

# SQUAXIN ISLAND TRIBE

RESOLUTION NO 97- 29  
of the  
SQUAXIN ISLAND TRIBAL COUNCIL

**WHEREAS**, the **Squaxin Island Tribal Council** is the Governing Body of the Squaxin Island Tribe by the authority of the Constitution and By-Laws of the Squaxin Island Tribe, as approved and adopted by the General Body and the Secretary of Interior on July 8, 1965; and,

**WHEREAS**, under the Constitution and By-Laws of the Tribe, the **Squaxin Island Tribal Council** is charged with the duty of protecting the health, security, and general welfare of the Squaxin Island Tribal Reservation residents; and,

**WHEREAS**, the **Squaxin Island Tribal Council** approved by Resolution submission of an application to the **Department of Housing and Urban Development / CDBG Program** for grant funds for the development of infrastructure,


**WHEREAS**, the **Squaxin Island Tribe** has a Utilities Division, a division of Administrative Services, responsible for operations and maintenance of Tribal buildings and grounds including the water and sewer systems,

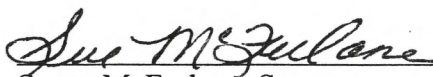
**THEREFORE BE IT RESOLVED**, the **Squaxin Island Tribal Council** reviewed and adopts the Operations and Maintenance Plan, submitted by Administrative Services, for the proposed Infrastructure Development Project 1998 with a total annual cost of approximately \$40,000.

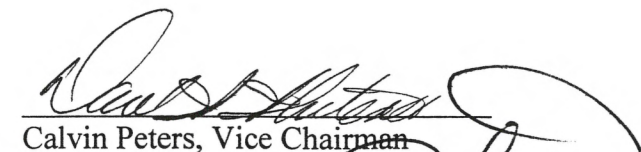

**NOW THEREFORE BE IT FINALLY RESOLVED**, that the Squaxin Island Tribal Council does hereby authorize the Tribal Chairman or the Tribal Executive Director to be the Tribe's representative in all future matters requiring Tribal Authorization for this project; and that these authorities shall be for the duration of the project.

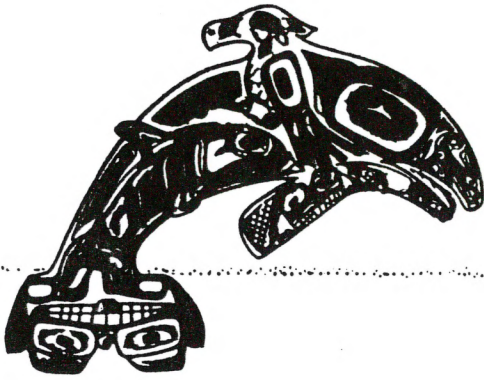
**CERTIFICATION**

The Squaxin Island Tribal Council does hereby certify that the foregoing Resolution was adopted at the regular meeting of the Squaxin Island Tribal Council, held on this 10<sup>th</sup> day of July, 1997, at which time a quorum was present and was passed by a vote of 4 for and 0 against with 0 abstentions.

  
David Whitener, Chairman

Attested by:   
Susan McFarlane, Secretary

  
Calvin Peters, Vice Chairman  




# SQUAXIN ISLAND TRIBE

July 16, 1997

Ms. Jeanne McArthur  
Department of Housing and Urban Development  
909 First Avenue, Suite 300  
Seattle, Washington 98104-1000

Dear Ms. McArthur:

We the undersigned, Squaxin Island Tribal Planning Commission Members, have reviewed the following:

- 1) Waste Water Treatment Facility Operations and Maintenance Plan
- 2) 20 Year Infrastructure Plan for the Squaxin Island Tribal Reservation

As a duly authorized commission, established by the Squaxin Island Tribal Council, we have determined that the documents are consistent with long-term planning efforts presently being conducted by the Squaxin Island Tribal Organization, departments, and Tribal Council.

Respectfully,

Julie Smith

Theresa Henderson

Julie Goodwin

Carmen Alger

Robert White Sr.

Shonda Foster

Misti D. Saenz-Barcia

Community and Governance/Planning Commission  
071697mem2. KC

Meeting: Planning Commission

Location: Annex

Date: Wednesday July 18, 1997

Time: 8:00 - 10:00

Department: N/A

SIGN-IN

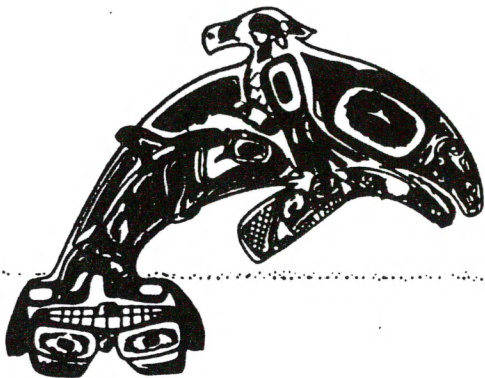
|                     |     |
|---------------------|-----|
| 1. Julie Gordin     | 18. |
| 2. Julie Smith      | 19. |
| 3. Rhonda Foster    | 20. |
| 4. Carol Shuttan    | 21. |
| 5. Robert White Sr. | 22. |
| 6. Carmen Algea     | 23. |
| 7. Kim Cooper       | 24. |
| 8. David Frey       | 25. |
| 9.                  | 26. |
| 10.                 | 27. |
| 11.                 | 28. |
| 12.                 | 29. |
| 13.                 | 30. |
| 14.                 |     |
| 15.                 |     |
| 16.                 |     |
| 17.                 |     |

