

Group:	Management Resources	Month/Year of Report:	February FY15 Report for March 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)		
Fence Rebuilt (repaired)		
Fire Guards Maintained	3.5 mi	9.25 mi
Lease Compliance/Tribal land inspections	11	18
Mechanical Weed/Brush Control		80 ac
New Fencing		2.45 mi
Provide Technical Assistance to Communities	4	24
Hay baled		128
Crops for families from Jay Community Garden		52

- **Community Assistance Projects**
 - Delivered one rick of wood to a Cherokee citizen in Tahlequah and one rick to a disabled citizen at Lyon's Switch Community
 - Hauled and spread dirt at South Coffeyville Community Building
 - Installed tin horns, hauled and spread gravel at new dumpster site for Delaware County
- **Tribal Land Improvement Projects**
 - Dozed .5 mile fence row and set corner post on KEN 12
 - Replaced brace on CMS 7
 - Completed SEQ 1 cattle guard repair
 - Clean up at Warner property
 - Continue grounds maintenance at Tahlonteskee
 - Cleaned fire guards around pine plantation on CMS 5
 - Completed partial prescribed burn on CMS 56 and CMS 57 for Wildlife Habitat Incentives Program
 - Sallisaw Creek Park
 - Continue work on pad and clearing
 - Equipment repair
 - Burned one acre of grass

- **Resource Projects**
 - Put out 36 bales of hay for the buffalo
 - Welded braces for buffalo fence
 - Total Hay Inventory is 406
 - Loaded hay
 - Equipment maintenance
 - Attended RES/NR Monthly Meeting
 - Pushed snow off Food Distribution parking lot
 - Jay Community Garden
 - Garden maintenance
 - Continue work on fence
 - Dug drainage ditch
 - Installed sign
 - Met with Human Services regarding the Learn and Grow project
 - Partnering with Healthy Nation for volunteer labor

GROUPS KEEPING/MAINTENANCE

Beaver Property (by Yonkers)	<input type="checkbox"/>	Greenhaw tract	<input type="checkbox"/>
Belfonte	<input type="checkbox"/>	Jay Foods 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"/>	Safe house	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlongah Park	<input checked="" type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Dahlongah Shop	<input type="checkbox"/>	Tahlonteskee	<input checked="" type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>		

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. Start date is purposed for early March. Water System Replacement – EOTS delivered review documents – funded; working on MOU with city – 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
Oak Hill/Tag Building		100%	
Main Complex			Design Phase
SHS boys/girls dorm – roofing			Bid opening 1/20/15

RISK MANAGEMENT

- Pre-Disaster Mitigation – Applied for Homeland Security Grant to provide funding to hire team member to update tribal Hazard Mitigation Plan. Received award letter stating funding had been approved. This grant will be used to update the *Cherokee Nation Hazard Mitigation Plan*.
- American Red Cross – has requested CN apply for a smoke detector program that will provide and install smoke detectors to our citizens that do not have smoke detector. If awarded, we will work with the local Volunteer Fire Departments for installation of said detectors. Still awaiting notification on funding to provide a limited number of tornado shelters/safe rooms for citizen affected by the Moore/Norman tornado of 2013. Housing Rehabilitation may assist with installation of detectors for homes of elders.
- Local Emergency Planning Committee (LEPC) meetings – staff attended meetings in Mayes, Cherokee, and Sequoyah counties.
- New South Coffeyville Casino – A Certificate of Occupancy was issued for this facility. It is currently under operation.
- Inter-Tribal Emergency Management Meeting (ITEMC) – CNEM hosted this monthly meeting and tribal emergency management activities and concerns were discussed.
- Tribal Workers' Compensation Act Work Group - next meeting scheduled for February 27, 2015. This group consists of representatives from CN Risk Management, CNB Risk Management, CN Human Resources, CNB Human Resources, CN AG's Office and Insurance Broker. Meetings continue to review and provide input on needed changes to our Tribal WC Act. This project is 95% complete.
- Environmental Protection Commission (EPC) Meeting – meeting was attended by staff and Emergency Management activities were reported on.
- SHS Stadium Improvements/Roof Improvements - staff attended mandatory pre-construction meetings. Construction has not begun at this time.
- Tribal Courthouse / Masonry renovation - Staff attended pre-construction meeting on this project. Discussed safety requirements of this job.
- Tribal Complex – Second Story Addition – Staff attended pre-bid meeting on this project.
- PHAB (Public Health Accreditation Board) - participation continues on this committee devoted to obtaining Public Health's Accreditation. Community Transformation Grant Committee held the last meeting until the new Grant is awarded. Emergency Management deliverables are 100% complete.

