

Group:	Management Resources	Month/Year of Report:	August FY17 Report for September 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		10 ac
Chemical Brush/Weed Control (spray)	50	1754 ac
Lease Compliance/Tribal land inspections	15	80
Mechanical Weed/Brush Control	155 ac	1457 ac
New Fencing		.25 mi
Provide Technical Assistance to Communities	8	116
Hay baled	88	1045
Crops for families from Jay Community Garden	81	400

- **Community Assistance Projects**
 - Mowed twice this month for CC Camp
 - Mowed for elder in Adair County
 - Removed tree at Miller Cemetery in Cherokee County
 - Mowed twice for Bell Community Building grounds
 - Repaired driveway and drainage issues for Tribal Citizens in Sequoyah County
 - Repaired road for Cherokee Citizen in Sequoyah County
- **Tribal Land Projects**
 - Completed site inspections on the following properties: Garland Texas, Tahlonteskee Courthouse, Ochelata, RF-1, RF-3, RF Park, KEN-14, KEN-14A, KEN-14B, KEN 40, KEN 41, Porum-1, Ross Road, National Cherokee Nation Park, I-40 tract and Redbird Forested/Housing tract
 - Baled 88 bales of hay on CMS-8
 - Attended Nation to Nation USDA Conference
 - Brush hogged 30 acres on SEQ-2
 - Brush hogged 125 acres at Flint Creek
 - Sprayed 50 acres on KEN-14
- **Resource Projects**
 - Attended CSP, Record Keeping and Eligibility Workshop
 - Met with Water and Sanitation Department regarding septic perc test at National Cherokee Nation Park
 - Attended Ozark Chinkapin Conference in Winona, MO
 - Equipment repair and maintenance
 - Attended Holistic Buffalo Management Training
 - Bison Project
 - Fed bison and completed weekly checklist
 - Corral expansion is underway

- Total Headcount is 93
- Jay Community Garden
 - Garden maintenance
 - Provided crops for 81 families

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"/>	Greenhaw tract	<input type="checkbox"/>
Bull Hollow Shop	<input checked="" type="checkbox"/>	Locust Grove Property	<input checked="" type="checkbox"/>
Candy Mink Springs	<input checked="" type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlongegah Park	<input type="checkbox"/>	National Cherokee Nation Park	<input checked="" type="checkbox"/>
Dahlongegah Shop	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>	Taylor Ferry	<input checked="" type="checkbox"/>

FACILITIES MANAGEMENT

- Completed Attorney General move from Cort Mall to Main Complex
- Moved furniture out of connex from Marshal building to new area (ran electrical service lines for connex, removed chain link fence from old building, disconnected power from old connex area)
- Replaced outside hydrant and insulated box covering hydrant at Stilwell Complex
- Replaced capacitors and added Freon to unit at Old BIA
- Ran conduit for HVAC disconnect system at Southgate G
- Replaced capacitor and replaced circuit board on air conditioner at White House
- Replaced condenser motor on HVAC unit at Carriage House
- Repaired stairs at Southgate
- Replaced diamond plates at Complex breezeway
- Hung Holiday banners around Complex and downtown
- Replaced wood and painted benches at the Cultural Grounds
- Re-landscaped the flower beds in front of the Complex
- Re-landscaped the flower beds at the White House
- Set condenser and ran duct work at Service Center
- Disconnected the electric from the Building at the Old Marshal Building
- Set up stage at Sequoyah
- Mow and weedeat at Bull Hollow Shop
- Completed stripping and waxing the floors at Immersion
- Scrubbed and waxed the rock floor in the Main Complex
- Purchased a new floor machine for the Markoma Gym
- Currently in the interview process of hiring a night supervisor for Housekeeping
- Repaired electrical conduit in the ditch in front of the Main Complex
- Unloaded art work and pictures in the west end of the Main Complex to be hung by Holiday
- Removed two trees in front of the Main Complex
- Ran conduit for wire to hook up tire machine at Fleet Service Center
- Hung shade cloth for Holiday Tournament
- Built parade float for parade in Claremore
- Closed off duct work at Fleet Service Center
- Repaired AC at Southgate Firedancers Shop
- Repaired leaks at Registration and installed new clean out
- Repaired leaks at Roads and installed two new clean outs
- Worked on chiller with Trane and replaced faulty sensors
- Shampooed Immersion classroom carpets
- Stripped and waxed floors in classrooms at Immersion

- Set up 60x90 tent for Holiday
- Painted all arbors at PowWow Grounds
- Painted all bleachers at PowWow Grounds
- Set up ballfield in preparation for the Fast pitch Tournament
- Installed new are work and hung art throughout the Main Complex
- Checked units and changed filters at Ballfield
- Changed out unit in Tax Commission
- Repaired condensation leak in server room at Election Commission
- Charged unit in Benefits
- Mowing and weed eating
- Holiday prep work

GROUND'S KEEPING/MAINTENANCE

Dahlongah 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 checked="" 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"/>

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

NATURAL RESOURCES

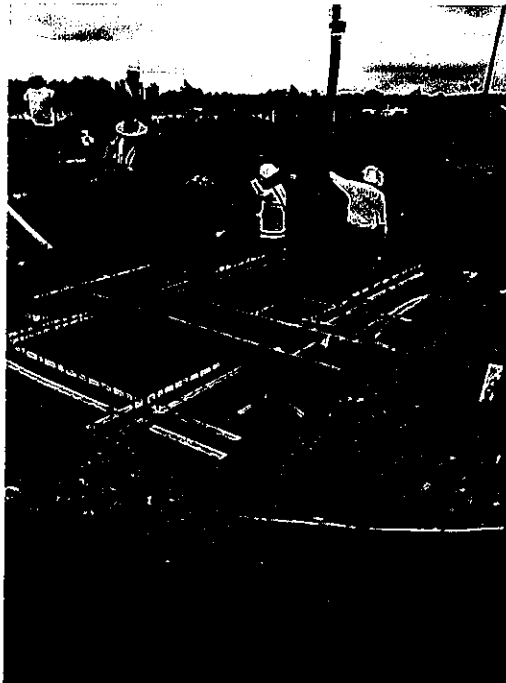
- Community Assistance Projects

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

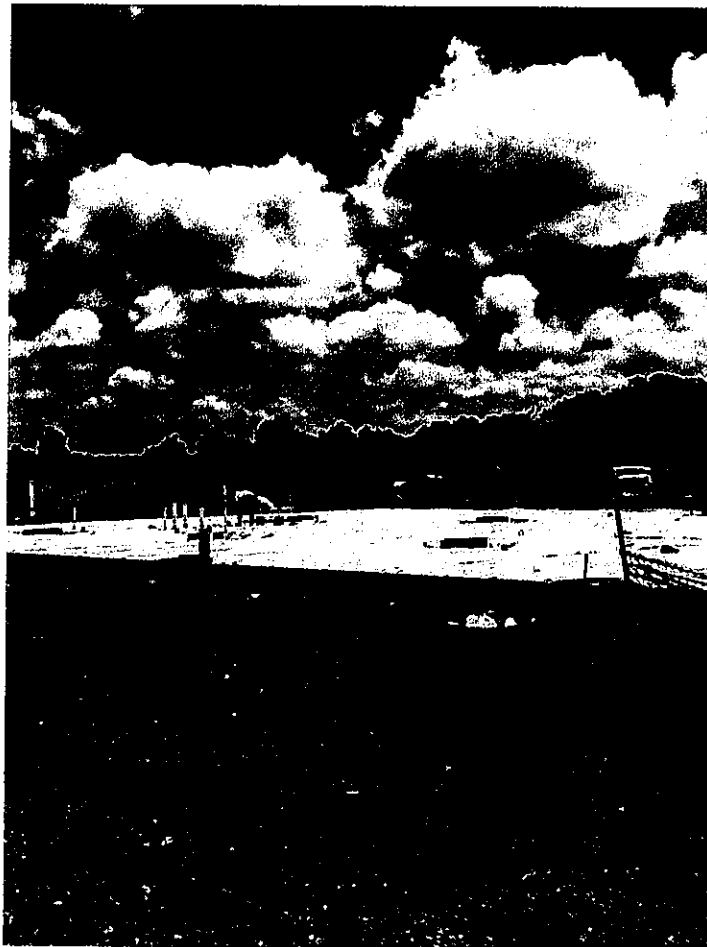
- **New WW Hastings Joint Venture;** Subgrade undercut ongoing at detention pond; Density testing and proof rolls ongoing; Waterline ongoing; Sanitary sewer ongoing; Storm drain ongoing; Under slab electric and plumbing ongoing; Spread footings and grade beam ongoing in Sectors 3, 5 and 6; Gabion walls ongoing; Elevator pits cement placed 