

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

### b.) Accomplishments

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		
Chemical Brush/Weed Control (spray)		
Lease Compliance/Tribal land inspections	49	49
Mechanical Weed/Brush Control	485	1,559 acres
Provide Technical Assistance to Communities		11
Hay baled	0	30
Crops for families from Jay Community Garden	19	68

- **Community Assistance Projects**

Cut and deliver fire wood to needed tribal citizens.

Part of the NR staff went to CN Community Building at South Coffeerville.

They cut down trees, and piled brush from the trees that had died. Those trees were in danger of falling on buildings.

- **Tribal Land Projects**

Brush hog 205 acres of land on Kenwood unit 14

Brush hog 280 acres of land on CMS 5 and 7

24 site inspections to Cherokee County

22 site inspections to Adair County

1 site inspection to Sequoyah County

2 site inspections to Muskogee County

- **Resources Projects**

- Equipment maintenance

- Provided 19 crops to Cherokee families from our Jay Community Garden

- Attended EPC Meeting

- NR Staff built a Christmas float, and attended Parades in Ft. Gibson, Locust Grove, Tahlequah, Stilwell, and Hulbert

- Bison Project

**GROUND'S MAINTENANCE**

Beaver Property (by Yonkers)	<input type="checkbox"/>	Garland, Texas Property	<input type="checkbox"/>
Belfonte	<input type="checkbox"/>	Greenhaw Tract	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Jay Food Distribution	<input type="checkbox"/>
Bull Hollow Shop	<input type="checkbox"/>	Kenwood Trailer Park	<input type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Locust Grove Property	<input type="checkbox"/>
Catoosa Truck Stop	<input type="checkbox"/>	Murphy	<input type="checkbox"/>
Cherry Tree	<input type="checkbox"/>	Rocky Ford Park	<input type="checkbox"/>
Dahlongegah Park	<input type="checkbox"/>	Saline Courthouse	<input type="checkbox"/>
Dahlongegah Shop	<input type="checkbox"/>	Tahlonteskee	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>	Taylor Ferry	<input type="checkbox"/>

**PLANNING & 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

**FACILITIES MANAGEMENT**

- Painted upstairs at Cort Mall
- Replaced floor in hallway at Immersion
- Hung Christmas lights and placed décor
- Currently working with D&E Construction to renovate the entrance at Career Services
- Completed flooring project at Southgate (old TERO)
- Cleaned up and disposed of old flooring, changed out bad ceiling tiles and changed out light bulbs at old TERO
- Installed new plumbing for dishwasher and replaced flooring under ice machine at Veteran's Center
- Removed racks and rebuilt new ones at 51 Warehouse
- Placed insulation on water line and sealed up cracks on exterior wall at 51 Warehouse
- Repaired ramps to file room in Human Services

- Moved furniture for Veteran's Center renovations
- Repaired water line break at Markoma Campus
- Hauled mowers to storage at HWY 51
- Worked on Christmas lights, set up tables & chairs for Tribal Council Christmas feed
- Delivered 60 chairs to Elder Care
- Set up tables and chairs for the Hulbert Community Building
- Completed building Christmas parade floats
- Cleaned out storm drain, installed more lights and added a new circuit of Christmas lighting at the Courthouse
- Replaced heater in bathroom at Markoma Girls Dorm
- Set up stage at Sequoyah Cafeteria
- Set up tables, chairs, and podium for event at Solar Canopy
- Installed new carpet in Motel 103
- Changed out unit at Motel 214
- Cleaned exterior windows at Main Complex
- Replaced floor in hallway at Immersion
- Set up and tear down for all employee Christmas program

