



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

Agenda

MPO Policy Board Meeting
Morgantown City Hall
389 Spruce Street
August 21, 2014
7:00 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
5. Presentation on Emergency Planning-Mike Wolfe, Monongalia County
6. TIP Amendment and Administrative Adjustment
7. Selection of Auditor
8. Public Involvement Process Amendment
9. Downtown Morgantown Truck Letter
10. Other Business
11. Meeting Adjournment



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Memorandum

Date: August 13, 2014
To: Policy Board Members
From: Bill Austin, AICP
Subject: August 21, 2014 Policy Board Agenda

Please find below a short description of the action items to be considered at the August 21, Policy Board Meeting to be held at the City of Morgantown Council Chambers at 7:00 7PM.

-Finance Report-Please find included in your agenda packet a copy of the finance reports for the months of June and July. Expenditures during this time period totaled approximately \$40,000. These expenditures included paying for the MPO's Traffic Count Program, quarterly insurance premiums, office supplies, travel as well as ongoing administrative expenses.

-Transportation Improvement Program Amendment-Please note that WVDOH has requested the following addition:

FY 2014-2015 ADD

WV 705 Patteson Drive-Install street lighting .68 miles from intersection with WV 19 (Monongahela Boulevard) to .68 miles east Federal ID-HSIP0705???? State ID U331 705????

Engineering-Federal Highway Safety Improvement Program (HSIP) Funds-\$90,000
State Funds-\$10,000 Total Funding \$100,000;

Right of Way-Federal HSIP Funds \$45,000 State Funds \$5,000 Total Funding
\$50,000

Construction-Federal HSIP Funds-\$900,000 State Funds \$100,000 Total Funding \$1,000,000

The TTAC reviewed this proposed amendment noting that the project goes from Monongahela Boulevard to University Boulevard. The TTAC asked that DOH ensure that the any reconstruction of existing facilities in the area associated with this project comply with the American with Disabilities Act. The TTAC asked if there were any information on what the planned street lights would look like. The TTAC also inquired if there were any drainage issues associated with the project The Division of Highways stated that the project has not been designed at this time but they will keep the MPO informed on these issues.

It is respectfully recommended by the TTAC and the CAC that the Policy Board approve the requested TIP Amendment.

TIP Administrative Adjustments-In addition to the TIP Amendments noted above the Division of Highways has requested the following TIP Adjustments:

-Granville-Bertha Hill Slide Correction (STP 100154D)-move to 2015 from 2014.

-WV7/CR857 Intersection Improvement (CMAQ007249D)-move to 2015 from 2014.

-Monongahela Boulevard two way left turn lane (HSIP0019394D) Move to 2016 from 2013

-West Run Widening Construction (HSIP0671005D) Increase budget to \$300,000 from \$100,000 and move to FY 2014 from previous years

-West Run Widening Construction (HSIP0671006D) Increase budget to \$2,160,000 from \$1,000,000 and move to FY 2015 from previous years

As Administrative Adjustments these items do not require approval by the Policy Board.

Auditor Selection-The MPO has received two proposals for firms to audit the MPO's Finances for the next three fiscal years. The proposals came from Balestra, Harr, & Scherer CPA's and Stephen P. Glaser, CPA. Both firms were responsive to the RFP and the prices proposed for their services were within \$75 of each other with Glaser proposing a fee of \$2,975 a year for services and Balestra proposing a fee of \$3,000 a year for services. The Auditor Selection Committee has reviewed the proposals utilizing the State mandated proposal review procedures and recommended the firm Balestra, Harr, & Scherer with a score of 75 compared to Glaser's score of 73. A copy of Balestra's proposal is included for your information. It is respectfully requested that

the Policy Board accept the Auditor Selection Committee's recommendation of Balestra, Harr, & Scherer for the MPO's audit services for this and the next two fiscal years.

Amendment of MPO Public Involvement Process-As discussed at the June Policy Board meeting the MPO's Public Involvement Process needed to be amended to allow Administrative Adjustments to the Public Transportation element of the TIP. The Policy Board approved the advertisement of the amendment to the Public Involvement Policy in accordance with the Policy's requirement for a 45 day public comment period for any change to the Policy. The proposed changes to the Policy were duly advertised in the Dominion Post on July 1, and August 1. To date there have been no comments on the proposed change to the Policy. A copy of the proposed Resolution adopting the change to the Policy is enclosed in your agenda packet. It is respectfully request that the Policy Board approve the enclosed Resolution amending the Public Involvement Policy.

-Downtown Morgantown Truck Letter-As a result of ongoing discussions concerning the issues of trucks in downtown Morgantown a Policy Board member asked the Executive Director to write a letter outlining how the MPO's Long Range Transportation Plan addresses the issue of trucks in downtown as well as ongoing efforts to address this issue. As a result of this request I circulated the text of the proposed letter in an email to the MPO's Policy Board. Commissioner Bloom requested that this item be on the Policy Board for consideration.

The initial text submitted to the Policy Board by email is presented below:

I have been asked by a Policy Board Member to clarify the MPO's Long Range Transportation Plan's (LRTP) recommendations on the issue of truck traffic in downtown Morgantown. Truck traffic in the Central Business District was identified as an important issue during the public involvement phase of the LRTP development. To address this issue the LRTP recommends improvements to the Green Bag Road corridor particularly the intersection of SR 857 (Green Bag Road) and WV 7, to provide an alternative route for truck traffic to access destinations on the southern side of the city. The LRTP also recommends improvements to WV 7 to enhance bicycle and pedestrian connectivity along the length of WV 7 from I-68 to Walnut Street. The LRTP does not recommend limiting truck access to the downtown area.

To date the WVDOH and the MPO have taken the following actions to address these issues:

The Division of Highways has set aside funding for the improvement of the Green Bag Road/WV 7 intersection during FY 2015. The WVDOH design consultant has been given the go ahead to perform a traffic analysis of the intersection. The results of that work are expected in September. The DOH has not approved the creation of a new design for the intersection. WVDOH has also reconstructed a significant portion of the sidewalk along WV 7 in the vicinity of the "Hogback" turn.

The MPO has begun collecting data for a study of potential improvements to Green Bag Road. Division of Highways Traffic Engineering Staff has agreed to assist MPO Staff on the technical aspects of the study. Data collection cannot be completed until we can observe turning movements along the corridor after the WVU students have returned for school. For this reason the first Study Steering Committee meeting is planned for mid-September with an initial public information meeting scheduled for early to mid-October. Given Holidays and the need for a robust participation process we anticipate that the Study will be completed in February.

MPO staff has expressed the MPO's willingness to assist the City in documenting the quantitative issues associated with this proposal. This is appropriate for a planning agency.

MORGANTOWN MONONGALIA
METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
JUNE 19, 2014 MINUTES (DRAFT)

Members Present: Chairman Anthony Giambrone-Star City, Vice-Chairman Wesley Nugent-Morgantown, Mayor Jennifer Selin-City of Morgantown, Dave Bruffy-Mountain Line, Joe Statler-Blacksville, Randy Hudak-WVU, Councilperson Marti Shamberger-City of Morgantown, Commissioner Eldon Callen-Monongalia County, Commissioner Tom Bloom-Monongalia County, Mayor Patricia Lewis-Granville, Brian Carr-WV DOH.

MPO Director: Bill Austin

Members Absent: Mike Kelly-Board of Education, Councilperson Janice Goodwin-Westover.

I. Call to Order

With a quorum present, Chairman Giambrone called the meeting to order at 6:03 PM.

II. Executive Session-Personnel Matter

Chairman Giambrone called for a motion to go into the executive session for a personnel matter. Commissioner Callen moved the motion; seconded by Mayor Lewis, with no discussion, the motion unanimously passed. After a short discussion, Chairman Giambrone called for a motion to come back to the regular session. Commissioner Callen moved the motion to come out of the executive session; seconded by Mayor Selin. With no discussion, the motion unanimously passed.

Chairman Giambrone then called for a motion for a review of the executive director. Vice-Chairman Nugent moved to approve a 2 percent salary increase for the executive director. He noted that the amount of this increase reflects the most recent performance evaluation while taking into account local and state funding constraints and current economic conditions. The motion was seconded by Mayor Selin.

Commissioner Callen appreciated Mr. Austin's performance and stated that the amount of increase is not appropriate, considering the currently sluggish economy at state and local level, and he is inclined to vote against this motion. Mayor Selin commended Mr. Austin's performance and leadership as the MPO director.

The motion was passed with Commissioner Callen and Commission Bloom voting no. On behalf of the Policy Board, Chairman Giambrone thanked Mr. Austin for his performance and leadership.

III. Public Comment

None

IV. Approval of Minutes

Commissioner Callen moved to accept the May Policy Board minutes as submitted; seconded by Councilperson Shamberger. With no discussion, the motion unanimously passed.

V. Committee Reports

a. Citizens Advisory Committee Report

Mr. Rice, Chair of the CAC, reported that the CAC failed to pass a motion to recommend approval of the WV-7/Brookhaven Rd TIP Amendment. The motion failed with a 2 to 2 vote, after the CAC reviewed the supplemental information provided by WV DOH. He then reported that the CAC recommended approval of the TIP Administrative Adjustment Policy for Transit to the Policy Board. Mr. Rice then noted that the CAC currently has eight members attending the CAC meeting on regular basis for last two years, and urged that the Board review the personnel representing their agencies and appoint new members to fill vacant seats.

b. Financial Report

Chairman Giambone asked Mayor Lewis to present the finance report. Mayor Lewis presented the MPO's March activities as follows:

-Beginning balance in April \$8,301.14 with expenditures of \$18,239.24 and three deposits totaling \$10,547.91, leaving a balance of \$613.81 at the beginning of May. During the May, there are three deposits totaling \$16, 530. 87, leaving a balance of \$934.00 at the end of May.

Chairman Giambone called for a motion to accept the April financial report as presented. Mr. Bruffy moved the motion; seconded by Commissioner Bloom. With no discussion, the motion unanimously passed. Vice-Chairman Nugent moved to accept the May financial report as presented; seconded by Mr. Bruffy. With no discussion, the motion unanimously passed.

VI. Executive Directors Report

a. Van Pool Program Update

Mr. Austin stated that the MPO, cooperating with the Mountain Line, is working diligently to promote the van pool program in the Morgantown area. Currently, there are two pools operating in this program. The MPO and Mountain Lines Mobility Coordinator have contacted WVU and major employers along the WV 705 corridor to expand the program. An event introducing van pooling and the MPO van pool subsidy program will be held at the WVU intermodal transportation center between 9:00 AM -3:00 PM on June 23, 2014. Mr. Bruffy mentioned that the window for the subsidy from the Federal Transit Administration will close in September, and he encouraged anybody who is interested in a van pool to act quickly to take advantage of this federal subsidy. Councilperson Shamberger noted that vehicles are provided for van pool participants in the event of an emergency.

b. Traffic Count Report

Mr. Austin noted that the draft 2014 Traffic Count Report is included in the agenda package as an informational item. He noted that this report is not as detailed as last years' report due to financial constraints. A full blown traffic report will be prepared every three years with less detailed reports such as this one being prepared during the interim years. He also noted that more detailed information for each station, such as peak period and directional volume, are available upon request. Mr. Austin solicited recommendations from the Board to improve this report.

Commissioner Bloom asked about the potential uses of the report and how WV DOH use this information for road repair purpose. Mr. Austin stated that the report provides information useful for developers, business owners, and other interested parties and will be posted on the MPO's website. He then noted that the primary reason for collecting the data is to help calibrate the MPO's travel demand model. The data in this report has been uploaded to a web-based traffic count server and shared with WV DOH. Mr. Austin commented that WV DOH conducts traffic counts and that the MPO does more detailed classified counts at selected locations.

Mr. Statler stated that since most count stations are located in the urban area and WV DOH uses traffic volume as a key criterion in deciding locations for road repair, he has concerns that roads in rural area may not get appropriate resources. Commissioner Bloom concurred with Mr. Statler's opinion. Commissioner Callen mentioned that DOH has been following the procedure stipulated by the state legislators. Mr. Carr noted that besides traffic volume, WV DOH considers various factors when deciding road repair locations, such as crashes, school zones, and types of hazards. Highway staff working in DOH county offices and district offices use their experience and knowledge to evaluate the available information and to decide the priority for road improvements. Mr. Austin added that the local district office takes video tapes on major roads to identify and document locations in need of improvements and maintains a log of repaired locations. These quantifiable objective statistics help district staffs make appropriate decisions.

c. Upcoming Travel

Mr. Austin noted that he will be on vacation in the first week of July and attend conference in Vermont in the middle of July. On June 25, MPO staff will go to Charleston for a training to learn how to access a statewide crash data system, as well as for a WV MPO Association meeting.

