

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	FY19 Report for March 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	827
Provide Technical Assistance to Communities	2	6
Hay baled (2019) <i>*Summer only*</i>	0	0
Crops for families from Jay Garden	0	50

- **Community Assistance Projects**
  - Cutting & splitting wood for assistance as needed

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

*Jay Community Garden (won't have crops until Spring '19)*

- Garden maintenance
- Tilled and packed garden

*Bison Project*

- Fed bison
- Fill out weekly checklist
- Worked on fencing
- Bison headcount is 109

**GROUND'S 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"/>
Dahlongah Park	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlongah Shop	<input checked="" type="checkbox"/>	Tahlonteskee	<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

- Cleaned rock floor in Main Complex
- Replaced relay on heater at Immersion 3<sup>rd</sup> grade room
- Hung sheetrock and built small bedroom in sleeping quarters at EMS
- Unclogged sewer line at Stilwell Complex
- Demo carpet and floor tile in office at Southgate – Career Services
- Replaced receptacles in entire building at Southgate
- Hung new security lights at Immersion, put up new conduit and ran wire to lights
- Replaced kitchen faucet upstairs in the Conference Room at Gaming Commission
- Replaced ceiling tile and reinforced ceiling grid at Old BIA Building
- Repaired roof leak in Benefits area
- Replaced security light (wall pack) under eave at Art Center
- Replaced HVAC unit in Motel 215
- Ordered replacement units for Motel area
- Removed floor and jacked up floor joists, repaired flooring at Keetoowah Apartments
- Installed wall pack lighting and installed new security alarm at Immersion
- Repaired replaced six heaters in offices at Motel
- Reset outlet and installed metal plate to counter at Youth Shelter
- Repaired attic door at Tax Commission Admin Office
- Unclogged sewer line at Gaming Commission
- Replaced flooring in office at Southgate – Career Services
- Hired full time custodian night shift
- Replaced window units at EMS
- Completed painting bedroom and ran new supply vent for TERO at Kwonset Hut
- Replaced blower cage on HVAC system in case wall behind bathroom at Markoma Gym
- Changed draft motor on HVAC in boys locker room downstairs at Markoma
- Repaired hole in wall at Youth Shelter
- Replaced recirculating pump on hot water tank in FRB Room G3
- Shimmed up HVAC unit at Motel 120 to ensure proper drainage
- Installed a 220 plug ran a new 10 gauge wire at Highway 51
- Installed new breaker for Community Outreach
- Repaired laminate floor tear in Human Services to prep for new tile
- Completed new bay door install at EMS
- Completed new bay door install at FM Shop
- Drove Box Truck to Legislative Day in OKC

### 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 checked="" type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

## NATURAL RESOURCES

### d.) Future Plans/New Initiatives

- Fencing project on KEN-23
- Fencing project on CMS Unit 4
- Fencing project for Buffalo
- 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; Parapet cap ongoing; Grading area 28; Prepping area 38-ongoing; Prepping concrete joints and caulking area 17 & 1; Placing aggregate area 35/37/44; North structural retaining wall ongoing; Installing fence panels/swing gates in area 32; Mod plant inter-connections ongoing; Installing fence panels/swing gates in area 32; Glazing install ongoing; Pulling generator control wires. Bomanite concrete placed in area A; Bomanite concrete placement area C – next week; Deem to start erection of south canopy 2-25-19. **INTERIOR:** MEP ongoing; Overhead fire suppression ongoing; Testing fire suppression ongoing; Framing ongoing; Grid ceiling install 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; Data tray installation ongoing; Electrical wire way conduit; In wall plumbing, ongoing; In wall electrical ongoing; Window frame install 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

# CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

**Group:** Government Resources

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

**Executive Director:** Chuck Hoskin  
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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 four applications that are awaiting decision by the BIA; one awaiting review completion after debris removal; one approved, awaiting final title opinion. Further, one trust to trust transfer has been pending in Central Office since 2015. Two additional applications are being worked up, with two in the queue.
3. Leases. Three restricted hunting leases were submitted to BIA for approval and same were approved.
4. Appraisals. One appraisal was ordered during the month of February.
5. Environmental Reviews. Five categorical exclusions were requested and completed.
6. Quiet Titles. One Quiet Title request was received, researched and returned.
7. Inventory/Heirships, Administrative Law Judgments, Report for Distributions. Four Inventory/Heirships were requested, completed and returned.
8. Restriction Removal Applications. Two restriction removal applications have been submitted and are awaiting approval from BIA.
9. Last Will and Testaments. One LW&T was prepared and endorsed; four additional interviews were taken during the month of February.
10. Rights of Entry. Four 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; one approved.
12. On-Site Inspections, Home visits, Trespass issues. Eight on-site inspections were requested and completed. Three home visits were requested and completed. Two trespass issues were reported; one was completed.
13. Maps/platting. 27 requests for maps/platting assistance were received and completed.
14. Jurisdictional calls. 52 jurisdictional calls were completed during the month, with 27 after hours.
15. District Court Probates. All probate applications are being researched in preparation for filing in District Court.
16. Stats. 65 client sign-ins (walk-ins), 48 phone inquiries, 20 obituaries processed.

17. Financial transactions. \$47,684.70 was processed through the lockbox and \$52,976.26 was processed as lease payments during the month of February.
18. Impact aid. Requests for Impact Aid applications were processed for two separate schools within the jurisdictional area.
19. TAAMS. Two staffers continue encoding the allottee files into the Trust Asset and Accounting Management System (TAAMS) at the BIA-EORO.
20. Additional Information. Harold Grimmatt and Jessica Harkreader attended the Cherokee Nation Legislative Day at the Capitol on February 20.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Feb (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)	51	229	25%
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	14	59	24%

### 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	12	45	30%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	10	41	21%

### f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	1	6	20%

### g) Landfill Inspection Dates & Meetings:

January 31<sup>st</sup>, February 11<sup>th</sup>, February 21<sup>st</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 attended the National Tribal Forum on Air Quality (NTFAQ) Air Quality Technical Session planning call on February 4<sup>th</sup>.
- Staff attended the CenSARA Regional Haze Committee conference call on February 5<sup>th</sup>.
- Staff attended NTAA's Informational Webinar on EPA's Proposed Amendments to the NSPS for Greenhouse Gases (GHG) from New, Modified, or Reconstructed Electrical Generating Units (EGU) on February 6<sup>th</sup>.
- Staff is performing maintenance on the site ozone analyzers; ozone season begins on March 1<sup>st</sup>.
- Staff will attend the NTFAQ monthly planning call on February 21<sup>st</sup>.

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

- Staff is working on the Clean Water 106 grant that is due to EPA March 8<sup>th</sup>.
- Staff will be attending the Oklahoma Kill Response Management Team (OKRMT) fish kill training on February 26<sup>th</sup> at the Citizen Potawatomi Nation.
- Staff is working on an assessment report for streams that have been sampled during the last three years. The report will be easy to access and available for any CNEP employee to use.
- Staff is researching labs that have the ability to test for opiates in surface water.

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

- Staff submitted the 1st quarter 2019 Pesticides Program report to EPA Region 6.
- Staff joined the Tribal Pesticides conference call to discuss the comments on the "Status of Pesticides in Indian Country Report" on January 25<sup>th</sup>.
- Staff sat in on the Tribal Pesticide Program Council (TPPC) Pollinator Workgroup conference call on February 13<sup>th</sup>.
- Staff is reviewing the Pesticide Program QAPP; the updated QAPP is due in April 2019.

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

- Staff responded to a pesticides inquiry from Dorla Tartsah, Kiowa Environmental Programs Director. Ms. Tartsah was sent materials and information on upcoming webinars, workshops and meetings.
- Staff continues to enter pesticides application notifications received for the current quarter.

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

- Staff assisted the Muscogee Nation's Twin Hills Travel Plaza employees register for and complete the USEPA Class A/B operator exams on February 4<sup>th</sup>.
- Staff assisted the Muscogee Nation via email with questions about the proper procedures to follow when taking a diesel tank out of service on February 12<sup>th</sup>.
- Staff assisted the Choctaw Nation via phone call and email with questions about the installation and proper anchoring of dispenser equipment on February 13<sup>th</sup>.

e) **Superfund Program**

**Cherokee Nation**

Staff corresponded with EPA Region 6 Superfund Financial Officer and the EPA Region 6 Site Assessment Manager about the ITEC Superfund Program.

**Pre-CERCLA activities**

Staff completed and submitted the Pre-CERCLA report for Indian Coatings Site in Bartlesville, Oklahoma. This project is an abandoned powder coating and metalwork facility.

f) **Brownfields Program**

- Staff reviewed the Brownfields Grant application with grants management and submitted it to EPA on Grants.gov.
- Staff updated assessment information in Assessment, Cleanup & Redevelopment Exchange System (ACRES) database for the Concho Reserve Property, Cherokee Supreme Court Building and the Territorial Prison per the request of Roger Hancock (EPA Project Officer). It was requested that any projects in ACRES that have not been submitted or updated in 90 days or more to be completed for submission. EPA Brownfields Headquarters uses ACRES as a tracking tool to assist in the funding awards to grantees.

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

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

Staff participated in the DOI/Tribes NRDAR Conference call on February 5<sup>th</sup>. This call focused on DOI/Federal Government updates, training opportunities, economic draft status, regulations revisions and the Cherokee Nation's River Cane Initiative.

