

San Carlos Apache Tribe Partnership Steering Committee Meeting

Apache Gold Resort and Conference Center, San Carlos, AZ

Tuesday, July 28, 2015

MEETING NOTES

Attendees

Bill Harmon, ADOT	Andy Smith, CAG	Marvin Mull, Jr, SCAT DOT
Don Sneed, ADOT	John Marcanti, Gila County	Mary Tapija, SCAT DOT
Donna Bentley, ADOT	Doug Hansen, Pinal County	Rick Powers, SCAT DOT
Jason Pike, ADOT	David J. Francis, Nnee Bich O Nii Transit	Alejandro Benally, SCAT PD
Justin Feek, ADOT	Bernadette Kniffin, Nnee Bich O Nii Transit	Sgt. Tom Chaney, SCAT PD
Mindy Teague, ADOT	Charles Russell, SCAT DOT	Alvena Bush, WMAT
Marvin Lockman, AZER	David Thompson, SCAT DOT	Andre Stevens, WMAT Transit
Brenda Astor, BIA	Hollie Henderson, SCAT DOT	
Clark Richins, BIA	Hugh Moses, SCAT DOT	

Facilitator: Michele Crank, ADOT, Office of Partnering

The next Partnership meeting is the Annual Partnership Meeting to be held on October 8, 2015. (Note: During the meeting this was the original date and since the completion of these minutes the annual meeting date has changed to October 20, 2015, per request of members of steering committee)

Agenda Items and Highlights

Topic

Introductions

Attendees introduced themselves and their agency responsibilities. It was also noted that Jesse Gutierrez has been promoted to the position of ADOT Deputy State Engineer for Statewide Operations. Matt Moul is currently the Acting Globe District Engineer.

Topic

Presenter: Justin Feek, Assistant Director of Planning and Programming, ADOT

Presentation on the ADOT Planning to Programming (P2P) Process

PowerPoint presentation on website: <http://www.aztribaltransportation.com/sca/steering-presentations.asp>

The P2P Process is a new process that ADOT will begin using within the next 1-2 years. It is a transparent defensible, logical, reproducible process for programming transportation improvements. ADOT will initiate the process through two pilot projects, one in the Kingman District and one in the Safford District. Development of this process started about 5 years ago and complies with the MAP-21 federal transportation reauthorization. P2P is a performance based planning process and will be used for project prioritization. The projects filtered through the process will be performance based projects. This process will consider a statewide pool of projects for scoring and will include project nominations from all ADOT Districts and Technical Groups including tribal program projects identified through the ADOT MPD Planning Assistance for Rural Areas Study projects.

Topic

San Carlos Partnership Goals # 5 and #6

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Handout on website: <http://www.aztribaltransportation.com/sca/steering-presentations.asp>

During the last Steering Committee Meeting the Partnership discussed goals 1-4 and the Committee needed to complete a review of goals 5 and 6. Below is the resulting discussion:

Goal #5 Transportation in support economic development (Tribal Transit Program)

- A. Tie all the plans together to move forward with a Strategic Plan. The San Carlos Transit Program Nnee Bich O' Nii has completed its Strategic Plan and continues to work on projects for getting tribal members to places of employment and/or education programs. This is an ongoing process and extremely successful.
- B. Develop a future plan and include community feedback (future needs of the community). The San Carlos Transit Program plans to work with the Tribal Transportation Department to apply for ADOT PARA funding to survey the community. Results of the PARA project will assist the Transit Program to pursue federal Tribal Transit Program and ADOT Transit Program funding.
- C. Help support the Transit Program - CAG to provide support and work with the SCAT Transportation Department on submission for additional funding. This has been accomplished through Charles Russell's office. Also ADOT will conduct an FTA Section 5311 Webinar on regional transit studies in late August. Andy Smith will send this information to Bernadette Kniffin and Charles Russell.

