

# Navajo DOT Transportation Partnership Steering Committee Meeting Agenda

**THURSDAY, OCTOBER 26, 2017**

**8 A.M. ARIZONA TIME / 9 A.M. NAVAJO TIME – 11:30 A.M. ARIZONA TIME/12:30 P.M. NAVAJO TIME**

**NAVAJO DOT TRANSPORTATION COMPLEX**

#16 Old Coal Mine Road

Mentmore, New Mexico 87319

T: 505.371.8300 / 8301

Website: <http://www.navajodot.org>

Senator Pinto Conference Center Room 306/307

**\*THE TIMES BELOW ARE IN ARIZONA TIME\***

TIME	ITEM	PRESENTER
8 am	Welcome and Introductions	Steering Committee members
8:20 am	Steering Committee Membership Update	Steering Committee members
8:30 am	Issue Escalation Ladder Update	Steering Committee members
8:50 am	Charter Update <ul style="list-style-type: none"> <li>Review charter edits made at last meeting, prepare charter for signatures at annual meeting</li> </ul>	Steering Committee members
9:20 am	MOU Update and Action Item Update	Audra Merrick, Lynn Johnson, Garret Silversmith
9:30 am	Crash Data Information and Action Item Update <ul style="list-style-type: none"> <li>Discuss opportunities to implement AZ Crash Data form on the Navajo Nation</li> <li>Overview of Navajo Nation Safety Plan</li> </ul>	Navajo DOT staff
10:45 pm	Roundtable Updates	Steering Committee members
11:15 pm	Participant evaluation forms / PEP / Closing comments	Steering Committee members



# Navajo Nation and Arizona Transportation Partnership Steering Committee Meeting Notes



**WEDNESDAY, JANUARY 18, 2017**

**9:30 a.m. to 3 p.m.**

**ADOT Northcentral District Training Room**

**1901 S. Milton Road**

**Flagstaff, AZ**

---

## **Attendees:**

Ammon Heier, FHWA

Lara Mohamed, FHWA

Myra Rothman, ADOT

Kee Yazzie, ADOT

Contrella Dixon, ADOT

Ed Wilson, ADOT

Danny Shurter, Navajo County

Karen Benally, Navajo DOT

Alberto Peshlakai, Navajo County

Jesse Thompson, Navajo County

Scott Tkach, Coconino County

## **Facilitator:**

Mackenzie Kirby, ADOT Office of Partnering

Mackenzie Kirby opened the meeting with a welcome and a review of the agenda items. The team discussed the low turnout of steering committee members, particularly from the Navajo Nation and the challenges this presented in accomplishing the agenda items. The team agreed to rework the agenda and focus the meeting on reviewing the charter, updating the escalation ladder and providing roundtable updates.

### **Potential Conflicts and Turnout:**

The team discussed how to enable better turnout at these meetings. The team discussed how, in the past, they had met quarterly but that has changed recently.

The team committed to letting the facilitator know of any schedule conflicts right away and the team would consider rescheduling the steering committee if there was an expected low turnout.

### **Crash Data Information and Action Plan Creation**

The team decided the correct team members were not in attendance to work on this task item. Karen gave the group an update of the Navajo Nation Safety Plan. Karen mentioned a final draft should be coming by March. There is an annual deadline of safety crash data approaching and Karen is hopeful that the crash data is being compiled now to meet this March deadline. A meeting has not yet occurred between Karen and Norma but this will happen soon. The Nation is currently discussing a challenge related to the crash data collection happening within the safety department but there will likely be a change to move this effort over to the planning department. This likely won't happen for a few years. There are ongoing discussions about standardizing the existing form across crash data collection efforts. There are also ongoing discussions about purchasing an information system but this is not yet decided.

Karen asked for a primary ADOT contact related to the crash data form and the team suggested she reach out to Rick Turner. Mackenzie will send his contact information to Karen.

**MOU Update:** The team decided to ask Audra, Lynn, Garret to provide the team with an update of this item via email. Mackenzie will send this email.

### **Roundtable Updates:**

NDOT Planning:

The Long Range Transportation Plan was approved for the Navajo Nation in October 2016. This means they are able to implement the LRTP and the seven goals within. Partnership is one of the primary goals. There was an update of the primary efforts to begin this implementation. There was a discussion of how County/Navajo Nation will partner in the future to be most effective. There will be meetings with the counties in the upcoming months to discuss this effort.

FHWA:

The team discussed how FHWA is always open to partnership and welcomes opportunities to discuss them.

ADOT ROW:

There are two upcoming TCE's that were brought to the attention of the team.

ADOT Utilities and Railroads:

There is a master agreement for utilities with the NTUA so this allows addendums to the original agreement, which will help the process.

