



82 Hart Field Road Suite 105  
Morgantown, WV 26505  
(304) 291-9571  
[www.plantgether.org](http://www.plantgether.org)

## Agenda

MPO Policy Board Meeting  
City of Morgantown Council Chambers  
384 Spruce Street  
October 18, 2011  
7:00 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Finance Report
5. Executive Director's Report
  - a) LRTP Update
  - b) Downtown Operations Study
  - c) Federal Highway Administration STIC Initiative
  - d) Corridor Management Initiative
  - e) Grumbeins Island Study
  - f) Upcoming WVBT Conference
6. TIP Amendments-Bill Austin, Perry Keller
7. Auditor Selection-Bill Austin
8. Regional Coordinated Transportation Plan Update- RLS Associates
9. TDM/Vanpool Program Update- Danielle Williams
10. Other Business
11. Next Meeting November 17
12. Meeting Adjournment



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## Memorandum

Date: October 13, 2011  
To: MPO Policy Board Members  
From: Bill Austin, AICP  
Subject: October 20, 2011 Policy Board Agenda

Please find below a short description of the action items to be considered at the October 18, Policy Board Meeting in Morgantown City Hall at 6:30 PM.

**-TIP Amendments and Administrative Adjustments-** WVDOH has requested that the MPO amend the TIP to include the following projects:

1. Federal Fiscal Year 2012 Project U331 703475 00; CMAQ 00073236D  
WV 7 at County Road 64 (Deckers Creek Road) MP 34.75 Construct turn lane. Total Funds \$300,000 Federal Congestion Mitigation and Air Quality Funds \$240,000 State Funds \$60,000
2. Federal Fiscal Year 2012 Project U331 119 00026 00; TEA0L22001D  
US 119-High Street at Kirk Street and Foundry Street install sidewalks and lighting. Total Funds \$437,500 Federal Transportation Enhancement Funds \$350,000 Sponsor Funds \$87,500
3. Federal Fiscal Year 2012 Project S331-218-5.50 00; STP-0218(017)D  
WV 218 Daybrook/Blacksville Road Resurface 3.59 miles begin at Milepost 5.5. Total Funds \$350,000 Federal Surface Transportation Funds \$270,000 State Funds \$80,000
4. Federal Fiscal Year 2012 Project S331-19-9.47 00; STP-0019(373)D  
US 19-Westover Star City Road Resurface 1.6 miles begin at Milepost 9.47. Total Funds \$200,000 Federal Surface Transportation Funds \$160,000 State Funds \$40,000

In addition to the projects noted above DOH has notified the MPO of the following administrative changes:

Mileground+1 Project U331 119 01600 00 STP0119350D Move to FY 2012-  
Project ROW \$18,000,000

West Run Road Widening Project U331 67/1 00000 00 HISP0671005D Move to FY  
2012 Total Cost \$100,000

Both projects were previously scheduled for FY 2011.

The MPO's Technical Advisory Committee recommended approval of the amendments outlined above. The MPO's Citizen Advisory Committee did not recommend approval or disapproval of the amendments.

**-Auditor Selection-**As required by the State Auditor's Office the MPO needs to select a firm to perform the MPO's audits for the next three years. Councilman Nugent and Board Member Bruffy along with the MPO's Executive Director reviewed proposals from four firms to perform the audit. Using the State mandated review process the Audit Selection Committee recommended selecting Teed and Associates to perform the MPO's Audit for the next three years. Teed and Associate's propose to charge the MPO \$3500 for each year's audit. Teed and Associate's performed the MPO's audit last year.

The proposals from the recommended firm and the State required form summarizing the reviews of the proposals are included in your agenda packet. The proposals from the other firms that submitted proposals and the evaluators rating sheets are available at your request. It is respectfully requested that the Policy Board select Teed and Associates to perform the MPO's audits for the next three years.

**-Coordinated Transportation Plan Update-**At the request of the West Virginia Department of Transportation Public Transportation Division RLS Associates is updating the area's plan for coordinated transportation. This plan addresses human services agency transportation as well as how that transportation works with public transportation. A draft of the executive summary for the Plan is included in your agenda packet for review and comment. RLS has tentatively scheduled a public meeting to receive comments on the draft plan on November 1<sup>st</sup>. RLS will come to the MPO Policy Board for adoption of the Plan at the November meeting.

