



Idaho Department of Lands
Agency Guidance Document
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Land Board Administration Policies

This guidance document is not a new law. This document is an interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

Agency Contact

Policy and Communications Chief

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2. Policy Statement Concerning Legislation	02/22/1979	The Director should promptly inform all members of the Board of proposed legislation directly affecting the Board.
3. Departmental Letterhead	03/13/1975	Use the standardized letterhead with the name of the Land Board members printed in the upper right-hand corner.

1. Organization

Attachment

January 21, 2020 approved memo

Summary: Approved new organizational structure aligning the Department's programs, bureaus, and divisions under its two-pronged mission.

STATE BOARD OF LAND COMMISSIONERS

January 21, 2020

Regular Agenda

Subject

Idaho Department of Lands Organizational Restructure

Question Presented

Shall the Board approve the organizational structure changes as proposed and authorize the Department to begin implementation during fiscal year 2020?

Background

The Land Board reviewed and approved the Idaho Department of Lands' (Department) current organizational structure on February 19, 2013. Organizational structure changes made at that time came after a yearlong review of how to best align the Department to meet the two-fold mission:

"To professionally and prudently manage Idaho's endowment assets to maximize long-term financial returns to public schools and other trust beneficiaries and to provide professional assistance to the citizens of Idaho to use, protect and sustain their natural resources."

In February 2013, the Department's recommendation included creating an Endowment Division and a Regulatory and Assistance Division within the Department, but this portion of the original recommendation was never implemented due to other priorities, changes in leadership, and potential statutory concerns. Organizing the Department in this fashion has been an ongoing topic of discussion and a goal of the leadership staff for approximately ten years.

Recently, one of the Department's leadership development program capstone teams completed a project that reviewed financial stewardship issues. The capstone team also recommended reorganizing the department's divisions in the manner proposed in 2013.

Upon the conclusion of the capstone project, the executive team renewed its goal of aligning the Department's programs, bureaus, and divisions under its two-pronged mission.

The Department presented proposed organizational structure changes at the May 21, 2019 Land Board meeting. During this meeting, the Governor requested a review of the proposed changes by someone outside of the agency. After the May Land Board meeting, the Governor appointed two individuals to conduct the review.

Discussion

The Department is recommending a new structure as outlined in the organizational chart in Attachment 1. These changes incorporate recommendations from the Governor's review team

and will better align with the agency's mission, systems, budgets, staffing, and strategic goals, as well as create more balanced divisions and workloads. The changes include:

- A new Chief of Policy and Communication position to provide enhanced support to the Director.
- A new Trust Land Management Division comprised of three bureaus: Timber Management (formerly called Forest Management), Technical Services, and Real Estate Services. Endowment leasing functions will be handled under the Real Estate Services Bureau.
- The Oil, Gas and Minerals Division will be comprised of the Oil and Gas Regulatory Program and the Resource Protection and Assistance Bureau which includes the mineral regulatory and public trust programs.
- The Forestry and Fire Division will be comprised of three bureaus: Fire Management, Forestry Assistance, and Good Neighbor Authority.
- The Operations Division remains unchanged.
- The Business Services Division will include Financial and Procurement Services, Human Resources, and Information Technology.

The executive team has worked with the broader group of leaders in the organization to troubleshoot the implementation of this structure to ensure successful creation of the efficiencies and alignment sought. The Department has thoroughly discussed this organizational structure with the Division of Human Resources, the Division of Financial Management, the Office of the Attorney General and external stakeholders to ensure the new structure will be smoothly implemented. The new structure does not require new full-time equivalents (FTEs) or additional appropriation.

Implementation of this new structure would begin in January of 2020 with full budget alignment anticipated by July 1, 2021.

Recommendation

Approve the new organizational structure as outlined in Attachment 1 and authorize the Department to begin implementation during fiscal year 2020.

Board Action

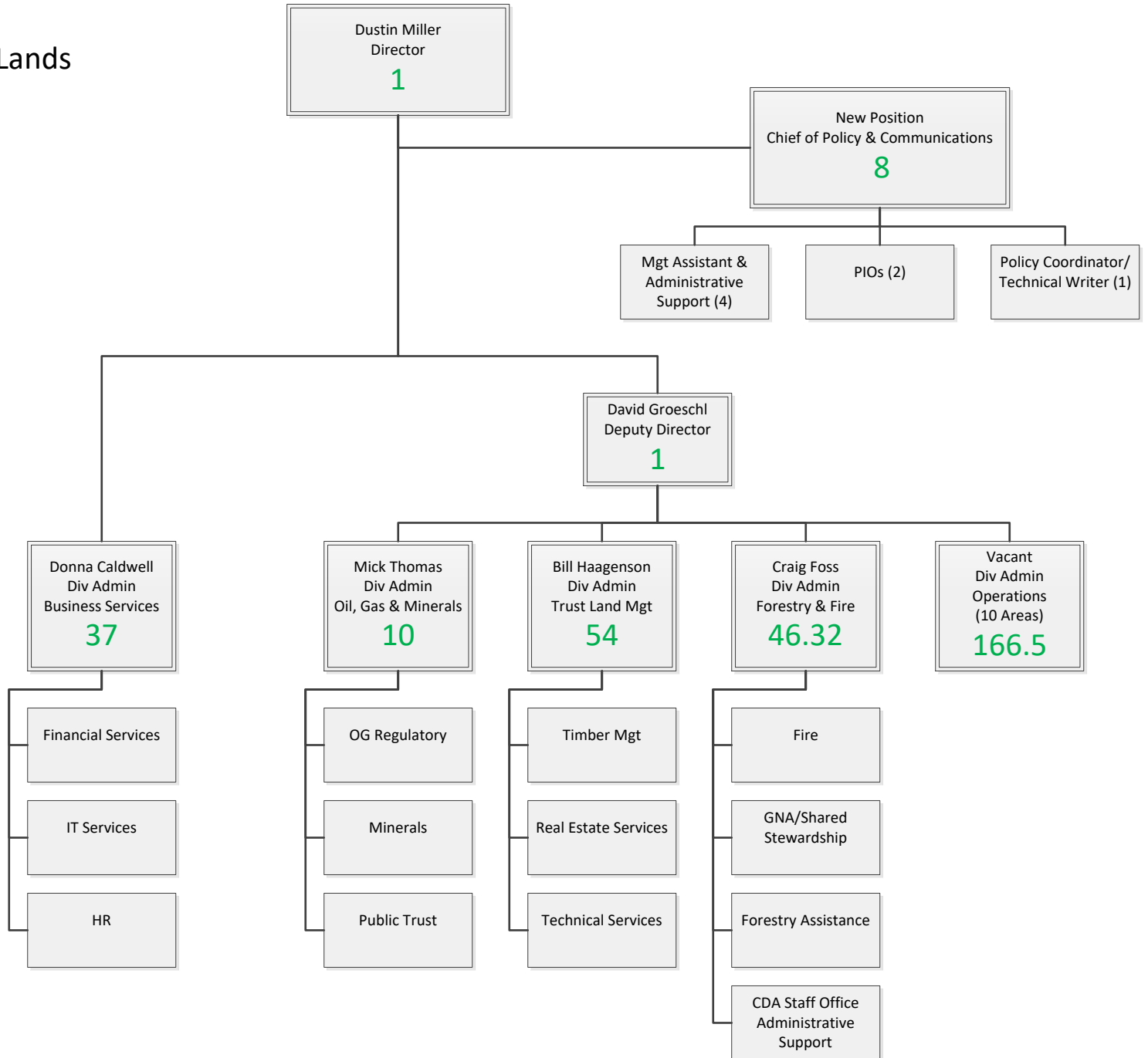
A motion was made by Attorney General Wasden that the Board approve the new organizational structure as outlined in attachment 1 and authorize the Department to begin implementation in fiscal year 2020. Controller Woolf seconded the motion. The motion carried on a vote Of 5-0.

Attachments

1. Proposed Organizational Structure Chart



Idaho Department of Lands
323.82 FTE



2. Policy Statement Concerning Legislation

Attachments

February 22, 1979 final minutes and policy statement

Summary: The Director should promptly inform all members of the Board of proposed legislation directly affecting the Board.