VII. Administrative Items

a. Auditor Selection Committee

Mr. Austin stated that the MPO is required to put its auditing services out to bid every three years and the state Auditor's Office has a set process for selecting Auditors that requires an Audit Selection Committee with between 3 and 5 members. Mr. Austin suggested the Policy Board designate two or more members to serve on this Committee with the Executive Director. After a short discussion, Councilperson Shamberger and Mayor Lewis agreed to service on the Audit Selection Committee with the Executive Director.

b. Bylaws Review Committee

Mr. Austin noted that Commissioner Bloom had requested that the MPO create a committee to review the Bylaws. Commissioner Bloom stated that the creation of the Bylaws Review Committee will be beneficial. It will allow the committee to modify the bylaws to promote a practical coordination among local government agencies and to improve the performance of the CAC and the TTAC. Mr. Statler commented that this should be a standing bylaw committee, which reviews the MPO's bylaws annually. Commissioner Callen concurred with Mr. Statler's opinion and added that setting up a bylaw-reviewing schedule will be helpful. He further noted that the Policy Board consisting of various government entities throughout this region has a lot of influence in this region.

Mr. Giambrone concurred with Commissioner Callen's opinion, and asked for volunteer to service on this committee. Mr. Statler, Commissioner Bloom, and Mayor Selin agreed to service on this committee.

c. Greenbag Road Corridor Study Steering Committee

Mr. Austin noted that MPO staff has asked the TTAC and the CAC to participate as members of the Greenbag Road Corridor Study Steering Committee. To date, City of Morgantown staff, Mr. Rich Wood, Monongalia County Planning Director, Fouad Shoukry, DOH traffic engineer, and Mr. Bill Rice, Chairman of CAC have agreed to service on this committee. Mr. Austin further commented that this study focuses on the capacity improvement on Greenbag Rd and is very important to the local community and truck industry.

Mr. Statler suggested that the MPO find a representative from the trucking industry and noted that he will try to attend the committee's meeting once the date and time of the meeting are scheduled. After a short discussion, Commissioner Callen and Mayor Selin agreed to serve on this committee.

d. Public Involvement Policy Revision

Mr. Austin noted that a draft TIP Administrative Adjustment Policy is included in the agenda package. The proposed policy will allow administrative adjustment of TIP Amendments when certain criteria are met. The public will be notified of adjustments during policy board meetings as well as on the MPO's website. Implementing this change requires an amendment to public involvement policy. Mr. Austin also noted that this change of policy will be advertised to the public and publicized on the MPO's website for 45 days before the Board can consider adoption in the August meeting. Mr. Bruffy mentioned that this policy change will benefit the public by promoting an efficient administrative operation dealing with minor changes in TIP amendments.

Commissioner Callen moved to advertise the administrative adjustment as stated in the memorandum including the listed criteria that a project must satisfy and the procedure that the Executive Director of the MPO is required to follow. Mr. Statler added that the motion also include that the Policy Board be notified of an administrative adjustment by email and in Policy Board meetings. The motion was seconded by Commissioner Bloom. With no discussion, the motion unanimously passed.

VIII. Transportation Improvement Program Amendments

Mr. Austin asked Mr. Hudak to discuss the first TIP Amendments proposed by WVU. Mr. Hudak stated that WVU received a grant from the Federal Transit Administration to upgrade power system infrastructure for the Personal Rapid Transit. The grant was originally programmed for FY 2015-2016. WVU requested that this grant be removed to FY 2014-2015. Commissioner Callen moved to approve this TIP Amendment; seconded by Mayor Selin. With no discussion, the motion unanimously passed.

Mr. Austin then introduced that the TIP Amendments for WV7/Brookhaven Rd Intersection Improvement Project is included in the agenda package with supplemental information provided by WV DOH. The information includes a proposed intersection configuration and a warrant summary. Mr. Austin noted that in the last meeting, the Board has approved the finding for the right-of-way and engineering phases of this project, but did not approve the project's construction funding. He also noted that the TTAC did not

change their recommendation to approve this project, while a CAC motion to recommend approval for this project failed.

Commissioner Callen commented that the residents living in the Brookhaven area are not in favor of this project, as it may increase their travel time through this intersection on both streets. He also stated that traffic volume alone is not sufficient to justify this project. Mr. Bruffy noted that the traffic light installation will be beneficial for transit system operation. Commissioner Bloom mentioned a similar situation at the three stop signs at CR-856 and Tyrone-Avery Rd intersection, and expressed his concern on the potential backup on WV 7 if the traffic light is installed. Mr. Statler inquired about accident data on the subject intersection. Mr. Carr noted that the decision for improving this intersection was based on traffic volume, rather than crashes. The project is developed based on the perceptions and opinions from the WV DOH district engineers and warranted by criteria defined by a national standard.

Vice-chairman Nugent asked why there are zeros at several traffic count intervals in the warrant summary. He also asked who will be responsible to maintaining this traffic light. Mr. Carr noted that the zero is shown when traffic counter was shut down during certain off-peak hours. Mr. Carr also noted that WV DOH will be responsible to maintain this traffic light.

Mayor Selin asked about the chance that WV DOH revisits this project in respect to a changed traffic circumstance in the future, if the Board vote against this project at this time. Mr. Carr noted that WV DOH develops projects based on necessity, but future funding availability cannot be guaranteed.

Commissioner Bloom asked why WV DOH choose this intersection instead of other locations which are in need of improvements more seriously. Mr. Carr noted that this project uses the CMAQ funding, which is categorized specially for this type of improvement. He also noted that a more serious problem may demand a more expensive improvement and that amount of funding is not available at this time.

Councilperson Shamberger stated that robust development is expected in the Brookhaven area, and she believes that installing a traffic light at the intersection could help to avoid traffic problems in the future.

Mr. Statler asked if the option of installing a signal that would only operate at peak times at this intersection is considered. Mr. Carr noted that he has not been notified that this option was under consideration. Mr. Austin noted that there are at least two actuated traffic signals in the Morgantown area. One is at the WV 705/Suncrest United Methodist Church intersection and the other one is at the WV 705/Office Depot intersection.

Commissioner Callen made a motion to approve this TIP Amendment, with a request that the WV DOH considers two recommendations made by the MPO's Policy Board. One recommendation is to install an actuated traffic signal at this intersection. The other recommendation is to provide a continuous southeast-bound through lane on WV 7 at this intersection. Mr. Bruffy seconded this motion. With no discussion, the motion unanimously passed.

