) loan applications were reviewed, processed and presented to the board. One hundred percent of the applications received were from communities for improvements to or construction of wastewater treatment facilities. Loan servicing was provided to 42 CWSRF loans including disbursing \$4,923,310 to communities and \$8,801,033 to the Department of Environmental Quality (DEQ) for the cleanup of leaking underground storage tanks. A total of \$10,065,288 in loan repayments was processed in the CWSRF. Also during this period seven new loan applications were reviewed, processed and presented to the board for loans totaling \$14,936,349 from the Drinking Water State Revolving Fund (DWSRF). One hundred percent of the loan applications received were from communities to fund improvements to or construction of water treatment facilities. Loan servicing was provided for 28 DWSRF loans, including disbursing \$18,776,876 in loan funds to communities and receiving \$205,387 in loan repayments.

This year no applications from state institutions were presented to the board for grants from the Omnibus Land Income Fund. The board also approved six applications for School District Bond Guarantees in the amount of \$19,005,000. There were no School District Capital Construction Account applications this year.

Strategic plan changes

There are no significant changes to the objectives and outcomes of this division.

Forestry Division

General information

Dan Perko, acting state forester

Agency contact

Bill Crapsier
1100 W. 22nd Street
Cheyenne, WY 82002
bcraps@state.wy.us

307/777-7586

Other locations

Buffalo, Casper, Douglas, Lyman, Newcastle, Pinedale, Riverton

Year established

1952

Statutory references

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

Authorized personnel

44 full-time

Organizational structure

Fire Management, Forest Management, Wyoming Conservation Camp 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

To manage forested state trust lands on a sustainable basis and maximize the long-term return to the trust, all forested trust lands are managed according to written prescription on a sustainable basis within identified forest product areas. No parcels of forested trust lands were inventoried nor were any management plans prepared. Pre-commercial thinning was completed on 371 acres while 752 acres were treated commercially generating \$765,770 of income. To maintain a forested trust land base within identified forest product market areas, the division identified 103 commercially forested parcels with legal access to the Land Board and its assignees. No land exchanges were finalized this year, however, efforts continue on a proposed land exchange with the Forest Service that would develop two blocks of forested state lands in exchange for all scattered parcels within the boundary of the Snowy Range and Sierra Madre portion of the Medicine Bow National Forest.

To provide Wyoming's rural lands and communities with well-trained and equipped fire prevention, mitigation and suppression resources and provide interagency resources, 1132 firefighters were trained in 48 separate training sessions and 2,648 rural firefighters and state personnel were trained to National Wildfire Coordinating Group standards.

Financial assistance was provided to Wyoming counties and rural fire departments through the State Fire Assistance Program, Volunteer Fire Assistance Program and Mineral Royalty Grant Program and appropriated funds. Forty-eight applications were received for federal grants under the Volunteer Fire Assistance Program and 41 were funded for a total of \$146,000. Recommendations were provided for 21 mineral royalty grant applications for fire apparatus and stations with \$2.65 million of grant money were board approved. Forty-six applications were received for \$157,597 of State Fire Assistance federal grant funds and \$185,000 of State appropriated funds from the 23 counties for fire preparedness, training and maintenance. A total of 135 applications were received.

The division also provided assistance to local communities in the implementation of the National Fire Plan (NFP) and 11 NFP grants were funded totaling \$411,105. Three hundred seventy acres of fuel treatment and 79 defensible space projects were completed, assistance was given to 43 NFP communities and fire hazard assessments were completed on 688 dwellings. Forty three fire prevention projects included public service announcements, meetings with groups to explain the NFP, mass mailings of educational materials on defensible spaces and homeowner actions to reduce fire susceptibility.

In order to maintain the values that Wyoming landowners, communities and state agencies identify with well-managed forests and trees in Wyoming, the division continues to actively pursue practices to achieve those ideals. A total of 209 forest stewardship plans covering 27,362 acres were prepared. The Stewardship Incentives Program had 30 approved practices in four counties with a total of \$31,474 of cost share on 34.6 acres. In addition, 350 conservation plantings resulted in 840,000 linear feet of planting on private lands.

The Urban and Community Forestry Program of the division provided technical assistance to prepare one comprehensive management plan on public property for the City of Greybull. The Community Forestry Council approved 27 grants throughout the state for a total of \$57,145 used to plant larger trees on public property, for education and production of various community Forestry publications. Thirty-two communities met Tree City USA qualifications.

