

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	October FY12 Report for Nov Meeting		
<b>Executive Director:</b>	Bruce Davis	<b>Phone:</b>	453-5340	<b>E-mail:</b>	<a href="mailto:bdavis@cherokee.org">bdavis@cherokee.org</a>

**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	0	0
Chemical Brush/Weed Control (spray)	0	0
Farm Ponds Constructed	0	0
Fence Rebuilt (repaired)	0	0
Fertilizer Applied	0	0
Fire Guards Maintained	4 mi	4 mi
Lease Compliance/Tribal land inspections	24	24
Maps created	60	60
Mechanical Weed/Brush Control	2 ac	2 ac
New Fencing	.625 mi	.625 mi
Provide technical assistance to communities	4	4
Timber Stand Improvement (TSI)	.75 ac	.75 ac

- **Tribal Land Improvement Projects**
  - Secured broken window at Saline courthouse
  - Barn removal on the Warner tract
  - Mow and clean up at field offices
  - CMS 9 GPS survey
  - Assisted RES with Tulsa County smoke shop project
  - KEN 23 tree/fence line project
  - Redbird Smith/Army Corps of Engineers (ACE) project
  - Clean up of dead trees on KEN 28
- **Resource Projects**
  - Monitor Porum DOI/AML project
  - Hosted Resource Committee Meeting and Fish Fry
  - Seed Bank inventory
  - Rivercane project
  - Recycling Center meetings
  - Assisted Planning and Development with RFQ
  - Acquisitions:
    - P. Cody
    - J. Sixkiller
    - ACE/Fort Gibson
    - P. Green

- J. Rozell
- Bald Hill
- Meadows Gate
- GeoData assistance to NSU
- Greenway project assistance
- Census data for ECU
- BIA allotment mapping
- Assist BIA with AD training
- Attended meeting to discuss construction of fire building
- Assist HACN with tract inspection/survey
- Rivercane project
- Assist Commerce with agriculture project
- Assist admin with poultry complaint
- Water Planning Group activities
- USDA drought disaster research
- GIS Day Presentation
- Food Policy Council data development
- Commerce presentation materials for NORA summit
- Census research for Community Services for HUD negotiating
- Bison/beef/BLM agriculture project research
- Continue USDA MOU
- USDA Service Center proposal
- Surplus sale preparation
- Assist Roads program with Endangered Species Act Biological Evaluation



**O'Field Tree Removal**



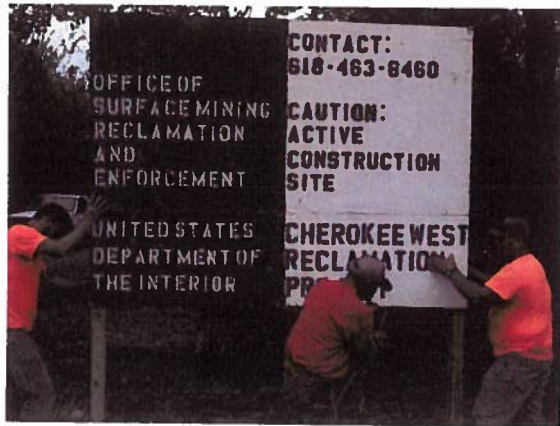
**Lyons CB**



**O'Field clearing Project Before**



**O'Field clearing Project After**



Porum DOI/AML project

**GROUNDS KEEPING/MAINTENANCE**

Belfonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input checked="" type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Kenwood Trailer Park	<input type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Mouse Dry Creek	<input type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Owen School	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Parkhill Trailer Park	<input type="checkbox"/>
Dahlongegah Park	<input type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Elder Care tract	<input type="checkbox"/>	Ross School Area	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>	Saline Courthouse	<input type="checkbox"/>
Greenhaw tract	<input type="checkbox"/>	Sallisaw Creek Park	<input type="checkbox"/>
Safe house	<input type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>

