

Navajo DOT Partnership Steering Committee Quarterly Meeting

ADOT Flagstaff District Training Room, 1901 S. Milton Road, Flagstaff, AZ

June 19, 2014

QUARTERLY MEETING NOTES

Attendees	
Karen Benally, NDOT	Misty Klann, ADOT MPD
Arlando Teller, NDOT Airport Manager	Myra Rothman, ADOT Flagstaff
LeNora Hardy, NDOT	Don Sneed, ADOT MPD
Taft Blackhorse, NDOT	Contrella Dixon, Utilities & Railroads, ADOT
Lee Bigwater, Navajo Transit	Nate Reisner, District Development Engineer ADOT
Calvin Castillo, BIA-Fort Defiance	Rod Wigman, ADOT Holbrook (rep. Lynn Johnson)
Tim Dalegowski, Coconino County	John Dalby, ADOT Flagstaff (rep. Audra Merrick)
Jesse Thompson, Navajo County	
Norman Cody, Navajo County	Guests presenters:
Ammon Heier, FHWA	Courtney Perrier- Bear, ADOT Emergency Management
	Dr. Jun Ho, Assistant Professor NAU

Facilitator: Michele Crank, ADOT-Office of Partnering

Recorder: Clem Webb, ADOT-Office of Partnering

See Attached roster for contact information.

The next Navajo DOT Partnership meeting is October 22, 2014 in Window Rock, AZ.

TOPIC	DETAILS
OPENING PRAYER	<ul style="list-style-type: none"> Mr. Lee Bigwater, Navajo Nation Transit Systems Director, provided the opening prayer.

TOPIC	DETAILS
PARTNERS' INTRODUCTIONS	<p>Michele Crank – introduction and asked each member to introduce themselves and how they contribute to the partnership.</p> <p>Guests: Courtney Perrier-Bear, ADOT Emergency Management Dr. Jun Ho, Assistant Professor NAU</p>

TOPIC	DETAILS
Agenda/Table of Contents Packets	Michele Crank reviewed all information within packets including the agenda for the meeting.

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Complete 2014 Goals Chart	<p>Goal 1. Road Prioritization</p> <ul style="list-style-type: none">Arlando Teller, NDOT did not see any additional information to be covered in within goal number one. All partners agreed this portion of the chart has been completed. <p>Goal 2. Partnership Focus</p> <ul style="list-style-type: none">This is an ongoing process as quarterly steering committee meetings have been completed for the 2014 year and scheduled for 2015. The annual partnership meeting for 2014 has been scheduled for October 22, 2014, at the Navajo Department of Transportation. Arlando Teller, NDOT, Lenora Hardy, NDOT, Karen Benally, NDOT and Misty Klann, ADOT will be the lead for the planning committee.Discussion on Task Teams below. <p>Goal 3. Partnership Agreements</p> <ul style="list-style-type: none">Animals and vendors in right of way agreements in place since 1985. Vendors were to withdraw land and ADOT funds would have been used to complete process. Land not withdrawn and ADOT did not have any funds to complete project. Currently not enforcement of Vendors in Right of Way agreement.ADOT/NDOT MOU agreement is in draft form, two items that would need addressed as establishment of working groups (task teams) has been accomplished through the partnership. Misty Klann and Arlando Teller to work with each other to possibly accomplish and have official signing at the annual partnership meeting in October. <p>Goal 4. Emergency Response</p> <ul style="list-style-type: none">This goal has been accomplished as Navajo Nation has and individual Rose Whitehair, as the contact for any and all emergency management functions. Her contact information is office 505.371.8406 and her mobile number is 928.551.4056. In addition today Courtney Perrier-Bear was asked to present ADOT Emergency Preparedness Management Program.A list of Emergency responders for the Northern Arizona Region was also share with all partnership members at the April 9, 2014. <p>Goal 5. Approval Process</p> <ul style="list-style-type: none">Discussion on how well approval process was handled during the N20 project, thanks to the Navajo Nation and NDOT as they had already completed a lot of the initial phases of requirements, such as EPA etc.Arlando Teller, NDOT commented we need to continue to work on understanding each partner's approval process. Task team to address specifics, prioritize and plan sessions accordingly. In addition to sharing information of approval processes this information would need to be addressed with Navajo Nations' Communities.This is an on-going goal.