IX. Other Business

None

X. Meeting Adjournment

The meeting adjourned at 8:42 PM.

Morgantown - Mon County Trans. Planning Org.
 Checking Account
 As of July 31, 2014

10:59 AM
 08/05/2014

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Accrual Basis Balance
Deposit (voucher checks)	07/07/2014		City of Morgantown	Deposit FY 2014-2015	2014-2015	✓	Local Gov't Membership Dues (Membership Dues)	17,390.00	6,966.98
Check	07/08/2014	8523	Public Employees Insurance Agency			✓	Employee Health Insurance and L	-1,703.94	24,356.98
Check	07/08/2014	8524	Public Employees Insurance Agency			✓	Employee Health Insurance and L	-352.00	22,653.04
Check	07/08/2014	8525	traffic group	2014 Traffic Counts		✓	Consulting (Consulting Expense)	-7,018.50	22,301.04
Check	07/11/2014	8526	Comcast			✓	Internet	-226.87	15,282.54
Check	07/11/2014	8527	Morgantown Municipal Airport			✓	Rent (Rent)	-720.00	15,055.67
Deposit	07/14/2014		Monongalia County	Deposit		✓	Local Gov't Membership Dues (Membership Dues)	12,000.00	14,335.67
Check	07/15/2014	5301	J. William B. Austin	Electronic Deposit		✓	Salaries	-1,910.62	26,335.67
Check	07/15/2014	5302	Jing Zhang	Electronic Deposit		✓	Salaries	-1,253.16	24,425.05
Check	07/15/2014	941	Internal Revenue Service	Electronic Deposit		✓	Salaries	-1,156.00	23,171.89
Check	07/15/2014	5303	ICMA, Retirement Corp			✓	Retirement Account	-1,452.33	22,015.89
Check	07/18/2014	8528	WV Board of Risk & Insurance Management			✓	Insurance (Insurance)	-936.00	20,563.56
Check	07/18/2014	8529	Service Plus			✓	Accounting (Accounting Fees)	-106.32	19,521.24
Deposit	07/25/2014		Monongalia County Planning Commissio	Deposit		✓	Internet	113.44	19,634.68
Deposit	07/28/2014		WVDOH	Deposit		✓	PL Funds (Funds)	14,938.90	34,573.58
Check	07/28/2014	8530	Centra Bank - Mastercard	Newspaper and office supplies		✓	Office Supplies (Office Supplies)	-258.80	34,314.78
Check	07/28/2014	8531	Fringe Benefits Management Company			✓	Employee Health Insurance and L	-255.90	34,058.88
Check	07/28/2014	8532	J. William B. Austin	Mileage for Conferences		✓	Travel & Ent (Travel and Entertainment)	-319.00	33,739.88
Check	07/28/2014	8533	Morgantown Municipal Airport			✓	Rent (Rent)	-720.00	33,019.88
Check	07/28/2014	8534	Public Employees Insurance Agency			✓	Employee Health Insurance and L	-1,807.94	31,211.94
Check	07/28/2014	8535	Retiree Health Benefit Trust Fund			✓	Salaries	-328.00	30,883.94
Check	07/30/2014	941	IRS	Electronic Transfer		✓	Salary	-1,155.99	29,727.95
Check	07/30/2014	5306	ICMA, Retirement Corp			✓	Retirement Account	-1,451.33	28,276.62
Check	07/30/2014	5307	WV Dept of Tax and Revenue			✓	Salary	-408.00	27,868.62
Check	07/30/2014	5308	J. William B. Austin	Electronic Transfer		✓	Salaries	-1,910.62	25,958.00
Check	07/30/2014	5309	Jing Zhang	Electronic Transfer		✓	Salaries	-1,253.17	24,704.83
Total Centra-Checking (voucher checks)								17,737.85	24,704.83

Monthly Cost Allocation Worksheet
Morgantown / Monongalia County Transportation Planning Organization

FHW/FTA	Category	Expenditures	FY 2014/2015 Budget												Total Expenditures	Remaining Budget
			Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15		
1000	Administration / Coordination	\$ 176,800.00	15,380.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 15,380.61	\$ 161,419.39
1100	Salaries	\$ 135,350.00	13,143.06												\$ 13,143.06	\$ 122,206.94
1110	Contracted Services	\$ 15,000.00	106.32												\$ 106.32	\$ 14,893.68
1200	Office Rent	\$ 9,450.00	1,440.00												\$ 1,440.00	\$ 8,010.00
1210	Utilities	\$ 5,000.00	113.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 113.43	\$ 4,886.57	
	Phone	\$ 4,500.00	113.43												\$ 113.43	\$ 4,386.57
	Web Hosting	\$ 500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00	\$ 500.00	
1250	Office Management	\$ 1,000.00	258.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 258.80	\$ 741.20	
	Copier	\$ 500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 0.00	\$ 500.00	
	Supplies/Postage	\$ 500.00	258.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 258.80	\$ 241.20	
1300	Public Notices/Fees	\$ 3,000.00													\$ 0.00	\$ 3,000.00
1400	Travel / Training	\$ 8,000.00	319.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 319.00	\$ 7,681.00	
2000	Analysis / Data Development	\$ 145,000.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,200.00	\$ 143,800.00	
2100	Equipment/Software/Analysis	\$ 10,000.00	0.00												\$ 0.00	\$ 10,000.00
2150	Subarea Plans	\$ 10,000.00	1,200.00												\$ 1,200.00	\$ 8,800.00
2200	Consulting Services	\$ 125,000.00	0.00												\$ 0.00	\$ 125,000.00
3000	Transportation Plan Update*	\$ -													\$ -	\$ -
4000	Transit	\$ 13,000.00	932.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 932.00	\$ 12,068.00	
44.21.00	Program Support & Administration	\$ 8,000.00	932.00												\$ 932.00	\$ 7,068.00
44.23.02	Regional Trans. Plan - Project	\$ 5,000.00													\$ 0.00	\$ 5,000.00
44.24.00	Short Range Transit Planning	\$ -													\$ -	\$ -
5000	TIP	\$ 8,000.00													\$ -	\$ 8,000.00
6000	Unified Planning Work Program	\$ 5,000.00													\$ -	\$ 5,000.00
Total		\$ 347,800.00	\$ 17,512.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,512.61	\$ 330,287.39