**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 type="checkbox"/>	Pow Wow Grounds	<input type="checkbox"/>
Immersion	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Keetoowah Duplexes	<input type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

c.) **Future Plans**

**NATURAL RESOURCES**

- Tribal Land Projects

**PLANNING & DEVELOPMENT**

- **New WW Hastings Joint Venture;** Storm drains ongoing; Sanitary sewer ongoing; Under slab electric and plumbing ongoing; Sector 7 spread footings and grade beam ongoing; Decking ongoing; Sector 2 footings completed; Light pole bases cement pour ongoing; Sector 3 steel ongoing; Central plant chilled and heated pipe install ongoing; Interior framing and setting door frames ongoing; Exterior framing ongoing; Foundation drains ongoing; Roof drain tie ins ongoing; East parking curb and gutter ongoing; East parking and staff road concrete ongoing; Installing duct work ongoing; Pipe and duct hangers installation ongoing; CMU walls ongoing; EFIS ongoing; Roofing ongoing; Sector 6 3<sup>rd</sup> level floor pour complete.
- **Main Complex** –; 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** – Slab poured 12.21.17
- **Three Rivers Clinic Water Remediation** – Phase 1 asphalt placement completed; starting phase 2 week of 10/9/17

**FACILITIES MANAGEMENT**

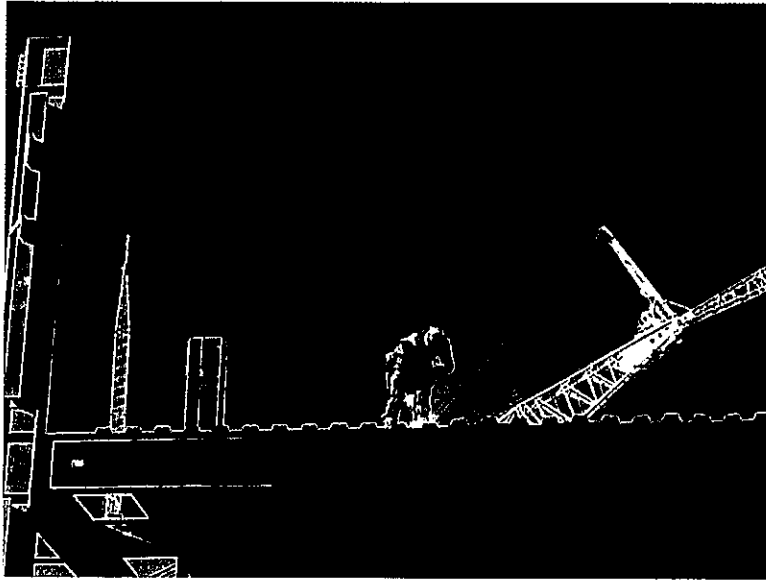
- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

**a.) Accomplishments**

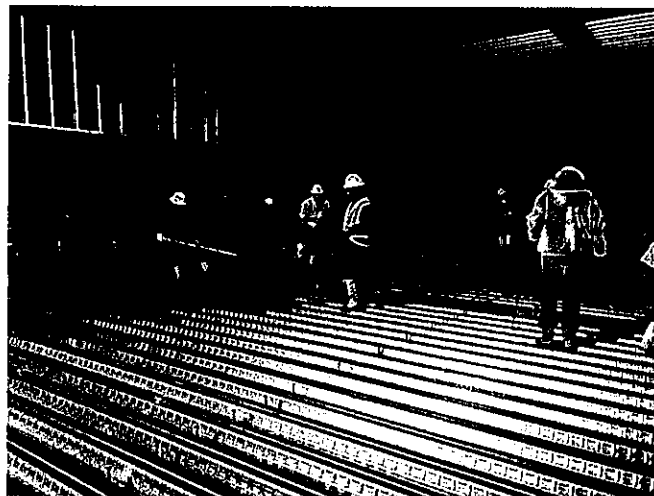
**NEW CONSTRUCTION**



**Early morning concrete pour – CN Outpatient Clinic  
December 1, 2017**



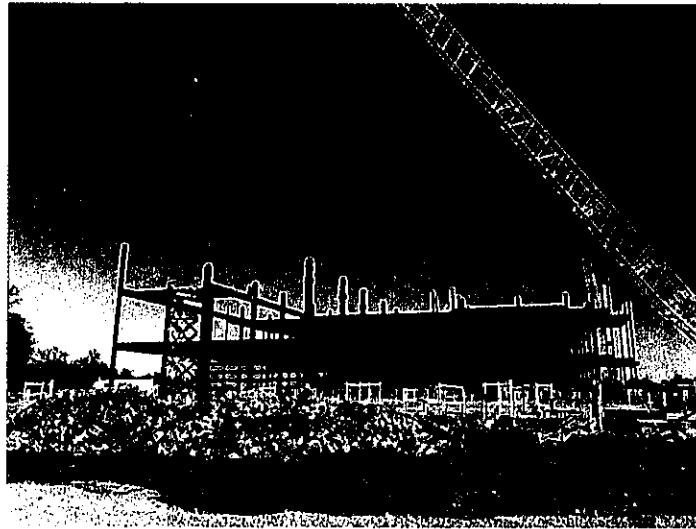
**Level 3 welding new steel – CN Outpatient Health Center  
December 1, 2017**



**Sector 6 level 2 slab on deck concrete pour 3:00 am – CN Outpatient Health Center  
December 14, 2017**



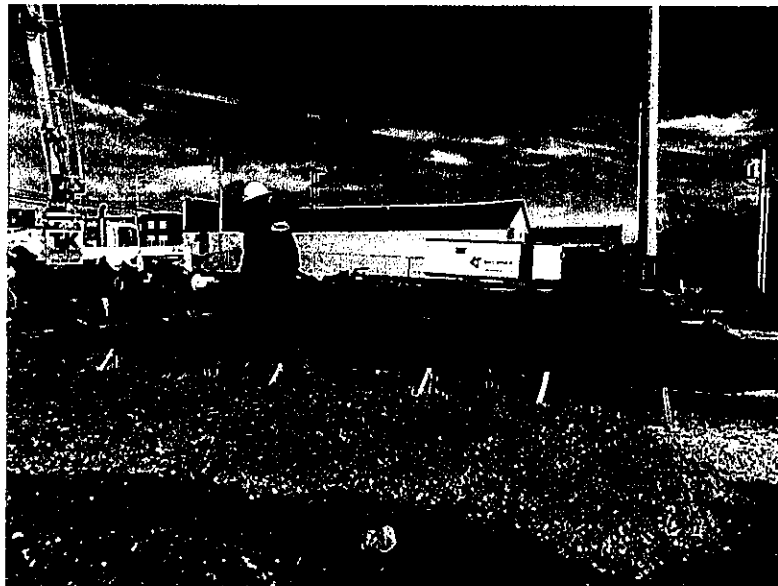
**Sector 6 level 3 slab on deck concrete pour 3:00 am – CN Outpatient Health Center  
December 19, 2017**



**Level 3 steel going up – CN Outpatient Health Center  
December 21, 2017**



**Pavilion footings  
December 20, 2017**



**Pavilion concrete pour  
December 21, 2017**



**CHEROKEE NATION TRIBAL COUNCIL  
RESOURCES COMMITTEE REPORT**

**Group:** Government Resources

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

**Executive Director:** Chuck Hoskin, Jr.  
**Email:** [chuck-hoskin@cherokee.org](mailto:chuck-hoskin@cherokee.org)

**Phone:** 918-453-5644

**Director:** Ginger Reeves  
**Email:** [ginger-reeves@cherokee.org](mailto: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 during the month of December.
2. Appraisals. Two appraisals were ordered during the month of December.
3. Quiet Titles. Five Quiet Title requests were received, researched and returned.

4. Inventory/Heirship/Administrative Law Judgment/Report for Distribution. Eight Inventory/Heirship requests were requested, completed and returned; three ALJs were completed and returned to BIA; three RFDs were requested, prepared & submitted to BIA.
5. Last Will and Testaments. Two Last Will and Testaments were prepared and taken before the District Court for approval (fullblood). One additional interview was taken.
6. Rights of Way, Rights of Entry, Service Line Agreements. One Right of Way is pending; one right of entry was requested and prepared; one Service Line Agreement is pending.
7. On-Site Inspections, Home visits, Trespass issues. Two on-site inspections were requested and completed. No home visits were requested during the month. Three trespass issues were requested and addressed.
8. Leases. Two hunting lease renewals were submitted to BIA and approved.
9. Maps/platting. Six requests for maps/platting assistance were received and completed.
10. Jurisdictional calls. 43 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. Stats. 94 client sign-ins (walk-ins), 92 phone inquiries, 46 obituaries processed.
13. Financial transactions. \$296,997.31 was processed through the lockbox and \$57,406.96 was processed as lease payments during the month of December.
14. Additional comments. Notable events that was processed through Real Estate Services during the 2017 Calendar year included:

Acquisitions:

- Cherokee Nation acquired a 160 acre tract of land in Adair County by donation from an out-of-state family member. The 160 acres is on rolling land in north central Adair County, lying west of Highway 59 midway between Stilwell and Westville. This tract will be added to the land base for lease.
- A 215 acre tract of land in Sequoyah County was transferred to Cherokee Nation by the Oklahoma Historical Society of the State of Oklahoma. This tract of land included the historical site and buildings long known as Sequoyah's Cabin. A trust application will be processed in the future.