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<p>TASK TEAMS</p> <p>DISCUSSION</p>	<p>1. Animals and Vendors in the ROW/Vendor in ROW- Lead: Taft Blackhorse (505) 371-8394, NDOT Myra Rothman, (928) 928-779-7510, ADOT Other members: Norman Cody, Navajo County Roland Becenti, Johnny Robbins, Maintenance Supervisor Gray Mountain, ADOT Rod Wigman, PIO, ADOT</p> <ul style="list-style-type: none"> • Taft and Myra to call and review list of task team members and give Michele Crank a call on scheduling GoTo meeting conference call. • Misty is requesting funding for possible research study which is Tribal specific on this topic at different angles. • San Carlos looking at the same issues Per Don Sneed. Item to be discussed within the MOU/addendum/attachment to the MOU. • Per Myra this issue is a liability. Misty let's see how far we get with the research study, it will look at what other states are during. Meantime keep educating. <p>Item #2</p> <ul style="list-style-type: none"> • Misty/Myra could have been process still needs to be worked on, both still needs to be worked on. • Per Arlando there were laws in place regarding Vendors in Right of Way in 1985. Misty says there are laws but needs to be enforced. ADOT didn't have funds to implement. 2009 ADOT/NDOT MOU agreement to work together. • Item 2 would be an issue, Arlando let's work on the MOU, to give us foundation of stability. Misty (6-27-14) will send the latest version of the agreement. • Send final version to Arlando and Navajo Department of Justice will review and go from there. Government to Government MOU. • This will be an executive review, timeline 4-6 weeks. NDOJ-Arlando-Aug.20, 14. <p>2. Emergency Response – Calvin Castillo to discuss later as agenda topic.</p> <p>3. Environmental Resources – Leads: Taft Blackhorse, NDOT Ruth Greenspan Ongoing and new processes to implement</p> <ul style="list-style-type: none"> • Thor Anderson was asked to provide presentation at this meeting but his scheduled would not permit. We can check on his presentation at the January 2015 meeting.

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	<ul style="list-style-type: none"> • Taft to contact Ruth Greenspan as they are leads for this task team, discussion on progress and members of task team. Calvin Jackson to replace Gerri Barber, and to include Ron Maldonado, Dave Zimmer.
	<p>4. Training/Outreach/Education Leads: Karen Benally, NDOT (505) 371-8389 Members: Norma Brown, NDOT. Misty Klann, ADOT. Romare Truly, FHWA. Calvin Castillo, BIA.</p> <ul style="list-style-type: none"> • Karen Benally to check with Darryl Bradley on types of training requested on behalf of NDOT. Goal # 5 Task Team to prioritize and identify training needs.
	<p>5. Processes Lead: Darryl Bradley, NDOT Myra Rothman</p> <ul style="list-style-type: none"> • This task team will remain active and leads will contact members to re-engage.
	<p>6. Resources: Leads: Ray Russell, NDOT (Karen Benally will inform Mr. Russell) Tim Dalegowski, Coconino County</p> <ul style="list-style-type: none"> • Ray Russell-Karen will let him know to put his task team together
	<p>7. Website Task Team – no longer needed</p> <ul style="list-style-type: none"> • Misty Klann, ADOT and ADOT IT team developed Tribal website.

