

Group:	Management Resources	Month/Year of Report:	May FY15 Report for June 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

PLANNING AND DEVELOPMENT

- **Sequoyah - Stadium** – Phase 1 – (patch concrete surfaces, install new waterproof coating, renovate or replace safety railing, new bleacher and backed stadium seating, new foam insulation and metal wall panels) Bid awarded to CNCR. EOTS has requested CNCR to submit a revised time schedule with no additional cost. School wants to wait for completion of season before any work starts. Due to delay, temperatures could be too low and not meet manufacturer’s recommendations for temps. This could affect the coatings ability to adhere to the surfaces. Starting soon. Water System Replacement – MOU has been signed - city is trying to finish up another job so that they can move on to SHS.

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Cooweescoowee Clinic	December 2013	85%	April 2015
Redbird Smith Annex		94%	
Wilma P Mankiller Addition	May 2014		June 2015
Sam Hider Clinic	May 2014		June 2015

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
WW Hastings New Hospital			Design Phase
Main Complex			Design Phase
SHS boys/girls dorm – roofing			Bid opening 1/20/15

FACILITIES MANAGEMENT

- Replaced track lights and light fixtures in the O-Si-Yo Training Room
- Old Health Admin remodel – tore out sheet rock, moved electric, disconnected receptacles and rerouted power
- Painted and glazed walls on the east end of the Main Complex
- Moved furniture out and help set up for event at the Veteran’s Center

- Cleaned out sewer and pulled stool at Human Resources
- South Gate project-Put in tin horns and covered with gravel, coordinated utility installation
- Set up large tent, delivered tables and chairs to Dog Iron Ranch in Oologah for Pocahontas Club
- Gore Tahlonteskee Remodel – Pulled tub, replaced sheetrock, pulled water heater, capped water lines, cleaned HVAC units and pulled thermostat
- Set Stage for Sequoyah graduation
- Repaired gas leak at Tag Office
- Set up large tent for the WW Hastings Hospital Health Fair
- Set up chairs and tables at Ochelata Clinic
- Repaired 1 ½” water line break in chase wall at Motel
- Set up of stage and chairs for event at Three Rivers Clinic
- Delivered 200 chairs and 50 tables to Norris Park
- Stilwell Tribal Complex-repainted building, repaired handicap access, replaced signage, guttering and flower beds

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)	1119 ac	1119 ac
Fence Rebuilt (repaired)		
Fire Guards Maintained		9.25 mi
Lease Compliance/Tribal land inspections	8	27
Mechanical Weed/Brush Control	.5 ac	80.5 ac
New Fencing	.5 mi	3.33 mi
Provide Technical Assistance to Communities	6	75
Hay baled	86	214
Crops for families from Jay Community Garden	48	100

- **Community Assistance Projects**
 - Tilled garden
 - Mowed for CC Camp
 - Mowed at Greasy Community building twice in May
 - Mowed for elderly Cherokee in Delaware County
 - Tree removal at cemetery in Cherokee County
- **Tribal Land Improvement Projects**
 - Built .25 mile new fence at Kirk property
 - Hauled gravel to Saline Courthouse for road/bridge repair
 - Sprayed 1119 acres on Kenwood units
 - Tore out .5 mile fence on KEN 12
 - Clearing fence row on CMS 40
 - Continue cleanup on Warner property

- Buffalo
 - Began work on corral
 - Completed buffalo fence
 - Received bus for tours
 - Gave buffalo tour for group with Career Services
- Jay Community Garden
 - Garden maintenance
 - Planted 2 varieties of watermelon and cantaloupe, more tomatoes and peppers and replanted corn and green beans
 - Built tomato cages
 - Picked radishes, lettuce and kale and gave to Food Distribution site to distribute
 - NR continues to partner with CN Healthy Nation, they are providing volunteer labor for garden
- Sallisaw Creek Park
 - Continue work on getting rural water to the park
 - Ordered more gravel due to wash out on riding trails
 - Park shut down on May 27 until further notice due to flooding



May 21, 2015 Buffalo Tour

- **Resource Projects**
 - Equipment maintenance
 - Cut and baled hay on Wilcox property
 - Attended Indian Heritage Day at Jay Public School

GROUNDS KEEPING/MAINTENANCE

Beaver Property (by Yonkers)	<input checked="" type="checkbox"/>	Greenhaw tract	<input type="checkbox"/>
Belfonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input checked="" type="checkbox"/>
Bull Hollow Com. Bldg.	<input checked="" type="checkbox"/>	Locust Grove Property	<input checked="" type="checkbox"/>
Bull Hollow Shop	<input checked="" type="checkbox"/>	Kenwood Trailer Park	<input checked="" type="checkbox"/>
Candy Mink Springs	<input checked="" type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Safe house	<input type="checkbox"/>
Conley Property	<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"/>		

b.) Future Plans/New Initiatives

PLANNING AND DEVELOPMENT

- **Redbird Smith Annex (CNCR)** Annex remodel started first week of February. Drywall installation is 100%, finish at 100%; MEP rough-in is 100% complete; Curb and gutter 100% complete; Sidewalks 65% complete; Health services is occupying building and installing equipment. Grand opening, June 1, 2015.
- **Wilma P. Mankiller Addition (CNCR)** –Roof metal panels are at 95%; Interior metal stud framing is complete; Mechanical room equipment is at 95%; Rough-in plumbing is at 100% & fire suppression is at 98%; Drywall install at 100%, finishing at 80%; Level 5 drywall finish and primer painting is underway and is 85% complete; Millwork installation is 85% complete; Masonry is 95% complete; Site concrete and parking areas 100%; Expected completion June. Grand opening June 19, 2015.
- **Ochelata (CNCR)** –Grand opening was held April 4, 2015. Certificate of Occupancy was issued May 15, 2015. Training and commissioning of equipment is being scheduled with Health staff.
- **Sam Hider Clinic (CNCR)** –Standing seam metal roofing and soffit panels are complete at main building with the exception of areas adjacent to main entry vestibule. Aluminum storefront and glazing have been installed at all areas with exception of areas adjacent to main entry vestibule; HVAC systems are being conditioned for startup; MEP is ongoing at 90% (ducts and overhead conduits); MEP dental rough-in and framing is complete; Drywall is ongoing at 85%; Exterior concrete at 55%; Radius masonry wall began 4/2; Overall masonry is 90% complete; Asphalt on south parking lot began 4/7 – base layer; On-site sanitary sewer is at 70%; Expected completion June (due to added med gas & days lost due to weather). Grand opening scheduled for June 22, 2015.
- **New WW Hastings Joint Venture** – Identifying services and programming, working on application. Ground breaking scheduled for May 14, was cancelled to do weather.
- **Main Complex** – Construction manager is Mike Ross; Drawings are at 100% for review; Working on estimate and bid packages (complete, waiting on direction); moving forward with Phase 1 – steel is ordered; Should start welding base plates onto columns within two weeks.
- **Veteran's Center- Statue** – Foundry is currently 3 months behind schedule; No bids received for statue concrete base – calling TERO vendors for pricing. *Memorial* – Received bids 2/20- reviewing. Awarded to Willis Granite
- **Saline Courthouse** – New bridge is complete, road is roughed in, starting graveling parking area mid May.
- **OSU Extension Garden** – working with OSU Extension office to move their garden to Cherokee Nation; complete except for closing the end of beds when more dirt arrives.



Sam Hider Clinic



Cooweescoowee Clinic

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

NATURAL RESOURCES

- AML project – repair work on coal pit reclamation sites
- Grounds maintenance
- Community Assistance Projects
- Sallisaw Creek Park improvements
- Buffalo corral
- Spraying
- Cut and bale hay

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: May, 2015

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

Phone: 918-453-5340

Director: Ginger Reeves
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Phone: 918-453-5675

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 Restricted Land
- Deed Exchanges
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- 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 purchased during the month of May.
2. Appraisals. 16 appraisals were approved during the month of May; one approved.
3. Quiet Titles/Administrative Law Judgments (ALJ)/Estate closing. Two Quiet Title determination requests were received and returned during the month. Two ALJs were requested, completed and returned to BIA. 14 Inventory/Heirships were completed and returned.

4. Report for Distributions, Transmittals, IIM Setups. Three RFDs were completed and sent to BIA; four final closings were received from BIA.
5. Last Will & Testaments. 15 Interviews for LW&T were completed during the month of May for Cherokee citizens; 5 drafts were prepared.
6. Court Appearances. Two Court appearances were completed; one final order as a result thereof.
7. Right of Entries. Nine right of entries were requested; three processed.
8. Leases. Three business leases were submitted for approval.
9. On-Site Inspections, Home Visits, Trespass issues. 46 on-site inspections were requested and completed; five home visits were requested and completed; two trespass issues were reported and addressed.
10. Environmental Reviews. Seven environmental reviews were requested and completed during the month.
11. Maps/platting/survey assistance. 32 requests for maps/platting assistance was completed during the month of May.
12. Jurisdictional calls. 33 jurisdictional calls were completed during the month.
13. Financial transactions. \$125,840.78 was processed through the lockbox; and \$20,208.01 was received in the office for lease payments during the month.
14. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. During the month of May, CNRES submitted 27 files to be encoded and have determined that six files contain no restricted property. There are 574 files remaining for status determination, research and abstracting.
15. Impact Aid. Five impact aid verifications were received and processed. Those processed were for Dahlongeah, Lowery, Marble City, Tahlequah and Woodall schools.
16. Stats. 82 client sign-ins (walk-ins), 56 phone inquiries, 25 obituaries processed.
17. Trainings/special occurrences.
 - The Office of Special Trustee (OST) performed a trust review of Real Estate Services during the week of May 4.
 - Janel Perry attended training given by OST May 19-21.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs
Administrator: Tom Elkins

