

Group:	Management Resources	Month/Year of Report:	Oct. FY16 Report for Nov. Meeting		
Executive Director:	Bruce Davis	Phone:	453-5340	E-mail:	bdavis@cherokee.org

I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

II. Program Highlights

a.) Accomplishments

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		
Chemical Brush/Weed Control (spray)		
Lease Compliance/Tribal land inspections		
Mechanical Weed/Brush Control	20 ac	20 ac
New Fencing	.25 mi	.25 mi
Provide Technical Assistance to Communities	8	8
Hay baled	85	85
Crops for families from Jay Community Garden	53	53

- **Community Assistance Projects**
 - Hauled off debris from foundation for Cherokee elder at Cave Springs
 - Hauled dirt for Cherokee citizen's yard in Westville
 - Mowed for elder at Bell community
 - Brush hogged at South Coffeyville Casino, Collinsville Food Distribution and Catoosa Truck stop
 - Brush hogged path to cemetery at Webbers Falls
 - Plowed garden for Dahlongegah School
- **Tribal Land Improvement Projects**
 - Built .25 mile fence on KEN 12
 - Replaced posts on KEN 14
- **Resource Projects**
 - Cooked for Nowata community building ground breaking
 - Attended Editorial board meeting at CN complex
 - Hosted Resources Committee meeting
 - Split fire wood
 - Assisted with rodeo
 - Equipment repair
 - Baled and hauled hay at Markoma and Conley properties
 - Buffalo
 - Attended bi-weekly contractor meeting
 - Picked up feed and protein tubs
 - Shelter delivered for corrals
 - Picked up and hauled material for contractor on corrals
 - Submitted new grant proposal for FY16

- Hauled hay from Dahonegah to Bull Hollow for Buffalo
- Gave tour to elderly Cherokee couple, Kansas School Special Services, and CN Real Estate Services Department
- Jay Community Garden
- Garden maintenance
- Picked tomatoes, peppers, okra, radishes and turnips
- Equipment maintenance
- Planted lettuce, radishes and turnips
- Repaired broken water line at faucet
- Continue partnering with Healthy Nations, they are providing volunteer labor
- Sallisaw Creek Park
- Repaired dock
- Grounds maintenance

GROUNDS KEEPING/MAINTENANCE

Beaver Property (by Yonkers)	<input checked="" type="checkbox"/>	Greenhaw tract	<input type="checkbox"/>
Belfonte	<input type="checkbox"/>	Jay Foods Distribution	<input checked="" type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Locust Grove Property	<input checked="" type="checkbox"/>
Bull Hollow Shop	<input checked="" type="checkbox"/>	Kenwood Trailer Park	<input type="checkbox"/>
Candy Mink Springs	<input checked="" type="checkbox"/>	Rocky Ford Park	<input type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Safe house	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlongegah Park	<input checked="" type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Dahlongegah Shop	<input checked="" type="checkbox"/>	Tahlonteeskee	<input type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>		

PLANNING AND DEVELOPMENT

- **Sequoyah –**
Stadium – Phase 1 –Project started 6/8/15. Stadium has been sandblasted, working on new railings and steps, and patching concrete new bleacher and backed stadium seating, new foam insulation and metal wall panels. Working on remedy to the new railings. ADA platforms are complete.
Water System Replacement –Project started 6/8/15. The main 8” loop around campus complete, starting the 6” smaller lines
Boys/Girls Dorms Roof Replacement /Remediation – Fire sprinkler needs to be brought up to code. Girl dorm complete except for punch list items.

