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## MINUTES

Northern Arizona Intergovernmental Public Transportation Authority  
Flagstaff Metropolitan Planning Organization

**Coordinated Mobility Council**

Tuesday, August 18, 2015  
10:00 am

VERA Room/NAIPTA Offices  
3773 North Kaspar Drive  
Flagstaff, Arizona 86004

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting 928-679-8900 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.

1. **Call to order**

*The meeting was called to order at 10:00 am*

2. **Welcome by Jamie Martinez, Chair**

*Chair Martinez was not present at the meeting. The Council was welcomed by Erika Mazza, development director for NAIPTA*

3. **Roll call and introductions**

***Attendees:** Karen Dobric -Camp Civitan, Tamara McGuire -Hozhoni, Shannon Sanchez -SBHS, Kendra Edens -Williams Taxi, Rachele Marble NAIPTA, Stephanie Stearns -NAIPTA, Martin Ince -FMPO, Erin Kruse -NAU, RJ Erickson -NACOG, Armando Bernasconi Quality Connections, Tracy Sondergaard. Erika Mazza -NAIPTA*

**MINUTES**  
FMPO-NAIPTA  
**Coordinated Mobility Council**

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4. **Call to the public**

*There were no comments from the public*

5. **Section 5310 applications**

Summary of Section 5310 grant awards for 2015; review of anticipated schedule for 2016 grant cycle.

*We reviewed the Grant awards for NACOG, NAU and NAIPTA for 5310 and 5311 awards from 2015.*

*NAIPTA was awarded grant funding to address ADA accessibility at bus stops, which can include missing or broken sidewalks “within a reasonable distance” from the stop.*

*County taxi vouchers were funded at \$36,000, but the request was for \$64,000. There is a growing need for the vouchers.*

*There was a brief discussion about other potential funding sources, including private contributions, the Area Agency on Aging (AAA), and Community Development Block Grants (CDBG). Transportation for veterans is funded through the Disabled American Veterans (DAV).*

6. **Section 5310 grant project updates**

Updates from previous grant recipients on the status of active 5310 projects.

*The active fund for FY2015 must be used by Sept 30, 2015*

7. **Vehicle inventory and transportation provider information**

Instructions and timeline for providing information to compete the regional vehicle inventory and transportation provider inventory.

*In an effort to collect data that will be uniform across Arizona we are using new form which has been sent out. By doing so ADOT will be able to review the information with ease due to its uniformity. As explained in the*

**MINUTES**  
FMPO-NAIPTA  
**Coordinated Mobility Council**

---

*meeting and in an introduction letter the first step is to collect all vehicle mileage by the end of August in an effort to be on the same schedule as everyone else. Reminders will be emailed to agencies; the first reminder will be Sept 15, 2015*

**8. FMPO Coordinated Plan review**

Plans for updating the FMPO Coordinated Public Transit – Human Services Transportation Plan, in particular the sections on gaps in service and unmet needs, goals and objectives, and regional priorities.

*FMPO and NAIPTA will be working on the DRAFT of the FMPO Coordinated Plan which will be due to ADOT in March 2016.*

*ADOT and the COGs/MPOs have convened a committee to review and restructure the requirements for coordination plans. In the future updated plans may be due in January rather than March.*

**9. Statewide mobility management review**

Update on mobility management and coordination policies and practices at the state level.

*Statewide Mobility Managers are asking for assistance from ADOT to create uniform templates for required data so we are all completing the same requirements.*

- *Our new Vehicle Inventory data sheets.*
- *What percentage of meeting attendance must you complete in order to remain eligible for funding.*

*The Egrant system is somewhat difficult to use at times. There was a question about ADOT's timing for a new requirement to submit quarterly reports through Egrants. Training and advance notice are needed.*

**10. Section 5310 Workshops**

Information on upcoming workshops:

**MINUTES**  
FMPO-NAIPTA  
**Coordinated Mobility Council**

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**Benson, AZ:**

Sept 3, 2015	Grant Writing
Sep 29, 2015	Grant Management
Nov 17, 2015	Data Collection

**Flagstaff, AZ: (Twin Arrows casino)**

October 8, 2015	Grant Management
November 10, 2015	Data collection

*These workshops and future workshops are intended to address consistent shortcomings revealed by provider site visits and audits*

**11. One call – one click center**

Discussion of functionality and regional wants and needs for a one call – one-click center.

*Discussion and information gathering for One Call/One Click call center. A One call/One click center could be the place where clients can pre-plan their rides. Vehicle sharing plays a role in this as well. Clients could schedule a ride on ALL agency vans. Considerations: How do we address insurance, driver training, HIPAA laws, eligibility and routing technology?*

**12. Coordinated Mobility Council scoping and chartering discussion**

Follow-up information from the May meeting regarding the CMC, including meeting responsibilities, membership and bylaws, and overlap between the CMC and the Committee on Accessible Transportation

*FMPO will create the agenda, NAIPTA will post agendas and create minutes to be emailed and also post on the Mountain Line website. We will invite members to attend at our NAIPTA facility or by calling in using Webex/Go to meeting as well.*

*While the Coordinated Mobility Council (CMC) works to define gaps in transportation needs and resources to bridge those gaps, the Committee on Accessible Transportation (CAT) used to serve as an appeals committee. During our scope & charter discussion we discussed*

**MINUTES**  
FMPO-NAIPTA  
**Coordinated Mobility Council**

---

*combining the two under the CMC. NAIPTA has a formal appeals process for those who disagree with an eligibility determination (appeals process attached). Appeals can be brought to the CMC by the Para Transit Manager for review.*

**13. Items to/from Committee and staff**

*RJ spoke briefly about Yavapai County implementation strategies for transportation needs to move the region forward. One idea that is being discussed with United Way is having their administrative staff assist with funding distribution.*

**14. Agenda items for next meeting – November 17, 2015**

- *Planning for new application timeline*
- *Have Preliminary projects by the November 17, 2015 meeting*
- *Prepare “Call for Projects”*
- *Review of Vehicle Inventory data collected*

**15. Adjournment**

*The meeting was adjourned at 11:30 am*