



Navajo Nation Utilities Service Policy & Procedures

Informational Session

Vision Statement:

“Connecting and Energizing the Navajo Nation.”

Agenda

- ▶ Statistics
- ▶ Utility Service Providers
- ▶ Policy & Procedure
- ▶ Type of Services
- ▶ Procedures
- ▶ Billing and Payment
- ▶ Department & Employee Responsibility
- ▶ Energy & Water Conservation
- ▶ Questions & Answers



Statistics

- ▶ On an annual basis, the Navajo Nation spends about \$5.9 million on utilities encompassing electric, water, waste water, propane/natural gas, waste disposal and other utilities to governmental offices Navajo Nation wide.
- ▶ NNTU maintains 2,027 Navajo Nation governmental utilities account.

Electric Providers

- NTUA- (All Districts)
- APS
- City of Farmington
- City of Blanding
- City of Gallup
- City of Page
- Continental Divide Electric
- Rocky Mountain Power
- Socorro Electric Company
- Jemez Mountain Electric
- Page Electric Utility
- Ramah Navajo Utility
- San Isabel Electric
- Sangre De Cristo Electric

Gas Service Providers

- Alliant Gas
Pinnacle
- New Mexico Gas
Company
- Nations Gas
Technologies
- San Isabel Propane
- Suburban Propane
- Titan Propane
- New Mexico
Propane
- Amerigas Propane
- AX Propane
- Castle Rock Propane
- Ferrellgas
- Gallup Propane
- Ikard & Newsom

Other Service Providers

- Canoncito Water Project
- Lower Valley Water Users
- Checkerboard Refuse
- Navajo Sanitation, Inc.
- ThyssenKrupp Elevator
- Warner's Landscaping

Approval of Utilities Policy & Procedures via HEHSCS-19-17

Last amendment was approved by our oversight committee Health, Education, Human Services Committee on September 11, 2017 Amendments:

- Removed references to forms
- Updated oversight committee
- Other clarifications regarding billing

HEHSCS-19-17

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 UTILITES 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".
- 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".

Utilities Service Policy & Procedures

PURPOSE:

- To provide a safe, comfortable and productive working environment of Navajo Nation government offices by ensuring use of quality utilities sources to sustain its operation
- To procure utilities service in the most cost effective manner and to promote energy & water conservation

Utilities Service Policy & Procedures

POLICY:

- All Navajo Nation divisions, departments, and programs are to request for utilities and other related services through the NNTU department who shall procure those services on behalf of the Navajo Nation

Type of Utilities Services Procured

Utilities:

- Electricity
- Natural gas
- Propane
- Water
- Wastewater

Type of Utilities Services Procured

Other Services:

- Waste Disposal
- Elevator Maintenance
- Landscaping (if funds available)
- HVAC system maintenance and repair (if funds available)
- Utilities hook up and line move (if funds available)

Procedures

- ▶ All utility and other services shall be requested through memorandum and completion of Utilities Service Request Form
- ▶ All utility services shall be utilized in the performance of Navajo Nation government business and operations



The Telecommunications & Utilities Department

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 _____

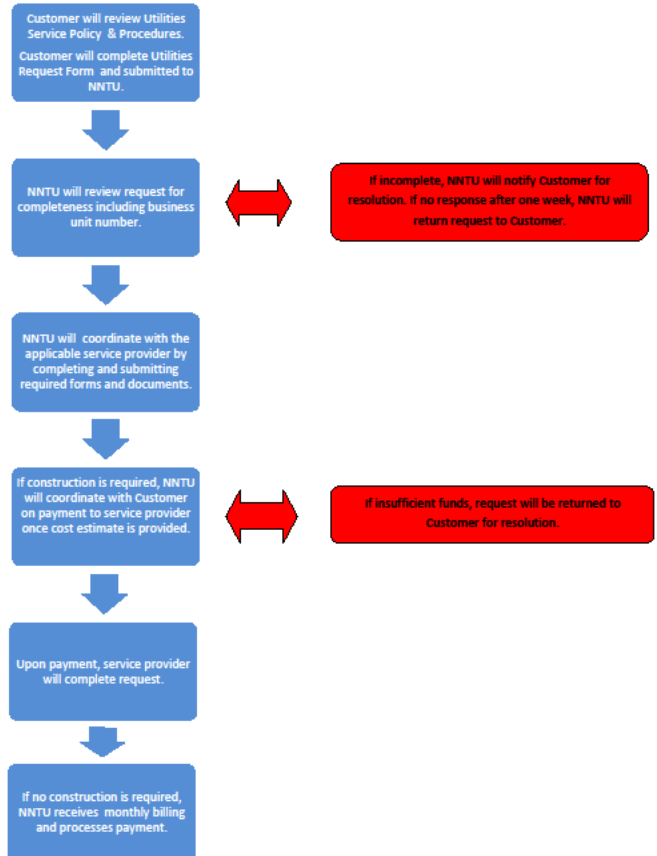
Telecommunications & Utilities Staff Only

Received by: Date Submitted:

Service Provider: Service Provider POC:

Remarks:

Utilities Service Process Flow Chart



Billing and Payment

- NNTU will be responsible for payment processing of utilities services invoices. All bills will be invoiced directly to NNTU.
- NNTU receives an annual funding under the Fixed Cost-Utilities account. All requests for use of these funds require pre-approval by NNTU (subject to availability of funds).



Billing and Payment

- Due to anticipated FY2020 Budget Cuts for General Fund, NNTU will be assessing current accounts to determine if we will continue fund those accounts. If not, departments will need to budget for monthly reoccurring costs.



Department and Employee Responsibility



- ▶ Practice and promote energy and water conservation in the workplace
- ▶ Report the misuse and abuse of utilities by Navajo Nation governmental personnel to NNTU
- ▶ Prohibit use of unnecessary appliances in the workplace

Department and Employee Responsibility



- ▶ Immediately report utility outages and breakages to utility service provider and/or NNTU
- ▶ Purchase energy efficient office equipment with the EnergyStar logo.
 - ❖ For more information go to www.energystar.com

Energy & Water Conservation

- ▶ NNTU 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 designed as “Energy & Water Conservation Month” on the Navajo Nation.



Energy & Water Conservation

- ▶ Campaign to Employees to “Bring your Green to Work”
- ▶ Employees are encourage to:
 - a. Turn off all unnecessary lighting
 - b. Turn off office equipment when not in use and at the end of the day
 - c. Dress for the season for productivity, health and comfort
- ▶ For more information, go to:

www.energystar.gov/work



Utilities Section Contact Information

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Questions