Goal #6 Partner with White Mountain Apache Tribe (WMAT)

- A. Establish a point of contact/communication link with the San Carlos Transit Program. This process has been completed. Two WMAT transportation points of contact are Tara Chief, WMAT Transportation Engineer, and Andre Stevens, Manager WMAT Transit Services. In addition, WMAT Council Member Alvena Bush has been attending the Partnership Steering Committee Meetings.
- B. Establish point contact at WMAT.
 1. Strengthen the relationship with the ADOT Globe District Engineer. This process has been completed with Jesse Gutierrez former DE and now the responsibilities will transfer to Matt Moul, Interim DE for Globe District and Brenda Roberts, WMAT Transportation Board. Don Sneed, ADOT, Sr. Planner has also set up regular meetings with WMAT and Globe District staff.
 2. Involve WMAT as a stakeholder. Send invitations to construction partnering workshops if there are projects on WMAT lands. The ADOT Globe District coordinates construction partnering workshops if there are projects on WMAT land. The Regional Engineer has all necessary contact information.
- C. Add White Mountain Apache Tribe to the Partnership Charter.
 1. Members of the partnership voted to change the Charter to include WMAT and have an official document signing at the Annual Partnership Meeting.

Action Items	Responsible Person(s)	Deadline
1. Send 5311 ADOT webinar information to Bernadette Kniffin.	Andy Smith	July 29, 2015
2. Change and prepare SCAT Partnership Charter to include WMAT, schedule official signing of documents at the Annual Partnership Meeting.	Michele Crank	Oct. 8, 2016

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Partnering Evaluation Program form

Discussion on the Partnering Evaluation Program (PEP) and purpose of the evaluation was presented to members of the Partnership. The former evaluation criteria were not a true measurement of how effective the team was performing therefore a draft PEP goals document using the five evaluation criteria was created and presented to the team and which voted to use the PEP goals as follows:

Quality –

- Successful implementation of identified goals
- Working together to achieve shared goals

Communication-

- Partners informed about activities through proper channels
- Answer emails and phone messages in a timely manner.
- Timely feedback and decisions, communicating accurate information in a timely manner
- Sharing of information on funding sources.
- Deepen understanding of all partners' processes and protocol by promoting education and training.

Issue Resolution –

- Identify and resolve issues in an effective and timely manner (e.g. developing formal resolution process)

Teamwork and Relationships –

- Develop strong intergovernmental relationships through sharing of information with tribal leadership.
- Develop trust and respect through: patience; understanding; listening; cooperation; collaboration; being open and honest
- Do what you agreed to do.
- Focus on the relationships among team members
- Provide recognition of successes and accomplishments

Schedule

- Follow up on agreed upon action items
- Commitment to attend quarterly and annual meetings

This new PEP document will not be used until the January 2016 meeting.

Action Items	Responsible Person(s)	Deadline
3. Create new PEP document to be utilized beginning January 2016. Place new PEP form on website: http://www.aztribaltransportation.com/sca/steering-presentations.asp	Michele Crank	Include with meeting minutes

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Discussion on Action Items from 04 21 2015 meeting

1. Update status on goal. 1. A. (1) Needs identified through completed RSAs and meeting with Richard Weeks of ADOT. Marvin Mull met with Charles Russell and information was exchanged, this information was used in the Tribe's TIGER grant application for improvements to IR 6.

2. Tabletop discussions for TIM-Bill Harmon/Matt Moul/Marvin Mull. Discussion included involving SCAT PD Chief of Police Alejandro Benally and Courtney Perrier-Bear, ADOT Emergency Response Manager, and making sure all action item responsible individuals return emails and phone calls. However, this TIM event will not happen in 2015 as planned, the event will be postponed until 2016 year. Michele Crank reminded the team about San Carlos Tribal Council Member Bernadette Goode's communication at a previous meeting regarding this activity, she was "glad this TIMs event was going to finally happen". Bill Harmon to take the lead on this project and he will contact Courtney Perrier-Bear.

Chief Benally was in attendance and he committed to working with the group on the tabletop discussions, if he is not available Sgt. Thomas Chaney can be contacted (928) 475-2224. Bill Harmon will provide an update on this process at the next meeting.

