

**Navajo Nation Partnership
Quarterly Steering Committee Meeting
July 16, 2015 9:00-3:30 p.m.
ADOT Flagstaff District Training Room
Meeting Minutes**

Attendees

Bonnie Opie, ADOT	Mackenzie Kirby, ADOT	Jaime F. Torres Gonzales, FHWA Fed Lands
Contrella Dixon, ADOT	Myra Rothman, ADOT	Darryl Bradley, NDOT
Don Sneed, ADOT	Randy Routhier, ADOT	Jason Yazzie, NDOT
Donna Bentley, ADOT	Calvin Castillo, BIA	Ray Russell, NDOT
John Dalby, ADOT	Tim Dalegowski, Coconino	Taft Blackhorse, NDOT
Lynn Johnson, ADOT	Romare Truly, FHWA	Danny Shurter, Navajo County

Facilitator: Michele Crank, ADOT, Partnering Office

The next Partnership meeting is the Annual Transportation Partnership Meeting to be held: Thursday, October 22, 2015, Navajo Division of Transportation Complex, Mentmore, NM

Agenda Items and Highlights

Topic

Introductions

Partner group attendees introduced themselves and described their duties at their agencies.

Topic

Agenda Review

Discussion | Agenda document on website: <http://www.aztribaltransportation.com/nnp/steering.asp>

Michele Crank, ADOT Tribal Facilitator, provided an overview of the agenda and all meeting materials. A change to the agenda was requested to review and address action items identified from the February 26, 2015 Steering Committee meeting prior to the discussion on Goals and PEP.

Topic

Action Items identified at the 02 26 2015 Steering Committee Meeting

Discussion | Action Item document on website: <http://www.aztribaltransportation.com/nnp/steering.asp>

Two weeks prior to this meeting all responsible individuals were asked to provide a status on each February 26th action item under their assignment(s). Responses received are included in the attached document. Follow-up discussion on those items during the July 16th Steering Committee Meeting is as follows:

Action Item #1- Darryl Bradley - Contact Navajo Nation Regulatory Office to have a representative give a presentation on water quality 401/404 processes and the Storm Water Pollution Protection Plan (SWPPP).

The contact for this presentation is Dr. Donald Benn, Executive Director for Navajo Nation Environmental Protection Agency; Email: donbenn@navajo-nsn.gov; Phone: (928) 871-7692; Office: (928) 871-7990 Direct Line. It was decided that Taft Blackhorse would contact Dr. Benn and work with the Environmental Task Team to request a presentation. This item is referred to the Environmental Task Team-Taft Blackhorse.

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Action Item #2- Michele Crank - Invite Julia Manfredi, ADOT EPG to attend next Partnership meeting.

This action item has been referred to the Environmental Task Team, as each presentation needs to have appropriate partner group staff in attendance to address concerns and issues. Ruth Greenspan of ADOT EPG will be asked to identify an ADOT representative to attend the October Annual Meeting – Environmental Task Team-Taft Blackhorse.

Action Item #3-Victoria Lee/Karen Benally - Provide a list of Navajo DOT quarterly planning meetings at the various agencies. Include this information in meeting minutes.

This is an information sharing process for the partners in the event that they would like to attend any of these regional agency meetings with NDOT to provide updates to Navajo Nation Community Members. The following meetings are scheduled:

- Western Agency August 18, 2015 Tuba City, AZ
- Chinle Agency August 12, 2015 Chinle, AZ
- Fort Defiance August 17, 2015 Fort Defiance, AZ

The next quarterly agency meetings will be held at the NDOT Business Complex in December 2015. Partners are encouraged to work with NDOT on providing information to each agency when necessary.

Action Item #4-Victoria Lee and Marco Sells - Provide information to NDOT from ATSPT meeting regarding crash data and TraCS. Four staff members from Navajo DOT attended the ATSPT meeting which was held on 02.19.2015.

Michele Crank informed the partners that the ATSPT (current change in partnership name to reflect ATTP) information is on the following website: <http://www.aztribaltransportation.com/attp/forums.asp>. Darryl Bradley reported that NDOT will be bringing a new person on board to handle crash data and the TraCS Program follow-up. This is also in follow-up to the FHWA Integration of State and Local Safety Data Pilot Project. These efforts will require involvement of the Navajo Police Department and Navajo Department of Public Safety. Darryl also reported that a Safety Summit might also be held for the Navajo Nation.

