

Hopi Tribe/ADOT/BIA/FHWA/Coconino, Navajo & Apache Counties/Navajo Nation/NDOT Partnership:  
 Steering Committee Meeting Notes  
 June 18, 2009, 9:00 a.m.-3:00 p.m., ADOT Flagstaff District Training Facility

On June 18, 2009, steering committee members, representing the 9 partner groups, came together at the ADOT Flagstaff District Training Facility to cover the following meeting objectives:

- Hopi TTT (Transportation Task Team) Update
- Action Items Updates
- Task Teams' Updates
- Plan for annual Partnership meeting
- Review PEP results from March '09 and complete PEP for June '09
- Future meetings

**ATTENDEES**

| NAME/ORG                            | NAME/ORG                                | NAME/ORG                                   |
|-------------------------------------|---|--|
| Evonne Aldana, ADOT-CCP, Partnering | A.J. Arviso, Navajo County, District 1  | Mandy Metzger, Coconino County, District 4 |
| Nate Banks, FHWA                    | Andy Bertelsen, Coconino County         | Rod Wigman, ADOT                           |
| Francine Bradley, Navajo DOT        | Francine Bradley, Navajo DOT            | Arnold Taylor, Sr., Hopi Tribe             |
| Misty Dayzie, ADOT-MPD              | Vickie Begay, BIA                       | Jesse Thompson, Navajo County, District 2  |
| Dusty Parsons, Navajo County        | Homero Vera, Navajo County              | Kee Yazzie, ADOT                           |
| Chuck Howe (ADOT)                   | Myra (Rusty) Rothman, ADOT              | Celestino Youvrila, Hopi Council           |
| Chuck Gillick (ADOT)                | Jonathan Nez, Navajo County, District 1 | Riley Wilson, Navajo DOT                   |
|                                     | Fred Shupla, Hopi TTT                   | Ed Stillings, FHWA                         |

Facilitator: Joy Keller-Weidman, Holon Consulting

*Note: See Partnership Steering Committee roster for list of all members and full contact information.*

**MEETING HIGHLIGHTS:**

| Topic            | Key Points   |
|------------------|--|
| Meeting Overview | <ul style="list-style-type: none"> <li>◆ Meeting agenda and Objectives (see above) were reviewed.</li> </ul> |

| Topic              | Key Points  |
|--------------------|---|
| Meeting Guidelines | <ul style="list-style-type: none"> <li>➤ Stay focused on common goals/purpose</li> <li>➤ Follow through on commitments</li> <li>➤ Communicate early &amp; often</li> <li>➤ Help build partners' capacity</li> <li>➤ Communicate with openness = trust</li> <li>➤ Learn about partners' organizations</li> <li>➤ Commit to attend meetings</li> <li>➤ Provide Feedback honestly</li> </ul> |

- Provide history and context

**UPDATES**

| Topic  | Key Points   |
|--|--|
| <b>Hopi Transportation Task Team (HTTT) Update</b> | Fred Shupla provided an update. <ul style="list-style-type: none"> <li>◆ Consolidated project begin next week- finish end of year                             <ul style="list-style-type: none"> <li>➤ Village/BIA</li> <li>➤ Resurfacing/electric/phone lines</li> </ul> </li> <li>◆ Airport                             <ul style="list-style-type: none"> <li>➤ Villages agreed to land assignment</li> <li>➤ Master process will begin</li> <li>➤ FAA funding 95%; waiting for state funds</li> </ul> </li> <li>◆ Inventory submitted to BIA; hoping for funds coming year</li> <li>◆ Bridge project – Joint – with Navajo County NEPA studies</li> <li>◆ Preliminary village project – bridge</li> <li>◆ New approach: long range transportation plan-with consultant-looks at construction and planning; and wants the Partnership involved</li> </ul> |

| Topic                    | Key Points   |
|--------------------------|--|
| <b>Task Team Updates</b> | Each of the following Task Teams provided an update: <ul style="list-style-type: none"> <li>◆ Emergency Response Task Team (Chuck Howe, lead)</li> <li>◆ Rt. 60 Task Team (Fred Shupla, lead)</li> <li>◆ Web site Task Team (Misty Dayzie, lead)</li> <li>◆ Get 'Er Done (funding process and application)</li> </ul> <p><b><i>Updated charts are attached. NOTE: <u>KEY PARTNERSHIP INFORMATION is located on Hopi Partnership page of web site: <a href="http://aztribaltransporation.org">aztribaltransporation.org</a></u></i></b></p> |

