



PARTNERSHIP STEERING COMMITTEE MEETING NOTES

March 9, 2011: 9:30 a.m.-3:30 p.m.; Apache Gold Convention Center, San Carlos, AZ

Attendees	
Barney Bigman, San Carlos Apache Tribe	Geoff McCormick, Arizona Eastern Railway
Misty Dayzie, ADOT MPD	Marvin Mull, San Carlos Apache Tribe
Michelle Fink, ADOT CCP	Don Sneed, ADOT MPD
Wayne Grainger, ADOT	Andre Stevens, San Carlos Apache Tribe, Transit Program
Franklin Barba, ADOT ROW	Mary Tapija, San Carlos Apache Tribe
Bill Harmon, ADOT Safford	Alicia J. Urquidez, ADOT MPD
Luke Droeger, SEAGO	Imogene Casey, San Carlos EPA
Teresa Guillen, ADOT PIO Globe	Janet Casoose, San Carlos Planning
Rod Lane, ADOT Globe	Gail Haozous, San Carlos Planning
Ronaldo Lacayo, Arizona Eastern Railway	Steve Tipton, Tohono O'odham Nation
Steve Aday, BIA- San Carlos	Joy Keller Weidman, Holon Consulting

Facilitator: Joy Keller-Weidman, Holon Consulting and Michelle Fink, ADOT-CCP Partnering Outreach

See Attached roster for contact information.

KEY OUTCOMES

By the end of the meeting, Participants will better understand:

- ACTION ITEMS UPDATE
- PARTNERS' UPDATES
- "AGREEMENTS" TASK TEAM DEVELOPMENT
- "SHARE RESOURCES" GOAL
- PARTNERSHIP CONTACT MATRIX
- PEP : RATINGS from June-Dec. 2010
- PEP RATING FORM: March 2011
- FUTURE MEETING AGENDA ITEMS

Agenda Items & Highlights

TOPIC	DETAILS
OPENING PRAYER	◆ Andre Stevens led the opening prayer to begin the meeting.
INTRODUCTIONS	NEW MEMBERS/GUESTS ◆ Don Sneed, ADOT MPD ◆ Teresa Guillen, ADOT PIO Globe ◆ Ronaldo Lacayo, Arizona Eastern Railway ◆ Rod Lane, ADOT DE Globe ◆ Gail Haozous, San Carlos Planning ◆ Imogene Casey, San Carlos EPA



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	<ul style="list-style-type: none"> ◆ Janet Casoose, San Carlos Planning ◆ Steve Tipton, Tohono O'odham Nation
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TOPIC	DETAILS
SAN CARLOS TRANSPORTATION GROUP UPDATE	<p>Barney Bigman- San Carlos Transportation Planning</p> <ul style="list-style-type: none"> ◆ Barney has begun to move the San Carlos Transportation Program to become the Transportation Department. Administration and Housing of the Tribal Transportation & Land Use staff is a very important component for running a Department of Transportation. The preliminary and foundational implementations have been set in place, and the Interim Tribal Transportation Program will need to begin, only then will the process to develop the final stages of a <i>San Carlos Apache Tribe Department of Transportation and Land Use Services</i> (SCAT-DOT-LUS) shall commence. ◆ A final review of all current Tribal Transportation related programs will be conducted, which will include and not limited to; staffing, types of services provided, program budgets, housing accommodations, office equipments, vehicles and equipments for transportation related services. ◆ The San Carlos Apache Tribe Department of Transportation and Land Use Services 'Organizational Chart' shall be further developed in order to become an operational tribal department and will include proposed future programs. ◆ Barney asked for feedback on the PowerPoint presentation which will be given to the Tribal Council in April. ◆ The new Planning Department director, Gail Haozous, is in support of the plan to develop transportation to the department level. ◆ Barney reviewed a detailed list of current projects that San Carlos is working on that totaled \$42 million. ◆ A meeting with AZER Railways on March 17 to review safety plans for to identify critical areas, hazardous spills, crossings, public awareness and education, and chemicals used in the ROW. ◆ With some changes at TERC, there may be a need to resume the Emergency Response Team ◆ Terry Rambler is the Tribal Chairman <p>Andre Stevens- Transit</p> <ul style="list-style-type: none"> ◆ Report from Bernie Kniffin that the Agreements team will be meeting soon. ◆ Transit has been extremely busy ◆ Additional success story to submit to website

