

RESOLUTION OF THE SUMMIT LAKE PAIUTE COUNCIL
SUMMIT LAKE PAIUTE TRIBE OF NEVADA
OF THE
SUMMIT LAKE PAIUTE RESERVATION

RESOLUTION NO.: SL - 08 - 2011

TITLE: AMENDING THE TRIBE'S PROPERTY MANAGEMENT SYSTEM MANUAL

WHEREAS, the Summit Lake Paiute Tribe, is a modern entity of the Northern Paiute People known, in English, as Lake Trout and Wild Onion Eaters who, for thousands of years, controlled at least 2,800 square miles of land in and around Summit Lake as a tribe with sovereign, unlimited, powers and laws (customs, traditions, usages, etc.); and,

WHEREAS, in 1964, and after much consideration, the members of the Lake Trout and Wild Onion Eaters organized pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984) as amended, adopting, for certain sovereign purposes, the name "Summit Lake Paiute Tribe" with a tribal constitution titled "Articles of Association," the latter which was approved by the Secretary of the U.S. Department of the Interior on January 8, 1965; and,

WHEREAS, the Summit Lake Paiute Tribe's Articles of Association grant to the Summit Lake Paiute Council (see Article II, Section 1) certain sovereign powers, including the power to negotiate with federal agencies like the U.S. Department of Interior and others and their respective departments and agencies to improve the welfare and education of tribal members (see Article II, Section 1 (b), (k)); and,

WHEREAS, one of the requirements of one of the Tribe's past EPA GAP (General Assistance Program) Grant, Work Plan Component 1 (Financial Management), Comment 1.4 was to "Update and maintain the Tribe's Financial Management System Manual [] to comply with [Title] 40 CFR" ; and,

WHEREAS, the Property Management System Manual produced with a typewriter and adopted by the Council on November 7, 1987, also needed to be updated by way of producing a modern word processed version so it could be maintained (updated) as circumstances required; and,

WHEREAS, the Environmental Coordinator has sought the input to the proposed changes to the Tribe's Property Management System Manual from other Department Directors (see Email to Council, copied to Department Directors, April 14, 2011 10:08pm); and,

WHEREAS, the attached proposed changes to the Tribe's Property Management System Manual identify changes to the original, short, two page and seven lined Manual with proposed changes highlighted in red ink using Word's Tracked Features function.

THEREFORE BE IT RESOLVED, that the Summit Lake Paiute Council amends the Tribe's Property Management Procedure Manual as proposed by the Environmental Coordinator, and directs the Environmental Coordinator to place a Policy History statement below each section or paragraph amended so future readers can see on what date and by what Council Resolution Number the Property Management Systems Manual provisions were amended by this and other Council Resolutions.

CERTIFICATION

I, JERRI LYNN BARLESE, Secretary/Treasurer of the Summit Lake Paiute Council, hereby certify that the above Resolution, No. SL - 08 - 2011, was brought before the Summit Lake Paiute Council at a duly held meeting on the 16th day of April, 2011, with a quorum present, with the following votes to enact the Resolution: 3 FOR, 0 AGAINST; and 1 ABSTAINING, with the Council Chairman presiding and not voting because there was no tie vote, and that this Resolution has not been rescinded, revoked or amended.

April 16, 2010
Date


Jerri Lynn Barlese, Secretary/Treasurer
Summit Lake Paiute Council

SUMMIT LAKE PAIUTE TRIBE
of the
SUMMIT LAKE INDIAN RESERVATION

PROPERTY MANAGEMENT SYSTEM MANUAL

(November 7, 1987)

Amended by Resolution SL- -2011
on _____

GENERAL POLICY

The purpose of these regulations is to institute a property management system which is intended to control the acquisition, use, maintenance and disposition of Tribe property acquired under its programs. These regulations are intended to conform to the requirements of 25 C.F.R. Part 276 and other applicable federal laws and regulations.

FEDERAL REGULATIONS

It is the intent of this system to conform to the requirements of all federal laws and regulations, including 25 C.F.R. Part 276. To the extent that this system may in any way conflict with federal laws or regulations, and said laws or regulations shall be deemed to be controlling. In any case where this system fails to provide adequate direction, applicable federal laws and regulations shall be deemed to supplement ~~is properly implemented and enforced~~ this Manual.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____ -2011, this section was amended by replacing the following words "is properly implemented and enforced" with "this Manual".

