

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	FY20 Report for March Mtg.		
<b>Executive Director:</b>	David Moore	<b>Phone:</b>	David – (918) 453-5000 X. 4137	<b>E-mail:</b>	<a href="mailto:david-moore@cherokee.org">david-moore@cherokee.org</a>

## I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

## II. Program Highlights

### a.) Accomplishments

#### LAND MANAGEMENT

OBJECTIVE	ACTUAL	YTD
New fencing projects	1	1
Chemical Brush/Weed Control (spray) <i>*Spring only*</i>	270	4570
Lease Compliance/Tribal land inspections	0	0
Mechanical Weed/Brush Control	320	1300
Provide Technical Assistance to Communities	1	35
Hay baled (2019) <i>*Summer only*</i>	1327	2259
Crops for families from Jay Garden	2	43
Bales of hay sold		1732

#### Resources Projects

- Continued work on Case 580 backhoe – new hydraulic kit
- Welding on Dahlenegah shop gate entrance (expanded width for trailers)
- Moved 126 bales of hay to Tahlequah (all SOLD)
- Working on trailer in shop installing tail lights and new connection plug.
- Cut and split wood for shop from various lease units

#### Community Assistance projects

- Loaded out wood for 1 tribal members

#### Jay Community Garden

- Drain water from garden
- Start tomato seeding
- Planted pepper seeds (in pots)
- Run water lines in work trailer

#### Bison Project

- Routine feeding for month of February
- Continued fencing project to expand buffalo pasture – KEN12

*On average 3 men per day along with other job duties  
(Approx. 660 posts and Approx. 40 rolls of wire for new buffalo pasture)  
EST. of 2.33 miles, 8 strands high of new fencing property pic posted below*

**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 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"/>	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
CN Outpatient Health Center	April 2017	98%	Substantial completion
CN/OSU Osteopathic School	2019	20%	
Water/Sewer line – Head Start-Tah	August 2019	100%	Completion
Mankiller Clinic (CNB)	January 2020		See below comments
Durbin Feeling Language Center	Spring 2020		
Catoosa Tag Office	Spring 2020		

**REMODELING**

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Keeler/Registration Vault	Spring 2020		

- Mankiller Health Center
  - Demolition complete
  - Ground Breaking March 3, 2020, 1:30
  - Site work in progress
- Hastings Hosptial Grounds
  - Punch list items ongoing on CN Outpatient Health Center
  - Documents completed for retentiunon area, bid to go out soon
- OSU Medical Center
  - 2020 Exp. Completed Date
  - Steel erection complete
  - Exterior wall and sheathing near completion
  - MEP rough-in is in process

➤ **FACILITIES MANAGEMENT**

**c.) Accomplishments**

- Disconnected power to unit at Human Resources to remove unit for roofing
- Demo roof and began installation of new roof at Human Resources
- Continued work on skirting replacement at Immersion
- Moved office furniture at FM Admin Building
- Built TV frame for Secretary of State
- Installed lights in Cherokee First
- Completing punch list for EMS certification
- Replaced ceiling tiles and blinds at Osi-yo Training Room
- Continued sanding walls and remodel of Main Complex
- Surface patching holes in asphalt and parking lots on grounds
- Put all spreaders and plows on trucks for winter weather prep
- Repaired overhead door at FM Shop
- Added more bird deterrents at WW Keeler veranda
- Replaced countertop in Roads
- Three security lights installed at Immersion
- Installed LED lights in ceiling east end of complex
- Replaced lights with LED's in training room at Stilwell Complex
- Replaced frost free water hydrant at One Fire Field
- Patched holes in concrete sidewalk at Motel second floor
- Remodeled front office of CNDOT (Roads Building) completed hanging new trim, painted and sealed. Installed new countertop
- Changed out all lighting in main complex first floor
- Replaced 6 shower valve assemblies and shower heads at Markoma Gym
- Measured grounds at Main Complex for rye seed purchase
- Two staff members attended bed bug training in Shawnee
- Changed out motor on unit at west end of main complex
- Installed approximately 80 name plates on offices at Financial Resources
- Completed annual fire inspections done at Veteran's Center, Financial Resources Building, Facilities Admin Building and Tsa-La-Gi Community room.

**WORK ORDERS**

PROJECT	30 Day Operating Days	In Progress	Completed
WORK ORDERS RECEIVED	195	107	85

**PROJECTS**

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
HUMAN RESOURCES ROOF	1/15/2020	85%	2/27/2020
REMODEL FM ADMIN DIR OFC	2/20/2020	100%	2/26/2020
4 BLDGS FIRE ALARM INSPEC	2/25/2020	100%	2/25/2020
REPLACED ALL SHOWER HEADS AT	FEB 2020	100%	2/21/2020

## **FLEET SERVICE CENTER**

### **d.) Accomplishments**

- Oil changes 47
- Wiper blades replaced 25
- Tires replaced 35
- Flats changed 5
- Head Lamps 2
- Air Filters 3
- Tire Rotation 6
- Batteries 5
- Wash & Vac. 2

## **UPCOMING MONTHLY SCHEDULE (or) FUTURE PLANS**

### **LAND MANAGEMENT**

#### **e.) Future Plans/New Initiatives**

- Continued repairs to fencing and land as needed for Buffalo expansion
- Fencing project at Dahlongegah
- Continue loading hay as requested
- Continued cutting and loading wood as requested
- Harvesting Jay garden
- Buffalo Tour Scheduled March 17 (approx. 30 SHS Student's)

### **PLANNING & DEVELOPMENT**

#### **f.) Future Plans/New Initiatives**

- **CN/OSU Osteopathic Medical School** – Miscellaneous steel going; Exterior framing install ongoing; Exterior waterproofing ongoing; Interior framing install ongoing; Drywall install ongoing; Fireproofing ongoing; MEP ongoing
- **Mankiller Clinic** – Demolition complete; site work in progress
- **Durbin Feeling Language Center** – developing plans, bidding process forthcoming

### **FACILITIES MANAGEMENT**

#### **g.) Future Plans/New Initiatives**

- Markoma Drainage Project
- Remodel of old Casino (Durbin Feeling Language Center)

**HIGHLIGHTS:**      *Filled two Laborer positions – pending HR approval*

*From an actual customer service survey, "We appreciate all you guys do!!"*



**February 2020**  
**Cherokee Nation/OSU Osteopathic Medical School Building**



**Wilma P Mankiller Health Center**



# CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

**Group:** Government Resources

**Month/Year of Report:** February 2020

**Executive Director:** Tina Glory Jordan

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**Phone:** 918-453-5101

**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 operates 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
- 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. Real Property overview. The Real Estate Services office administratively oversees approximately 113,508.96 acres of real property, broken down as follows:



Type	Acreage (2/27/2020)
Tribal Trust acres	62,706.13
Tribal Fee acres	4,832.71
USA (government)	186.12
Restricted (approximate)	45,924.00
Total	113,648.96

2. Leases. One tribal grazing lease was submitted and pending.
3. Appraisals. Eight appraisals were ordered and received.
4. Environmental Reviews. Three environmental reviews were requested and three were received.
5. Inventory/Heirships. Eight Inventory/Heirships were requested, completed and returned.
6. Administrative Law Judgments. Two ALJs were requested, completed and returned.
7. Quiet Titles. One quiet title notice was received, researched and returned.
8. Last Will and Testaments. One LW&T was prepared and endorsed.
9. Rights of Entry, Service Line Agreements. 13 rights of entry were requested and prepared; one service line agreement is pending.
10. On-Site Inspections, Trespass issues. One on-site inspection was requested and completed. Three trespass issues were reported; two addressed to date.
11. Maps/platting. 37 requests for maps/platting assistance were received and completed.
12. Land status calls. 80 status verification calls were completed during the month, with 23 after hours.
13. District Court Probates. All new probate applications are being researched in preparation for filing in District Court.
14. Stats. 142 client sign-ins (walk-ins), 80 phone inquiries, 60 obituaries were processed.
15. Financial transactions. During the month of February, \$288,231.37 processed through the lockbox and \$56,916.74 processed as lease payments.
16. TAAMS. Two staffers continue to encode into the Trust Asset and Accounting Management System (TAAMS) at the BIA-EORO three days each week. Additional staff is performing final review and updates.

17. Impact Aid. Six impact aid verifications were processed during the month.

18. Additional items. The Tribal Trust Evaluation (audit) opening was held on September 18, 2019. An Exit Conference was held on February 26. There were no findings or issues with any Real Estate Services trust functions.



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Dept: Cherokee Nation Environmental Programs (CNEP) Administrator: Tom Elkins, Feb. (FY20)  
Senior Director: Wayne Isaacs

Phone: 918-453-5237, Cell: 918-822-2793, email: [tom-elkins@cherokee.org](mailto:tom-elkins@cherokee.org)

## I. Program Performance:

### a.) Environmental Review

Activity	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	51	362	40%
6 ERR (Roads)	0	0	0%

### b.) Lead-Based Paint Activities

Activity	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	10	66	26%

### c.) Radon Activities

Activity	# this month	Year to date	% of annual goal
50 Radon Tests	5	11	22%

### d.) Asbestos Activities

Activity	# this month	Year to date	% of annual goal
150 Asbestos Tests	9	65	43%

### e.) Home Energy Audits

Activity	# this month	Year to date	% of annual goal
150 Energy Audits	11	24	16%

### f.) Mold/IAQ Inspections

Activity	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	2	23	77%

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

## **g) Landfill Inspection Dates & Meetings:**

Jan 27<sup>th</sup>, Jan 29<sup>th</sup>, Jan 31<sup>st</sup>, Feb 3<sup>rd</sup>, Feb 5<sup>th</sup>, Feb 6<sup>th</sup>, Landfill Grant Meeting Feb 10<sup>th</sup> – 14<sup>th</sup>, Feb 17<sup>th</sup>, Feb 19<sup>th</sup>, Feb 20<sup>th</sup>, Feb 21<sup>st</sup>, Feb 24<sup>th</sup>, Feb 27<sup>th</sup>.

The new cell at the landfill is finished and has been accepting trash since 02/24/20.

## **II Highlights:**

### **Brownfields**

Staff is developing the project plan for the 2020 Brownfields Rural Revival Tour that is being led by ODEQ. The goals of the project plan are to get more small towns and communities educated on Brownfields, show the resources available to them and who they will be working with if they choose to work on a Brownfield project.