**AUDIT PROPOSAL SCORE SHEET SUMMARY**

Monongalia County

RFP Number:

Morgantown Monongalia Metropolitan Planning Organization

82 Hart Field Road, Suite 105 Morgantown West Virginia

2011, 2012, 2013		Responsiveness to the Proposal	Understanding of the Audit to be Performed	Technical Experience	Cost Criteria Average ÷ Cost X 10	Entity Preference + 1 to 5 Points (to ONE preferred firm)	Total Points
Number of Bids Received:							
	4						
<b>ACCOUNTING FIRMS</b>	<b>Bid Amount</b>	0-15	0-24	0-31	0-25	+ 1 to 5	Maximum of 100
Allman	\$8,400.00	12	16	21	11		60
Glaser	\$8,550.00	11	16	21	11		59
Perry	\$10,800.00	12	21	29	9		71
Teed	\$10,500.00	14	22	27	9	5	77
0	\$0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
Total	\$38,250.00						

<b>Scored by: (Signatures of Audit Committee)</b>	<b>Date:</b>	
1.		
2.		
3.		
4.		
5.		

Morgantown - Mon County Trans. Planning Org.  
**Balance Sheet Detail**  
 As of August 31, 2011

2:13 PM  
 09/08/2011  
 Accrual Basis

**Contra-Checking (voucher checks)**

Type	Date	Name	Memo	Clr	Split	Amount	Balance
							<b>31,372.90</b>
Deposit	08/01/2011		Deposit	√	WV DOT (State)	22,524.54	53,897.44
Check	08/15/2011	Danielle Williams		√	Travel (Travel)	-201.25	53,696.19
Check	08/15/2011	Digital Connections		√	Telephone (Telephone)	-135.91	53,560.28
Check	08/15/2011	Public Employees Insurance Agency		√	Employee Health Insurance a	-1,214.94	52,345.34
Check	08/15/2011	Retiree Health Benefit Trust Fund		√	Employee Health Insurance a	-334.00	52,011.34
Check	08/15/2011	WV Board of Risk & Insurance	Insurance on Physical P	√	Uncategorized Expenses	-930.00	51,081.34
Check	08/15/2011	WVNET		√	Web Hosting	-35.95	51,045.39
Check	08/15/2011	Internal Revenue Service	Federal Taxes Electronic	√	Salaries	-993.72	50,051.67
Check	08/15/2011	ICMA, Retirement Corp	Contributions for JWBA	√	Retirement Account	-1,055.07	48,996.60
Check	08/15/2011	J. William B. Austin	Electronic Transfer	√	Salaries	-2,051.99	46,944.61
Check	08/15/2011	Danielle Williams	Electronic Transfer	√	Salaries	-949.02	45,995.59
Check	08/30/2011	Centra Bank - Mastercard			Computer Software	-1,500.00	44,495.59
Check	08/30/2011	Flanerty, Sensabaugh, Bonasso			Legal Fees (Legal Fees)	-314.75	44,180.84
Check	08/30/2011	Morgantown Municipal Airport			Rent (Rent)	-20.00	44,160.84
Check	08/30/2011	Morgantown Municipal Airport			Rent (Rent)	-650.00	43,510.84
Check	08/30/2011	Sprint			Telephone (Telephone)	-79.00	43,431.84
Check	08/30/2011	WVNET			Web Hosting	-35.95	43,395.89
Check	08/31/2011	WV Dept of Tax and Revenue			Salaries	-379.00	43,016.89
Check	08/31/2011	ICMA, Retirement Corp			Retirement Account	-1,059.40	41,957.49
Check	08/31/2011	J. William B. Austin		√	Salaries	-2,051.99	39,905.50
Check	08/31/2011	Danielle Williams		√	Salaries	-973.73	38,931.77
Check	08/31/2011	Federal Taxes			Salaries	-1,003.32	<u>37,928.45</u>
							<u>37,928.45</u>

Total Contra-Checking (voucher checks)

Outstanding Invoices-Mon. Co Match FY 2012 \$18,300; WVDOH Reimbursements-July \$14,301.11 Submitted 8/5; Aug. \$14,316.90 Submitted 9/7

37,928.45

**Morgantown Public Meeting for Downtown Circulation Study**  
**Main Street Morgantown Economic Redevelopment Committee**  
**Thursday, 10/6/11 4:00-5:00pm**

