

# DALWORTH NEWSLETTER

Dalworth Association of Division Order Analyst

## President's Corner

Hello Everyone!

I can hardly believe that the year is more than half over and I hope that you all have been enjoying it! On behalf of the Board, I would like to pass on to you what we have been working on since our last meeting in April. On May 12<sup>th</sup> we held a wonderfully successful Spring Seminar. If you were unable to join us, fear not as this Newsletter contains an article where you can read all about it! On June 22<sup>nd</sup>, the Board met via conference to discuss various items of business before our membership meeting August 10<sup>th</sup>. I am very pleased to add that the idea of a conference call was well received by being both productive and accommodating for those of us in different parts of the metro-plex. In fact it was decided that any future meetings held without a dinner for the members would be held in this same fashion!

As one of our goals this year was to keep you, our membership body, better informed, here is a brief synopsis of what was discussed:

- Scholarship winners will be awarded at our August 3rd meeting
- Directories are complete and will be handed out at the July 9<sup>th</sup> meeting with those

not in attendance receiving theirs by mail

- Cameron Stilwell, who volunteered to design our cover will receive a \$50 visa gift card
- Chuck Keller sent Thank you cards to all the speakers who presented at our Spring Seminar
- Chuck Keller has been researching new sound systems for our meetings because the current model does not work properly. Motion was made to extend his budget from \$300 to \$500
- Motion was made to send \$500 donation to NADOA on behalf of Dalworth
  - Board voted to not accept donation from NADOA to us because of the substantial balance we have and how expensive Institute will be this year
- DALWORTH will sponsor two Board members to attend Institute this year, one to be drawn from a hat and one to be the current

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President

- Motion was made to send a whistle key light with compass for your key chain as our item for the Institute Goody Bags (Thanks to Angie Roberts for her idea)
- Membership attendance at meetings was discussed as a new business item
  - Kelsi White will be asking membership for their input and request that responses go through the website; discussed options of having lunch meetings only (besides Spring Seminar & Holiday meeting) or moving night meetings further south to I-30

The last topic discussed, being membership attendance, was brought up by me as I would love to see a higher percentage of our membership attending the meetings. At the start of the year we began this membership drive by offering feel meals to any member who attends a meeting as a first timer. This presented some success as we were able to draw three to five new members each time. However, our overall attendance has still remained low compared to the number of people who are a part of this organization.

A few the members approached me both at our meeting held at Joe's Crab Shack and again at the Spring Seminar. The consensus was unhappiness with the meeting location and time. Therefore, we have decided to put these two issues to you and ask you what you would prefer if you currently attend, and if you do not attend regularly, what would help to change your mind.

We would love to see these changes effective next year. To get this done, please help us by responding with your

comments through our website [www.dalworth.org](http://www.dalworth.org). On the home page, there is a button on the top right that reads, "Contact Us". If you click on this button it should bring up a list of all of the officers and then a feedback form on the left. Please complete the feedback form and be honest about what you would like to see changed. The two current options are either to change to mostly lunch meetings, alternating between Ft Worth and Dallas, or to keep the evening meetings but maybe change the location to further south near I-30.

I realize we will not be able to please everyone. However, if we are only pleasing 30% of the membership now, I feel confident we should be able to please 60% - 75% for next year.

Please remember that we are here for you! In addition to your opinions on our meeting schedule / location, feel free to leave comments on anything from what you think works well to other things you would like to see changed. Thank you for taking the time to play an active part in this wonderful organization.

Until next time,

Kelsi White  
President 2010

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## April Meeting

Our guest speaker for the evening was Mr. Dan Robinson of Petro Hunt LLC in Dallas, who spoke on the refinery process from crude oil into various products. Dan has been with Petro Hunt since the days of Placid Refining and has many years experience. Using general layman's terms and a minimum of chemistry formulas, he explained the process by which raw materials are broken down into their chemical equations and then remixed together to produce gasoline and other byproducts such as diesel fuel and kerosene. Also discussed were the different types of refineries that are used to make different products, how to identify them from their tanks and designs, and the high and sometimes prohibitive costs incurred to build and run them profitably. Mr. Robinson's presentation was informative and provided us, as division order analysts some valuable knowledge of another side of the oil industry.