TOPIC	DETAILS
<p>EMERGENCY RESPONSE TASK TEAM UPDATE</p>	<p>Calvin Castillo discussed the Emergency response Task Team.</p> <ul style="list-style-type: none"> • Team developed to compile a resource book, references, and phone book. • Rose Whitehair has all contacts and MOU's, agreements 401 and 404; she's way ahead of the game. Task team not required anymore. • Misty suggested that we have Rose come and present at the annual meeting and update. • Leave this task team in place until we have Rose present before terminating the task team. Rose's contact number (928-551-4056)

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<p>EMERGENCY PREPAREDNESS AND MANAGEMENT</p>	<p>Courtney Perrier Bear, ADOT Emergency Manager (all information taken from PowerPoint presentation)</p> <p>FOCUS AREAS</p> <ul style="list-style-type: none"> ▶ Managing business processes during emergencies impacting ADOT locations such as: <ul style="list-style-type: none"> • State Highways, Routes and Right-of-Way • Motor Vehicle Division Offices • Maintenance Facilities • Rest Areas • Ports of Entry • Care of the public and employees during emergencies <p>ACTIVITIES</p> <ul style="list-style-type: none"> ▶ State Emergency Operations Center representation, ▶ Coordination and participation in preparedness exercises both internal and external, ▶ Support for Districts and Divisions including response coordination with counties and state agencies, etc., ▶ Administrate the Federal Highway Administration (FHWA) Emergency Relief program by working closely with the Districts and state and county emergency management entities to recover costs for infrastructure damaged in disasters, ▶ Coordinate incident management documentation and cost recovery for ADOT response to state or local emergencies, ▶ Homeland Security grant management and partnership with other state / county entities, and ▶ Maintain documents related to emergency preparedness and management <p>STATE EMERGENCY RESPONSE PLAN</p> <p>Primary</p> <ul style="list-style-type: none"> • ESF #1 – Transportation & Infrastructure Annex • ESF #3 – Public Works & Engineering Annex • ESF #10 – Oil and Hazardous Materials Response <p>Secondary</p> <ul style="list-style-type: none"> • ESF #2 – Communications Annex • ESF #4 – Fire Service Annex • ESF #5 – Emergency Management Annex • ESF #6 – Mass Care, Housing & Human Services Annex • ESF #7 – Resource Support Annex • ESF #8 – Health and Medical Services Annex

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- ESF #9 – Urban Search and Rescue Annex
- ESF #11 – Agriculture and Natural Resources Annex
- ESF #12 - Energy Annex
- ESF #13 – Public Safety and Security Annex
- ESF#14 - Recovery and Mitigation Annex
- ESF #15 – External Affairs Annex

DOCUMENTS

- ▶ Emergency Communications Plan,
- ▶ Emergency Operations Plan,
- ▶ Departmental Operations Center Manual,
- ▶ Emergency Action Guidelines (EAGs) and plans,
- ▶ Arizona Mass Evacuation and Reception Plan,
- ▶ Arizona Statewide Emergency Response and Recovery Plan (SERRP) Support Functions and Annexes related to transportation,
- ▶ ADOT Continuity of Operations and Disaster Recovery plans,
- ▶ Notification Protocols during emergency operations, and
- ▶ Any relevant policies for internal processes.

TRAINING AND EXERCISING

- ▶ Responsible for a matrix for all ADOT employees who prepare for, respond to, or help recover from incidents.
 - NIMs compliant
 - Utilizes web-based, in-house, and external training opportunities
- ▶ Responsible for planning and coordination for all exercises with external partners at all levels.
- ▶ Develop internal exercise schedules and activities.

RESOURCES

- ▶ Personnel
Emergency Management, Engineers, LE, Highway, etc.
- ▶ Equipment
Loaders, plows, variable message boards, light plants, etc.
- ▶ Supplies
Sand, aggregate, cinders, anti-icers

TRIBAL SUPPORT

- ▶ Through the State Emergency Response and Recovery Plan:
 - In accordance with A.R.S. § 26-303(E.2.), “The governor may direct all agencies of the state government *to utilize and employ state personnel,*