PAST ACTION ITEMS (Dec. 2010) UPDATED



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Action	Responsible Person(s)	By when	Status
Research NDOT IGA model and have it sent to Barney	Michelle	January 15	completed
Look at NDOT IGA model IGA as model and send to Steering Committee Team to review	Barney	January 30	postponed to March meeting
Add agreement task team updates and review of IGA template to March 9 th agenda	Joy	Feb 11	completed
Research how resolution agreements re: Navajo Transit System and update steering committee	Task Team Bernie	By March 9	On going
Plan & coordinate first agreements task team meeting	Barney Mary	Feb 11	postponed
Bring/ consider contact list for partnership contact matrix	All steering committee members	Before March meeting	Started, will email to team
Keep Parking lot list and make it an ongoing meeting agenda item	Joy	Ongoing	completed
Populate goal 2: share resources	Steering committee	March 9	Completed 3/9

PARTNERSHIP CONTACT CHART	Format for each stakeholder is attached. Please fill out to the best of your ability and email to Michelle Fink.
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REVIEW & POPULATE THE “SHARING OF RESOURCES” GOAL:

GOAL#2: SHARING OF RESOURCES

GOALS#2, Sub Goal 1	STRATEGY	MEASURE
IGA for Maintenance	<ul style="list-style-type: none"> Implement the process for IGA Maintenance agreement for San Carlos Apache Roads in Gila County prioritized by the SCAT. <p>Steps:</p> <ol style="list-style-type: none"> Tribe prioritize the projects Identify Key personnel – include Graham County Identify Materials 	Process implemented by March 31, 2010



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	<ol style="list-style-type: none"> 4. Identify Equipment 5. Define timeline 6. Include Emergency Response Incident Demand Champion: PWD (Public Works Department) -Transportation Dept. 	
<p>Create an MOU</p> <p>Define a process: Support for cross agency projects</p>	<p>Assistance with resources from ADOT, RR, BIA, and 3 counties</p> <ul style="list-style-type: none"> • MOU will define the roles and legal authority • Purpose and objectives • Refer to the Navajo MOU <p>ELEMENTS</p> <ul style="list-style-type: none"> • Review agencies’ project plans and lists • Identify the resources • Encourage communication and connection with key partners • Be proactive – re resource needs • Look for partnership opportunities and include those in the Contractual language within the required time period (early involvement) • Understanding protocols and agreements and limitations • Identify the point of contact- a lead person • Understand the learning curve and processes associated with NEPA requirements • When agencies have projects that impact tribal lands, recommend to include the review protocol to SCAT IDT (Interdisciplinary Team) request • Signature page for all departments to sign off that they reviewed it. 	

TOPIC	DETAILS
<p>PEP RESULTS: June-Dec. 2010</p>	<p>◆ The PEP goals for 2010 were reviewed and discussed. All ratings are above the 3 level and averaging 3.42 or better. The team scores highest on the goals of (1) “Developing Trust and Respect” and (2) “Partnership” (the process of commitment).</p>

TOPIC	DETAILS
<p>FUTURE</p>	<p>May 18, 2011 at 9:30 a.m. - 3:30 p.m. at the Apache Gold Convention Center.</p>



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MEETINGS	<p>AGENDA ITEMS:</p> <ul style="list-style-type: none"> • Transit Success stories • Understand land and Tribes Transportation issues • Plan tour for <u>Annual</u> meeting of sawmill recreation facility (use Transit vans) • Short report on projects and progress • Consider ways to further build coalition with Globe and Safford Districts • Plan Annual meeting
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THE NEXT STEPS and Action Plan:

Topic	Agreement	Next Steps	By Whom	By When
RESOURCES		Refer to Navajo MOU	Michelle	Minutes
AGREEMENTS		<ul style="list-style-type: none"> • Research the effectiveness regarding the Navajo MOU • Preliminary discussion about SCAT MOU and ADOT (clarify the process to the Partnership Steering committee members) 	Don Sneed Don & Barney Bigman	3/15-17 March ongoing
RAILWAY SAFETY PLAN	Overall safety plan <ul style="list-style-type: none"> • Emergency response • HAZMAT and remediation • ROW issues • RR safety review of key housing initiatives • RR safety input- land use planning • Training initiatives 	<ul style="list-style-type: none"> • Day long meeting for customized agreements to meet all needs – date TBD • Incorporate the emergency response plan (element of the safety plan) into the Tribal multi Hazard Mitigation plan 	Barney & Geoff Including ACC Geoff McCormick Imogene Casey	April Begin meetings in April
SCAT DOT Presentation		<ul style="list-style-type: none"> • Send copy of presentation to Bill Harmon • Review SCAT DOT presentation and send revisions and 	Barney Bill Harmon	March 17



