

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: April 2016

Executive Director: Bruce Davis
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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 Land
- Deed Exchanges
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Fee to Trust applications
- 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. No land was purchased during the month of April.
2. Fee to Trust. Deed to Chilocco West, which includes 1,333.99 acres, was signed on April 21, 2016. Final paperwork is being processed to place that property into trust. RES currently researching all Cherokee Nation fee properties to determine which ones to prepare application for Fee to Trust.
3. Appraisals. 10 appraisals were ordered; two appraisals were approved by BIA.
4. Quiet Titles. Seven Quiet Title requests were received and researched; six were returned; one pending.

5. Inventory/Heirships; Report for Distributions. One inventory/heirship was requested, researched and returned; none pending to date.
6. Report for Distributions, IIM Setups. Sixteen Report for Distributions were requested, researched, prepared and submitted to BIA for finalization.
7. Leases. Two restricted hunting leases were submitted for approval; one was approved; one is pending.
8. Environmental Reviews. One environmental review (categorical exclusion) was requested and completed.
9. Rights of Entry. 11 Rights of Entry were requested and processed.
10. On-Site Inspections, Home Visits, Trespass issues. 11 on-site inspections were requested and completed; two trespass issues were addressed.
11. Maps/platting/survey assistance. 41 requests for maps/platting assistance was completed during the month.
12. Jurisdictional calls. 45 jurisdictional calls were completed during the month, with 18 after hours.
13. Financial transactions. \$173,818.70 was processed through the lockbox; and \$12,747.46 was received in the office for lease payments during the month.
14. District Court Probates. There are 66 total inventory applications for probate on the waiting list.
15. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 125 files remaining for status determination, research and abstracting.
16. Stats. 93 client sign-ins (walk-ins), 54 phone inquiries, 48 obituaries processed.
17. Impact Aid. Impact aid for two schools were processed for Department of Education, D.C. during the month.
18. Trainings or other events.
 - Meeting with Charley Robertson, ARB executive director, regarding various issues concerning oil/gas/mineral leases and trip down Arkansas River.
 - FCT Inter-Tribal meetings were attended by Ginger Reeves and Paula Hobbs.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, March (FY16)
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)	100	529	59%
6 ERR (Roads)	1	3	50%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	24	147	59%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	1	6	12%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	12	80	53%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	10	75	38%

f.) Landfill Inspection Dates:

Purpose	Date
Unannounced Visit	3/18/2016
Unannounced Visit	3/21/2016
Unannounced Visit	3/22/2016
Unannounced Visit	3/23/2016
Unannounced Visit	3/24/2016
Unannounced Visit	3/28/2016
Gas Vents Sampled	3/29/2016
QTRLY Landfill inspection	3/29/2016
Unannounced Visit	3/31/2016
Unannounced Visit	4/1/2016
Unannounced Visit	4/4/2016
Unannounced Visit	4/5/2016
Unannounced Visit	4/7/2016
Unannounced Visit	4/8/2016
Unannounced Visit	4/11/2016
Unannounced Visit	4/12/2016
Unannounced Visit	4/13/2016
Unannounced Visit	4/14/2016

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- There is one issue this reporting period. Blowing litter is still a problem and it needs to be picked up.

II Highlights:

- a) CNEP UST Staff have been working with CNB staff on the tank removal at Outpost #1. The contractor for CNB has removed over 2,000 tons of hydrocarbon contaminated soil from the site and has disposed of it at CNWM. They are working with EPA Region 6 to ensure the site is remediated properly.
- b) Staff collected GPS points on Lake Oologah on March 14, 2016 for water quality sampling sites. Staff will begin sampling these locations for bacteria, ph, dissolved oxygen, salinity, turbidity, specific conductivity, total nitrogen, total phosphorus, alkalinity, sulfate, fluoride, chlorophyll-a, nitrite, nitrate, ortho phosphorus, temperature, nitrogen as ammonia, and heavy metals. The sampling will take place from April-September when primary body contact will be experienced in the lake.
- c) Staff attended the 8 hour Lead Supervisor Refresher and 8 hour Abatement Worker Refresher class at OACAA and did a full audit the courses as required by the Cherokee Nation Lead Certification Accreditation Program. These are the last two refresher classes before the end of the current certification year. During the current certification year all of the LBP initial classes and Refresher classes have been audited as required by the Cherokee Nation lead certification/accreditation rules.
- d) CNEP Staff started the planning of the 21st Annual Inter Tribal Environmental Council Conference (ITEC) to be held in the Tulsa area later in the year.