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	<p><i>equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency. The governor may direct such agencies to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the citizens of the affected area.”</i></p> <ul style="list-style-type: none"> • ADOT Regulates highway transportation and administers safety programs involving state highways, routes, airports and transportation systems (ARS §28-101 et. seq.). • Initiate through Arizona Division of Emergency Management • WebEOC Incident Sharing • 24/7 ADOT Traffic Operations Center <ul style="list-style-type: none"> • North = 800-648-2531 <p>TRAFFIC INCIDENT MANAGEMENT FOR RESPONDERS</p> <ul style="list-style-type: none"> ▶ Objectives <p>Responder safety <i>Safe</i>, quick clearance Interoperable communications</p> <ul style="list-style-type: none"> ▶ Website for classes: <p>External: https://www.azdot.gov/about/transportation-safety/traffic-incident-management-for-responders</p> <ul style="list-style-type: none"> ▶ All ADOT and DPS classes now at www.erma.az.gov
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TOPIC	DETAILS
<p>NDOT PARTNERSHIP UPDATE</p>	<p>Arlando Teller Karen Benally Taft Blackhorse</p> <p>See Navajo DOT Quarterly report</p> <p>Highlights(from 14 page report)</p> <ul style="list-style-type: none"> • Airport Master plan was completed. • Western Agency meeting on Saturday June 21. Arlando Teller will be attending and asked for additional copies of ADOT Flagstaff and Holbrook District updates and listing of current projects. He would like to inform attendees of ADOT/Navajo Nation/NDOT partnership and projects. • Karen Benally informed members that regional quarterly meetings started and

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	<p>she will coordinate times with Courtney Perrier Bear for presentation at some of the meetings to include Rose Whitehair, Navajo Nation Emergency Response Manager.</p> <ul style="list-style-type: none"> • Victoria Lee, new Planning manager with legal knowledge and education very knowledgeable in Navajo laws and chapter levels. • Long Range Transportation Plan for Navajo Nation (LRTP) kickoff meeting June 6, we are starting to include other DOT's. • FET-been during a lot of work with chapters, slowed down due to weather, i.e. sand etc. • Partnership with BIA is very important and getting the chapters involved. • TIGER grants for western agency have been completed and submitted.
NAVAJO TRANSIT UPDATE	<p>Lee Bigwater</p> <ul style="list-style-type: none"> • 30 buses in fleet, with only a few vans. There are demands for more buses, to provide a much broader outreach. • See PowerPoint presentation

TOPIC	DETAILS
ADOT DISTRICTS' UPDATES	<p>ADOT Flagstaff & Holbrook Districts' projects (handout)</p> <p>Flagstaff District Update– John Dalby</p> <p>Handed out the quarterly brochure. Flagstaff District new contact information</p> <ul style="list-style-type: none"> • Nate Reisner-928-779-7545 • Kurt Harris-928-779-7591 <p>Environmental Coordinator- Vacant</p> <p>Holbrook District Update – Rod Wigman</p> <p><u>Current Projects</u></p> <ul style="list-style-type: none"> • Paving from Round Rock take a couple of weeks to pave. • Cross canyon • Sanders almost wrapped up-issue with MSC walls • All others have some chip seals next yr. on 264 • Keams Canyon-2015 • Pave through Winslow next yr. • Alando Teller, NDOT asked who to contact for roadside mowing in the Holbrook/Flagstaff District?

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	<ul style="list-style-type: none"> ○ Rod says to call Lindy Sheer or Ed Wilson will get someone on it. ● Who to the contact for “slow down” signs, Kent Links ● Maybe easier to contact each District Engineer for any needs. wlink@azdot.gov <p><u>Future Projects</u></p> <ul style="list-style-type: none"> ● East of Coconino and Navajo County Line: Dbl App Chip Seal-SR 264 MP361.3-373.5 ● Statewide Rural DMS Phase 10-DMS Structure, I-40 MP 340.44 ● Navajo County Line to Minnetonka: Preservation I-40 MP 249.8-259.2 ● Sun Valley to Washboard Rd: Pavement Preservation-I-40 MP 297.05-303.12 ● Many Farms-AC RD 508: Fence and Cattle Guards: US 191 MP 462.470
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TOPIC	DETAILS
OTHER PARTNER UPDATES	<p>Invited guest of FHWA, Ammon Heier -Dr. Jun Ho, Professor Northern Arizona University</p> <p>Scholarship Program-Dwight David Eisenhower Transportation Fellowship Program. \$10,000 scholarship awarded to Native American Students pursuing a degree in a transportation related discipline attending Northern Arizona University. Dr. Ho will need names for internship program 2015 and need topics for students.</p> <p>Darryl Bradley, Lenora Hardy, Arlando Teller, and Karen Benally will work with Dr. Ho.. Two individuals from Navajo were selected to receive this fellowship. If we can come up with some project to inform the students of what is available for internship projects.</p>

