



**San Carlos Apache Tribe  
Transit Study  
Task Assignment MPD 40-10**



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Date: Tuesday September 14<sup>th</sup>, 2010  
Time: 10:00 AM – 11:45 AM  
Location: Apache Gold Convention Center  
Attendees: **ADOT** – Charla Glendening and Sam Chavez, **San Carlos** – Bernadette Kniffin and Andre Stevens, **Jacobs** – Rick Powers and Rob Bohannon, **SIMG** – Kelly Hawke and Joe Carter, **BIA** - Brenda Astor

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### **TAC KICK-OFF MEETING SUMMARY**

#### **Meeting Purpose**

The purpose was to meet with the San Carlos Transit Feasibility and implementation study TAC to initiate the project.

#### **Introductions**

The meeting was opened by Mr. Powers and self introductions were made by those representatives present.

#### **Review Scope of Work**

Rick Powers covered the proposed scope of work for the study in detail, there are two phases: 1) Transit Planning Study, 2) Transit Implementation Study and Plan. He requested that the TAC provide comments before Sept. 21, 2010, otherwise the work plan will deem to be accepted by the TAC as written. Bernadette Kniffin gave a brief background of the TANF transit program, their goals and objectives and need for a transit planning study to be eligible to receive federal transit funding. FTA has denied funding since the tribe does not have an adopted transit planning study. Assistance will be provided for future grant applications. Sam discussed the need to keep all the funding programs separated even if some of the buses are used from multiple programs. Andre said that TANF is already keeping accurate records of the use by program category. Bernadette commented that the transit program is supporting the entire community. Charla summarized that the study will provide short-term assistance with grant application preparation support and long-term with the future transit plan for San Carlos.

Bernadette announced that the TANF program receive an award at the recent Arizona Transit Conference for, "Transit Agency of the Year."

#### **Role of the Technical Advisory Committee**

Charla and Rick discussed the roles and responsibilities of the Technical Advisory Committee (TAC). Bernadette suggested the Sharon Mitchell of SEAGO, Paul Buck, Emergency Response Coordinator and Terry Ross, Social Services Director be added as members of the TAC.

### **Ongoing and Previous Studies**

Jacobs Team will review pertinent sections of all relevant previously-conducted and on-going studies, including the following:

- *San Carlos Long Range Transportation Study, 2009*
- *Gila County Small Area Transportation Study, 2006*
- *Gila County Passenger Rail Study, 2008*
- *Arizona Eastern Ridership Demand Study, 2009*
- *Town of Payson Public Transit Feasibility Study, 2007*
- *Casa Grande Public Transit Implementation Study, 2009*
- *Pinal County Small Area Transportation Study, Transit Element,*
- *Pinal County Strategic Plan Update, Transit Element,*
- *Statewide Transportation Planning Framework Study, 2010*
- *Arizona Rural Transit Needs Study, 2008*
- *Graham County Transit Feasibility Review and Implementation Study, 2007*

### **Data Requirements**

Rick Powers gave an overview of the transit study data requirements. We have received data and will need additional information to stay current. Andre will provide the monthly transit reports and Bernadette will provide her council update reports. Bernadette will be sure to keep the study team current on all transit activities and changes as they occur during the course of the study.

### **Public Involvement Plan**

The public involvement approach was discussed. Jacobs recommends a series of two public meetings, one in Bylas and one in San Carlos on the same day. This approach was approved by the TAC. Tentative timeframes for the public meetings were established; the first round of meetings will be held early to mid December 2010 and the second round will be held Feb/Mar 2011. SIMG will develop an informational flier about the study with input from Jacobs to be handed out to the public to generate awareness of the study goals.

### **Stakeholder List**

Rick Powers gave an overview of the transit study work plan (See work plan attachment). Stakeholder interviews will be scheduled in coordination with Bernadette. Rob Bohannon will conduct all stakeholder interviews, multiple interviews per day are recommended to maximize travel time. Rick Powers will attend some of the stakeholder interviews as time permits. Joe Carter expressed the need to involve stakeholders through continuing partnerships already established.

### **Communication Protocol**

Rick Powers requested that all information flow through him to keep track of the status and progress of the study. If there are requests for special meetings and presentations with tribal council members and others, Charla will determine who will attend.

### **Transit Plan Checklist**

Rick Powers gave an overview of the Transit Plan Checklist (See attachment). This checklist will be used as a tool to monitor our progress with the study. It includes the task, action, responsible party the status.

### **Action Items**

- Rick Powers will expect comments on the scope until Sept. 21, then it will be finalized and published.
- Bernadette will coordinate with internal San Carlos tribal agencies for study activities and assist in scheduling the stakeholder interviews.
- Charla will add Sharon Mitchell of SEAGO, Paul Buck and Terry Ross to the TAC.
- Bernadette will assist Rob Bohannon in coordinating stakeholder meetings.
- Bernadette and Andre will provide current and future radio repeater locations to Rick.
- Barney Bigman will need to be contacted for the transit shelter locations that are in GIS.
- A one-page information/comment will be developed by SIMG with assistance from Jacobs. This should be completed by November 1<sup>st</sup> 2010.
- Schedule a date for the first public meeting, SMIG suggested December 6-10.

**Adjourn** – Meeting adjourned at 11:45 am.