\$400,000. He said to actually get a definite handle on it the Department would have to retain a firm under contract to make a detailed study at the cost of \$2,000 to \$2,500 for this service. He said that in light of the situation at the Gooding facility, the Department did not know whether the Board wanted them to proceed on it at this time.

Governor Evans stated that further studies be held until the Sub-committee could report back to the Board in relation to the Alcoholic Treatment Center.

TIMBER SALES:

Mr. Gillette explained that these were fairly routine sales and pointed out that one of the sales was a Fish & Game sale on their land of 4 small clear-cuts.

Mr. Williams moved to approve the following timber sales: TSA 1824, East Dryback in Boise County under the jurisdiction of the Southwest Area Office; TSA 1825, Deer Creek in Lewis Co. under the Clearwater Area Office; TSA 1826, Meadow Creek and TSA 1827, Wolf Creek, both in Boise Co., also under the jurisdiction of the Southwest Area Office; TSA 1828, Blossom Ridge in Kootenai Co., in the Pend Orielle Lake Area; TSA 1829, Cabin Creek in Idaho Co., in the Clearwater Area; TSA 1830 and 1831, Benton Butte and Chute Creek also in the Clearwater Area; TSA 1832, Fish & Game Blocks 8,9,10,11 in Benewah County; TSA 1833, East Price Valley in Adams Co., in the Payette Lakes Area; TSA 1834 and 1835, Boehls Bear and Boehls Flats in Clearwater and Shoshone Counties in the St. Joe Area. The motion was seconded by Mr. Cenarrusa and passed unanimously.

DISCUSSION OF INTEREST RATES

Mr. Trombley stated that the Board by statute had the authority to set interest rates on land sales which was currently at 7-1/2% and the Department had suggested the bottom line rate being about 8% with an upper level no greater than 2% above the discount rate of the Twelfth Federal Reserve District.

Mr. Williams stated that the price of the land was determined a great deal on the interest rate and that many times the Board received a price so much greater that overcame any small interest that possibly could have been received. He said that he felt that in the long run, the State was receiving more money to the schools at a higher price than at a high interest rate.

Mr. Leroy moved that the Board ask the Department to draft a specific proposal for Board consideration enumerating the basic principles of a leeway for the Board of a semi-annual review and to return this to the Board at the next meeting. The motion was seconded by Mr. Cenarrusa and passed unanimously.

Governor Evans moved to raise the interest rate for land sales up to 9% until the Board received a report back from the Department. Mr. Williams seconded the motion which passed 3-2 with Mr. Cenarrusa and Mr. Leroy opposing it.

PHOSPHATE RESERVATION ON 1900 ACRES - Teton Exchange - Attorney General

Skip Smyser of the Attorney General's office stated that he had sent the Bureau of Reclamation two Freedom of Information Act requests on the exchange of lands taken for the Teton Dam & Reservoir. He said that within the next 60 days the Bureau should be contacting the various agencies and would hopefully send a reply with the information he had requested. He said that if they did not send the information within 60 days, he would consider that they had rejected and would appeal the rejection.

Mr. Leroy explained that basically the request was to give his office information for Mr. Trombley and his people to go forward quickly without incurring a two-year delay in terms of identifying other lands, hopefully working out what the Bureau of Reclamation policy was, why they insisted on the reservation of phosphate and giving them a basis of information to decide whether to accept it or whether the State had some leverage to cause them to change their minds.

POLICY STATEMENT CONCERNING LEGISLATION

Mr. Trombley explained that the reason this was on the agenda was to be sure that he clearly understood the feelings of the Board and also so the Board could not be accused of making decisions privately. He said that this statement constituted what he understood the Board wanted.

Mr. Williams moved to approve the policy statement which was seconded by Mr. Cenarrusa.

Mr. Evans stated that the words "his position" in the policy statement should be changed to "his or her position". Governor Evans then directed Mr. Trombley to make the appropriate changes. The motion to approve the policy with the above stated change passed unanimously.