TOPIC	DETAILS
EDUCATIONAL WORKSHOPS UPDATES	<p>Don Sneed, MPD/ Misty Klan</p> <ul style="list-style-type: none"> ● Working on workshops to present to the tribes. ● What does the communities need to do and what’s the next step? Need to finalize the RFP. ● Planning and Program Project Development. ● How to implement the steps, still pending

TOPIC	DETAILS
BIA UPDATE	<p>Calvin Castillo</p> <ul style="list-style-type: none"> ● Full funding from NDOT to purchase equipment. ● BIA still under sequesters.

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	<ul style="list-style-type: none"> • Helped NDOT with 15 miles of road prioritization for each of the 110 communities • Training with NDOT Robert and Larry Lee Joe. • Submitted request for help on finding 14 labors-operators for Navajo.
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TOPIC	DETAILS
NAVAJO COUNTY UPDATES	Jesse Thompson <ul style="list-style-type: none"> • Handout “Southwestern Navajo Milling Project Partnership” (information with be shared with Flagstaff and Holbrook District for comments) • Norman Cody also discussed Streamstat, a process in helping install culverts based on GIS system measuring water flow depths.

TOPIC	DETAILS
PEP	PEP (Partnering Evaluation Program) results & complete rating form for this quarter. (Michele Crank, ADOT) addressed item#11 &12, prior to 9 & 10 so those having to depart early could complete both documents before leaving. Explained the purpose of PEP and asked for honest feedback, and how it is used to improve our processes.

TOPIC	DETAILS
FUTURE TRIBAL PARTNERSHIP MEETINGS	Future Tribal Partnership Meetings (<i>Michele Crank, ADOT</i>) <ul style="list-style-type: none"> • Michele provided the Annual meeting dates and asked questions regarding the Agenda. • In addition 2015 quarterly Steering Committee meetings have been finalized.

TOPIC	DETAILS
NEXT MEETING AGENDA ITEMS JAN 2015	<ul style="list-style-type: none"> • 2015 Goals • Thor Anderson PEL Presentation • Justin Feek-MPD Presentation on P2P

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DISCUSSION ON ANNUAL MEETING TOPICS	<p>Michele Crank to set GoTo conference call meeting</p> <ul style="list-style-type: none">• Accomplishments 2014• ADOT Training Tribal Consultations• Goals 2015 (breakout groups)• Welcome Address• Save the Date• Outlook Calendar <p>Members of planning team and responsible for invites to respective leadership.</p> <p>Calvin-BIA State Transportation Board Rep Lenora/Arlando-NDOT/NN Ammon-FHWA</p>

TOPIC	DETAILS
CLOSING COMMENTS	<ul style="list-style-type: none">• Closing prayer provided by Jessie Thompson

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PARTNERSHIP ACTION ITEMS:

Action:	Responsible Person(s)	By when
Ask Thor Anderson to Present at the Jan 2015 Meeting	Michele	
Action:	Responsible Person(s)	By when
Send MOU-NDOT/ADOT Draft agreement NDOT staff and Director	Misty Klann	6/27/14
Action:	Responsible Person(s)	By when
NDOT to send draft MOU to Navajo Department of Justice for review.	Arlando Teller	Aug.20/14
Action:	Responsible Person(s)	By when
Contact Ruth Greenspan, re: Environmental Resources Task Team, Lead- Additional names, give Taft name to Ruth NDOT lead.	Michele Crank	July 2015
Action:	Responsible Person(s)	By when
Go To Meeting AIR/VIR Myra & Taft (After team formed, sharing discussion/Conference call.	Michele Crank(check Schedule)	
Action:	Responsible Person(s)	By when
Go To Meeting Taft & Ruth Conference Call.	Michele Crank	
Action:	Responsible Person(s)	By when
Check w/Darryl on Education/Outreach Task Team	Karen Benally	6/27/14
Action:	Responsible Person(s)	By when
Task Team Leads to provide members name and info update to Misty Klann for website. <ul style="list-style-type: none"> • Animals and Vendors in Right of Way – Taft Blackhorse and Myra Rothman 	See names of leads adjacent column	10/1/14

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<ul style="list-style-type: none"> • Environmental Resources – Taft Blackhorse and Ruth Greenspan • Training/Outreach/Education – Karen Benally • Processes – Darryl Bradley and Myra Rothman • Resources – Ray Russell and Tim Dalegowski 		
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Action:	Responsible Person(s)	By when
Identify contact for NAU Program and set meeting with Assistant Professor Jun Ho.	Lenora Hardy, Arlando Teller, Darryl Bradley and Karen Benally, NDOT	June 30,14

Action:	Responsible Person(s)	By when
Update on Training information, Planning, Program, Development Projects “Para steps”(after)	Misty Klann Don Sneed	Update at next meeting

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MEETING FEEDBACK

Ratings 1=lowest/5=highest **Rating based on 14 responses**

Comments are as written on the Feedback form:

1. How valuable was this meeting for you?

Average Rating: 4.07

- Partnering opportunities with other DOT Agencies.
- Everyone contributed
- It is always beneficial to touch base w/our partners and stakeholders. Communication is key
- Partnership-information-getting info out to other partners
- Steering group is getting too big, only core personal and task team leader only
- Dwight David Eisenhower Transportation Fellowships
- Meeting the partners/project information
- Everyone getting involved in discussion
- Networking with agencies
- Sharing of information and updates on projects and programs from partner groups
- Focus on the meeting

2. What would have improved this meeting?

- Less talking, more meeting/dialogue as teams/groups
- If everyone had stayed for the whole meeting, I understand some made the time between other meetings to attend and present. Have Hopi representation
- Keep the meeting discussion moving along, minimize long-winded discussions. Otherwise Yaay.
- Time/subject/time limit-time management
- Prioritize time to discuss project successes and why they were successful in time when the Hopi Tribe can participate on a regular basis
- Look forward to point
- Unknown

3. How do you rate the Facilitator?

Average Rating: 3.07

- Need to be more realistic in efforts, by prioritizing 2-3 goals only.
- Kept things on going and mostly on time.
- Thank you for herding cats. Good job Michele. I appreciate your sincerity to our partnership.
- Improved from last meeting.
- Only attended one so far
- Listens and invite input from everyone
- Well organized
- Michele is learning the process for this partnership and did very well with the facilitation

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- Very Professional

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

Average Rating: 3.71

- Haven't seen much done.
- Becoming a very effective and cohesive team.
- I believe drafting the annual meeting with partners individual presentations (i.e. Coconino County-presents Apache)
- We are getting along and more confidence with new steering committee members
- Everyone contributing to achieve solutions
- Good communication in between team members
- It was good to hear of new opportunities and progress for the partnership
- We just beginning as a team

5. What other comments or suggestions do you have?

- Weeks before future meetings-solicit refreshment funds.
- Good job partnership team.
- Match handouts items and agenda item sequence (e.g, items #12 and #13 addressed before item#9 &10)
- I' like to introduce the NAU Eisenhower program to another Hopi meeting
- None and professionalism is excellent

Next meeting is the annual Partnership October 22, 2014 in the Window Rock, AZ.

Discussion on Annual Meeting Topics: