

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	FY19 Report for February Mtg.		
<b>Executive Director:</b>	Bruce Davis	<b>Phone:</b>	453-5340	<b>E-mail:</b>	<a href="mailto:bruce-davis@cherokee.org">bruce-davis@cherokee.org</a>

## 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	NA	NA
Chemical Brush/Weed Control (spray) <i>*Spring only*</i>	0	0
Lease Compliance/Tribal land inspections	7	36
Mechanical Weed/Brush Control	0	50
Provide Technical Assistance to Communities	2	4
Hay baled (2019) <i>*Summer only*</i>	0	0
Crops for families from Jay Garden	0	50

- **Community Assistance Projects**

- Met with District Conservationist to discuss EQIP possibilities for the CN.
- Working with Rock Fence Cemetery board members and adjoining landowner to assist board members in clearing future cemetery space.
- Cutting & splitting wood for assistance as needed
- Road for a community member Linda Eagle

- **Resources Projects**

- Equipment maintenance
- Loaded hay for buyers
- Brush hogging CMS Tribal units

#### *Jay Community Garden*

- Garden maintenance
- Tilled and packed garden
- Harvested turnip greens, mustard greens, kale, peppers and radishes

#### *Bison Project*

- Fed bison
- Fill out weekly checklist
- Worked on fencing
- Bison headcount is 109
- Met with CNB regarding live bison at the New JV Clinic

**GROUNDS MAINTENANCE**

Beaver Property (by Yonkers) ☐  
Belfonte ☒  
Bull Hollow Com. Bldg. ☒  
Bull Hollow Shop ☒  
Candy Mink Springs ☒  
Catoosa Truck Stop ☐  
Cherry Tree ☐  
Dahlongegah Park ☐  
Dahlongegah Shop ☒  
Flint Courthouse ☒

Garland, Texas Property ☐  
Greenhaw Tract ☐  
Jay Food Distribution ☒  
Kenwood Trailer Park ☐  
Locust Grove Property ☒  
Murphy ☐  
Rocky Ford Park ☒  
Saline Courthouse ☒  
Tahlonteeskee ☒  
Taylor Ferry ☒

**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

- Picked up buffalo head in Quapaw for Chief
- Hung buffalo head and pictures in Administration
- Installed emergency stop buttons for power equipment at Building Trades at Southgate H
- Replaced ceiling tiles in front of main entrance of Administration
- Replaced lights in the conference room of the Youth Shelter
- Completed tear down of Christmas lights and décor
- Removed door closure at Veteran's Center kitchen
- Moved furniture out of 14 offices for new flooring in Environmental
- Replaced cove base and smoke alarms in Southgate G
- Replaced cove base at Old TERO Building
- Flushed out sewer lines at Stilwell Complex
- Installed wall pack on west gable wall at Stilwell Complex
- Replaced 4 light switches at One Fire
- Built shelves and painted them at Veteran's Center
- Completed prep work and began painting in Roads Building
- Patched hole in Ballroom
- Installed new water heater at Youth Shelter
- Dug ditch and replaced line for pole lights at Human Resources Building
- Repaired furnace at TERO
- Repaired roof at Jay Tag Office
- Repaired server room AC
- Repaired HVAC leak at Immersion
- Replaced faucet in women's restroom by Attorney General's area
- Added oil to the hot water recirculating pump return in the Motel Boiler Room
- Flushed out sewer line and installed insulation around supply lines in men's and women's restrooms at Stilwell Complex
- Began hanging security lights at Immersion
- Repaired water leak in Cultural Outreach building
- Repaired metal on backside of warehouse at Cultural Outreach
- Helped moved child support offices in Sallisaw
- Began cleaning out the back fence line at the TERO Office
- Scheduled installation of security system at Immersion Campus
- Hung artwork in Finance
- Repaired drinking fountain at Markoma Gym
- Continued cleanup of limbs and trash on grounds

### 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
- February 6, 2019 - pesticide applicators license training for ALL staff

## PLANNING & DEVELOPMENT

### e.) Future Plans/New Initiatives

- **New WW Hastings Joint Venture;** **EXTERIOR:** Framing on going; Backfill of curb ongoing; Parapet cap ongoing; Grading area 28; Prepping agg base area 38; Prepping concrete joints and caulking area 17 & 1; North structural retaining wall ongoing; Mod plant inter-connections ongoing; Installing fence panels/swing gates in area 32; Glazing install ongoing; Pulling generator control wires. **INTERIOR:** MEP ongoing; Overhead fire suppression ongoing; Testing fire suppression ongoing; Framing ongoing; Setting door frames ongoing; Drywall ongoing; Mud and tape ongoing; Duct and pipe hangers installation ongoing; Electrical feeder cable installation ongoing; Electrical large and small conduit installation ongoing; Electrical wire way conduit; In wall electrical ongoing; Window frame install ongoing; Data tray installation ongoing; Stair install ongoing; Installation of tile in restrooms, 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

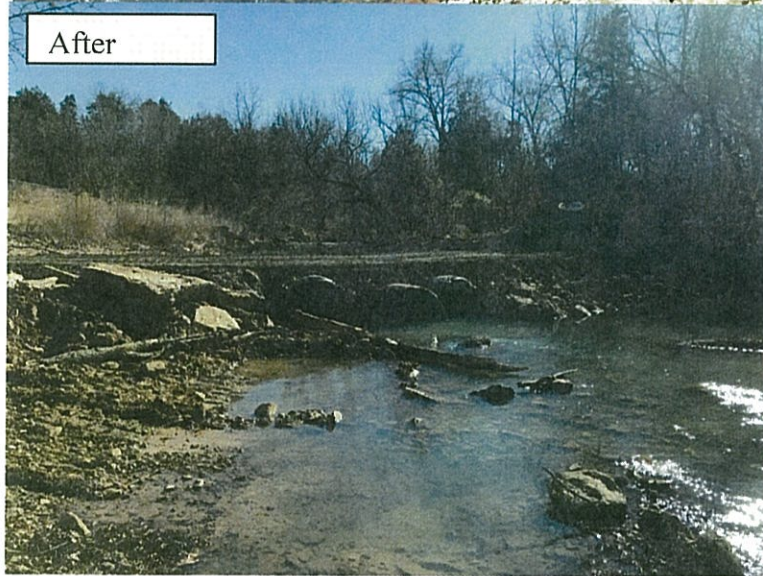
### f.) Future Plans/New Initiatives

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

## Natural Resources Community Assistance Project







## CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

**Group:** Government Resources

**Month/Year of Report:** January 2019

**Executive Director:** Chuck Hoskin, Jr.  
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**Director:** Ginger Reeves  
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**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. 14 appraisals were ordered during the month of January.
4. Environmental Reviews. Two categorical exclusions were requested and completed.
5. Quiet Titles. One Quiet Title request was received, researched and returned.
6. Inventory/Heirships, Administrative Law Judgments, Report for Distributions. Seven Inventory/Heirships were requested, completed and returned; one ALJ was requested and in process of completion.
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 approved by BIA.
9. Last Will and Testaments. Three LW&T were prepared and endorsed; two District Court approvals were completed; one additional interview was taken during the month of January.
10. Rights of Entry. 16 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. 9 on-site inspections were requested and completed. Five home visits were requested and completed. Four trespass issues were reported; four were completed.
13. Maps/platting. 40 requests for maps/platting assistance were received and completed.
14. Jurisdictional calls. 89 jurisdictional calls were completed during the month, with 49 after hours.
15. District Court Probates. All probate applications are being researched in preparation for filing in District Court.
16. Stats. 121 client sign-ins (walk-ins), 80 phone inquiries, 41 obituaries processed.



17. Financial transactions. \$293,854.22 was processed through the lockbox and \$47,535.75 was processed as lease payments during the month of January.
18. Impact aid. Requests for Impact Aid applications were processed for 22 separate schools within the jurisdictional area.
19. TAAMS. No encoding for allottee files into the Trust Asset and Accounting Management System (TAAMS) was performed due to the government shutdown during the month of January.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

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

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)	29	178	20%
6 ERR (Roads)	0	0	17%

### b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	10	45	18%

### 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	8	33	22%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	12	31	16%

### f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	0	5	17%

### g) Landfill Inspection Dates & Meetings:

December 27<sup>th</sup>, December 28<sup>th</sup>, January 4<sup>th</sup>, January 16<sup>th</sup>,  
January 18<sup>th</sup>, January 25<sup>th</sup>, and January 28<sup>th</sup>.

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

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

## **II Highlights:**

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

- Staff submitted the 1<sup>st</sup> quarter FY19 report for the Clean Air Program to EPA Region 6.
- Staff attended the E-Enterprise/Exchange Network Tribal Governance Group (TGG) call on January 8<sup>th</sup>.
- Staff attended the ITEP VW Settlement Technical Assistance Webinar for First Round Tribes on January 9<sup>th</sup>.
- Staff will submit the proposal for FY20 CAA Section 103 funding to the Grant Development Program by January 25<sup>th</sup>.

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

- Staff is working on the Clean Water 106 grant that is due to EPA March 1<sup>st</sup>.
- Staff is working on the 1<sup>st</sup> QTR report for the Clean Water 106 Grant that is due to EPA January 31<sup>st</sup>.
- Staff participated in the OKRMT conference call January 10<sup>th</sup>, 2019 covering an upcoming fish kill training that water staff will be attending. The training is set for February 26<sup>th</sup> from 10:00am - 2:30pm and will be hosted by the Citizen Potawatomi Nation.

### **c) Pesticides Program:**

- Staff provided a pesticides report for the TECO meeting in Stroud, OK on January 15<sup>th</sup>.
- Staff continues to enter pesticides application notifications received for the current quarter.

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

- Staff attended a contractor meeting to discuss options for UST repairs at Outpost #1 on January 2<sup>nd</sup>.

### **e) Superfund Program**

**Cherokee Nation**

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff conducted site discovery in the Ramona, Bartlesville and Ochelata areas. The Indian Coatings site was identified.

## **Pre-CERCLA activities**

- Staff started working on the Indian Coatings Site in Bartlesville, Oklahoma.

### f) Brownfields Program

- Staff updated information for the Brownfields sites in the EPA ACRES database.
- Staff is working with Grants Development to complete the 2019 Brownfields 128a grant submission that is due to EPA on January 31, 2019.

### g) Natural Resource Damage Assessment and Restoration (NRDAR)

Staff participated in the DOI/Tribes NRDAR Conference call on January 8<sup>th</sup>. This call focused on DOI Restoration updates, training and updates on the Federal Government Shutdown.

#### Tar Creek:

- Staff participated in two Tribal Risk Assessment Conference calls. The first call was on December 17<sup>th</sup> and the second call was on January 14<sup>th</sup>. Both calls focused on the preliminary results for the Tribal Risk Assessment for the Tar Creek Trustee Council Indian Tribes (TCTCIT).
- Cherokee Nation signed the Northeast Oklahoma Mining District Natural Resource Damage Assessment and Restoration Resolution Authorizing the Release of the Peabody Tribal Restoration Funds.
- Cherokee Nation signed the Tar Creek Natural Resource Damage Assessment and Restoration Natural Resource Trustee Council Joint Resolution No. TC-2018-02 to authorize the release of Tar Creek ASARCO Restoration funds from the DOI NRDAR Fund.
- Staff participated in the Tar Creek Trustee Council Indian Tribes (TCTCIT) Conference call on January 11<sup>th</sup>. This call focused on Tribal Project updates, OU 5 Human Health Risk Assessment and Restoration Planning.

#### National Zinc:

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

- No activities were conducted during this monthly timeframe.

Tulsa County Smelter Complex:

- No activities were conducted during this monthly timeframe.

## **h) LEAD-BASED PAINT CERTIFICATION**

- Staff completed the Lead Certification/Accreditation Quarterly Progress report and submitted it to EPA Region 6.
- Staff purchased and personalized RRP outreach information racks and placed them at the TERO offices in Tahlequah.
- Staff placed Lead information at the Salina and Muskogee Clinics.
- Staff audited the LBP Supervisor Refresher Class at OACC in Edmond as part of the Cherokee Nation Lead Certification Accreditation Program.

## **i) GENERAL ASSISTANCE PROGRAM (GAP CORE)**

- 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 and program design. Staff invited potential speakers for the Summit and reviewed bids that were submitted from potential host hotels.
- Staff placed a Radon Display at the CN Complex as part of National Radon Action Week.
- Staff will continue working on placing budget and work plan information on the new GAP online 3.0 for the 2019-2020 GAP Core and ITEC grants that are due on February 15, 2019.
- Staff continued to work on the planning of the Environmental Festival that is tentatively scheduled for Friday, April 26<sup>th</sup>.

## **j) GAP TRAINING**

- Staff sent out online registration information for the Technical Writing Training that is scheduled for January 22, 2019. Topics that will be covered in this training include:



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Increasing Writing Productivity, Formal Business Email Tips, Avoiding Discrimination, Sexism and Gender Bias, Cultural Sensitivity, Eight Traditional Parts of Speech, Writing Errors, Subject/Verb Agreement, Punctuation, Often Misused Words, Making Things possessive, Dates and Times.

- Staff sent out online registration information for the 40 Hour HAZWOPER Training that will be held at the Gordon Cooper Technology Center in Shawnee OK on February 18-22, 2019. This training will cover Hazmat Laws, Levels of Operation, Levels of Incident, Hazmat Respond Team, Toxicology, and Exposure Concerns, Managing the Incident, Command and Control.
- Staff sent out online registration information for the Grant Writing & Grants Management Training that is scheduled for March 19-20, 2019 at the Cherokee Nation TSA-LA-GI Community Room. This training will cover topics such as practicing auditing techniques of grant funded programs, sharing knowledge, resources, best practices, grant planning, and OMB "Super Circular" 2 CFR part 200.

## k) Household Hazardous Waste

- Staff is working with a City of Nowata Councilman to begin planning a possible household hazardous waste collection event in the City of Nowata. The City of Nowata is very interested in participating in this event for their community. Staff will continue with follow up activities.
- Staff conducted research on household hazardous waste events, vendors, education outreach and information handouts.
- Staff met with the City of Tahlequah on December 21<sup>st</sup> to discuss the Cherokee Nation Household Hazardous Waste Grant. The City of Tahlequah is confirmed and Cherokee Nation Environmental Programs will partner with them during the City of Tahlequah Collection Event.
- Staff corresponded with the City of Grove for a household hazardous waste collection event. The City of Grove is willing to partner with the Cherokee Nation Environmental Programs during their collection event.
- Staff corresponded with the City of Vinita and they have confirmed to partner with Cherokee Nation Environmental Programs to have a collection event in their community.

## l) E-Enterprise

- Staff participated in one 2018 Weekly Quad Chairs Conference call on December 18<sup>th</sup>. This call focused on EELC Projects and Workgroup activities.

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

- Staff participated in the EE/EN Digital Strategy Tribal Discussions calls on December 20<sup>th</sup> and January 10<sup>th</sup>. These calls focused on Tribal topics and responses for the upcoming meeting.
- Staff updated and maintained the E-Enterprise database for conference calls.