8/17/17.; Sector 4 slab pour between grid lines O, 21 and 22 and N, 21 & 22 – cement had to be removed due to bad mix - slump was 11+. Two skid steers were used to remove cement. Cement placed again - correctly; Sector 5 slab cement placement complete; Sector 6 spread footings and grade beam ongoing; 1st load of steel on site; Crane has been erected; Site waterline install ongoing; North & East parking lots final grading ongoing; L line cement pour scheduled for 9/1/17 at 2:00 AM.
- **Main Complex** – Continuing to work on punch list items; work ongoing at front entrance; drainage system clean up ongoing.
- **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** – New roof in place; Interior damage complete; Generator install complete; Sprinkler system completed; Exterior soffit replaced and exterior painted; final walk through scheduled for 6/27/17..
- **Three Rivers Clinic Water Remediation** – Phase 1 asphalt placement 50% completed.
- **Redbird Smith Clinic parking lot** – Demo of asphalt completed; dewatering ongoing; trench drain install near completion; Phase 1 parking lot 90% complete 502 yards;



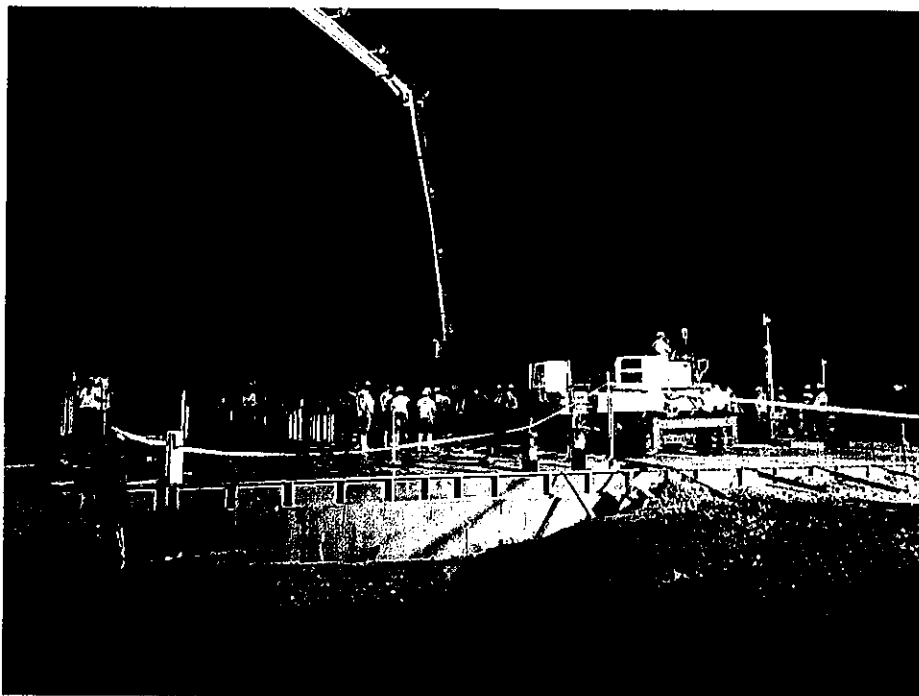
Working on Elevator Pits – CN Outpatient Health Center



Removing concrete poured 8/10/17 – CN Outpatient Health Center



Prepping for 1:00 am concrete pour 8.24.17 - CN Outpatient Health Center

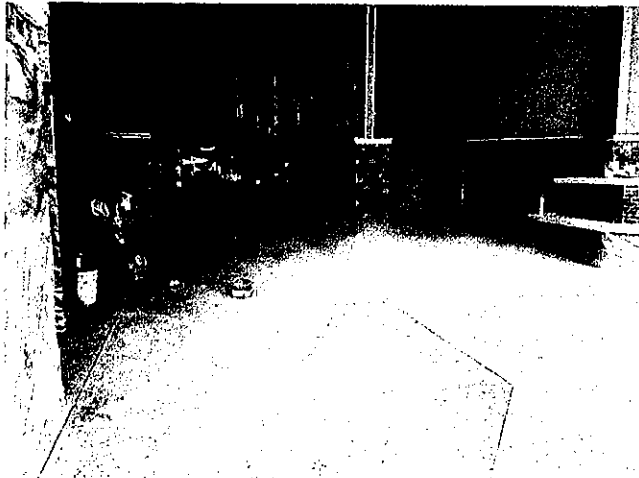


1:00 am concrete pour 8.25.17 – CN Outpatient Health Center



Parking lot remediation – Three Rivers Clinic





Working on new front entrance - WW Keeler Complex

CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

Group: Government Resources

Month/Year of Report: August, 2017

Executive Director: Chuck Hoskin, Jr.
Email: chuck-hoskin@cherokee.org

Phone: 918-453-5644

Director: Ginger Reeves
Email: ginger-reeves@cherokee.org

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:

- 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. Land acquisitions. None.
2. Appraisals. Sixteen appraisals were ordered and completed during the month of August.

3. Environmental Reviews. Four environmental reviews/categorical exclusions were requested and completed. One environmental assessment was requested and received from Environmental Services group.
4. Quiet Titles. Six Quiet Title requests were received, researched and returned.
5. Restriction Removal Applications. Three restriction removal applications are being processed; one inquiry.
6. Inventory/Heirship. Two Inventory/Heirships were requested, completed and returned.
7. Report for Distributions. Two RFDs were requested, completed and returned to BIA.
8. Last Will and Testaments. Four Last Will and Testaments were prepared and endorsed; one District Court approved Will was completed; six additional new interviews were taken; six drafts prepared.
9. Rights of Way, Rights of Entry, Service Line Agreements. Two Rights of Way were submitted; two are pending; two were approved during the month. Eleven Rights of Entry were requested and processed. Two Service Line Agreements were submitted; one is pending; two were approved.
10. On-Site Inspections, Home visits, Trespass issues. Four on-site inspections were requested and completed. Three home visits were requested and completed. Two trespass issues were requested and addressed; one timber trespass is pending.
11. Leases. Two agriculture restricted leases were approved. One agriculture trust lease was submitted and approved. One hunting lease renewal was submitted to BIA; two new hunting leases are pending; one additional renewal was approved. One Wind & Solar lease is pending.
12. Maps/platting. 26 requests for maps/platting assistance were received and completed.
13. Jurisdictional calls. 54 jurisdictional calls were completed during the month, with 29 after hours.
14. 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.
15. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 57 total files remaining for status determination, research and abstracting.

