

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

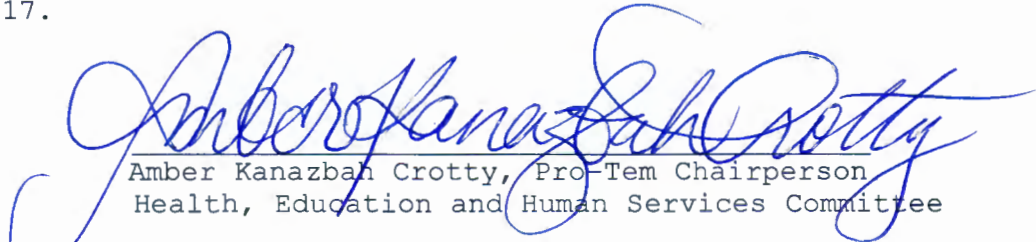
- A. The Navajo Nation Telecommunications and Utilities Department (NNTU) within the Division of General Services provides access to essential telecommunications and utility service for the Navajo Nation government.
- B. The Navajo Nation Division of General Services, Telecommunications and Utilities 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"**.
- 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 Telecommunication & Utilities (NNTU)  
Utilities Service Policy and Procedures

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**Authority:** Pursuant to ~~Government Service Resolution GSCAU-27-09A~~ HEHSC-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 the required 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](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.
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.
  - a. provided Request shall be is in compliance with Procedure No. 1, ~~subject to availability of funds.~~
  - 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.
6. ~~NNTU is responsible for~~ will conducting 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

For additional conservation tips, go to [www.nntu.navajo-nsn.gov](http://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. NNTU will meet periodically with utilities service providers to maintain good business relationship and address service concerns.

9.10. 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.

10.11. 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.

11.12. Amendment to the Utilities Service Policy and Procedures

The policy and procedures may be amended when necessary with the approval of the ~~Government~~ Health, Education, and Human Services Committee.



**NAVAJO NATION TELECOMMUNICATION & UTILITIES  
UTILITIES SERVICE REQUEST FORM**

Requestor's Name:

Customer Account No.

Department Name:

Meter Number.

Phone #:

E-Mail Address:

Fax #:

**TYPE OF SERVICE REQUESTED**

**(Please check all that apply)**

☐ Electric ☐ Gas ☐ Water ☐ Sewer ☐ Security Light

☐ New Service ☐ Repair/Maintenance ☐ Transfer of utilities service ☐ Removal/Disconnection

Requested Service Date:

Description of Service to be performed:

Service Location (Physical Address):

Other Services:

☐ Landscaping ☐ Elevator ☐ HVAC ☐ Waste Management

**NAVAJO NATION TELECOMMUNICATION & UTILITIES STAFF USE ONLY**

Request Taken By:      Date

Action Taken:

Service Provider:

REMARKS/COMMENTS:

Request Approved by:      Date

Completion:      Date

NNTU/Program Manager

NNTU/Utilities Section

## EXHIBIT

tabbies

B

Document No. 006810Date Issued: 09/27/2016**EXECUTIVE OFFICIAL REVIEW**Title of Document: Amendments to NNTU Utilities P&PContact Name: YAZZIE, BARBARA JProgram/Division: DIVISION OF GENERAL SERVICESEmail: byazi@navajo-nsn.govPhone Number: 928-871-7740

			Sufficient	Insufficient
<input type="checkbox"/>	<b>Business Site Lease</b>			
1. Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
(only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review)				
3. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions</b>			
1. Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications</b>			
1. Office of Management and Budget:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Navajo Housing Authority Request for Release of Funds</b>			
1. NNEPA:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Lease Purchase Agreements</b>			
1. Office of the Controller:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
(recommendation only)				
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Grant Applications</b>			
1. Office of Management and Budget:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Controller:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval</b>			
1. Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Relinquishment of Navajo Membership</b>			
1. Land Department:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Elections:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Land Withdrawal or Relinquishment for Commercial Purposes**

Sufficient    Insufficient

1. Division: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
5. NNEPA \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
6. DNR \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
7. DOJ \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Rights of Way**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
5. NNEPA \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
6. Office of the Attorney General: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
7. OPVP \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease**

1. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. OPVP \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. NLD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **Assignment of Mineral Lease**

1. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. DNR \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. DOJ \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☐ **ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)**

1. NLD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
2. F&W \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
3. HPD \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
4. Minerals \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
5. NNEPA \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
6. DNR \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
7. DOJ \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
8. OPVP \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐

☒ **OTHER:**

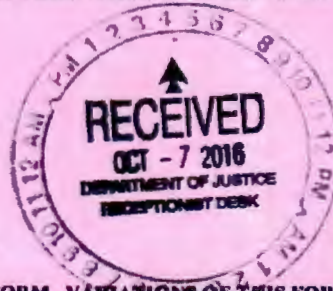
1. Amendments to Utilities P&P \_\_\_\_\_ Date: 9-28-16 ☒ ☐  
2. OMB \_\_\_\_\_ Date: 10-5-16 ☒ ☐  
3. DOJ \_\_\_\_\_ Date: 11-16-16 ☒ ☐  
4. Legislative Services \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐  
5. \_\_\_\_\_ Date: \_\_\_\_\_ ☐ ☐





# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM



DOJ
10/07/16 403p
DATE / TIME
<input type="checkbox"/> 7 Day Deadline
DOC #: 006810
SAS #:
UNIT: Hsqw