## 2010 DALWORTH COMMITTEE CHAIRPERSONS

CONTACT	Patsy Wooten	972-788-5874
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	Jennifer Dodgen	817-885-3601
HOUSE	Angie Roberts	817-885-3590
MEMBERSHIP	Karen Albritton	817-869-4275
PROGRAM	Chuck Keller	972-788-5829
PUBLICITY/PR	Krista Fletcher	817-885-3057
SCHOLARSHIP	Vickie Coles	972-969-3677
BENEVOLENCE & NOMINATING	Carol Pearson	972-738-8475

REMEMBER...these committee chairpersons are here to serve you. Please contact them if you have any comments or suggestions, or would like to volunteer your time to assist.

## DALWORTH TREASURER'S REPORT

February 9, 2010 – July 22, 2010

Bank Balance	\$10,954.78
Income	\$5,125.00
Less Expenses	\$2,138.18
Ending Bal 12/4/09	\$16,343.83

## Birthday Corner

We think our members are pretty special and we want to take the opportunity to wish them a Happy Birthday on their special day!

### APRIL:

Kathy Bush April 18  
Sharon Alphin April 30

### MAY:

Josh Santiago May 11  
Kelly Ball May 18  
Priscilla Norwick May 29

### JUNE:

Chuck Keller June 5  
Shirlene Gerth June 13  
Leticia Garza June 20



In an attempt to learn more about our members we are starting the Who's Who section of our newsletter. If you would like to submit a wedding announcement, birth announcement, promotion or other such fact please email the information to [Krista\\_Fletcher@xtoenergy.com](mailto:Krista_Fletcher@xtoenergy.com)

## Who's Who

### Hank Hernandez

When asked on the Who's Who questionnaire what he would like to see our group address, Hank Hernandez III mentioned that we might all share company processes of similar tasks to see if we could learn from each other and bring back improvements to our own companies. Being Division Order Coordinator with J W Operating and having 27 years in the oil and gas industry (plus a masters degree in business), it seems he himself would be a very good information source for such a forum/meeting in the future.

Among many achievements, hank designed the Horizon TEAM application, a web-based Division Order System with e-mail notifications and checklists with the CGI developer original team. He has worked with the new TAAMS Title and Lease application at the Department of Interior Bureau of Indian Affairs, training over 400 BIA employees on Native American reservations in numerous states, including Alaska. In fact, he continues to be consulted by members of the BIA regarding oil and gas leasing, title and payments from the private sector side. (Another good topic for another future DALWORTH meeting---Restricted Indian Lands?)

Hank and his wife Carol (who, by the way, is 2<sup>nd</sup> cousin to Abraham Lincoln seven times removed) are faith-based people who use their spare time volunteering. Their compassion for others manifests itself in serving meals to the homeless—the Austin Street Centre and the Cornerstone Kitchen in Dallas, as well as running a food drive with their home association for the Center of Hope in East Dallas. They also volunteer for neighborhood patrol around White Rock Lake. When retired, they would like to serve in Christian missionary work on a Native American reservation.

A high achiever from childhood, Hank has run over 14 marathons in Austin, Boston, Dallas and Fort Worth and is planning to run the Houston Marathon for 2011. (He rode the Wichita Hotter n Hell 100 mile bike ride four times). What he would like to be remembered for is that he tried anything once, his tombstone saying HE FINISHED THE RACE AND FINALLY REACHED PAY-OUT STATUS!