16. Stats. 104 client sign-ins (walk-ins), 59 phone inquiries, 27 obituaries processed.
17. Financial transactions. \$295,379.80 was processed through the lockbox and \$26,002.47 was processed as lease payments during the month of August.
18. Trainings or other notable events.
- Director made a presentation to the Oklahoma Assessors at the Oklahoma Tax Commission's Annual Assessor's Conference in Tulsa on August 2.
 - Amanda Chuculate attended Supervisor/Management training presented by Human Resources employee training department.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Sept. (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)	55	718	80%
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	15	239	96%

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	9	124	83%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	4	115	58%

f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	2	42	140%

g) Landfill Inspection Dates & Meetings:

August 9th, August 10th, August 16th, August 25th

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

a) Clean Air Program:

- Air staff drove to Kansas City, KS to pick up the air program's local primary ozone standard from the EPA Region 7 lab after annual certification was performed against the Region 7 SRP (Standard Reference Photometer). The local primary ozone standard was deemed acceptable.
- Annual maintenance will be performed on the Stilwell NCore (National Core) analyzers this month, which includes CO, SO₂ and NO_y. Maintenance was also performed on the NH₃ analyzer.
- Staff is operating two Aeroqual ozone sensors at the Vinita Clinic and two sensors at the Pryor site; these low-cost sensors are on loan from the TAMS (Tribal Air Monitoring Support) Center. There was an issue downloading data from one of the sensors at the Pryor site; the sensor had to be returned for repair.
- Staff will attend the EPA Air Quality System (AQS) user call, which will cover planned changes for the remainder of 2017, the new Exceptional Event rule, and expected changes with the server. AQS contains ambient air pollution data collected by EPA, state, local, and tribal air pollution control agencies from thousands of monitors.

b) Clean Water Program:

- Staff finished and submitted the Clean Water 106 3rd quarter report to EPA on July 28th. The report includes all sampling of streams and lakes and also covers trainings and conferences that were attended by water staff.
- Staff received an offer from EPA for \$155,040 for the FY18 Clean Water 106 Grant. CNEP accepted the offer and modified the budget and workplan to accommodate the change in funding. The funding amount is a slight increase from the past two years that will help cover additional fish tissue sampling.
- Staff collected fish tissue samples on Spavinaw Creek on August 9th for the purpose of testing total mercury levels. Staff collected a total of 33 samples including Largemouth Bass, Spotted Bass, Rock bass, and Bluegill Sunfish. The samples will be sent to Green Country Testing on August 15th; the final data should be received by the first week of September.
- Staff sat up a booth for CNEP at the Tahlequah H₂O day on August 19th. Staff talked with kids and adults about the work CNEP does that benefits not just Cherokee citizens but all residents within the 14 counties.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

c) Superfund:

- Staff reviewed the Superfund Task Force Recommendations. The recommendations address: expediting cleanup and remediation process; reducing financial burden on all parties involved in the entire cleanup process; encouraging private investment; promoting redevelopment and community revitalization; and building and strengthening partnerships.

d) Natural Resource Damage Assessment and Restoration (NEDAR)

Tar Creek:

- Staff worked on the U.S. DOI Funding Proposal for the Competitive Projects and submitted this request to BIA.
- Staff is working with EPA Superfund staff and Cherokee Nation Administrative Support staff on the Operable Unit #5 Project. EPA is sampling plants, sediments, soils, fish, raccoon and deer in the Tri-State Mining District Superfund sites area.

e) Cherokee Nation Real Estate Services:

Staff reviewed and finalized the Craig County Phase I ESA. There was no evidence of any recognized environmental conditions or significant environmental concerns on the property. The Phase I ESA was being conducted for Cherokee Nation Real Estate Services as part of the Fee to Trust acquisition application package.

f) Brownfields:

Staff worked on updating ITEC Brownfields sites data in the Brownfields Inventory Tool (BIT) and transferring the information to EPA Brownfields Assessment, Cleanup & Redevelopment Exchange System (ACRES).