

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	May FY17 Report for June 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

#### NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		10 ac
Chemical Brush/Weed Control (spray)	1222 ac	1569 ac
Lease Compliance/Tribal land inspections	1	53
Mechanical Weed/Brush Control	12 ac	1057 ac
New Fencing		.25 mi
Provide Technical Assistance to Communities	22	81
Hay baled		
Crops for families from Jay Community Garden	18	80

- **Community Assistance Projects**
  - Repaired seven driveways
  - Tilled two gardens
  - Mowed at the Archery Range, Greasy Community Building, and Bell Community Building twice
  - Repaired fence at Jack Brown sweat lodge
  - Mowed lawns for four Cherokee Elders for one time mowing only
  - Cleared brush and trees for Cherokee Citizen
  - Cut tree limbs down for two Cherokee Elders
  - Recovered washed out tin-horn and repaired creek crossing for Cherokee Elder
- **Tribal Land Projects**
  - Sprayed 442 acres on Kenwood Units in Delaware County
  - Sprayed 585 acres on Candy Mink Springs Units in Adair County
  - Sprayed 195 acres on Sequoyah Units in Cherokee County
  - Site inspection completed on Yonkers tract
  - Brush hogged eight acres on CMS-18B
  - Repaired bridge at Saline Courthouse
  - Brush hogged four acres on SEQ-1
- **Resource Projects**
  - Attended NR Managers Meeting
  - Equipment maintenance



Spring Trail Ride – May 6, 2017 – National Cherokee Nation Park

### Bison Project

- Fed bison and completed weekly checklist
- Working with CN Grants Department on grant proposal
- Total Headcount is 92: Bulls-15, Cows-68, Calves-9
- Jay Community Garden
  - Garden maintenance
  - Sprayed
  - Provided crops for 18 families
- National Cherokee Nation Park
  - Installed three tin horns
  - Cleared riding trail
  - Hosted Spring Trail Ride on May 6 and had 100+ participants

### GROUNDS KEEPING/MAINTENANCE

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

### FACILITIES MANAGEMENT

- Dug up sewer line and tapped into sewer main at Archery Range
- Removed all seating in the Council Chambers for new carpet
- Hooked up A/C condenser, ran new wire for disconnect and added Freon for citizen project at Greasy
- Replaced security lights in front parking lot at the HR Building
- Put up ceiling joist in new bathroom at Archery Range
- Replaced lights on poles in front of the courthouse
- Replaced HVAC unit on south side of the Financial Resources Building
- Set up and tear down of full stage for Sequoyah High School graduation
- Dug ditch and ran conduit for electric at Archery Range
- Drained drip pan above IT room in the Financial Resources Building
- Finished installing cubicles in IT at Main Complex
- Installed new receptacle in Administration
- Set up and teardown of 60x90 tent at Oologah
- Dug up three holes for shade sail poles at Talking Leaves
- Ran electric to new bathroom and finished installing metal at the Archery Range
- Framed up, sheetrocked and insulated a wall in Realty
- Replaced HVAC unit at FRB
- Repaired HVAC unit at Gaming Commission
- Set up and tear down of tent at Oaks for event, also delivered tables & chairs
- Installed brick, mowed, weedeated, edged and replenished mulch at the Veteran's Center
- Removed door to place a large cart in a room at the Election Commission

- Staff Safety Meeting – topics: Heat Safety, Seat Belt Usage, Cell Phone Safety
- Moved furniture for new floor installment at JOM
- Began clearing ditch line at Warehouse
- Patched walls, sanded and painted walls in Council Chambers
- Repaired and prepped ceiling for new paint at Career Services Learning Center
- Installing new restrooms at Archery Range
- Installed new light poles at Election Building
- Changed out lights at Gaming Commission
- Changed out lights at Human Resources
- Removed lights in old Marshal Services Building
- Set up stage, chairs and tables for Children's Mental Health Awareness Day at Courthouse
- Delivered and picked up tables and chairs to Sallisaw for Trail Ride
- Repaired water valve to sprinkler at Ballfields
- Roughed in plumbing in new bathroom at Archery Range
- Scraped paint and repainted wall in Council Chambers
- Repainted wall and changed ceiling tile in new IT office
- Built float for Strawberry Festival in Stilwell
- Ran wire, stood new light poles in parking lot and hooked up new lights at Election Commission
- Repaired entry door at Security Building
- Set up 15 tables and 30 chairs for Career Services at Main Complex
- Repaired AC in audit Department of Tag Office
- Repaired leak and added Freon to HVAC unit at Stilwell Complex
- Set up and tear down of tent at Tahlequah City Hospital for event

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

Dahlongegah Shop	<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"/>	Bull Hollow Shop	<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"/>

#### **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

#### NATURAL RESOURCES

- Bale hay
- Community Assistance Projects

#### FACILITIES MANAGEMENT

- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

#### PLANNING AND DEVELOPMENT

- **New WW Hastings Joint Venture**; Two job trailers are in place; Building pad complete; Subgrade undercut ongoing; Density testing and proof rolls on going; Waterline going; Contec will be onsite 6/5/17.
- **Main Complex** – Continuing to work on punch list items
- **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** – Old roof removed; New roof in place; Interior damage almost complete; Electrician here 5/31/17 to begin setting generator; Painters doing touchups; Flooring has been installed.
- **Three Rivers Clinic Water Remediation** – Bid package sent to Procurement 3/20/17; Addendum 01 completed; Addendums 2 & 3 answered. Received bids; Awarded to H&G Construction; Award letter sent to H&G; Construction should begin soon.
- **Redbird Smith Clinic parking lot** – Demo of asphalt completed; dewatering ongoing; trench drain install near completion; Phase 1 parking lot 90% complete 502 yards; Stripping complete on Phase 1; Fence being installed for start of Phase 2





**Interior of Keeler Complex 2<sup>nd</sup> floor**



**Digging trench at CN Outpatient Clinic site**





**Staff entrance – CN Outpatient Clinic site**





**CN Outpatient Health Center building pad**

## CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

**Group:** Government Resources

**Month/Year of Report:** May, 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. Three appraisals were ordered during the month of May. As of reporting date, three were completed.

