



PARTNERSHIP STEERING COMMITTEE MEETING

June 7, 2012 QUARTERLY MEETING

9:30 a.m.-3:30 p.m.

MEETING NOTES

Attendees		
Fred Shupla, Hopi	Romare Truely, FHWA	Rod Wigman, ADOT
Don Sneed, ADOT	Jesse Thompson, Navajo County	Kee Yazzie, ADOT
Anna Masayesva, Hopi	Misty Klann, ADOT	
Micah Lomaomvaya, Hopi	Randy Pair, ADOT	
Michelle Fink, ADOT	Joy Keller Weidman, Holon	
Myra Rothman, ADOT		

Facilitator: Joy Keller-Weidman

Next meeting is October 2012 in Tuba City.

See Attached roster for detailed contact information.

AGENDA ITEMS & HIGHLIGHTS

TOPIC	DETAILS
◆ KICK OFF: OPENING & WELCOME	Joy welcomed to the Hopi Partnership quarterly meeting in Flagstaff. She reviewed the handouts and facilitated the partners' introductions.

TOPIC	DETAILS
◆ MEETING OVERVIEW	<p>Outcomes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide input to CAT Flow Chart Update <input type="checkbox"/> Understand Hopi TTT & Strategic Plan Updates <input type="checkbox"/> Review Hopi Transportation Process Flow Chart (internal) <input type="checkbox"/> Understand NACOG & Navajo DOT Partnership updates <input type="checkbox"/> Receive updates: ADOT projects & Navajo County <input type="checkbox"/> Introduce new FHWA member <input type="checkbox"/> Review PEP results and complete June 2012 rating Form <input type="checkbox"/> Collect Success stories <input type="checkbox"/> Plan for October 2012 annual meeting in Tuba City



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TOPIC	DETAILS
INTRODUCTIONS	New members included: Romare Truely, New FHWA member, replaces Georgi Jasenovec Micah Loma'omvaya, Office of the Chairman, Hopi Chief of Staff

TOPIC
<ul style="list-style-type: none"> ◆ HTTT STRATEGIC PLAN review (<i>see attached Strategic Plan</i>)
DETAILS
<ul style="list-style-type: none"> ◆ Hopi will appoint a representative to attend the July NACOG meeting and attend regularly. ◆ The Transportation Team is aligning priorities with the Hopi Strategic Plan, to be updated in 2013 ◆ 11 projects currently underway in Hopi district. ◆ TIP money being used on current projects ◆ Proposal to change steering committee meeting schedule to 2 meetings a year and an annual meeting. Anna will research and respond to Misty

TOPIC	DETAILS
<ul style="list-style-type: none"> ◆ UPDATED CAT (COMPLIANCE ASSISTANCE TEAM) FLOW CHART 	<ul style="list-style-type: none"> ◆ Anna Masayesva, Hopi Tribe, Office of the Chairman Randy Pair leaving Holbrook Office July 6 and his replacement is Ed Wilson. Kent Haugerud, Environmental Compliance Evaluation in Flagstaff, 928-376-8532 can also review the paperwork process Simplified the flow chart since the April meeting. ◆ Condensed the 6-page CAT form to 2 pages. Diagramed the 3 required offices: TERO, Revenue Commission and Hopi Environmental. ◆ Robert Charley at ORES is the Hopi contact for review ◆ Natural Resources monthly meeting with Clayton Honyumtewa to present the project for quickest review from all the Offices for Compliance.



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- ◆ **Fred Shupla**, Hopi Tribe CAT, Submit all the documents in one binder, with an electronic CD, for the committee to meet the concurrence letter
- ◆ BIA is involved if there is a TCE, they will defer to the tribal programs
- ◆ **Micah Loma'omvaya, Hopi Office of the Chairman**, drew out a flow chart to demonstrate how the federal, state and tribal departments are processing the paperwork simultaneously, some processes overlap and are concurrence approvals are met the same time
- ◆ Federal → NEPA → DNR → Tribal NEPA
- ◆ Tribal → Ordinance 55 → CPED → CAT
- ◆ NEPA process will ensure that the local ordinances are met
- ◆ Ensures that the federal NEPA is met, and that Hopi impacts are reviewed
- ◆ Holbrook District development processes could be used as a general overview and guideline to the steps taken. Assist Hopi with their developing documentation of the process
- ◆ Limited budgets have prevented some processes from being documented.
- ◆ Currently, there are limited personnel at Holbrook district to meet with Hopi about the CAT process. EPG or EPG on-calls are doing the scoping
- ◆ Future archeology surveys could be done by the Hopi archeologists
- ◆ District Project Manager has a checklist to complete on large projects before sending it to the tribe.



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	<ul style="list-style-type: none"> ◆ ADOT sends out scoping letters to whoever might have an interest or be affected by the project as part of the federal NEPA process. Feedback is requested and then compiled. ◆ Request a meeting for scoping if you want to be involved after the letter is received ◆ Anna pointed out that emergency safety or environmental situations can be corrected immediately and the paperwork filed afterwards. ◆ Hopi has 2 state routes and 1 BIA route that provide transportation to the whole Hopi Nation. ◆ Rod Wigman, ADOT Community Relations Officer (CRO) can be contacted with important requests and he will forward the information to the District Engineer or appropriate District member. 928-532-2334
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TOPIC	DETAILS			
◆ ADOT PROJECTS UPDATE	<i>Kee Yazzie, ADOT Holbrook District</i>			
	<i>Route</i>	<i>Name</i>	<i>Type</i>	<i>Status</i>
	87	<i>Homolovi Runes State Park</i>	<i>pavement preservation</i>	95%
	87	<i>Limestone Wash Bridge</i>	<i>Bridge replacement</i>	PA
	87	<i>Sand Dunes-NN boundary</i>	<i>3" mill</i>	100%
	87	<i>Draw – Tes Toh Wash</i>	<i>ACFC overlay</i>	30%
	264	<i>Keams Canyon Trading Post</i>	<i>Roadway widening</i>	60%
	264	<i>Kykotsmovi Tributary to Oraibi (TOW) Wash</i>	<i>Drainage improvement/ box culvert</i>	100%
	87	<i>District wide</i>	<i>Install DMS signs</i>	30%



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TOPIC	DETAILS
◆ ACTION ITEMS UPDATE	<i>See the updated Action Item handout – April meeting</i>

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◆ PEP (PAST RESULTS) FEEDBACK	◆ Reviewed the April PEP comments and partnership ratings. Meeting attendance and participation is an ongoing concern. ◆ Ratings are consistently score above 3. Commitment and attendance at the partnership meetings is the only category that has dropped in score. The attending members discussed this topic and will make a recommendation to reduce the number of meetings per year. Anna will email Misty with the Hopi decision.
◆ PEP RATING FORM (JUNE QUARTER)	

TOPIC	DETAILS
◆ ANNUAL MEETING PLANNING	◆ Section 106 Moving Forward document related to project development ◆ Review Hopi TT strategic plan and identify ways the partnership can assist the Hopi Transportation Team. ◆ Set Direction: Goals and task teams ◆ Success Stories: <ul style="list-style-type: none"> • CAT Flow Chart • ROW easement approval • NACOG membership • Projects – Kykotsmovi Wash • Lone Mountain Road (BIA)



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	<p>Presentations:</p> <ul style="list-style-type: none"> • Formal Safe Routes to Schools presentation (Brian Fellows) • ADOT Districts (Lynn & Kee) • FHWA (Nate) • Hopi Transportation office operation (Davis) • Office of Chairman (Micah) • BIA- NEPA coordinator (Dave Smith) <p>◆ Planning committee members: Misty, Michelle, Romare, Anna, and Holbrook rep Review invitee list and make updates to the 2010 list.</p>
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TOPIC	DETAILS
◆ SUCCESS STORIES EXERCISE	Everyone received a copy of the success story template to complete on a 2012 Partnership success. An electronic copy will be included with the minutes.

TOPIC	DETAILS
◆ CLOSING COMMENTS	<ul style="list-style-type: none"> ◆ Meeting regularly is important to the completion of the action items ◆ Thanks to Micah for attending this meeting and for your input today ◆ Welcome to Romare from FHWA to the committee

NEXT STEPS AND ACTION ITEMS:

Action	Responsible Person(s)	By when
Consider testing CAT Flow chart with 2 of Holbrook's projects	Anna	July 6

Action	Responsible Person(s)	By when
Make partition maps available to Myra	Anna	As requested



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Action	Responsible Person(s)	By when
Request Hopi maps from Anna	Partners	As needed

Action	Responsible Person(s)	By when
Present NEPA process at future meeting	Micah	Partnership meeting

Action	Responsible Person(s)	By when
Plan to provide training to partners when complete CAT flow chart	Anna/Fred	When finalized

Action	Responsible Person(s)	By when
Bring up possibility to Section 106 Moving Forward Team to provide review of overall development process to the tribes, during which Hopi can ask about relevant portions.	Don updates	When finalized

Action	Responsible Person(s)	By when
Forward tribal consultation document to the Partners	Fred	When received

Action	Responsible Person(s)	By when
Request a meeting for scoping if you want to be involved when ADOT letter is received	All	July
Action	Responsible Person(s)	By when
Ask EPG to add Hopi Office of Community Planning and Economic Development to the scoping list and ensure that Fred Shupla receives it	Misty	June 20



