

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	April FY17 Report for May Mtg.		
<b>Executive Director:</b>	Bruce Davis	<b>Phone:</b>	453-5340	<b>E-mail:</b>	<a href="mailto:bdavis@cherokee.org">bdavis@cherokee.org</a>

## I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

## II. Program Highlights

### a.) Accomplishments

#### FACILITIES MANAGEMENT

- Set up 60x90 tent for event at NSU
- Installed new memorial bricks at Veteran's Center
- Mounted projector and screen in Patrick House
- Hung bulletin board in Education
- Repaired tile at Immersion
- Replaced leaky faucet in Human Services area of Main Complex
- Worked all fields for tournament prep
- Repaired 10 back up window units
- Replaced bulbs and ballasts in Stilwell Complex
- Began carpet installation in Immersion K Class
- Began installing mini split system at Markoma Girls Dorm
- Installed three storm doors at Immersion V
- Wired up compressor and ran conduit to lift machine at new GSA Service Center
- Changed bulbs and ballasts at Roads Annex Building
- Roughed in plumbing for new restrooms at Archery Range
- Removed cubicle out of Cherokee First and re-set it in job trailer at Hastings Construction site
- Replaced cubicles in IT
- Cleaned sewer line and cleared septic tank at Tender Mercy Church
- Repaired AC at Munson
- Cleared sewer lines at CDC
- Framed up new bathroom walls for Archery Range
- Citizen's residence at Greasy- replumbed water lines, replaced water valves under sinks, replaced faucets on sinks and tubs, replaced water heater, connected cook stove, changed out door knobs
- Citizen's residence in Vinita – tarped leaking roof
- Hooked up projector at Patrick House
- Changed out bulbs and ballasts in Art Center
- Pulled wire for compressor to Human Services Conference Room in Main Complex to alleviate issues with breaker tripping and setting off fire alarm
- Worked on roof leak on Breezeway at Immersion
- Worked on roof leak in Old BIA Building
- Worked on roof leak in Career Services Learning Center
- Hooked up power, dropped four recepts to cubicles and installed power pole at Human Services
- Installed ceiling tile in the studio in Communications
- Patched holes, touched up walls and installed mirrors at the Marshals Building

- Replaced belt on HVAC system on the roof above that ballroom
- Replaced belt on HVAC system at the Roads Building
- Hooked up electric, septic tank and water to new trailer at Greasy/Hothouse
- Set p for National Book Signing Day at SHS New Gym

#### **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"/>

#### **NATURAL RESOURCES**

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		10 ac
Chemical Brush/Weed Control (spray)	347 ac	347 ac
Lease Compliance/Tribal land inspections	9	52
Mechanical Weed/Brush Control		1045 ac
New Fencing		.25 mi
Provide Technical Assistance to Communities	12	59
Hay baled		
Crops for families from Jay Community Garden	1	62

- **Community Assistance Projects**
  - Tilled 4 gardens
  - Mowed for elder in Muskogee County
  - Cleared for mobile home pad for citizen in Adair County
  - Trimmed trees, worked on new road and hauled off debris from old house fire for citizen in Adair County
  - Mowed at Bell Community Building grounds twice this month
  - Mowed for two elders in Cherokee County
  - Assisted elder in Adair County by spreading gravel
- **Tribal Land Projects**
  - Burned brush piles on KEN-14
  - Burned brush at Dahlongegah Park
  - Sprayed 172 acres in Delaware County and 175 in Adair County
- **Resource Projects**
  - Equipment maintenance
  - Put up barriers at Saline Courthouse bridge due to heavy rain
  - Mowed at Garland, Texas
  - Completed the following site inspections in Adair County: CMS-5, CMS-7, CMS-8C, CMS-9, CMS-10, CMS-31, CMS-32, CMS-32B, and CMS-47PT
  - Repaired water leak at Dahlongegah shop and replaced hydrant
  - Attended USDA Meeting
  - Spread lime at Cherry Tree for Environmental Services



- Attended NR Managers Meeting
- Opened and closed doors at Sequoyah's Cabin through April 12
- Buffalo
  - Fed buffalo and completed weekly checklist
  - Gave tour for Immersion First Grade class
  - Total Headcount is 92: Bulls-15, Cows-68, Calves-9



- Jay Community Garden
  - Poured concrete around water faucets
  - Built tomato cages
  - Bought remaining plants needed
  - Provided for one family this month
- National Cherokee Nation Park
  - Cleared riding trails
  - Cut dead trees and stumps
  - Three River's Bass Tournament was held April 1
  - Spring Trail Ride has been rescheduled to May 6, 2017

