

**Black Mesa (Kits'iili) Chapter
Policy Manual
Property and Equipment**

I. ESTABLISHMENT:

Pursuant to Black Mesa (Kits'iili) chapter resolution BLAC-05-10-009, the Black Mesa (Kits'iili) Chapter property and equipment policy manual is hereby established.

II. PURPOSE:

The purpose of these policies and procedures is to provide guidance and procedure for equipment usage and ensure protection of property and equipment. The Black Mesa (Kits'iili) Chapter property and equipment policy is intended to provide a fair consideration to all wishing to rent chapter property and equipment including property accountability and protection of all chapter property and ensure that rental is for approved purpose and enforcement of standard rental fee. Chapter equipment rental fee will be re-deposited into Chapter General Activity Funds Account.

III. INSURANCE:

- A. The Black Mesa (Kits'iili) Chapter shall maintain liability, collision and comprehensive insurance as long as the vehicle is registered in the name of Black Mesa (Kits'iili) Chapter and operated by Black Mesa (Kits'iili) Chapter Personnel.
- B. The equipment driver shall be covered **only** by Worker's Compensation provided by the Navajo Nation and Black Mesa (Kits'iili) Chapter Program. Black Mesa (Kits'iili) Chapter Personnel designated operator will operate equipment and must have appropriate valid state driver's license and if operating heavy equipment, must be certified operator.
- C. All chapter property shall be insured through Navajo Nation Risk Management.

IV. SCOPE OF OPERATION:

- A. The two **2 1/2**-ton truck will be used to transport raw materials such as stones, rocks, Gravel, sand for construction building walls or foundation, road repairs, bridge repairs, culvert repairs. In case of emergency, it shall transport food, hay, diesel fuel, medical supplies, water, clothing and other items as necessary within the ~~Black Mesa (Kits'iili)~~ chapter community. In either case a prescribed list of materials is required prior to a given assignment of job.
- ~~B.~~ The Black Mesa (Kits'iili) Chapter vehicles and other equipment owned by the ~~Black Mesa (Kits'iili)~~ Chapter will be only utilized for ~~Black Mesa (Kits'iili)~~ Chapter projects, "home improvements, road projects, road improvements", and/or in case of emergency, it shall only be used to transport food, water, hay, fuel, medical supplies, clothing and other items as necessary within the ~~Black Mesa (Kits'iili)~~ Chapter **community**. A prescribed list of materials usage is required before given an assignment.

- C. The Black Mesa (Kits'iili) Motor Grader will be used to maintain the off system roads, preschool bus route, public school bus roads for public excess. It may be rented to community members to level home sites, road to homestead, road to private residents. The Black Mesa (Kits'iili) Chapter Motor Grader will be rented out from Monday to Friday between 8:00 a.m. to 4:00 p.m.
- D. The Black Mesa (Kits'iili) Chapter tractor will be utilized for Black Mesa (Kits'iili) Chapter Projects; trenching and leveling of private and off systems roads within the vicinity of ~~Black Mesa (Kits'iili)~~ the Chapter area. The Black Mesa (Kits'iili) Chapter tractor may be rented out to community members from Monday to Friday, 8:00 a.m. to 4:00 p.m. . Renters will be responsible to furnish insurance, and responsible for breakdown caused by intentional neglect and damages.
- E. All chapter equipments will be used according to the intended usage and not for any other purposes. On all jobs, ~~prescribed~~ a list of materials usage is required before ~~given~~ approval for usage. ~~assignment~~.
- F. Black Mesa (Kits'iili) Chapter Building Rental requires full payment in advance and must clean the facility after usage of the building, including the kitchen if used. Renters must bring their own cleaning supplies and consumable supplies.
- G. Black Mesa (Kits'iili) Chapter Building Rental requires that chapter property not taken from the facility.
- H. Black Mesa (Kits'iili) Chapter Office Equipments for use ~~Black Mesa (Kist'iili)~~ by Chapter community members and/or public ~~with assistance from the staff~~:
 1. The Computer and typewriters, if available, will be utilized in-house from Monday to Friday, 8:00 am to 4:00 pm, if available and/or scheduled.
 2. ~~The Fax machine will be used in house Monday thru Friday, 8:00 am to 4:00 pm, if available.~~
 3. The Xerox machine will be used in house Monday thru Friday, 8:00 am to 4:00 pm, if available.