e) Trust Application Activities:

- Staff formatted historical topographic and aerial maps for the Bill Berry Property Phase I Environmental Site Assessment (ESA) using the Environmental Data Resources (EDR) drawing tool.
- Staff conducted the final site inspection with BIA for the Chilocco West Properties to be put into Trust for the Cherokee Nation on April 6th. Staff worked on the updates for this Phase I Environmental Report.
- Staff received a request from Marshea Halterman, CN Realty, to conduct a Phase I environmental site assessment (ESA) for Highway 51 – 28.53 Acres site in Tahlequah, Oklahoma. Staff conducted a site reconnaissance on April 6 on the property and was accompanied by Henry Whitekiller, Cherokee Nation Warehouse Supervisor. Two of buildings were not accessible during the first site recon. Another party will be contacted so that a site recon can be conducted on the other building. Environmental Data Resources (EDR) data reports were ordered and have been received. The report is being

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

prepared for Cherokee Nation Real Estate Services as part of the fee to trust application package.

- Staff received a request on March 7, 2016, for a Phase I ESA for the Cowen Estates in Roland, Oklahoma for the Cherokee Nation NAHASDA Program. A previous Phase I ESA that was completed by Cherokee CRC in 2014 was received for review. A title history search was conducted at the Sequoyah County Courthouse and copies of the current warranty deeds were made. A site reconnaissance of the property was conducted on March 23. An additional site recon that consisted of walking through the various layouts of the houses was conducted on March 28. Environmental Data Resources (EDR) data reports were ordered, received and reviewed. EPA Envirofacts data for the area was also researched. Any pertinent information in the data reports was incorporated into the Phase I ESA. Maps were formatted for FEMA, a Soil Survey, Aerials, Historical topographics, and National Wetlands Inventory on and near the property. Phone interviews were conducted with the Roland Town Administrator, the Code Enforcement Officer, and the fire chief, to obtain information regarding the sewer system, the zone of the area, and fire response calls.

Group:	Management Resources	Month/Year of Report:	April FY16 Report for May 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

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		
Chemical Brush/Weed Control (spray)	250 ac	250 ac
Lease Compliance/Tribal land inspections	50	95
Mechanical Weed/Brush Control	.25	955.25 ac
New Fencing		.25 mi
Provide Technical Assistance to Communities	20	60
Hay baled		85
Crops for families from Jay Community Garden		83

- **Community Assistance Projects**
 - Tilled 18 gardens
 - Tree removal at Locust Grove for Cherokee elder
 - Mowed at Bell Community building site

- **Resource Projects**
 - Attended NR Managers meeting
 - Repaired .25 mile fence on KEN 42PT
 - Mowed .25 acre on SEQ1
 - Burned brush at Saline Courthouse grounds
 - Maintenance on tractors and sprayers
 - Assisted Jack Brown Center staff with plans for fencing project at that site
 - Sent additional information to Dan Roberts for the Burgher Haggard Wild Mustang Program
 - Abandoned Mine Land (AML) Project
 - Hauled hay from Dahlenegah to Dwight Mission and Porum
 - Purchase orders in place for rock and seed
 - Tentative start date for project is May 3
 - Buffalo
 - Fed buffalo
 - First calf of season born April 12, total of 6 calves as of 4/22/16
 - Scope of work sent for ITBC grant
 - Contractors continue work on corrals
 - Gave tour for Oaks Mission
 - Cherokee Nation Park
 - Right of way clearing
 - Regular grounds maintenance
 - Jay Community Garden
 - Garden maintenance

- Planted lettuce, spinach, radish and mustard, corn and green beans
- Purchased more seeds and plants

GROUNDS KEEPING/MAINTENANCE

Beaver Property (by Yonkers)	<input checked="" type="checkbox"/>	Greenhaw tract	<input type="checkbox"/>
Belfonte	<input checked="" 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"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Dahlongegah Shop	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>		

PLANNING AND DEVELOPMENT

- **Sequoyah –**
Stadium – Phase 1 –Project started 6/8/15. Working on remedy to the new railings, installing ADA platforms (complete). Started excavation for footings for press box(complete).Starting steel erection
Water System Replacement –Project started 6/8/15. The main 8” loop around campus complete, starting the 6” & smaller lines (connecting new meters and lines to buildings).
Boys & Girls Dorms – shower rebuild in progress – first phase near completion

