

# Navajo Nation and Arizona Transportation Partnership Steering Committee Meeting Notes



ADOT



**THURSDAY, April 21, 2016**

9:30 A.M. – 3 P.M.

**ADOT Northcentral District Training Modular Conference Room**

**1901 S. Milton**

**Flagstaff, AZ 86001**

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## Attendees:

Ammon Heier, FHWA  
Arlando S. Teller, Navajo DOT  
Audra Merrick, ADOT  
Chris Fetzer, NACOG  
Contrella Dixon, ADOT  
Don Sneed, ADOT  
Garret Silversmith, NDOT  
Jason Kelly, NACOG  
Jason Yazzie, NDOT  
Jesse Thompson, Navajo County  
Jollette Arrieta, Hopi DOT  
Karen Benally, Navajo DOT  
Kee Yazzie, ADOT  
Kirk Arviso, Apache County  
Lynn Johnson, ADOT  
Mike Wilson, ADOT  
Myra Rothman, ADOT  
Ruth Greenspan, ADOT  
Taft Blackhorse, NDOT  
Tim Dalegowski, Coconino County

## Facilitators:

Bonnie Opie, ADOT Office of Partnering  
Mackenzie Kirby, ADOT Office of Partnering

Bonnie Opie opened the meeting by informing the attendees that Dianne Kresich was not going to be able to be the facilitator for the partnership. Her job duties have changed and she will no longer have time. Bonnie told the group that she had assigned Mackenzie Kirby, an ADOT Partnering employee, to be the facilitator. Mackenzie has attended meetings in the past and Bonnie has been providing Mackenzie with information so that she would be familiar with the partnership and the things that Dianne had been working on. Bonnie also told the group that she would attend the meetings when she could, in particular the annual meeting. Introductions were held and Taft Blackhorse provided the invocation. Garret Silversmith spoke about the importance of the partnership and some of the things NDOT has been working on.

### **Charter Update and Partnership Title**

The attendees reviewed the current charter, discussed potential changes and also the title of the partnership because there are several different variations of the name in the documents. The group agreed that the name of the partnership should be: Navajo Nation and Arizona Transportation Partnership. They agreed on a couple of small changes to the Mission. The updated Charter with the changes indicated in red can be found on page 4 of these notes.

**ACTION:** Steering Committee members will review the recommended changes with their respective agencies and a final decision will be made during the July 21, 2016 meeting. The steering committee would like to have the charter updated and re-signed during the annual meeting on October 20, 2016.

### **Steering Committee Membership Update**

The attendees discussed the membership of the steering committee. Each agency reviewed the list of names provided and updated the members. The updated list is on page 5 of these notes. Each agency will be prepared to finalize the list of steering committee members at the next meeting on July 21, 2016. The steering committee agreed that the membership list should be reviewed at each meeting and the list will also be posted on the Arizona Tribal Transportation website. <http://www.aztribaltransportation.org/nnp/index.asp>. A larger list will be developed for the annual meeting invitation.

### **Issue Escalation Ladder Update**

The issue escalation ladder was reviewed and updated. The updated ladder can be found on pages 6 and 7 of these notes. The steering committee agreed that the issue escalation ladder should be reviewed at each meeting.

### **SMART Goal Presentation**

The facilitator gave a presentation about setting goals and what comprises a "smart goal". This presentation will be posted on the Arizona Tribal Transportation website. <http://www.aztribaltransportation.org/nnp/index.asp>

### **Goal Implementation Plan**

The current goal document was reviewed and the group discussed the status of the goals and task teams. It was agreed that the current goals were essentially complete and four remaining actions were identified: 1) training for locals regarding Animals and Vendors in the right of way, 2) updating emergency response contacts, 3) providing ongoing information about processes and 4) updating the MOU. The first three are considered short term goals and the group will discuss working on these at a later date. Action items were created to begin working on the MOU.

The group also discussed the importance of obtaining crash data that could help ADOT routes on the Navajo Nation to compete with other ADOT routes for safety funding. The steering committee agreed that the highest priority was to work on capturing crash data that could be used by ADOT to support funding requests. This was formatted into a SMART goal and action items were created.