Action Item #5-Michele Crank and Don Sneed - Invite Bret Anderson to present on the current ADOT Programming process and Justin Feek to present on the new ADOT Planning to Programming (P2P) process at the next meeting. Scheduled for July meeting. Suggest different meeting date since May 14, date was cancelled. July 16, agenda busy.

Justin Feek will be asked to present at the January meeting. The Annual Meeting Planning Group may want to consider requesting this presentation at the Annual Partnership Meeting instead of the January meeting.

Action Item #6-During the 2014 Annual Partnership Meeting three areas of discussion transpired within the working groups. This discussion notes needed follow-up to be addressed by task teams.

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- Right of Way Task Team Champion - Taft Blackhorse and Darryl Bradley will meet with the new Right of Way contact to assist with the follow-up.
- Natural Resources Task Team Champion - Ray Russell is the lead on this task team.
- Funding Task Team Champion - We need a contact name from the Navajo Division of Transportation to Champion this task team. Use information within goals. Darryl Bradley to identify names to refer this information to and to champion this discussion through the identified task team. This may be a spin off with NDOT planning staff.

Action Item #7-Provide a contact name for Navajo Regulatory - Taft Blackhorse to follow-up - also refer to action item #1 above.

Action Item #8-Darryl Bradley- Talk to Marlinda Littleman, NDOT and Ed Green, ADOT to do a joint presentation on Tribal Historic Preservation Office (THPO), for July 16th meeting.

The Steering Committee suggested a different meeting date for this presentation on roles, responsibilities and processes. David Zimmerman, ADOT Flagstaff District office will be the individual who can provide this presentation with Marlinda Littleman at the Annual Meeting. Taft Blackhorse to address this presentation request.

Action Item #9-Darryl Bradley - Arrange for a Navajo DOT presentation on new leadership and process.

Since the July 16, 2015 meeting agenda was full, this presentation can be provided at the next Partnership Steering Committee Meeting and/or the Annual Partnership Meeting. Darryl Bradley reported that the Navajo Nation President and Vice-President took office in May and the Resources Development Committee Members took office in January. Infrastructure is to be big focus for them. Navajo DOT can consider a Navajo Nation overall report at the Annual Meeting. It may be a few more weeks for the NDOT Executive Director to take office; this individual could potentially provide the report. Darryl will follow-up on this item.

Action item #10-Darryl Bradley - Check on the status of the MOU that Misty Klann sent to Arlando Teller for submittal to Navajo Department of Justice.

Darryl Bradley, Don Sneed and Victoria Lee to follow up on the status of this MOU. Possibly sign at annual meeting with new Navajo Nation President Russell Begay and/or update status at the January meeting.

Action item #11-Michele Crank - Re-engage all task teams and have champions report at the next steering committee meeting. The document on Navajo Partnership Task Teams was sent out to task team champions in May 2015.

The following information on Task Teams and Champions (task team leaders) was identified.

- | | |
|---------------------------------------|--------------------------------|
| • Animals and Vendors in Right of Way | Taft Blackhorse, Myra Rothman |
| • Environmental Resources | Taft Blackhorse/Ruth Greenspan |
| • Training/Outreach/Education | Karen Benally |
| • Processes | Darryl Bradley/Myra Rothman |
| • Resources | Ray Russell/Tim Dalegowski |

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- Emergency Response Ray Russell/Calvin Castillo

There was additional discussion on training of task team leads on how task teams function. Since there are new NDOT staff members the following individuals had not attended the previous task team training: Karen Benally, Darryl Bradley, and Ray Russell.

Action Items identified the at 07 16 15 Steering Committee Meeting	Responsible Person(s)	Final date
1. Discussion on presentation from ADOT Mike Kies and Brent Anderson, Funding Strategies and Justin Feek, Planning to Programming (P2P) at the Annual Partnership Meeting.	Annual meeting planning group.	ASAP
2. Information on upcoming Navajo Agency Quarterly Meetings.	Jason Yazzie	ASAP, to be included in meeting minutes.
3. To do a joint THPO presentation working with David Zimmerman, ADOT and Marlinda Littleman, NDOT.	Taft Blackhorse	Schedule for Annual Meeting
4. Follow up on the status of this MOU. Possibly sign at Annual Partnership Meeting with new Navajo Nation President Russell Begay and/or update status at the January meeting.	Darryl Bradley, Don Sneed and Victoria Lee	Discussion for Annual Meeting Planning Committee
5. Update on environmental task team at the annual partnership meeting.	Taft Blackhorse	Discussion for Annual Meeting Planning Committee
6. All task teams to provide an update on progress at Annual Partnership Meeting. Training/Outreach/Education document provided by Karen Benally see document title NDOT Training Plan Matrix. On website: http://www.aztribaltransportation.com/nnp/steering.asp	Task Team Champions/Leads	Discussion for Annual Meeting Planning Committee

Topic

Partnering Evaluation Program (PEP) Standard Evaluation Goals

Discussion New PEP form on website: <http://www.aztribaltransportation.com/nnp/steering.asp>

Michele Crank discussed the Partnering Evaluation Program (PEP) form that the Steering Committee had been using for the past two years and how elements within the evaluation form were actual goals for the Navajo Partnership and not truly measurable elements for measuring partnering team participation. She asked the Steering Committee members to review the existing PEP form and decide if any of the identified elements could be incorporated into the standard five (5) evaluation goals of (1) Quality, (2) Communication, (3) Issue Resolution, (4) Teamwork and Relationships, and (5) Schedule. The Committee made the following decisions:

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- Do not use Quality as an evaluation standard and remove it from the form.
- Communication –
 - Processes are followed and updated on a regular basis.
 - Timelines communicated within action items document are completed and committed to adherence by all partners.
 - Timely updates at each Quarterly Steering Committee Meeting.
 - Open communication between Task Teams and Steering Committee.
- Issue Resolution
 - Identify mutual agreements.
 - Team members identify issues and find process of timely resolutions.
 - Follow escalation ladder and/or process when an emergency arises.
- Teamwork and Relationships
 - Partners support on continuity and collaboration.
 - Partners trust each other and work well as a team.
 - Partners celebrate accomplishments and successes.
- Schedule
 - Draft agreements and follow through on commitments.
 - Partners continue to define and work through streamlined partners' approval process.

The Steering Committee voted for acceptance of the new PEP form and will use it starting with the January 2016 Steering Committee Meeting.

Action Item identified at the 07 16 15 Steering Committee Meeting	Responsible Person(s)	Final date
7. Create new Partnering Evaluation Program form to start using at the January 2016 Steering Committee Meeting.	Michele Crank	To be included in meeting minutes for 07 16 15

Topic

Coconino County Update

Tim Dalegowski, Coconino County Public Works Department – The County has 220 miles of dirt and gravel roads. The County will be negotiating with the BIA to increase the road inventory mileages on the Navajo Nation. The County supports Proposition 403 for funding which could be used for spot improvements on Navajo and BIA routes.

Topic

Partnership Goals

Discussion

Michele Crank, ADOT Tribal Facilitator, asked the members of the Steering Committee to review their goals document and select three of the goals and number them according to priority, each voting sticker was collected and placed on a flip chart. As a result of this exercise the highest goal identified were:

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1. "Finalizing the Memoranda of Understanding" Partnership Agreement was the highest goal, in addition other potential partnership agreements were identified such as programmatic agreements for environmental concerns, vendors in right of way, and other cross jurisdictional agreements.
2. "Road prioritization" was the second highest goal, however, the area of focus identified by the team seem to be more NDOT processes in obtaining approval and adoption of LRTP and the team would need to address the question of how this partnership would be involved with this goal.
3. "Technical/resources support through the Partnership was the third highest goal, providing any form of resources that are readily available.

The following question was posed to the group: Do we want to address these three goals at the Annual Partnership meeting? This will be discussed with the Planning Committee.

Action Item identified at the 07 16 15 Steering Committee Meeting	Responsible Person(s)	Final date
8. Inform the Planning Committee on the three goals identified and ask if they would like to work on these items during the Annual Partnership Meeting.	Annual Meeting Planning Committee	First planning conference call.

Topic

Navajo Division of Transportation Update (handout "NDOT Planning Department Quarterly Report" on website: <http://www.aztribaltransportation.com/nnp/steering.asp>)

Darryl Bradley, NDOT Acting Executive Director, provided the following update:

- President Russell Begaye has appointed Garrett Silversmith as the NDOT Director; this appointment still has to go through affirmation by Council and negotiations with Mr. Silversmith.
- The Navajo Nation LRTP is 90% complete as of July 16th.
- A scope of work for the Navajo Nation Highway Safety Plan has been developed.
- NDOT is partnering with FHWA on GEO syntax.
- Three TIGER applications have been submitted for the following: N12 in Wheatfield, N71 from N15 to Birdsprings, N15 Ganado to Greasewood Springs for a 22-mile fencing project.
- Two gravel related activities, Monument Valley 11 miles and Jeddito.
- Blading across Navajo Nation for continuous maintenance of 25,000 miles.
- Cooperative agreement with Coconino County on 64 miles of new bus routes at a cost of \$200,000.
- Review of additional bus routes – conduct environmental reviews.
- Coconino County agreements (archeological study).
- Navajo County initiatives with NDOT staff on three year program.
- Working on flood plan for roads using tribal funds.
- Gravel pit study, desktop study reviewing 30 sites and ranking using developed criteria to 5 of the 30.