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		

FACILITIES MANAGEMENT

- Removed power supply poles in cubes in Main Complex
- Replaced belt in air handler at Main Complex
- Replaced water line valve to the Community Garden
- Installed sheet metal on front entrance awning at Gaming Commission on Water Street
- Delivered tables and chairs to Sallisaw Office and picked up after event
- Repaired jumped meter at Patrick House
- Flushed out sewer line at Marshal's Building
- Replaced HVAC unit in Motel 103
- Reset HVAC unit in Motel 116
- Painted hallways in Human Resources
- Began landscaping in front of Human Resources
- Replaced lights in classrooms at Immersion I
- Set up 2 – 20x40 tents, tables, chairs, trash cans & liners, dumpster, podium and small stage for Safety Awareness Day
- Set 60x60 tent for event
- Set 20x40 tent for Saline Courthouse event
- Replaced ceiling tiles at Human Services
- Re-set chiller at Main Complex
- Delivered trough and 8 tables to Norris Park for event
- Built shelves in closets at Patrick House
- Installed recept at Cherokee First
- Repaired handicap bar in Men's restroom at Main Complex
- Build shelves in bathrooms at Motel 246&248
- Wired overhead doors in new building behind FM Shop
- Delivered furniture to Stilwell Complex for Career Services
- Cleaned up water removal at Markoma girls dorm
- Replaced shower head at Youth Shelter
- Delivered and picked up 15 tables at Go Ye Village for CN event
- Cleaned out sewage drain at Stilwell Complex
- Cleaned out flower beds and cut back all plants at Markoma Girls Dorm
- Finished flower beds at Human Resources
- Delivered plants to Jay Community for project
- Removed storm windows from Patrick House and took storm windows off to clean
- Changed out HVAC unit in Warehouse
- Installed maglock for IT at ICW
- Installed repair kit on shower valve in boy's restroom at Youth Shelter
- Repaired water line in EMS bay area
- Recharged unit in Warehouse
- Reset and charged unit in Warehouse
- Changed thermostat and fan capacitor in Complex Mailroom
- Repaired leak by men's restroom in Marshal's Building
- Repaired roof leak at Stilwell Complex
- Set up tables and chairs at Job Corp for Career Services
- Hung signs for Career Services
- Mowed Archery Range
- Sprayed at Warrior's Memorial
- Took fence down outside shop for new parking area
- Patched roof at Marshal's Building
- Spread gravel at FM Shop
- Set temporary box for Red Fern outside Courthouse

- Reset lights for time change at 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 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"/>

b.) Future Plans/New Initiatives

NATURAL RESOURCES

- Completion of AML project
- Completion of buffalo corral

PLANNING AND DEVELOPMENT

- **Wilma P. Mankiller Addition (CNCR)** – Complete with a few punch list items left to complete.
- **Sam Hider Clinic (CNCR)** – Working through fire sprinkler issues on exterior canopy. Grand Opening held April 1.
- **New WW Hastings Joint Venture** – Finalizing contracts for architect and construction manager, Holding weekly project team meetings, Establishing schedule, Soils testing to help identify best location for facility is ongoing. Team toured similar facilities in Texas.
- **Main Complex – New Construction** - Decking is ongoing – nearing completion, Insulation and water shield on roof being installed – nearing completion; Exterior sheathing and EIFS– near completion. Chillers are set, piping is ongoing, metal roof panels ongoing, window installation near completion. Installing valves on old HVAC lines to bring them up to date for new controls, for the current and future HVAC system. Interior framing has started. Elevators are onsite and due to be installed soon. Received revised documents first of April, Several packages to be bid out soon.
- **Veteran’s Center- Statue** –Base installation to begin soon. Artist working on an updated schedule.
- **Plaza** – Excavation is ongoing, utility installation complete. Studeville Ford –steel erection is ongoing; Buffalo Wild Wings –placing slab on grade; Sonic pad sub-grade is complete.
- **Redbird Smith** – Paving remedy is complete except for punch list items
- **Tornado Shelter Grant** – Complete, working on close-out of paperwork. Looking into new grants
- **OutPost #1** –New store is open. Working on remediation of site after tanks were removed.



Outpost #1 – digging out buried tanks



Outpost #1 – remediation of buried tank area



WW Keeler Complex – exterior April 2016



WW Keeler Complex – interior April 2016



SHS Stadium – April 2016



Plaza April 2016



Bison Project – Corral Construction April 2016



Bison Project – April 2016

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