

Navajo Nation and Arizona Transportation Partnership Steering Committee Meeting Notes



THURSDAY, July 21, 2016

9:30 A.M. – 3 P.M.

Navajo County Public Works Building

100 W. Public Works Drive Building

Holbrook, AZ

Attendees:

Ammon Heier, FHWA
Contrella Dixon, ADOT
Charlene Mullis, ADOT
Colyan Begay, Navajo DOT
Danny Shurter, Navajo County
Darryl Bradley, Navajo DOT
Don Sneed, ADOT
Francisco Yanes, ADOT
Glenn Kephart, Navajo County
Karen Benally, Navajo DOT
Kelly LaRosa, FHWA
Lynn Johnson, ADOT
Myra Rothman, ADOT
Norma Bowman, Navajo DOT
Rex Gilliland, Coconino County Sherriff Office
RJ Erickson, NACOG
Romare Truly, FHWA
Walter Link, ADOT

On Phone:

Rick Turner, ADOT
John Riemer, ADOT

Facilitators:

Mackenzie Kirby, ADOT Office of Partnering

Mackenzie Kirby opened the meeting with a welcome and a review of the agenda items. The team debriefed their priorities that were created at their last meeting and discussed their approach for working on their crash data form priority.

Crash Data Information and Action Item Update

Rick Turner and John Riemer with ADOT Traffic had called into the meeting. Don Sneed projected a presentation for the attendees and followed along as John and Rick provided an overview of traffic records. The presentation discussed the overall purpose and goal of collecting traffic data, what information a crash report contains, the differences between paper and electronic data and the overall potential benefits of using the Arizona Crash Data Form.

Walter (Kent) Link with ADOT Regional Traffic then provided a powerpoint presentation regarding how he uses crash data in his job as a Regional Traffic Engineer for ADOT.

After these presentations, the group asked questions and brainstormed opportunities to implement the AZ Crash Data form on the Navajo Nation.

ACTION: Steering Committee members will use their next meeting on October 12, 2016 to 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 attendees discussed the membership of the steering committee. Each agency reviewed the list of names provided and updated the members. The updated list is on page 5 of these notes. Each agency will be prepared to finalize the list of steering committee members at the next meeting on October 12, 2016. 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 was reviewed and updated. The updated ladder can be found on pages 6 and 7 of these notes. The steering committee agreed that the issue escalation ladder should be reviewed at each meeting.

Charter Update

The team reviewed their existing charter briefly and made a few edits which are shown in red on page 3 of this report. The team agreed to further review their charter at their October 12 meeting and prepare it for signature.

MOU Update

The team agreed that the decision of whether the existing MOU should be updated will be postponed until a later date as the team is remaining focused on their primary task of crash data form.

Roundtable: Partner Updates

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

Romare Truely offered to email a link to the group regarding the Critical Rural Freight Corridors. The link is:

<http://www.ops.fhwa.dot.gov/fastact/>

Any questions about information in the document can be directed to Romare. ADOT is responsible for designating the Critical Rural Freight Corridors in Arizona, so any suggestions on qualifying routes should be directed to Michael Demers, ADOT's Freight Planner.

Next Steps

- **2016 Meeting Dates**
 - The group agreed to modify their annual meeting date of October 20th in both date and scope
 - The annual meeting will become a steering committee meeting with a focus on creating action steps for the crash data form effort
 - The date of the meeting was changed to October 12, 2016
- **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.

Steering Committee Members July 21, 2016

Last Name	First Name	Organization
Dixon	Contrella	ADOT
Greenspan	Ruth	ADOT
Johnson	Lynn	ADOT
Merrick	Audra	ADOT
Mullis	Charlene	ADOT
Reisner	Nate	ADOT
Rothman	Myra	ADOT
Sneed	Don	ADOT
Wilson	Ed	ADOT
Wilson	Mike	ADOT
Yazzie	Kee	ADOT
Arviso	Kirk	Apache County
Crosby	Ferrin	Apache County
Sandoval	Patrick	Apache County
Shirley, Jr	Joe	Apache County
Weller	Barry	Apache County
White	Tom	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
Taleyumptewa	Annette	Hopi Transportation Committee
Fetzer	Chris	NACOG
Kelly	Jason	NACOG
Erickson	RJ	NACOG
Black	Robert	Navajo County
Peshlakai	Alberto	Navajo County
Kephart	Glen	Navajo County
Shurter	Danny	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	<ul style="list-style-type: none"> •Nate Reisner •Kee Yazzie 	Romare Truely	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 Talayumptewa 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 •Mandy Metzger	Board of Supervisors: •Jesse Thompson	Board of Supervisors: •Tom White •Joe Shirley	2 weeks

Participant Meeting Evaluation Summary

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

1. How valuable was this meeting for you?

Average Rating 4.7 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. What would have improved this meeting?

- BIA Attendance
- Timely discussion. More participation by counties, BIA
- Attendance from the Bureau of Indian Affairs and Navajo PD
- None
- Room temp was cold
- More participation from BIA and Navajo Police
- Navajo law enforcement attendance. Also BIA and Hopi attendance
- N/A
- This was the best meeting yet!
- Nicely done – maybe a morning break would be beneficial

3. How do you rate the Facilitator?

Average Rating: 4.64 out of 5

- Kept us going. Was willing to change schedule when it worked better for the direction the team was going
- Very good job on keeping the meeting flowing and encouraging that all action items met
- Great job!
- Energetic!
- Mackenzie is an incredible facilitator! Always keeps us on track, allows us to discuss things off the agenda, but always makes sure we have clear action items with responsible parties
- Good job, Mackenzie, thanks!
- Facilitator kept meeting flowing, and on task. Especially well focused on next steps
- Mackenzie kept the meeting going strong
- Likes to get agenda items assigned
- Mackenzie was great and kept us on track and on time!

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

Average Rating: 4.38 out of 5

- Working well together!
- Good teamwork between partner agencies. Good ability to effect change
- Good cooperation
- Wonderful
- Still good participation and willingness to work together
- Members provide valuable input. Very productive meeting

- We work very well together and provide each other with great input and advice!

5. What other comments or suggestions do you have?

- Use meetings to develop partnership agreements, coordinate short and long term plans to coordinate project and data
- The presentations regarding accident/crash data were both excellent and very educational
- More coffee!!
- Thanks to Navajo County for providing the meeting room
- Really enjoyed today's meeting
- Good meeting