The MOU update was discussed. Bonnie Opie will send the current and draft MOU to Garret Silversmith, Audra Merrick and Lynn Johnson. By July 11, 2016 each of them will inform Mackenzie Kirby and Bonnie Opie of the action they believe should be taken.

A new format was suggested to capture the goals and action plan for the steering committee. The group agreed that this format would help to document the work they are doing. This form will be updated at every meeting to document the progress of the steering committee toward the goals they set. The form was updated with the new goal and action items and will be posted with these notes on the Arizona Tribal Transportation website.

<http://www.aztribaltransportation.org/nnp/index.asp>.

### **Update from Garret Silversmith:**

There is a new FHWA funding allocation which will increase progressively over the next 5 years. The Navajo DOT is developing a program for how to spend that funding in the years 2016 to 2021. There is a limit on the percentage of funding that may be used for maintenance activities and also an allocation of how much needs to be on new construction projects. This funding must be used on inventoried routes for both new construction and maintenance

activities. There was a brief discussion about what constitutes an inventoried road and the summary was that it must be a public route and NDOT has existing criteria in place to determine if a route is public.

An update was provided regarding the fuel tax used on Navajo Nation routes and NDOT has a list of projects in place with a scope of work for each in 2016 with a plan for 2017 in the works.

NDOT is also working on revising its Plan of Operations. NDOT has a need to increase its design efforts and construction management, including adding a construction section.

An update was provided on gravel pits and how these are a priority for the Navajo Nation. These gravel pits need to be thoroughly planned in order to be successful.

NDOT will apply for TIGER grant in the near future on Route N12 and this project is listed in the 5 year TTIP Plan.

NDOT's Long Range Transportation Plan was recently completed.

### **Next Steps**

- **2016 Meeting Dates**
  - The group agreed to the following meeting dates for the remainder of 2016:
    - Steering Committee, July 21, 2016 from 9:30 a.m. to 3:00 p.m. at the Navajo County Public Works Building, 100 W. Public Works Dr., Holbrook, AZ 86025
    - Annual Meeting October 20, 2016 at the NDOT complex
- **July Meeting Agenda**
  - The agenda will include updates regarding the action items from the Goal Implementation Plan
- **PEP**
  - This will be discussed during the July 21, 2016 meeting.
- **Meeting Evaluation**
  - See page 8 for the summary of the evaluations
- **Closing Comments**

The benediction was provided by Jason Yazzie

NAVAJO NATION DIVISION OF TRANSPORTATION  
ARIZONA DEPARTMENT OF TRANSPORTATION  
BUREAU OF INDIAN AFFAIRS – NAVAJO REGIONAL OFFICE  
**Should BIA be listed twice?** BUREAU OF INDIAN AFFAIRS – WESTERN REGION  
FEDERAL HIGHWAY ADMINISTRATION – ARIZONA DIVISION  
FEDERAL HIGHWAY ADMINISTRATION – FEDERAL LANDS  
NAVAJO, COCONINO AND APACHE COUNTIES  
**THE HOPI TRIBE**  
**HOPI DEPARTMENT OF TRANSPORTATION**  
**NORTHERN ARIZONA COUNCIL OF GOVERNMENTS**

**NAVAJO NATION AND ARIZONA TRANSPORTATION**  
**PARTNERSHIP CHARTER**

**MISSION**

As partners in transportation, our mission is to foster and maintain good working relationships in order to construct, operate, improve and maintain the most reliable, economical, efficient, and **effective multi-modal** transportation systems for the safety of the traveling public **on the Navajo Nation**.

We commit to promoting a sustained opportunity and investment in the partnering effort through the pursuit of mutually beneficial goals in a spirit of respect, open communication, cooperation and trust.

**STANDARDS OF CONDUCT**

Mutual Respect – Recognizing differences in culture, laws, systems, processes, policies, procedures and needs and involving appropriate people when making decisions.

Trust – Be trustworthy in all interactions, freely sharing information, dealing honestly and fairly with each other, staying within established authority when making promises and following through on commitments.

Communication – Maintaining clear, open and honest dialogue through empathy, understanding, sincere listening, soliciting feedback and regular meetings.

**OBJECTIVES**

Quality – Completing all projects in accordance with agreed upon partnered quality standards in a timely, efficient, productive and professional manner.

