



Coordinated Council Meeting Minutes

DATE:	October 13, 2022	TIME:	10:00 AM to Noon
PLACE:	Teleconference		
CALL IN NUMBER: 1-888-740-4219 PIN # 228210			
		Via Phone	Non-Voting members/guests
Attendees	Marium Margoules, NAU Heather Brassil , NAU Marie Krisner, Hualapai HEW Sheilah Navarro, Hualapai HEW Jason Edwards, Creative Care Paula Pickett, MC ARC Melissa Burg, Nazcare Brooke Russell, New Horizons CPSN	Kyla Diaz, New Horizons CPSN Gary Janchik, New Horizons DEC Elisabeth Whitlock, 5311c Kaibab Jeanette Buckley, Lake Havasu Transit 5307 Michael Peluso, 5311 BATS (Chair) Janet Collier, Camel Express 5311	Felicia Mondragon, WACOG Roland Hulse, WACOG Sarah Loiewski, LHMPPO Brian McCoy, ADOT Shatawn Reed, ADOT
Shaded items are action items.			
ITEM	AGENDA ITEM		
1	Call to order and Introductions		10:00 AM
	a. Introductions		
	Michael Peluso called the October 13, 2022 Coordinated Council meeting to order at 10:00 AM. Michael invited new members to introduce themselves.		
	b. Review/approval of minutes - August 11, 2022		
	Michael asked if everyone has had a chance to review the August 11, 2022 minutes which were included in the agenda packet that was sent to everyone via email. With no questions or comments, Michael called for a motion to approve the minutes as is, Jeanette Buckley entered the motion and it was seconded by Paula Pickett. Motion passed by unanimous vote.		
2	ADOT		
	ADOT Updates and News		
	Michael invited anyone from ADOT online to provide an update. Shatawn Reed, ADOT 5311 Program Manager explained that next week ADOT will be hosting a webinar for contract reporting and 5310 reimbursement requests. She also explained that the 2022 Grant funds will be available in E-Grants soon. And announced that the next Annual AzTA/ADOT conference will be April 3, 2023 - April 5, 2023. Brian McCoy, ADOT 5310 Program Manager also explained that 5310 Exhibit A's are being sent to the agencies for signature. The 5310 reimbursements page in E-Grants will be closed for 3 weeks so that ADOT can update 2022 funding in the system. 5310 applications will be opening sometime in January 2023.		
3	WACOG		
	a. News/Updates		
	Michael invited Felicia Mondragon and Roland Hulse to provide any WACOG updates. Roland explained that agencies can expect to be contacted by Kittelson and Associates in regards to the Regional Transit plan in the next few weeks.		
	b. Quarterly Reporting		
	Felicia explained that quarterly reports will be due on October 17, 2022. This is for the 4th quarter that ended on September 30. Agencies are doing very good at reporting with our region at least 90%, this is one of the things that ADOT looks for from agencies applying to the 5310 program. Felicia also explained that the reports should be finished in the workbook they have been using all year as the new reports sent out in September are for this new Fiscal year.		
4	Coordination Council Topics		
	a. Draft FY2023 Coordination Plan Update		

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	<p>Michael invited Felicia to discuss the Coordination Plan Update. Felicia explained that the Coordination Plan is a 4 year planning document the gets updated every year to reflect the current years 5310 Project Requests and vehicle inventories. Felicia went through the plan and explained all of the updates that were made and the processes that are followed. Michael opened the floor for questions, a few agencies asked if it was too late to update their program information sheets; Felicia explained that as long as the changes were requested by Friday afternoon she could make the changes. The Plan is scheduled to go out for Public review/comment on October 17th. Michael called for a motion to approve the WACOG FY2023 Coordination Plan update with program information page changes. A Motion was entered by Jeanette and seconded by Janet Collier. Motion passed by unanimous vote.</p>
	b Updated Quarterly Reporting workbook
	<p>Michael again invited Felicia to discuss the quarterly reporting workbook. Felicia explained that the workbook to be used for quarterly reports for the current fiscal year starting October 1, 2022 was updated and sent to all 5310s on September 30th. She explained that there were minimal changes, just to dates and fiscal years but if any agency would like a one-on-one training we can schedule that. Michael asked if at all possible to send the workbook to the 5311s as well as it has been beneficial to the larger Transit agencies as well to help with data collection.</p>
	c Coordinated Council By-Laws for review/update/approval
	<p>Michael directed the group to the agenda packet where a copy of the By-Laws was included, explaining that this is the annual update and review. He asked if everyone had a chance to review them and if so if anyone had any questions of comments. No questions or discussion took place so he called for a motion to approve the By-laws as is. A motion was entered by Jeanette and 2nd by Janet. Motion passed by unanimous vote.</p>
	d 5310 Program-specific discussion (time to talk about what is currently happening in the 5310 program, concerns, questions, assistance, etc.)
	<p>Michael opened the floor for discussion of all things 5310-related. Marium Margoules with NAU explained that they are looking for ways to be allowed to use the Federal Reimbursement rates for fuel costs instead of the current State rates. She explained that the current rates do not cover the fuel costs for their volunteers so they are worried they will lose volunteers because the program will actually be costing them money. Janet suggested that they look at a grant they Camel Express is also applying for to help cover the costs, she will send her tin information to see if it would be a good fit for their program.</p>
	e 5311 Program-specific discussion (time to talk about what is currently happening in the 5311 program, concerns, questions, assistance, etc.)
	<p>Michael invited the 5311 agencies to an open discussion. None at this time.</p>
	f 5307 Program-specific discussion (time to talk about what is currently happening in the 5307 program, concerns, questions, assistance, etc.)
	<p>Michael invited the 5307 agency to an open discussion. Jeanette gave a summary of the current activities of the 5307 program which include the Transit Asset Management Plan approval and NTD reporting. They are hoping to get the fixed route going to completion and continuing with the Micro Transit program which is still proving successful.</p>
	g Agency announcements/highlights/coordination
	None
5	Announcements
	a Next meeting date/location; December 8, 2022 - zoom conference call
	b Arizona's 36th Annual Statewide Transit Conference presented by AzTA & ADOT April 3rd - 5th 2023
	c Training Opportunities in the region - Janette asked where everyone is getting their 1st Aide/CPR training done because they are having problems with their original providers? Heather Brassil suggested reaching out to HRMC.
6	Wrap up
	a Agenda Items for next meeting - none at this time.
7	Adjourn
	a Michael called for a motion to close the October 13, 2022 meeting at 10:40 am. A motion was entered by Jeanette and seconded by Janet. The meeting was closed by unanimous vote at 10:40 am.