**PLANNING FOR SEPT. 23, 2009 ANNUAL PARTNERSHIP MEETING: Key Points:**

**DESIRED OUTCOMES**

- ◆ Update charter
  - Current names
  - New partner groups added plus new logos
  - Buy-in from partner group leaders (signatures)
- ◆ Guidance regarding partnership goals for next year
- ◆ Current/planned projects
  - Maps
  - Scopes
- ◆ Each partner group presentation: answer three questions (one page presentation handout)
  - How are you dealing with ARRA funding?
  - What are your current projects that are relevant to the partnership?
  - What are the benefits of this Partnership?
- ◆ INTRODUCTION: Hopi Cultural/protocol/structure/maps/road conditions/HTTT(strategic plan) future
- ◆ Update (two task teams) re: Projects (include those from last year and ones that got off the ground)
- ◆ Brief executive overview regarding the history of the Partnership plus success stories (web team); each partner group's current leadership provides an overview

- ◆ Emergency response task team in depth presentation

#### PURPOSE:

- ◆ Guidance for next year
- ◆ Overview of the past year including goals
- ◆ Networking

#### LOCATION

- ◆ Hotevilla Village (6-7 miles farther than last year's location)- to be confirmed

#### AGENDA ITEMS

- ◆ Opening prayer
- ◆ Cultural awareness (Hopi presentation)
- ◆ Successes/celebration
- ◆ Lunch
- ◆ List of current future and planned projects (include projects funded by ARRA and their status)
  - Present the top five most important projects that Hopi want to get funded and to be built (good Partnership projects)
  - Potential projects include: Village projects; Turquoise Trail; Rte 60; 2 bridges
- ◆ Future guidance
- ◆ Transit update (up to 30 minutes)
- ◆ Closing

#### ROLES

- ◆ Planning committee (Joy facilitates)
  - Complete Invitees List (Joy)
  - Save the date
  - Invitation
  - Finalize agenda
- ◆ Hopi
  - Continental breakfast
  - Lunch
  - Facilities
  - Fred and Rusty: pictures
  - Davis/Philip: moderator
- ◆ ADOT
  - Misty: web registration
  - Evonne: handouts and packets; graphics; equipment
  - Partnering office: recorder-report
  - Evonne: facilitator
- ◆ FHWA
  - Name badges (purchase and develop)

#### TIMING

- ◆ 8 – 8:45 a.m.– registration and refreshments
- ◆ 9 – 4:00 p.m.- meeting

**ANNUAL MEETING PLANNING COMMITTEE MEMBERS:**

- ◆ Don Sneed
- ◆ Misty Dayzie
- ◆ Phillip Quochoytewa, Sr.
- ◆ Evonne Aldana
- ◆ Bob Maxwell
- ◆ Francine Bradley
- ◆ Homero Vela
- ◆ Nate Banks

**CURRENT ACTION ITEMS:**

**RE: THE 2 MILE PROJECT**

| <b><u>What</u></b>  | <b><u>By Whom</u></b> | <b><u>By When:</u><br/><u>BEGIN IN JUNE!!</u></b> |
|---|-----------------------|---|
| Project proceed to complete process for 2 mile – review steps from Misty                          | Fred                  |   |
| Find and send successful application and template to Fred   | Misty                 |   |
| Copy Lynn Johnson, Kee Yazzie – along with Misty and Fred's e-mails                               | Misty, Fred           |   |
| Coordinate with Patty and contact Misty to arrange for Get 'Er Done task team teleconference      | Evonne                |   |
| Fred replace Dais as lead   | Fred                  |   |
| Ask Wendell to assign Herb Begay to find BIA western region member for the Get 'Er Done task team | Arnold                |   |
| Plan to begin process for Rt. 264 (first get Hopi resolution completed)                           | Fred                  |   |
| Send consultant names to Fred   | Dusty                 | 6/19-22   |
| Write grant and submit (if approved and they will design)   | Homero                |   |
| Send 2 mile – location to Fred  | Misty                 |   |
| Application sample – send to Fred   | Nate/Ed               |   |
| Place on Hopi website, send to Misty and Fred   | Homer                 |   |