The division continues to provide forest health technical assistance to cooperators and clients. Seven projects totaling \$49,951 were approved for insect and disease projects. Assistance was provided to 228 homeowners, municipalities and private forest landowners to identify and provide recommended treatment for insect and disease problems.

In cooperation with the Wyoming Department of Transportation and Wyoming Conservation Districts, twelve living snow fence grants for \$104,353.26 planted a total of 28,487 lineal feet of trees to protect 10,173 feet of State roadway in seven counties. An additional four projects in three counties installed 9,943 lineal feet of living snow fence at a cost of \$25,583 to protect 3,546 feet of County Road.

Inmates are trained in job skills that may provide potential job opportunities upon completion of their term while they complete conservation projects of value to Wyoming communities and residents during their incarceration in the Wyoming Honor Conservation Camp and the Wyoming Honor Farm. This year 110 inmates received training in chain saws use and fire fighting and used for crew assignments. The inmates completed 82 community projects and they received 28 wild fire and six prescribed burn assignments. Although no contracts were

completed this year, 324 cords of firewood, 200 tons of logs and 7,275 posts and poles were sold for \$49,125 and 114 pounds of ponderosa pine seed realized \$2,885 in income for a total of \$52,010. Crews also assisted in treatment of 376 forested acres for improved timber growth and/or to retain aspen stands.

Strategic plan changes

There are no significant changes to the objectives and outcomes of this division.

Mineral Leasing and Royalty Compliance Division

General information

Harold D. Kemp, assistant director

Agency contact

Harold D. Kemp, assistant director
Herschler Bldg., 3rd Floor West
122 West 25th Street
Cheyenne, Wyoming 82002-0600
hkemp@state.wy.us

307-777-6643

Other locations

Does not apply

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

Authorized personnel

17 full-time

Organizational 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

In order to maintain a net income position from the development of state-owned minerals, and where authorized, from the state's share of the federal mineral estate within Wyoming, contemporary

with the prevailing economic climate within the extractive mineral industry, 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 is coordinated by this division. The royalty compliance section performed desk audit reviews of all operating mineral leases this year using filed remittance advices, check detail information, Oil and Gas Commission electronic records comparison and our in-house electronic lease audit report. Seven special, more detailed "look-back" audits were performed for specific leases resulting in \$570,000 in additional royalty collections; and, a continuing pricing review/audit was maintained against valuation of oil in kind royalties. The oil in kind program has resulted in significant additional royalties over what could have been received on a cash basis. In addition, audits of timely payment issues were made resulting in some interest assessments being charged lessees, totaling \$881,000.

To maximize the existing state-owned mineral estate under lease for prospecting and development of multiple mineral commodities, the division's ongoing aggressive approach in a three tier fashion for mineral leasing resulted in 345 oil and gas lease issuances through holding three oil and gas competitive lease auctions, and another 63 leases issued over the counter after two attempts to market at auction.

In an endeavor to closely adhere to sub-surface resource development and administrative cost containment for both the agency and the lessees, while avoiding unnecessary waste in compliance with State oil and gas statutes, the division avoided the costs to both the state and industry related to premature well abandonments on 140 leases with one or more operating wells, through suspensions of operations grants and royalty rate reductions. The division reviewed information related to offset drilling and or production on three separate leases to determine potential for drainage utilizing the lessees in that effort. The division has been working with one of its larger royalty payers for a significant amount of time toward effecting change in their rendition of electronic royalty reporting vis-à-vis the division's reporting needs and requirements. Finally, the division has required three major producers of coal bed methane to escrow deduction amounts for what the division believes is a gas gathering charge, reported by them as transportation and thus, a deductible item from royalty.

Strategic plan changes

There are no significant changes to the objectives and outcomes of this division.

Office of Federal Land Policy Division

General information

N/A

Agency contact

Effective July 1, 2003, all duties, responsibilities and personnel of this division were transferred to the Governor's Planning Office.

Other locations

Does not apply

Year established

1995

Statutory reference

W.S. 9-1-207 et seq, 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, natural resource users

Results of outcomes

Through the governor, this division represents to the federal government Wyoming's long and short-term economic and environmental interest concerning federal issues affecting Wyoming's residents via unified and balanced state positions. To actively monitor federal agency activities affecting Wyoming and insure that federal agencies include state government in federal use management and planning processes, the division received and circulated 263 National Environmental Policy Act (NEPA) documents involving proposed federal actions to state clearinghouse and affected agencies, of which 216 were new federal actions and 47 were federal actions that were initiated previous to July 1, 2002. Two hundred thirty-seven state responses and positions were advanced to federal agencies, of which 149 were standard responses and 88 were more substantive and expanded responses. In addition, 60 state and/or federal issues of either interagency conflicts or agreements were identified and addressed. The division continues to actively pursue official cooperating agency status (CAS) under NEPA on issues of particular significance to Wyoming. Two cooperating agency status MOUs

were signed this year with federal agencies.

The division prepared and presented testimony, comments, position statements and drafted language on federal land and mineral activities on five occasions; maintained relationships via visits, letters and resolutions with Wyoming's Congressional delegation, the Western Governors' Association and professional organizations on 25 occasions; and met on 28 occasions with federal agencies to craft and negotiate various proposals and agreements in its effort to shape legislation and regulatory proposals affecting federal lands in Wyoming. To further communication and coordination with various individuals, interest and user groups' regarding land management issues affecting Wyoming, the division present 33 speeches, formal and informal presentations, letters on individual issues and the office's function in general. In total, the division initiated and attended issue-directed conferences and meetings on 279 occasions.

The division continues to facilitate local government participation in federal land use issues regarding multiple use of federal lands in Wyoming. The division is currently overseeing eight CAS projects (Atlantic Rim Coalbed Methane EIS, Jack Morrow Hills Coordinated Activity Plan, Medicine Bow National Forest Plan Revision, Bighorn National Forest Plan Revision, Black Hills National Forest Plan Amendment - Phase II, Powder River Basin EIS, Rawlins/Great Divide and Pinedale Resource Management Plan Revisions). The state of Wyoming has accepted CAS on all of the Bureau of Land Management's Resource Management Plans across the state. A Memorandum of Understanding inclusive of all BLM Resource Management Plan Revisions is being drafted at this time.

Strategic plan changes

Effective July 1, 2003, all duties, responsibilities and personnel of this division were transferred to the Governor's Planning Office.

Real Estate Management and Farm Loan Division

General information

James M. Whalen, assistant director

Agency contact

James M. Whalen, assistant director
Herschler Building, 3rd Floor West
122 West 25th Street
Cheyenne, WY 82002-0600
jwhale@state.wy.us

(307) 777-6638

Other locations

Lander District Office

Year established

Real Estate Management, 1890; Farm Loan Program, 1921; Irrigation Loan Program, 1955; Beginning Agricultural Producers Loan Program, 2002; Replacement Of Breeding Livestock Program, 2003

Statutory reference

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, W.S. 36-9-101 through 36-9-120

Authorized personnel

14 full-time

Organizational structure

Assistant Director; Real Estate Management; Farm Loan Section; Lander Field Office, Land Inventory Section

Clients served

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

Results of outcomes

It is the division's responsibility to provide income/revenue for the Land Income Fund and Permanent Land Fund. By leasing land for multiple purposes, the division derived \$4,335,832 from grazing, agricultural and special use leasing programs, \$360,243 from temporary use permits issued, and \$963,013 from surface impact payments. Issuance of grants of easement on state land also generated an additional \$534,402 and land sales generated \$59,600. The division processed 441 grazing lease renewal applications, 13 special use lease applications, 271 assignments, 197 sublease agreements, 44 improvement applications, 488 surface impact payments, 165 temporary use permits, and 152 easements applications.

Development of current lease rates and permit fees requires an annual update of the grazing and agricultural fee formula. Through research provided by the Agricultural Statistics Service, new figures regarding parity ratio and private land lease rates are inserted into the formula and a new AUM (animal unit month) rate established. The AUM rate for the 2003 grazing lease renewals was \$4.04. In order to verify land types and condition of state land under lease and to develop more accurate production information, the appraisal staff concentrated efforts this year on inspections of 37 irrigated crop land leases and 64 dry land leases.

In addition to its state trust land obligations,

the division is responsible for maximizing the use of the Farm Loan Fund to benefit Wyoming residents. Nine farm loans and one irrigation loan were processed. The interest rates for both farm and irrigation loans remained the same. The legislature authorized two new farm loan programs effective July 1, 2003, the Beginning Agricultural Producers Loan Program and the Breeding Livestock Loan Program. Beginning Agricultural Producer loans are intended to assist beginning farmers and ranchers in establishing a production agricultural business. The Breeding Livestock Program allows for the purchase of breeding livestock when the governor has declared that drought conditions have existed in individual counties for not less than two immediate preceding years and if the governor declares that the conditions have abated.

Strategic plan changes

There are no significant changes to the objectives and outcomes of this division.

Office of State Lands and Investments organization chart

