

Group:	Management Resources	Month/Year of Report:	FY20 Report for August Mtg.		
Executive Director:	David Moore	Phone:	David – (918) 453-5000 X. 4137	E-mail:	david-moore@cherokee.org

I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

II. Program Highlights

Distributing PPE, disinfectant and other supplies for our return to work.

We have procured two machines to produce our own sanitizer and should be arriving soon. (Getting the building ready to receive)

This will insure CN and our entities will have sanitizer readily available moving forward. (Ongoing)

a.) Accomplishments

Continue to maintain our properties with a largely reduced staff

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		
Hay baled (2020) <i>*Summer only*</i>	500	12475
Crops for families from Jay Garden	3	49
Bales of hay sold	500	500

Resources Projects

- Cutting and baling hay
- Brush hogging
- Equipment maintenance

Jay Community Garden

- Garden maintenance and harvesting.
- Provided produce for 3 families.



Bison Project

- Routine feeding for month of August
- Receiving two new Bison bulls from Yellowstone Herd, ITBC transporting to us free of charge (Arrived)
- 2 new Bison calves, 27 total; overall 19
- Applied for 25 Bison with ITBC FY2020 Surplus

GROUNDS MAINTENANCE

Beaver Property (by Yonkers)	<input type="checkbox"/>
Belfonte	X
Bull Hollow Com. Bldg.	X
Bull Hollow Shop	X
Candy Mink Springs	X
Catoosa Truck Stop	<input type="checkbox"/>
Cherry Tree	X
Dahlongegah Park	<input type="checkbox"/>
Dahlongegah Shop	X
Flint Courthouse	<input type="checkbox"/>

Garland, Texas Property	X
Greenhaw Tract	<input type="checkbox"/>
Jay Food Distribution	<input type="checkbox"/>
Kenwood Trailer Park	X
Locust Grove Property	<input type="checkbox"/>
Murphy	<input type="checkbox"/>
Rocky Ford Park	<input type="checkbox"/>
Tahlonteeskee	X
Taylor Ferry	X



PLANNING & DEVELOPMENT

b.) Accomplishments

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
CN/OSU Osteopathic School	2019	69%	Dec. 2020
Mankiller Clinic (CNB)	January 2020	15%	See below comments
Catoosa Tag Office	Summer 2020	Drawings complete	GC Bid Posting July 2020
Durbin Feeling Language Center	Summer 2020	Design Phase	TBD
Pryor CDC	Fall 2020	Design Phase	TBD
Working on several projects for Cares Act	September 8 th		Before Dec. 30 th

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Keeler/Registration Vault	Summer 2020	Drawings complete	TBD
Tahlequah CDC	Summer 2020	Drawings 75%	TBD

- Mankiller Health Center
 - Re-mobilization began June 6 with COVID plan in place including pre-screening and masks.
 - Building pad was re-scarified and compacted.
 - Schedule update with COVID suspension impacts TBD

- Hastings Hospital Grounds
 - Punch list items ongoing on CN Outpatient Health Center
 - Construction documents for retention area are complete, bid posting set for August 2020

- OSU Medical Center
 - 2020 Exp. Completed Date
 - EIFS is nearing completion while masonry activities continue to progress.
 - Architectural composite and metal panel installation began this month.

Window system are complete on the west elevation, near complete on the south and east elevation.

1st Floor and Basement painting and floor covering in progress

Drywall and finishes work in progress on 2nd floor

MEP rough-in is in progress 3rd floor along with metal stud framing



➤ FACILITIES MANAGEMENT

b.) Accomplishments



➤ *Staff sanitizing facilities and working closely with Administration to ensure all heavily trafficked areas are receiving attention. The safety of our employees and the citizens remain one of our top priorities.*



WORK ORDERS

PROJECT	30 Day Operating Days	In Progress	Completed
All Work Order's Received	7/27 – 8/1	80 total	55

PROJECTS

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Covid Relief Efforts	Ongoing	Ongoing	Unknown
Replace compressor on Main Chiller	7/20/20	75%	Completed
24 touchless faucets in Main Complex	7/10/20	25%	Completed
Fire Sprinkler System – KAWI	July 2020	75%%	September

Procuring supplies for phased reopening of CN departments.

