

Group:	Management Resources	Month/Year of Report:	December FY17 Report for January 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

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		

FACILITIES MANAGEMENT

- Winterized stools and sinks at PowWow Grounds
- Hooked up electric to cubicles at ICW
- Set up Christmas lights, put up tree, decorated and ran electric to Christmas lights at Courthouse
- Removed shade cloth and shade cloth frame for Winter at Courthouse
- Build and prepared Administration's Christmas parade float
- Pulled Christmas parade float in 14 Christmas parades
- Moved COTTA to HWY 51 Property
- Moved DOI out to prep for new flooring

- Worked on HVAC unit and replaced hot water heater for elder in Greasy
- Changed cook stove from natural gas to propane for elder in Watts
- Dug electric line trench and wired residence to pole for elder in Bell
- Repaired heater at EMS
- Set stage, skirting, and podium for CN Christmas Party
- Repaired security and interior lights at HWY 51
- Hauled three loads of gravel for parking lot repairs
- Shampooed carpets in Communication, College Resources, Community Services & Ballroom
- Replaced refrigerator in FRB Breakroom
- Completed painting in FRB Lobby
- Repaired heater at Southgate H
- Ran pipe and pulled wire for Marshal's to connect new power
- Hooked up new service at Marshal's
- Began hanging artwork in FRB
- Began moving Marshals
- Set up tables and chairs for Christmas dinner with Tribal Council
- Set up and tear down of tables and chairs at Hulbert Community Building for Community Meeting
- Mud, taped and patched holes in wall at Youth Shelter
- Moved an office in Benefits
- Replaced faucet at HWY 51 property
- Picked up pop and water from Christmas party and delivered pop to Administration
- Repaired water line at Tahlonteskee
- Added receps to turn on new panel box at Marshal's Building
- Finished sewer and water line for citizen at Bell
- Repaired propane and gas line for citizen on Chewey Road
- Disassembled cubicles in IT and moved them to TERO for storage during carpet installation
- Replaced circuit board on the furnace at Carriage House
- Changed filters at Jay tag office
- Pulled HVAC units off of Main Complex, unhooked the electric from units and the breakers from panel boxes
- Weather proofed all window units at Markoma
- Painted an office in the Old BIA Building
- Installed ceiling tile in the Principal Chief's office
- Repaired major water leak in EMS
- Replaced frost free hydrant at Dahlongah Shop

GROUND'S 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	300 ac	300 ac
New Fencing		
Provide Technical Assistance to Communities	3	4
Hay baled		
Crops for families from Jay Community Garden	12	61

- **Community Assistance Projects**
 - Cut and delivered wood to Elder at Bell Community
 - Cut and delivered wood to disabled citizen near Briggs
 - Covered tin horn and smoothed creek crossing for Elder in Adair County
- **Tribal Land Projects**
 - Clean up at Rose Cottage
 - Checked on Beck's Mill
- **Resource Projects**
 - Attended NR Managers Meeting
 - Opened and shut doors at Sequoyah's Cabin and checked on waterline break
 - Attended Grants Development Meeting
 - Equipment/vehicle maintenance
 - Gathered information and support letters for the Recreational Grant
 - Cut wood
 - Cut and burned brush pile on KEN-23
 - Brush hogged the following in Delaware County
 - 40 acres on KEN-11
 - 70 acres on KEN-28
 - 25 acres on KEN-30
 - 150 acres KEN-31
 - 15 acres on KEN-39
 - Buffalo
 - Fed buffalo
 - Completed weekly checklist
 - Gave tour to Salina Elementary children
 - Jay Community Garden
 - Garden maintenance
 - Run water line to office and added four more faucets

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 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"/>	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"/>

b.) Future Plans/New Initiatives

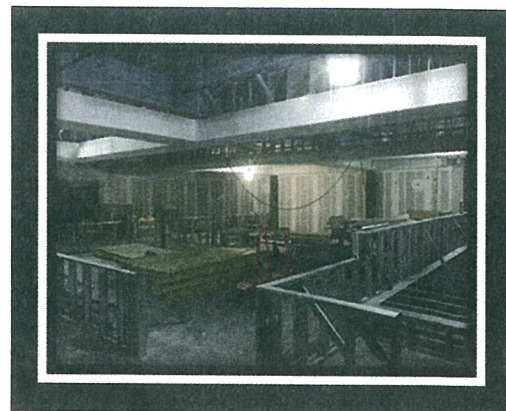
PLANNING AND DEVELOPMENT

- **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; Drywall on going; Elevators install ongoing; Second floor interior, completion date 12/16 (date extended to March to 2017, due to redesign); 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, front entry structural steel is ongoing and new HVAC system for east end of building, March 2017.

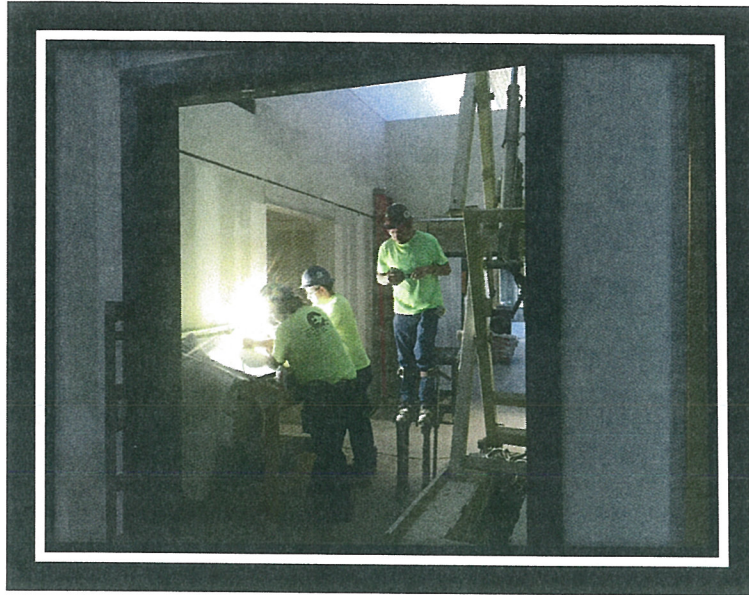
NOTE: Will be working on several projects to come with CNB, Cultural, and Tourism Departments.



Complex upper level



Ongoing interior upper level work



Ongoing work on upper level of Complex

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

- Continue work on Recreational Grant for park

CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

Group: Government Resources

Month/Year of Report: December, 2016

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 December.
2. Appraisals. Two appraisals were ordered.
3. Quiet Titles. Five Quiet Title requests were received, researched and returned.

4. Report for Distributions, ALJs. Two RFDs were requested, prepared and submitted to BIA. One ALJ was requested, researched and returned to BIA.
5. Inventory/Heirship. Five Inventory/Heirships were requested, completed and returned.
6. Last Will and Testaments. Two Last Will and Testaments were prepared and endorsed; one District Court approval, six new interviews were taken; seven drafts prepared.
7. Rights of Way, Rights of Entry, Service Line Agreements. Five Rights of Way are pending; one was approved. 10 Rights of Entry were requested and processed. One SLA is pending.
8. On-Site Inspections, Home Visits, Trespass issues. Five on-site inspections were requested and completed; two home visits were requested and completed; two trespass issues were addressed.
9. Maps/platting. 54 requests for maps/platting assistance was completed.
10. Jurisdictional calls. 48 jurisdictional calls were completed during the month, with 18 after hours.
11. 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.
12. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 150 total files remaining for status determination, research and abstracting.
13. Stats. 81 client sign-ins (walk-ins), 28 phone inquiries, 40 obituaries processed.
14. Impact Aide. Research was performed for three schools for impact aide confirmation.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

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

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)	73	159	18%
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	27	56	22%

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	15	24	16%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	14	32	16%

f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	3	5	17%

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

g.) Landfill Inspection Dates:

Purpose	Date
Unannounced Visit	11/16/2016
Unannounced Visit	11/17/2016
Unannounced Visit	11/18/2016
Unannounced Visit	11/28/2016
Unannounced Visit	11/29/2016
Unannounced Visit	12/5/2016
Unannounced Visit	12/6/2016
Unannounced Visit	12/7/2016
Unannounced Visit	12/8/2016
Unannounced Visit	12/12/2013
Unannounced Visit	12/13/2013
Unannounced Visit	12/15/2016
Unannounced Visit	12/20/2016

II Highlights:

a) Lab:

The CNEP just received its AIR & Water Lab last month and has been transitioning into it since its arrival. All of the equipment was reinstalled, both water and air. The electric, water and sewer utilities had to be reconnected. The new lab will open up several parking spaces which are needed very much.

b) Underground Storage Tank Program:

UST staff conducted a monthly walk-through at Cherokee Nation's Outpost One facility to ensure all equipment is working properly and all records are being kept according to regulations.

c) Clean Water Program:

Water staff will be sampling Spring Creek, Flint Creek, Fourteen Mile Creek, Sallisaw Creek, Little Lee Creek and Caney Creek for water quality. Staff will send the samples to Green Country Testing for analysis on pH, temperature, specific conductivity, dissolved oxygen, E. Coli bacteria, total phosphorus, nitrogen, nitrate, nitrite, ortho-phosphorous, nitrogen as ammonia, sulfate, fluoride, turbidity and hardness.

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.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

a) Tar Creek:

Cherokee Nation signed the Tri-State Partnership MOU. This is a MOU between the Trustee Councils for Missouri, Oklahoma, and Kansas impacted by the Tri-State Mining activities. This will extend the MOU period for an additional 10 years.

Staff participated in the TCTCIT (Tar Creek Trustee Council Indian Tribes) conference calls on December 2nd and December 14th.

Staff participated in the Tar Creek Trustee Council Meeting in Tulsa, Oklahoma on December 8th.

b) National Zinc:

Staff participated in the National Zinc Trustee Council conference call on December 2nd.

c) Tulsa County Smelter Complex:

Staff worked on the Pre-Assessment Screen for the Tulsa County Smelter Complex. Staff incorporated draft language regarding the Collinsville Smelter and Tulsa Fuels and Manufacturing Site for the Trustee Council to review. Staff is corresponding with EPA and ODEQ to collect information on both of these projects.

Brownfields Program:

Staff created and completed the ASTM Phase I ESA Guidance Checklist that will be used as a tool to ensure that all elements of the ASTM E1527-13 Standards will be included in ESA reports and to ensure that the reports are written most efficiently and accurately. The checklist was distributed to the Brownfields staff.

Staff worked on updating the default language in the Parcel for the Phase I Environmental Site Assessments (ESAs) to reflect the ASTM E1527-13 Standards.

Cherokee Nation Real Estate Services

- Staff scheduled a date to do a site reconnaissance for the Craig County Property 183 acre project on January 11, 2017. The Phase I ESA is being conducted for Cherokee Nation Real Estate Services as part of the trust acquisition application package.
- Staff reviewed comments from the Bureau of Indian Affairs (BIA) for the Vinita Health Center Phase I Environmental Site Assessment (ESA). Staff reviewed the Phase I ESA after changes were made to the report. The Phase I ESA was finalized for staff to prepare to submit to Cherokee Nation Real Estate Services.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff worked on the Skelly Illinois River Phase I ESA Report for Cherokee Nation Real Estate Services. Staff has collected FEMA Maps, Wetland Maps, and Envirofacts reports to incorporate this information into the Parcel Program.
- Staff is working on the Phase I ESA Report for Rose Cottage Property for Cherokee Nation Real Estate Services.
- Staff traveled to Ochelata and Vinita on November 29th to assist Bureau of Indian Affairs Site Inspection for the Ochelata (Cooweescoowee) and Vinita Health Clinics.
- Staff worked on the Phase I Report for the Will Rogers Health Center (Nowata). This project is near completion.