**Number in Attendance: 8**

**Summary of Spoken Comments and Discussion**

- Exclusive right turn onto Westover Bridge is unnecessary
- Need 2 north bound lanes all the way to Fayette
- Green time has been opened up on Beechurst Avenue since widening
- Signage/driver familiarity is still a problem along Beechurst Avenue
- Southbound Beechurst Avenue at Fayette striping goes to center of two lanes
- Need to eliminate truck traffic in downtown
- High Street pavement is damaged by heavy trucks; need to regulate weight
- Possibly use truck weight limit to eliminate downtown vehicles
- Two- way street has been shown to be beneficial for economic development in other districts
- Making Spruce Street two-way would take pressure off of Willey and High Street
- Beechurst and Campus Drive traffic signal; Beechurst should be priority
- Walnut Street to Beechurst to Westover Bridge; people blocking intersection during green time
- Tiger stripe the intersections to help people realize they can't stop and block
- Look into the use of pedestrian crossing markings/barriers for motorists that have been implemented in Shepherdstown, WV
- Waterfront Plaza left turn entering/exiting during conferences/events backs up significantly
- Need to facilitate pedestrian traffic at Westover bridge crossing Beechurst Avenue
- Allowing right turn on red creates pedestrian conflicts
- City website has the Downtown strategic plan
- Look for studies that evaluate concurrent pedestrian signalization and ped-vehicle collisions
- Need to consider future growth along Beechurst Avenue
- Need better wayfinding signage along Beechurst Avenue after widening project
- Turning radii
- Northbound right turn at Pleasant Street and at Fayette Street needs better signage
- Greenbag Road was previously constructed for routing specific vehicles. Can same be done for trucks?
- Wide sidewalks will improve pedestrian traffic

**Morgantown Public Meeting for Downtown Circulation Study**  
**Public Meeting**  
**Thursday, 10/6/11 5:00-7:00pm**

**Number in Attendance: 13**

**Summary of Spoken Comments and Discussion**

- One-way to two-way street conversion; on-street parking should not affect this decision
- Complexity of one-way streets for unfamiliar drivers
- On-street parking needs to remain for local businesses
- Fayette Street could be two-lane
- Lack of clear signage in downtown corridor
- Consider adding overhead street signs by signal heads
- One way street signs aren't obvious
- One-way in and one-way out creates congestion at one intersection
- Create connections among streets
- Truck traffic in downtown area is a concern
- Spruce Street turning right onto Walnut Street constant right-turn helps trucks
- Spruce St. & Walnut St. intersection has the highest pedestrian accident rate
- Westover Bridge sidewalk on only one side
- Two-way streets creates more alternatives for traffic flow from location to location
- Sensitivity of community interest in not just getting the traffic through
- University is evaluating a grade-separated pedestrian crossing in front of Mountainlair
- Downtown Campus master plan; does it exist?
- DOH realignment is working well coming into town south
- North on 19 is more backed up because it is now only one lane
- Evansdale Drive and Mon Blvd; right turn out of Evansdale sensor triggers signal
- Right turn on red allows cars to creep into crosswalk preventing pedestrian from crossing
- Concurrent pedestrian movement is preferred over exclusive pedestrian movement
- "Yield to Pedestrian" signs that are activated with the ped push button could be useful
- Pedestrian friendliness of streets affects flow, from a vehicle's perspective
- On street parking should not prevent alternative configurations
- Downtown Signal System and Beechurst Signal System need to be integrated
- Better connecting streets to provide alternative methods to avoid bottlenecks
- Pedestrians having to cross Walnut Street bridge have to cross streets multiple times to get to sidewalks
- Spruce St. is under utilized in terms of capacity
- Right turn detector delay to not activate
- Eliminate RTOR due to sight distance on Walnut Street at Beechurst Avenue

**Monthly Cost Allocation Worksheet**  
**Morgantown / Monongalia County Transportation Planning Organization**

FHW/FTA		Category	Expenditures												Total Expenditures	Remaining Budget
Element	Description	FY 2011/2012 Budget	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11		
<b>1000</b>	<b>Administration / Coordination</b>	\$ 147,800.00	13,201.48	10,614.62	11,156.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 34,973.02	\$ 112,826.98
<b>1100</b>	Salaries	\$ 117,600.00	10,503.88	8,250.36	9,171.27										\$ 27,925.51	\$ 89,674.49
<b>1110</b>	Contracted Services	\$ 6,000.00	968.00	1,244.75	103.32										\$ 2,316.07	\$ 3,683.93
<b>1200</b>	Office Rent	\$ 8,200.00	1,340.00	670.00	670.00										\$ 2,680.00	\$ 5,520.00
<b>1210</b>	Utilities	\$ 5,000.00	229.68	248.26	274.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 751.96	\$ 4,248.04	
	Phone	\$ 4,500.00	229.68	212.31	238.43										\$ 680.42	\$ 3,819.58
	Web Hosting	\$ 500.00		35.95	35.59										\$ 71.54	\$ 428.46
<b>1250</b>	Office Management	\$ 1,000.00	119.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 119.92	\$ 880.08	
	Copier	\$ 500.00												\$ -	\$ 500.00	
	Supplies/Postage	\$ 500.00	119.92											\$ 119.92	\$ 380.08	
<b>1300</b>	Public Notices/Fees	\$ 2,000.00												\$ -	\$ 2,000.00	
<b>1400</b>	Travel / Training	\$ 8,000.00	40.00	201.25	938.31									\$ 1,179.56	\$ 6,820.44	
<b>2000</b>	<b>Analysis / Data Development</b>	\$ 36,200.00	935.82	3,157.07	1,056.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 5,149.49	\$ 31,050.51	
<b>2100</b>	Equipment/Software/Analysis	\$ 27,500.00	935.82	3,157.07	1,056.60									\$ 5,149.49	\$ 22,350.51	
<b>2150</b>	Subarea Plans	\$ 1,000.00												\$ -	\$ -	
<b>2200</b>	Consulting Services	\$ 7,700.00												\$ -	\$ 7,700.00	
<b>3000</b>	<b>Transportation Plan Update</b>	\$ 156,000.00												\$ -	\$ 156,000.00	
<b>4000</b>	<b>Transit</b>	\$ 18,000.00	1,431.52	951.77	1,695.04									\$ 4,078.33	\$ 13,921.67	
<b>44.21.00</b>	Program Support & Administration	\$ 5,000.00	512.28											\$ 512.28	\$ 4,487.72	
<b>44.23.02</b>	Regional Trans. Plan - Project	\$ 13,000.00	919.24	951.77	1,695.04									\$ 3,566.05	\$ 9,433.95	
<b>44.24.00</b>	Short Range Transit Planning	\$ -												\$ -	\$ -	
<b>5000</b>	<b>TIP</b>	\$ 3,000.00	249.90	249.91	187.76									\$ 687.57	\$ 2,312.43	
<b>6000</b>	<b>Unified Planning Work Program</b>	\$ 5,000.00	71.40	167.10	75.10									\$ 313.60	\$ 4,686.40	
<b>Total</b>			<b>\$ 366,000.00</b>	<b>\$ 15,890.12</b>	<b>\$ 15,140.47</b>	<b>\$ 14,171.42</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,202.01</b>	<b>\$ 320,797.99</b>

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

Monthly Request at 90 %      12,754.28      Invoiced to WVDOH 10/5/11





**MORGANTOWN MONONGALIA MPO  
COORDINATED PUBLIC TRANSIT-HUMAN  
SERVICES TRANSPORTATION PLAN - UPDATE**

**DRAFT EXECUTIVE SUMMARY**



*October 6, 2011*



## *Moving Public Transportation Into the Future*

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## I. OVERVIEW

# Overview

This four-year coordinated transportation plan Executive Summary designed for Public and Human Services Transportation contains a brief evaluation of community characteristics, a stakeholder assessment, an inventory of existing transportation services, and a list of goals and priorities for the Morgantown Monongalia Metropolitan Planning Organization (MPO) area. Through interviews with human service agencies and transportation providers, demographic analysis, local public meetings and workshops, the Coordinated Public Transit-Human Service Transportation Plan Update provides a description of the unmet transportation needs in the area. The plan also includes a series of approaches to address the current and projected unmet transportation needs of people with low incomes, older adults, individuals with disabilities, and the general public. The intent of this document is to create a guide for local decision-makers as they consider advances in the coordination of transportation resources.

This planning effort meets the Federal Transit Administration's (FTA) requirement for a local coordinated transportation plan as set forth in the Safe, Accountable, Flexible, Efficient Transportation Equality Act: A Legacy for Users (SAFETEA-LU) guidelines.

The details of this plan provide a basis for continued work. The recommendations listed are designed to improve the use of transit and human service agency transportation resources to address the gaps and unmet needs in transportation. This plan is not a promise of implementation; it is a source of knowledge and shared vision of planned coordination efforts in the region and State. The strategies contained in this plan will only be achievable through sharing of responsibilities and, in some cases, additional funding.

The planning process was undertaken by the West Virginia Department of Transportation, Division of Public Transit (DPT) along with RLS & Associates, Inc. The Morgantown Monongalia MPO and various transportation providers and human service agencies in the surrounding area contributed to the plan. The public transit providers and human service agencies in the surrounding counties also have other mandates and goals that occupy their staff. However, as all of these agencies handle staffing resources, unmet client needs, or funding opportunities, they can turn to this plan to guide their shared efforts to improve transportation in West Virginia for clients as well as the general public.