- Information on TraCs presentation and data. Don Sneed mentioned that he would provide copies of the TraCS agreement documents to Bill Harmon, Matt Moul, Marvin Mull and Alejandro Benally.
 - The purpose is to look at what is required of the Tribe according to the agreement documents which are required for use of the TraCS Program license and software as well as for the Tribe to gain access to the State Crash Database. The next step is to have the SCAT attorneys review the agreements before presenting the concept of use of the TraCS Program to the SCAT Law and Order Committee.
 - The Arizona Strategic Highway Safety Plan (AZ SHSP) Interjurisdictional Emphasis Area (EA) Team has included the TraCS Program as one of the EA Strategies for crash data sharing between the State and Tribes in Arizona.

Action Items	Responsible Person(s)	Deadline
4. Follow through with table top discussions for TIM event and plan to conduct during 2016. Contact Courtney Perrier-Bear.	Bill Harmon/Matt Moul/Marvin Mull/Alejandro Benally	Update January 2016
5. Provide copies of TraCS Program agreement documents to Bill, Matt, and Marvin. Also conduct any additional follow-up needed.	Don Sneed	ASAP
6. Bill Harmon to set up meeting with Clark Richins, Nathan Nash, David Thompson Jr. and Charles Hill to discuss data collected on the number of driveways without encroachment permits.	Bill Harmon/Matt Moul	Before August 31, 2015 Progress update at Oct. 8, 2015 mtg.
7. Collection of crash data on driveways without encroachment	Bill Harmon/Matt	Provide

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permits.	Moul/Marvin Mull	information at meeting mentioned above.
8. Provide outcomes from meetings regarding encroachment permits to Tribal Planning and Zoning Committee, with recommendation of educating tribal members requesting homesite lease process to include ADOT encroachment permitting process. (this is a safety process for SCAT members and the traveling public on Hwy 70)	Clark Richins and Councilman Simon Hooke	Update Oct 8, 2015

Topic

Partnership Updates

Marvin Mull, Jr., Director, San Carlos Apache Tribe Department of Transportation

- Road paving on Indian Route 193 in Bylas was funded and construction has started.
- A TIGER application was submitted for improvements on Indian Route 6 from San Carlos to SR 70. Notice of funded projects is expected during the September - December timeframe. If this project is not funded, the Tribe will just apply chip sealing from the Detention Center to San Carlos.
- Frontage road- south side Highway 70 to Bucket Mountain reviewed for funding source.
- Additional projects include: High School turn lanes – waiting on date for kick off meeting; Intersection project at US70 & IR6 is out to bid with construction to start next month; Other ADOT safety projects on IR 6 are on hold due to TIGER application. Tribal Transportation Program Safety Funds RFP for safety projects - applications due August 25th.

Bernadette Kniffin, Manager, San Carlos Apache Tribe Nnee Bich O' Nii Transit Services

- See PowerPoint presentation on website: <http://www.aztribaltransportation.com/sca/steering-presentations.asp>
- The Fort Apache Transit Connection will start making runs on August 15th and September 3rd, 4th and 5th. Stops to include San Carlos, Bylas, Safford, Globe and Hon Dah.

Mindy Teague, Senior Resident Engineer, ADOT Globe District

- See handout trifold on website: <http://www.aztribaltransportation.com/sca/steering-presentations.asp>

Bill Harmon, District Engineer, ADOT Safford District

- See handout trifold on website: <http://www.aztribaltransportation.com/sca/steering-presentations.asp>

Jason Pike, Railroad Coordinator, ADOT

- Work on railroad crossing surfacing starts February 2016.
- An IGA was submitted for 3 new crossing projects.
- Gila County has a new Public Works Director we need to add on to the SCAT Partnership, Steve Sanders (928) 402 8530.

Andy Smith, Transportation Planning Manager, Central Arizona Governments

- The CAG Regional Transportation Plan has been completed and can be viewed on the CAG website: www.cagaz.org
- The CAG Strategic Transportation Safety Plan including the Gila and Pinal County region is also completed and includes the emphasis area of lane departures.

