



82 Hart Field Road Suite 105
Morgantown, WV 26508
(304) 291-9571
www.plantgether.org

Agenda

MPO Policy Board Meeting
Morgantown City Hall-Council Chambers
389 Spruce Street
November 19, 2015
6:00 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Reports
 - a. Citizens Advisory Committee
 - b. Finance Report
 - c. Executive Directors Report
 - i. Ongoing Studies-I79 Access, University Avenue, Ped Study
 - ii. Update on ongoing projects
 - iii. Truck Weight on Interstate Issue
 - iv. Update of Transportation Improvement Program
5. Acceptance of Audit
6. Adoption of Public Involvement Policy
7. Approval of Draft 2015 Meeting Calendar
8. Input on MPO Unified Planning Work Program for FY 2016-17
9. Appointment of Officer Nominating Committee and notice of Director review
10. Other Business
11. Meeting Adjournment



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Memorandum

Date: November 12, 2015
To: Policy Board Members
From: Bill Austin, AICP
Subject: November 19, 2015 Policy Board Agenda

Please find below a short description of the items to be considered at the November 19, 2015 Policy Board Meeting to be held at Morgantown City Hall in the Council Chambers at 6:00 PM.

-MPO Audit-The MPO's Auditor has submitted the audit for FY 2014-2015. The Auditor had no findings and made no adjustments to the MPO's records. A copy of the Audit is included in the Agenda packet. It is respectfully requested that the Policy Board accept the Audit for FY 2014-2015.

-Public Involvement Policy-MPO Staff developed a new Public Involvement Policy to meet the public outreach needs of Mountain Line Transit as part of their TIP process, as well as in response to Chairman Nugent's request that MPO Staff and the Public Involvement Policy become more proactive in reaching out to the public. The draft Policy was developed by an ad-hoc Committee consisting of Policy Board Chair Nugent, City of Morgantown Planning Director Chris Fletcher, Maria Smith of the Citizens Advisory Committee and Mountain Line Staff.

The revised Public Involvement Policy differs from the current Policy in that it provides much greater detail on how the MPO will conduct public outreach for the Transportation Improvement Program, the Long Range Transportation Plan, and other planning efforts. The most substantive change between the two documents is that the new Policy requires that Transportation Improvement Program Amendments must be available for 15 days, the previous Policy only required 10 days.

MPO staff presented the draft Public Involvement Policy to the MPO's committees at the October meetings. The draft Policy was released for public comment and will have completed the required 45 day comment period on November 14th. To date there have not

been any substantive comments on the content of the draft Policy. Please find enclosed with your agenda a copy of the draft Policy reflecting the non-substantive comments made to date. The non-substantive changes made were to format and grammar.

The Technical Advisory Committee and the Citizens Advisory Committee both unanimously recommended adoption of the draft Public Involvement Policy. It is respectfully requested that the Policy Board adopt the revised Public Involvement Policy.

-Draft MPO Meeting Schedule-Please find enclosed a draft calendar of MPO meetings for 2016. It is anticipated that the only two meeting will need to deviate from the normal schedule. Those meetings are the May and November TTAC meetings which would normally be on the second Tuesday of those months since those days are election days it is proposed to hold those meetings on the following Wednesday. Please review the attached calendar. The TTAC and the CAC have reviewed the proposed calendar and respectfully recommended its adoption by the Policy Board.

-Input on MPO Unified Planning Work Program for FY 2016-2017-As identified in the Public Involvement Policy MPO staff is seeking input from the Policy Board on work to be performed in the upcoming fiscal year. In addition to items such as administrative functions associated with budgeting, meeting organization and other normal MPO operations staff is proposing that MPO perform the update of the MPO's Long Range Transportation Plan (LRTP) as the primary in-house work task in the upcoming fiscal year. The MPO's current Plan was adopted in 2013 and it will need to be updated before 2018. It is anticipated that the I-79 Access Study will have validated the MPO's model for use in this process.

The work to be performed by staff for the update would include update of the socio-economic data to 2045, editing the network to include any new projects to be included in the existing and committed network and arranging and holding public meetings to:

- Introductory meeting to explain the LRTP process and to identify the appropriateness of the current plan's vision statement and goals and objectives and to revise those goals and objectives as needed.
- Identify the projects included in the current LRTP and to receive feedback on whether or not they are still appropriate in light of the review of the Plan's goals and objectives.
- One or more meeting to identify new concerns to be included in the Plan update and to suggest the addition or deletion of projects in the Plan.
- One or more meeting to demonstrate the results of proposed changes to the LRTP.
- Meetings to identify the final recommended updates to the LRTP and to solicit public comment on those proposed changes.

This work will also include outreach using social media and other non-traditional methods. It is anticipated that this process will be guided by a steering committee composed of the members of the MPO's committees.

It is respectfully requested that the Policy Board provide us with guidance on the work proposed above and on items you would like to see included in the upcoming work program.

-Appointment of Officer Nominating Committee-As specified in the MPO's By Laws the Policy Board is to elect new officers during the first business meeting of the year. The MPO Chairman is to appoint a committee to recommend officers for the upcoming year. It is respectfully requested that the Policy Board develop a nominating committee for officers for 2016.

The Policy Board has also directed that the Executive Directors review should occur in an Executive Session to be held during the January Policy Board meeting. Staff will be sending out an evaluation form to each Policy Board member by email within the next week. Please inform staff if you need a hard copy of this form. The completed forms should be returned to the Policy Board Chairman prior to the January Policy Board meeting.

Draft 2016 MPO Committee Meeting Schedule

MPO Policy Board

**Unless noted otherwise meetings begin at 6 pm
at Morgantown City Hall**

Thursday, January 14, 2016

Thursday, March 17, 2016

Thursday, May 19, 2016

Thursday, June 16, 2016

Thursday, August 18, 2016

Thursday, October 20, 2016

Thursday, November 17, 2016

Citizens Advisory Committee

**Unless noted otherwise meetings begin
at 6 pm at the MPO's offices**

Thursday, January 7, 2016

Thursday, March 10, 2016

Thursday, May 12, 2016

Thursday, June 9, 2016

Thursday, August 11, 2016

Thursday, October 13, 2016

Thursday, November 10, 2016

Technical Advisory Committee

**Unless noted otherwise meetings begin
at 1:30 at the MPO's Offices**

Tuesday, January 5, 2016

Tuesday, March 8, 2016

Wednesday, May 11, 2016

Moved because of election day

Tuesday, June 7, 2016

Tuesday, August 9, 2016

Tuesday, October 11, 2016

Wednesday, November 9, 2016

Moved because of election day

Policy Advisory Committee

Meeting Locations and time TBD

Monday, January 11, 2016

Monday, August 8, 2016

Monday, October 17, 2016

Moved because Columbus Day is 10/10



Public Involvement Policy

(Draft)

September 29, 2015

Policy Purpose

As a public agency the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is required to maintain "...continuous, comprehensive and cooperative planning process." (23 U. S. Code 134 (c) (3)) This means the MMMPO is committed to providing a proactive, open and transparent public involvement process that actively seeks engagement from stakeholders and the public at large.

All public involvement activities should strive to engage underrepresented communities and stakeholders as well as the public at large.

The MMMPO's public involvement process must also meet the requirements of State and Federal laws and regulations for an open decision making process that is accessible to the public. The MMMPO will also develop a separate policy to address the requirements of Title VI which will be incorporated into this document when adopted. A list of applicable laws and regulations is included in Appendix 1.



3C PLANNING PROCESS

The process for developing the plans and TIPs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems to be addressed.

– 23 U.S. Code 134 (c) (3)

This Policy is subject to the review by the following agencies:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- West Virginia Department of Transportation (WVDOT)
- Other agencies as may be required by law

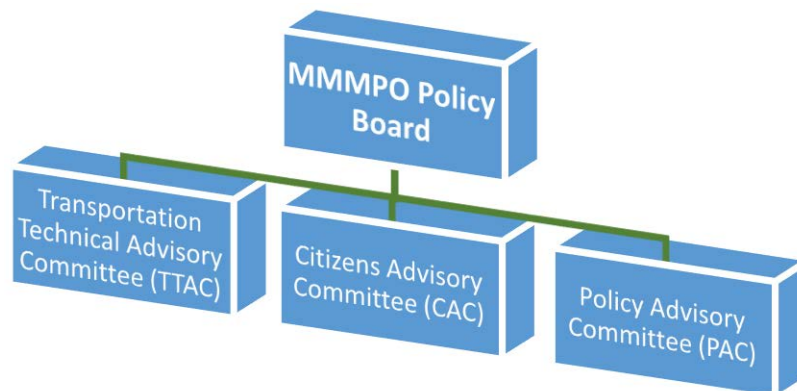
As possible all public involvement activities should be coordinated with ongoing State and Federal activities.

Relationship to the MMMPO Structure

The MMMPO Bylaws establishes three (3) advisory Committees for the consideration of the documents the MPO produces and the policies the MPO adopts for the development of the MPO’s products, services and positions. These Committees are

- Transportation Technical Advisory Committee (TTAC)
- Citizens Advisory Committee (CAC)
- Policy Advisory Committee (PAC)

These Committees act in an advisory capacity to the MMMPO’s Policy Board, the MPO’s decision making body.



The TTAC and CAC meet prior to each Policy Board meeting to review items for the Policy Board’s consideration. Unless there are extenuating circumstances, consideration of these items by these two Committee’s is considered one of the primary outreach strategies of this Policy. The meetings of these Committee’s and the related meeting agenda’s for these Committees will be advertised on the MPO’s website at least three (3) days prior to a regularly scheduled meeting. Unless specifically mentioned below, all of the items considered by the Policy Board will be publicly reviewed by these Committees as part of this Public Involvement Process.

How a transportation project get approved at the MMMPO



All notices publicized on the MMMPO’s website will also be forwarded to a list of public outlets and stakeholders established in a list of media agencies to be kept by MMMPO staff. A preliminary list of these agencies is included as Appendix 2 of this document.

The MPO’s Policy Advisory Committee will meet at least twice a year to discuss ongoing policy initiatives and the activities of the MPO. These meetings will be conducted in an open public forum format.

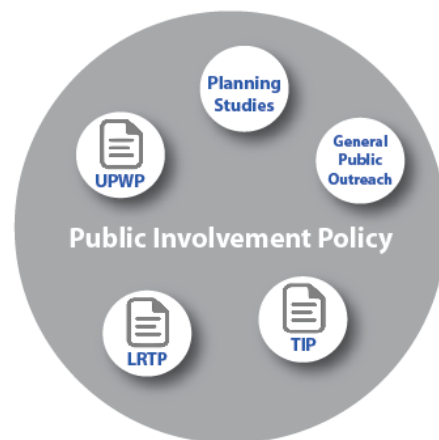
As the decision making body for the MMMPO, the Policy Board will adhere to the following guidelines:

- Regularly scheduled Policy Board meetings will be broadcast on the City of Morgantown’s public access channel unless technical difficulties do not allow this.

- The agenda for the Policy Board will be publicized on the MPO Website six (6) days prior to the Policy Board meeting.
- Special meetings may be called where it may not be possible for the meeting to be broadcast. In this instance adequate notice as stipulated by applicable law will be given to the public outlets and stakeholders established on the MMMPO Media/Stakeholder list.
- The Policy Board will open the floor for public comment at the beginning of each meeting. At the discretion of the Chairman, comments made to the Policy Board may be limited to four (4) minutes.

Applicability of the Public Involvement Policy

This Policy is applicable to consideration of all action items and recommendations made to and by the MMMPO Policy Board by the MMMPO’s committees with the exception of the consideration of personnel issues and similar matters that are exempted from open meetings laws under State code. The Policy also provides guidance in the development of planning documents and planning studies. In addition to meeting the requirements of the MMMPO, the Policy is meant to address the public involvement requirements for the adoption of the Transportation Improvement Program (TIP) and TIP Amendments for the Mountain Line Transit Authority.

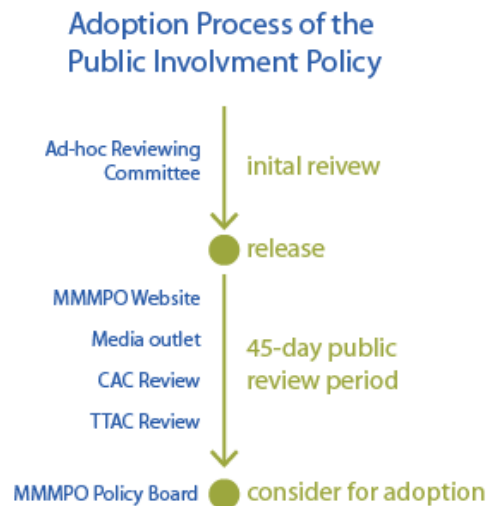


Specific requirements for individual items considered by the MMMPO, particularly this Public Involvement Policy, the Long Range Transportation Plan (LRTP or MTP) and amendments, the Transportation Improvement Program (TIP) and amendments, the Unified Planning Work Program (UPWP) and planning studies, and general public involvement activities are described below.

Public Involvement Policy

The initial review of this Policy will be conducted by an ad-hoc review committee established with representation from the TTAC, CAC, and Policy Board. The ad-hoc Committee will recommend the release of the Policy for a minimum of a forty five (45) day review period prior to adoption of the Policy by the Policy Board. Notice of the release of the Policy for comment will be made on the MMMPO website, provided to established media outlets and an advertisement notifying the public of the availability of the Policy will be placed in the local newspaper.

During the forty five (45) day comment period, the Policy will be reviewed prior the next Policy Board meeting by the TTAC and CAC as part of the established review process. Written comments from the public on the Policy will be forwarded to the Policy Board. Verbal comments will be summarized by Staff and forwarded to the Policy Board for their consideration during the adoption process.



Long Range Transportation Plan/Metropolitan Transportation Plan Adoption and Amendment

The Long Range Transportation Plan/Metropolitan Transportation Plan is one of the two primary documents the MMMPO produces. It is crucial that the LRTP/MTP have a strong public outreach component to ensure that the plan has public support as the MPO seeks funding to implement the projects identified in the Plan.

Adoption of an Updated LRTP/MTP

Adoption of an Updated LRTP/MTP-The update of the Long Range/Metropolitan Transportation Plan requires these additional steps:

- 1) The public should be notified of the intent to update/develop the LRTP/MTP. This process may occur as part of the public involvement for the development and consideration of the Unified Planning Work Program as part of the MPO's Committee review process identified above.
- 2) Establishment of a Steering Committee including Policy Board Members, members of the MPO's Committee's, and representatives of the general public.

- 3) The development of the Plan will include at a minimum two walk through public forums, as well as at least two (2) Steering Committee meetings where public comments may be received. The first public forum will present an examination of the existing conditions in the area, and the public will be encouraged to express their concerns with transportation in the area. The second public forum will be to review the recommendations for the LRTP/MTP. The Steering Committee meetings will be to review the results of the public forums and to receive public comment. It is anticipated that unless the draft Plan is found to need major revisions, the Steering Committee will release the draft LRTP/MTP for a forty five (45) day final comment period before consideration by the MPO Policy Board. In addition to advertisements published a minimum of one (1) week in advance of required meetings, all public outreach activities will include the use of non-traditional media including but not limited to social media such as Facebook and Twitter and similar websites to solicit input and to advertise public involvement activities including meetings.

2

The development of the LRTP will include **at least two (2)** walk through public forums, as well as at **least two (2)** Steering Committee meetings where public comments may be received.

45

Unless the draft Plan is found to need major revisions, the Steering Committee will release the draft LRTP/MTP for a **forty five (45) day** final comment period before consideration by the MPO Policy Board.

- 4) All public comments received during the comment period will be summarized and presented to the MPO’s Committee’s and the Policy Board for consideration prior to adoption of the Plan. The summarized comments will be included in an appendix to the Plan.

Amendments to the LRTP/MTP

Amendments to the LRTP/MTP will require a thirty (30) day public notification for any potential significant change to the LRTP/MTP. Minor amendments, meaning those that do not substantially impact the purpose and/or need of a project, require the same notification as a TIP Amendment. This notification will be made to the MMMPO’s media and stakeholders list.

Transportation Improvement Program Adoption and Amendment

The Transportation Improvement Program (TIP) is the primary document for identifying the projects to be implemented over the next six (6) years. Funding in the TIP is primarily for the first two years with the remaining years being illustrative. The MMMPO is

The Transportation Improvement Program (TIP) is the primary document for identifying the projects to be implemented over the next six (6) years.

required to prepare and update the TIP approximately every two to three year. The preparation of the TIP and amendments to the TIP will be in accord with the requirements of the applicable Federal legislation and regulations and will include adequate descriptive information including mapping as well as identification of implementing agencies, project phases, project costs, identification of Federal funds. All notices for the adoption of the TIP and amendments to the TIP will inform the public that the MPO’s Public Involvement activities also serve as public involvement for Mountain Line Transit.



- Post yearly calendar on the MPO’s website
- Post policy board meeting agenda 6 days prior to meeting
- Post committee meeting agenda 3 days prior to meeting
- Broadcast policy board meetings on public access channel

Adoption of the TIP

Thirty (30) days prior to the preparation of the TIP a notice will be advertised in the local newspaper and provided to the Media/Stakeholders List, posted on the MMMPO's website and in social media, informing the public that the TIP will be developed and soliciting input into projects that should be recommended for inclusion in the TIP. All comments received will be documented and provided to the MPO's committees for consideration of inclusion in the draft TIP. Upon completion of the notification period the draft TIP will be included in the MPO committee process as part of the regular agenda for review by the MPO Policy Board. Upon satisfactory review by the MPO Policy Board, the Board will release the draft TIP for public comment and consideration by the Policy Board at the next regularly scheduled meeting.

Amendment of the TIP and Administrative Adjustment of the TIP

The TIP may be amended at the request of the West Virginia Department of Transportation, the MMMPO, Mountain Line Transit, West Virginia University and the MMMPO's member jurisdictions. Any proposed amendment of the TIP must be advertised fifteen (15) working days in advance of consideration by the MPO Policy Board. Proposed Amendments of the TIP will be subject to the MPO's established Committee process unless it is an emergency. Administrative Adjustments to the TIP will be in accord with the MPO's Administrative Adjustment Policy adopted August 21st 2014 see Appendix 3.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) is the annual funding document for the MPO's Planning Activities. In addition to review utilizing the MMMPO's standing committee structure the development of the UPWP requires the following activities.

- 1) Notification at the November MPO Committee meetings and Policy Board meeting soliciting input for the development of the UPWP. Notification requesting input from the public, the MPO's member jurisdictions and agencies will be sought through information released to the MPO Media/Stakeholder List.

- 2) The Executive Director will prepare a draft UPWP with the aid of the MPO Executive Committee to be presented for consideration at the regularly scheduled January Policy Board meeting. Upon review the Board may recommend changes to the UPWP and recommend its release for public review for adoption at the Policy Board's regularly scheduled March meeting. All public comments received will be summarized and presented to the MPO's committees and the MPO Policy Board as part of the committee process at the March meeting.