#### **GROUNDS KEEPING/MAINTENANCE**

Beaver Property (by Yonkers)	<input type="checkbox"/>	Jay Food Distribution	<input checked="" type="checkbox"/>
Belfonte	<input checked="" type="checkbox"/>	Kenwood Trailer Park	<input checked="" type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Locust Grove Property	<input checked="" type="checkbox"/>
Bull Hollow Shop	<input checked="" type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	National Cherokee Nation Park	<input checked="" type="checkbox"/>
Dahlongegah Park	<input checked="" type="checkbox"/>	Sequoyah's Cabin	<input checked="" type="checkbox"/>
Dahlongegah Shop	<input type="checkbox"/>	Tahlonteeskee	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>	Taylor Ferry	<input checked="" type="checkbox"/>
Greenhaw tract	<input type="checkbox"/>		

#### **PLANNING AND DEVELOPMENT**

##### **NEW CONSTRUCTION**

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
WW Hastings New Building	April 2017		



## REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Main Complex			2017

### b.) Future Plans/New Initiatives

## 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

- Repair hay field at Ochelata
- Continue spraying on Tribal Land

## PLANNING AND DEVELOPMENT

- **New WW Hastings Joint Venture**; Rough grading, ground zero; clearing and grubbing started 3.6.17 – ongoing;. Construction fencing nearing completion; Flintco installing signage on fencing; Two job trailers are in place; Subgrade undercut ongoing; lifts on parking lots and building pads ongoing; subgrade undercut ongoing; density testing and proof rolls ongoing; scarifying of building pad due to excessive rain – ongoing.
- **Main Complex – New Construction** –Interior painting is ongoing; Rough-in of utilities is ongoing; Drywall nearing completion; Elevators install ongoing – one installed so far; Second floor interior, complete end of March (revising schedule due to long lead times on some major items on the court's side, should complete in April; Multimedia equipment has been bid out and closes on 3/24/17; Tile work ongoing; Ceiling grid & lighting ongoing – near completion; EFIS is ongoing; We have had a few changes for the Attorney General's office area, working on an updated schedule. Phase 2, Roofing insulation and moisture barrier ongoing; Lights being installed; Elevated floor in large courtroom installed; front entry structural steel is complete and new HVAC system for east end of building, March 2017, exterior wood columns near completion.
- **Saline Court House**: (walking trails) – Plans for CNB are not totally developed; Final cut and surface materials has been posted and held pre-bid, bid closes 3/27/17
- **Capitol Pavilion** – Plans have been delivered; Bids have been received and are in the process of reviewing
- **John Ketcher Youth Shelter Remodel** – Preconstruction meeting 4/13; Roof tear off underway 4/24.
- **Three Rivers Clinic Water Remediation** – Bid package sent to Procurement 3/20/17; Addendum 01 completed.
- **Redbird Smith Clinic parking lot** – Demo of asphalt completed; dewatering ongoing; trench drain install near completion; draining standing water.



Exterior of Keeler Complex



Court Room Progress





**Earthwork at new Hastings Clinic site**



**Asphalt Remediation Redbird Smith Clinic**

## CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

**Group:** Government Resources

**Month/Year of Report:** April, 2017

**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. No sell or purchase of land.
2. Appraisals. Six appraisals were ordered during the month of April as of reporting date; seven were approved.

3. Quiet Titles. Two Quiet Title requests were received, researched and returned.
4. Report for Distributions, ALJs. One ALJ was requested, researched and processed.
5. Restriction Removal Applications. Seven restriction removal applications are being processed.
6. Inventory/Heirship. 38 Inventory/Heirships were requested, 39 were completed and returned; three processing.
7. Last Will and Testaments. One Last Will and Testament was prepared and endorsed; two full-blood District Court approvals were accomplished; four new interviews were taken; three drafts prepared.
8. Rights of Way, Rights of Entry, Service Line Agreements. One Right of Way is pending on trust land; one approved on tribal land. Five Rights of Entry were requested and processed. One Service Line Agreement was submitted; six are pending; one approved.
9. On-Site Inspections, Home Visits, Trespass issues. Nine on-site inspections were requested and completed. One home visit was requested and completed to date. Three trespass issues were requested, two completed; three additional trespass issues are pending.
10. Leases. One restricted hunting lease was submitted and one approved.
11. Maps/platting. 33 requests for maps/platting assistance were received and completed.
12. Jurisdictional calls. 51 jurisdictional calls were completed during the month, with 25 after hours.
13. 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.
14. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 74 total files remaining for status determination, research and abstracting.
15. Stats. 91 client sign-ins (walk-ins), 53 phone inquiries, 66 obituaries processed.
16. Impact Aide. Research was performed for four area schools for impact aid.
17. Financial transactions. \$165,400.49 was processed through the lockbox and \$11,324.80 was processed as lease payments during the month of April.