FLEET SERVICE CENTER

d.) Accomplishments

- Facility limited opening due to COVID 19

UPCOMING MONTHLY SCHEDULE (or) FUTURE PLANS

LAND MANAGEMENT

e.) Future Plans/New Initiatives

- Cutting and bailing Hay
- Mowing
- Maintain properties
- Preparing to receive surplus Bison

PLANNING & DEVELOPMENT

f.) Future Plans/New Initiatives

- **CN/OSU Osteopathic Medical School** – Construction was halted but has resumed late May with a phased work plan, (Back to 100% on manpower); Interior framing install ongoing; Drywall install ongoing; 1st floor and basement painting and flooring 80% complete; Fireproofing ongoing; MEP ongoing; EIFS ongoing; Stone ongoing; Low voltage cable ongoing; Ceiling grid ongoing
- **Mankiller Clinic** – Demolition complete; all work halted due to COVID 19; Preparing to resume work July 6th (work has resumed, footings in progress)
- **Durbin Feeling Language Center** – developing plans, bidding process forthcoming

FACILITIES MANAGEMENT

Mowing and weeding of all properties

Cleaning, sanitizing and general maintenance of properties

Performing PM (preventive maintenance) duties

g.) Future Plans/New Initiatives

- Markoma Drainage Project
- Continued implementation of new sanitizing procedures
- Installing fire sprinkler system at KAWI Café (Ongoing)

HIGHLIGHTS:

Continue to maintain all CN facilities through the closure and prepare for reopening

CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

Group: Government Resources

Month/Year of Report: August 2020

Executive Director: Tina Glory Jordan

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Phone: 918-453-5101

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 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 Estate Services staff began teleworking on March 20, 2020; returned to work on June 1, rotating two separate shifts in office/teleworking to assure our day to day

activities are handled while taking every precaution necessary to deal with the COVID-19 pandemic.

2. Purchases. Since our last report, four properties were purchased: Nowata parcel adjacent to community building; Barrett building in Vinita; five acres in Hulbert adjacent to community building; and JW Sam Elementary in Catoosa.
3. Appraisals. Seven appraisals were ordered during the month of August.
4. Leases. Two renewal restricted hunting leases were submitted and approved.
5. Last Will and Testaments. Five LW&T were interviewed, prepared and endorsed; three additional interviews were taken.
6. Inventory/Heirships; Report for Distributions. Five inventory/heirships were requested and completed; 20 RFDs were received and processed.
7. Quiet Title Notices. Two notices were received, researched and returned.
8. Rights of Entry. 12 rights of entry were requested and prepared.
9. On-Site Inspections, Trespass issues. 14 on-site inspections were requested and completed. Two trespass issues were reported and addressed.
10. Maps/platting. 34 requests for maps/platting assistance were received and completed.
11. Land status calls. 119 land status verification calls were completed during the month, with 43 after hours. 17 boundary-related memos were requested and addressed.
12. District Court Probates. All new probate applications are being researched in preparation for filing in District Court.
13. Stats. 59 client sign-ins; 92 phone inquiries, 54 obituaries were processed.
14. Financial transactions. During the month of August, \$183,935.58 processed through the lockbox and \$34,977.08 processed as lease payments.
15. TAAMS. All encoding at the BIA-EORO is on hold due to the pandemic. Currently, four staffers are performing final review and updates.
16. Impact Aid. One impact aide request was addressed for the US Department of Education.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

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

Phone: 918-453-5237, Cell: 918-822-2793, email: tom-elkins@cherokee.org

I. Program Performance:

a.) Environmental Review

Activity	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	115	705	78%
6 ERR (Roads)	2	2	33%

b.) Lead-Based Paint Activities

Activity	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	17	112	45

c.) Radon Activities

Activity	# this month	Year to date	% of annual goal
50 Radon Tests	0	16	32

d.) Asbestos Activities

Activity	# this month	Year to date	% of annual goal
150 Asbestos Tests	16	112	75

e.) Home Energy Audits

Activity	# this month	Year to date	% of annual goal
150 Energy Audits	0	52	26

f.) Mold/IAQ Inspections

Activity	# this month	Year to date	% of annual goal
30 Mold/IAQ Inspections	3	28	93

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

g) Landfill Inspection Dates & Meetings:

July 27th, July 29th, July 31st, Aug 31st, Aug 5th, Aug 7th, Aug 10th, Aug 14th, Aug 17th, Aug 25th, Aug 31st.

II Highlights:

NATURAL RESOURCE DAMAGE ASSESSMENT AND RESTORATION (NRDAR)

Tar Creek

Staff reviewed the Tar Creek Operable Unit #5 Human Health Risk Assessment (HHRA) Comments to EPA.

CN REALTY

- Staff received a request to conduct a Phase I Environmental Site Assessment (ESA) for Cherokee Nation Real Estate Services. The Phase I ESA is for the former J.W. Sam Elementary School in Catoosa. The purpose of the Phase I ESA is due diligence prior to purchase. A site reconnaissance was conducted that consisted of a walk-thru in the school and the property and taking photographs. Environmental Data Resources (EDR) reports were ordered and reviewed. The information from the EDR reports were incorporated into the Phase I ESA in the Parcel Platform. Historical topographic maps, aerial maps, FEMA floodplain maps, and the Wetland Inventory Maps were formatted and inserted in the appendices of the Phase I ESA. Photos taken during the site recon were labeled and inserted in the Photographs Appendix A and submitted to CN Realty staff.
- Staff ordered EDR Reports, conducted a site visit and began writing the Phase I ESA for John Ross School Museum.
- Staff ordered EDR reports, conducted a site visit, and wrote up a summary of findings on the Stanley Property for Cherokee Nation Real Estate Services.

LEAD-BASED PAINT CERTIFICATION

Staff performed an abatement project audit at a home in Adair that is being remodeled as part of the lead certification/accreditation review process.

COVID-19

Staff completed sampling at the following: Tahlequah Tag Office, Sallisaw Tag Office, Jay Food, Jay Tag, Tahlequah Career Services Learning and Testing, Ta-LA-Gi Apartments, Tahlequah ICW, Salina Head Start, Career Services Business Technology

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

and Surgical Tech, Human Resources, Tahlequah Food Distribution, Vocational-Rehab, GIS-Admin, Stilwell ICW, Sallisaw ICW, Marshall Service, Immersion School, ICW-Tahlequah, CDC- Tahlequah, HACN-Business Office and Tahlequah Complex and Registration.

CN Clean Water Program:

- Staff sampled Lake Hudson on July 21 and Lake Spavinaw on July 23 for water quality. Samples were sent to Green Country Testing for water quality testing for Ammonia, Chloride, TDS, Total Phosphorus, Sulfate, Nitrate, Nitrite, permit metals, and TKN.
- Staff sampled Fourteen Mile Creek for water quality on August 6; samples were sent to Green Country Testing for water quality testing for Ammonia, Chloride, TDS, Total Phosphorus, Sulfate, Nitrate, Nitrite, permit metals, and TKN.
- Staff sampled Flint Creek and Spring Creek on August 12 for water quality; samples were sent to Green Country Testing for water quality testing for Ammonia, Chloride, TDS, Total Phosphorus, Sulfate, Nitrate, Nitrite, permit metals, and TKN.
- Staff sampled Sallisaw Creek on August 13 for water quality; samples were sent to Green Country Testing for water quality testing for Ammonia, Chloride, TDS, Total Phosphorus, Sulfate, Nitrate, Nitrite, permit metals, and TKN.
- Staff sampled Lake Hudson on August 18 and Lake Spavinaw on August 20 for water quality; samples were sent to Green Country Testing for water quality testing for Ammonia, Chloride, TDS, Total Phosphorus, Sulfate, Nitrate, Nitrite, permit metals, and TKN.
- Staff sampled Little Lee Creek and Caney Creek on August 24 for water quality; samples were sent to Green Country Testing for water quality testing for Ammonia, Chloride, TDS, Total Phosphorus, Sulfate, Nitrate, Nitrite, permit metals, and TKN.

Underground Storage Tank Program

Staff conducted the monthly monitoring visit to Outpost #1 and the Roland Travel Plaza on July 27; no deficiencies were observed during either inspection.