3. Quiet Titles. Five Quiet Title requests were received, researched and returned.
4. Report for Distributions, ALJs. Four Administrative Law Judgments were requested, researched and processed.
5. Restriction Removal Applications. Five restriction removal applications are being processed; one was approved and completed during the month of May.
6. Inventory/Heirship. 31 Inventory/Heirships were requested, completed and returned.
7. Last Will and Testaments. Five Last Will and Testaments were prepared and endorsed; one full-blood District Court approval was processed; eight new interviews were taken; four drafts prepared.
8. Rights of Way, Rights of Entry, Service Line Agreements. One Right of Way was approved and one is pending on trust land. Eleven Rights of Entry were requested and processed. Three Service Line Agreements are pending; three approved.
9. On-Site Inspections, Trespass issues. Eight on-site inspections were requested and completed. Three trespass issues are pending.
10. Leases. One business lease on tribal land was submitted; one approved. One agriculture lease on restricted land was submitted; one approved.
11. Maps/platting. 33 requests for maps/platting assistance were received and completed.
12. Jurisdictional calls. 49 jurisdictional calls were completed during the month, with 18 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 62 total files remaining for status determination, research and abstracting.
15. Stats. 104 client sign-ins (walk-ins), 84 phone inquiries, 65 obituaries processed.
16. Impact Aide. None to report for the month.
17. Financial transactions. \$287,194.70 was processed through the lockbox and \$13,530.97 was processed as lease payments during the month of May.



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, June (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)	60	502	56%
6 ERR (Roads)	0	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	31	178	71%

### c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	0	8	16%

### d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	15	90	60%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	7	92	47%

### f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	6	23	77%



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

g.) Landfill Inspection Dates:

Purpose	Date
Unannounced Visit	4/21/2017
Unannounced Visit	4/24/2017
Unannounced Visit	4/25/2017
Unannounced Visit	4/26/2017
Unannounced Visit	4/27/2017
Unannounced Visit	4/28/2017
Unannounced Visit	5/1/2017
Unannounced Visit	5/2/2017
Unannounced Visit	5/9/2017
Unannounced Visit	5/10/2017
Unannounced Visit	5/12/2017
Unannounced Visit	5/15/2017
Unannounced Visit	5/16/2017

## II Highlights:

### a) Clean Air Program:

- Staff attended the spring National Atmospheric Deposition Program (NADP) meeting in Louisville, KY April 24th – 27th.
- Air staff attended the National Tribal Forum on Air Quality in Tucson, AZ May 1st – 4th and presented in the Air Quality Technical & Outreach session.
- Eric Hebert with Environmental Engineering & Measurement Services, Inc. (EEMS) was at the Stilwell site May 9th - 11th for site evaluation and ozone and meteorological audits. EEMS performs independent audits of sites in the CASTNet program.
- Air staff performed a 6 x 6 verification on the Thermo 49i-PS ozone transfer standard; it can now be put back into rotation to be used for site checks. The 6 x 6 verification must be performed after any adjustments or repairs are made to the instrument.
- Staff will attend the National Tribal Air Association (NTAA) VW Settlement Work Group call on May 18th.

### b) Pesticides Program:

Staff worked with the Grants Development department to submit the FY18 Pesticides grant application to grants.gov; EPA acknowledged that the application was received. The new R6 project officer for Cherokee Nation and the State of Oklahoma is Eric Nystrum.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff submitted the 2<sup>nd</sup> quarter report for FY17.
- Staff traveled to New Orleans, LA for the Region 6 Spring State/SLA/Tribal Pesticides meeting May 2<sup>nd</sup> – 4<sup>th</sup>.

## 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 finished the Clean Water 106 2nd quarter report for EPA on April 24th. The report covered sampling of streams and lakes and also covered trainings and conferences that were attended by water staff.
- Staff planned on sampling Lake Copan May 15th, but all boat ramps were closed. Staff will check with Army Corps of Engineers next week to see if they have re-opened the ramps.
- Staff will be sampling Lake Oologah again the week of May 22nd if debris and water levels have returned to a safe level.

## d) Underground Storage Tank (UST) Program:

- UST staff will provide an 8-hour HAZWOPER refresher course on May 17th.
- The UST staff provide technical assistance and inspection services to 8 tribes this month.

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

Staff worked presented the Tribal NRDAR Conference. The Cherokee Nation hosted this tribal event for the U.S. Department of Interior. Staff traveled to Albuquerque, New Mexico to attend the NRDAR 101 class.

### 1. Tar Creek:

- Staff again 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.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

## 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 review the Skelly Illinois River Phase I Report. Staff made changes as requested and submitted the report to CN Real Estate Services and BIA.