

RESOLUTION OF THE
GOVERNMENT SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL

21ST NAVAJO NATION COUNCIL - Second Year, 2008

AN ACTION

RELATING TO GOVERNMENT SERVICES; APPROVING THE NAVAJO
NATION TELECOMMUNICATION AND UTILITIES DEPARTMENT'S
UTILITIES POLICY AND PROCEDURES FOR THE NAVAJO NATION

BE IT ENACTED:

The Navajo Nation hereby approves the Navajo Nation Telecommunication and Utilities Department's Utilities Policy and Procedures for the Navajo Nation, as set forth in the attached Exhibit A.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 6 in favor and 0 opposed, this 8th day of January, 2008.



Ervin M. Keeswood, Sr., Chairperson
Government Services Committee

Motion: Leonard Teller
Second: Amos F. Johnson

Navajo Nation Telecommunication & Utilities (NNTU)
Utilities Policy and Procedures

Authority: Pursuant to Government Service Resolution GSCJN-23-07, the purpose of the Navajo Nation Telecommunication & Utilities (NNTU) department is to plan, administer and manage the telecommunication and utilities activities for the Navajo Nation.

Purpose: The Department seeks to provide a safe, comfortable and productive working environment for Navajo Nation government offices by ensuring use of reliable utilities sources to sustain its operations. To procure utilities service in the most cost effective manner and to promote energy & water conservation.

Policy:

All Navajo Nation departments/programs must request for utilities and other services through the Navajo Nation Telecommunication & Utilities department. NNTU will be responsible for conducting periodic energy audits on all utility usage to recommend energy saving measures.

Definition:

Utilities - Electricity, gas, water, and wastewater

Other Services - Waste management, elevator, landscaping and HVAC system maintenance and repair.

Energy audit - Inspection, survey and analysis of energy usage in the building to understand the dynamics of the system under study. An energy audit is conducted to seek opportunities to reduce the amount of energy input into the system without negatively impacting the outputs while maintaining or improving human comfort, health and safety.

EnergyStar - Created by the US Environmental Protection Agency and the US Department of Energy to help consumers save money and prevent air pollution. A government-backed program helping businesses and individuals protect the environment through superior energy efficiency.

Unnecessary appliances - Coffee makers, microwaves, refrigerators and small appliances unless located in designated kitchen areas.

Procedures:

1. All utility services (see Definition) shall be requested to the Navajo Nation Telecommunication & Utilities department by completing the Utilities Request Form (Attachment A) for the following:
 - a. New Service
 - b. Repair/Maintenance
 - c. Transfer of utilities service
 - d. Removal/Disconnection

2. All utility services shall be utilized in the performance of Navajo Nation government business and operations. The use of unnecessary appliances shall be discouraged.
3. All departments and programs shall:
 - a. Practice and promote energy and water conservation
 - b. Report the misuse and abuse of utilities by Navajo Nation governmental personnel
 - c. Immediately report utility outages and breakages to utility service provider and/or NNTU.
 - d. Purchase energy efficient office equipment with the EnergyStar logo
4. NNTU shall be responsible for the procurement of all utilities and other services in accordance with Navajo Nation procurement regulations and laws.
5. NNTU will be responsible for the payment processing of utilities and other services invoices utilizing the Fixed Cost Utilities annual appropriation provided request is in compliance with Procedure No. 1., subject to availability of funds.
6. NNTU is responsible for conducting energy audits on Navajo Nation governmental buildings including:
 - Monitoring, analyzing, recommending cost saving measures
 - Budget and implement for energy retrofits
 - Enforcement of energy cost saving measures
 - Evaluate energy modifications and variables to measure energy savings
7. Energy audits will be scheduled by NNTU Energy Auditor and may be requested by program and departments via memorandum.
8. NNTU is responsible for promoting energy and water conservation to Navajo Nation employees and citizens through Energy & Water Awareness activities and public education materials. The month of October has been designated as "Energy & Water Conservation Month" on the Navajo Nation.
9. In the event of energy and water shortages, NNTU will implement conservation measures for the Navajo Nation government in collaboration with utility service providers.
10. All non-compliance issues will be addressed to the program, department, or division head and the Office of Auditor General.
11. Clarification to the Utilities Policies and Procedures
The NNTU department may issue whatever additional directives and memoranda deemed necessary to clarify the intent of these policies and procedures.
12. Amendment to the Policies and Procedures
The policies and procedures may be amended when necessary with the approval of the Government Services Committee.

Navajo Nation Telecommunication & Utilities Utilities Service Request Form

Department Name: Date:

Mailing Address:

Physical Address:

City: State: Zip:

Customer Account No.: Building No.:

Contact Name: Title:

Contact Number: E-mail Address:

Description of Service Request

New Service

Transfer

Repair/Maintenance

Removal/Disconnection

Basic Utilities Serial No. Meter No.

Electric Gas Water

Power Line Natural Waste Water/Sewer Line

Street Light Propane

Other Services

Landscaping Elevator HVAC System Waste Management

Change in Address :

Justification for Service:

Requested by _____

Approved by _____

Navajo Nation Telecommunication & Utilities Staff Only

Received by: Date Submitted:

Service Provider: Service Provider POC:

Remarks: