

Everyday Counts II

Arizona Local Public Agency Stakeholder Council Meeting Minutes

Thursday, December 5, 2013

TIME: 1:00PM - 3:00PM

1905 W. Washington Street, Suite 100, Phoenix, AZ 85009

FACILITATOR: Bev Krumm

NOTETAKER: Mary Navarrette and Karen Jim

TIME KEEPER: Karen Jim

ATTENDEES: Jennifer Toth/ADOT State Engineer's Office, Randy Everett/FHWA, Sharon Gordon/FHWA, Bahram Dariush/ADOT LPA Section, Jodi Rooney/ADOT LPA Section, Keith Brann/City of Marana, Duane Eitel/City of Casa Grande, Paul Casertano/PAG, Ana Olivares/Pima County, Teresa Welborn/ADOT Partnering, Karen Lamberton/Cochise County, Dave Swietanski/Apache County, Susan Anderson/ADOT LPA Section, Steve Tate/MAG, Trevor Ebersole/City of Glendale, Kevin Adam/RTAC, Bob Lajeunesse/ADOT Prescott District and Clem Webb/ADOT Partnering.

Welcome comments:

Jennifer Toth opened the meeting, noting that this meeting is about partnership and setting a foundation of communication to improve project delivery to our constituents. This is an opportunity to have open and honest communication, throw ideas around with one another, get input, and seek challenges for continuous improvement. Jennifer thanked everyone for their time and appreciates their dedication to be a part this council.

Randy Everett explained that this is an Everyday Counts II (EDCII) initiative by FHWA to reach out, talk to communities, sit down and have roundtables with our local entities that may be frustrated and help them find answers. This is an innovative council that has a lot of potential to share innovative ideas and shows this initiative will take off and be a success.

AGENDA ITEM: Roles and Responsibilities

DISCUSSION: Jodi Rooney mentioned EDC II is an initiative from FHWA concerning transportation projects funded under the Federal-Aid Highway Program. This initiative is to provide an opportunity to learn and share information and to communicate within each agency.

AGENDA ITEM: Basic Ground Rules

DISCUSSION: Jodi Rooney presented an overview of the Basic Ground Rules and why they are needed.

CONCLUSION: Each council member present agreed to abide by the Basic Ground rules (see attached)

AGENDA ITEM: Survey Topics

DISCUSSION: Jodi Rooney provided an overview on the recent survey (Identifying Challenges Using Federal Funds for Transportation Projects) that went out to local agencies. The purpose of the survey was to gain insight on those elements of the Federal-Aid Highway Program that local agencies understood and those areas in need of additional training and education. Based on the survey results, ADOT LPA Section denoted several topics of concern, which fall into the following categories:

- Finance
- Administration
- Environmental
- Right of Way
- Other

CONCLUSION: Council members discussed and added topics suggested issues that refer to each of the survey categories. This was the opportunity for the group to list what they thought were areas of improvement regarding LPA administration. An exercise was undertaken to prioritize the topics. Once the list was compiled, the group then chose the two or three highest priorities of each category.

- Finance: Review Fees
- Finance: Timelines/Timeframes
- Environmental: NEPA
- Environmental: Timelines/Resources
- Right of Way: Process
- Administration: Self Administration
- Administration: Ways to procure a consultant (on-call)
- Administration: LPA Participation (ADOT Administration)

AGENDA ITEM: Concerns

DISCUSSION: Jodi Rooney introduced this discussion item to council members, noting that this will be a standing agenda item at each meeting to allow members to share any concerns regarding the Stakeholder's Council initiative.

CONCLUSION: No discussion was held, due to members having no concerns at this time.

AGENDA ITEM: Communication Dissemination

DISCUSSION: Jodi Rooney asked for ideas on how to communicate within networks and why is it important to let others know and include them by bringing their information to the table. Council members discussed and identified the following opportunities to communicate throughout their networks:

- Committees and Sub-committees
- Single Points of Contact (ex: NACOG/Jason Kelly sends out email)
- Informal meetings (venue) to exchange information (ex: breakfast meetings with partners)
- Local Technical Assistance Program (LTAP)
- Web forums
- Utilization of other Professional Organizations/Societies (ex: NACE)

AGENDA ITEM: Open discussion(s)

DISCUSSION: Bev Krumm opened the floor to any other discussion items.

Randy mentioned that FHWA is pleased to participate in this council. He hopes members will use this as a forum for sharing ideas and best practices.

The agenda for future meetings could include:

- Innovative Council Report
- Share innovative ideas of how each group is or can be more innovative

AGENDA ITEM: Future topics

DISCUSSION: Bev Krumm requested input from council members on specific topics they would like to see in future meetings. The following were offered as suggestions:

- How can we be innovative?
- How can we share innovative ideas?
- Implementation of Federal policy

AGENDA ITEM: Next steps

DISCUSSION: Council members were asked to discuss the selected high-priority topics from the survey within their respective networks to gain understanding on the particular issues that local agencies are encountering and ideas for process improvement.

CONCLUSION: Expectations for our next meeting include each council members share the two priority items of each category with their networks and ask for suggestions to solutions of each. Each council member is asked to bring back the issues and possible solutions for each topic. The Council will then be able to discuss each topic in depth and seek opportunities for improvement.

Next Meeting/Tentative Date

DISCUSSION: Discussion was held on possible date(s) for our next council meeting in March.

CONCLUSION: Everyone agreed and decided meetings will be held quarterly on the 1st Thursday of the month mid-morning. The next meeting will be held on March 6, 2014 at 11:00AM. After a location has been determined, the council members will be notified.