☐ RESUBMITTAL

\*\*\* FOR NNDJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

### CLIENT TO COMPLETE

DATE OF REQUEST: 10/07/16 ENTITY/DIVISION: DGS  
 CONTACT NAME: Barbara Jazze DEPARTMENT: NNTU  
 PHONE NUMBER: 871-2740 E-MAIL:  
 TITLE OF DOCUMENT: Amendments to NNTU Utilities RFP

### DOJ SECRETARY TO COMPLETE

DATE/TIME IN UNIT: 10/11/16 @ 430 pm REVIEWING ATTORNEY/ADVOCATE: CE  
 DATE/TIME OUT OF UNIT: 11/16/16 @ 948 am

### DOJ ATTORNEY / ADVOCATE COMMENTS

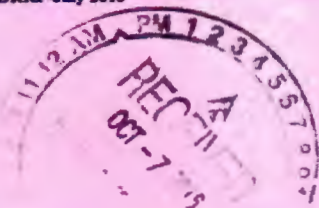
legally sufficient

REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
Chris Espinoza	11/16/16 9:15am	Vernica Blackhat	11/16/16 9:21am

DOJ Secretary Called: Ekfreida for Document Pick Up on 11/16/16 at 944am By: ab

PICKED UP BY: (PRINT) DATE / TIME:

NNDJ/DRRF-July 2013






**NAVAJO NATION DEPARTMENT OF JUSTICE**  
**OFFICE OF THE ATTORNEY GENERAL**

ETHEL B. BRANCH  
ATTORNEY GENERAL

RODGERICK BEGAY  
ACTING DEPUTY ATTORNEY GENERAL

**MEMORANDUM**

**TO: ALL CONCERNED**

**FROM:**   
Kandis Martine, Assistant Attorney General  
Human Services & Government Unit  
Office of the Attorney General/ NNDOJ

**DATE:** October 13, 2016


**SUBJECT:** Standing Delegation of Authority

Please be advised that the personnel listed below, in order of succession, are delegated authority to act in the capacity of the Assistant Attorney General, Human Services and Government Unit, during my absence from time to time because of travel or leave, from the office. Also, the personnel listed below, in order of succession, will have surname authority for Unit matters during my absence.

This authorized delegation will include all routine duties of the Assistant Attorney General, Human Services & Government Unit. Any matters regarding personnel issues will be held for my review/decision upon my return to the office. This Standing Delegation of Authority supersedes all previous Unit delegations. Thank you for your cooperation.

**ADMINISTRATIVE REVIEW:**


  
Cherie Espinosa, Principal Attorney  
Human Services & Gov't Unit

  
Regina Molyan, Principal Attorney  
Human Services & Gov't Unit

  
Michelle Begay, Senior Attorney  
Human Services & Gov't Unit

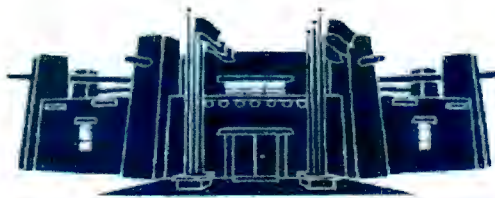
**SURNAME AUTHORITY:**

  
Veronica Blackhat, Ass't Attorney General  
Natural Resources Unit

  
Paul Spruhan, Ass't Attorney General  
Litigation & Employment Unit


  
Latonia B. Johnson, Ass't Attorney General  
Economic & Community Development Unit





**MEMORANDUM**

**TO:** Honorable Jonathan Hale  
Navajo Nation Council

**FROM:**   
Edward A. McCool, Principal Attorney  
Office of Legislative Counsel

**DATE:** June 28, 2017

**SUBJECT:** AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING AMENDMENTS TO THE PLAN OF OPERATION WIRELESS PHONE SERVICE POLICY AND PROCEDURES FOR THE NAVAJO TELECOMMUNICATIONS AND UTILITIES DEPARTMENT WITHIN THE DIVISION OF GENERAL SERVICES

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting. Based on existing law and review of documents submitted, the resolution as drafted is legally sufficient. As with any action of government however, it can be subject to review by the courts in the event of proper challenge. Please ensure that this particular resolution request is precisely what you want. You are encouraged to review the proposed resolution to ensure that it is drafted to your satisfaction.

The Office of Legislative Counsel confirms the appropriate standing committee(s) based on the standing committees powers outlined in 2 N.N.C. §§500, 501. Nevertheless, "the Speaker of the Navajo Nation Council shall introduce [the proposed resolution] into the legislative process by assigning it to the respective oversight committee(s) of the Navajo Nation Council having authority over the matters for proper consideration." 2 N.N.C. §164(A)(5).

If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution.

THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: \_0242-17\_\_\_\_\_

SPONSOR: Jonathan Hale

**TITLE: An Action Relating to Health, Education and Human Services Committee;  
Approving Amendment to the Plan of Operation Wireless Phone Services Policy and  
Procedures for the Navajo Telecommunications and Utilities Department Within the  
Division of General Services**

*Date posted:* July 3, 2017 at 3:27pm

Digital comments may be e-mailed to [comments@navajo-nsn.gov](mailto:comments@navajo-nsn.gov)

Written comments may be mailed to:

Executive Director  
Office of Legislative Services  
P.O. Box 3390  
Window Rock, AZ 86515  
(928) 871-7590

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

**Please note:** This digital copy is being provided for the benefit of the Nav, ajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*