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

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

Phone: 918-453-5237, Cell: 918-822-2793, email: [tom-elkins@cherokee.org](mailto: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)	105	442	49%
6 ERR (Roads)	3	7	116%

### b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	32	147	59%

### c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	1	8	16%

### d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	15	75	50%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	13	85	43%

### f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	3	17	57%

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

g.) Landfill Inspection Dates:

Purpose	Date
Unannounced Visit	3/20/2017
Unannounced Visit	3/21/2017
Unannounced Visit	3/22/2017
Unannounced Visit	3/23/2017
Unannounced Visit	3/24/2017
Unannounced Visit	3/27/2017
Unannounced Visit	3/28/2017
Unannounced Visit	3/29/2017
Unannounced Visit	3/30/2017
Unannounced Visit	3/31/2017
Unannounced Visit	4/3/2017
Unannounced Visit	4/5/2017
Unannounced Visit	4/6/2017
Unannounced Visit	4/7/2017
Unannounced Visit	4/10/2017
Unannounced Visit	4/11/2017
Unannounced Visit	4/12/2017

## II Highlights:

### a) Clean Air Program:

- Air staff submitted the FY17 2nd quarter Clean Air Monitoring report (January – March) to EPA R6.
- Air staff will be performing maintenance of the Thermo 49i-PS and Environics 6103 ozone transfer standards, as well as verifying them against our local primary ozone standard.
- Air staff will be submitting the Clean Air Monitoring grant package to the Grants Development group for review; the proposal/workplan has already been approved by EPA Region 6.
- Air staff will submit the data certification package for all 2016 data to EPA Region 6; the package is due by May 1st.

### b) Pesticides Program:

- Staff is finalizing the FY18 Pesticides grant application for submission; the Grants Development department reviewed the work plan last week.
- Staff is working on the 2nd quarter report for FY17.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff continues to enter pesticides application notifications received for the current quarter.

## c) Clean Water Program:

- Staff received data from the 2nd quarter of stream sampling from Green Country Testing; the data is currently being reviewed and compiled for submission to EPA's STOrage and RETrieval and Water Quality eXchange (STORET).
- Staff is working on the 2nd quarter report for the Clean Water 106 program that will be submitted to EPA on or before April 30th, 2017.
- Staff sampled Copan Lake on April 12th and Oologah Lake on April 18th for water quality. Staff will be sending 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) Underground Storage Tank (UST) Program:

- The Cherokee Nation is the lead agency for the Inter-Tribal Environmental Council (ITEC). The Underground Storage Tank (UST) staff conducted UST training and inspections for eight tribes in (ITEC).

## e) Information Exchange Program:

Staff has worked with IS to complete tasks for the Exchange Network grant; the individual assigned to the project is Ash Ali/Lead Applications Developer. Air monitoring data has been successfully published on a publicly accessible website; the reports can be accessed at <http://geodata.cherokee.org/CleanAir/>. Staff will be compiling data summary reports that can be accessed by the public on the same site as above. The reports currently displayed contain daily data; in addition to this information, we would like to make available reports that contain roughly three months of data, which could be useful to researchers, epidemiologists, etc. The reports have been compiled; we are waiting on the servers to be updated to support HTML 5, which will allow us to make the reports downloadable. Staff will continue to participate on the Tribal Governance Group (TGG).

## f) Natural Resource Damage Assessment and Restoration: (NRDA):

Staff worked on planning activities for the Tribal NRDAR Conference that Cherokee Nation is hosting for Tribes and the U.S. Department of Interior. Staff is working on preparation activities



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

and conference logistics. Staff is participating in several planning conference calls and working on the recruitment of speakers.

## 1. Tar Creek:

- Staff participated in the Tar Creek Trustee Council Meeting on April 12th. This meeting focused on the Restoration Plan, Peabody Bankruptcy and project updates.
- Staff participated in one Tar Creek Trustee Council Indian Tribes (TCTCIT) conference calls with the Tribal NRDAR Attorneys and consultant. The conference call focused on the EPA Data Gap Report for Operable Unit #5.

## 2. Tulsa County Smelter Complex:

- Staff worked on the Tulsa County Smelter Complex Trustee Council activities and reviewed the Notice of Intent (NOI) Letter to the Primary Responsible Parties (PRPs).

## f) Cherokee Nation Real Estate Services:

Staff met with a Bureau of Indian Affairs staff member to go over the Skelly Illinois River Phase I Report. Staff made changes as requested and submitted the report to Cherokee Nation Real Estate Services and Bureau of Indian Affairs.

Staff continued working on the Craig County 183 Acre Phase I Environmental Assessment Report for Cherokee Nation Real Estate Services.

Staff worked on and completed the Blackfox Property Phase I Report for Cherokee Nation Real Estate Services. This project is a "Removal of Restrictions" Phase I ESA Report.

Staff worked on the narrative sections and the appendices in Parcel for the Watt Estate Phase I ESA. A draft was completed and provided to peers for review for recommended changes and corrections. Changes were made to the Phase I ESA and it was finalized and sent to Jessica Harkreader with Cherokee Nation Real Estate Services. The Phase I ESA was conducted for Restriction removal.

g) Along with other Departments at the Cherokee Nation the CNEP hosted the 6<sup>th</sup> annual Environmental Festival on Friday, April 21<sup>st</sup>. Staff from most Departments attended. There were booths with representatives from state and federal agencies, along with other tribes. It was hosted at the Talking Leaves Job Corps (TLJC).