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TRIBAL PROPERTY OFFICER

The ~~Tribal Summit Lake Paiute~~ Council (Council) shall appoint one individual as Tribal Property Officer. The appointment shall be for one year from the date of appointment. It shall be the responsibility of this officer to see that this system is properly implemented and enforced.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____ -2011, this section was amended by removing the word "Tribal" and inserting "Summit Lake Paiute" before "Council" and adding "(Council)" after "Council".

PURPOSE

It is the purpose of this system to provide the Summit Lake Paiute Tribe with information on what property it currently has and where that piece of property originated. The written records and documentation of the entire property holdings of the Summit Lake Paiute Tribe will provide the ~~Tribal~~ Council with lists of property belonging to the Tribe and each grant program or contract. This will enable the Summit Lake Paiute ~~Tribe~~ to more easily conform to the disposition requirements under P.L. 93-638, 25 C.F.R. and 40 C.F.R..

POLICY HISTORY

On _____, 2011, by Resolution SL- _____ -2011, this section was amended by removing the word "Tribal" between "the" and "Council", capitalizing "tribe" in the last sentence, and adding "25 C.F.R. and 40 C.F.R." at the end of the last sentence.

PROPERTY LOCATOR CARD SYSTEM

The Tribal Property Officer shall institute a property locator card system. The system shall remain in the possession of said officer or someone duly designated by the Tribal Council. It shall be the responsibility of the Tribal Property Officer to keep the system up-to-date at all times.

POLICY HISTORY

On _____, 2011, by Resolution SL- -2011, the above paragraph was amended by removing the word "Tribal" between "the" and "Council".

Locator Cards – Whenever property is received by the Summit Lake Paiute Tribe, a property locator card shall be filled out immediately with regard to such property. The card shall contain the following information: Description of the property, Manufacturer serial number (if any) and Tribal serial number, Acquisition date, Cost, Source of property, Percentage federal ownership, Location of the property, Custodian of the property (including name, address and telephone number), Use of the property, Condition of the property, Ultimate disposition data including sales price or method used to determine current fair market if the grantee reimburses the ~~BIA~~ federal agency for its share.

POLICY HISTORY

On _____, 2011, by Resolution SL- -2011, the above paragraph was amended by "deleting "BIA" and replacing it was "federal agency".

Tribal Serial Number – Each piece of property received by the Summit Lake Paiute Tribe shall receive its own Tribal serial number. That number shall be placed on the item of property in such a manner that it is not removable. The marking of the number of the property shall take place before the property is signed out for use. Whenever Tribal property is checked out for use, the person checking out the property must sign for the property on the appropriate property locator card.

Physical Inventory – A physical inventory of all Tribal property shall be taken and the result reconciled with the property records annually to verify the existence, current use and continued need for the property. The results of the inventory shall be reported promptly to the Tribal Council.

POLICY HISTORY

On _____, 2011, by Resolution SL- -2011, the above paragraph was amended by removing "Tribal" between "the" and "Council".

MAINTENANCE SYSTEM

Purpose – The purpose of the tribal Property Maintenance System is to provide a control system that should ~~insure~~ ensure that adequate safeguards are in effect to prevent the loss of, damage to or the theft of Tribal property. In addition, the system is intended to provide adequate maintenance procedures and custodial care so as to ~~insure~~ ensure that the property remains in good working order throughout its life.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____-2011, the above paragraph was amended by correcting the word “insure” with “ensure” and adding an “s” at the end of “it” between “throughout” and “life” in the last sentence.

Usage – It is the responsibility of the Tribal Property Officer to ~~insure~~ ensure that the property is only checked out for use by individuals authorized to receive property. Whenever Tribal property is checked out ~~of ruse for use~~, the Tribal Property Officer is directed to ~~insure~~ ensure that the property was recorded on a property locator card.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____-2011, the above paragraph was amended by correcting the word “insure” with “ensure”, adding “ed” to “check”, and correcting “of ruse” with “for use”.

