

GSCN-48-10

**RESOLUTION OF THE
GOVERNMENT SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL**

21" NAVAJO NATION COUNCIL - Fourth Year 2010

AN ACTION

An Action; Relating to Government Services; Approving Amendments to the Navajo Nation Telecommunication and Utilities Department's Utilities Service Policy and Procedures

BE IT ENACTED:

1. The Navajo Nation hereby approves amendments to the Navajo Nation Telecommunication and Utilities Department's Utilities and Service Policy and Procedures, adopted through GSCJA-01-08, as set forth in the attached Exhibit A

CERTIFICATION

I hereby certify the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting at Tse' Daa' Kaan Chapter House Navajo Nation at which a quorum was present and that the same was passed by a vote of 7 in favor and 0 opposed, this 9th day of November, 2010.



Ervin M. Keeswood Sr.
Chairperson Government Services

Motion: Roy Laughter
Second: Leonard Teller

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

Authority: Pursuant to Government Service Resolution GSCAU-27-09A 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: NNTU seeks to provide a safe, comfortable and productive working environment for Navajo Nation government offices by ensuring use of quality utilities sources to sustain its operations, and to procure utilities service in the most cost effective manner and to promote energy & water conservation.

Policy:

All Navajo Nation divisions, departments, and programs are required to request for utilities and other related services through the Navajo Nation Telecommunication & Utilities department who shall procure those services on behalf of the Navajo Nation.

Definition:

Utilities – Electricity, natural gas, propane, water, and wastewater

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

Energy audit – The process of determining the energy consumption of a building or facility. An energy audit is conducted to seek opportunities to reduce the amount of energy usage and cost while maintaining or improving human comfort, health and safety.

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

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

Procedures:

1. All utility and other services (see definition) shall be requested to the Navajo Nation Telecommunication & Utilities department through memorandum and completion of the Utilities Service 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.
3. All departments and programs shall:
 - a. Practice and promote energy and water conservation in the workplace.

- b. Report the misuse and abuse of utilities by Navajo Nation governmental personnel to NNTU.
 - c. Prohibit use of unnecessary appliances in the workplace.
 - d. Immediately report utility outages and breakages to utility service provider and/or NNTU.
 - e. Purchase energy efficient office equipment with the EnergyStar logo. For more information go to www.energystar.com
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 payment of utilities and other services invoice 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. NNTU is responsible for promoting energy and water conservation to Navajo Nation employees 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. Employees are encouraged to:
 - a. Turn off all unnecessary lighting
 - b. Turn off office equipment when not in use and at end of day
 - c. Dress for the season for productivity, health and comfort

For additional conservation tips, go to www.nntu.navajo-nsn.gov or energy & water conservation websites.
8. In the event of energy and water shortages, NNTU will implement conservation measures for the Navajo Nation government offices in collaboration with utility service providers.
9. All non-compliance issues will be addressed to the program, department, or division head and the Office of Auditor General. Failure to address non-compliance may result in termination of services.
10. Clarification to the Utilities Service Policy and Procedures
The NNTU department may issue whatever additional directives and memoranda deemed necessary to clarify the intent of this policy and procedures.

11. Amendment to the Utilities Service Policy and Procedures
The policy and procedures may be amended when necessary with the approval of the Government Services Committee.

