

Group:	Management Resources	Month/Year of Report:	FY18 Report for January Mtg.		
Executive Director:	Bruce Davis	Phone:	453-5340	E-mail:	bruce-davis@cherokee.org

I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

II. Program Highlights

NATURAL RESOURCES

a.) Accomplishments

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		60 ac
Chemical Brush/Weed Control (spray)	185	1,390 ac
Lease Compliance/Tribal land inspections	1	8
Mechanical Weed/Brush Control		3,232 ac
Provide Technical Assistance to Communities		100
Hay baled (2018 fall cut)		1135
Crops for families from Jay Garden	2	1827

- **Community Assistance Projects**
 - Tornado debris cleanup near Tailholt, Cookson and Colcord
 - Our shop gave Council member Crittenden a load of firewood to deliver to a tribal member in need.
 - Working with rock fence cemetery board members and adjoining landowner to assist board members in clearing future cemetery space.

- **Resources Projects**
 - Equipment maintenance
 - Painted pipe entrance at Taylor's Ferry
 - Attended Delaware Co conservation board meeting
 - Hay inventory
 - Brush hogging CMS Tribal units
 - Property upkeep in Garland, TX

Jay Community Garden

- Garden maintenance
- Tilled and packed garden
- Harvested turnip greens, mustard greens, kale, peppers and radishes
- Provided for 2 Cherokee families

Bison Project

- Fed bison
- Fill out weekly checklist
- Worked on fencing
- Bison headcount is 109
- Chris attended Inter Tribal Ag Conference & Tribal Buffalo Board of Directors meeting

GROUNDS MAINTENANCE

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

PLANNING & DEVELOPMENT

b.) Accomplishments

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

FACILITIES MANAGEMENT

c.) Accomplishments

- Set up stage for CN Christmas party and tear down at SHS Gym
- Cleaned out sewer line at Stilwell Complex
- Repaired parking lot lights at Motel
- Hung lights in shop area at the new Building Trades at Southgate
- Delivered tables and chairs and picked up at Elder Care for Christmas Party
- Pulled toilet and roto'd sewer line at EMS
- Repaired floor in Administration
- Assisted Emergency Management with storm damaged areas
- Pulled wire at southgate Building & Trades area
- Delivered and set up tables and chairs to Hulbert for community Meeting then picked them up
- Removed damaged guttering at Markoma Boys Dorm
- Pulled floats in Christmas parades at Vian, Vinita, Bartlesville, Fort Gibson, Hulbert, Westville, Stilwell and Locust Grove
- Set up at Gore for CN event
- Picked up limbs and trash on grounds
- Patched holes on driveways and roads around Complex grounds
- Re-keyed north entrance door to Human Services in WW Keeler
- Re-keyed west entrance door to IT in WW Keeler
- Re-keyed front entrance door and side door in Health Administration at WW Keeler
- Pulled three toilets and a mop sink at Environmental for new flooring, reset items and installed new shut off valves
- Replaced shut off valve in Room 221 WW Keeler
- Replaced plywood in ceiling under the stairs in the hallway of Markoma Gym
- Cleaned duct work above gym floor at Markoma

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 checked="" type="checkbox"/>
Immersion	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Keetoowah Duplexes	<input type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

NATURAL RESOURCES

d.) Future Plans/New Initiatives

- Fencing project on KEN-23
- Improvements at Warner and Ross Road properties

PLANNING & DEVELOPMENT

e.) Future Plans/New Initiatives

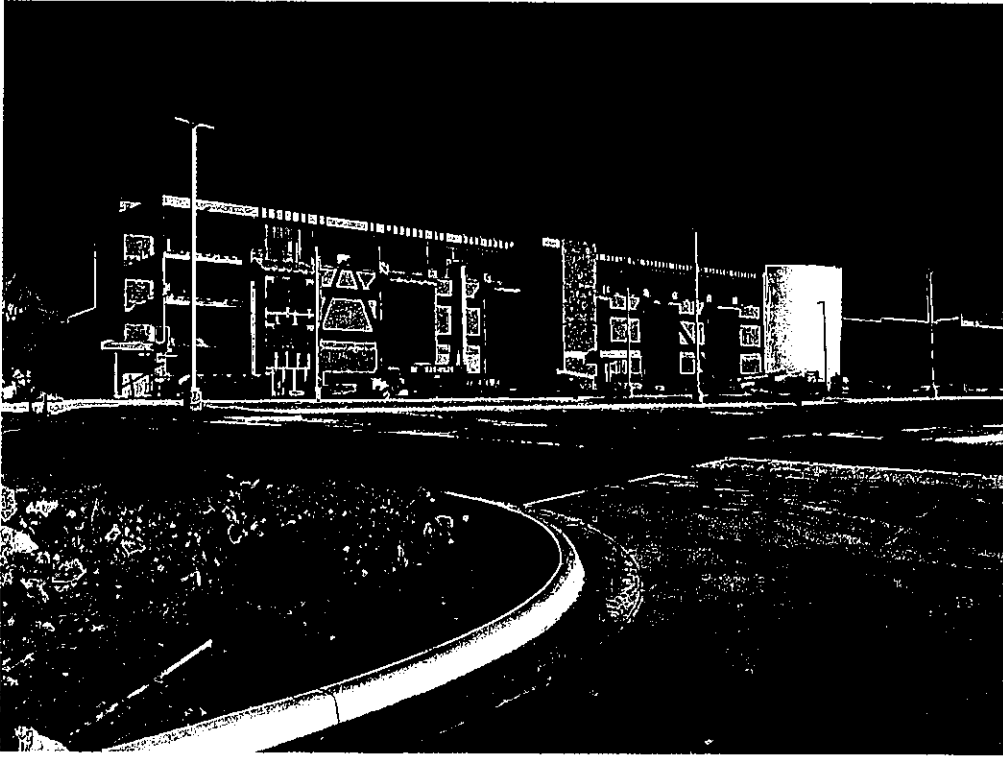
- **New WW Hastings Joint Venture; EXTERIOR:** Framing on going; Backfill of curb ongoing; Roofing ongoing; Area 35 curb prep ongoing; Grading area 35; Prepping agg base area 35; Prepping concrete joints and caulking area 17 & 1; North structural retaining wall ongoing; Setting fence post in oxygen storage area 28; Mod plant inter-connections ongoing; Glazing install ongoing; Installing lights – north canopy.
INTERIOR: MEP ongoing; Overhead fire suppression ongoing; Framing ongoing; Setting door frames ongoing; Drywall ongoing; Duct and pipe hangers installation ongoing; In wall plumbing ongoing; Electrical feeder cable installation ongoing; Electrical large and small conduit installation ongoing; Electrical wire way conduit, Electrical rooms installation ongoing; In wall electrical ongoing; Data tray installation ongoing; Stair install ongoing; Installation of tile in restrooms, ongoing; Installation of VCT/CT ongoing; Aluminum store front installation ongoing; Priming and first coat painting on going; MRI shielding ongoing; Canopy framing ongoing; Spiral stair #8 install ongoing; Elevator rough-in ongoing; Installation of casework ongoing.
- **Three Rivers Clinic Parking Lot Paving Remediation** – 85% complete
- **Head-Start Storm Shelter & Waterline** – In planning stage

FACILITIES MANAGEMENT

f.) Future Plans/New Initiatives

- Re-surface walking trails
- Install sunscreens in Main Complex

CN Outpatient Health Center
December 20, 2018



**CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE
REPORT**

Group: Government Resources

Month/Year of Report: December 2018

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. Fee to Trust applications. There are six applications that are either being processed for submission to BIA or awaiting decision.
3. Appraisals. Two appraisals were ordered and received during the month of December.
4. Environmental Reviews. Five categorical exclusions were requested and completed.
5. Quiet Titles. Two Quiet Title requests were received, researched and returned.
6. Inventory/Heirships, Administrative Law Judgments, Report for Distributions. Five Inventory/Heirships were requested, completed and returned. Three Administrative Law Judgments were requested, completed and returned to BIA. Two Report for Distributions were requested, prepared, submitted and returned.
7. Restriction Removal Applications. Two restriction removal applications have been submitted and are awaiting approval from BIA.
8. Deed Approvals. One deed approval application has been requested and awaiting approval from BIA.
9. Last Will and Testaments. One LW&T was prepared and endorsed; One District Court approval was completed; one additional interview was taken during the month of December.
10. Rights of Entry. Two Rights of Entry were requested and prepared.
11. Rights of Way/Easements/Service Line Agreements. 15 rights of way/easements are pending approval by BIA. Two service line agreements are pending approval by BIA.
12. On-Site Inspections, Home visits, Trespass issues. Seven on-site inspections were requested and completed. Three home visits were requested and completed. Five trespass issues were reported; four were completed; one pending.
13. Leases. Two new hunting leases on restricted land were approved.
14. Maps/platting. 27 requests for maps/platting assistance were received and completed.
15. Jurisdictional calls. 47 jurisdictional calls were completed during the month, with 22 after hours.

16. District Court Probates. All probates that were at paid status for court costs are completed through Real Estate Services, in preparation for filing with District Court in the respective county. Further, all probate applications are being researched in preparation for filing in District Court.
17. Stats. 67 client sign-ins (walk-ins), 59 phone inquiries, 50 obituaries processed.
18. Financial transactions. \$78,853.40 was processed through the lockbox and \$66,428.01 was processed as lease payments during the month of December.
19. TAAMS. Two staffers are currently encoding the allottee files into the TAAMS system at the BIA-EORO.
20. Additional/notables. One staffer attended a free Business Lease case study training with ICC training in Okmulgee on December 18-19.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Dec (FY19)
Wayne Isaacs, Senior Director of Environmental Programs

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)	63	149	17%
6 ERR (Roads)	0	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	15	35	14%

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	11	25	17%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	8	19	10%

f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	1	5	17%

g) Landfill Inspection Dates & Meetings:

November 30th, December 3rd, December 4th, December 6th, December 12th,
December 18th, December 19th, December 20th.

Construction on the new cell is going well, and on schedule.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

a) Clean Air Program:

- Quarterly audits and maintenance will be performed at all sites this month; this includes cleaning the manifold and replacing desiccant and tubing as needed. The ozone analyzers will also be shut down for the season and pulled in for maintenance; ozone season for Oklahoma runs from March 1st – November 30th. The ozone analyzer at Stilwell is the only unit that runs continuously.
- Staff will attend the Exchange Network/E-Enterprise Interoperability and Operations Team (IOT) conference call on December 19th.
- Staff will submit all of the air monitoring data for the 3rd quarter of 2018 before the end of December.
- Staff will complete quarterly ozone verification checks for the ozone transfer standards before the end of the month.

b) Clean Water Program:

- Staff continues to work on the Tribal Assessment Report (TAR) that must be submitted to EPA no later than ninety days after the end of the FY18 fiscal year.
- Staff assisted with the Clean Air Program mobile monitor move December 5th – 7th.
- Staff sampled Caney Creek and Little Lee Creek December 12th for water quality. Samples were sent to Green Country Testing to be analyzed for Ammonia, Chloride, Total Phosphorus, Sulfate, Nitrate, Nitrite, and TKN.
- Staff will be sampling Sallisaw, Fourteen Mile, Flint, Spring, Spavinaw, and Saline Creeks the week of December 17th - 20th for water quality. Samples will be sent to Green Country Testing to be analyzed for Ammonia, Chloride, Total Phosphorus, Sulfate, Nitrate, Nitrite, and TKN.
- Staff met with the City of Tulsa/Tulsa Metropolitan Utility Authority (TMUA), the State of Oklahoma, and the Environmental Protection Agency to discuss the possible establishment of an updated total maximum daily load (TMDL) for nutrients along the Eucha/Spavinaw water segments.

c) Pesticides Program:

- Staff gave an update about the Tribal Pesticide Program Council (TPPC) proceedings at the RTOC Caucus on November 27th in Stroud, OK.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff hosted the Pesticides program end of year meeting with Eric Nystrom/Region 6 on December 4th; all feedback was positive.
- Staff continues to enter pesticides application notifications received for the current quarter.

d) Energy

- The National Renewable Energy Laboratory (NREL) gave a day and a half workshop to assist the Cherokee Nation in organizing its energy priorities and setting goals to achieve these priorities. NREL will submit a draft report to the Secretary of Natural Resources in approximately six weeks. The attendees will review the report and suggest changes if needed. This energy plan will assist in the acquisitions of future assistance and define the Tribe's efforts in reaching the overall goal of reducing its carbon footprint by 25% by 2027.

e) Superfund Program

Cherokee Nation

- Staff attended the National Site Assessment Symposium and staff served as an instructor for the The Best Management Practices for EPA/State/Tribal Collaboration Training Course and staff also was a presenter with EPA for the Best Practices for the Tribal Site Assessment Session.
- Staff followed up and re-inspected the Oak Avenue Refinery Site located in Bartlesville, Oklahoma

Pre-CERCLA activities

- Staff completed the Pre-CERCLA Report for the Taylor Street Appliance Repository located in Pryor, Oklahoma. This report has been submitted to EPA Region 6 Superfund Program.

f) Natural Resource Damage Assessment and Restoration (NRDAR)

Tar Creek:

- Staff participated in the Tar Creek Trustee Council Indian Tribes (TCTCIT) and Tar Creek Trustee Council Meeting by conference call.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

National Zinc:

- Cherokee Nation has signed the 8th Tolling Agreement between the Trustee Council and the Primary Responsible Party.

Tulsa County Smelter Complex:

- No activities were conducted during this monthly timeframe.

g) LEAD-BASED PAINT CERTIFICATION

- Staff distributed Lead Outreach Materials at the Stilwell Mankiller Clinic the Cooweescoowee Health Center in Ochelata.
- Staff purchased and personalized RRP outreach information racks and placed them in the HACN offices at contracts, housing rehab and the MOD building on Nola St in Tahlequah.
- Staff audited the LBP Risk Assessor Refresher Course and the Abatement Supervisor Refresher Course offered by the Oklahoma Association of Community Action Agencies in Edmond. Staff also audited the Risk Assessor Refresher Course being held at the Creek Nation in Okmulgee. These audits are part of the requirements of the Cherokee Nation Lead Certification Accreditation Program.

h) GENERAL ASSISTANCE PROGRAM (GAP CORE)

- Staff assembled the CNEP Recycling Team (Andrea, Terrel, April and Shaun) to start the process of developing an office recycling program for CNEP. The team met to develop a strategy for everyone. An office waste screening was performed by the CNEP intern Tyler Delmedico to show the areas that need addressed for an office recycling program.
- Staff started working on placing information on the new GAP Online 3.0 for the 2019-2020 GAP grant application/work plan that was announced on December 1, 2018.
- Staff worked on the draft agenda for the Tribal Environmental Summit that will be held later in 2019. Staff started to work on the planning of the Regional Tribal Operations Committee Meeting and Tribal Environmental Summit that will be held April 1-5 in the Dallas, TX area. Staff submitted FRP for bids from potential host hotels and worked on the draft agenda.
- Staff started to work on updating the CNEP 2019 Quality Management Plan.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff worked with Northeastern State University catering about menu options for the Cherokee Nation Environmental Festival that will be held in the spring. Staff continued to work on the planning of the Environmental Festival that is tentatively scheduled for Friday, April 26th.

i) General Assistance Program (GAP)

- Staff hosted and provided the “Basics of Conducting a Phase I ESA” training. There were 10 attendees from 7 Tribes and 1 from the Bureau of Indian Affairs. The training included field exercises to the Cherokee County Courthouse to do a title history search and a site reconnaissance to Cherokee Nation Property.
- Staff worked on the planning of the Risk Communication Training that will be held at the Hard Rock Hotel & Casino in Catoosa, OK on Thursday, October 11, 2018. Staff emailed the training information out to the tribes in Region 6. This training will cover the concepts of risk communication, seven rules of risk communication, how to conduct a public meeting, risk perceptions, Covelo’s Core Concepts, and message mapping.
- Staff participated in a conference call with AEIO on discussions about evaluating the GAP guidance with Intertribal consortia.
- Staff attended the Vapor Intrusion class being held at CNEP and provided by Hartman Environmental.
- Staff attended the 8 Hour HAZWOPER Refresher training on Tuesday, September 4, 2018. This training discussed Labeling and safety MSDS, work place safety, OSHA safety standards and safety statistics.

j) Household Hazardous Waste

- Staff worked on the Hazardous Waste Grant and corresponded with Northeast Oklahoma Solid Waste Institute Staff, Eastern Shawnee Staff and is currently reaching out to the City of Tahlequah Staff to plan for upcoming household hazardous waste collection events.
- Staff is conducting research on potential vendors and education information outreach materials and handouts.

k) ATTAINS Environmental Exchange Network Grant

- Staff traveled to Shawnee, Oklahoma to attend the ATTAINS Training. Staff also spoke during the ATTAINS Pilot Workgroup Discussion and Mentoring Activities Session.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff helped with logistics and planning activities for the ATTAINS Training.

1) E-Enterprise

- Staff assisted with planning logistics for the 2 Tribal EELC Conference calls. Staff prepared agendas, doodle polls, and information setup to use the WebEx Software for webinars.
- Staff reviewed the E-Enterprise for the Environment Emerging Threats Workgroup Preliminary Draft for the workgroup call document.
- Staff participated in 1 E-Enterprise Communication Team Conference call. This conference call focused on Webinar script and the slides, fact sheets, and other E-Enterprise Outreach information. Staff is working with Muscogee Creek Nation Staff to submit a newsletter article on their Emergency Hound.
- Staff participated in 1 EE/EN Weekly Coordination Conference calls. These conference calls focused on coordination activities and project/task updates.
- Staff participated in the Tribal EE/EN Digital Strategy Conference call.