**CURRENT ACTION ITEMS (cont'd):**

**RE: THE ANNUAL MEETING**

| <b><u>What</u></b> | <b><u>By Whom</u></b> | <b><u>By When</u><br/><u>BY END OF</u></b> |
|--------------------|-----------------------|--|
|                    |                       |  |

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|   |   | <b>JUNE</b> |
|---|---|-------------|
| Contact Davis regarding location  | Joy                                       |             |
| 1 <sup>st</sup> contact Hopi (Davis) re: block of rooms; ask Davis to appoint logistics coordinator       | Joy                                       |             |
| Contact ADOT ITD person (Vicki Joralman) regarding reservations for Hopi cultural center                  | Evonne                                    |             |
| Draft- Save the date: begin with graphics   | Evonne                                    |             |
| Contact leaders of each partner group to save the date; Add invitees to attached chart and send to Evonne | All Steering members                      |             |
| Plan meeting for Planning Committee mid July – 17 <sup>th</sup>   | Joy/Evonne                                |             |
| Participate in July 17 <sup>th</sup> Planning meeting   | Annual Planning meeting committee members |             |
| Send out save the date by end of July   | Planning Committee                        |             |
| Ask James if Mike Carter can take notes   | Evonne                                    |             |

**RE: PEP RATING FORM**

| <b>What</b>   | <b>By Whom</b> | <b>By When</b>              |
|---|----------------|-----------------------------|
| Update PEP latest form – Joy use                      | Joy            | Before September 09 meeting |
| Send latest PEP form to Joy – use for future meetings | Evonne         | By end of June              |

| <b>Topic</b>  | <b>STEPS</b>   |
|---|--|
| <b>FIRST STEPS IN PROCESS TO GET ANY PROJECT OFF THE GROUND</b> | <ol style="list-style-type: none"> <li>1. RESOLUTION: Tribe identifies project as priority</li> <li>2. SIT DOWN WITH DE TO DISCUSS SPECS: What and When of the project?</li> <li>3. PROJECT DEFINED AND APPROVED (where, how soon, etc.)</li> <li>4. COST ESTIMATE – for application</li> <li>5. SUBMIT TO ADOT DISTRICT- agree to sponsor</li> <li>6. FUNDING; ROW; CLEARANCES; ETC.</li> </ol> <p>NOTE: Rt. 264 has been identified as a need from the Corridor Study and as important for safety from Pedestrian Study. RECOMMENDATION: <b>BEGIN WITH 2 MILE SIDEWALK PROJECT</b></p> |

**FUTURE MEETINGS:**

| <b>Date</b>                      | <b>Time</b>                                     | <b>Focus</b>   |
|----------------------------------|---|--|
| <b>Wednesday, Sept. 23, 2009</b> | 8-8:45 a.m.<br>(registration)<br>9-4:00 p.m.    | ANNUAL PARTNERSHIP MEETING<br>Hosted by Hopi Tribe   |
| <b>Thursday Dec. 10, 2009</b>    | 9:00-3:00<br>(8:30 a.m. refreshments & network) | ADOT-Flagstaff District Training Room<br>1901 Milton Road, Flagstaff, Arizona <ul style="list-style-type: none"> <li><input type="checkbox"/> Partners' &amp; Task Teams' Updates</li> <li><input type="checkbox"/> Apply knowledge of Partners' organization and processes</li> <li><input type="checkbox"/> Address key partnership challenges</li> <li><input type="checkbox"/> Evaluate progress toward goals</li> <li><input type="checkbox"/> Plan based on feedback from the 2<sup>nd</sup> Annual Partnership Meeting</li> </ul> |

**PARTICIPANTS' FEEDBACK OF MEETING EFFECTIVENESS:**

Ratings based on low of 0.5 and high of 4.0  
 (included below are number of responses for each rating, overall rating and comments)

