

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	January FY17 Report for February Mtg.		
<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

#### FACILITIES MANAGEMENT

- Replaced circuit board on furnace at Carriage House
- Changed air filters at Jay Tag Office
- Pulled HVAC units off Main Complex, unhooked electric from units, unhooked breakers from panel boxes
- Weather proofed Markoma window units
- Re-trimmed and painted around window units at Markoma
- Painted office in Benefits
- Installed ceiling tile in Principal Chief's Office
- Repaired water leak in ceiling at EMS
- Removed sheetrock damaged by water leak and replaced at EMS
- Replaced frost free water hydrant at Dahlenegah Shop
- Installed new aerobic system at Southgate H
- Continued work on Fire Alarm inspection at Main Complex
- Replaced heater in Motel 101
- Repaired emergency lights at EMS
- Repaired porch lights at Motel
- Completed panel room at new Marshal Building
- Replaced lights at Markoma Gym
- Disconnected receipts in floor and moved cubicle locations in IT
- Repaired water leak in ceiling of Roads Building and replaced damaged ceiling tiles
- Cleaned out sewer line at Youth Shelter
- Installed weather strips around doors of four Motel offices
- Assembled table & repaired chairs for Anna Knight
- Replaced water valve under sink in Kawi Café
- Repaired interior water line and at well at Home of Sequoyah, Sequoyah County
- Replaced toilet stool and repaired sink in Janitors Closet at Youth Shelter
- Changed out and moved thermostat at Human Services
- Installed ice maker at Marshal Building
- Moved classroom out at Immersion and began floor demo and repair
- Moved furniture to Marshal Building
- Removed old units off of Main Complex
- Added receipts and added conduit in Cherokee Service Center
- Installed ductwork at Service Center
- Installed new ice machine in Administration
- Repaired roof leak at Old BIA
- Removed ceiling grids for remodel on east end of Main Complex
- Patched sheetrock in Marshal Building

- Ran duct work for HVAC at Southgate Building I
- Removed 220 power and ran new power for office space at Southgate Building H
- Charged HVAC unit on Southgate Business Tech side
- Secured furniture to wall at Marshal Services
- Removed and installed three new toilet stools at Youth Shelter
- Moved furniture in Human Services
- Removed tree in front of Main Complex
- Began replacing cubicles back together for the Operator's Office
- Replaced water heater for elder at Leach
- Trimmed out walls inside trailer, moved refrigerator to trailer, connected cook stove inside trailer, repaired broken water lines outside trailer, connected pellet stove inside trailer for citizen at Bell
- Repaired lights inside shop building at Bull Hollow
- Reset HVAC unit at Markoma Library
- Replaced fuse on HVAC unit at Osiyo Training Room
- Began changing out lights throughout Distribution Warehouse

**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 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"/>

**NATURAL RESOURCES**

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		
Chemical Brush/Weed Control (spray)		
Lease Compliance/Tribal land inspections		7
Mechanical Weed/Brush Control	195 ac	600 ac
New Fencing	.25 mi	.25 mi
Provide Technical Assistance to Communities	6	10
Hay baled		
Crops for families from Jay Community Garden		61

- **Community Assistance Projects**
  - Cut and delivered wood to three Cherokee Elders and one disabled Elder
  - Built and installed a wheel chair ramp for Cherokee Citizen in Adair County
  - Cut tree for Cherokee elder in Craig County
- **Tribal Land Projects**
  - Repaired water leak and installed new hydrant at Taylor Ferry
  - Built .25 mile new fence at SEQ-3 and repaired approximately 600 feet
  - Cleaned creek/ditch crossings on CMS-2
- **Resource Projects**
  - Attended NR Managers Meeting
  - Attended Directors Meeting
  - Burned brush and installed new gate on KEN-28

- Replaced gate on KEN-14
- Removed dead horse out of pond on KEN-18
- Set posts and hung new gate on KEN-26
- Delivered 50 t-post and 3 rolls of wire to Yonkers lessee at the request of Real Estate Services
- Mowed at Garland, Texas
- Completed grounds maintenance and opened and shut doors at Sequoyah's Cabin
- Cut wood
- Cleaned shop
- Brush hogged on the following units
  - CMS-1 – 50 acres
  - CMS-31 – 30 acres
  - KEN-10 – 15 acres
  - KEN-11 – 80 acres
  - KEN-18 – 20 acres
- Buffalo
  - Fed buffalo
  - Completed weekly checklist
  - Sold 13 head of yearlings to the Quapaw Tribe for \$3.30 per lb.
- Jay Community Garden
  - Garden maintenance
  - Worked on waterline ditches
  - Spread crusher run on driveway
  - Pruned fruit trees

**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 type="checkbox"/>
Bull Hollow Shop	<input 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

**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		2017
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

- Repair hay field at Ochelata

#### PLANNING AND DEVELOPMENT

- **New WW Hastings Joint Venture** – Construction manager-finalizing contract; Holding weekly project team meetings, Establishing schedule; and cost estimate; Space programming– completed; Design Developments finalized 12/16/16, Rough grading package delivered mid-December – delivered & under review; Rough Grading bid and site utilities – bid packages are posted and bids are due January 5.
- **Main Complex – New Construction** –Interior framing is ongoing; Rough-in of utilities is ongoing; Interior paint ongoing; Drywall nearing completion; Elevators install ongoing; Second floor interior, completion date 12/16 (date extended to March to 2017, due to redesign); Tile work ongoing; Ceiling grid ongoing; EFIS is ongoing; 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; Roofing insulation and moisture barrier ongoing; Lights being installed; Elevated floor in large courtroom being installed; front entry structural steel is nearing completion 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.



**Complex installing new roof**



**Ongoing roofing east end of Complex**



**Ongoing work on upper level of Complex**



**CHEROKEE NATION TRIBAL COUNCIL  
RESOURCES COMMITTEE REPORT**

**Group:** Government Resources

**Month/Year of Report:** January, 2017

**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 January.
2. Appraisals. No appraisals were ordered during the month of January as of reporting date.

3. Quiet Titles. Two Quiet Title requests were received, researched and returned.
4. Report for Distributions, ALJs. Five RFDs were requested, prepared and submitted to BIA. Three ALJs were requested, researched and returned to BIA.
5. Restriction Removal Applications. Four restriction removal applications were requested.
6. Inventory/Heirship. 22 Inventory/Heirships were requested, completed and returned.
7. Last Will and Testaments. Five Last Will and Testaments were prepared and endorsed; two new interviews were taken; five drafts prepared.
8. Rights of Way, Rights of Entry, Service Line Agreements. One Right of Way is pending; five were approved. Nine Rights of Entry were requested and processed. Two SLAs are pending.
9. On-Site Inspections, Home Visits, Trespass issues. Six on-site inspections were requested and completed; two home visits were requested and completed; two trespass issues were addressed.
10. Leases. One business lease was submitted and pending. One oil and gas lease was approved. One restricted hunting lease was submitted and approved. Sixty-seven (67) grazing leases were submitted and pending.
11. Maps/platting. 43 requests for maps/platting assistance was completed.
12. Jurisdictional calls. 39 jurisdictional calls were completed during the month, with 19 after hours.
13. 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.
14. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 132 total files remaining for status determination, research and abstracting.
15. Stats. 63 client sign-ins (walk-ins), 37 phone inquiries, 43 obituaries processed.
16. Impact Aide. Research was performed for four schools for impact aide confirmation: Greasy, Peavine, Wickliffe and Locust Grove.
17. Lockbox payments. There were 26 payments processed through the lockbox.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

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

Phone: 918-453-5237, Cell: 918-822-2793, email: [tom-elkins@cherokee.org](mailto: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)	47	206	23%
6 ERR (Roads)	1	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	14	70	28%

### c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	5	5	10%

### d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	7	31	21%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	12	44	22%

### f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	3	8	27%



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

g.) Landfill Inspection Dates:

Purpose	Date
Unannounced Visit	12/21/2016
Unannounced Visit	12/22/2016
Unannounced Visit	12/27/2016
Unannounced Visit	1/3/2017
Unannounced Visit	1/4/2017
Unannounced Visit	1/5/2017
Unannounced Visit	1/9/2017
Unannounced Visit	1/10/2017
Unannounced Visit	1/11/2017
Unannounced Visit	1/12/2017
Unannounced Visit	1/13/2017
Unannounced Visit	1/19/2017

## II Highlights:

### a) Information Exchange Program:

Staff has worked with IS to complete tasks for the Exchange Network grant. Air monitoring data has been successfully published on a publicly accessible website; the reports can be accessed at <http://geodata.cherokee.org/CleanAir/>. Staff will be compiling data summary reports that can be accessed by the public on the same site as above. The reports currently displayed contain daily data; in addition to this information, we would like to make available reports that contain roughly three months of data, which could be useful to researchers, epidemiologists, etc. The reports have been compiled; staff will continue to work with IS on how to make them available on the website. Staff will continue to participate on the E-Enterprise/Exchange Network Interoperability Operations Team (IOT) and report out to the Tribal Governance Group (TGG). The TGG is in the process of planning the Tribal Exchange Network meeting that will be held in San Diego, CA the week of February 27th.

### b) Underground Storage Tank Program:

UST staff completed the facility data layer set for the CRUST (Cumulative Risk for Underground Storage Tanks) tool. This layer will be combined with the community and environmental layers using ArcMap and with the help of WIND Environmental, LLC, will be used to generate risk scores for the 42 facilities that CNEP/ITEC provides assistance to. This score will help determine which sites need more and/or immediate attention.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

## c) Clean Water Program:

Water staff built a map using ArcGIS that includes all of CNEP's water sampling locations; the map was put into the new Quality Assurance Project Plan (QAPP) for the Clean Water 106 grant. Staff received confirmation on January 13th that the QAPP was approved for another year.

Staff finished the Clean Water 106 FY18 grant application that is due to the Grant Development office on January 24th.

Water staff will be attending the Grand O' Lake of the Cherokees Watershed Council Meeting on Tuesday, January 24th in Miami, OK.

## d) Natural Resource Damage Assessment and Restoration: (NRDA)

Staff corresponded with U.S. Department of Interior NRDAR Coordinator to discuss the upcoming Tribal NRDAR Workshop. Cherokee Nation will be receiving funds to host the 2017 National Tribal NRDAR Workshop.

### 1. Tar Creek:

Staff participated in the TCTCIT (Tar Creek Trustee Council Indian Tribes) conference calls on December 20th and January 9th.

Staff participated in the Tar Creek Trustee Council Conference Call on December 21st. This call focused on the Restoration Plan and the Tribal Comments.

Staff attended the Tar Creek Trustee Council Meeting on January 12th.

### 2. National Zinc:

Staff worked with the Cherokee Nation Attorney General's Office Staff that has been assigned to the National Zinc Smelter Trustee Council. Staff also contacted the Osage Nation Environmental Director to collect information on the past cost task.

### 3. Tulsa County Smelter Complex:

Staff incorporated additional research into the report from the U.S. Environmental Protection Agency and Oklahoma Department of Environmental Quality.

## e) Lead-Based Paint Program Activities

Staff submitted the Lead Certification Grant Quarterly Report for the 1st quarter of FY 17.

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

Staff submitted all of the quarterly reports from staff for the ODEQ and Cherokee Nation LBP Programs and entered them in the LBP database.

Staff worked with the website coordinator at the complex to develop and place on-line the LBP quarterly reports forms for Risk Assessor and Supervisor.

Staff completed an electronic copy of the lead-based paint inspector/risk assessor and lead-based paint supervisor quarterly reports and placed them on the Cherokee Nation website for public access.

Staff audited the LBP Risk Assessor class at OACAA in Okmulgee as required by the Cherokee Nation Lead Certification/Accreditation Program rules.