**PLANNING AND DEVELOPMENT**

- Veteran's Center – Interior wood framing has started, Pre construction meeting scheduled
- CDC, Stilwell – Footings have started
- W.W. Hasting Hospital (4 Phases) - On Budget and schedule. Health Group (W.W. Hastings Hospital) - Planning for new information booth at main entrance; planning for Pediatric expansion, Urgent care 95%
- Collinsville Food Distribution –Site work has started
- CN Tahlequah Recycle Center – Punch List walk-thru Friday Oct 26, 2012

**NEW CONSTRUCTION**

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Veterans Service Center	May 25, 2011	62%	Waiting Funding Approval
Child Development Center-Stillwell	July 9, 2012	20%	2014
W.W. Hastings Hospital – 4 Phases		85%	Varies by phase
Collinsville Food Distribution Center	April 2012	10%	September 2013
CN Recycling Center (Tahlequah)	April 2012	95%	November 2012

**REMODELING**

PROJECT	Anticipated	Percentage of	Anticipated And/or
---------	-------------	---------------	--------------------

	and/or Start Date	Completion	Completion Date
SHS Fire Alarm	June 2012	95%	September 2012
SHS Building #13	June 2012	95%	September 2012
Redbird Smith Clinic Remediation	August 2012	75%	10 days



Stilwell CDC



Veteran's Center



Tahlequah Recycle Center



Redbird Smith Health Clinic

### Facilities Management

- Installed new ice maker in Administration
- Moved two buildings from Immersion to Warehouse for surplus auction
- Concrete repair work at Immersion
- FM Admin roof project in progress
- Waterproofed Immersion Building
- Painted Principal Chief's Office
- Began building road for Recycle Center
- Doorway cased & carpet removed at Immersion
- New lift delivered
- 3 open housekeeping positions filled

## **Risk Management**

- Renewed All Lines Aggregate Casualty Insurance Program at a flat-rate – no increase in rate.
- Chaired Monthly EM meeting. Discussion focused on grant deliverables for new 2-year Homeland Security Preparedness Grant: multi-agency active shooter exercise at SHS; NOAA Weather Radio giveaway in areas that do not have outdoor advance warning systems (tornado sirens); training for various EM Strike teams, i.e., SOT, EOC, PDA, PA, CRT, etc.
- Attended Inter-Tribal Emergency Management Coalition (ITEMC) meeting. The annual ITEMC Summit will be held June 3-6, 2013 in Durant, OK. CNEM is on the planning committee.

## **b.) Future Plans/New Initiatives**

### **Natural Resources**

- Fence Project on CMS 5
- Fence Project on Johnson tract
- DOI/AML project at SCP

### **Planning and Development**

- Education – SHS fire alarms, 95% complete – SHS remodel building #13 – remodel 95% complete
- Main Complex Roofing – Have architects looking at 2<sup>nd</sup> story and roofing project, should be receiving preliminary numbers
- Redbird Smith Clinic – Remediation 75% completed, metal roof has been awarded
- Collinsville Food Distribution- Site work has started

### **Facilities Management**

- Install sewer lines at Housing Rehab
- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Career Service Learning Center parking lot project
- Replace HVAC units at Ballroom
- Replace HVAC unit in the warehouse vault
- Partner with Planning and Development on Recycle Center project (in progress)
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

## **Risk Management**

- Develop joint CERT/Triage Team with NSU (Lead: Tracy Glory, Cherokee Nation. EMS), this is included as a project for the Tribal Homeland Security Grant Program.
- Execute MOAs with HACN, Home Health, PACE, and CNWM
- EPC meeting
- Executive Insurance Training tentatively scheduled for November 28, 2012 for Executive Directors and Elected/Appointed Officials.

**CHEROKEE NATION TRIBAL COUNCIL  
RESOURCES COMMITTEE REPORT**

**Group:** Management Resources  
2012

**Month/Year of Report:** September

**Executive Director:** Bruce Davis  
**Email:** [Bruce-Davis@Cherokee.org](mailto:Bruce-Davis@Cherokee.org)

**Phone:** 918-453-5340

**Interim Director:** Ginger Brown  
**Email:** [ginger-brown@cherokee.org](mailto:ginger-brown@cherokee.org)

**Phone:** 918-822-2773

**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. This office is operated under a Self-Governance Compact with the Secretary of the Interior.