The Hopi DOT also provided an update handout however the DOT representatives weren't available to attend this meeting. The Hopi DOT report is located on the Navajo Partnership website.

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Federal Highway Administration, Office of Federal Lands Highway and FHWA, Arizona Division Update

Jaime Torres Gonzales, Tribal Transportation Program Engineer, FHWA FLH provided the following update:

- FHWA Tribal Transportation Program Safety Funding NOFA was released on June 26th.
- TTP bridge funding – County can benefit
- David Cremer working on maintenance agreements
- Red Dog project can use TTTP funding for maintenance

Romare Truly, Community Planner, FHWA AZ Division

- The Senate introduced a federal long term transportation bill called DRIVE (Developing a Reliable and Innovative Vision for the Economy). This new congressional bill provides for an increase to the TTP funding but it requires extensive reporting.

Topic

Bureau of Indian Affairs Update

Calvin Castillo, BIA Fort Defiance Agency Manager provided the following update:

- All BIA administrative processes are now done by Navajo DOT, including planning.
- BIA agencies are only doing asset management and some maintenance activity.
- An agreement is in place for some construction management/monitoring to be under BIA oversight
- BIA is reorganizing on Navajo Nation with forced accounts.
- Some agencies will be closed and people will be moved around.

Topic

ADOT Updates

John Dalby, ADOT Flagstaff District, provided a copy of the District quarterly report and only provided updates on the projects within the Navajo Nation boundaries and they are as follows:

- Current projects
 - US 89, Gray Spot Wash – N. Red Hill, pavement preservation
 - US 89, SR 64- Little Colorado River, reconstruct highway and construct bridges
 - US 89, Wash Bridge, scour retrofit
 - US 89, South of Gray Mountain, construct passing lanes
- Future Projects
 - SR-98 BIA Route 6330, Micro Seal
 - US 89A Junction to the Big Cut, pipe extension

Flagstaff District Quarterly Status Report document on website: <http://www.azdot.gov/business/District-Contacts/flagstaff>

Lynn Johnson, ADOT Holbrook District Engineer, provided a copy of the Holbrook District Quarterly Status Report and only provided updates on the projects within the Navajo Nation boundaries and they are as follows:

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- Current projects
 - Sanders TI Bridge, replacement
 - Navajo/Chambers/Querino Bridge, deck replacement
 - Painted Desert TI Bridge, deck repair
 - Chinle, south roadway widening and overlay
 - Statewide rural DMS SR 87
 - Junction 564 to Tsegi, passing lanes
 - Limestone Wash Bridge, replacement
 - Round Rock to US 160 Junction, ARFC paving project
 - SR 264 Cross Canyon Summit, shoulder widening
- Future Construction projects
 - SR 264 east of Coconino and Navajo County line, chip seal
 - Rural DMS I-40 MP 340
 - Fish Wash to Cross Canyon, shoulder widening and overlay
 - Fish wash bridge, replacement
 - Many Farms, fencing and cattle guards

Holbrook District Quarterly Report on website: <http://www.azdot.gov/business/District-Contacts/Holbrook>

Don Sneed, ADOT MPD, Senior Planner/ Tribal Liaison, discussed the current ADOT PARA projects on the Navajo Nation that included the following:

- A Ganado-Burnside Area Traffic Circulation Study was requested by Apache County and is about 50% complete. The second Technical Advisory Committee Meeting and first Public Involvement Meeting were held in May. The next TAC Meeting and Public Involvement Meeting will be held in September. The project is expected to be completed by the end of this year.
- A Chinle N7 Street Lighting Pre-scoping Project was requested by the Navajo DOT Chinle Agency and is getting underway. A kick-off meeting and field review will be conducted in August. The Pre-Scoping Report is expected to be completed by October.

Topic

Selection of Annual Partnership Meeting Planning Group

The following individuals were identified to participate on the Planning Group:

- Darryl Bradley, NDOT
- Arlando Teller, NDOT
- Karen Benally, NDOT
- Myra Rothman, ADOT
- Kee Yazzie, ADOT
- Don Sneed, ADOT
- Romare Truly, FHWA
- Jamie Torres Gonzales, FHWA
- Bonnie Opie, ADOT Partnering Administrator, asked that she and Mackenzie Kirby, ADOT Facilitator be placed on the Planning Group.