Losses – It is the responsibility of the Tribal Property Officer and all Tribal members and employees to report immediately to the Tribal Property Officer, or the ~~Tribal~~ Tribal Council, any loss, damage, or theft of Tribal Property. Upon receiving said report, the Tribal Property Officer and/or the ~~Tribal~~ Tribal Council shall take immediate steps to investigate and fully document the said loss, damage of theft.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____-2011, the above paragraph was amended by removing the word “Tribal” twice between “the” and “Council”.

Maintenance Schedule – It shall be the responsibility of the Tribal Property Officer to ~~insure~~ ensure that adequate maintenance procedures and custodial care are implemented so as to ~~insure~~ ensure that Tribal ~~property property remains remains~~ property remains in good working order. ~~It~~ It shall be the responsibility of the Tribal ~~Property Property Officer Officer~~ Property Officer to develop a maintenance ~~sheudle schedule~~ schedule. Where no such ~~sheudle schedule~~ schedule is recommended, the ~~tribl Tribal Proeprty Property~~ Tribal Property Officer shall ~~linstitute~~ institute a maintenance schedule ~~appropriateappropriate fo for hte the~~ appropriate for the property. The Tribal ~~Perprty Property~~ Property Officer shall keep a record of all scheduled maintenance on the ~~proeprty property~~ property locator card.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____-2011, the above paragraph was amended by correcting the spelling of “property”, “remains”, “Property”, “Officer”, “schedule”, “shall”, “institute”, “appropriate”, “for”, and “the”, and capitalizing the “i” in “it” at the beginning of the second sentence.

Maintenance – The ~~custodian~~ custodian of each piece of Tribal property as indicated on the property locator card shall be responsible to the tribal Property ~~Officer~~ Officer to ~~insure~~ ensure that the assigned maintenance schedule ~~fo for rthe the~~ Tribal property is properly followed.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____-2011, the above paragraph was amended by correcting the spelling of “custodian”, “indicated”, “Officer”, “ensure”, “for” and “the”.

DISPOSITION SYSTEM

Purpose – The purpose of the Tribal ~~proerty property~~ property disposition system is to provide for the ~~stae sale~~, exchange, scraping or transfer of non-expendable Tribal ~~proerty property~~ property which ~~shs has~~ has been acquired with federal funds or which has been provided by the federal government.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____-2011, the above paragraph was amended by correcting the spelling of “property” twice, “sale”, and “has”.

Process – The Tribal ~~Proerty Property Offider~~ Property Officer is authorized to implement the ~~proerty property~~ property disposition ~~proidsion provisions~~ provisions of 25 C.F.R. Part 276 ~~and 40 C.F.R., including section 31.32~~. Whenever the Tribal Property ~~Offier~~ Officer determines the property is subject to disposition pursuant to 25 C.F.R. Part 276 ~~or 40 C.F.R., including section 31.32~~, the ~~tribal~~ Tribal Property ~~Offier~~ Officer shall ~~bring~~ bring that fact to the attention of the ~~tribal~~ Tribal Council. It shall then be the duty of the ~~Tribal~~ Tribal Council to dispose of the ~~proerty property~~ property in accordance with 25 C.F.R. Part 276 ~~and 40 C.F.R., including section 31.32~~.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____-2011, the above paragraph was amended by correcting the spelling of “Property”, “Officer” three times, “property” twice, “provisions”, “shall”, “bring” removing “tribal” between “the” and (after capitalizing the “c”) “Council”, removing “Tribal” between “the” and “Council” in the last sentence, and inserting “and 40 C.F.R., including section 31.32” after “Part 276” in the first, second and last sentences.

ENFORCEMENT

The provisions of this ~~proerty property~~ property management system shall be ~~enfofeed enforced~~ enforced ~~spursuant pursuant~~ pursuant to all applicable federal laws and regulation. Individuals losing, damaging or stealing ~~Trebal Tribal~~ Tribal property shall be subject to liability or penalty in accordance with said federal laws and regulations.

POLICY HISTORY

On _____, 2011, by Resolution SL- _____-2011, this section was amended by correcting the spelling of “property”, “enforced”, “pursuant”, and “Tribal”.