We provide advice and assistance in the following areas:

- Sale or Purchase of Restricted Land
- Deed Exchange
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Leasing:
  1. Business
  2. Hunting
  3. Grazing
  4. Housing
  5. Land
  6. Agricultural
- Restricted Mineral Interests
- Last Will & Testament
- Probates
- Cherokee/English Interpreter
- Notary Services

**I. Budget Highlights: None**

## **II. Program Highlights:**

### **a.) Accomplishments:**

1. Sale or Purchase of Land- No property was purchased for the month of October.
2. Appraisals- 14 appraisals were ordered and 5 were approved.
3. Fee-to-Trust/Trust-to-Trust Applications – No fee-to-trust applications were sent to BIA this month. Current status on pending Fee-to-Trust/Trust-to-Trust applications:
  - a. Claremore Federal Building is under consideration for formal notice to Cherokee Nation of determined options.
  - b. Morgan Drain- Decision to take into trust received. Updates submitted. Awaiting Deed.
  - c. Chilocco East- Updates submitted.
  - d. 3 IHS clinics- Hastings Hospital, North St. property, and Redbird Clinic fee to trust applications have been returned to Cherokee Nation for future action when transfers to Cherokee Nation by Indian Health Service are complete.
  - e. Kirk Property- Decision to take into trust received. Awaiting Deed. Updates not yet requested.
  - f. Sequoyah Schools- Under consideration for formal notice to Cherokee Nation of determined options.
  - g. Homeland- No Decision received to date. Submitting updates as requested.
  - h. 6 Day Schools- Cave Springs, Oaks Mission School, Ballou School, Mulberry Hollow, Redbird Smith, BIA action under consideration.
4. Probates/Quiet Titles- 6 new applications for probates were requested. 5 probates were completed. 5 Quiet Titles were received and completed in October. 14 Heirships were determined and 38 inventories were completed.
5. TAAMS- When the TAAMS project started, there were 12,669 allotments that needed to be researched. During the month of October 2012, we have submitted 26 files to be encoded and have determined that 177 files contain no restricted property. Of the remaining 4673 files, 235 files are in various stages of review, leaving 4438 files for status determination.

6. Wills- 9 wills were prepared and processed during the month of October.
7. Right of Ways, Easements, Right of Entries, and Service Line Agreements- Completed 24 Right-of-Entries. 6 Right of Ways are in process. 2 Service Line Agreements are being processed.
8. Leases- Real Estate Services office has submitted 1 grazing lease for approval and currently processing 7 for BIA approval.
9. Home visits, On-Site Visits, Inspections, Environmental Reviews, Trespass issues- 2 Home visits were conducted. 1 Environmental Review was completed. 6 On-Site Inspections were done.
10. Court appearances/Jurisdictional calls- Real Estate Services Staff were present at 1 court proceeding this month. The Solicitor's Office requested 1 litigation report. 19 jurisdictional calls were completed.
11. Special Projects Progress-
  - a. SDS backlog- 12 SDS were completed by the Real Estate Services office, leaving 1 for processing. BIA has added 2 additional SDS accounts to our list, but they will remain on the list as they are still active accounts.
  - b. ALJ Quota- 7 ALJ's were completed during the month of October.
12. Travel/Training- TAAMS scanning training was received by 4 Real Estate Services staff.
13. Financial transactions- \$131,907.60 was processed through the lockbox and \$11,416.47 was received in the office for lease payments.



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs      Month/Year of Report: Oct. (FY 2013)

Group Leader: Tom Elkins      Phone: 453-5237      email: [tom-elkins@cherokee.org](mailto:tom-elkins@cherokee.org)

## I. Program Highlights

### a.) Environmental Review

Goal Requirement	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	25	25	3%
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	3	3	1%

### 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	2	2	1%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	4	4	1%

