

RESOLUTION OF THE  
HEALTH, EDUCATION AND HUMAN SERVICE COMMITTEE

23rd NAVAJO NATION COUNCIL -- Third Year, 2017

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AMENDMENTS TO THE NAVAJO NATION UTILITIES SERVICE POLICIES AND PROCEDURES AS THEY APPLY TO THE NAVAJO NATION AND AS PROPOSED BY THE TELECOMMUNICATIONS AND UTILITIES DEPARTMENT WITHIN THE DIVISION OF GENERAL SERVICES

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Health, Education and Human Services Committee of the Navajo Nation Council has legislative oversight of general government services and human services, hence the Division of General Services, including the authority to review, recommend or propose adoption of appropriate Plans of Operation. 2 N.N.C. §§ 400 (C) (1), 401 (C) (1)

SECTION TWO. FINDINGS

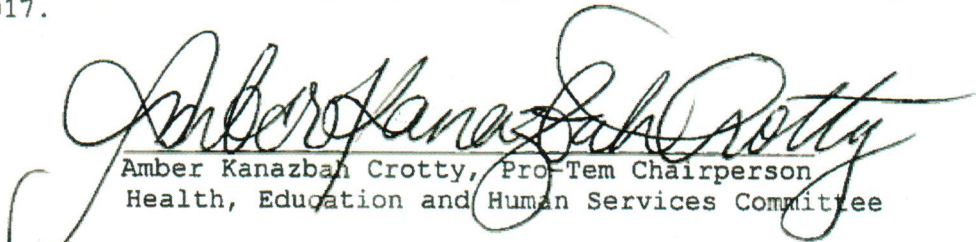
- A. The Navajo Nation Telecommunications and Utilities Department (NNTU) within the Division of General Services provides access to essential telecommunications and utility service for the Navajo Nation government.
- B. The Navajo Nation Division of General Services, Telecommunications and Utilities Department has proposed amending the policies and procedures regarding utilities services as they apply to the Navajo Nation. See Exhibit "A".
- C. The proposed amendments to these policies and procedures have been reviewed by the necessary parties and found legally sufficient. See Exhibit "B".
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- D. The Health, Education and Human Services Committee of the Navajo Nation Council finds it in the best interest of the Navajo Nation to approve the proposed amendments to the policies and procedures regarding utilities service as applied to the Navajo Nation as proposed by the Navajo Nation Division of General Services, Telecommunications and Utilities Department Plan of Operation as found at Exhibit "A".

**SECTION THREE. APPROVAL**

The Health, Education and Human Services Committee hereby approves the proposed amendments to the policies and procedures regarding utilities service as applied to the Navajo Nation as found at **Exhibit "A"**.

**CERTIFICATION**

I, hereby, certify that the following resolution was duly considered by the Health, Education and Human Services Committee of the 23<sup>rd</sup> Navajo Nation Council at a duly called meeting at Window Rock, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 11<sup>th</sup> day of September, 2017.



Amber Kanazbah Crotty, Pro-Tem Chairperson  
Health, Education and Human Services Committee

**Motion:** Honorable Steven Begay  
**Second:** Honorable Nelson BeGaye

**Amendment (1) One:** On New Exhibit "A", Page 1, overstrike ~~Government Service Resolution GSCAU-27-09/A~~ HEHS-15-15..

**Motion:** Honorable Steven Begay  
**Second:** Honorable Nelson BeGaye  
**Vote:** 3 in Favor; 0 Opposed  
(Pro-Tem Chairperson Not Voting)



## Navajo Nation - Utilities Service Policy and Procedures

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**Authority:**

Pursuant to Government Service Resolution HEHSCS-15-15 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 gas, 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 required utilities service request form 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](http://www.energystar.com)
4. NNTU shall be responsible for the procurement of all utilities and other services for all Navajo Nation owned buildings in accordance with Navajo Nation procurement regulations and laws. For leased buildings, it will be based on funding availability and indirect cost stipulations.
  - a. Request shall be in compliance with Procedure No. 1.
  - b. For payment for leased building service cost, it will be depended on NNTU's funding availability.
  - c. All invoices will be billed to NNTU regardless of funding source.
  - d. NNTU will maintain complete inventory of all utility accounts.
5. NNTU will be responsible for payment of utilities and other services invoice utilizing the Fixed Cost Utilities annual appropriation for all Navajo Nation owned building subject to availability of funds.
6. NNTU will conduct energy audits based on funding availability 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
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.

For additional conservation tips, go to [www.nntu.navajo-nsn.gov](http://www.nntu.navajo-nsn.gov) or energy & water conservation websites.



9. NNTU will meet periodically with utilities service providers to maintain good business relationship and address service concerns.
10. 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.
11. 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.
12. Amendment to the Utilities Service Policy and Procedures  
The policy and procedures may be amended when necessary with the approval of the Health, Education, and Human Services Committee.