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|----------------------------|----------------------|------------------------------|------------------------------------|----------------|--|
| Group: | Management Resources | Month/Year of Report: | November FY17 Report for Dec. Mtg. | | |
| 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

FACILITIES MANAGEMENT

- Picked up 60x90 tent at One Fire field
- Picked up 60x90 tent at NSU Football Stadium
- Picked up 20x40 tent at Pryor
- Set new drinking fountains upstairs and downstairs at Markoma
- Replaced ceiling tiles at Ballroom
- Set up tables and chairs at Armory for event
- Set up and picked up 60x90 tent at CNI in Stilwell
- Prepared fields for tournaments
- Repaired bathroom sink at Tax Commission
- Set up 60x60 tent, podium, tables, chairs, trough, trash cans, delivered pop and water for event in Nowata
- Installed leak diverters in Registration Vault
- Set up and picked up pop up tents, troughs, tables and chairs at Rodeo Grounds for All Indian Rodeo
- Removed and later replaced all chairs in Veteran's Center for Event
- Cleaned out building, picked up carpet tile, trash cans and chairs at new CNE Building on Hwy 51
- Began remodel in Old Election Commission are (demo windows, framed up where windows were and sheet rocked, painted offices and hallways)
- Moved cabinets and bookshelves in Commerce
- Installed bricks at Warriors Memorial
- Set up tables and chairs for Community Meeting at Bull Hollow
- Ran power and hung new lights to the buffalo chutes
- Replaced toilets in both men's and women's restrooms in Administration Office
- Loaded 2 semi flatbed trailers to take to North Dakota for Emergency Management
- Set up tables and chairs for Sallisaw event
- Set up stage, chairs and flags for Community Event at Three Rivers
- Delivered tables and chairs to One Fire Field for ICW Event
- Ran a ground for a GFI for the water fountain at Markoma
- Changed 40 amp breaker on AC unit at Roads Building
- Preventative Maintenance on water heater at Motel Offices
- Blow out lines and changed filters at Southgate H
- Delivered 2 semi flatbed trailers to North Dakota for Emergency Management
- Mowing and weed eating complex area and grounds

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

| OBJECTIVE | ACTUAL | YTD |
|--|--------|--------|
| Acres acquired that enables jobs, language, or community | | |
| Chemical Brush/Weed Control (spray) | | |
| Lease Compliance/Tribal land inspections | 7 | 7 |
| Mechanical Weed/Brush Control | 105 | 105 ac |
| New Fencing | | |
| Provide Technical Assistance to Communities | | |
| Hay baled | | |
| Crops for families from Jay Community Garden | 26 | 49 |

- **Community Assistance Projects**
 - Brush hogged at Collinsville Food Distribution
 - Repaired drainage issue for Elder at Fairfield

- **Resource Projects**
 - Attended NR Managers Meeting
 - Completed site inspections on the following units: TAH-2, Hancock, Warner, Ross Road, Porum-1, Rocky Ford-1 and Rocky Ford-2
 - Opened and shut doors at Sequoyah’s Cabin and completed grounds maintenance
 - Attended Grants Development Meeting
 - Equipment maintenance
 - Attended Drought Insurance Meeting
 - Staff assisted with taking wood to North Dakota
 - Brush hogged 105 acres on KEN 23
 - Buffalo
 - Fed buffalo and completed weekly checklist
 - Set chute at corral
 - Worked buffalo and created tracking log
 - Jay Community Garden
 - Garden maintenance
 - Provided for 26 Cherokee families



GROUNDS KEEPING/MAINTENANCE

- | | | | |
|------------------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Beaver Property (by Yonkers) | <input type="checkbox"/> | Greenhaw tract | <input type="checkbox"/> |
| Belfonte | <input type="checkbox"/> | Jay Food Distribution | <input 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 type="checkbox"/> | Rocky Ford Park | <input type="checkbox"/> |
| Cherry Tree | <input type="checkbox"/> | Saline Courthouse | <input checked="" type="checkbox"/> |
| Dahlongegah Park | <input type="checkbox"/> | National Cherokee Nation Park | <input checked="" type="checkbox"/> |
| Dahlongegah Shop | <input type="checkbox"/> | Tahlonteeskee | <input type="checkbox"/> |
| Flint Courthouse | <input type="checkbox"/> | Taylor Ferry | <input type="checkbox"/> |

PLANNING AND DEVELOPMENT

- **Sequoyah –**
Stadium – Phase 1 –Project started 6/8/15.; Press Box – working on punch list
Boys & Girls Dorms – improvements completed

NEW CONSTRUCTION

| PROJECT | Anticipated and/or Start Date | Percentage of Completion | Anticipated And/or Completion Date |
|------------------|-------------------------------|--------------------------|------------------------------------|
| Sam Hider Clinic | May 2014 | 70% | December 2015 |
| | | | |
| | | | |

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 | | 2016 |

| | | | |
|----------------------|-----------|--|--|
| | | | |
| SHS stadium upgrades | July 2015 | | |

b.) Future Plans/New Initiatives

FACILITIES MANAGEMENT

- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

NATURAL RESOURCES

- Continue work on Recreational Grant for park

PLANNING AND DEVELOPMENT

- **New WW Hastings Joint Venture** – Construction manager-finalizing contract; Holding weekly project team meetings, Establishing schedule; and cost estimate. Space programming to start soon – completed; Concept review completed. Design Development review, Design Developments to be finalized 12/16/16, Rough grading package to be delivered mid-December; Rough Grading bid out late December or early January.
- **Main Complex – New Construction** –Interior framing is ongoing; Rough-in of utilities is ongoing; Drywall on going; Elevators install ongoing; Second floor interior, completion date 12/16 (date extended due to redesign); We have had a few changes for the Attorney General’s office area, working on an updated schedule. Phase 2, Retro roof decking is ongoing, retro roof framing install is ongoing, front entry structural steel is ongoing and new HVAC system for east end of building, March 2017.

NOTE: Will be working on several projects to come with CNB, Cultural, and Tourism Departments.



WW Keeler Complex entrance



Ongoing interior upper level work



Ongoing updating roof over whole Complex

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Government Resources

Month/Year of Report: November, 2016

Executive Director: Chuck Hoskin, Jr.

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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:

- 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. Sale or Purchase of Land. None completed during the month of November.
2. Appraisals. Two appraisals were ordered.

3. Quiet Titles. Two Quiet Title requests were received, one was researched and returned, one is pending.
4. Report for Distributions, Summary Distributions, ALJs. Four RFDs were requested, prepared and submitted to BIA. Three ALJs were requested, researched and returned to BIA.
5. Inventory/Heirship. Five Inventory/Heirships were requested, completed and returned.
6. Last Will and Testaments. Three Last Will and Testaments were prepared and endorsed; two new interviews were taken; two drafts prepared.
7. Leases. One Agricultural lease on restricted property was approved.
8. Environmental Reviews. Two categorical exclusions were requested and completed.
9. Rights of Way, Rights of Entry, Service Line Agreements. Three Rights of Way were submitted; five are pending; five were approved. Two Rights of Entry were requested and processed. One SLA is pending.
10. On-Site Inspections, Home Visits, Trespass issues. 17 on-site inspections were requested and completed; five home visits were requested and completed; seven trespass issues were addressed.
11. Maps/platting/survey assistance. 119 requests for maps/platting assistance was completed, 106 were completed during the month.
12. Jurisdictional calls. 37 jurisdictional calls were completed during the month, with 17 after hours.
13. Financial transactions. \$182,537.85 was processed through the lockbox; and \$62,396.35 was received in the office for lease payments during the month.
14. District Court Probates. There are no inventory applications for probate on the waiting list. All probates that are at paid status for court costs are completed through Real Estate Services, ready for filing by attorney.
15. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 158 total files remaining for status determination, research and abstracting.
16. Stats. 68 client sign-ins (walk-ins), 31 phone inquiries, 42 obituaries processed.
17. Trainings or other events. Amanda Chuculate and Joel Bean attended lockbox training at the regional office.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Nov (FY17)