**1. How valuable was this partnership meeting for you? OVERALL RATING= 3.4**

|   |   |  |   |
|---|---|--|---|
| This meeting was not<br>valuable<br>0.5    1.0    1.5 | This meeting was<br>somewhat valuable<br>2.0    2.5 | This meeting was valuable<br>3.0 <b>(6)</b> 3.5 <b>(8)</b> | This meeting was very<br>valuable<br>4.0 <b>(3)</b> |
|---|---|--|---|

**2. What about this partnership meeting was most valuable to you?**

- Hearing from Hopi on their projects.
- We got back on track. Good comments. Hopi can run with their projects now.
- Discussing the task team efforts, and Hopi transportation issues.
- The discussion among attendees.
- That Hopi still wants the partnership despite low number- participation.
- Networking and communication with stakeholders
- Continue to build relationships with Hopi- trying to get more projects and resources for Hopi
- Making new contacts and renewing old ones.
- Brainstorming about sidewalk project
- Progress on potential SR 264 project
- Partners who were in attendance show their commitment to the partnership. Hopi needs to show the same commitment to this partnership.
- Good information on assistance.
- Networking with the various agencies.
- Discussion on planning and implementing projects.
- The resource sharing! I got information on Transportation Planning from the ATSPT website and will use this site for assistance and knowledge.
- Relationships.

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

- More decision makers and players from Hopi
- Still need more commitments.
- More Hopi transportation issues to work out.
- Having consistent attendance by members.
- More input from the Hopi members.
- Increased representation of the Hopi tribe at meetings recognizing the current upturn of council.
- To have more Hopi attend if possible.
- ½ day- timed presentations.
- More Hopi attendance
- BIA Western Office participation.
- More Hopi partner participation may not improve the effectiveness but it would show they are committed to keeping the Partnership going.
- I would have a more detailed task list.
- Involving or visit by the new ADOT Director.
- More Hopi representation. We had a very good discussion on finding resources for the sidewalks in Hopi. This information can benefit anyone.

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**4. How do you rate the effectiveness of the Facilitator? OVERALL RATING= 3.6**

|  |                                      |                                     |                               |
|--|--------------------------------------|-------------------------------------|-------------------------------|
| Was not effective<br>0.5    1.0    1.5 | Was somewhat effective<br>2.0    2.5 | Was effective<br>3.0(1)    3.5 (11) | Was very effective<br>4.0 (5) |
|--|--------------------------------------|-------------------------------------|-------------------------------|

- Good- keep committee on task; active with group
- Very good.
- Kept asking who? when?
- Excellent facilitators
- Too much time spent on the annual meeting, logistics- should have been done offline.
- Did not follow the agenda but got everything accomplished.
- The facilitator was very effective as usual.
- Good job!

**5. How do you rate this partnership's potential for partnering? OVERALL RATING= 3.5**

|   |  |  |  |
|---|--|--|--|
| This partnership has no potential for partnering<br>0.5    1.0    1.5 | This partnership has some potential for partnering<br>2.0    2.5 (1) | This partnership has good potential for partnering<br>3.0 (3)    3.5 (8) | This partnership has very good potential for partnering<br>4.0 (5) |
|---|--|--|--|

- ◆ Hopi does not have the staff to work on projects
- ◆ It depends on the involvement of the Hopi tribe
- ◆ Hopi should not hesitate to volunteer for action items.
- ◆ There is great potential, but Hopi need to be in attendance and participate fully.
- ◆ Everyone involved- always helpful.
- ◆ This group needs to find a way to get more Hopi involvement because this Partnership will greatly benefit the Hopi Tribe and help them grow and move forward.

**6. What other comments do you wish to offer?**

- Hopi needs to take the initiative- take the lead.
- Good meeting.
- Keep things simple.
- Suggest using a recycled paper for handouts- being sensitive to expense & environment.
- Great potential! Need more follow-through.
- We will remind Hopi to take the Partnership more seriously.
- Perhaps more discussion on sharing of professional people- engineers, etc.

**Attachments:**

- Hopi Partnership core steering committee roster
- Hopi Partnership Task Teams Chart
- Invitees Chart (from last year)
- Action Items Update