NOTE: Staff time dedicated to Line Items 2000, 2150, 4000, 5000, and 6000 not included in Salary Total

Total Eligible at 90 %	\$ 17,512.61
Total Eligible at 90 %	\$ 15,761.35
Previous Request	\$6,879.47
This Request	\$ 8,881.88

Centra-Checking (voucher checks)

Type	Date	Amount	Description	Account	Balance
Deposit	06/11/2014	5292	WVDOH	934,00	
Check	06/11/2014	5292	ICMA Retirement Corp	10,281.88	
Check	06/12/2014	5294	J William B Austin	8,781.12	
Check	06/12/2014	5295	Jing Zhang	-1,500.76	
Check	06/12/2014	5296	ICMA Retirement Corp	-1,942.12	
Check	06/12/2014	941	IRS	-1,218.93	
Check	06/12/2014	8515	Brickstreet Mutual Insurance Company	5,620.07	
Check	06/12/2014	8516	Comcast	4,119.31	
Check	06/12/2014	8517	Service Plus	-1,135.92	
Check	06/12/2014	8518	WVNET	-322.00	
Check	06/12/2014	8519	WV Newspaper Publishing Co	2,661.39	
Deposit	06/16/2014		WVDOH	Internet	-224.62
Deposit	06/24/2014		Monongalia County Planning Commission	Accounting (Accounting Fees)	-109.68
Check	06/27/2014	5297	J William B Austin	Web Hosting	-107.85
Check	06/30/2014	5298	Jing Zhang	Public Notices	-78.97
Check	06/30/2014	941	IRS	PL Funds (Funds)	6,374.99
Check	06/30/2014	5300	ICMA Retirement Corp	Internet	112.31
Check	06/30/2014	8520	WV Dept of Tax and Revenue	PL Funds (Funds)	5,976.77
Check	06/30/2014	8521	Fringe Benefits Management Company	Salaries	-1,942.11
Check	06/30/2014	8522	J William B Austin	Salaries	-1,218.92
				Salaries	-1,135.94
				Retirement Account	-1,500.76
				Salary	-404.00
				Travel & Ent (Travel and Entertainment)	-967.43
				Employee Health Insurance and L	-293.30
				Travel (Travel)	-174.90
					6,966.98
					6,966.98

Total Centra-Checking (voucher checks)
 6,966.98

Monthly Cost Allocation Worksheet
Morgantown / Monongalia County Transportation Planning Organization

FHW/FTA	Category	Expenditures	FY 2013/2014 Budget												Total Expenditures	Remaining Budget
			Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14		
	1000 Administration / Coordination	\$ 175,002.00	10,769.69	9,655.50	11,655.47	14,374.69	12,951.54	12,522.43	10,961.42	13,787.74	12,847.80	15,998.88	13,819.86	14,921.14	\$ 154,266.16	\$ 20,735.84
	1100 Salaries	\$ 135,302.00	9745.59	8047.17	10415.37	13245.09	9694.53	9728.92	9206.43	12456.43	11,302.20	11433.04	10788.72	13048.00	\$ 129,111.49	\$ 6,190.51
	1110 Contracted Services	\$ 12,000.00	105.68	113.96	0.00	103.84	735.08	1398.50	107.06	74.00	412.76	3886.32	942.94	431.68	\$ 8,311.82	\$ 3,688.18
	1200 Office Rent	\$ 9,450.00	790.00	720.00	868.00	0.00	1440.00	720.00	720.00	720.00	755.00	0.00	1440.00		\$ 8,173.00	\$ 1,277.00
	1210 Utilities	\$ 5,000.00	128.42	189.89	164.20	65.95	164.26	194.26	194.35	200.55	128.67	257.42	223.72	220.16	\$ 2,131.85	\$ 2,868.15
	Phone	\$ 4,500.00	128.42	153.94	128.25	30.00	128.31	158.31	158.40	164.60	128.67	257.42	187.77	112.31	\$ 1,736.40	\$ 2,763.60
	Web Hosting	\$ 500.00	0.00	35.95	35.95	35.95	35.95	35.95	35.95	35.95	35.95	35.95	107.85		\$ 395.45	\$ 104.55
	1250 Office Management	\$ 1,250.00	0.00	0.00	0.00	0.00	76.00	30.75	28.07	0.00	0.00	0.00	0.00	0.00	\$ 134.82	\$ 1,115.18
	Copier	\$ 750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$ -	\$ 750.00
	Supplies/Postage	\$ 500.00	0.00	0.00	0.00	0.00	76.00	30.75	28.07						\$ 134.82	\$ 365.18
	1300 Public Notices/Fees	\$ 3,000.00		202.00		221.23	326.22		344.71		249.17		324.48	78.97	\$ 1,746.78	\$ 1,253.22
	1400 Travel / Training	\$ 9,000.00	0.00	382.48	207.90	738.58	515.45	450.00	360.80	336.76		422.10	100.00	1,142.33	\$ 4,656.40	\$ 4,343.60
	2000 Analysis / Data Development	\$ 39,000.00	0.00	2,000.00	1,000.00	1,840.00	800.00	480.00	3,429.58	50.00	2,183.85	1,200.00	1,500.00	7,818.50	\$ 22,301.93	\$ 16,698.07
	2100 Equipment/Software/Analysis	\$ 15,000.00	0.00	1,200.00	0.00	0.00	0.00	480.00	1,229.58	50.00	2,183.85	1,200.00	0.00		\$ 6,343.43	\$ 8,656.57
	2150 Subarea Plans	\$ 12,000.00	0.00	800.00	1,000.00	1,500.00	800.00	0.00	2,200.00				1,500.00	800.00	\$ 8,600.00	\$ -
	2200 Consulting Services	\$ 12,000.00	0.00	0.00	0.00	340.00	0.00	0.00						7,018.50	\$ 7,358.50	\$ 4,641.50
	3000 Transportation Plan Update*	\$ -													\$ -	\$ -
	4000 Transit	\$ 13,000.00	0.00	1,200.00	0.00	0.00	0.00	800.00	0.00	621.00	1,000.00	0.00	500.00	500.00	\$ 4,621.00	\$ 8,379.00
	44.21.00 Program Support & Administration	\$ 8,000.00	0.00	0.00	0.00	0.00	0.00	800.00		621.00	1,000.00		500.00	500.00	\$ 3,421.00	\$ 4,579.00
	44.23.02 Regional Trans. Plan - Project	\$ 5,000.00		1,200.00											\$ 1,200.00	\$ 3,800.00
	44.24.00 Short Range Transit Planning	\$ -													\$ -	\$ -
	5000 TIP	\$ 8,000.00	200.00	250.00	600.00	240.00	300.00	450.00	600.00	450.00	900.00	480.00	1,200.00		\$ 5,670.00	\$ 2,330.00
	6000 Unified Planning Work Program	\$ 5,000.00	150.00	0.00	240.00	540.00	300.00	950.00	1,200.00	300.00	300.00	560.00	450.00		\$ 4,990.00	\$ 10.00
	Total	\$ 240,002.00	\$ 11,119.69	\$ 13,105.50	\$ 13,495.47	\$ 16,994.69	\$ 14,351.54	\$ 15,202.43	\$ 16,191.00	\$ 15,208.74	\$ 17,231.65	\$ 18,238.88	\$ 17,469.86	\$ 23,239.64	\$ 191,849.09	\$ 48,152.91