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		<ul style="list-style-type: none"> recommendations to Barney • Content • Checks and balances • 2009 long range plan justification • Flow chart – transportation committee role • Goal: building relationships with the Railways • Format: include HUD as funding source <ul style="list-style-type: none"> • Legal counsel – review 		
PARTNERSHIP CONTACT MATRIX		<ul style="list-style-type: none"> • Email contact chart to committee to fill out <ul style="list-style-type: none"> • Complete Matrix and return to Michelle Fink mfink@azdot.gov 	Michelle Fink Partnership Steering Committee members	May 18 April 2011
Crash Data Collection		<ul style="list-style-type: none"> • Updated by DPS • Needs to be shared with districts • Actual reports needed for safety study – from the tribes to the districts- necessary for funding • Coordinate a formal safety study • Open communication with Police Dept • Look at the actual data, remove names • Plan from there 	Send to Barney: Tucson - Maria Deal Safford – Dee Kumbacker Christine Reede Mick Hont - Tucson ADOT DE from Globe & Safford	

TOPIC	DETAILS
CLOSING COMMENTS	<ul style="list-style-type: none"> • Great meeting, thank you San Carlos for hosting the meeting and the luncheon • Always good to see new members at the meeting • Good discussion on the resources goal • The San Carlos project list was beneficial to see • Congratulations on taking the San Carlos Transportation program to become a department • Good information exchange today



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	<ul style="list-style-type: none"> Contact us anytime you need information, not just at the quarterly meetings
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TOPIC	DETAILS
CLOSING PRAYER	Alicia Urquidez led the closing prayer.

MEETING FEEDBACK – Based on 12 evaluations

Comments are exactly as written on the evaluation form

1. How valuable was this partnership meeting for you? AVERAGE RATING: 3.5

This meeting was not valuable 0.5 1.0 1.5	This meeting was somewhat valuable 2.0 (1) 2.5	This meeting was valuable 3.0 (2) 3.5 (4)	This meeting was very valuable 4.0 (5)
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2. What about this partnership meeting was most valuable to you?

1. Communication & coordination together
2. The necessary documents needed
3. Meeting new people and reconnecting with existing members
4. Hearing updates & status on issue items
5. Meet and hear from new participants particularly
6. New tribal personnel at the meeting
7. Knowing what is the most important to the community.
8. Solidify specific aspects of ongoing partner projects
9. Meeting with and identifying the partners to effectively communicate and collaborate for the future.
10. Discussion of next steps for AZER
11. The agreements discussion regarding the IGAs and MOUs.
12. Meeting and hearing from the new San Carlos members.
13. Barney's presentation on current projects taking place and where the funding comes from.
14. San Carlos Transportation program successful year and moving towards becoming a department.

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

1. Had VIP in attendance from all organizations.
2. More members to participate
3. Always a challenge, but keeping members throughout the meeting
4. Partnership by all partners.
5. Missing law enforcement and FHWA from the meeting
6. Not getting too detailed or project specific at first.
7. Stronger control of discussion – narrow the partnership agenda
8. Don't take too long on one item, keep the discussion going.
9. Need to get the IGAs developed and in place, so the team can move forward.

4. How do you rate the effectiveness of the Facilitators/Presenters? AVERAGE RATING: 3.62

Was not effective 0.5 1.0 1.5	Was somewhat effective 2.0 2.5 (1)	Was effective 3.0 (1) 3.5 (4)	Was very effective 4.0 (6)
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1. Good match for this team. Facilitates and kept things moving without overbearance.
2. Having 2 facilitators helps move this meeting forward with complete coverage of notes and materials.

5. How do you rate this partnership’s potential for partnering? AVERAGE RATING: 3.75

This partnership has no potential for partnering	This partnership team has some potential for partnering	This partnership team has good potential for partnering	This partnership team has very good potential for partnering
0.5 1.0 1.5	2.0 2.5	3.0 (1) 3.5(4)	4.0 (7)

1. Great team spirit and desire to help achieve real progress
2. Joy did a great job in pointing out issues and guiding the group through them without getting defensive or involved.
3. Commitment by the partners is evident, need to make some progress on the agreements

6. What other comments do you wish to offer?

1. Great meeting to help provide safety for the public.
2. Good meeting and discussion. Thanks to the San Carlos Tribe for the hospitality.
3. Thanks for the great hospitality!
4. I have witnessed a vested interest from the tribe to move their nation forward in meeting its transportation needs. They have accomplished so much more than the other tribes in AZ – a great model for other tribes to follow.
5. I really appreciate the relationships I’m building with the staff here.
6. Good to see Don Sneed back in the partnership, look forward to working with you on the agreements
7. Support for the San Carlos transportation program is here, take advantage of it.

Next meeting is: May 18, 2011 at 9:30 a.m. - 3:30 p.m. at the Apache Gold Convention Center.

Send your updated task items to Michelle as soon as you have completed them.

Please RSVP for the May 18th meeting to Michelle Fink at mfink@azdot.gov