Navajo County:

There was an update of the three tribes the county works with and the cooperation that is ongoing with these partners. This effort includes direct work with the chapters, as directed by the Navajo Nation. There are discussions of securing graders for three communities. There are ongoing efforts to provide millings to Navajo County, when available from ADOT. There are a few ongoing projects that the county would like to coordinate with the Navajo DOT on.

ADOT Northeast District:

The district remains committed to the efforts of this partnership. A pamphlet with ongoing and upcoming construction projects was passed around to attendees.

ADOT Northcentral District:

The team was given an overview of ongoing and upcoming construction projects and permits work.

Coconino County:

An update was provided related to Navajo Nation bus route increases, school bus routes, construction projects and development projects.

### **Next Meeting**

Navajo DOT will contact Mackenzie Kirby with a suggested date for the next partnership meeting, after they have time to have internal meetings to discuss appropriate timeframe needed for the safety plan rollout and preparation for completing the task items on the steering committee's agenda.

### **Agenda Items for Next Meeting**

#### **Crash Data Information and Action Item Update**

Begin to identify opportunities to implement the AZ Crash Data form on the Navajo Nation and focus on developing an action plan for outreach to the Navajo Nation leadership, in conjunction with the rollout of their new safety plan.

#### **Steering Committee Membership Update**

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>.

#### **Issue Escalation Ladder Update**

The issue escalation ladder will be reviewed and updated.

#### **Charter Update**

Complete a final review of team charter and prepare it for signature at the next annual meeting.

#### **MOU Update**

The team agreed that this update should be requested via email to the task team members working on it. This will be discussed at the next meeting.

#### **Roundtable: Partner Updates**

The attendees will each provide an update of ongoing activities and efforts within their organization.

### **FINAL MEETING ELEMENTS**

- **PEP**
  - The team filled out their PEP forms
- **Meeting Evaluation**
  - See page 8 for the summary of the evaluations
- **Closing Comments**
  - The attendees each provided a closing comment

NAVAJO NATION DIVISION OF TRANSPORTATION  
ARIZONA DEPARTMENT OF TRANSPORTATION  
BUREAU OF INDIAN AFFAIRS – NAVAJO REGIONAL OFFICE  
BUREAU OF INDIAN AFFAIRS – WESTERN REGION  
FEDERAL HIGHWAY ADMINISTRATION – ARIZONA DIVISION  
FEDERAL HIGHWAY ADMINISTRATION – FEDERAL LANDS  
NAVAJO, COCONINO AND APACHE COUNTIES  
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 responses 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.

<b>Steering Committee Members</b>		
<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
Wilson	Ed	ADOT
Wilson	Mike	ADOT
Yazzie	Kee	ADOT
Crosby	Ferrin	Apache County
Sandoval	Patrick	Apache County
Shirley, Jr	Joe	Apache County
Dugi	Lorenzo	BIA
Honanie	Wendall	BIA
Reed	Alfred	BIA
Riley	Harold	BIA
Castillo	Calvin	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
Jack	Lee	Navajo County
Peshlakai	Alberto	Navajo County
Kephart	Glen	Navajo County
Thompson	Jesse	Navajo County
Benally	Karen	Navajo DOT
Blackhorse	Taft	Navajo DOT
Bowman	Norma	Navajo DOT
Bradley	Darryl	Navajo DOT
Tsosie	Roscoe	Navajo DOT
Silversmith	Garret	Navajo DOT
Teller	Arlando S.	Navajo DOT

## Issue Escalation Ladder – Page 1

	NDOT	ADOT	FHWA	FEDERAL LANDS HIGHWAY	HOPI	(*) Time
1. Operations/ Steering Committee Member	Arlando Teller Taft Blackhorse Karen Benally Roscoe Tsosie Norma Bowman	•Nate Reisner, Development/Permi ts •Kee Yazzie •Chad Auker, Construction	Romare Truly	Jaime Torres Gonzalez Tribal Transportation Program (TTP) Program Coordinator	Mike Lomayaktewa HDOT Director	1 day
2. Supervisor/ Technical Leader	Darryl Bradley	Audra Merrick, Northcentral District Engineer Lynn Johnson, Northeast District Engineer	Allen Hansen	Jaime Torres Gonzalez TTP Program Coordinator	Mike Lomayaktewa HDOT Director	2 days
3. 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
4. Senior Mgmt. / Director	Russell Begaye President	Dallas Hammit State Engineer / Deputy Director for Transportation	Karla Petty	Brian Allen TTP, Program Team Leader	Herman Honanie Chairman	2 weeks

## Issue Escalation Ladder – Page 2

	BIA	NACOG	COCONINO COUNTY	NAVAJO COUNTY	APACHE COUNTY	(*) Time
1. Operations/ Steering Committee Member	Clarence Tsosie Alfred Reed	Jason Kelly	Tim Dalegowski	Danny Shurter Alberto Peshlakai	Patrick Sandoval	1 day
2. Supervisor/ Technical Leader	Clarence Tsosie Alfred Reed	Jason Kelly	Scott Tkach	Glen Kephart	Patrick Sandoval	2 days
3. Group Mgmt. Leader	Herby Larsen	Jason Kelly	Mike Loper	Jimmy Jayne	Patrick Sandoval	1 week
4. Senior Mgmt. / Director	Sharon Pinto Mike Black WDC	Chris Fetzer	Board of Supervisors: •Lena Fowler	Board of Supervisors: •Jesse Thompson	Board of Supervisors: •Tom White •Joe Shirley	2 weeks

## Participant Meeting Evaluation Summary

Scores are based on 12 evaluations. Comments are taken from the evaluation forms exactly as written.

- 1. How valuable was this meeting for you? Average Rating 3.75 out of 5**  
**What about this meeting was most valuable to you?**
  - Networking/interaction between team members
  - Partnerships with other agencies, tribes
  - Good communication between partner groups. Facilitator did a very good job with following up on action items and ensuring that future action items are measurable and attainable
  - Great discussion about crash data and reporting
  - Learned a lot!
  - How crash data helps – technical, environmental, etc
  - The two powerpoint presentations were extremely helpful
  - Excellent presentations. The team feels very united and synergistic right now. We need to keep the energy up and push through the inevitable challenges ahead
  - Obtaining consensus from attendees to move forward with identified steps for crash data sharing
  - Crash data presentation- clearly validated need for data!
  - The presentations
  - Understanding accident procedures needed for future usage on Navajo Nation
  - Learning and understanding the steering committee’s goals. Meeting the members and learning their roles
  - Very informative presentation on crash data and how engineers use this information to make decisions/recommendations
- 2. Could you or other team members have done anything more during the meeting to encourage a successful outcome? 11 no, 1 yes**
- 3. How well did the facilitator guide and encourage team members to understand and discuss key meeting agenda items? Average Rating 4.7 out of 5**
- 4. How do you rate the effectiveness of the speaker(s)? Average Rating: 4.5 out of 5**
- 5. How do you rate the effectiveness of this team? Average Rating: 3.8 out of 5**
- 6. How satisfied were you with the facility? Average Rating: 4.6**
- 7. How satisfied were you with the refreshments? Average Rating: 4.6**
- 8. Comments:**
  - Good meeting ,facilitator did a great job kept the team on task and adjusted the agenda to accommodate lack of attendance
  - Partnership on funding resources, program Navajo Nation projects into STIP, more participants and decision makers, please include projects to put into STIP, update agreements with all counties and Navajo Nation, include training, continue partnership
  - Need to verify meeting dates work for most members and members need to let group know if conflicts come up with affect several members before meeting date comes up so dates can be changed. Many members travel long distances and need to make sure their time is used wisely.
  - It was a great first Navajo partnership meeting. Well use of time to discuss topics on the agenda. Also great lead to handle issues with getting information to the group regardless of missing members. Action items were direct and useful for moving forward
  - Ensure that no other transportation related event is going on that affects attendance of the partners
  - Low attendance due to other meetings. I don’t think anything could have been done to prevent this in the future. It was still a good meeting and I appreciate the team that showed up.
  - Facilitator kept the discussions moving and interesting by encouraging participation by all team members
  - Set meeting date at same time quarterly. Did get some things done with smaller group.
  - Obviously the low turnout from Navajo DOT makes it difficult to have a productive Navajo/DOT partnering meeting. We also needed an update on the MOU, but that will be handled through email. I guess we need to verify the key members’ attendance before we have the meeting, although that may be difficult if sometimes impossible. Great turnout from the counties..

# Participant Workshop Evaluation

Project Name: Navajo Partnership

TRACS #: \_\_\_\_\_

Facilitator: Mackenzie Kirby

Workshop Date: 10/26/2017

1. Rate how valuable this workshop is for you. (1=Lowest / 5=Highest)    1  2  3  4  5

What about this workshop was most valuable to you?

---

---

---

2. What would have improved this workshop?

---

---

---

3. How do you rate the facilitator? (1=Lowest / 5=Highest)    1  2  3  4  5

Comments:

---

---

---

4. How do you rate the potential for partnering on this project? (1=Lowest / 5=Highest)    1  2  3  4  5

Comments:

---

---

---

5. What other comments or suggestions do you have?

---

---

---

Name: \_\_\_\_\_

Organization: \_\_\_\_\_