OTHER BUSINESS

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Mr. Cenarrusa stated that he felt it would be well for the Board members to make spot checks on how the leases and lease rates were set up. He said that he had some questions as to the differences in rates.

Mr. Trombley explained that particularly on renewed leases, the signatures of the Governor, Secretary of State and Mr. Trombley were required and with the leases was a note describing the lease, whether there was water, what the access was, etc. relative to the productivity of the land. He said that when comparing one of the explanations of one lease with another, there appeared to be no continuity between the price on the lease and the description of the leased properties. He explained that the Department staff determined the carrying capacity of the land and then related that to what was being paid for private land of similar characteristics and carrying capacity. The AUM's were then converted to an acreage basis.

POLICY STATEMENT

LEGISLATION DIRECTLY AFFECTING THE BOARD

The Secretary shall promptly inform all members of the Board concerning any proposed legislation directly affecting the Board, or any matter directly within its duties and responsibilities, and as soon as practicable shall deliver a copy thereof to each Board member. The Secretary shall thereafter contact each Board member to ascertain his ^{or her} position regarding the proposed legislation. If the consensus of the Board is that the proposed legislation necessitates a special meeting, the Secretary shall arrange a time and place for a meeting at the earliest convenience of the Board. Thereafter, the Secretary shall take such action or inaction on behalf of the Board concerning the proposed legislation as the Board shall direct. If the consensus of the Board is that a meeting is unnecessary, then the Secretary shall take such action or inaction on behalf of the Board as a majority thereof shall individually communicate to the Secretary.

3. Departmental Letterhead

Attachments

March 13, 1975 final minutes and approved memo

Summary: Use the standardized letterhead with the name of the Land Board members printed in the upper right-hand corner.

ISLAND PARK LIEU LAND SELECTION

Letters were received expressing concern over lieu land selections in the Island Park area. Harold E. Wilkins of Santa Barbara, California, stated he was not as concerned over the state's selection so much as "the matter of what this land is to be used for," and expressed concern over the present pollution and litter problem.

The Sawtelle Chapter of Outdoors Unlimited, St. Anthony, wrote to give "wholehearted" endorsement to the selection. They further commended the Board on not selling other lands in the Island Park area.

DEPARTMENTAL LETTERHEAD

The Department of Administration is attempting to standardize the letterhead paper used by all state agencies for the purpose of uniformity and savings that may result. In discussion, Mr. Williams said he felt it was beneficial to the public to print the names of the Board members on the official department stationery. The Board agreed unanimously to use the standardized letterhead form with the name of the land board members printed in the upper right-hand corner. It was so ordered.

APPEAL OF COURT DECISION - Dredge Mining

The Board discussed the implications of the decision of Judge Towles of the First Judicial District in the case of the State of Idaho vs. Click, which affects the state's enforcement of the Dredge and Placer Mining Protection Act, Title 47, Chapter 13, Idaho, on federal land. Mr. Kidwell said that if this decision stands the state would have no jurisdiction over unpatented mining claims on federal land. He recommended appeal since the decision would establish the concept that State legislation would have no meaning on federal lands.

Mr. Williams moved that the Board approve an appeal to the Court's decision. Dr. Truby seconded the motion. Voting was unanimous.

Governor Andrus reported that he had made all but one appointment to the lease rate study subcommittee and asked Mr. Cenarrusa for a recommendation on someone to represent the woolgrowers.

There being no further business to come before the Board, the meeting was adjourned.

STATE BOARD OF LAND COMMISSIONERS

By Leslie D. Andrus, President
and Governor of the State of Idaho

COUNTERSIGNED:

[Signature]
Secretary of State

[Signature]
Director of Lands



MEMO TO THE LANDBOARD

SUBJECT: Department Letterhead Paper

REMARKS: The Department of Administration is attempting to standardize the stationery and letterheads of the various State agencies. This is for the purpose of uniformity and savings that may result therefrom.

Several of the Land Board members have expressed the desire to continue with the letterhead currently in use. Examples are attached for your reference.

The Department is running short of letterhead and I respectfully request your decision as to which type you wish used.

ACTION TAKEN:

GCT:m
3-11-75

*add Board names
to Standard letterheads*

2, R-5