V. BLACK MESA (KITS'IILI) CHAPTER EQUIPMENT LEASING PROCEDURE

- A. Persons who wish~~es~~ to rent equipment shall make a request and provide project description to the Community Service Coordinator/Chapter Manager of the Black Mesa (Kits'iili) Chapter in writing and fill out appropriate forms. It shall be the responsibility of the Black Mesa (Kits'iili) Chapter Coordinator/Chapter Manager to review these request, schedule the request and authorize the request.
- B. Unless otherwise determine by the Black Mesa (Kits'iili) Chapter, the following priorities shall be followed to determine who has first ~~priority rights~~ to the Black Mesa (Kits'iili) Chapter equipments:
 - 1) 1st priority – “Black Mesa (Kits'iili) Chapter for chapter Projects” – Black Mesa

(Kits'iili) will provide fuel.

- 2) 2nd priority – Families residing within Black Mesa (Kits'iili) Chapter Boundary, and is a registered voter; renter must provide own fuel.
- C. The renting party shall not sublease the Black Mesa (Kits'iili) Chapter equipment, ~~not lend the equipment to another party~~, nor shall it be used for anything else but what was agreed upon in the lease contract.
- D. In case of use disputes, all chapter equipment are to be returned to the chapter house and the project will remain in suspension until resolved.
- ~~E. Hardships on or near Black Mesa (Kits'iili) Chapter project site, the lease will be obtained by community approval at a duly called Black Mesa (Kits'iili) Chapter Meeting.~~
- F. Violating the lease/rental agreement will suspend your right to lease or rental for one full year.

What about damages to property?

VI. EQUIPMENT RENTAL FEES

- A. The Black Mesa (Kits'iili) Chapter will collect an initial rental deposit fee prior to renting ~~Black Mesa (Kits'iili)~~ Chapter equipment. A \$25.00 deposit fee for ~~the Black Mesa (Kits'iili)~~ Chapter Heavy Equipment.
- ~~B.~~ The cost of equipment rental for projects within the Black Mesa (Kits'iili) Chapter area will be based on an hourly/daily rate as stated in the chart below. All unusual project or rent for project outside the ~~Black Mesa (Kits'iili)~~ Chapter area will be reviewed and negotiated by the ~~Black Mesa (Kits'iili)~~ Chapter Administration with notification to the chapter officers on a case by case basis; ~~Officials~~; *If ~~the Black Mesa (Kits'iili)~~ Chapter has fuel available.

<u>DESCRIPTION:</u>		<u>RATES:</u>
1. 130 Motor Grader*	-	\$25.00 Per Hour \$85.00 Per Hour for Non-Residents and Contractors.
2. Front End Loader	-	\$25.00 Per Hour \$85.00 Per Hour for Non-Residents and Contractors.
3. Tractor (Ford)*	-	\$25.00 Per day plus fuel \$85.00 Per Hour for Non-Residents and Contractors.
3. 1990 -2-ton Truck	-	\$25.00 per day and fuel, plus .40 per mile

- 4. Chapter House/Building Rental - ~~\$25.00~~ \$40.00 Per day with Kitchen
 - ~~5. Computer/Typewriter~~ ~~\$.25 per page with printing~~
~~\$1.00 per page with color printing~~
 - 6. Water Hauling - 3 cents per gallon for Residents Only
5 cents per gallon for Non-Voter Residents (Drinking water only)
 - 7. Goose Neck (Flat Bed) - \$25.00 a day
 - 8. Cement Mixer - \$25.00 a day
~~\$40.00 a day for Non-registered voters~~
 - 9. Metal Chairs and Tables - \$25.00 a day rental fee paid in advance (~~\$20.00 deposit upon return of all 25 metal chairs and tables.~~)
 - 10. Xerox Service - ~~\$1.00 a page for color.~~ \$.10 cents a page for black/ white. ~~Over 10 copies \$.05 Cents each.~~
 - 11. All Other office equipment will not be rented out.
 - 12. Fee for Food Vendors. \$25.00 ~~only kitchen usage to sell food in the Chapter house Food handlers permit required.~~
- C. ~~The~~ O Any other Equipment/Services will be used only from 8:00 am to 4:00 pm unless otherwise agreed upon. When a person receives approval for equipment usage, the equipment will be used only for the prescribed project as stated on the lease agreement.
- D. No heavy equipment rental fee will be charged for Burial site preparation ~~of for and~~ community residents-members ~~Provided that he/she provide own fuel.~~
- E. No rental of Equipment for: clearing undisturbed sites unless archaeological clearance is obtained.
- ~~F. Food vendors—A community member or organization conducting fund raising will be negotiated with the Black Mesa (Kits'itli) Chapter Community Service Coordinator/Chapter Manager. A valid food handler's permit will be required of all vendor(s).~~

VII. RESPONSIBILITY AND MAINTENANCE OF CHAPTER EQUIPMENT

A. Administration:

The Black Mesa (Kits'ivili) Chapter administration shall have the final responsibility of the ~~Black Mesa (Kits'ivili)~~ Chapter equipment. They will also make sure the equipment operation and condition is kept up to standard and resolves all disputes on leasing and maintenance.

