

Group:	Management Resources	Month/Year of Report:	FY18 Report for OCTOBER Mtg.		
Executive Director:	Bruce Davis	Phone:	453-5340	E-mail:	bruce-davis@cherokee.org

I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

II. Program Highlights

NATURAL RESOURCES

a.) Accomplishments

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		60 ac
Chemical Brush/Weed Control (spray)		1,390 ac
Lease Compliance/Tribal land inspections		125
Mechanical Weed/Brush Control		3,232 ac
Provide Technical Assistance to Communities	9	100
Hay baled (30 from 2017 fall cut)	436	2,060
Crops for families from Jay Community Garden	16	168

- **Community Assistance Projects**
 - Mowed twice for CC Camp
 - Mowed at Bell Community Building grounds three times this month
 - Hauled gravel to Dry Creek Community Center
 - Completed Council projects for Horn and Pettit projects
 - Continue work on Hulbert project
 - Mowed for disabled citizen in Cherokee County
- **Resources Projects**
 - Equipment maintenance
 - Attended a Brush Management Workshop
 - Site visit to Howland-Shinn Cemetery
 - Gated installed at Taylor Ferry
 - Attended a Soil Climate Analysis Network training in Virginia
 - Jay Community Garden
 - Garden maintenance
 - Provided for 16 Cherokee families
 - Bison Project
 - Fed bison
 - Fill out weekly checklist
 - Bison headcount is 111

GROUNDS MAINTENANCE

Beaver Property (by Yonkers)	<input type="checkbox"/>	Garland, Texas Property	<input type="checkbox"/>
Belfonte	<input checked="" type="checkbox"/>	Greenhaw Tract	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input checked="" type="checkbox"/>	Jay Food Distribution	<input checked="" type="checkbox"/>
Bull Hollow Shop	<input checked="" type="checkbox"/>	Kenwood Trailer Park	<input type="checkbox"/>
Candy Mink Springs	<input checked="" type="checkbox"/>	Locust Grove Property	<input checked="" type="checkbox"/>
Catoosa Truck Stop	<input type="checkbox"/>	Murphy	<input type="checkbox"/>
Cherry Tree	<input type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>

Dahlonega Park	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlonega Shop	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>	Taylor Ferry	<input checked="" type="checkbox"/>

PLANNING & DEVELOPMENT

a.) Accomplishments

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
WW Hastings New Building	April 2017		

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date

FACILITIES MANAGEMENT

b.) Accomplishments

- Installed phase loss monitor at One Fire
- Charged west side unit at HWY 51 property
- Changed out blower motor at EMS
- Changed out fan relay at Munson Property
- Installed a new window unit at KATS building
- Set sink in FRB
- Replaced toilet at HWY 51 property
- Completed bathroom remodel in Main Complex
- Wired all tents and hung lights for Holiday
- Sprayed grounds for Holiday
- Painted Concession at PowWow Grounds
- Installed new sink at PowWow Concession Stand
- Completed garage renovation from water leak damage at Berry Property
- Painted Arbors at PowWow Grounds
- Spread gravel around Arbors at PowWow Grounds
- Detailed trucks for parades
- HOLIDAY PREP
- Hauled gravel to stockpile for projects
- Holiday clean up and tear down
- Repaired drain line in FM Admin
- Unclogged sewer line at Stilwell Complex
- Installed appliances in FRB Breakroom

- Changed lights in FRB Breakroom
- Changed security light behind Gaming Commission and trimmed trees
- Moved furniture from storage back into Veteran's Center and set up for event
- Set up 60x90 tent for Dam Jam at Pryor
- Took 50 tables to Cherokee Rodeo Grounds
- Set up 60x60 tent, 43 tables and 300 chairs at Petit Bay for private event
- Installed stove at Cottage House
- Installed appliances at FRB
- Picked up 60x90 tent at Pryor
- Moved chairs to storage at HWY 51
- Moved art show supplies to Southgate Storage
- Repaired water leak at FM shop
- Replaced faucet sensors in the upstairs bathroom in the Main Complex
- Installed power at Markoma Boys & Girls Dorm for new fire alarm
- Tore down the 60x60 tent and picked up tables and chairs at Petit Bay for private event
- Moved furniture for new carpet install in Community Services
- Repaired electric in the ceiling due to a short in the wire at Keetoowah Apartments
- Built a handicap ramp in 116A Keetoowah Apartments
- Repaired the water leak above the ceiling in the Roads Building
- Replaced ceiling tiles at Tribal Services
- Set up tables, chairs and PA system at Cooweescoowee
- Cut limbs and hauled off from Immersion School
- Repaired water leak at Roads building

GROUNDS KEEPING/MAINTENANCE

Locust Grove, Green Space	<input type="checkbox"/>	Male Seminary	<input checked="" type="checkbox"/>
Complex	<input checked="" type="checkbox"/>	Munson Property	<input checked="" type="checkbox"/>
Cort Mall	<input checked="" type="checkbox"/>	Old Homeland Bldg.	<input type="checkbox"/>
Holiday Strip	<input checked="" type="checkbox"/>	Pow Wow Grounds	<input checked="" type="checkbox"/>
Immersion	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Keetoowah Duplexes	<input checked="" type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

NATURAL RESOURCES

c.) Future Plans/New Initiatives

- Fencing project on KEN-23
- Improvements at Warner and Ross Road properties

PLANNING & DEVELOPMENT

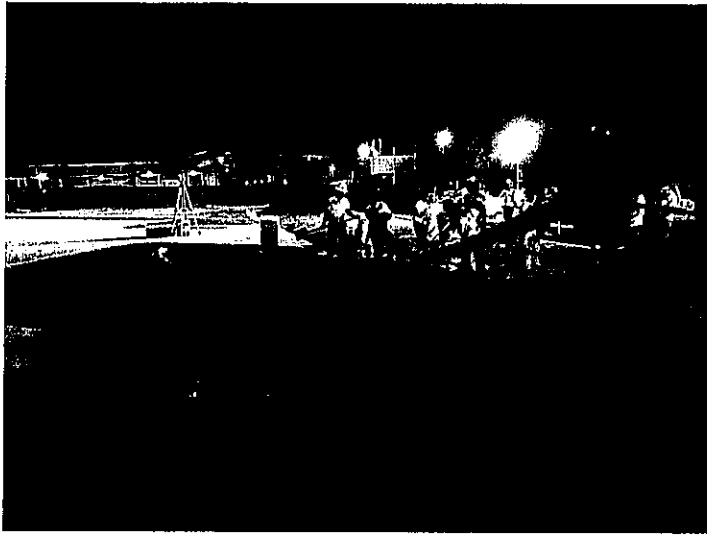
d.) Future Plans/New Initiatives

- **New WW Hastings Joint Venture; EXTERIOR:** Sanitary sewer ongoing; Light pole bases and setting poles ongoing; Miscellaneous steel ongoing; Decking ongoing; Exterior framing ongoing; EFIS ongoing; Roofing ongoing; Curb and gutter ongoing; Hospital Drive tie-in ongoing; Pulling electrical feeder cables in electrical yard; Installation of parapet cap ongoing; Pulling electrical feeder cables in electrical yard; Caulking concrete joints and striping ongoing; Mod plant inter-connections ongoing; stone veneer install ongoing; Grading pharmacy area; Glazing install ongoing. . **INTERIOR:** MEP ongoing; Fireproofing ongoing; Overhead fire suppression ongoing; Framing ongoing; Setting door frames ongoing; Duct work ongoing; Drywall on going; Duct and pipe hangers install ongoing; In wall plumbing ongoing; Electrical feeder cable install ongoing; Electrical large and small conduit install ongoing; Electrical wire way conduit Electrical rooms ongoing; Pipe and duct hangers ongoing; MEP plant cement ongoing; stair install ongoing; Window install ongoing; In wall electrical ongoing; Data tray install ongoing; Tiling in restrooms – ongoing; Wood blocking restrooms ongoing; Aluminum store front install ongoing; Priming and first coat painting ongoing; MRI shielding ongoing; canopy framing ongoing; Stair 8 install ongoing; Elevator 7, 8, & 9 install ongoing; Misc. steel ongoing.
- **Three Rivers Clinic Parking Lot Paving Remediation** – 85% complete
- **Head-Start Storm Shelter & Waterline** – In planning stage

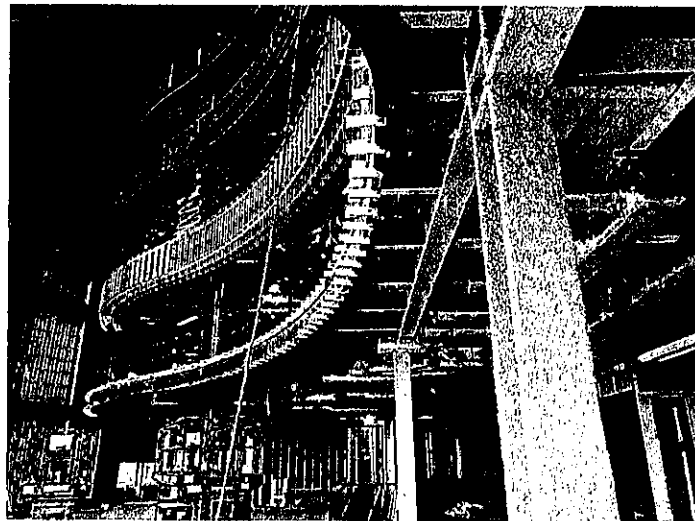
FACILITIES MANAGEMENT

e.) Future Plans/New Initiatives

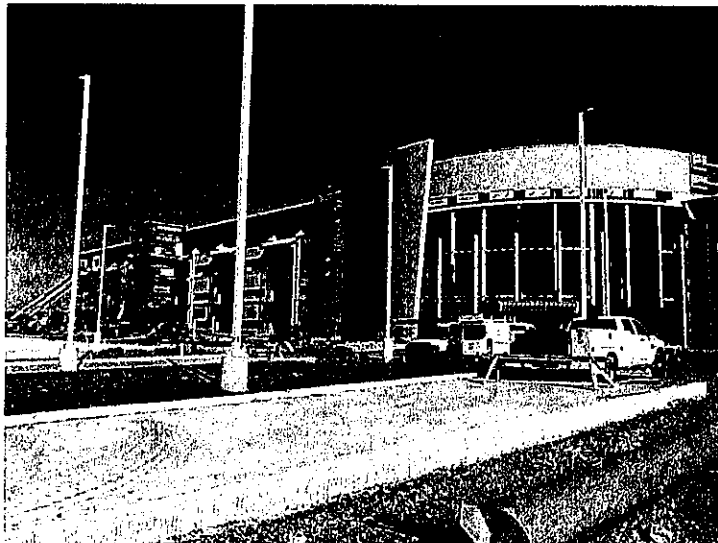
- Re-surface walking trails
- Install sunscreens in Main Complex



**3:00am Concrete pour – CN Outpatient Health Center
September 5, 2018**



**Interior work ongoing – CN Outpatient Health Center
September 10, 2018**



**Exterior – CN Outpatient Health Center
September 20, 2018**

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Government Resources

Month/Year of Report: September 2018

Executive Director: Chuck Hoskin, Jr.
Email: chuck-hoskin@cherokee.org

Phone: 918-453-5644

Director: Ginger Reeves
Email: ginger-reeves@cherokee.org

Phone: 918-453-5675

Real Estate Services

The Office of Real Estate Services is responsible for administering the laws, regulations, and policies affecting the protection and management of the trust and restricted lands of individual Indian landowners and the land owned by the Cherokee Nation itself, located within the 14 county area of the Cherokee Nation. Real Estate Services is operated under a Self-Governance Compact with the Secretary of the Interior.

Real Estate Services provides advice and assistance in the following areas:

- Appraisals
- Business, Agriculture and Residential leasing
- Cherokee/English Interpreter
- Deed Exchanges
- Environmental Reviews
- Fee to Trust Applications
- Jurisdictional calls
- Last Will & Testaments
- Notary Services
- Probate information/research
- Quiet Title research
- Removal of Restrictions
- Report for Distributions
- Restricted Mineral Interests
- Rights of Entry
- Rights of Way
- Sale or Purchase of Land
- Service Line Agreements
- Summary Distributions
- Trespass on Restricted/Trust Land

I. Budget Highlights: None.

II. Program Highlights:

1. Land acquisitions. None.
2. Fee to Trust applications. There are seven applications that are either being processed for submission to BIA or awaiting decision.

3. Appraisals. Three appraisal was ordered; 20 were approved during the month of September.
4. Environmental Reviews. Two environmental reviews were requested and received.
5. Quiet Titles. Seven Quiet Title requests were received, researched and returned.
6. Inventory/Heirships, Administrative Law Judgments, Report for Distributions. 16 Inventory/Heirships were requested, completed and returned. 10 Report for Distributions were requested, prepared, submitted and returned.
7. Restriction Removal Applications. Two applications are awaiting approval from BIA.
8. Deed Approvals. One deed approval application has been requested and awaiting approval from BIA.
9. Last Will and Testaments. One LW&T was prepared and endorsed; two District Court approvals were completed; four additional interviews were taken during the month of September.
10. Rights of Entry. 10 Rights of Entry were requested and prepared.
11. Rights of Way/Easements. Two easements are pending approval from BIA.
12. On-Site Inspections, Home visits, Trespass issues. 13 on-site inspections were requested and completed. Four home visits were requested and completed. Four trespass issues were addressed.
13. Leases. One renewed restricted hunting lease was submitted to BIA and approved. One oil and gas lease was submitted and approved.
14. Maps/platting. 41 requests for maps/platting assistance were received and completed.
15. Jurisdictional calls. 94 jurisdictional calls were completed during the month, with 33 after hours.
16. District Court Probates. All probates that were at paid status for court costs are completed through Real Estate Services, in preparation for filing with District Court in the respective county. Further, all probate applications are being researched in preparation for filing in District Court.
17. Stats. 96 client sign-ins (walk-ins), 69 phone inquiries, 37 obituaries processed.
18. Financial transactions. \$167,288.83 was processed through the lockbox and \$119,093.42 was processed as lease payments during the month of September.

19. TAAMS. Two staffers are currently encoding the allottee files into the TAAMS system at the BIA-EORO.

20. Trainings or other notable events.

- Three staffers attended Realty training at the BIA, EORO, Muskogee, OK.
- TAAMS training was attended by three staffers in Dallas, TX.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Sept (FY18)

Phone: 918-453-5237, Cell: 918-822-2793, email: tom-elkins@cherokee.org

I. Program Performance:

a.) Environmental Review

Goal Requirement	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	54	655	.73%
6 ERR (Roads)	0	1	17%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	17	135	54%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	2	16	32%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	12	94	63%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	14	91	46%

f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	5	36	120%

g) Landfill Inspection Dates & Meetings:

August 24th, August 28th, August 30th, Sept 5th, Sept 7th, Sept 12th, Sept 14th, Sept 20th

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

Several staff from Cherokee Nation Environmental Programs (CNEP) attended the Hazardous Waste Operations, Emergency Response (HAZWOPER) Training, and the Vapor Intrusion Training which were both held this month in-house.

a) Clean Air Program:

- Staff will be performing quarterly ozone transfer standard verifications against the local primary standard; verifications will be completed before the end of September
- Inquest Environmental will be performing independent audits of our air monitoring sites the week of September 24th.

b) Clean Water Program:

- Staff attended a drinking water meeting on August 22nd at CNEP hosted by Billy Hix from Environmental Health. The meeting outlined different roles of Cherokee Nation departments that might assist with an upcoming drinking water project.
- Staff sampled Saline Creek, Fourteen Mile Creek, and Spavinaw Creek August 28th and 29th for water quality. Samples were sent to Green Country Testing to be analyzed for Ammonia, Chloride, Total Phosphorus, Sulfate, Nitrate, Nitrite, and TKN.
- Staff sampled Flint Creek and Spring Creek September 10th for water quality. Samples were sent to Green Country Testing to be analyzed for Ammonia, Chloride, Total Phosphorus, Sulfate, Nitrate, Nitrite, and TKN.
- Staff attended H₂O day, hosted by the City of Tahlequah Storm Water Department, on September 15th. Staff hosted an informational booth that represented all of CNEP's programs.

c) Pesticides Program:

- Staff attended the Tribal Pesticide Program Council (TPPC) Direct Implementation Workgroup conference call on August 29th.
- Joined the Northeastern IPM and Stop Pests (www.stoppests.org), "Developing a Pest Exclusion Program for Cockroaches and Rodents" webinar September 12th.
- Staff continues to enter pesticides application notifications received for the current quarter. Staff traveled to the Cherokee Nation health clinics and casinos to visit with staff and record coordinates for the database.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

d) Underground Storage Tank (UST) Program

Staff attended the National Tanks Conference in Louisville, KY September 10th – 13th.

e) Superfund Program

- Cherokee Nation/ITEC Superfund Program was awarded an additional \$40,100.00 in funding from EPA.
- Staff participated in the Superfund ITEC/EPA Bi-monthly conference call to discuss budgets, EPA Updates and grants.
- Staff continued working with EPA Superfund Program to conduct a Risk Communication Training for Tribes. Training is scheduled for October 11th at the Hard Rock Hotel in Catoosa.

f) Natural Resource Damage Assessment and Restoration (NRDAR)

Staff participated in the U.S. D.O.I and Tribes NRDAR Conference call on September 4th. This conference call focused on US DOI updates and training opportunities.