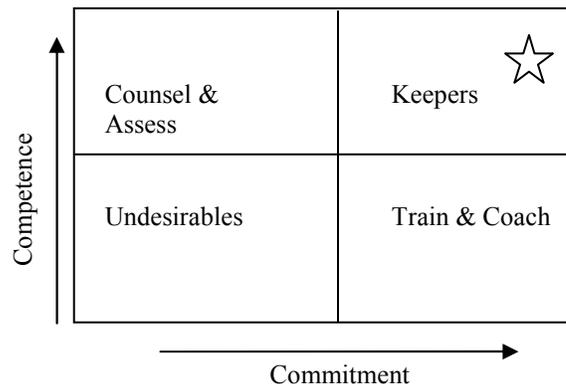
## SPRING SEMINAR

If you missed out on the DALWORTH Spring Seminar, you missed out on one of the best ones yet! And that is not just coming from me, but was heard spoken from the lips of many other attendees. Hosted by Compass Royalty Management in Addison, TX, the day was organized by Compass's own, Chuck Keller, the Board's 1<sup>st</sup> VP.

Beginning at 8 a.m. a continental breakfast was enjoyed by all as we mingled, networked, and visited with friends from across the industry. Curious whispers of what lay ahead were heard throughout the room. At 8:45 sharp, Ms. Judy Moreland from Concho Resources did not disappoint.

For some, being first out of the gate could be nerve racking. For Judy, it was a breeze. Time flew by as we learned about the nuts and bolts of payouts. She discussed the issues and types of payouts and then explained how to set up various modules. The group was very responsive and participated the entire time. It was easy to see that this was going to be a great day.

Following Judy, we had the pleasure of being inspired by Compass's very own President, Mr. Dan Monticelli who began his presentation by brainstorming with the group the various traits of a global leader such as vision, character, and empowering others. From these traits, he moved on to a chart that he lives by when hiring and/or retaining employees for Compass. It measures competence vs. commitment.



If a person is high in both competence and commitment, then this person is a "Keeper". If he/she is high in competence but has a poor attitude, then he/she must be "counseled" into becoming a "Keeper". Likewise if he/she is very committed but not very competent, then he or she must be "trained". For either the counseling or training it is important to assess and then exit or keep. Lastly, Mr. Monticelli touched on a topic he is more familiar with than one would expect the conscious and unconscious mind. Before becoming President of Compass, he spent a few years performing as a stage hypnotist for colleges and corporations and over 20 years developing and demonstrating Mind Power Methodologies. He said, "A clear methodology plus action based vision can change the world." The conscious mind stores short term memory and it is where we have our goal setting, Ego, and logic. It has 10% of the power to affect change. On the other hand, the unconscious mind stores our long term memory and it is where we achieve goals, use imagination and creativity. He explained that most of us do not even realize how often we trigger our unconscious mind and how much control it has over us. With that said, he took a lemon, squeezed

it a few times, and explained how juicy it was on the inside. Then, he cut into it and sucked on one half of it right before our eyes. Shockingly, we all felt the insides of our mouth salivate and cringe at how sour it must have been for him. That bodily reaction to his action came from our unconscious mind, and for a moment, we were all hypnotized. Before leaving us, he encouraged us to stay positive as much as possible as it will have a lasting effect on our attitude and goal achievement.