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Action Items	Responsible Person(s)	Deadline
9. Add and invite Gila County new Public Works Director Steve Sanders (928) 402 8530 to the partnership meetings.	Michele Crank	ASAP

Topic

Discussion on annual partnership meeting

Planning group:

- Bill Harmon, ADOT
- Mindy Teague, ADOT
- Don Sneed, ADOT
- Marvin Mull, SCAT
- Bernadette Kniffin, SCAT
- Andre Steven, WMAT

Schedule conference call to discuss agenda items.

Action Items	Responsible Person(s)	Deadline
11. Set up conference call for Annual Meeting Planning Group.	Michele Crank	Sept. 1, 2015
12. Send out Save the Date to members of the Partnership for Annual Meeting date of October 8, 2015 and also send outlook calendar invites for selected meeting date for the 2016 year.	Michele Crank	Sept. 1, 2015

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Participant Meeting Evaluation Feedback

Feedback is based on 14 forms.

Ratings: 1 = lowest 5 = Highest

1. How valuable was this meeting for you?

Average Rating 4.21

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

1. Progress on goals, partnership updates
3. ADOT's performance management and planning to programming. This presentation shed more light/process to conduct our transit program as a pilot example. This can help us evaluate/analyze for future consideration to accommodate our progress to success, eliminate the faults/barriers.
4. Open Communication w/tribe.
6. Getting to know the committee and learning what it is.
7. Knowing how partners are working together on projects. Success of transportation for the tribal communities of San Carlos and WMAT. The upcoming transportation plan for WMAT.
8. Sharing of information and resources by ADOT and other agencies in providing technical assistance to the Tribe and other organizations. The group is committed to achieving goals and measure success.
10. Communication with other agency to move forward on progress
11. Networking, being in the loop on projects
12. Update w/ partnering
13. Although this meeting doesn't always relate to transportation to me but the contact. I make on other matters helps greatly
14. Information sharing

2. What would have improved this meeting?

3. Nothing really!!!
6. All parties being presented for meeting but it still seems very effective
9. No comment
10. None
11. Can't think of anything
12. End meeting sooner.

3. How do you rate the Facilitator?

Average Rating: 4.36

1. Good job Michele!
3. All was good to the preparations presented verbally to the issues/things written down on the agenda-very professional work.
6. Kept it organized and moving
7. Very professional & knowledgeable
10. Excellent place for meeting room/luncheon
12. Great job!
13. Michele does a great job. She keeps to the agenda, keeps things moving.

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

Average Rating: 4.14

1. Team is effective in making progress on partnership goals.
3. Interest was showed with a sense that (we) the partnership are willing to share/discuss the issues together to resolve the issues that are presented at the table---All will be directed to the partnership at their level and capabilities to present their suggestions to solve the issue with consideration to the partnership's approval, good meeting.
4. Very effective moving forward w/goals
6. Seems like some action items do not get followed-up on in a timely manner – but this is my first meeting
7. The team is effective in accomplishing goals as per the action items. Willingness to participate and be accountable in getting the action completed. (Try to stay on target with original goal date)
8. The group has been effective in identifying transportation issues and starting to develop action plans to resolve them.
10. If everybody shows up would be more effective on the forward progress on tribal issues
12. Appreciate partners for participating
13. Everyone works together very well.
14. Very positive

5. What other comments or suggestions do you have?

1. Good participation, thanks to all partners for continued support of the partnership.
3. I will suggest that these meetings be conducted as is being, that this open discussions are a good motivation to interact with the issue discussed at the present time. Good live interaction meeting.
6. Thanks for having me. I look forward to being a part of the committee.
8. I am in support of moving the meeting dates to Wednesday instead of Tuesday.
9. Excellent job
10. All-important personal for the department should attend this quarterly meeting
12. N/A
14. Presentation from SCAT Transportation on theirs and ADOT projects.

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