B. Drivers/Operators:

1. Only Black Mesa (Kits'ivili) Chapter Designated operators will operate ~~Black Mesa (Kits'ivili)~~ the Chapter equipment. ~~The Driver will be appointed by the Black Mesa (Kits'ivili) Chapter officials at a duly called Black Mesa (Kits'ivili) Chapter Meeting.~~
2. The driver will have an appropriate license, or certified ~~ation~~ operator of heavy equipment on his/her possession.
3. The driver shall be responsible for the maintenance protection and shelter of the ~~Black Mesa (Kits'ivili)~~ Chapter vehicles ~~and must have a valid state drivers' license~~
4. The appointed driver/operator will not take any alcoholic beverages while operating the vehicle or equipment. If he/she is found to be consuming alcohol he/she ~~will result in termination of employment.~~
5. ~~Traffic violations incurred by the driver/operator may result in termination of employment.~~
6. The driver/operator will be responsible for damages; ~~traffic tickets,~~ on the vehicle and equipment. ~~due to carelessness, of the driver or operator will be responsible for the damages done.~~
7. The driver/operator must carry license, equipment titles, insurance paper and other documents while in his care.

~~C. Renters will be responsible for fuel, minor maintenance and responsible for breakdown.~~

C. ~~Other~~ Chapter Heavy ~~and~~ Equipment and Vehicle Maintenance

~~The other~~ All equipment will be located at the Black Mesa (Kits'ivili) Chapter ~~House~~ in a secured area with no public access ~~into the area.~~ ~~On~~ All equipment will require the following routine maintenance before it ~~is let off the Black Mesa (Kits'ivili) Chapter leaves the Chapter premises,~~ ~~the following routine maintenance will be made:~~

MAINTENANCE ON HEAVY EQUIPMENT AND VEHICLES

- | | |
|-------------------------|------------------------------|
| 1. Oil Check | 14. Oil Filters Check |
| 2. Fuel Check | 15. Spark Plugs Check |
| 3. Hydraulic Oil Check | 16. Transmission Fluid Check |
| 4. Hydraulic Fuel Check | 17. Gear Oil Check |

- | | |
|----------------------|--------------------------------|
| 5. Tools Inventory | 18. Carburetor Check |
| 6. Tires | 19. Interior |
| 7. Chains | 20. Lubrication |
| 8. Jack | 21. Cooling System |
| 9. Gas Cap | 22. Mileage |
| 10. Windshields | 23. Batteries |
| 11. Headlights | 24. Mirrors (inside & outside) |
| 12. Turn Signals | 25. Others as Needed |
| 13. Antifreeze Check | |

D. The Black Mesa (Kits'iili) Chapter government will not assume any responsibilities for loss or theft of any **valuable personal property** of the vendor/renter, nor will it be liable for any injury that may be caused due to neglect and carelessness of the individual renting the facilities.

VIII. REPORTS

A periodic report will be made by the Black Mesa (Kits'iili) Chapter Administration ~~Coordinator/Chapter Manager~~ for the ~~Black Mesa (Kits'iili)~~ Chapter records. In addition, the operators will have to submit record of daily mileage **log of each vehicle. everyday to Black Mesa (Kits'iili) Chapter Community Coordinator/Chapter Manager.**

The information should state the following:

- A. People who lease the equipment and type of project **including date, time, location, and purpose.**
- B. Funds received from rental, deposits made, funds withdrawn, current balance.
- C. Itemized list of materials purchase to maintain the equipment and other expense incurred and current condition of equipment.
- D. Any Problems with rental to persons, operation of equipment, collection of fees or other information.

IX. ADMENDMENTS:

~~This Property and Equipment Policy Manual will be amended from time to time as needed by recommendations and/or addition from the Black Mesa (Kits'iili) Chapter Administration Community Coordinator/Chapter Manager through Black Mesa (Kits'iili) Chapter Officials, approved by Black Mesa (Kits'iili) Chapter Planning Board Committees and approved at a duly called Black Mesa (Kits'iili) Chapter Meeting.~~

Amendments:

The ~~Black Mesa (Kits'iili)~~ Chapter may make any changes to the Policies & Procedures upon membership or recommendation by the ~~Black Mesa (Kits'iili) Chapter Community Services Coordinator/Chapter Manager~~ Chapter Administration or the Chapter Officers.