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Coowescoowee Clinic	December 2013	100%	April 2015
Wilma P Mankiller Addition	May 2014	90%	June 2015
Sam Hider Clinic	May 2014	70%	June 2015
Plaza			

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
WW Hastings New Hospital			Design Phase
Main Complex	June 2015		Began work June 2015
SHS boys/girls dorm – roofing	June 2015		Bid opening 1/20/15
SHS stadium upgrades	July 2015		
Outpost #1			
Graham House (Male Seminary)			

FACILITIES MANAGEMENT

- Began remodel at Veteran’s Center
- Dismantled shade cloth frame at Courthouse
- Repaired water line in wall at Benefits
- Repaired sewer system at Stilwell Complex
- Installed new signs in Council Pod
- Built shelves for Deputy Chief in Administration
- Set signs around Headstart Circle
- Repaired sewer at Cort Mall
- Set 60x60 tent for Private Function
- Repaired lights at Dahlongegah Shop
- Moved cubicles out of Career Services and transported to surplus
- Removed door and door jam, framed up and hung sheetrock enclosing doorway in Council Pod
- Repaired handicap door at main entrance of Main Complex
- Set up and picked up 20x40 tent at South Coffeyville
- Installed new frost free hydrant at Community Garden
- Completed pad for new shed at FM Shop
- Completed EMS window tinting
- Obtained estimates for new flooring in Ballroom
- Obtained estimates for new flooring in Veteran’s Center
- Repaired water heater at Motel
- Set up a60x60 tent and tear down, tables and chairs for Community Meeting at Fair Grounds
- Built 6x6 porch on CN rental property at Lyons Switch
- Repaired lights and door at Immersion
- Repaired lights at COTTA Building
- Wet up podium, flags, tables and chairs at Owen School
- Replaced formica on boys and girls sinks and turned on circulating pump for hot water at Youth Shelter
- Set up and tear down 60x60 at Petit Bay for private event
- Repaired sewer at Human Resources
- Planted mums, flowers and mulch at Markoma Gym
- Repaired kitchen sink at Cort Mall
- Set up 120 chairs and 17 tables at Dahlongegah
- Repaired sewer at Marshal’s Building

- Repaired sewer at Southgate H
- Repaired door on JOM Office in Main Complex

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 checked="" type="checkbox"/>
Holiday Strip	<input checked="" type="checkbox"/>	Pow Wow Grounds	<input type="checkbox"/>
Immersion	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Keetoowah Duplexes	<input checked="" type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

b.) Future Plans/New Initiatives

NATURAL RESOURCES

- AML project – repair work on coal pit reclamation sites
- Grounds maintenance
- Completion of buffalo corral and shelter

PLANNING AND DEVELOPMENT

- **Wilma P. Mankiller Addition (CNCR)** – Grand opening held. Few punch list items remain.
- **Sam Hider Clinic (CNCR)** –Painting (final coat after remediation of water and flooring installation. Landscaping will finish up after French drain is installed. Flooring – moisture issues, received recommendation and drawings from engineer on French drains and plugging utility lines that lead to building. Drawings for French drain did not include a continuous system around the building. CNCR has requested the drawings to show a system that would include the entire building.
- **New WW Hastings Joint Venture** – Identifying services and programming, working on location and requirements. Areas on Burchette property cleared by Natural Resources Department – as required by BIA. Interviews with architects will begin 10/27/15.
- **Main Complex** –
New Construction - Column & beam installation complete; Exterior wall framing is ongoing. Trusses are being installed as they arrive. Decking is ongoing
- **Veteran’s Center-**
Statue – Foundry is currently 3 months behind schedule; No bids received for statue concrete base – calling TERO vendors for pricing.
Memorial– work has begun. Should be completed by 11/6/15
- **Tornado Shelter Grant** – Expanding inquiries to the next level target area. One shelter has been constructed, a few more are currently under construction.
- **OutPost #1** – Relocating utilities, Excavation is near completion, Footings being placed, Block walls for the CNG pump being placed.
- **Plaza** – Excavation is ongoing, Utility installation is ongoing, Studeville Ford – pad sub grade is complete, Buffalo Wild Wings – pad sub grade is complete.
- **Graham House (Markoma)** – Began work 10/16/15, To be done: lead base paint abatement, installing new roof, painting, updating electrical and data, updating plumbing, addressing HVAC, new flooring, parking area, along with other general updates as needed.