- THIRA – Received notification from Department of Homeland Security that our THIRA was received and accepted by respective deadline.
- Evacuation Plans – Ochelata Clinic is currently completed, and work continues on the evacuation plan for Stilwell Clinic addition and new Jay Clinic.
- Pollution Liability Coverage – this 3-year policy was renewed for Cherokee Nation Waste Management. A 10% decrease in premium was negotiated.
- Health Advisory Board Meeting (Head Start) - meeting was attended by staff and RM activities reported on. Inspections of Head Start facilities and trainings needed discussed.
- Training – Fire Extinguisher Training provided at Jay Clinic and the New Jack Brown Center.
- Inspections – Inspections conducted in Mayes, Sequoyah and Cherokee County – ICW, Cascade Springs, Patrick Property, Housing Rehab – (5), Tax Commission, Security Building, Roads, Roads Annex, Roads Lab, Southgate, CDC Tahlequah, CDC Toy Storage, Immersion (4), Marshal Service, Elder Care Follow Up, Building Trades – follow-up, Cort Mall – follow-up, Pryor Career Services, Pryor Head Start, Pryor Housing Authority, ICW – Pryor, Salina Food Distribution, Sallisaw Food Distribution, Human Resources, and Tribal Courthouse. Reports Complete.
- Construction Inspections – Ochelata Clinic, Jay Clinic, Stilwell Clinic Addition, South Coffeyville Casino, ICW, and Cascade Property.

FACILITIES MANAGEMENT

- Repaired sewer lines at Southgate Building H
- Cleared, sanded and salted all lots, walkways, entrances of CN grounds and properties
- Repaired gas leak at Purchasing Warehouse
- ICW Skate Shop Building – set cabinets, plumbed in kitchen sink downstairs, completed duct work downstairs, installed ceiling tiles in upstairs and downstairs areas, completed hanging doors, installed lights on bottom floor, wired up lights, installed receps and light switches, painted downstairs office area, stained doors and painted trim for offices, installed power to heater, installed air duct vents, began installing ceiling tiles, installed light switches and recep overs upstairs, stained and finished doors, installed backsplash, completed final clean up.
- Installed two HVAC units on top of EMS
- Installed fence behind Southgate Storage Buildings
- Met with Indian Nation Fire to begin Sprinkler updates to comply with code
- Put new window installation at Stilwell Complex out for bid
- Painted Conference Room at Roads Building
- Installed four parking lot lights on east side of Main Complex
- Cut pavement on back southwest corner of Complex and installed PVC for electric
- Repaired water leak in Breezeway by Commerce side of Motel

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 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 work on buffalo fence
- Install tin horns at Saline Courthouse
- Split wood as time allows
- Service equipment
- Till gardens
- AML project

PLANNING AND DEVELOPMENT

- **Redbird Smith Annex (CNCR)** Annex remodel started first week of February. Selective demolition is 95% complete. New metal stud walls are 60% complete. MEP rough in is 60% complete.
- **Jack Brown** – Program has occupied the space. Working on a few punch list items; mainly paint issues.
- **Wilma P. Mankiller Addition (CNCR)** –Red iron steel erection complete; Roof deck with ice and water shield 95%; Exterior metal stud framing 95%; Storm water in progress; Site utilities in progress; Bar joist complete; Interior metal stud framing 95% complete; Curb and gutter being placed at 75%; Site concrete and parking areas 50% complete; MEP rough in 50%; Interior dry wall 75%; Expected completion May.
- **Ochelata (CNCR)** –MEP top out - completed; in wall inspections to start; Painting-touch up of final coat on the interior and exterior is near completion; Paving started 1/29/15; Curb and gutter 99%; Brick 95%; Offsite utilities 85% complete; Landscaping is ongoing; Millwork near completion; Dental rough in is complete (reason for delay is design and adding med gas in slab); Moving forward with ceiling changes; Exterior storefront is complete; Restroom tiles 100% complete; Lighting 95% complete; Moving forward with ceiling changes; New completion date April.
- **Sam Hider Clinic (CNCR)** –Parking and drive areas near completion; Storm water near completion; Site utilities in progress(out of building area); First portion of slab complete; Underground MEP for building is in progress; Red iron steel erection is complete, joist and decking complete except for circular drive; roofing started; roofing is in progress; MEP in progress (ducts and overhead conduits); Exterior framing in progress 90%; Interior framing in progress 85%; Brick veneer is ongoing; Aggregate base being placed and curb and gutter started; Expected completion May (due to added med gas & days lost due to weather).
- **New WW Hastings Joint Venture** – Identifying services and programming.
- **New WW Hastings Hospital** – Several program and planning meetings have taken place & continue; Sign off of developed space program complete; Review of DD's (Design development for sign off, interior spaces); Looking at joint venture.
- **Main Complex** – Construction manager is Mike Ross; Drawings are at 100% for review; Working on estimate and bid packages; First package is out (structural steel).
- **Veteran's Center- Statue** – Foundry is currently 3 months behind schedule; Writing bid package for concrete base; will go out to bid soon. *Memorial* – Received bids 2/20; in process – reviewing.