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) | 68 | 86 | 10% |
| 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 | 27 | 29 | 12% |

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 | 1 | 1 | 1% |

e.) Home Energy Audits

| Goal Requirement | # this month | Year to date | % of annual goal |
|-------------------|--------------|--------------|------------------|
| 200 Energy Audits | 9 | 18 | 9% |

f.) Mold/IAQ Inspections

| Goal Requirement | # this month | Year to date | % of annual goal |
|-------------------------|--------------|--------------|------------------|
| 30 Mold/IAQ Inspections | 1 | 2 | 6% |

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

g.) Landfill Inspection Dates:

| Purpose | Date |
|-------------------|------------|
| Unannounced Visit | 10/20/2016 |
| Unannounced Visit | 10/21/2016 |
| Unannounced Visit | 10/24/2016 |
| Unannounced Visit | 10/25/2016 |
| Unannounced Visit | 10/26/2016 |
| Unannounced Visit | 10/27/2016 |
| Unannounced Visit | 10/28/2016 |
| Unannounced Visit | 10/31/2016 |
| Unannounced Visit | 11/1/2016 |
| Unannounced Visit | 11/2/2016 |
| Unannounced Visit | 11/3/2016 |
| Unannounced Visit | 11/4/2016 |
| Unannounced Visit | 11/7/2016 |
| Unannounced Visit | 11/8/2016 |
| Unannounced Visit | 11/9/2016 |
| Unannounced Visit | 11/10/2016 |
| Unannounced Visit | 11/14/2016 |
| Unannounced Visit | 11/15/2016 |

II Highlights:

a) Lab:

The CNEP just received its AIR & Water Lab. Staff had to remove all of the equipment from the old lab. It was removed from the property and the new lab was brought in and utilities were connected. The new lab was acquired as the old one was leaking rain water into the walls and mold was forming in the walls. With the placement of the new lab the CNEP should open up 5 - 6 extra parking spaces.

b) Clean Air Program:

Air staff will be going to the Choctaw Nation air monitoring site in Hugo, OK for a site visit/evaluation and to assist with troubleshooting their ozone analyzer on November 17th.

Staff is reviewing the air monitoring data for the 3rd quarter of 2016 (July – September); all data will be entered into the EPA Air Quality System (AQS) before the end of December.

Staff attended the National Atmospheric Deposition Program (NADP) Fall Meeting and Scientific Symposium in Santa Fe, NM October 31st – November 4th.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

An MOU amendment has been drawn up to allow the mobile unit to stay with the Kickapoo Tribe through the end of January; this will give the Wyandotte Nation more time to prepare their site for the mobile unit. The unit will be moved as soon as the new site is ready (weather permitting).

c) Clean Water Program:

Water staff finished the Clean Water 106 4th quarter report which was sent to EPA on October 30th. The report covered sampling of streams and lakes and it also covered trainings and conferences that were attended by water staff. EPA confirmed they received the report and it is currently being reviewed.

Water staff finished and submitted the CNEP's Clean Water 106 Quality Assurance Project Plan (QAPP) and submitted it to EPA Region 6 for review.

d) Trust Application Activities:

- Staff worked on the Skelly Illinois River Phase I ESA Report for Cherokee Nation Real Estate Services.
- Staff worked on updates and comments from BIA for the Vinita Health Center Phase I Report.
- Staff worked on updates and comments from BIA for the Ochelata Cooweescoowee Health Center Phase I Report.
- Staff is working on the Phase I ESA Report for Rose Cottage Property for Cherokee Nation Real Estate Services.