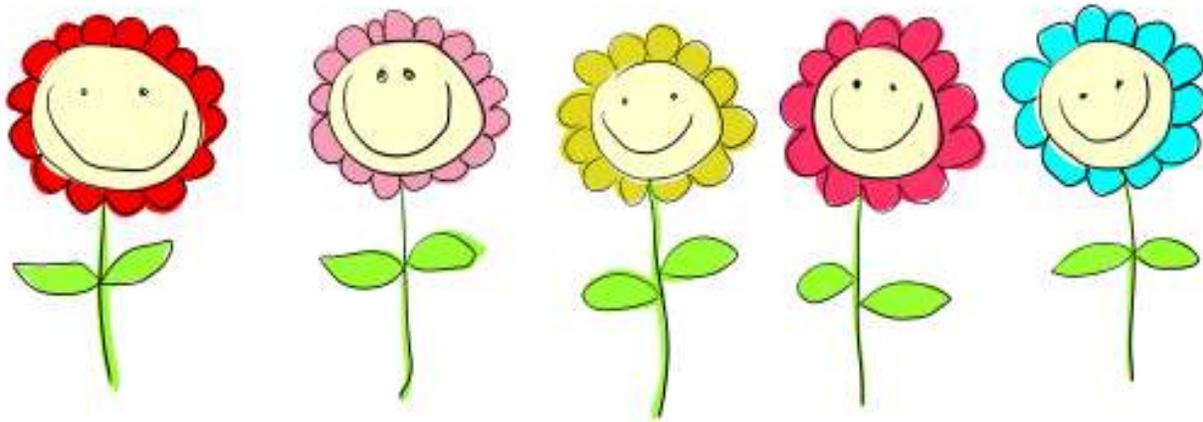
One might wonder how you follow such a topic. Mr. Randolph L Marsh, PC did not miss a beat. His presentation on Title Curative in the DO Context and More was both informative and entertaining. Being licensed in Oklahoma, Texas, and Pennsylvania with North Dakota on the way, there was no question too difficult that he could not conquer. He discussed the various types risks involved with curative issues and how to determine what is worth the risk vs. what should be cured. We also learned about the various other Opinions that are prepared in addition to the Division Order Title Opinion. Lastly, he covered different state specific issues such as statutes, intestacy laws, unleased ownership, municipal ownership, and cross unit drilling.

By this point it was time to break for lunch and we could not believe how much we had learned being only half way through the day. Lunch flew quickly and Mr. Ed Scarborough of Equisearch had the coveted after lunch time slot. Typically it is tough to keep an audience focused after lunch, but not for Ed. His topic on unclaimed property brought one clear message, it is better to pay the owners than escheat to the state, so try try, try, to find them! Throughout his presentation he offered very interesting statistics. For example, there are approximately 8,440,755 royalty owners in the US, 2,975,000 of which live in Texas and 1,691,500 in OK. While Delaware only has 2,550 owners, more than half of all Oil & Gas Companies are incorporated in the state and its unclaimed property revenue is the 3<sup>rd</sup> largest source of state revenue. How is its unclaimed property revenue so high if it has so few owners? Well, any revenue unclaimed for 3 years is supposed to be reported to the state of the owner's last known address. However, if there is no known address, it will pass to the state where the holder of the funds is incorporated, in most cases Delaware. Typically, less than 5% of the funds escheated to the state are ever claimed. This allows the states, like California, to spend most of what it collects; keeping a typical balance of \$50K out of the 5.6 billion it collects. The other interesting fact pointed out by Ed is that most states use 3<sup>rd</sup> party auditors to go out to corporations and check their possible unreported unclaimed revenue. These 3<sup>rd</sup> party auditors actually receive a percentage of the money they find which has been unreported and in most cases, because they are unable to determine an exact amount, they simply estimate. The penalties are very severe for failure to report unclaimed property. There is a 10% annual interest, an additional 5% fee on the amount due if late by one day and an second additional 5% if amount is more than 30 days, late plus \$100 per day late. As you can see, Ed was correct, finding the owner is critical.

Moving right a long, Lisa Montgomery of Compass, kept us laughing while teaching us about the often dry topic of taxes. The IRS keeps a database of names tied to social security numbers. When corporations notify the IRS of payment on royalties, a name and social security number must be sent. Most of us knew that if no SSN is sent, the IRS fines the owner a 28% back up with holding fee that is nonrefundable. However, some did not know that for every owner and SSN sent in that does not match the files of the IRS, the IRS fines the company \$50 and sends what is called a "B Notice" to the company. At this point, the only way to waive this fine is for the company to produce a W-9 to back up the name and SSN it has on file. As you can see, the person in the company responsible for tracking the W-9s has a very important job. Lisa also explained that the IRS is only up to SSN beginning in 772. So, if someone tries to give you a W-9 for a SSN beginning in 773, it is most likely fraudulent. As far as TINs, it is a little tougher to tell. The first 2 digits are generally state specific and also indicate the type of entity. For a Texas registered entity, the TIN should begin with 75, 20, 26 or 27. Before ending her presentation, she brought our attention to the handouts included in our Seminar Books. For our reference, we were each provided copies of specific registration and government forms for each state that were current through the seminar date.

Our last speaker provided by Chuck Keller was from NARO; Mr. Bill Sinclair of Agelio Networks, Inc. He spoke to us about the importance of building relations with our royalty owners. The typical royalty owner is a 60 yr old widowed woman who receives less than \$500 a month in royalties. However, the owners are quickly becoming younger as they inherit the royalties from passing family members. He stressed the importance of being aware of the information gap between us as employees of the industry and these new owners who are unfamiliar. If an owner has a positive experience with a person at a company, he/she might tell 10 friends. However, if it is a negative experience it typically spreads to 100. If we empower the owner with education they may not call as frequently. The main goal to Bill's presentation was to relay a few requests from the members of NARO. First, we should remind ourselves that not all oil & gas companies act the same which can be difficult and frustrating on the owner. Second, it is very important to return calls to the owners, even if to just say this issue is being handled. Deducts shown on pay stubs, avoidable or not, often confuse the owner. Being consistent in using the same DO form across all companies will make it simpler for the owner to understand the information presented to them. And, lastly, no matter how easy the decimal calculation formula is to us, there will always be owners who don't understand why their 1/8 RI doesn't give them 1/8 of the interest in the well, so please be patient.

As you can imagine, there was a wealth of knowledge shared from professionals across the industry. I, myself, learned something new from every single speaker. The day was professionally organized and seamlessly executed. Thank you to the speakers who took the time to educate us and to the members of the DALWORTH Board who made the day such a great success. See you next year!



**Environmental****The Dallas Morning News 1/28/10**

Agency: Barnett Shale air is OK

Nearly one-fourth of the sites monitored in North Texas' Barnett Shale natural gas region had elevated levels of cancer-causing benzene in the air, state regulators said Wednesday.

They emphasized, however, that gas companies have fixed the worst emission problems and are working on less serious sites where benzene levels still must come down.

"We don't have a widespread air-quality issue, at least according to the data," said John Sadlier, the Texas Commission on Environmental Quality's deputy director for compliance and enforcement.

Mayor Calvin Tillman of the tiny Denton County town of DISH criticized the study for not including enough test in residential areas or enough long-term sampling.

The town commissioned its own monitoring last year that found extremely high benzene levels.

"I don't think they want to find anything in a populated area, and I think their sampling reflects that," he said.

The commission report follows public worries over the impact of the Barnett Shale drilling boom.

Submitted by Hanna L. Webster

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**DALWORTH Scholarship**

By Vicki Coles

As Chairperson for the Scholarship Committee it is my pleasure to announce that we had two applicants for this year's Scholarship Award, David Granado and Chase Hasson. These two very outgoing young men will receive a check for \$500.00 each.

David Granado is sponsored by Leticia Giron-Garza. He is a high school graduate from First Baptist Academy in 2009. He is currently in his 2<sup>nd</sup> year at Texas Tech University in Lubbock. He is working on a double major in Sociology and Business Administration. He has worked at First Baptist Academy's summer youth program. He is an Eagle Scout and currently is an assistant Scoutmaster. His goal is to help other young men in the scouting program obtain their Eagle Scout status.

Chase Hasson is sponsored by Donna Bell. He graduated from Prestonwood Christian Academy and is currently attending the University of Oklahoma. Chase has also been involved with youth by working as a camp counselor for the Coppell YMCA. Chase's major is Business Administration and Energy Management. Lacrosse is Chase's sport of interest.

We thank both of these young men for applying for our scholarship.

Please fully complete the **REQUIRED INFORMATION SECTION AND SHARED INFORMATION AUTHORIZATION**. If you are applying for membership, secure the sponsorship of a DALWORTH member **DALWORTH ASSOCIATION OF DIVISION ORDER ANALYSTS**

**MEMBERSHIP APPLICATION OR RENEWAL**

*Dear Dalworth Member or Applicant for Membership:* and have that person sign the form where indicated. Our 2010 directory will close on **March 1st**. Please sign & mail this form with your **\$25.00** dues to the address below. If your membership renewal or application for membership is received by **March 1st**, your name will appear in the 2010 DALWORTH Directory.

**REQUIRED INFORMATION**

Name:

Company:

Address:

City/State/ZIP:

E-Mail

Address:

Fax Number: ( )

Telephone Number: ( )

**SHARED INFORMATION AUTHORIZATION**

Periodically, other industry related organizations request membership lists for use in providing notifications of educational opportunities and events. Would you like your information shared with these organizations?

- 1. For the purpose of educational opportunity notifications? Yes\_\_\_ No \_\_\_
- 2. For the publication of a new directory that is inclusive of other industry related groups as well? Y\_\_\_ N \_\_\_

**VOLUNTARY INFORMATION**

By completing this **VOLUNTARY INFORMATION SECTION**, you will enable us to collect statistics and data to help us better serve your needs as a member.

- 1. How many years experience do you have in Division Order work? \_\_\_\_\_
- 2. Are you a member of the National Association of Division Order Analysts? \_\_\_\_\_  
If yes, are you a C.D.O.A.? \_\_\_\_\_
- 3. Please list any DALWORTH offices you would consider running for. \_\_\_\_\_
- 4. Please list any committee(s) on which you would like to serve. \_\_\_\_\_
- 5. Please list any seminar topics you would like to see presented \_\_\_\_\_
- 6. Please list any specific field of expertise you would consider sharing in a seminar presentation. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
SPONSOR'S SIGNATURE                      DATE  
(Needed for first time member only)

Mail check and this form to:

Karen Albritton  
Range Resources Corporation 100 Throckmorton Street, Ste 1200

Fort Worth, TX 76102 Make checks payable to: Dalworth Association of Division Order Analysts or use the abbreviation Dalworth. Have questions? Call Karen Albritton at 817-869-4275 or email at [kalbritton@rangeresources.com](mailto:kalbritton@rangeresources.com)

## Current Job Postings

### MERITAGE RECRUITING

#### Land Manager (LM576)

Land Manager for a large global company involved in natural gas and crude oil. (Houston, TX)

- 10+ years of oil and gas experience focused on Land Management with supervisory experience
- Experience in oil and gas acquisitions and divestitures procedures including contract negotiations
- Should have the ability to handle multiple projects across all areas of land functions
- BS/BA or advanced degree in Petroleum Land Management, Law or related discipline

#### Land Negotiator (LM589)

Land Negotiator for an international oil and gas exploration and production company (Houston, TX)

- 5+ years experience
- Negotiate deal terms and contracts necessary to acquire the rights to drill on prospects and to cause the exploration, drilling and producing of oil gas
- BS/BA degree

#### Senior Landman (LM544)

Senior Landman for mid-size independent that focuses on exploration and production of natural gas within the US (Houston, TX)

- 10+ years of in-house land experience
- Negotiate, draft and manage a variety of Exploration and Production land contracts including joint operating agreements, lease exchange agreements, and Farmins/Farmouts
- BS/BA degree required.

#### Landman (LM522)

Landman for a large oil and gas company (Oklahoma)

- 3+ years experience
- Putting deals together, J.V. agreements, farmouts, and negotiations
- Direction Land technicians and Division Order Analysts
- BS/BA degree or equivalent

#### Landman (LM530)

Landman for a leading oil and natural gas producer. (Multiple Locations)

- 4+ years experience as a Petroleum Landman
- Negotiate to purchase land or surface lease agreements where required
- BS/BA degree or equivalent

#### Division Order Analyst (DOA55)

Division Order Analyst for a large publicly held company (Houston, TX)

- 5+ years experience
- Experience with either Artesia or SAP and Microsoft Office Suite a plus
- Exceptional math skills and ability to multi task

#### Division Order Analyst Supervisor (DOA89)

Division Order Analyst Supervisor for a large independent oil and gas operator. (Midland, TX)

- 8+ years experience
- Maintain Joint Interest Billing and revenue files
- Supervise Owner Relations division order staff
- College degree preferred

#### Land Technician (LT21)

Land Technician for an independent producer of natural gas (Houston, TX)

- 3+ years experience
- Assist Landmen in preparation of contracts and agreements
- Coordinate AFE proposals and set up JIB's
- College degree preferred

If you are interested in exploring what opportunities might exist for you or any of the positions above, please respond with a Word formatted copy of your resume to [petroleum@meritagerecruiting.com](mailto:petroleum@meritagerecruiting.com). If you have any questions, please call 936-544-7022 and ask for Cristy Zalesky or Monique Curry.

**We also have needs for Geologists, Geophysicists, Petrophysicists, and Petroleum Engineers.**

### Aerotek Energy Services

Division Order Analyst

- 4+ years of Division Order experience specifically in East Texas and Louisiana
- Excalibur experience is a plus, but not required
- Bachelors degree

Location:

North Dallas near 635

Compensation:

Very competitive salary and benefits package with maximum 401K match

Contact:

Jared Cahill

[jchill@aerotek.com](mailto:jchill@aerotek.com)

### Southwest Petroleum Company, L.P.

#### **Acquisition Position**

Preferred Skills and Qualifications:

- 2 to 3 years of current experience in the Oil and Gas industry
- Great phone skills
- Salesmanship skills/sales experience
- Division Order knowledge
- Oil and Gas lease knowledge
- Understanding of mineral deeds and warranty deeds
- Land Title experience (working in courthouse of in-house title curative)
- Microsoft Office/Excel/Word
- [www.DrillingInfo.com](http://www.DrillingInfo.com) Experience
- Clean background check

This is a multi-tasking, challenging position in a fast paced but small office work environment.

Contact:

David Kundysek

Phone 214-361-5949 ext 104

Fax 214-361-6460

[david@southwestpetroleum.com](mailto:david@southwestpetroleum.com)

fax or email resume

### Nearburg Producing Company

Nearburg Producing Company, a growing oil and gas exploration company, has a permanent opportunity for an experienced Lease and Contract Analyst in Dallas, TX. Must have 5 or more years experience in oil and gas land administration and title analysis. Previous experience on Gwiz/Bolo land system a plus.

We offer great benefits and competitive salaries. An Equal Opportunity Employer.

Please send resumes to:

Linda Parker

Nearburg Producing Company

P.O. Box 823085

Dallas, TX 75382-3085

Email: [lparker@nearburg.com](mailto:lparker@nearburg.com)

Fax: 214-739-4819

## ***Division Order Analyst***

***(Two positions open)***

Linn Energy, LLC

14000 Quail Springs Parkway, Suite 5000

Oklahoma City, Oklahoma 73134

- Preferably five plus years experience as a Division Order Analyst
- Responsible for the creation and maintenance of record title ownership division of interest
- Ability to do mathematical calculations used in petroleum land work
- Knowledge of land title, estate decent and distribution laws
- Experience in Microsoft office suite; word, excel , outlook and experience in Enertia a plus
- Strong oral and written communication skills

**For more detailed information please contact the following:**

Pamela Parrish 241-2341 or [pparrish@linenergy.com](mailto:pparrish@linenergy.com)

Cheryl Davis 241-2248 or [cdavis@linenergy.com](mailto:cdavis@linenergy.com)

### **Maxwell Drummond**

We are assisting our large independent oil and gas client in filling an opportunity for a ***Division Order Supervisor***. Qualified applicants will have six or more years of related land administration/division order experience with one year of supervisory, or lead, experience in land administration. The qualified applicant will also have a general understanding of legal documents, a working knowledge of oil and gas statutes and requirements for the distribution of mineral revenue and excellent oral and written communication skills.