Public Involvement for the Development of General Planning Documents

In addition to LRTP/MTP, the MMMPO prepares various planning studies and documents. Planning studies meant to further develop or modify the recommendations of the LRTP/MTP or to be adopted by the MPO's Policy Board as opposed to studies meant to document existing conditions such as the MMMPO's Traffic Count Program, must have a proactive public involvement element. The minimum elements to be included in the development of these plans include:

- 1) An ad hoc steering committee made up of stakeholders
- 2) A well-defined public involvement plan including non-traditional outreach strategies for the identification of underserved populations and how they will be addressed.
- 3) A minimum of two (2) public meetings to gather public input and to seek comments on the proposed plan.
- 4) Inclusion in the MPO's regular committee review process.

In addition to these minimum requirements, the development of these planning studies may include additional public involvement techniques including but not limited to charrettes, focus groups, newsletters, web blogs, the use of QR codes to publicize informational websites and other innovative techniques as may be found appropriate for the study being conducted. These techniques should be identified in the public involvement plan.

Ongoing Public Involvement Activities

As a public agency, the MMMPO must engage the area’s residents to keep them informed of the agency’s activities and potential changes that may occur to the area’s transportation network. To accomplish this task the MMMPO’s Staff and Officers should be engaged in an ongoing dialogue with the public through the media and public outreach.

The MPO should at a minimum, prepare and distribute a newsletter twice a calendar year and publicize the MPO’s efforts through non-traditional social media on an ongoing basis. MPO Staff should also periodically make presentations to neighborhood and regional groups on the MPO’s efforts that may affect the area’s residents, particularly in underrepresented communities.

The MMMPO Staff should also maintain ongoing relationships with transportation-oriented groups including but not limited to the Morgantown Bike Board, the Morgantown Pedestrian Board, the Monongahela River Trails Conservancy as well as statewide organizations oriented to transportation. The Executive Director and/or Chairman of the MPO Policy Board should also regularly seek to speak to civic groups including traditional groups such as the Chamber of Commerce, Rotary and student associations, and non-traditional groups about the MPO’s activities.



MPO Website



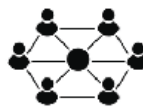
MPO Facebook



Presentations



Group Meetings



Coordination



Newsletters

APPENDIX 1

The Federal laws and processes covering public participation in transportation planning include the following:

- MAP-21: Moving Ahead for Progress in the 21st Century
- Title VI of the Civil Rights Act of 1964;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (2000);
- The Americans with Disabilities Act of 1990, the rehabilitation Act of 1973(Section 504), and the Rehabilitation Act Amendments of 1998(Section 508); and,
- The Clean Air Act Amendments of 1990.

Appendix 2 Initial Media Stakeholders List for Distribution of Information

The Dominion Post newsroom@dominionpost.org

WAJR Radio Morgantown-

WBOY TV Clarksburg

The Daily Athenaeum WVU Student Newspaper

WMMN Radio Morgantown

Appendix 3 TIP Adjustment Policy



RESOLUTION 20014 R-2

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION PUBLIC PARTICIPATION POLICY AMENDMENT

WHEREAS, the Morgantown Monongalia Metropolitan Planning Organization (MPO) has been requested to adopt a Policy for Administrative Adjustments to the Transit Section of the MPO's Transportation Improvement Program by Mountain Line Transit in conjunction with the Federal Transit Administration; and

Whereas, such a revision to the MPO's Policy's will allow for the speedy implementation of Transit Projects while not materially impacting the project being amended in a substantive fashion; and

WHEREAS it is in the best interest of the public that projects and expenditure of project funds be made expeditiously so that the public might more quickly benefit from such investment,

NOW THEREFORE BE IT RESOLVED by the Policy Board of the Morgantown Monongalia Metropolitan Planning Organization that the MPO hereby Authorizes the Executive Director to expedite proposed changes to the Transportation Improvement Program as an Administrative Adjustment when such changes meet any one of the following criteria without violating any other one criteria:

- 1) Are less than 5% of the total project cost or \$50,000 dollars, whichever amount might be less;
- 2) Shorten the implementation and project completion timeframe of the originally approved project resulting in project delivery more quickly;
- 3) Lengthen the implementation time if such time extension does not result in a project extension of more than an additional 60 days;
- 4) Make any changes, including categorizing or reclassifying any project, timeline or funding classification or funding program source where such changes do not result in changes to the scope, expenditure or final project delivery of the originally proposed project, except as provided for in items 1), 2) and 3) above.

AND BE IT FURTHER RESOLVED that such action(s) meeting the stated criteria shall carry the full force of the Policy Board as if such Action had been voted upon during a regular meeting of the Board, and

BE IT FINALLY RESOLVED that such action must be reported by the Executive Director to the Policy Board electronically at the time of the action and the Public on the MPO's website and at the Board's next regularly scheduled public meeting.

ADOPTED, this 21st day of August 2014, at a regular meeting of the Morgantown Monongalia Metropolitan Planning Organization.

ATTEST

Anthony Ciarrabrone

William B. Austin
William B. Austin

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
OCTOBER 22, 2015 MINUTES

Members Present: Chairman Wesley Nugent-City of Morgantown, Dave Bruffy-Mountain Line, Joe Statler-Blacksville, Randy Hudak-WVU, Commissioner Eldon Callen-Monongalia County, Councilperson Jennifer Selin-City of Morgantown, Mayor Marti Shamberger-City of Morgantown, Brian Carr-WVDOH, Councilperson Bill Kawecki-City of Morgantown, Mayor Herman Reid -Star City, Commissioner Edward Hawkins-Monongalia County.

Members Absent: Councilperson Janice Goodwin-City of Westover, Commissioner Tom Bloom-Monongalia County, Mayor Patricia Lewis-Granville, Mike Kelly-Board of Education

MPO Director: Bill Austin

1. Call to Order

With a quorum present, Chairman Nugent called the meeting to order at 6:00 PM.

2. Public Comment

None.

3. Approval of Minutes

Chairman Nugent introduced the approval of the August Policy Board Meeting Minutes. Commissioner Callen moved to approve the minutes as corrected; seconded by Mayor Shamberger. With no discussion, the motion unanimously passed.

4. Committee Reports

A. Citizens Advisory Committee

Mr. Rice, the Char of the Citizens Advisory Committee, noted that he was absent in the October CAC meeting. He further noted that he supports the improvements at the intersection of Greenbag Rd and WV 7 and he encouraged WV DOH to develop and evaluate more alternatives that could be more efficient in addressing identified issues at that location.

Mr. Austin noted that the CAC unanimously recommended approval of the proposed TIP Amendments. In the other business section of the meeting, the CAC asked that he write a letter commending WV DOH for the projects they recently accomplished on Beechurst Ave and Chapter Hill Rd.

B. Financial Report

Mr. Austin presented a letter from Mayor Lewis. The letter described the MPO's last two months activities as the following:

-Beginning balance in August \$13,185.21 with expenditures of \$18,058.07 and four deposits totaling \$18,129.49 leaving a balance of \$13,256.63 at the beginning of September.

-Beginning balance in September \$13,256.63 with expenditures of \$72,726.85 and two deposits totaling \$69,783.33, leaving a balance of \$10,313.11 at the beginning of October. Commissioner Callen moved for approval of the financial report as presented; second by Mayor Shamberger. With no discussion, the motion unanimously passed.

Mr. Austin noted that the MPO audit was last week. There were no issue in the audit.

C. Executive Directors Report

i. Update on I-79 Access Study and University Avenue Study

Amy Staud, the project manager of the I-79 Access Study, reported that the project team has finished the existing condition report and will present it in the first steering committee meeting. The purpose of the meeting is to confirm identified issues and gather stakeholder's feedback. Mr. Austin noted that meeting will be held at the conference room in the Morgantown Municipal Airport Terminal Building on Oct 28th from 4 PM to 6 PM.

Mr. Austin noted that the University Ave Complete Street Study will hold a steering committee meeting on Oct 29th. The consultant has prepared recommendations on preliminary design layout for the University Corridor based on the input from the community. The steering committee will review those recommendations

ii. Update on Westover Granville Pedestrian Study

Mr. Austin noted that the Westover Granville Pedestrian Study held the first steering committee meeting. Staff has completed the existing conditions, including sidewalk assessment, census analysis, and transit ridership analysis, and the results were presented to the steering committee members. Mr. Austin thanked MLTA for providing the meeting venue at the Westover MLTA administrative building. Mr. Austin noted that MPO staff will host a public meeting for this study on November 4th.

iii. Update on WV 7 / Greenbag Rd Intersection Public Meeting

Mr. Austin noted that WV DOH held a public meeting for the WV 7 / Greenbag Rd intersection project at Marilla Park. Four alternatives were presented during the meeting, which include roundabout, stretched roundabout, enlarged signalized intersection, and offset intersection. He noted that the community can submit comments on this project through WV DOH website until November 9th.

iv. Update on Mileground

Mr. Austin noted that WV DOH had a preliminary meeting on the Mileground reconstruction project from WV 705 to Hartman Run Rd. The cross-section shows four lanes with a continuous TWLTL. Mr. Austin informed the WV DOH project team that the MPO's Policy Board had recommended providing safe pedestrian crossings at strategic locations on Mileground Rd. The project team will evaluate the feasibility of installing pedestrian crossings in the corridor.

Mr. Austin also noted that WV DOH and WVU have reached a tentative agreement on the layout of the TWLTL project on Mon Blvd between Boyers Ave and Patteson Dr. The project will provide a southbound bicycle climbing lane and sidewalks. Mr. Austin noted that the agreement is **reached** that sidewalks being maintained by the Morgantown and Star City and bicycle lane will be used parking space during WVU sport events.

Mr. Statler asked about the level of service at the intersection of Mileground and Hartman Rd, if the Mileground is widened to five lanes at that location. Mr. Austin noted that the DOH traffic model show the LOS at that intersection is acceptable under the proposed alternative. Commissioner Callen noted that he is concerned about the traffic delay on the Hartman Run leg at this intersection.

5 TIP Amendment

Mr. Austin noted that the Division of Highways has requested a TIP Amendment at Klondike Hill Road (CO 15), a resurfacing project for a distance of 2.4 miles. Mr. Austin noted that this project is located in the rural area in the western part of the County. Mr. Statler noted that the road condition is much worse in that project section. Mr. Statler also noted that CO 15 had been resurfaced on the other side of the county line. Mr. Statler moved to approve the TIP Amendment, seconded by Commissioner Callen. With no discussion, the motion unanimously passed.

Mr. Austin noted that there are 19 administrative adjustments, in addition to the TIP Amendment WVDOH has requested. The administrative adjustments are informational and require no board action.

6 Draft Public Involvement Policy

Mr. Austin noted that the MPO is undergoing a revising on the Public Involvement Policy. The draft policy has been reviewed by the ad-hoc committee that agreed to work on the Policy and advertised to the public for comments. The Mountain Line Transit Authority relies on the MPO's Public Participation Process to satisfy its public participation requirements for the TIP. Mr. Austin noted that the MPO staff discussed this issue with FHWA. It has been decided that the MMMPO will develop a separate policy to address the requirements of Title VI which will be incorporated into this document when adopted. This is noted is the draft policy. Mr. Austin noted that there is no formal board action on this item at this meeting.

Councilperson Selin noted that it would be helpful to provide a copy of this policy at the City's library for public access.

7. Updated on MPO Projects in draft State Transportation Improvement Program

Mr. Austin noted that WV DOH is updating the Statewide TIP (STIP). The STIP outlines projects programming from 2016 to 2021. Four projects on the MPO's LRTP Tier 1 list were selected for funding in the draft STIP. The selected projects are: 1) Beechurst Avenue Spot Improvements, 2) West Run Widening, 3) Greenbag Road, and 4) Van Voorhis Road Widening. Mr. Austin noted that the proposed STIP projects will be coordinated with ongoing projects from WV DOH.

Mr. Austin noted that WV DOH will host a public hear for the draft STIP on November 2 from 4 pm to 6 pm in the Mountain Line Transit Terminal in Westover and encouraged interested parties to attend this event. The public can also make comments online. The web page link to the draft STIP is provided on the MPO's website. Mr. Carr noted that the public can also submit their comments through the DOT website page.

8. Discussion of Truck Issues with Congressman McKinley

Mr. Austin noted that a meeting was held at the Congressman McKinley's office to discuss the feasibility of increasing weight limits on Interstate Highways for truck uses. Mr. Statler expressed his appreciation to State Delegate Kurcaba for his effort on this issue. Mr. Statler further noted that the meeting was fruitful and that a study is needed to assess the condition of bridges and to evaluate the feasibility of increasing weight limits on the Interstate in this area.

Mr. Statler noted that it is imperative to ensure that safety is not compromised on the Interstate. Councilperson Kawecky praised the collaboration among state and local legislators and the Congressman. Councilperson Selin asked what strategies other states have adopted in similar cases. Mr. Austin noted that most states allow an increase of weight limits on Interstate highways for truck traffic on a grandfather-in basis, in which an Interstate highway was built on a preexisting trucks route.

Mr. Statler noted that it will be helpful to identify defined truck routes used by trucking companies serving this area. Commissioner Callen moved a motion to authorize the Executive Director of the MPO to write a letter supporting the evaluation of the feasibility on increasing weight-limits on Interstate highways in the Morgantown area. The letter will be sent to Congressman McKinley's office and copied to other related parties at state and local level.

9. Presentation on Mountain Line Transit Efficiency Study

Mr. Bruffy made a presentation on the preliminary recommendations made by the Mountain Line Transit Efficiency Study. As a response to a potential decrease of federal funding in the future, the study provides recommendations on equipment purchase, transit route, service schedule, fare adjustment, and other transit related issues.

Mr. Bruffy noted that that it is essential for a successful transit program that the community is aware of the function and advantage of transit service and consider transit as a viable solution to regional transportation issues and a way of improving quality of life.

10. Other Business

No other business

11. Meeting Adjournment

The meeting adjourned at 7:42 PM.



RFP # 14-033
Monongalia County

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MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION

FINANCIAL STATEMENTS

For the Year Ended June 30, 2015
Fiscal Year Audited Under GAGAS: 2015

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION
YEAR ENDED JUNE 30, 2015

BOARD OFFICERS

<u>Name</u>	<u>Representing</u>
Jennifer Selin	City of Morgantown
Mayor Marti Shamberger	City of Morgantown
Wes Nugent, Chairman	City of Morgantown
Eldon Callen, Vice Chairman	Monongalia County
Tom Bloom	Monongalia County
Ed Hawkins	Monongalia County
The Honorable Joe Statler	Town of Blacksville
Mayor Herman Reid	Town of Star City
Mayor Patricia Lewis, Treasurer	Town of Granville
Janice Goodwin	City of Westover
Randy Hudak	West Virginia University
Dave Bruffy	Mountain Line Transportation
Brian Carr	West Virginia Department of Transportation
Mike Kelly	Monongalia County Board of Education
Bill Austin, Secretary	MMMPO Executive Director

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION
YEAR ENDED JUNE 30, 2015

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INDEPENDENT AUDITOR'S REPORT

Morgantown Monongalia Metropolitan
Planning Organization
82 Hart Field Road, Suite 105
Morgantown, West Virginia 26508

To the Members of the Board:

Report on the Financial Statements

We have audited the accompanying financial statements of the Morgantown Monongalia Metropolitan Planning Organization (the "Organization"), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes designing, implementing, and maintaining internal control relevant to preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Organization's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Morgantown Monongalia Metropolitan Planning Organization, West Virginia, as of June 30, 2015, and the respective changes in its financial position thereof for the year then ended in accordance with the accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require this presentation to include *Management's Discussion and Analysis*, to supplement the basic financial statements. Although this information that is not a part of the basic financial statements, the Governmental Accounting Standards Board considers it essential for placing the basic financial statements in an appropriate operational, economic, or historic context. The Organization has omitted the Management's discussion and analysis. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 11, 2015, on our consideration of the Organization's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Balestra, Harr & Scherer, CPAs

Balestra, Harr & Scherer, CPAs, Inc.
Huntington, West Virginia
November 11, 2015

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF NET POSITION
JUNE 30, 2015**

	Governmental Activities
Assets	
Current Assets:	
Equity in Pooled Cash and Cash Equivalents	\$ 23,691
Capital Assets:	
Equipment and Furniture	50,896
Accumulated Depreciation	(47,404)
Total Capital Assets Net of Depreciation	3,492
Total Assets	\$ 27,183
Liabilities	
Current Liabilities:	
Accounts Payable	\$ 4,785
Payroll Liability	664
Total Liabilities	5,449
Net Position	
Net Position:	
Net Investment in Capital Assets	3,492
Unrestricted	18,242
Total Net Position	21,734
Total Liabilities and Net Position	\$ 27,183

The notes to the basic financial statements are an integral part of this statement.

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2015**

	Program Revenues		Net (Expenses) Revenues Changes in Net Position
	Expenses	Operating Grants and Contributions	Governmental Activities
Governmental Activities			
Transportation Planning	\$ 255,719	\$ 265,915	\$ 10,196
Total Governmental Activities	<u>\$ 255,719</u>	<u>\$ 265,915</u>	<u>10,196</u>
Change in Net Position			10,196
Net Position Beginning of Year			11,538
Net Position End of Year			<u>\$ 21,734</u>

The notes to the basic financial statements are an integral part of this statement.

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**BALANCE SHEET
GENERAL FUND
JUNE 30, 2015**

	<u>General Fund</u>
Assets	
Equity in Pooled Cash and Cash Equivalents	\$ 23,691
Total Assets	<u>\$ 23,691</u>
Liabilities	
Accounts Payable	\$ 4,785
Payroll Liability	664
Total Liabilities	<u>5,449</u>
Fund Balances	
Unassigned	<u>18,242</u>
Total Liabilities and Fund Balance	<u>\$ 23,691</u>

The notes to the basic financial statements are an integral part of this statement

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE TO
NET POSITION OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2015**

Total Governmental Fund Balances	\$	18,242
<i>Amounts reported for governmental activities in the Statement of Net Position are different because:</i>		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:		
Depreciable capital assets	50,896	
Accumulated Depreciation	<u>(47,404)</u>	
Total capital assets		<u>3,492</u>
Net Position of Governmental Activities	\$	<u>21,734</u>

The notes to the basic financial statements are an integral part of this statement.

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE**

**GENERAL FUND
JUNE 30, 2015**

	<u>General Fund</u>
Revenues	
Grants PL Funds	\$ 187,525
MPO (City)	33,890
WV DOT	<u>44,500</u>
Total Receipts	<u>265,915</u>
Expenditures	
Salaries and Related Expenditures	178,015
Rent	8,665
Travel	5,215
Professional Services	43,449
Administrative Overhead	<u>19,504</u>
Total Disbursements	<u>254,848</u>
Net Change in Fund Balances	11,067
Fund Balances Beginning of Year	<u>7,175</u>
Fund Balances End of Year	<u><u>\$ 18,242</u></u>

The notes to the basic financial statements are an integral part of this state

**MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGE IN FUND BALANCE OF GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
JUNE 30, 2015**

Net Change in Fund Balance - Governmental Fund \$ 11,067

*Amounts reported for governmental activities in the
Statement of Activities are different because:*

Capital outlays are reported as expenditures in the governmental fund. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

	Depreciation Expense	<u>(871)</u>	
Total capital assets			<u>(871)</u>

Change in Net Position of Governmental Activities \$ 10,196

The notes to the basic financial statements are an integral part of this statement.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2015

NOTE 1 - ORGANIZATION

The Morgantown Monongalia Metropolitan Planning Organization (the Organization) is organized to fulfill the requirements governing urban transportation planning under Federal Highway Administration title 23 CFR, Part 450, subpart C. and Federal Transportation Administration program regulations title 49 CFR, part 613, subpart A to implement 23 U.S.C. 134 and Section 8 of the Federal Transit Act.

The Board of the Morgantown Monongalia Metropolitan Planning Organization consists of three Monongalia County Commissioners, three officials from the City of Morgantown, an official from the Town of Blacksville, an official from the Town of Granville, an official from the Town of Star City, an official from the City of Westover, an official from the Monongalia County Board of Education, an official of the Mountain Line Transit Authority, an official from West Virginia University, and an official from the West Virginia Department of Transportation.

Statewide and metropolitan transportation planning processes are governed by Federal law (23 USC 134 and 135). Applicable state and local laws are required if federal highway or transit funds are used for transportation investments. Federal planning regulations are codified in 23 CFR 450.

Presently, most metropolitan planning organizations have no authority to raise revenues (e.g., levy taxes) on their own; rather, they are designed to allow local officials to collaboratively decide how available federal and non-federal transportation funds should be spent in urbanized areas. The funding for the operations of the metropolitan planning organization agency itself comes from a combination of federal transportation funds and required matching funds from state and local governments.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Significant accounting policies of the metropolitan planning organization are described below.

Government-Wide and Governmental Fund Financial Statements – The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the government.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect expenses have been included as part of program expenses on the statement of activities. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported as general revenue.

The Organization has only one governmental fund (General Fund) which is supported primarily by intergovernmental revenues. There are no business-type activities at the Organization.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2015

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus and Basis of Accounting – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Organization considers revenues to be available, if they are collected within 90 days after the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Grants and similar items are recognized as revenue in the fund financial statements as soon as all eligibility requirements imposed by the provider have been met and the resources become available.

Fund Accounting – The accounts of the Organization are organized on the basis of funds or groups of accounts, each of which is considered a separate accounting entity. The Organization has one fund (General Fund). The operations of the fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets and deferred outflows of resources, liabilities and deferred inflows of resources, fund balance, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in the fund based upon the purposes of which they are to be spent and the means by which spending activities are controlled.

The fund in this report is reported under the following broad fund category:

- 1) General Fund

Government-wide – The Government-wide is the general operating fund of the Organization. It is used to account for all financial resources.

Revenues – Non-Exchange Transactions – Non-exchange transactions, in which the Organization receives value without directly giving value in return, include grants and donations. On an accrual basis, revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted, matching requirements, in which the Organization must provide local resources to be used for those specific purposes, and expenditure requirements, in which the resources are provided to the Organization on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must be available before it can be recognized.

Expenses/Expenditures – On an accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2015

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets – The Organization capitalizes at cost purchased property and equipment (See Note 4) costing \$500 and greater and with a useful life greater than one year. Capital assets are depreciated using the straight-line method over the following estimated useful lives less any salvage value:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and Equipment	5 years

Restricted Fund Balance – In the fund financial statements, governmental funds report restrictions of fund balance for amounts that are legally restricted by outside parties for use for a specific purpose or are not available for expenditure in the government fund balance sheet. Unreserved fund balance indicates that portion of fund equity, which is available for spending in future periods. If restricted and unrestricted assets are available for the same purpose, then restricted assets will be used before unrestricted assets.

Net Position – Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Investments in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvement of those assets. Restricted net position would consist of monies and other resources, which are restricted to satisfy debt service requirements as specified in debt agreements.

Cash and Cash Equivalents – The investment and deposit of the Organization’s monies are governed by the provisions of the West Virginia Code. In accordance with these statutes, only banks located in West Virginia and domestic building and loan associations are eligible to hold public deposits. The statutes also permit the Organization to invest its monies in certificates of deposits, savings accounts, money market accounts, and obligations of the United States government and certain agencies thereof. The Organization may also enter into repurchase agreements with any eligible depository or any eligible dealer who is a member of the National Association of Securities Dealers for a period not exceeding 30 days.

The Organization is prohibited from investing in any financial instruments, contract, or obligation whose value or return is based upon or linked to another asset or index, or both, separate from the financial instruments, contracts, or obligation itself (commonly known as a “derivative”). The Organization is also prohibited from investing in reverse purchase agreements. Public depositories must give security for all public funds on deposit. These institutions may either specifically collateralize individual accounts in excess of amounts insured by the Federal Deposit Insurance Corporation (FDIC), or may pledge a pool of government securities valued at least 105 percent of the total value of public monies on deposit at the institution or may deposit surety company bonds which when executed shall be for an amount in excess of collateral requirements. Repurchase agreements must be secured by the specific government securities upon which the repurchase agreements are based. These securities must be obligations or of guaranteed by the United States and must mature or be redeemable within 5 years of the date of the related repurchase agreement. The market value of the securities subject to a repurchase agreement must exceed the value of the principal by 2 percent and be marked to market daily. State law does not require security for public deposits and investments to be maintained in the Organization’s name.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2015

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Taxes – The Organization is exempt from federal income tax under §501(c) (1) of the Internal Revenue Code of 1954.

Use of Estimates – The preparation of financial statements in conformity with auditing standards generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Budgets - Budgets for the general and special revenue fund are prepared annually on a modified accrual method by the staff and approved by the Organization. Budgets are reviewed on an ongoing basis and amendments are proposed as necessary. The amendments are approved by the Policy Board.

NOTE 3 – DEPOSITS AND INVESTMENTS

Concentration of Credit Risk - Cash deposits were maintained in a checking account at United Bank. The deposit balance at June 30, 2015 was \$23,691. This amount was covered by the Federal Depository Insurance Corporation.

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2015 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets being depreciated:				
Equipment and Furniture	\$ 50,896	\$ -	\$ -	\$ 50,896
Machinery and equipment				
Less: accumulated depreciation	(46,533)	(871)	-	(47,404)
Total capital assets being depreciated, net	<u>\$ 4,363</u>	<u>\$ (871)</u>	<u>\$ -</u>	<u>\$ 3,492</u>

Depreciation expense was charged to the funds of the Organization as follows:

Transportation Planning	\$ 871
-------------------------	--------

NOTE 5 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

The Organization prepares a yearly Unified Planning Work Program for the organization, which is reviewed by the participating agencies. Each task the Organization will undertake is included in this document along with the applicable budget for each identifying allowable expenditure and the source of funding.

MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2015

NOTE 6 – RISK MANAGEMENT

The Organization is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries insurance with the West Virginia State Board of Risk for umbrella (general liability) insurance for these various risks.

Workers' Compensation Fund (WCF): West Virginia utilizes a single private insurance company, Brick Street Insurance, to provide workers' compensation coverage to all employees in the state. Other private insurance companies may begin to offer coverage to private sector employees beginning July 1, 2008, and to government employers July 1, 2010. For the most part, all employers in the State, including governmental entities, must have coverage. The cost of all coverage, as determined by Brick Street, is paid for by the employers. The WCF risk pool retains the risk related to the compensation of injured employees under this program.

NOTE 7 – CONTINGENCIES

The Organization receives a majority of its support from the West Virginia Department of Highways, the West Virginia Department of Transit, the City of Morgantown, and the Monongalia County Commission. Any significant reductions in the level of support from the West Virginia Department of Highways, the West Virginia Department of Transit, the City of Morgantown, and the Monongalia County Commission could have a material effect on the Organization's programs and activities.

NOTE 8 – EMPLOYEE RETIREMENT PLAN

A. Plan Descriptions, Contribution Information and Funding Policies

The employees of the Organization may elect to participate in a self-directed Deferred Compensation Program (IRS 457) provided through ICMA-RC.

The employees contributed \$16,956 to the Deferred Compensation Program for the year ended June 30, 2015, and the employer contributed \$17,499.

NOTE 9 – COMPENSATED ABSENCES

Compensated absences are those for which employees have a right to receive consideration for expected future absences. The amount of the liability is not considered to be material.

NOTE 10 – SUBSEQUENT EVENTS

The Organization has considered all subsequent events through November 11, 2015, the date the financial statements were made available.



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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

Morgantown Monongalia Metropolitan
Planning Organization
82 Hart Field Road, Suite 105
Morgantown, West Virginia 26508

To the Members of the Board:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the governmental activities and the major fund of the Morgantown Monongalia Metropolitan Planning Organization (the "Organization"), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements and have issued our report thereon dated November 11, 2015.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Organization's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Organization's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Compliance and Other Matters

As part of reasonably assuring whether the Organization's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under Government Auditing Standards.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Balestra, Harr & Scherer, CPAs

Balestra, Harr & Scherer, CPAs, Inc.
Huntington, West Virginia
November 11, 2015

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of October 31, 2015

5:35 PM
 11/12/2015
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Centra-Checking (voucher checks)									10,313.11
Check	10/13/2015	8687	Comcast			√	Administrative Overhead	-303.56	10,009.55
Check	10/13/2015	8688	J. William B. Austin	Planning Conf. mileage		√	Travel & Ent (Travel and Ente	-157.00	9,852.55
Check	10/13/2015	8689	Public Employees Insurance Agency			√	Salary	-1,669.94	8,182.61
Check	10/13/2015	8690	Retiree Health Benefit Trust Fund			√	Salary	-326.00	7,856.61
Check	10/13/2015	8691	Service Plus			√	Accounting (Accounting Fees)	-109.68	7,746.93
Check	10/13/2015	8692	WVNET	website hosting		√	Administrative Overhead	-60.00	7,686.93
Check	10/13/2015	8693	WV Newspaper Publishing Co.			√	Administrative Overhead	-67.56	7,619.37
Check	10/13/2015	8694	WV Newspaper Publishing Co.			√	Administrative Overhead	-112.89	7,506.48
Check	10/13/2015	5399	J. William B. Austin	electronic deposit		√	Salary	-1,960.36	5,546.12
Check	10/13/2015	5400	Jing Zhang	electronic deposit		√	Salary	-1,290.76	4,255.36
Check	10/13/2015	5401	ICMA. Retirement Corp			√	Salary	-1,574.56	2,680.80
Check	10/13/2015	941	IRS			√	Salary	-1,188.51	1,492.29
Deposit	10/13/2015		Monongalia County Planning Commission	Deposit		√	Internet	151.82	1,644.11
Deposit	10/26/2015		WVDOH	Deposit August and Sept.		√	PL Funds (Funds)	78,877.34	80,521.45
Deposit	10/27/2015		Monongalia County Planning Commission	Deposit		√	Internet	151.78	80,673.23
Check	10/28/2015	8695	APA	Bill Austin's APA Dues			Administrative Overhead	-495.00	80,178.23
Check	10/28/2015	8696	Centra Bank - Mastercard	BA and JZ hotel rooms at conf. and meeting			Travel (Travel)	-620.84	79,557.39
Check	10/28/2015	8697	Fringe Benefits Management Company	October			Salary	-322.62	79,234.77
Check	10/28/2015	8698	Fringe Benefits Management Company	October			Salary	-322.62	78,912.15
Check	10/28/2015	8699	HDR Engineering	I-79 Access Study			Consulting (Consulting Expen:	-17,753.83	61,158.32
Check	10/28/2015	8700	Morgantown Municipal Airport				Rent (Rent)	-720.00	60,438.32
Check	10/28/2015	8701	Stantec Consulting Service	University Avenue Complete Streets Study			Consulting (Consulting Expen:	-22,280.39	38,157.93
Check	10/28/2015	5404	ICMA. Retirement Corp				Salary	-1,574.56	36,583.37
Check	10/30/2015	5402	J. William B. Austin	Electronic Transfer		√	Salary	-1,960.37	34,623.00
Check	10/30/2015	5403	Jing Zhang	Electronic Transfer		√	Salary	-1,290.77	33,332.23
Check	10/30/2015	941	IRS	Electronic Transfer			Salary	-1,188.49	32,143.74
Check	10/30/2015	103015	WV Dept of Tax and Revenue	Electronic Transfer			Salary	-424.00	31,719.74
Total Centra-Checking (voucher checks)									31,719.74

TOTAL