### **Tar Creek:**

- Staff participated in the Tar Creek Trustee Council Indian Tribes (TCTCIT) conference call on January 23<sup>rd</sup>. This call focused on funding questions regarding the Peabody Settlement for Tribal Response Cost. One Tribe, Peoria Tribe, has requested funding.
- Staff participated in the Tribal Risk Assessment Results Webinar/Conference call on February 13<sup>th</sup>. This call provided updates on the Tribal Risk Assessment for Tar Creek Trustee Indian Tribes.
- Staff participated in the Tar Creek Trustee Council Meeting via conference call on February 7<sup>th</sup>. This call focused on Assessment Studies, Blue Tee Allocation, OU/5 Sediments and Restoration.
- Staff participated in the TCTCIT Monthly Conference call on February 8<sup>th</sup>. This call focused on TCTCIT Projects, Blue Tee Allocations, and Restoration Planning.

### **National Zinc:**

- 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 sent renewal applications to all LBP certified Firms, Project Designers, Supervisors, Risk Assessors and Abatement Workers for the FY2019 renewal year for Cherokee Nation Lead Certification.
- Staff audited the LBP Supervisor Refresher class at Oklahoma Association of Community Action Agencies as part of the LBP certification/accreditation Program.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

## i) GENERAL ASSISTANCE PROGRAM (GAP CORE)

- Staff completed Unmanned Aerial System (Drone) Remote Pilot Online course work for Drone Pilot Training. Staff traveled to Tulsa to take the exam and passed the Airman Knowledge Test for a Remote Pilot License.
- Staff participated in the OKMRT (Fish Kill Group) Conference call on February 6<sup>th</sup>. The focus of the call was to discuss the upcoming training and talked about fish kill incidents and spills in recent months.
- Staff continued to work on updating the 2019 Quality Management Plan.
- Staff worked with Northeastern State University catering about menu options for the Cherokee Nation Environmental Festival that will be held in the spring. Staff sent out "save the date" emails to past exhibitors. Staff worked with NSU on food order and continued to work on the contract. Once the event contract was in place, staff invited potential exhibitors for the festival.
- Staff continued to work on the planning of the Regional Tribal Operations Committee Meeting and Tribal Environmental Summit that will be held April 1-5 at the Wyndham Dallas Suites Hotel in Dallas, TX. Event contract is in place and staff invited potential exhibitors.
- Staff met with the CNEP Recycling team (Shaun, April, Andrea and Terrel) to continue working on plans for an office recycling program.

## j) GAP TRAINING

Staff sent out online registration information for the Indoor Air Solutions Training that will be held at the Muscogee (Creek) Nation Environmental Programs Office in Okmulgee, OK on March 14, 2019. This training will cover topics such as Radon, Asbestos and Lead-Based Paint testing, monitoring and sampling.

## k) Household Hazardous Waste

- Staff continued working with the City of Nowata Councilman and attended the City Commissioner Meeting in Nowata, Oklahoma on February 4<sup>th</sup>. Staff talked about the Cherokee Nation Hazardous Waste Grant and the one day collection events. The City Council voted to partner with Cherokee Nation to have a household hazardous waste collection event. The City of Nowata has set the date for May 4<sup>th</sup>, 2019.
- Staff is working with the City of Claremore Employees and a date has been confirmed for April 6, 2019. Staff worked on the agreement for Cherokee Nation.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff continued working with the City of Sallisaw. The date has been confirmed for May 25, 2019.
- Staff continued working with the City of Tahlequah and has submitted the agreement for signatures.
- Staff continued working with the City of Grove and has submitted the agreement for signatures.
- Staff is researching educational outreach materials for the collection events and community meetings.
- Staff worked on the Bid Request for potential vendors for the household hazardous waste collection events. Staff is working with Cherokee Nation's Office of Procurement and Contracts.

## 1) E-Enterprise

- Staff worked on editing the E-Enterprise Tab on the ITEC Website. Additional information was also added to the Website.
- Staff corresponded with 2 new Tribal E-Enterprise and sent welcome e-mails with E-Enterprise Packets of information.
- Staff participated in one conference call with our E-Enterprise Project Officer.
- Staff participated in the Tribal Exchange Network Conference Planning Team Call on January 17<sup>th</sup>. This call focused on planning activities for the upcoming Tribal Exchange Network Conference.
- Staff participated in the Tribal EE/EN Digital Strategy Conference call on January 17<sup>th</sup>. Tribal Representatives prepared for the upcoming EE Digital Strategy Workgroup Meeting.
- Staff participated in the EEEEC Teleconference call on January 18<sup>th</sup>. This call focused on E-Enterprise activities and focused on the planning of the Spring Face-to-Face Meeting.
- Staff participated in the TGG (Tribal Governance Group) Conference call on February 5<sup>th</sup>. The Conference call focused on Digital Strategy/Architecture Meeting, next steps and tasks.

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

- Staff participated in the E-Enterprise Governance Chair Conference call on February 5<sup>th</sup>. This call focused on getting projects and timelines back on track. The Federal Government Shutdown has stopped several projects.
- Staff participated in the EE/EN Coordination Call. This call is to discuss the E-Enterprise and Exchange Network activities that are ongoing and focus on coordination tasks.