NOTE: Staff time dedicated to Line Items 2000, 2150, 4000, 5000, and 6000 not included in Salary Total

Total Eligible at 90 % \$ 23,239.64
 Total Eligible at 90 % \$ 20,915.68
 Previous Request \$ 5,976.77
 This Request \$ 14,938.91



RESOLUTION 20014 8-2

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 cooperation 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, which ever 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 Giambrone

J. William B. Austin

Secretary to the Board

Secretary to the Board



BALESTRA, HARR & SCHERER, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments

www.bhscpas.com

MORGANTOWN MONONGALIA MPO

Proposal to Serve as
Independent Auditors
RFP 14-033

MEMBER OF THE:



SUBMITTED JULY 23, 2014 BY
BALESTRA, HARR & SCHERER, CPAs, INC.
MICHAEL A. BALESTRA, SHAREHOLDER/DIRECTOR
balestra@bhscpas.com



BALESTRA, HARR & SCHERER, CPAs, Inc.

Accounting, Auditing and Consulting Services for Federal, State and Local Governments

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July 23, 2014

Bill Austin, Executive Director
Morgantown Monongalia MPO
82 Hart Field Road Suite 105
Morgantown, WV 26505

We appreciate the opportunity to submit this proposal for consideration to conduct the Morgantown Monongalia MPO for the year ending June 30, 2014 and the subsequent 2 years. The information you provided was very helpful in determining the scope of the engagement and our estimated fees. We are familiar with organizations similar to yours, and have worked with many governmental entities and nonprofit organizations, for a number of years. As a result, we believe these engagements would fit well with our firm's niche and client base.

In the remainder of this proposal we will attempt to describe our understanding of the scope of the engagement, highlight our firm's general attributes, as well as specific qualifications, estimate our professional fees and provide you with information on some of our clients and professional staff.

Scope of Work

We understand that the work to be performed includes GAGAS audit for the year ending June 30, 2014 and the subsequent 2 years. We will perform our audit in accordance with standards generally accepted in the United States of America and generally accepted government auditing standards. We will test material West Virginia Code.

The financial statements for the Authority will be prepared and presented in accordance with standards applicable to government entities. The reports will include a report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America and a Report on the Compliance and Internal Controls over Financial Reporting based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.

Our approach to the audit will be a risk-based approach. That is, we allocate more of our time to the areas that we perceive to have the most potential for possible misstatement. We start by carefully planning the engagement. During this process we obtain information concerning the organizational structure, document an understanding of the significant transaction processing systems and establish the scope of our testing. We believe this is the most important step in the audit process and have found that this "up-front" investment of time allows us to direct our resources more efficiently.

We will document and testing internal control systems, performing confirmation work, etc. We perform substantive tests to verify the final balances. Some of these procedures include verification of year end balances through third parties, analytical procedures and review of supporting documentation. At the conclusion of the audit, we will prepare all of the required reports in draft form, which will be reviewed with management prior to their issuance.

Firm Profile

Balestra, Harr & Scherer, CPAs, Inc. is a CPA firm licensed in the states of Ohio, Indiana, Kentucky, Michigan and West Virginia. We employ approximately 60 people of which 56 are professional staff, including 18 CPAs. Our firm has 4 office locations in Ohio. The Huntington, WV office will be used for this audit. Our client base includes entities in Ohio, Michigan, Indiana., Kentucky and West Virginia.

Our firm is a member of the American Institute of Certified Public Accountants, the Ohio Society of Certified Public Accountants and Independent Accountants International. We also are members of the AIPCA Government Audit Quality Center which provides us with industry specific training and resources. As members of these organizations, we subject ourselves to a triennial peer review in an effort to ensure that the quality of our work and our staff's education is maintained at the highest levels of our profession. Independent Accountants International provides us with a national and international network of carefully screened CPAs that enables us to perform work in virtually all parts of the world. It also provides a resource to assist in resolving unique tax and accounting problems.

A peer review consists of a review of our quality control system conducted by specially trained CPAs from other firms. Our most recent peer review was performed in November 2011. We received an unqualified report. A copy of the report has been enclosed.

Balestra, Harr & Scherer, CPAs, Inc. offers a full range of services, including, but not limited to, audits, reviews, compilations, tax planning and return preparation, payroll preparation, employee benefit plans and computer consulting. We audit numerous cooperative, governmental and nonprofit entities in the five-state area annually. Our audit staff members are located throughout the state of Ohio (including some in your area) to better serve clients in those areas. Audit, tax and consulting services to the above entities represent approximately 80% of our practice. Our goal is to develop and maintain client relationships for the long-term and make the relationship mutually beneficial.

Professional Fees

Our philosophy is to provide the highest quality professional services at a reasonable, competitive fee. Our clients are entitled to and expect us to perform our work in an efficient and effective manner. We provide all of our audit staff with proper training and equipment, including laptop computers and the necessary software to promote efficiency. Our fees are based upon hourly rates, which vary according to each individual's qualifications and experience. We strive to maintain our costs through low overhead so that we can continue our history of infrequent rate increases.

There are certain nonrecurring costs associated with the start-up of a new engagement. These start-up costs include, but are not limited to, obtaining and documenting policies, procedures and operations, developing tailored audit programs and accumulating the necessary historical information. As an expression of our desire to obtain these engagements, we will absorb these costs.

It is very difficult to estimate hours and fees for engagements with which we are not intimately familiar. However, we have had a great deal of experience with organizations such as yours. As a result, we feel comfortable providing the following estimates of maximum fees for the respective audits:

Based upon our preliminary estimates, our fees should approximate as follows:

The breakdown by provider is as follows:

06/30/2016	\$ 3,000.00	GAGAS Audit
06/30/2016	\$ 3,000.00	GAGAS Audit
06/30/2016	<u>\$ 3,000.00</u>	GAGAS Audit
Total cost for June 30, 2014 through June 30, 2016	<u>\$ 9,000.00</u>	

As noted earlier, our estimated fees are based on our limited knowledge of Morgantown Monongalia MPO. We are willing to commit to you that our fees will not exceed the amounts noted.

We encourage our clients to call us any time throughout the year with questions, projects or to just talk about current problems or conditions. We like to pride ourselves on our accessibility and staff continuity and believe that we can both benefit from our relationship.

In closing, I would like to express our appreciation for being considered for meeting your auditing requirements. I hope this letter expresses our sincere interest in working with you. If you need any additional information, please call. We would also welcome the opportunity to meet with anyone else you believe appropriate. We look forward to hearing from you.

Sincerely,



Michael A. Balestra, CPA, CFE, CGFM, CISM, CITP, CFF
Balestra, Harr & Scherer, CPAs, Inc

Balestra, Harr & Scherer, CPAs, Inc.

PROFESSIONAL STAFF

Michael A. Balestra, CPA, CFE, CGFM, CISM, CITP, CFF, graduated from The Ohio University in 1981 with a BBA and a major in accounting. Mike is a partner responsible for the firm's Government Sector and Employee Benefits Plan Sector. He was employed for fifteen years in the audit department with the Auditor of State of Ohio and for the past fifteen years as a partner of Balestra, Harr & Scherer, CPAs, Inc. an accounting firm with special expertise in auditing. He has taught numerous auditing courses for the accounting firm. He has been responsible for directing all phases of client services for many organizations, including financial and compliance audits, agreed-upon procedures and consulting for not-for-profit, hospital/medical and government entities. Mike is a member of the American Institute of Certified Public Accountants, The Ohio, West Virginia and Kentucky Society of Certified Public Accountants, Government Finance Officer Association, the Association of Government Accountants, Institute of Internal Auditors, and the Information System Audit and Control Association.

Mathew Thomas, CPA, CFE, graduated from The Ohio State University (BSBA1993) with a major in accounting and finance and has been employed with the firm for eighteen years. Hhe is a manager specializing in auditing government and nonprofit clients and employee benefit plans. He is a member of the American Institute of Certified Public Accountants, the Ohio Society of Certified Public Accountants and the Association of Certified Fraud Examiners.

Rick Galloway, CPA, graduated from Rio Grande University (BSBA, 1996) with a major in accounting and has been employed with the firm for one year. He had been previously employed with another CPA firm in Huntington, WV for 20 years. He has been involved almost exclusively in nonprofit and governmental audit, agreed-upon procedures and consulting engagements. Rick is a member of the American Institute of Certified Public Accountants, the Ohio Society of Certified Public Accountants, the West Virginia Society of Certified Public Accountants, and the Association of Government Accountants.

Brenden D. Balestra, CPA, CGAP, CISA, CGEIT, graduated from Liberty University (BSBA, 1997) with a major in accounting and has been employed with the firm for sixteen years. He has been involved almost exclusively in nonprofit and governmental audit, agreed-upon procedures and consulting engagements. He is the firm's specialist for IT Audit Requirements. Brenden is a member of the American Institute of Certified Public Accountants, the Ohio Society of Certified Public Accountants, the Information Systems Audit and Control Association, the Institute of Internal Auditors, and the Association of Government Accountants.

Brett Nelms, CPA, graduated from the Ohio State University (BSBA, 1975) with a major in accounting and has been employed with the firm for twenty years. He has been involved almost exclusively in nonprofit and employee benefit plan audit, agreed-upon procedures and consulting engagements. Brett is a member of the American Institute of Certified Public Accountants and the Ohio Society of Certified Public Accountants.

Note: All the staff noted above met the yellow book requirements for continuing professional education in the past three years. All staff members are independent of the Morgantown Monongalia MPO

Balestra, Harr & Scherer, CPAs, Inc.
WV Government Clients

<u>NAME OF CLIENT</u>	<u>TYPE OF SERVICE</u>	<u>HOURS</u>
Town of Hartford	Audit	48
Town of Fort Gay	Audit	64
City of Spencer*	Audit	120
Town of Wayne	Audit	120
Town of New Haven	Audit	48
City of Welch*	Audit	200
WV Alcohol & Beverage Control Commission	Audit	160
WV Education Broadcasting Authority & Affiliates	Audit	300
WV Department of Education	AUP	600
Workforce West Virginia	Audit	400
WV Public Defender Commission	Audit	1,400
Charleston Sanitary Board	Single Audit	200
Clarksburg Beauty Academy	Compliance Audit	80
Cabell County Solid Waste Authority	Audit	48
Cabell-Huntington Board of Health	Single Audit	100
Charleston Convention & Visitors Bureau	Audit	48
Town of West Union	Audit	64
Municipality of Moundsville	Audit	120
City of Keyser	Audit	160
Town of Clearview	Audit	64

* Denotes an A-133 Single Audit was performed.

Note: Our firm performs numerous Government and other audits in Ohio, Michigan, Indiana, and Kentucky annually. These include organizations similar to MPO in Ohio. These references can be made available upon request.



THE OHIO SOCIETY OF CPAs
PEER REVIEW PROGRAM



AICPA Peer Review Program
Administered in Ohio by The Ohio Society of CPAs

December 16, 2011

Jeffrey A Harr, CPA
Balestra, Harr & Scherer, CPAs, Inc.
129 Pinckncy St
Circleville, OH 43113

Dear Mr. Harr:

It is my pleasure to notify you that on December 16, 2011 the Ohio Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is November 30, 2014. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

John M Keller, CPA

John M. Keller, CPA
Chairman, Peer Review Committee
peerreview@ohio-cpa.com

cc: Lori Dearfield, CPA

Firm Number: 10081709 Review Number 320094



Kelley,
Galloway &
Company, PSC

CERTIFIED PUBLIC ACCOUNTANTS

- 1200 CORPORATE COURT • P.O. BOX 990 • ASHLAND, KENTUCKY 41105-0990 •
- Phone (606) 329-1811 • Fax (606) 329-8756 • E-mail contact@kelleygalloway.com • Web site www.kelleygalloway.com •

Member of the Center for Public Company Audit Firms, the Private Companies Practice Section of the American Institute of Certified Public Accountants and PKF North America Network

SYSTEM REVIEW REPORT

November 15, 2011

To the Shareholders of
Balestra, Harr & Scherer, CPAs, Inc.
and the Peer Review Committee of the Ohio Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Balestra, Harr & Scherer, CPAs, Inc. (the firm) in effect for the year ended May 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Balestra, Harr & Scherer, CPAs, Inc. in effect for the year ended May 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Balestra, Harr & Scherer, CPAs, Inc. has received a peer review rating of *pass*.

Kelley, Galloway & Company, PSC

Kelley, Galloway & Company, PSC

INDIVIDUAL AUDIT PROPOSAL SCORE SHEET

Firm Name:	Balestra Harr and Scherer
RFP Number:	14-033
Number of committee members scoring proposals (1 to 5)	3
Bid Amount	\$9,000.00

rev 7/24/2007

	Scorer #					Totals
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
<u>Responsiveness to the proposal:</u> Maximum 15 points						
Up to 5 points per question						
Does the Proposal indicate a sincere interest in your entity and was it provided in a timely manner?	5	5	4			5
Is the language in the proposal clear?	5	5	5			5
Does the proposing firm understand your government's organization and its accounting system and records?	4	4	4			4
Total Points	14	14	13	0	0	14

Understanding of the audit to be conducted: Maximum 24 points

Up to 6 points per question

Does the proposal specify the type of audit to be performed and does the proposal indicate a clear understanding of the funds and financial statements that are applicable to you particular entity?	6	6	6			6
Does the proposal describe in clear language the work plan to conduct the engagement including planning, analysis of internal controls, substantive testing, and federal award testing (if applicable) necessary for your entity?	6	6	6			6
Does the proposal demonstrate an understanding of the audit resources/manpower requirements?	6	6	6			6
Does the proposal demonstrate the firm has the ability to complete the audit within the required period?	6	6	6			6
Total Points	24	24	24	0	0	24

Technical Experience: Maximum 34 points

Do the audit supervisor and the assigned staff have experience in this entity type (i.e. Class II Cities)? Up to 6 points	6 5 5	5
Does the majority of the key audit team have three or more years of governmental auditing experience? Up to 6 points	6 5 6	6
Does the firm have extensive experience with federal grants and the Single Audit (if this is not a Single Audit performed in accordance with Circular A-133, leave blank)? Up to 6 points		0
Does the firm have experience auditing different types of governments in WV in the last three years? Up to 4 points	4 4 4	4
Are the majority of the key audit team members CPAs and do the professional affiliations of the firm demonstrate a dedication to governmental accounting and auditing? Up to 6 points	6 6 6	6
In reviewing the firms most recent peer review report and letter of comments (if applicable), does the report and comments (if applicable) indicate the firm is meeting professional standards? Up to 3 points	3 3 3	3
The firm has documented that they are a member of the <i>AICPA Governmental Audit Quality Control Center</i> ? If yes, an automatic 3 points, if no 0 points	3	3
Total Points	28 23 24 0 0	27

Cost Criteria: Maximum 25 points

1. Calculate the grand total of all bids received.
2. Divide the grand total of all bids by the number of bids received to get the average bid amount.
3. Divide each bid into the average bid amount. Multiple this answer by 10 to get the cost criteria for each proposal. Round the final number to the nearest whole number (Ex. 9.4=9, 9.5=10).

Cost Criteria Total	10
Grand Total	75

INDIVIDUAL AUDIT PROPOSAL SCORE SHEET

Firm Name:	Glaser
RFP Number:	14-033
Number of committee members scoring proposals (1 to 5)	3
Bid Amount	\$8,775.00

rev 7/24/2007

	Scorer #					Totals
	1	2	3	4	5	
<u>Responsiveness to the proposal:</u> Maximum 15 points						
Up to 5 points per question						
Does the Proposal indicate a sincere interest in your entity and was it provided in a timely manner?	5	5	5			5
Is the language in the proposal clear?	4	5	5			5
Does the proposing firm understand your government's organization and its accounting system and records?	5	4	5			5
Total Points	14	14	15	0	0	15
<u>Understanding of the audit to be conducted:</u> Maximum 24 points						
Up to 6 points per question						
Does the proposal specify the type of audit to be performed and does the proposal indicate a clear understanding of the funds and financial statements that are applicable to you particular entity?	6	6	6			6
Does the proposal describe in clear language the work plan to conduct the engagement including planning, analysis of internal controls, substantive testing, and federal award testing (if applicable) necessary for your entity?	6	6	6			6
Does the proposal demonstrate an understanding of the audit resources/manpower requirements?	6	6	6			6
Does the proposal demonstrate the firm has the ability to complete the audit within the required period?	6	6	6			6
Total Points	24	24	24	0	0	24

Technical Experience: Maximum 34 points

Do the audit supervisor and the assigned staff have experience in this entity type (i.e. Class II Cities)? **Up to 6 points**

6 6 6 6

Does the majority of the key audit team have three or more years of governmental auditing experience? **Up to 6 points**

6 6 6 6

Does the firm have extensive experience with federal grants and the Single Audit (if this is not a Single Audit performed in accordance with Circular A-133, leave blank)? **Up to 6 points**

0 0 0 0 0 0

Does the firm have experience auditing different types of governments in WV in the last three years? **Up to 4 points**

4 4 4 4

Are the majority of the key audit team members CPAs and do the professional affiliations of the firm demonstrate a dedication to governmental accounting and auditing? **Up to 6 points**

6 5 6 6

In reviewing the firms most recent peer review report and letter of comments (if applicable), does the report and comments (if applicable) indicate the firm is meeting professional standards? **Up to 3 points**

2 2 2 2

The firm has documented that they are a member of the *AICPA Governmental Audit Quality Control Center*? **If yes, an automatic 3 points, if no 0 points)**

0 0 0 0

Total Points 24 23 24 0 0 24

Cost Criteria: Maximum 25 points

1. Calculate the grand total of all bids received.
2. Divide the grand total of all bids by the number of bids received to get the average bid amount.
3. Divide each bid into the average bid amount. Multiple this answer by 10 to get the cost criteria for each proposal. Round the final number to the nearest whole number (Ex. 9.4=9, 9.5=10).

Cost Criteria Total 10

Grand Total 73