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Action	Responsible Person(s)	By when
Let Kee Yazzie or PM know of name changes at the village council	Fred	As needed

Action	Responsible Person(s)	By when
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Offer presentation of "How to ask for funding for ADOT projects" – provide to Hopi	Kee	When received
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Action	Responsible Person(s)	By when
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Email Request to Micah – Office of the Chairman for list of entities to include on communication contact list	Rod & Micah	June 8
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Action	Responsible Person(s)	By when
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Schedule meeting on the Keams Canyon project - water line	Anna	June 8
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Action	Responsible Person(s)	By when
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Develop proposal of Partnership meeting structure and send to Misty	Anna	completed
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Action	Responsible Person(s)	By when
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Contact Anna; regarding Davis action items and documents	Michelle/ Anna	Ongoing and as needed
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Action	Responsible Person(s)	By when
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Contact Brian Fellows for SRTS presentation and documentation at meeting on Oct. 11	Misty	completed
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Action	Responsible Person(s)	By when
Confirm Oct 11 date at Legacy Inn in Tuba City for annual meeting and inform the Partnership (Date is not available at the hotel)	Anna	June

Action	Responsible Person(s)	By when
Book Oct 11 date at Legacy Inn in Tuba City for annual meeting once the date is confirmed (Date is not available at the hotel – date to change)	Anna	June

Action	Responsible Person(s)	By when
Consider Michelle as key Legacy Inn facility contact for annual meeting	Anna	Ongoing

Action	Responsible Person(s)	By when
Send Local Government Training presentation PowerPoint to Michelle and post to the website	Misty	June

Action	Responsible Person(s)	By when
Send pictures of Kykotsmovi Wash project to Misty to post to the website	Fred/ Misty	July 1

Action	Responsible Person(s)	By when
Invite BIA to planning committee- Wendell Honanie or Herb Begay	Anna	July

Action	Responsible Person(s)	By when
Consider asking Micah to make a flow chart to show flow chart processes that he drew for the committee	Micah	June



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Action	Responsible Person(s)	By when
Send Local Government manual to steering committee and post with the minutes to website	Misty	When received

Please send action items updates to Michelle as soon as possible.

MEETING FEEDBACK – Based on 11 evaluation forms

1. How valuable was this partnership meeting for you? Average Rating: 3.68

This meeting was not valuable 0.5 1.0 1.5	This meeting was somewhat valuable 2.0 2.5	This meeting was valuable 3.0 (2) 3.5 (3)	This meeting was very valuable 4.0 (6)
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2. What about this partnership meeting was most valuable to you?

- ◆ Status reports on projects and also the partnership tasks
- ◆ Attending representatives from the Office of the Chairman
- ◆ Long discussion on project planning and environmental clearance
- ◆ Checking in and listening to the updates
- ◆ Being introduced to current Hopi and ADOT topics
- ◆ First meeting
- ◆ Compliance procedure and process update
- ◆ Meeting Micah and getting the Office of the Chairman’s support on partnership projects
- ◆ Holbrook’s project update

3. What would have improved the effectiveness of this partnership meeting?

- ◆ More partner representation
- ◆ HTTT attendance
- ◆ Have Davis or a member of HTTT present
- ◆ More member attendance and contributing ideas
- ◆ More participation from partners
- ◆ Difficult to make progress without the HTTT in attendance



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4. How do you rate the effectiveness of the Facilitators/Presenters? Average Rating: 3.54

Was not effective 0.5 1.0 1.5	Was somewhat effective 2.0 2.5 (1)	Was effective 3.0 (1) 3.5 (5)	Was very effective 4.0 (4)
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- ◆ Very good at spurring on discussions
- ◆ Kept the discussion going to arrive at a reasonable resolution and or direction
- ◆ Always good

5. How do you rate this partnership’s potential for partnering? Average Rating: 3.68

This partnership has no potential for partnering 0.5 1.0 1.5	This partnership team has some potential for partnering 2.0 2.5	This partnership team has good potential for partnering 3.0 (2) 3.5 (3)	This partnership team has very good potential for partnering 4.0 (6)
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- ◆ Will be determined by HTTT participation
- ◆ Great meeting and goals set
- ◆ Need to involve additional members (BIA, HTTT, Navajo)

6. What other comments do you wish to offer?

- Good start
- A very healthy discussion on CAT
- The meeting was the most productive I have attended so far. Good discussion and topics.
- Started off rough, but Micah provided the information that was needed

The next meeting is the Annual Meeting scheduled for October. Date to be determined.