# PLANNING COMMISSION MEETING

Wednesday, July 16, 1997  
8:00 - 10:00

## AGENDA

- I. *Review Planning Departments Mission Statement/Goals & Objectives*
- II. *Planning - Molly Aalbue (8:30)*
- III. *Review Waste Water Treatment Facility Operations and Maintenance Plan and 20 Year Infrastructure Development Plan*
- IV. *Other Agenda Items*
- V. *Adjourn*



# SQUAXIN ISLAND TRIBE

July 16, 1997

Ms. Jeanne McArthur  
Department of Housing and Urban Development  
909 First Avenue, Suite 300  
Seattle, Washington 98104-1000

Dear Ms. McArthur:

We the undersigned, Squaxin Island Tribal Utilities Commission Members, have reviewed the following:

- 1) Waste Water Treatment Facility Operations and Maintenance Plan
- 2) 20 Year Infrastructure Plan for the Squaxin Island Tribal Reservation

As a duly authorized commission, established by the Squaxin Island Tribal Council, we recommend to the Tribal Council the adoption of the above said documents.

Respectfully,

Jeffrey J. Bitts

Theresa Henderson

Bob Smith

[Signature]

Bette Jo Cooper

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\_\_\_\_\_  
\_\_\_\_\_

071697mem. KC

Meeting: Utilities Commission

Location: Planning

Date: 7/16/97

Time: 12:00

Department:

SIGN-IN

|                    |     |
|--------------------|-----|
| 1. Jeff Rite       | 18. |
| 2. Bob Smith       | 19. |
| 3. [Signature]     | 20. |
| 4. Betty Jo Cooper | 21. |
| 5. Henderson       | 22. |
| 6.                 | 23. |
| 7.                 | 24. |
| 8.                 | 25. |
| 9.                 | 26. |
| 10.                | 27. |
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# OPERATIONS AND MAINTENANCE PLAN

- **Infrastructure Development**

## **Overview: Operations and Maintenance**

The Squaxin Island Tribe has operated a Maintenance Division for over twenty years. A separate Utilities Division was created in 1996. Both Divisions are part of the Administrative Services Department. The Administrative Services Director acts as the Tribe's Utilities Manager and provides professional guidance and sets priorities. Both divisions have a total of 9 FTE including custodial staff. These staffs are responsible for the total operations and maintenance of 13 buildings and all the adjacent grounds which provide space for the staff and programs of the Squaxin Island Tribe. The two supervisors work together to oversee the daily routine operation and maintenance of the tribes buildings, grounds, pool vehicles, equipment, roads, and water and sewer systems.

## **Maintenance Strategy**

Routine maintenance is controlled by a IHS software program designed to schedule and track maintenance requirements. This system will be replaced in FY98 with a database program designed by a consultant currently under contract with the Tribe. This system will be based on the Preventative Maintenance System (PMS) used the Department of Defense for over 35 years. Operations and maintenance personnel are involved in all phases of infrastructure planning and development. Systems are to be designed that minimized direct operator time. Automated components and self-regulating and monitoring devises will be used to the maximum extent possible. During system construction or implementation, critical sub-systems will be evaluated for preventative maintenance requirements based on OEM maintenance manuals, engineering evaluation, and past performance of similar systems. Critical parts and tools requirements will be established and maintenance by the Utilities Division.

## **System Oversight**

The Squaxin Island Utilities Commission oversees the operations and maintenance of all tribal infrastructure. It regulates policies, procedures, permits and expansion of all systems. The Utilities Commission reports to



the Tribal council and is guided by a Utilities and Waste Water Ordinances. The Utilities Commission also is developing and will maintain a Utility Master Plan, a Capital Improvement Plan and a Well Head Protection Programs.

### **Funding Sources**

Infrastructure support is funded by user fees, direct funding from the Indian Health Service (approximately \$40,000 annually), and by routine support from the Indirect Cost Pool. Increased operating and maintenance cost will be supported by increase revenue from the expanding customer base and the projected continued expansion of the Indirect Cost Pool

### **Long Term Replacement**

The Utilities Commission has budget for and set aside a Contingency Reserve of approximately \$30,000 for each of the last three years. Additional, during each budget cycle capital improvement funds are allocated by the Tribal Council. All facilities and equipment are covered against fire, theft and liability by insurance.