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9. Set up conference call (s) meeting (s) and facilitate the Annual Partnership Meeting Planning Group Meeting(s).	Michele Crank	Before August 31, 2015

Topic
Selection of 2016 Meeting Dates
Michele Crank presented meeting dates for the 2016 year for selection by the Steering Committee. The following dates were selected January 21st, April 21st, July 21st, 2016; at the Flagstaff District Training Facility for Steering Committee Meetings and for the Annual Partnership Meeting October 20th.

Action Item identified at the 07 16 15 Steering Committee Meeting	Responsible Person(s)	Final date
10. Forward selected meeting dates for 2016 to George Garcia, ADOT Flagstaff District Training Coordinator, so he can release the second date being held.	Michele Crank	July 17, 2015
Action Item identified at the 07 16 15 Steering Committee Meeting	Responsible Person(s)	Final date
11. Arrange meeting with Garrett Silversmith, NDOT Director, State Transportation Board Member, Pliny Draper, ADOT District Engineers Lynn Johnson and Audra Merrick, Navajo Nation Office of the President and Vice President and Navajo Nation Resource & Development Committee Chairman, Ben Bennett.	Lynn Johnson Darryl Bradley	Sept 1, 2015
Action Item identified at the 07 16 15 Steering Committee Meeting	Responsible Person(s)	Final date
12. Develop one to two paragraphs on emergency response processes/protocols document with ADOT Emergency Response Manager Courtney Perrier Bear.	Calvin Castillo	Update at Jan 2016 meeting

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Participant Meeting Evaluation Feedback

Feedback is based on 17 forms.

Ratings: 1 = lowest 5 = Highest

1. How valuable was this meeting for you?

Average Rating 4.41

What about this meeting was most valuable to you?

2. Getting to know each other's roles and positions.
3. Facilitator was calm & content on the topic
4. Activity updates
5. I always enjoy attending these meetings to hear updates. It is good that we revisited and revised our goals and sub goals.
6. Meeting clarified direction of the partnership and re-affirmed why we continue to meet
7. Moving in the right direction (or at least one direction)
8. Group participation in suggesting ideas topics for goals, lots of discussion on Navajo issues, successes. District sharing construction project update from planner ADOT/NDOT.
9. Interaction/participation of most of the attendees
10. Collaboration and feedback on hot issues, ability to share tools& hardware to come to solution
12. Creating a new PEP & Goals
13. Setting goals
14. How the group is still committed to the partnership committee
15. -Continuation to move forward with the partnership and priority goals & activities
-Support to proceed with finalizing update to the NDOT/MOU
16. Updates and issues/opportunities for technical assistance

2. What would have improved this meeting?

3. Navajo DOT – coming through on there assignments
4. Adhering to time limits (not adding agenda items)
5. Hopefully we can report on updates and accomplished for next mtg to give us added boost to the follow through on our commitments.
6. N/A
9. Attendance of Hopi Tribe
10. Keep the material moving
12. N/A
14. Nothing
15. Room temp was warm
16. All good

3. How do you rate the Facilitator?

Average Rating: 4.59

3. Would love to get the facilitator do our entity strategic planning
4. Commendable job keeping things moving/guiding the discussions
5. Michele did a great job keeping us on task and focused.
6. Good at keeping the meeting going

Continue Participate evaluation:

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8. Ms Crank is a great facilitator very knowledgeable of Tribal related matters
9. Kept us moving forward
10. Good facilitators are rare. Michele Crank is very effective and continues the committee working together as a team.
13. Did a good job. Difficult meeting to run, this one. Hard to zero in on goals and objectives
15. Thanks for keeping us on track with the agenda
16. Great, she kept all partners focus and moving forward

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

Average Rating: 4.18

2. 1st meeting to hard to give a real estimate
3. The key team must always be present
5. We are recommitted and focus to continue working on our goals and objectives
8. Team is eager to get items accomplished. Willingness to follow thru and be accountable on team assigned projects
9. Great potential, good relationships forming
10. Having all participants from steering committee being here & participating
15. Looking forward to working on the partnership goals this next year
17. Need to focus on small tasks that we can accomplish in a timely manner. Then move on to larger tasks.

5. What other comments or suggestions do you have?

3. Involve Apache County districts/admin staff
10. Keep the food going
12. N/A Getting Hopi & Apache County to the meeting.
13. We need to work on goals we can accomplish. Focus on completing task.
15. looking forward to the October annual meeting