

Group:	Management Resources	Month/Year of Report:	FY19 Report for April 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

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
New fencing	1	1
Chemical Brush/Weed Control (spray) <i>*Spring only*</i>	0	0
Lease Compliance/Tribal land inspections	0	0
Mechanical Weed/Brush Control	0	877
Provide Technical Assistance to Communities	3	10
Hay baled (2019) <i>*Summer only*</i>	0	0
Crops for families from Jay Garden	0	50

- **Community Assistance Projects**

- Clean up trash dump on tribal property CMS-31.
- Cutting & splitting wood for assistance as needed.
- Cleanup of CMS-5.
- Provided estimates for Claremore Community Group and road repair in Muldrow.

- **Resources Projects**

- Staff completed pesticide training and testing for Private Applicator Cert.
- Loaded firewood for three (3) tribal members.
- Brush hogging CMS Tribal units
- Property cleanup/cleared
- Repaired fencing
- Equipment repair
- Site inspections and inventory.

Jay Community Garden

- Garden maintenance
- Tilled and packed garden
- Lay out sewer line
- Cleaned greenhouse and surrounding property.
- Repotted tomato plants.

Bison Project

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

GROUNDS 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 checked="" type="checkbox"/>	Jay Food Distribution	<input type="checkbox"/>
Bull Hollow Shop	<input checked="" 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 checked="" type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlongegah Shop	<input checked="" type="checkbox"/>	Tahlonteeskee	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>	Taylor Ferry	<input 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

- Repaired air in Purchasing Department in FRB
- Repaired ice machine in Finance
- Repaired heat in FRB
- Repaired thermostats at Stilwell Complex
- Installed door at Stilwell Complex
- Replaced and installed tin horns to ensure proper drainage at Marshal's Range road
- Ran conduit and wire for overhead doors at EMS
- Moved furniture in Human Resources
- Installed bathroom plumbing in Building H at Southgate
- Sprayed pre-emergent on grounds and ballfields
- Edged sidewalks and lots on grounds
- Repaired glass door in Real Estate Services
- Cleaned rock floor in WW Keeler
- Sat up tables in Recycle for Food Outreach program for Veteran's Center
- Working with Emergency Management to obtain HIPAA Training
- Received bids on 3 HVAC Units at Human Resources
- Prepared fields for tournaments
- Repaired heater at Veteran's Center
- Plumbed in new restroom at Building H at Southgate
- Pulled wires, set poles and began install of new entrance lights on highway frontage at WW Keeler
- Hung art work at Southgate Career Services
- Spread ice melt on grounds
- Blew snow away from buildings
- Took trash truck in for regular maintenance and service
- Built road up after culvert install at FRB
- Resurfaces a floor in Human Services
- Hired new custodian for Markoma Gym
- Temporarily cleaned the contracted buildings awaiting new contract
- Patched floor in Human Services office on the south side of the department
- Began roofing project at Gaming Commission and Patrick House
- Installed drain line for the restrooms at Southgate Building H
- Picked up limbs, trash, etc on grounds
- Replaced five pole light bulbs at EMS
- Installed red lights for EMS helicopter pad
- Installed 8 receptacles for TV's in the EMS sleeping quarters
- Continued troubleshooting of sewer issues at Cort Mall
- Cleared and cleaned grounds at Markoma Campus

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 checked="" 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

New WW Hastings Joint Venture



CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

Group: Government Resources

Month/Year of Report: March 2019

Executive Director: Chuck Hoskin

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Director: Ginger Reeves

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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. One decision to accept on the Thompson 160 acres in Adair County was published March 22, 2019 and the 30-day notice is currently running. There are four applications that are awaiting decision by the BIA: three in Adair County and one in Sequoyah County. Two additional applications are being worked up, with two in the queue.
3. Appraisals. Three appraisals were ordered during the month of March.
4. Environmental Reviews. One categorical exclusion was requested and completed.
5. Quiet Titles. Four Quiet Title requests were received, researched and returned.
6. Inventory/Heirships, Administrative Law Judgments, Report for Distributions. Ten Inventory/Heirships were requested, completed and returned. Two ALJs were requested and processed. 43 RFDs were requested and processed.
7. Restriction Removal Applications. Two restriction removal applications have been submitted and are awaiting approval from BIA.
8. Last Will and Testaments. Two LW&T were prepared and endorsed, one presented to District Court for approval, and eight additional interviews were taken during the month of March.
9. Rights of Entry. Seven Rights of Entry were requested and prepared.
10. Rights of Way/Easements/Service Line Agreements. 15 rights of way/easements are pending approval by BIA; one additional easement was submitted. Two service line agreements were approved.
11. On-Site Inspections, Home visits, Trespass issues. 22 on-site inspections were requested and completed. Six home visits were requested and completed. Five trespass issues were reported; four have been completed.
12. Maps/platting. 44 requests for maps/platting assistance were received and completed.
13. Jurisdictional calls. 90 jurisdictional calls were completed during the month, with 42 after hours.
14. District Court Probates. All probate applications are being researched in preparation for filing in District Court.
15. Stats. 102 client sign-ins (walk-ins), 65 phone inquiries, 41 obituaries processed.

16. Financial transactions. \$337,699.97 was processed through the lockbox and \$49,753.84 was processed as lease payments during the month of March.
17. Impact aid. Requests for Impact Aid applications were processed for two separate schools within the jurisdictional area.
18. TAAMS. Two staffers continue encoding the allottee files into the Trust Asset and Accounting Management System (TAAMS) at the BIA-EORO.
19. Additional Information. Amanda Chuculate, Lane Kindle, Marshea Halterman and Lisa Cunningham attended training at the Bureau of Indian Affairs on March 27.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, March (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)	49	278	31%
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	74	30%

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	9	54	36%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
200 Energy Audits	3	44	22%

f.) Mold/IAQ Inspections

Goal Requirement	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	4	10	33%

g) Landfill Inspection Dates & Meetings:

February 27nd, March 1st, March 4th, March 8th,

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 STAR Work Group call on March 6th.
- Staff attended the FY2019 Exchange Network grant applicant call for tribes on March 6th.
- Staff attended the Tribal AQS User Forum conference call on March 13th.
- Staff attended the National Tribal Air Association (NTAA) Member Tribe Feedback Call on March 14th.
- Staff will attend the National Tribal Forum on Air Quality (NTFAQ) Air Quality Technical Session planning call on March 18th.

b) Clean Water Program:

- Staff submitted the Clean Water 106 grant to EPA on March 1st.
- Staff met with Jahna Hill from the City of Tahlequah and Steve Nikolai from Grand River Dam Authority (GRDA) on March 5th to discuss bacteria sampling on Town Branch. Town Branch is once again showing bacteria levels outside of acceptable levels.
- Staff met with James Thorton from CNB on March 6th to discuss the potential construction of a water treatment plant at the National Cherokee Nation Park. CNB inquired if CNEP could pull water samples to determine the amount of treatment the water may need to meet drinking water standards.
- Staff will be stream sampling the week of March 18th (weather permitting).

c) Pesticides Program:

- Staff attended the Tribal Pesticides Spring Face-to-Face meeting in Arlington, VA at the EPA offices March 5th – 8th.
- Staff submitted the 2019 Pesticide Program QAPP to EPA Region 6 for approval; there were no significant revisions.
- Staff continues to enter pesticides application notifications received for the current quarter.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

d) Underground Storage Tank (UST) Program

- Staff met with CNB, Facilities Management and a representative from Southern Company at Outpost #1 to discuss options for UST repairs on February 20th.
- Staff conducted a monthly walk-through inspection at Roland Travel Plaza on February 25th. There were no deficiencies noted during this inspection.

e) Superfund Program

Cherokee Nation

- Staff reviewed the Quality Assurance Sampling Plan for Fansteel Metals/FMRI Scoring Strategy. Staff is working with EPA and the Muscogee Creek Nation to assist or observe sampling activities at the site. Sample collection efforts are planned for with week of April 8th.
- Staff participated in the webinar on “The Influence of Wildfire-Storm Cycles on Radionuclide Contaminant Transport at the Pueblo de San Ildefonso”.
- Staff worked on the Superfund/Brownfields QAPP. This report is under management review. Once review is completed this report will be submitted to EPA for approval and signatures.

f) Brownfields Program

- Staff attended the annual Asbestos Refresher at the Oklahoma Asbestos Institute for CEUs needed for Inspector License renewal from ODOL.
- Staff participated in the Brownfields Quarterly All Assessment Grantee conference call. Technical Assistance to Brownfields (TAB) announcements and updates were provided. The call provided for a Feedback & Discussion for grantees to discuss challenges and successes. The next quarterly call is scheduled for June 13, 2019.

g) Natural Resource Damage Assessment and Restoration (NRDAR)

Staff participated in the DOI/Tribes NRDAR Conference call on March 5th. This call focused on DOI/Federal Government updates, Economic Draft Status, Regulations Revisions and Training opportunities.

Tar Creek:

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff participated in the Tar Creek Trustee Council Indian Tribes (TCTCIT) conference call on March 5th that focused on Budgets and Settlement Figures. This call also focused on budget forecasting and upcoming task projections.
- Staff participated in the TCTCIT Tribal Risk Assessment Conference call on March 8th. This call focused on the Tribal Risk Assessment Data and plan for next steps, which include releasing the report to ODEQ and EPA.
- Staff participated in the DOI/TCTCIT Conference call on March 11th. This call focused on the Tribal comments for the RCDP.
- Staff attended the Tar Creek Trustee Council Indian Tribes Meeting at the Ottawa Tribe in Miami, Oklahoma. This meeting focused on budget request from the Peoria Tribe and their Scope of Work.

National Zinc:

- No activities were conducted during this monthly timeframe.

Tulsa County Smelter Complex:

Staff participated in the Tulsa County Smelter Complex Conference call on March 14th. This call focused on the new U.S. DOI Solicitor assigned to the case and the Trustee Council discussions between members of the Trustee Council.

h) LEAD-BASED PAINT CERTIFICATION

- Staff submitted LBP certification applications for Risk Assessor and Supervisor to ODEQ and CNEP for certification.
- Staff completed the LBP certification renewal applications for all Firms, Project Designers, Risk Assessors, Supervisors and Abatement Workers. After application approval, each certified individual will receive a wall certificate and id card showing they are certified for the FY 2019-2010 certification year.

i) GENERAL ASSISTANCE PROGRAM (GAP CORE)

- Staff watched a CEU webinar from NEHA on the legal aspects of Radon for credits on the Radon Measurement certification.
- The Cherokee Nation Environmental Festival that will be held on Friday, April 26, 2019 at the Northeastern State University Event Center. Staff confirmed Grandview, Briggs and Keys schools for the festival.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff continued to work on the planning of the Tribal Environmental Summit that will be held April 3-5 at the Wyndham Dallas Suites Hotel in Dallas, TX.

j) GAP TRAINING

- On March 14, 2018, staff presented the Indoor Air solutions course to ITEC member Tribes in Okmulgee at the Creek Nation. There were 14 attendees from 7 ITEC member Tribe's Environmental Departments. The class covered Radon, Asbestos, Lead and Mold sampling, certification and outreach activities.
- The Grant Writing & Grants Management Training was held on March 19-20, 2019 at the Cherokee Nation TSA-LA-GI Community Room. The training covered topics such as 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 worked with the Cherokee Nation Purchasing Department and Acquisition Management for the RFP for the household hazardous waste collection events.
- Staff continued to work with the City Officials for the City of Claremore, Grove and Tahlequah. Agreements have been submitted for signatures.
- Staff provided updates with City Officials for the City of Vinita and the City of Sallisaw. Discussions included next steps, planning activities and locations for the collection events.
- The City of Tahlequah has signed the Memorandum of Agreement between the Cherokee Nation and the City of Tahlequah.
- 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.

l) E-Enterprise

- Staff updated and maintained the E-Enterprise database for conference calls.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- Staff participated in one conference call with the Tribal Co-Chair and EPA regarding a proxy review for the Tribal EELC Representatives.
- Staff scheduled a conference on March 1st to introduce the two new Tribal Representatives and discuss the Face-to-Face Meeting logistics, Workgroup updates, and EELC Interviews.
- Staff worked with EE Consultants to assist the Tribes in obtaining information for reporting on accomplishments and monthly Workgroup updates.
- Staff set up a conference call for the new Tribal E-Enterprise Representative for Region 3. This conference call was set up and held on February 27th with EPA Headquarters E-Enterprise Contacts, EPA Region 3 E-Enterprise Contacts and Cherokee Nation Environmental Staff. The focus of this call was to introduce the new Tribal Representative to EPA and discuss the E-Enterprise Project.
- Staff participated in the E-Enterprise (EELC) Conference call on March 6th. This meeting via conference call focused on the introduction of new EELC Members, Regulation Navigation Tools, E-Enterprise Digital Strategy and planning logistics for the Face-to-Face Meeting.

m) Realty:

Staff started work on the John Ross Site (Fee to Trust) for the Cherokee Nation Real Estate Service Staff. Staff conducted the inspection and has begun working on the Phase I ESA Report.