Mutual Goals – Seeking to accomplish mutually beneficial objectives involving funding, quality, safety, schedules, minimal negative impact to the public, and monitoring/preserving the environment.

Teamwork – Developing and maintaining a partnering effort characterized by proactive planning, mutual respect, honesty, commitment to each other, participative decision-making, and timely follow through.

Partnering Relationship – Assuring a positive partnering relationship through the establishment of team(s) responsible for encouraging the continuation and growth of our partnering effort.

Continuous Improvement – Making continuous improvement and on-going innovative initiative through open communication, regular meetings, performance benchmarks and a system for early identification, tracking and monitoring of challenges posed.

Timely Decisions – Developing and maintaining a list of key contacts and appropriate lines of authority, prompt responds to requests for information, adhering to established deadlines and timeframes, being on time, and following up on commitments.

Conflict Resolution – Recognizing conflicts as opportunities for improvement, understanding roles and responsibilities and being willing to resolve differences in a timely manner.

**Steering Committee Members April 21, 2016**

<b>Last Name</b>	<b>First Name</b>	<b>Organization</b>
Dixon	Contrella	ADOT
Greenspan	Ruth	ADOT
Johnson	Lynn	ADOT
Merrick	Audra	ADOT
Mullis	Charlene	ADOT
Rothman	Myra	ADOT
Sneed	Don	ADOT
Wilson	Ed	ADOT
Wilson	Mike	ADOT
Yazzie	Kee	ADOT
Arviso	Kirk	Apache County
Crosby	Ferrin	Apache County
Sandoval	Patrick	Apache County
Shirley, Jr	Joe	Apache County
Weller	Barry	Apache County
White	Tom	Apache County
Dugi	Lorenzo	BIA
Honanie	Wendall	BIA
Reed	Alfred	BIA
Riley	Harold	BIA
Tsosie	Clarence	BIA
Torres Gonzalez	Jaime	Central Federal Lands Hwy. Div.
Dalegowski	Tim	Coconino County
Lopker	Mike	Coconino County
Heier	Ammon	FHWA
Truely	Romare	FHWA
Arrieta	Jolette	Hopi DOT
Lomayaktewa	Michael	Hopi DOT
Taleyumtewa	Annette	Hopi Transportation Committee
Fetzer	Chris	NACOG
Kelly	Jason	NACOG
Black	Robert	Navajo County
Peshlakai	Alberto	Navajo County
Sheppard	Leo	Navajo County
Shurter	Danny	Navajo County
Thompson	Jesse	Navajo County
Benally	Karen	Navajo DOT
Blackhorse	Taft	Navajo DOT
Bowman	Norma	Navajo DOT
Bradley	Darryl	Navajo DOT
Russell	Ray	Navajo DOT
Silversmith	Garret	Navajo DOT
Teller	Arlando S.	Navajo DOT

## Issue Escalation Ladder – Page 1

	NDOT	ADOT	FHWA	FEDERAL LANDS HIGHWAY	HOPI	(*) Time
<b>1.</b> Operations/ Steering Committee Member	<ul style="list-style-type: none"> <li>•Arlando Teller</li> <li>•Taft Blackhorse</li> <li>•Karen Benally</li> <li>•Ray Russell</li> <li>•Norma Bowman</li> </ul>	<ul style="list-style-type: none"> <li>•Nate Reisner</li> <li>•Kee Yazzie</li> </ul>	Romare Truely	Jaime Torres Gonzalez Tribal Transportation Program (TTP) Program Coordinator	Mike Lomayaktewa HDOT Director	1 day
<b>2.</b> Supervisor/ Technical Leader	Darryl Bradley	<ul style="list-style-type: none"> <li>•Audra Merrick, Northcentral District Engineer</li> <li>•Lynn Johnson, Northeast District Engineer</li> </ul>	Tom Deitering	Jaime Torres Gonzalez TTP Program Coordinator	Mike Lomayaktewa HDOT Director	2 days
<b>3.</b> Group Mgmt. Leader	Garret Silversmith Director	Jesse Gutierrez Deputy State Engineer	Karla Petty Arizona Division Administrator	Brian Allen TTP, Program Team Leader	Annette Talayumtewa Hopi Transportation Committee	1 week
<b>4.</b> Senior Mgmt. / Director	Russell Begaye President	Dallas Hammit State Engineer / Deputy Director for Transportation	Butch Wadelich	Robert Sparrow TTP, Program Director	Herman Honanie Chairman	2 weeks

## Issue Escalation Ladder – Page 2

	BIA	BIA WESTERN REGION	COCONINO COUNTY	NAVAJO COUNTY	APACHE COUNTY	(*) Time
<b>1.</b> Operations/ Steering Committee Member	<ul style="list-style-type: none"> <li>•Clarence Tsosie</li> <li>•Alfred Reed</li> </ul>	Jason Kelly	Tim Dalegowski	<ul style="list-style-type: none"> <li>•Leo Sheppard</li> <li>•Alberto Peshlakai</li> </ul>	Patrick Sandoval	1 day
<b>2.</b> Supervisor/ Technical Leader	<ul style="list-style-type: none"> <li>•Clarence Tsosie</li> <li>•Alfred Reed</li> </ul>	Jason Kelly	Scott Tkach		Patrick Sandoval	2 days
<b>3.</b> Group Mgmt. Leader	Herby Larsen	Jason Kelly	Mike Loper	Jimmy Jayne	Patrick Sandoval	1 week
<b>4.</b> Senior Mgmt. / Director	Sharon Pinto Mike Black WDC	Chris Fetzer	Board of Supervisors: <ul style="list-style-type: none"> <li>•Lena Fowler</li> <li>•Mandy Metzger</li> </ul>	Board of Supervisors: <ul style="list-style-type: none"> <li>•Jesse Thompson</li> </ul>	Board of Supervisors: <ul style="list-style-type: none"> <li>•Tom White</li> <li>•Joe Shirley</li> </ul>	2 weeks

# Participant Meeting Evaluation Summary

Scores are based on 15 evaluations. Comments are taken from the evaluation forms exactly as written.

## 1. How valuable was this meeting for you?

Average Rating 4.13 out of 5

### What about this meeting was most valuable to you?

- Getting the Partnership back on track with respect to defining the direction and goals of the Partnership
- Very informative and effective to understand our neighboring tribe tracking the same goals as Hopi
- This was the most informative meeting I have attend
- The Partnership is key to our success
- Coordination, exchange of info
- Interactive discussion and everyone contributing and willing to agree on goals
- Setting goals that can actually be done
- Learning experience as a first time attendee
- Stepping back and refocusing on goals
- Setting good important goals

## 2. What would have improved this meeting?

- I think about we improved a lot of things today dealing with the flow of the meeting
- Snacks, more info-sharing
- Have all members present need BIA
- Closer to Phoenix

## 3. How do you rate the Facilitator?

Average Rating: 4.53 out of 5

- Both Bonnie and Mackenzie were very effective in keeping the meeting focused and eliciting participation
- Knowledgeable, good coordination, and most of always good communication
- For both
- Bonnie handled the discussion well
- Very good
- Thanks to Mackenzie for willingness to take on this Partnership
- Kept us on track
- Good job
- Great job maintaining meeting focus

## 4. How do you rate the effectiveness of this team?

Average Rating: 4.26 out of 5

- I think this team has potential to be very effective
- The passion and drive they show for the tribe to be successful
- The people on the team are excited to be a part of something bigger
- Was productive, goals more realistic, attainable
- Great potential

## 5. What other comments or suggestions do you have?

- Suggest the Partnership reach out to representatives from BIA and FHWA TTP to see if they are able /interested in a greater level of participation
- We need to establish a consistent Partnership. Thank you for your efforts and commitment toward this Partnership. The Partnering is central to the improvement toward success
- Still learning-no comments
- Good meeting-thanks to Bonnie and Mackenzie for facilitating this meeting and keeping it on track
- Since this is a ADOT/Navajo Partnership Mtg., then I suggest we have a Quarterly mtg. at/on the Navajo Nation, specifically at the NDOT complex. Predominately in the past we have met at the ADOT complex
- Stay focus on completion goals
- The Partnership is just beginning, it will get better/improvement