

San Carlos Apache Tribe / White Mountain Apache Tribe Transportation Partnership Steering Committee Notes

TUESDAY, OCTOBER 24, 2017

10 a.m. – 2:30 p.m.; Apache Gold Casino and Conference Center

MEETING PURPOSE:

- Plan the next Annual Meeting



ATTENDEES

Alicia Urquidez, ADOT ROW
Bill Harmon, ADOT Southeast District Engineer
Bonnie Opie, ADOT Program Administrator Partnering, EIT/Intern and Transportation AMS Offices
Cassie Kenton-Garcia, WMAT Transit Manager
Charlene Mullis, ADOT ROW
David Thompson, SCAT DOT Construction Representative
Ermalinda Gene, Tribal Planning Manager
Hugh Moses, SCAT DOT Financial and Budget Analyst
Hutch Noline, SCAT TERO Director
Irene Herder, BIA San Carlos Agency Superintendent
Kathy Borquez, Pinal County Public Works Planner
Lynn Johnson, ADOT Northeast District Engineer
Marvin Mull Jr., SCAT DOT Director
Mary Tapija, SCAT DOT Administration
Mark Tessay, WMAT Fire Department Fire Chief
Rick Powers, Jacobs Engineering Consultant
Steve Aday, BIA San Carlos Agency Roads Supervisor
Rosalinda Federico, ADOT Tribal Planning Program Manager
Tara Chief, WMAT DOT Director
Travis Ashbaugh, CAG Planning

FACILITATORS

Linda Ritter

Julia Voight (Backup Facilitator)

WELCOME

ADOT Partnering Facilitator, Linda Ritter, opened the meeting and turned it over to SCAT DOT Director, Marvin Mull, for a welcoming address. Marvin expressed his appreciation to the committee for taking time out of their schedules to attend the meeting and collaborate on transportation issues. Mary Tapija, SCAT DOT Administrator, provided the opening prayer. Linda asked committee members to introduce themselves, stating their roles in their various agencies and organizations.

After introductions, Linda went over the day's agenda, which was dedicated to planning the next Annual Meeting. The overall goal is to ensure that the Annual Meeting achieves objectives and will be of much value to the Steering committee and all who attend.

PURPOSE/GOAL DEFINED

What do we want to achieve as a Steering Committee by hosting an Annual Meeting?

- Define what we do for those attending.
- Communicate our achievements to elected officials and other leaders.
- Celebrate our accomplishments.
- Discuss topics of what is happening now and what we want/need to accomplish in the future.
- Pose question – “What do you want to see us accomplish in the future?”
- Identify resources used to accomplish goals.
- Discuss the issue of limited resources and how parties coming together can achieve more – provide examples of this.
- Identify reports and documents needed for accomplishing goals.
- Provide assessment of community needs.
- Understand how we can provide information in any better way for leadership to understand what is critically needed.
- Tell “our story,” which is a lot of topics.
- Report/outline trends, such as incidents on roadways.

What do we think are the expectations of those who will attend the Annual Meeting?

- They will want to let us know why they came to the meeting.
- They will want to know what the committee has accomplished.
- They will want to provide feedback regarding what the committee presents.
- They will want to know challenges the committee has faced, such as funding issues and budgets.
- They will want Tribes, ADOT Districts, counties, CAG, BIA to provide presentations.
- They will want to have educational topics presented:
 - Clarification of what each entity does.
 - Examples of transportation programs underway, achieved or in the planning stage.
 - Clarification of funding sources-

- ✓ What funds are/will be used for what?
- ✓ How does the funding allocation work?
- ✓ Understand committee members' thoughts as to the best places to place critically needed dollars.

WHO MAY ATTEND THE MEETING? HOW LONG WILL THEY STAY?

- There are approximately 150 members on the Annual Meeting roster and this includes 61 Steering Committee members.
- RSVP's cannot be relied upon, but may help us to understand how many individuals may attend the meeting.
- The committee noted that it will be important in planning the Annual Meeting to recognize that legislative leaders and other leaders will have limited time to attend the meeting. Based on prior experience, many may stay only for the morning session, so that is where discussion items and feedback should be concentrated in the meeting format. The afternoon may best serve as a time to discuss action items.

BRAINSTORM OF POSSIBLE ANNUAL MEETING FORMATS

The group divided into four teams to develop one to three ideas each for possible Annual Meeting formats. The teams placed each of their ideas on a vibrant orange sheet of paper using black markers so the written ideas were easily visible. The ideas were then placed on a "sticky" wall and a member of each group discussed each of the written ideas. There were eight ideas presented:

- Have interactive sessions with table topics and game interaction with prizes. Table seating should be strategized for this idea.
- Disseminate information.
- Provide education through PowerPoints, display boards and provide information about tribe capacities.
- Present projects
 - Completed
 - STIP/TIP
 - Five-year program
 - Speakers with PowerPoints
 - Display boards
- Discuss future action items through breakout sessions with attendees rotating through each breakout station. Strategies with legislative leaders should be discussed at the breakout sessions.
- Provide success stories, accomplishments and the funds used to achieve these accomplishments.
- Rearrange or schedule the agenda for important items to be discussed first.
- Identify needs, community assessments – prioritize what is needed.

The team then enjoyed lunch, and when they returned, were asked to jot down on pieces of paper, what they felt were the pros and cons of the ideas presented. The team then had a roundtable discussion of the pros and cons. There was much discussion. In general, the team agreed that there

was much to present at the Annual Meeting and it will be important to come up with an agenda/format that effectively uses time to present critical information and receive feedback.

LOGISTICS FOR BEST FORMAT

Possible key components:

- Start meeting with “**Welcome, Opening Prayer and Introductions**”. The welcome should include the definition of the SCAT/WMAT Partnership Steering Committee – the agencies that comprise it and its overall purpose
- The new logo should be presented and signed by those in attendance.
- Provide succinct success stories next. These should be the major accomplishments, as there have been many. Tribes, ADOT Districts, Counties, CAG, should present. Short, but effective presentation time is of the essence – about three minutes each, at the most. (Note: SCAT Transit, Apache County, Gila County, Graham County, Navajo County, SEAGO not in attendance at the October 24 meeting, so input regarding if/what these organizations might present as success stories was not available.)

“Major Success Stories/Achievements” (With time constraints, short three-minute verbal presentations, rather than PowerPoint presentations, may be best during this session. Q & A may not be best at this time, but on hold until after the Informational Breakout Stations session.)

- White Mountain Apache DOT and Transit (Tara Chief)
 - ✓ White Mountain Apache DOT has joined the partnership since the last Annual Meeting
 - ✓ Transit is up and running – a major accomplishment. Thank you to SCAT Transit for their assistance
 - ✓ 911 Address Program
 - San Carlos Apache DOT (Marvin Mull, Jr.)
 - ✓ \$42 million in projects has been accomplished
 - ✓ Route 6 is a good example of project success.
 - NE ADOT District (Lynn Johnson)
 - ✓ Direct work with White Mountain DOT
 - ✓ Showcase an example
 - SE ADOT District (Bill Harmon)
 - ✓ Bylas Project
 - ✓ Having a common vision
 - Pinal County (Kathy Borquez)
 - ✓ Greater Gila County Transit Feasibility and Implementation Study
 - CAG (Travis Ashbaugh)
 - ✓ Mention the lack of funds and the importance of working together to achieve better outcomes – US 70 project an example.
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- Discuss “**Major Challenges**” next. The format, presenters and topics of this session need to be worked out at the next Steering Committee meeting. Due to time constraints, perhaps questions from attendees will not be asked/answered at this time. Q and A along with feedback might best be achieved after the Informational Breakout Stations session.

- Next provide an “**Informational Breakout Stations**” session: Tribes, ADOT Districts, counties to have stations. Answer questions one-on-one, provide more information, provide handouts, have display boards if possible (project photos, for example).
 - ✓ Since funding should be one of the major topics of discussion and is complex and changing – a funding panel station could possibly be staffed by CAG, BIA and ADOT Highway Safety Improvement Program Manager, Mona Aglan-Swick, who can talk about HSIP funding allocations (how it works.)
- “**Q & A and Feedback**” - Finish before noon with at least 45 minutes of Q & A and time for feedback, especially “What do you want us to do next?”
- Post lunch - “**Major Action Items Identified/Discussed**”.

NEXT STEERING COMMITTEE MEETING

- **The next Steering Committee meeting will be held on Thursday, February 15, from 10 a.m. to 2:30 p.m. at Apache Gold Casino and Conference Center.**
 - Steering Committee meeting times will continue to be held from 10 a.m. to 2:30 p.m.
 - **As always, members will plan to arrive 15 minutes early, around 9:45 a.m.,** so the meeting can effectively start at 10 a.m., allowing all to take part in introductions.
 - The February Steering Committee meeting agenda will be focused on continued planning-good orchestration, timing and preparation for the next Annual Meeting to be held in July 2018. Based on the October 24 Steering Committee meeting discussion, a draft Annual Meeting Agenda will be provided for further discussion and strategic planning by committee members.
 - **The possible Draft Annual Meeting Agenda will include:**
 - ✓ **9:00 to 9:30 a.m.: Welcome, Opening Prayer and Introductions.**
 - ✓ **9:30 to 10:00 a.m.: Brief Success Stories/Achievements.** (We need to further identify counties that wish to participate, what their success stories will be and who will present.)
 - ✓ **10:00 a.m. to 10:20 a.m.: Brief Major Challenges** stories with examples. (We need to identify what challenges will be briefly presented and the individuals that will present them.)
 - ✓ **10:20 to 10:30 a.m.: Break,** while stations are staffed in an adjoining room.
 - ✓ **10:30 a.m. to 11:15: Informational Breakout Stations** providing an informational “walk about” for participants. Stations will include handouts, such as Fact Sheets developed by each organization and display boards. Stations will be staffed by Tribes, ADOT Districts, counties and any other Steering Committee agencies that are interested in this opportunity. (With just Pinal County in attendance at this October 24 planning meeting, we need to learn if other counties can participate in staffing a station.) *A Funding Panel Station can be included with ADOT, CAG and BIA.
 - ✓ **11:15 a.m. to Noon: Q & A and Feedback** -Feedback must include “What do you want us to do next?”
 - ✓ **Noon to 1:00 p.m. Lunch**
 - ✓ **1:00 to 2:30 p.m.:** Continuation of “What Next Feedback” – **Major Action Items Identified/Discussed.**

- If Annual Meeting Planning is accomplished before the February 15 meeting concludes, a “What’s on Your Mind” roundtable discussion can finalize the February meeting.

NEXT ANNUAL MEETING DATE

- The next Annual Meeting will be held on a to-be-selected date and time in July, 2018. It will be held at Apache Gold Casino and Conference Center.

The October 24 Steering Committee meeting adjourned at 2:30 p.m. with Linda Ritter thanking SCAT DOT and Transit for hosting the venue, lunch and refreshments. The closing prayer was led by Hutch Noline.

ACTION ITEMS PRIOR TO THE FEBRUARY 15, 2018 MEETING

- Continue to review and update, as needed, the Annual Meeting Roster with your tribe, department or organization’s contact information.
- Review the above draft Annual Meeting format, for your input at the next meeting.

SUMMARY OF PARTICIPANT MEETING EVALUATION

Scores are based on 14 evaluations. Comments are taken from the evaluation forms exactly as written.

1. How valuable was this meeting for you? 4.07 out of 5
2. Could you or other team members have done anything more during the meeting to encourage a successful outcome? 1 Yes/10 No/3 No Response
3. How well did the facilitator guide and encourage team members to understand and discuss key meeting items? 4.21 out of 5
4. How do you rate the effectiveness of the team? 4.14 out of 5
5. Do you have any suggestions for improving future meetings? 3 Yes/8 No/3 No response
6. How satisfied were you with the facility? 4.36 out of 5
7. How satisfied were you with the refreshments? 4.64 out of 5

Comments

- Thank you for hosting and running the meeting.
- I enjoyed this partnership meeting and I would say it was very beneficial to those present.
- I was so pleased to hear the level of communication at today’s meeting.
- I’m not sure how to keep this meeting on track, but not much was accomplished.
- Thanks as always Linda! Tough topic today – good job!
- Very good meeting! Good job.
- Great meeting! Very informative.
- Next meeting, please have breakfast/continental and refreshments ordered for the future meeting.
- The end of the year “Partnership Meeting” should be where all accomplishments are presented. How the accomplishments were arrived at should also be presented, including funding, agencies involved, time, etc.; Presentations presented in this fashion are educational. It teaches tribes to apply for funding through grants, etc.