WP Mankiller Clinic 1/15/15



Sam Hider Clinic February 2015



Cooweescoowee Clinic February 2015

RISK MANAGEMENT

- ITEMC Meeting
- PHAB Meeting
- Sequoyah County LEPC
- Cherokee County LEPC
- Mayes County LEPC
- Wagoner County LEPC
- EM Team meeting
- EPC Meeting
- Tribal WC Act Meeting
- Fire Extinguisher Training – Stilwell Clinic
- Fire Ext., and Back Safety – Sallisaw Clinic
- Fire Extinguisher – Salina Clinic
- CN Environmental Festival

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

CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

Group: Management Resources

Month/Year of Report: February, 2015

Executive Director: Bruce Davis

Phone: 918-453-5340

Email: Bruce-Davis@Cherokee.org

Director: Ginger Reeves

Phone: 918-453-5675

Email: ginger-reeves@cherokee.org

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 February.
2. Appraisals. 20 appraisals were approved during the month of February.
3. Quiet Titles/Administrative Law Judgments (ALJ)/Estate closing. Three Quiet Title determination requests were received and three were returned during the month. One ALJ was completed and returned to BIA.
4. Report for Distributions, Transmittals, IIM Setups. One RFD was requested and completed.

5. Narrative/Title Status. One Narrative/Title Status was completed and returned.
6. Court Appearances. Eight Court appearances were completed; two final orders as a result thereof.
7. Right of Way/Service Line Agreements/Right of Entry. Eight right of entries were requested and processed.
8. Leases. One Agriculture lease was submitted for approval; one is currently pending with the Eastern Oklahoma Regional Office; one was approved during the month of February. One business lease was submitted and pending with the EORO.
9. On-Site Inspections, Home Visits, Trespass issues. 34 on-site inspections were requested and completed; four trespass issues were reported and addressed.
10. Environmental Reviews. Two environmental reviews were requested and completed during the month.
11. Maps/platting/survey assistance. 63 requests for maps/platting assistance was completed during the month of February.
12. Jurisdictional calls. 20 jurisdictional calls were completed during the month.
13. Financial transactions. \$276,747.35 was processed through the lockbox; and \$23,851.15 was received in the office for lease payments during the month. Monies were deposited for 335 bales of hay.
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 February, Real Estate Services submitted 15 files for encoding and have determined that 25 files contain no restricted property. There are 706 files remaining for status determination and research.
15. Trainings/special occurrences.
 - Jamey Hothouse attended training for the Trimble GPS unit in Okmulgee on February 24-25.
 - GPS coordinates on tank batteries and pump jacks were processed for several mineral leases during the month.
 - Several meetings held working on Riverbed lands.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs
Administrator: Tom Elkins

Month/Year of Report: February (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)	86	330	37%
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	32	80	32%

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	18	46	31%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	18	64	32%

f.) Landfill Inspection Dates:

Purpose	Date	Leachate Pond Freeboard
Unannounced Visit	1/15/2015	30 inches
Unannounced Visit	1/16/2015	31 inches
Unannounced Visit	1/19/2015	31 inches
Unannounced Visit	1/20/2015	31 inches
Unannounced Visit	1/21/2015	31 inches
Gas Vents Sampled	1/21/2015	
Unannounced Visit	1/23/2015	31 inches
Unannounced Visit	1/26/2015	32 inches
Unannounced Visit	1/27/2015	32 inches
Unannounced Visit	1/29/2015	32 inches
Unannounced Visit	1/30/2015	33 inches
Unannounced Visit	2/2/2015	33 inches
Unannounced Visit	2/3/2015	33 inches
Unannounced Visit	2/4/2015	33 inches
Unannounced Visit	2/5/2015	33 inches
Unannounced Visit	2/6/2015	34 inches
Unannounced Visit	2/9/2015	34 inches
Unannounced Visit	2/10/2015	34 inches
Unannounced Visit	2/11/2015	34 inches
Unannounced Visit	2/12/2015	34 inches
Unannounced Visit	2/13/2015	34 inches

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Unannounced Visit	2/17/2015	35 inches
-------------------	-----------	-----------

II Highlights:

a) CNEP Clean Air staff are preparing for the beginning of ozone monitoring season. Ozone sampling is seasonal and begins on March 1st and ends on October 31st. Each CNEP analyzer at all 5 tribal monitoring locations is brought in from the field location and cleaned, inspected, and made ready for the season.

b) Staff is working with a contractor with the Collinsville Soil Group regarding the former ACME Brick Plant that Cherokee Nation owns. Initial results reveal that there are no findings of smelter waste on the subsurface. This was a visual inspection that was conducted last year. Staff worked with the Cherokee Nation Real Estate Services and the Collinsville Soil Group to work out the exact property boundaries.

c) Staff worked on and completed the W.W. Hastings Hospital Physical Therapy Building and Annex Building Radon Mitigation Scope of Work. It has been sent to Cherokee Nation Contracts Department for a contract to be drafted in order to complete the radon mitigation project.

d) Staff attended 8-Hour Hazardous Waste, Emergency Response (HAZWOPER) Refresher Training on-site Wednesday, January 28th. There were 13 in attendance. The focus of the training was medical monitoring, toxicology, chemical safety/MSDS, placards and Labels/explosives, spill control, emergency procedures, office safety, ergonomics, personal protective equipment, and decontamination.

e) Trust Application Activities:

CNEP staff were accompanied by a BIA staff person and a CN Realty staff person in conducting a final walk through of the North Street Property as part of completing the requirements for trust acquisition. There are a few bottles of sampling chemicals that will be required to be stored in a locked cabinet or properly disposed. This will be finished soon and the trust application finalized.