

Group:	Management Resources	Month/Year of Report:	December FY12 Report for Jan 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)		
Farm Ponds Constructed		1
Fence Rebuilt (repaired)		0.125 ac
Fertilizer Applied		
Fire Guards Maintained		4.5 mi
Lease Compliance/Tribal land inspections		42
Mechanical Weed/Brush Control		20 ac
New Fencing	.128 mi	2.655 mi
Provide technical assistance to communities		4
Timber Stand Improvement (TSI)		0.5 ac

- **Tribal Land Improvement Projects**
 - Met with Lessee regarding north fence on CMS 15
 - Cleaned out fence row at Facet
 - Put up signs and repaired fence at coal pit reclamation near Porum
 - Cleaned up downed trees and limbs on KEN 40
 - Repaired fence around Cochran cemetery
 - Maintenance on equipment
 - Continue clearing fence row at Markoma

- **Resource Projects**
 - Monitor Porum DOI/AML project
 - Completed dozer and brush hog work at HACN tract
 - Completed fence project at Rocky Mountain restricted site
 - Backhoe repair
 - Brush hogged Hancock property in Muskogee
 - Replaced locks at Beck Mill gate at the request of CNE
 - Secured safe house at Duck Lane housing addition by replacing plywood
 - Cleaned out spring on KEN 40
 - Cut 21 corner posts

GROUNDS KEEPING/MAINTENANCE

Belfonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input 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 type="checkbox"/>	Owen School	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Parkhill Trailer Park	<input type="checkbox"/>
Dahlongegah Park	<input checked="" type="checkbox"/>	Rocky Ford Park	<input 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 checked="" type="checkbox"/>
Safe house	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>

RISK MANAGEMENT

- Issue certificate of occupancy for new Ft. Gibson Casino
- On 12/28 will issue a temporary Certificate of Occupancy on floors 4-6 of the new Hard Rock tower. It is anticipated these floors will be open to public on/by 12/31/12
- FEMA - received 75% of the uninsured portion of the collapse loss of Casino 3 at Hard Rock. (DR-1985)
- Updated Emergency Preparedness Plan for Tribal Complex. Plan is in review/approval process
- Working with various departments to review and comment on their Emergency Preparedness Plan
- Participating in Pandemic Flu activity with OU. Over 100 questionnaires have been completed. Deadline for submission of completed questionnaires is extended to mid-January, 2013
- Tribal Homeland Security Preparedness Grant - 1st quarter performance was targeted at planning activities for respective EM teams (Triage, Law Enforcement, EOC, and PA)
NOTE: A multi-agency EM exercise at SHS is one of the grant deliverables.

PLANNING AND DEVELOPMENT

- Veteran’s Center –Bid package for interior wood framing completed. Plumbing and Electrical rough in has started, near completion. Several other packages should be going out this week.
- CDC, Stilwell – All packages have been awarded. Steel being erected, started 11-13-12. Red iron complete. Light weight steel trusses near completion
- W.W. Hasting Hospital (4 Phases) – Received approval for ER expansion from Health 12-17-12, we are processing PO. Waiting on change order approval for new ambulance entrance to close this portion of ER and working on design for new remodel of ER waiting and treatment areas.
- Collinsville Food Distribution –Site work started, pad completed 11-6-12, working on drive and parking aggregate base being installed. Under slab plumbing 95% complete
- CN Tahlequah Recycle Center – Contractor has completed scope, waiting on arrival of equipment, utilizing space with our present recycle program

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Veterans Service Center	May 25, 2011	65%	June 2013
Child Development Center-Stillwell	July 9, 2012	30%	June 2013
W.W. Hastings Hospital – 4 Phases		89%	Varies by phase
Collinsville Food Distribution Center	April 2012	20%	September 2013
CN Recycling Center (Tahlequah)	April 2012	99%	November 2012

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Redbird Smith Clinic- re-design phase	August 2012	100%	



Stilwell CDC Project



Collinsville Food Distribution Project

FACILITIES MAINTENANCE

- 3 loads of sand delivered for weather prep
- Moved propane line to FM Shop for Recycle Road
- Dug water line for garden sprinkler system
- Stripped the Immersion building to prep for metal roof
- Ordered metal for HR/BIS Awning
- Began remodel of small property on Patrick
- Electricians pulled wire for Information Systems project
- Poured new handicap ramps at Patrick Property
- Repair/remodel of Courthouse bathroom doors in progress
- Administration remodel project ongoing
- Installed baseboard heaters in both restrooms at Markoma dorms
- Began demo of Farm House property at Markoma

GROUNDS KEEPING/MAINTENANCE

Carwash	<input checked="" type="checkbox"/>	Locust Grove, Green Space	<input checked="" type="checkbox"/>
Claremore Federal Bldg.	<input checked="" 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 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

- Continue fence construction on CMS 5 and KEN 2
- Control burn planned at SCP
- DOI/AML project at SCP
- Complete fence row at Markoma
- Noxious Weed Proposal
- Haul manure to Tahlequah garden

RISK MANAGEMENT

- Continue working on Life Safety issues at Hard Rock
- Issue Certificate of Occupancy for floors 3 and 7-10 of new Hard Rock Tower
- Attend Inter-Tribal Emergency Management Coalition Meeting in January
- Attend CN EPC Meeting in January
- Attend the Cherokee County LEPC Meeting in January
- Attend the State Quarterly Hazard Mitigation Meeting in January

PLANNING AND DEVELOPMENT

- Main Complex Roofing – Cancelled the RFP
- Redbird Smith Clinic – Started November 2012 with the roof replacement, nearing completion. Should be at 65% documents by second week in January, trying to compress that timeline. Architect put on hold as of 12-17-12
- Council House – Waiting on direction to move forward on plans
- Jack Brown – Design Phase (topo of property complete and sent to architect), in design
- Collinsville Food Distribution- Slab on Grade complete in one week (weather permitting)
- Markoma Gym – Working on parking and driveway design and pricing. City of Tahlequah going to provide labor for excavation and placement of asphalt for drive and parking to gym

FACILITIES MAINTENANCE

- Install new carpet in Human Services
- 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



CHEROKEE NATION

Management Resources Group

MEMORANDUM

To: Bruce Davis, Executive Director

From: pat Gwin, Natural Resources Department

Subject: Hay Production on non-leased Tribal Lands

Date: 101512

Mr. Davis:

As per the Council request of today's date, here is the list of Tribal lands we initially discussed as having forage production potential that are not under BIA Ag. Lease agreements. As follows:

1. Available units (no lease cancellations required)

- Dahlenegah sites
 - Airport = 47-acres
 - "Red Gym" = 21-acres
 - Shop = 5-acres
 - CMS 47 = 7
 - Total – 80 acres
- Kenwood sites
 - Shop = 5-acres
 - KEN 42 P1 = 5-acres
 - Total – 5 acres
- Sequoyah –sites
 - EMS = 8-acres
 - Seq 2 = 60-acres
 - FemSem = 12-acres
 - Total – 80 acres
- Grand Total = 170-acres

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: December 2012

Executive Director: Bruce Davis
Email: Bruce-Davis@Cherokee.org

Phone: 918-453-5340

Interim Director: Ginger Brown
Email: 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 December.
2. Appraisals- 3 new appraisals were ordered; 15 appraisals 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- 2 probate inventories were requested and completed. 10 Quiet Title determinations were received and completed. 18 inventories and heirships were requested and completed.
5. TAAMS- When the TAAMS project started, there were 12,669 allotments that needed to be researched. During the month of December 2012, we have submitted 46 files to be encoded and have determined that 211 files contain no restricted property. Of the remaining 4,359 files, 198 files are in various stages of review, leaving 4,161 files for status determination.

6. Right of Ways, Easements, Right of Entries, and Service Line Agreements- 1 Right of Way approved; 8 right of ways in process; 2 Service line agreements in process; 12 Right of entries prepared.
7. Home visits, On-Site Visits, Inspections, Environmental Reviews, Trespass issues- 10 Home visits were conducted. 1 Environmental Review was completed. 40 On-Site Inspections were completed. Trespass issues included 3 boundaries marked and 4 trespass inspections.
8. Court appearances/Jurisdictional calls- The Solicitor's Office requested no litigation reports. 24 jurisdictional calls were completed.
9. Special Projects Progress-
 - a. ALJ Quota- 2 ALJ's were completed during the month of December.
10. Travel/Training- 1 in-house TAAMS training.
11. Financial transactions- \$56,781.66 was processed through the lockbox and \$51,220.70 was received in the office for lease payments.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs
Group Leader: Tom Elkins

Month/Year of Report: Dec. (FY 2013)
Phone: 453-5237 email: 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)	83	197	22%
6 ERR (Roads)	2	2	33%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	15	32	13%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	4	5	10%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	11	28	19%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	34	72	36%

f.) Landfill Inspection Dates/ Results:

Purpose	Date	Leachate Pond Freeboard
Unannounced Visit	11/21/2012	>36 inches
Weekly Inspection	11/26/2012	>36 inches
Unannounced Visit	11/27/2012	>36 inches
Unannounced Visit	11/28/2012	>36 inches
Unannounced Visit	11/29/2012	>36 inches
Unannounced Visit	11/30/2012	>36 inches
Weekly Inspection	12/3/2012	>36 inches
Weekly Inspection	12/17/2012	>36 inches
Quarterly Inspection	12/18/2012	>36 inches
Sampled Gas Vents	12/18/2012	

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II. Highlights:

- a) CNEP water staff completed the 2013 Clean Water Quality Assurance Project Plan for FY13. The plan has been submitted to EPA R6 for approval. The plan outlines all the technical and logistical procedures for the Cherokee water sampling events for 2013.
- b) Performed lead-based paint abatement audit at home in Bartlesville. The Cherokee Nation's Housing Rehab Department abatement workers and supervisors are removing lead-based paint on this home before it is remodeled and staff will visit the site to make sure that the rehab crew is certified and using lead-safe work practices to keep both the workers and the home owner safe during the remodeling.
- c) Hastings Hospital- Two bids were submitted for the glycol tank closure. Both bids exceeded the budget so internal alternatives may have to be reassessed to complete this task.
- d) Staff assisted CNEP remediate small areas of contamination after the Outpost #2 convenience store was decommissioned. There were some areas of contamination that were cleaned up and disposed of. This is typical of fueling facility that is being decommissioned.