#### **Position in Brief:**

The Division Order Supervisor manages employees engaged in the establishment of and maintenance to revenue distribution records. The individual coordinates with other departments and divisions in planning for acquisitions or divestitures. They are also responsible for reviewing the work product of department employees within assigned area, and providing guidance and training as necessary.

- Provides final review of computer input for new wells added to division of interest systems
- Reviews and approves title opinions or memos pertaining to revenue disbursements to interests owners and the company
- Assesses and provides training and feedback to Division Order department personnel
- Approves all incoming division orders received from outside purchasers prior to routing for company approval

Qualified applicants please send your resume to Rachael Hood at [rhood@maxwelldrummy.com](mailto:rhood@maxwelldrummy.com). All resumes will be handled in a confidential manner and will not be submitted to our client without further discussion with the potential candidate.

We are assisting our large independent oil and gas client in filling an opportunity for a **Senior**

**Division Order Analyst.** Qualified applicants will have 6+ yrs Division Order Experience with an advanced knowledge of land operations and administrative process in the oil & gas industry as well as excellent communication and interpersonal skills.

**Position in Brief:**

The Sr. Division Order Analyst analyzes and interprets provisions of various leases, deeds, rights of way, mineral records and agreements involving company assets for assigned areas in order to facilitate the distribution of proceeds from oil and gas sales and collection of well expenses.

This individual will maintain ownership records of producing properties in assigned area. They will also analyze legal changes that impact minerals and operations and will incorporate those changes into work process.

- Determines working interests and burdens associated with interests based on title analysis of deeds, assignments, purchase & sale agreements, probate documents, leases and royalty agreements

- Drafts summary analysis of chain of title based upon reviews
- Analyzes division order title opinions and all associated documents
- Processes all probate information and transfer documents from interest owners in order to

maintain a correct division of interest

- Maintains and corrects divisions of interest when payouts and recompletions occur

- Acts as liaison to Accounting, Marketing and Operating departments when necessary to respond to interest owner inquiries

- Updates system on Final Reports, Sundry Notices, Disposition Letters, and 1st Pay Notices

- Prepares AFE billing forms and provides to other departments
- Oversees duties performed by Clerks and assists in their training

Qualified applicants please send your resume to Rachael Hood at [rhood@maxwelldrumsmond.com](mailto:rhood@maxwelldrumsmond.com). All resumes will be handled in a confidential manner and will

not be submitted to our client without further discussion with the potential candidate.

## Energy Search Associates

### OIL & GAS LAND TECH

Established, small, private oil and gas company has an immediate opening for an experienced **Land Tech** to join their Dallas office. Will be responsible for general land department duties. 3+ years in-house experience with oil and gas leases, titles, division orders, and land/MS Office software required. Excellent benefits.

If you are interested, please contact us. Your information is **CONFIDENTIAL**.

Send your resume to [openings@energysearchassociates.com](mailto:openings@energysearchassociates.com)

Or apply online at [www.energysearchassociates.com](http://www.energysearchassociates.com)

Call 972-628-6432 for more information.

This Newsletter is published for the benefit of our members to keep them informed of not only oil and gas industry issues but also, personal issues. If you have any interesting tidbits you would like to share with your professional peers, please submit articles to Krista Fletcher

[Krista Fletcher@xtoenergy.com](mailto:Krista.Fletcher@xtoenergy.com)

### CHANGED YOUR NAME OR ADDRESS?

Contact Karen Albritton - [kalbritton@rangeresources.com](mailto:kalbritton@rangeresources.com)