Lands accepted into Trust by the Department of Interior during Calendar Year 2017:

- *Clinic in the Woods*, 1.462 acre tract in Cherokee County
- *Cherokee Springs*, 45.92 acre tract in Cherokee County. Processed under Title 25 Code of Federal Regulations Part 151 for fee to trust and Part 292 for Gaming. Application submitted to Bureau of Indian Affairs April 2016.
- *Roland Travel Plaza* and lands covering 51.14 acres in Sequoyah County. The timeline of the Roland conversion began with the application to BIA in August 2014.
- *Rose Cottage*, 191.9 acre tract in Cherokee County. This tract was known as the former home site of John Ross.
- *Skelly Illinois River*, 86.3 acre tract lying along the Illinois River in northern Adair County.
- *Ochelata's Cooweescoowee Health Center* in Washington County, *Sam Hider Health Center* in Jay, Delaware County, and *Vinita Health Center* in Craig County. All but one of Cherokee Nation's health centers is located on Trust property. The remaining Nowata Health Center is currently being processed for submission to trust conversion.

Notable leases during 2017:

- Chilocco Wind Farm Lease was approved by DOI-BIA. Submitted on November 29, 2016, the lease was approved by the Regional Director DOI-BIA on August 24, 2017.

Trust Asset Accounting Management System:

- 278 files were delivered to BIA in 2017 to encode into TAAMS, bringing the total to 1,835 files submitted for encoding since the project began in 2012. All suspected unrestricted files have been researched, either determining they were not restricted or adding them to the restricted group awaiting submission for encoding by BIA. All Restricted files have been submitted to BIA for encoding.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Dec. (FY18)

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)	63	163	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	6	19	8%

### c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	1	1	2%

### d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	6	16	11%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	5	24	12%

### f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	4	8	27%

### g) Landfill Inspection Dates & Meetings:

There were no Landfill inspections conducted during the month of December.

# **CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT**

## **II Highlights:**

### **a) Clean Air Program:**

- Staff completed the install of the new Met One BAM 1020 at the Roland air monitoring site on December 7<sup>th</sup>. It replaces the Thermo 1400 TEOM to monitor for PM2.5 (particulate matter  $\leq 2.5$  microns in diameter).
- Ozone transfer standards will be verified against the local primary standard this month. These verifications must be done every quarter.
- Staff will perform the independent audit for Delaware Nation on December 20<sup>th</sup>.

### **b) Clean Water Program:**

- Water staff received the approved grant clearance forms for the CW106 and 319 non-point source grants; staff is currently compiling the workplans.
- Water staff is updating the Clean Water 106 Quality Assurance Project Plan (QAPP) to reflect the new sampling locations.
- Staff is finalizing the bid for water analysis and will begin sampling December 18<sup>th</sup>.

### **c) Underground Storage Tank (UST) Program**

- UST staff will perform a walk-through inspection for the Roland Travel Plaza and Outpost #1 on December 20<sup>th</sup>.

### **d) Pesticides Program**

- Staff hosted the FY2017 End of Year review with Lee McMillan and Eric Nystrom from EPA Region 6 on December 5th.
- Staff was invited to be a panelist on the EPA Integrated Pest Management (IPM) Center "Bed Bug Management on Tribal Lands" webinar which aired on December 12th. The webinar was recorded and will be available on the EPA website as well as the Native Learning Center archives.
- Staff continues to enter pesticides application notifications received for the current quarter.

### **e) Natural Resource Damage Assessment and Restoration (NEDAR)**

# **CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT**

## **Tar Creek:**

- Staff participated in the Tar Creek Trustee Council Indian Tribes (TCTCIT) conference call on November 17th. This conference call focused on Tribal projects, restoration planning and funding.
- Staff participated in the Tribal Interview Project Conference Calls with ABT Associates. Staff worked with staff from the Cherokee Nation Environmental Resources Senior Director and Cherokee Nation Special Projects Officer working on Cherokee Nation Historic Preservation Projects. Tribal interviews conducted by the Tribal Consultant were during the week of December 4th.
- Staff participated in the Tar Creek Trustee Council Meetings on November 15th and via conference call on December 13th. These meetings focused on Project Updates, Peabody Energy Bankruptcy, Blue Tee Discussion, Restoration Planning and Restoration Funding Request.
- Cherokee Nation signed the Blue Tee Tolling Agreement with other members of the Tar Creek Trustee Council.

## **National Zinc:**

- The project is still waiting on information (Consent Decree) for the settlement between the Trustee Council and the Primary Responsible Party. No new activities during this monthly timeframe.

## **Tulsa County Smelter Complex:**

- Staff is working with the Cherokee Nation Attorney General's Staff assigned to this project to get signatures on the Notice of Intent (NOI) Letter to the Primary Responsible Parties and the Preassessment Screen and Determination Report for the Tulsa County Smelter Complex Natural Resource Damage Assessment and Restoration Site.

## **f) Brownfields**

- Staff completed and finalized the Youth Camp & Retreat Center for a Phase I Environmental Site Assessment (ESA), with the assistance of Jurene Collis. The Phase I ESA was delivered to Pam Iron, Executive Director of the American Indian Resource Center (AIRC). The Phase I revealed no evidence of recognized environmental conditions. However; significant environmental concerns, that are non-scope considerations, as listed in ASTM E1527.13, were identified. The environmental concerns include the presence of mold and the potential presence of asbestos containing materials and lead-based paint. There was physical evidence and strong odor of excessive mold identified in the cabins, however, sampling is not necessary. The recommendation

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

for the mold is remediation or cleanup of mold that includes both the identification and correction of the conditions that permit mold growth, as well as the steps to safely and effectively remove mold damaged materials. CNEP staff recommended that a Phase II ESA be conducted on the buildings and cabins with sampling events covering asbestos and lead based paint. The findings of the sampling will determine the clean-up activity that is necessary. The Phase I is being conducted for the AIRC with plans to lease the property from the U.S Army Corps of Engineers, Tulsa District.

- Staff participated in a conference call with the Brownfields staff and Amber Howard, 128a Brownfields Project Officer. The purpose of the call was to review and discuss the FY19 128a Draft Funding Request. Amber provided recommendations for changes to the draft request.
- Staff participated in a conference call with Kansas State University Targeted Assistance to Brownfields (TAB) to discuss ideas for the mobile app that is being formatted to be used in the field during site reconnaissance.
- Staff submitted the Brownfields 128A 2018-2019 funding request to the EPA Region 6 Project Officer.
- Staff attended the 2017 Brownfields Conference in Pittsburgh, PA.
- Staff attended the BIA Environmental Cultural Resource Training in Muskogee, Oklahoma, November 15<sup>th</sup> through 17<sup>th</sup>.

## g) Cherokee Nation Real Estate Services:

- Staff updated the Phase I Report and assisted with the Final BIA Inspection of Vinita Health Center for Cherokee Nation Real Estate Services. Final inspection was conducted on December 11<sup>th</sup>. Staff completed the Final Update, which consists of new EDR Reports, Envirofacts information, updated interviews and the final letter. This project is part of the Fee to Trust Application for Cherokee Nation.

## h) Lead-Based Paint:

- Staff visited the Ochelata and Nowata clinics to distribute Lead Outreach materials to the Pediatric Departments as part of Lead Poisoning Prevention Month. Outreach materials, permanent displays and a power point presentation for staff have now been delivered to all 8 Cherokee Nation Clinics.
- Staff audited the Lead Based Paint Supervisor Training at the Oklahoma Association of Community Action Agency in Edmond, OK on Tuesday December 12, 2017. This accredited course meets DEQ training requirements for planning and supervising lead-

# **CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT**

abatement work. The refresher course covers project management, lead-abatement methods and the latest federal and state lead-safe regulations.