Month/Year of Report: May (FY 2015)
Phone: 918-453-5237 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	587	65%
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	28	159	64%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	1	1	2%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	13	87	58%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	7	91	46%

f.) Landfill Inspection Dates:

Purpose	Date	Leachate Pond Freeboard
Unannounced Visit	4/16/2015	30 inches
Unannounced Visit	4/20/2015	29 inches
Unannounced Visit	4/21/2015	29 inches
Unannounced Visit	4/22/2015	30 inches
Unannounced Visit	4/23/2015	30 inches
Gas Vents Sampled	4/23/2015	
Unannounced Visit	4/24/2015	30 inches
Unannounced Visit	4/27/2015	31 inches
Unannounced Visit	4/28/2015	30 inches
Unannounced Visit	4/29/2015	30 inches
Unannounced Visit	4/30/2015	31 inches
Unannounced Visit	5/1/2015	31 inches
Unannounced Visit	5/4/2015	32 inches
Unannounced Visit	5/6/2015	32 inches
Unannounced Visit	5/7/2015	33 inches
Unannounced Visit	5/8/2015	31 inches
Unannounced Visit	5/11/2015	23 inches
Unannounced Visit	5/12/2015	23 inches

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

a) Staff sampled three locations on Lake Greenleaf and completed lab analysis for E. coli bacteria, total phosphorus, nitrogen, nitrate, nitrite, ortho-phosphorous, nitrogen as ammonia, sulfate, fluoride, turbidity and hardness, and will be sending the permit metals testing to Green Country Testing.

Staff sampled Lake Tenkiller for herbicides and pesticides; five locations were sampled, starting at Carter's Landing and continuing to Tenkiller Dam. The samples were sent to Green Country Testing in Tulsa, OK for the lab analysis. In addition to the herbicide/pesticide testing, CNEP pulled pH, salinity, temperature, dissolved oxygen, and turbidity samples.

b) Staff participated in a radon mitigation meeting with Bill Slentz (Mid America Radon Inc.) and Hastings Hospital Staff including CEO Brian Hail, Lee Jackson, Dr. Doug Nolan, along with nurses, and Dr. Bassi, Podiatrist who has an office in the Physical Therapy Building, to discuss radon, radon levels, and radon mitigation. There was also discussion about the elevated levels in Room 136 and how to mitigate this area. Mid America Radon Inc. has installed another system to the water room outside of the building and fresh air vents were opened on the roof.

Staff set out radon tests to analyze the radon levels of the new fans for the Physical Therapy Building at W.W. Hastings Hospital on April 21, 2015 and will pick them up and ship them to AccuStar Labs for analysis on April 23, 2015. Analysis came back with levels under the EPA action level of 4.0 pCi/L. Radon mitigation for the hospital is now complete and Mid America Radon will be sending an invoice to Lee Jackson for payment.

CNEP Administrator requested another post mitigation radon test to be conducted in rooms with mitigation systems and the adjacent rooms. Tests were set out on Monday May 11 and were picked up on May 13 and sent to AccuStar Lab for analysis.

Trust Application Activities:

- Staff is working on the Phase I Environmental Site Assessment for the Housing Authority Cherokee Nation Property (HACN) in Sallisaw, Oklahoma. A Title History of ownership was conducted for the HACN Property. EDR data reports for the property site were reviewed and researched to determine if there are any activity which would incur a recognized environmental condition according to the ASTM E 1527-13. The information will be implemented into the Phase I ESA report for the NAHASDA program.
- Staff revisited the Cherokee Nation Redbird Smith Health Center Property for a Phase I Environmental Site Assessment (ESA) update requested by Cherokee Nation Real Estate Services. The update confirms that no new activity has been found which would incur a recognized environmental condition according to the ASTM E 1527-13 as described in the initial Phase I Environmental Site Assessment (ESA) dated September 29, 2014. In addition to the site reconnaissance, an EPA Envirofacts database search was conducted to confirm that no releases from neighboring properties within a one mile radius have released hazardous materials that would impact the subject property. Interviews were conducted to confirm that the information provided in August and September 2014 had not changed. Cherokee Nation still holds title to the Redbird Smith Health Center Property. A copy of the EPA Envirofacts and the interview log is attached. The Phase I ESA update was submitted to CN Real Estate Services.