### f.) Landfill Inspection Dates/ Results

Purpose	Date	Leachate Pond Freeboard
Weekly Inspection	9/18/2012	>36 inches
Unannounced Visit	9/19/2012	>36 inches
Unannounced Visit	9/20/2012	>36 inches
Unannounced Visit	9/21/2012	>36 inches
Unannounced Visit	9/24/2012	>36 inches
Weekly Inspection	9/25/2012	>36 inches
Unannounced Visit	9/26/2012	>36 inches
Unannounced Visit	9/27/2012	>36 inches
Unannounced Visit	9/28/2012	>36 inches
Weekly Inspection	10/1/2012	>36 inches
Unannounced Visit	10/3/2012	>36 inches
Unannounced Visit	10/4/2012	>36 inches
Unannounced Visit	10/5/2012	>36 inches
Weekly Inspection	10/8/2012	>36 inches
Unannounced Visit	10/9/2012	>36 inches
QTRLY Inspection	10/10/2012	>36 inches

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Gas Vents Sampled	10/10/2012	
Unannounced Visit	10/11/2012	>36 inches
Unannounced Visit	10/12/2012	>36 inches
Weekly Inspection	10/15/2012	>36 inches
Unannounced Visit	10/16/2012	>36 inches

## II.

### Highlights:

a) CNEP Staff have developed a sampling plan and obtained logistics for the Chewey Road Particulate Matter/Ammonia sampling request (Poultry Complaint) near Chewey. CNEP plans to install 4 samplers that will include 2 PM2.5 fine particle samplers and 2 PM10 coarse/large particle samplers. Each sampler will be setup to operate for 24 hours with a sample collected every 6 days. This sampling schedule will match the EPA National particulate sampling schedule and the data will be collected in a manner to compare the data to other regional sites. All data collected will be quality assured and entered into the EPA National air quality database that will allow staff to run specific technical reports about the data collected. The particulate sample analytical lab will be Inter-Mountain Labs in Sheridan Wyoming. CNEP staff are currently performing maintenance on all samplers and constructing a small sampling platform. The CNEP staff have met with the site landowner/complainant. CNEP staff will be working with the CN contracts office on a memo of agreement for the site landowner. The site will be situated on property owned by Mr. Carl Davis. The 4 samplers are designed to operate at "neighborhood" scale and represent data for 10 square miles. The landowner has agreed to provide site power requirements and accommodations. Ammonia sampling will be conducted using passive open air samplers that will be collected weekly and analyzed by the University of Illinois. CNEP staff are working with the University on associated costs with the sample analysis. It's likely the University will provide the analysis at no cost to CNEP. Ammonia sampling filters will be purchased from the Ogawa Corporation. Sampling is scheduled to start on 1-1-13 and will likely begin sooner providing all necessary supplies and site preparations are complete.

d) Monthly sampling and lab analysis for Caney Creek, Fourteen Mile, Sallisaw Creeks were completed. The parameters include: bacteria, nitrate/nitrite, phosphorus, fluoride, sulfate, nitrogen, nitrogen as ammonia, alkalinity, hardness, pH, dissolved oxygen, temperature, flow, turbidity, conductivity, salinity, and total chlorine.

The following is the sampling schedule for the Cherokee Nation Water Program:

- Caney, Fourteen Mile, Little Lee, and Sallisaw Creeks - Monthly
- Flint, Saline, Spavinaw, and Spring Creeks - Quarterly
- Lake Tenkiller and Lake Ft. Gibson – Monthly Starting April 2013

e) Developed agenda and sent out e-mail to all employees about Radon Training Course. This training course will be held on November 15, 2012 at Environmental Programs in Tahlequah. A project for staff during the 2012 Gap grant was to gather radon testing information for the last 20 years and place it on a database to find areas that were highest risk for radon exposure in the Cherokee Nation. These areas were identified as Cherokee, Delaware and Mayes Counties. As part of the 2013 GAP grant these high risk areas will be targeted with outreach and radon training will be offered.

## **CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT**

f) Continued work on the Cherokee Nation Facebook social media page. This includes project photos, items of general public interest, training dates, and inter-action with the public about CNEP.

g) Continued working with the Cherokee Nation Media Communications on the Cherokee Giggling Video. All footage for the video was collected, worked on details for the transcript, editing, and putting the final product together. This video is complete and will be shown on the Cherokee Nation Media TV outlets. Copies will be distributed to appropriate staff and management personnel.