Tar Creek:

- Staff participated in the Tar Creek DOI NRDAR Funding Conference call on September 5th.
- Staff participated in the TCTCIT Tribal Risk Assessment Conference call on September 6th.
- Staff participated in the Tar Creek Trustee Council Indian Tribes (TCTCIT) conference call on September 14th.

National Zinc:

No activities were conducted during this monthly timeframe.

Tulsa County Smelter Complex:

No activities were conducted during this monthly timeframe.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

g) Brownfields

Staff participated in a conference call with the EPA Region 6 Brownfields 128A Project Officer to talk about grant awards, small grant amendments, TLEF, staffing updates and ASTSWMO representatives.

h) Realty

- Staff reviewed and finalized the Lancaster Property Phase I ESA that was conducted for Cherokee Nation Real Estate Services. The Phase I ESA was submitted to CN Real Estate Services as part of the fee to trust acquisition application.
- Staff completed the NAHASDA Project Phase I Environmental Site Assessment for the Carroll Heights Addition.

i) Lead-Based Paint (LBP):

- Staff placed lead outreach materials at the Muskogee Clinic and Claremore Indian Hospital.
- Staff audited the LBP Inspector Risk Assessor Initial Class at the Oklahoma Association of Community Action Agencies in Edmond as part of the requirements for the Cherokee Nation Lead-Based Paint Management Rules.
- Staff continued to work on the planning of the EPA Region 6 Lead Symposium that will be held on October 16-18, 2018 at the Hard Rock Hotel & Casino in Catoosa, OK. Staff worked on the design of the event flyer. Staff finalized the symposium flyer, set up the online registration and sent the signed contract to the hotel. Staff participated on conference call on Tuesday July 31; topics of discussion included the opening ceremony, agenda, travel Scholarships and registration. Staff posted symposium online registration and hotel information on the Inter Tribal Environmental Council website. Staff emailed the online registration and hotel reservation information to the tribes in EPA Region 6.

j) General Assistance Program (GAP)

- Staff hosted and provided the “Basics of Conducting a Phase I ESA” training. There were 10 attendees from 7 Tribes and 1 from the Bureau of Indian Affairs. The training included field exercises to the Cherokee County Courthouse to do a title history search and a site reconnaissance to Cherokee Nation Property.
- Staff worked on the planning of the Risk Communication Training that will be held at the Hard Rock Hotel & Casino in Catoosa, OK on Thursday, October 11, 2018. Staff emailed the training information out to the tribes in Region 6. This training will cover the concepts of risk communication, seven rules of risk communication, how to conduct a public meeting, risk perceptions, Covelo’s Core Concepts, and message mapping.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff participated in a conference call with AEIO on discussions about evaluating the GAP guidance with Intertribal consortia.
 - Staff attended the Vapor Intrusion class being held at CNEP and provided by Hartman Environmental.
 - Staff attended the 8 Hour HAZWOPER Refresher training on Tuesday, September 4, 2018. This training discussed Labeling and safety MSDS, work place safety, OSHA safety standards and safety statistics.
- k) Assessment, Total Maximum Daily Load (TMDL) Tracking and Implementation System (ATTAINS) Environmental Exchange Network Grant:
- Staff participated in the Tribal ATTAINS Pilot Project conference call on July 31st. This call focused on the review of data submissions and the assessment methodology request.
 - Staff had a conference call with EPA ATTAINS Headquarters Staff to discuss the Cherokee Nation ATTAINS Mentorship Program on August 6th.
 - Staff participated in a conference call with ITEP Staff on August 9th regarding the Tribal ATTAINS Project. Staff is working with ITEP and ITEC Staff to have an ATTAINS Workshop after the upcoming RTOC Meeting in November.
- n) E-Enterprise:
- Staff corresponded with Tribal Representatives from the Seneca-Cayuga Nation, Passamaquoddy Tribe, Mississippi Band of Choctaw, Santee Sioux Nation, Blackfeet Tribe, and Campo Kumeyaay Nation. Staff corresponded with each Tribal Representative on flight assistance to attend the fall meeting in Washington D.C.
 - Staff created an E-Enterprise Call database to track conference calls and corresponded with the E-Enterprise staff on various conference calls.