

STATE BOARD OF LAND COMMISSIONERS

December 20, 2022

Regular Agenda

Subject

Endowment Administrative Sites

Question Presented

Shall the Land Board approve the proposed policy regarding endowment administrative sites?

Background

As the administrative arm of the Idaho State Board of Land Commissioners (Land Board), the Idaho Department of Lands (Department) implements Land Board direction, including managing endowment lands to maximize the long-term financial return to the beneficiaries. The Department has offices and other facilities in various locations to facilitate endowment resource management, protection, and regulatory programs. A number of those administrative sites are located on endowment land, have been used historically for endowment purposes, and are essential for implementation of Land Board direction.

Discussion

Advertisement and leasing of the administrative sites may increase endowment expenses if the Department or its partners must pay additional costs, or if the administrative site must be moved to an alternate location. Alternate locations may not be available or feasible for the purpose of the current site.

The proposed policy (Attachment 1) states that administrative use, by the Department or its partners, of endowment-owned parcels and buildings for endowment resource management, protection, and regulatory programs will not be considered a disposition and is therefore exempt from the requirement to advertise and lease. The uses include administrative offices, employee housing, and other facilities directly related to endowment resource management, protection, and regulatory programs.

Other uses of endowment lands, including by agencies or partners for purposes other than those described above, is not considered administrative use. Endowment parcels and buildings authorized for use as administrative sites are shown in Appendix A to the proposed policy.

The proposed policy also provides specific governance for the administrative use of endowment parcels and buildings, summarized below:

- A. Additional parcels or buildings must be approved by the Land Board.

- B. Administrative sites shall be limited to the minimum number of parcels, buildings, and areal extent necessary.
- C. When no longer needed as administrative sites, parcels and buildings shall be made available for leasing or other revenue generating activities.
- D. Other revenue generating activities are allowed on administrative sites provided that the activity is compatible.
- E. Use of administrative sites by partners or other agencies for resource management, protection, and regulatory programs shall be under written agreement.
- F. If the benefitting endowment is not the owning, then the owning endowment shall be compensated as appropriate.
- G. Non-endowment programs shall compensate the endowments appropriately for the use of the administrative site.

Recommendation

Approve the proposed policy regarding endowment administrative sites.

Board Action

Attachments

1. Draft Administrative Sites Policy and Appendix A



Endowment Administrative Sites Policy

Purpose

This policy provides clarity to the Idaho Department of Lands regarding advertisement and lease of endowment lands and buildings currently used for administrative purposes.

Agency Contact

Deputy Director

Background

Article 9, Section 8 of the Idaho Constitution mandates that endowment lands shall be managed to secure the maximum long-term financial return for the endowment beneficiaries. The Department serves as the administrative arm of the Land Board, implementing Land Board direction to achieve the constitutional mandate.

Specific parcels and buildings owned by the endowments are essential to the Department's endowment resource management, protection, and regulatory programs. Retention and use of the parcels and buildings identified as administrative sites is critical to secure the maximum long-term financial return from endowment lands.

Advertisement and leasing of the parcels and buildings used as administrative sites is likely to increase endowment expenses when the Department must pay additional costs and/or move administrative sites to other locations. Alternative sites may not be available in all cases. The sites addressed by this policy have historically been used for administrative purposes and are critical to achieving resource management and protection objectives.

Policy

I. Administrative Sites

Use of parcels and buildings by the Department for administrative purposes including endowment resource management, protection, and regulatory programs will not be considered a disposition and is therefore exempted by this policy from advertisement and lease.

Use of parcels and buildings for endowment resource management, protection, and regulatory programs includes administrative offices, employee housing, and facilities directly related to traditional resource management, protection, and regulatory activities. Other uses of endowment lands, including by agencies or partners for purposes other than those described above, is not considered administrative use and is not exempted from advertisement and lease by this policy.

Endowment parcels and buildings authorized by this policy for use as administrative sites are listed in Attachment 1.

II. Governance

The administrative use of endowment parcels and buildings is subject to the following conditions:

- A. Any additions to the list of parcels and buildings must be approved by the Land Board.
- B. Administrative sites shall be limited to the minimum number of parcels, buildings, and areal extent necessary to limit the potential impact on long-term financial return.
- C. Parcels and buildings no longer needed as administrative sites shall be made available for leasing or other revenue generating activities upon termination of use.
- D. Other revenue producing uses of administrative sites shall be allowed, provided the activity is compatible with the administrative site.
- E. Use of administrative sites by partners for resource management, protection, and regulatory programs, as described above, shall be under a written agreement signed by the Director.
- F. Where an administrative site is owned by specific endowment and benefits a different endowment or endowments, the Department shall ensure the owning endowment is compensated at the appropriate market rate.
- G. Where administrative sites are used by non-endowment programs the endowments shall be compensated at the appropriate market rate.

Revision History (Board Action)

DATE	
	New Board policy to enable use of a discrete list of lands and buildings as administrative sites by the Department and limited partners when deemed essential to land and resource management.

Appendix A - Administrative Sites On Endowment Land

Administrative Site Location	Site Description	City/Vicinity	County	Legal Description	Endowment	Acres	Need
Priest Lake Supervisory Area	Field office and parking carport	Coolin	Bonner	T60N R04W Sec. 26	PS	5	IDL supervisory area office buildings and grounds at Cavanaugh Bay
Priest Lake Supervisory Area	Three single family residences	Coolin	Bonner	T59N R04W Sec. 10	PS	6	Housing for area staff
Priest Lake Supervisory Area	Sundance lookout tower	Coolin	Bonner	T59N R03W Sec. 5	PS	2	Fire lookout manned during fire season
Priest Lake Supervisory Area	Lookout lookout tower	Coolin	Bonner	T63N R03W Sec. 31	PS	2	Fire lookout site historically manned during fire season
St. Joe Supervisory Area	Boehl's camp	Floodwood State Forest	Clearwater	T41N R04E Sec. 12, 13	PS	12.1	Remote field camp for IDL timber management and CPTPA fire suppression
St. Joe Supervisory Area	Boehl's camp airstrip	Floodwood State Forest	Clearwater	T41N R05E Sec. 5	PS	0.07	Remote airstrip for fire suppression aviation resources
St. Joe Supervisory Area	Boehl's camp airstrip	Floodwood State Forest	Shoshone	T42N R05E Sec. 31	PS	1.4	Remote airstrip for fire suppression aviation resources
St. Joe Supervisory Area	Boehl's camp airstrip	Floodwood State Forest	Shoshone	T42N R05E Sec. 32	AC	2.73	Remote airstrip for fire suppression aviation resources
Craig Mountain Field Office	Joseph Plains Camp (fire/spike camp)	Joseph Plains	Idaho	T29N R01W Sec 16	PS	5	Remote fire camp/spike camp for fire suppression
Payette Lakes Supervisory Area	Field office	McCall	Valley	T18N R03E Sec. 16	PS	6	IDL supervisory area office buildings and grounds