Outpost #1



Plaza



SHS Stadium Improvements



WW Keeler Complex



Veteran's Memorial



FACILITIES MANAGEMENT

- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Replace HVAC units at Ballroom
- Replace HVAC unit in the warehouse vault
- Install Dyson hand dryers in Main Complex

- Install sunscreens in Main Complex

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: October, 2015

Executive Director: Bruce Davis

Phone: 918-453-5340

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Director: Ginger Reeves

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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:

- Sale or Purchase of Restricted Land
- Deed Exchanges
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Business, Agriculture and Residential leasing
- Restricted Mineral Interests
- Last Will & Testaments
- Probate information
- Cherokee/English Interpreter
- Notary Services

I. Budget Highlights: None.

II. Program Highlights:

1. Sale or Purchase of Land. One tract of land was purchased during the months of September/October in Hulbert, Oklahoma.
2. Appraisals. Three appraisals were ordered; five were approved during the month of October.
3. Quiet Titles, Administrative Law Judgments (ALJ), Estate closings, Inventory/Heirships. Six Quiet Title requests were received, five of which were researched and returned; one pending to date. One ALJ was requested and currently being researched. ALJ Quota received from BIA for FY16, which is being worked on. Fifteen Inventory/Heirships were requested, researched and returned; none pending to date.

4. Report for Distributions, Transmittals, IIM Setups. Six Report for Distributions were requested, researched and sent to BIA for finalization; four were finalized by BIA and returned. Nine Summary Distributions were requested; four were submitted to Solicitor's office; five remain in progress to date. Two IIM setups were accomplished.
5. Last Will & Testaments. Eight Last Will and Testaments were prepared and endorsed for Cherokee citizens; four interviews were completed.
6. Narratives/Title Status Reports (TSR). Three TSRs were requested, completed and returned.
7. Deed Approval Applications, Restriction Removal Applications. One deed approval application was requested and submitted. One restriction removal application is in progress.
8. Leases. Two restricted hunting leases were submitted and approved. One restricted agriculture lease was submitted and pending.
9. District Court Probates. There are 117 total inventory applications for probate on the waiting list.
10. Rights of Way, Rights of Entry. One Right of Way was submitted for approval; four are pending; 13 rights of entry were requested and processed.
11. On-Site Inspections, Home Visits, Trespass issues. 18 on-site inspections were requested and 17 completed to date; four home visits were requested and completed; one trespass issue was addressed.
12. Environmental Reviews. Two environmental reviews were requested during the month; two were completed and received.
13. Maps/platting/survey assistance. 53 requests for maps/platting assistance was completed during the month.
14. Jurisdictional calls. 45 jurisdictional calls were completed during the month.
15. Financial transactions. \$129,685.71 was processed through the lockbox; and \$36,144.80 was received in the office for lease payments during the month.
16. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 315 files remaining for status determination, research and abstracting.
17. Stats. 125 client sign-ins (walk-ins), 72 phone inquiries, 38 obituaries processed.

18. Trainings.

- Ginger Reeves and Paula Hobbs attended the Inter-Tribal Conference on October 8 and 9.
- Staff attended the Cherokee County Community Meeting on October 13 and the Bell Community Meeting on October 19.
- Joel Bean presented for Risk Management at their Staff Development Day.
- Real Estate Services' Staff Development Day was held on Wednesday, October 14. Staff took a tour of land leases and current developments in Adair, Cherokee and Delaware Counties.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs
Administrator: Tom Elkins

Month/Year of Report: October (FY 2016)
Phone: 918-453-5237 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)	38	38	4%
6 ERR (Roads)	0	0	0%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	4	4	2%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	0	0	0%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	0	0	0%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	4	4	3%

f.) Landfill Inspection Dates:

Purpose	Date	Leachate Pond Freeboard
Unannounced Visit	9/17/2015	9 inches
Unannounced Visit	9/18/2015	10 inches
Unannounced Visit	9/21/2015	10 inches
Unannounced Visit	9/23/2015	13 inches
Gas Vents Sampled	9/24/2015	
QTRLY Landfill inspection	9/24/2015	13 inches
Unannounced Visit	9/25/2015	13 inches
Unannounced Visit	9/29/2015	14 inches
Unannounced Visit	10/1/2015	16 inches
Unannounced Visit	10/5/2015	16 inches
Unannounced Visit	10/7/2015	19 inches
Unannounced Visit	10/9/2015	19 inches
Unannounced Visit	10/13/2015	20 inches

(24" of Freeboard are required on the Leachate Pond, since this report Freeboard has been down to 9"!

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

a) CNEP hosted a “Self-Governance at EPA” one-day meeting. It was attended by several tribes. There have been several discussions about SG at EPA and the Cherokee Nation is attempting to work with the federal government and other tribes to set up a pilot project where the Nation would use the SG model with its EPA funds and programs. A CNEP staff member attended the Self-Governance Quarterly Meeting and met with an EPA official to discuss this topic.

b) Water Issues:

- Staff sampled the Lower Illinois River for fish tissue. Staff pulled fish tissue plugs from Channel Catfish, Spotted Bass, Bluegill Sunfish and Longear Sunfish for total mercury.
- Staff sampled Lake Greenleaf on September 15th for water quality. Lab analysis was completed for E.Coli bacteria, total phosphorus, nitrogen, nitrate, nitrite, ortho phosphorous, nitrogen as ammonia, sulfate, fluoride, turbidity, hardness and metals. Metals were sent to Green Country Testing for analysis and we should have the results in the next few weeks.
- Staff sampled Lake Tenkiller for herbicides and pesticides on September 22nd. Green Country Testing picked up the samples to be processed. Results from the pesticide and herbicide samples show levels below the detection limit.

c) TU Indoor Air Asthma Study Update:

Various CNEP staff continues to work in partnership with the University Tulsa’s Indoor Air Program to participate in Home to School asthma research. Four new research field technicians were added to the project and have been receiving hands on field training and obtaining their certifications.

Currently the project lacks around 12 families to complete the roster for home sampling. Field technicians have been notified to recruit the remaining families during their home visits.

Field technicians are completing anywhere from 10 to 15 home visits a week to gather data and collect dust, Adenosine Triphosphate (ATP), and air samples to turn in to the research team. New protocols have been implemented in order for these visits to be performed in an orderly and timely manner. The new protocols are showing better results and positive outcomes.

Trust Application Activities:

- Staff received a technical review from the Bureau of Indian Affairs (BIA) for W.W. Hastings Hospital Phase I Environmental Site Assessment (ESA) report. Staff made the changes accordingly to the ESA report and submitted two copies to Cherokee Nation

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Real Estate Services as part of the Trust Acquisition Package. Staff also reviewed the Phase I ESA report with Lee Jackson, Facility Manager for W.W. Hasting Hospital. Mr. Jackson will schedule a walk-through at a later date of the facility with CNEP staff to make certain that all aspects of the facility are in proper and orderly condition.

- Staff received a request for a Phase I ESA from Cherokee Nation Real Estate Services for removal of restrictions for the Jennie Neely Property near Webbers Falls, Oklahoma. Staff ordered data reports from Environmental Data Resources (EDR) and all EDR data reports were reviewed. A site visit was made to the property to search for any indicators of recognized environmental conditions. Pictures were also taken of the property and the adjoining properties. Aerial and historical topographic maps were made using the EDR Drawing Tool. CNEP staff discovered no evidence of recognized environmental conditions or significant environmental concerns in connection with the Subject Property. No further action or investigation appears warranted at this time. The Phase I ESA report was completed, finalized and submitted to Real Estate Services.