This plan is an update to the MPO's first coordination plan, published in January 2007. This plan will provide an update relevant to the changes that have taken place since the previous plan. Additionally, any organization that intends to apply for grant funding during the planning period for which SAFETEA-LU guidelines apply will need to use the information contained in this updated plan when considering grant applications.

*This document is draft and confidential. Information contained within is intended only for use by the authors, RLS & Associates, Inc. and the Greater Morgantown MPO. If you are not the intended recipient, you are hereby notified that any disclosure, copying, or distribution is strictly prohibited without permission. Thank you.*

## **OBJECTIVES OF THIS COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

The objectives for this planning effort are to (1) establish current and future needs of residents and visitors to Morgantown and the surrounding counties for community transportation, and gaps in existing services, (2) determine the transportation resources available and lacking, (3) create strategies to develop public transit, human services transportation, and private sector transportation options to fill gaps, and (4) develop the most effective means and models for coordinating resources.

## **PURPOSE OF A COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN**

In August of 2005, Congress passed the Safe, Accountable, Flexible, Efficient, Transportation, Equity Act: A Legacy for Users (SAFETEA-LU), reauthorizing the Surface Transportation Act. As part of this reauthorization, grantees under the Elderly Individuals and Individuals with Disabilities (Section 5310), Job Access and Reverse Commute (JARC) (Section 5316), and New Freedom (Section 5317) grant programs must meet certain requirements in order to receive, or continue to receive, funding as of Federal Fiscal Year 2007 (October 1, 2006) and beyond. United States Department of Transportation officials anticipate a full reauthorization of SAFETEA-LU.

## **INTRODUCTION**

One of the requirements of SAFETA-LU is that projects from the programs listed above must be part of a *“locally developed Coordinated Public Transit-Human Services Transportation Plan.”* This Transportation Plan is required to be developed through a process that includes representatives of public, private, and non-profit transportation resources, human services providers, inter-city transportation providers, and the general public.

Transportation coordination has been increasing across the nation because the benefits of coordination are clear. According to the Federal Coordinating Council on Access and Mobility’s (CCAM) United We Ride information, nationally, \$700 million could be saved if transportation providers would coordinate their individual resources which are dedicated to providing transportation. This conservative estimate is based on a study conducted by the National Academy of Science’s Transportation Research Board (TRB). The estimate highlights the fact that transportation resources (funding, people, vehicle, and services) can be more effectively and efficiently utilized to provide better transportation.

Transportation coordination, while making sense from an efficiency and resource utilization standpoint, is also becoming a national mandate. During the last few years, the Federal Transit Administration, with the CCAM, developed a national campaign entitled “United We Ride,” to help promote transportation coordination. The U.S. Congress supported the emphasis on coordinated human service agency and public transportation efforts with the passage of SAFETEA-LU. Coordinated transportation is now an eligibility requirement for the following FTA grant programs.

**Transportation for Elderly Persons and Persons with Disabilities (Section 5310)** – This program (49 U.S.C. 5310) provides formula funding to States for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when the existing transportation service is unavailable, insufficient, or inappropriate to meeting these needs. States apply for funds on behalf of local private non-profit agencies and certain public bodies. Capital projects are eligible for funding. Most funds are used to purchase vehicles, but acquisition of transportation services under contract, lease or other arrangements, and state program administration are also eligible expenses.

**Job Access and Reverse Commute (JARC) Program (Section 5316)** – The purpose of this grant program is to develop transportation services designed to transport people with low incomes to and from jobs and job related activities. Emphasis is placed on projects that use mass transportation services. Job Access grants are intended to provide new transit service to assist welfare recipients and other low-income individuals in getting to jobs, training, and child care. Reverse Commute grants are designed to develop transit services to transport workers to suburban job sites. Eligible recipients include local governmental authorities, agencies, and non-profit entities. Eligible activities for Job Access grants include capital and operating costs of equipment, facilities, and associated capital maintenance items related to providing access to jobs. Also included are the costs of promoting the use of transit by workers with nontraditional work schedules, promoting the use of transit vouchers, and promoting the use of employer-provided transportation including transit benefits. For Reverse Commute grants, the following activities are eligible: operating costs, capital costs, and other costs associated with reverse commute by bus, train, carpool, vans, or other transit service.

**New Freedom Program (Section 5317)** – A new funding program that began in Federal Fiscal Year 2006, New Freedom is designed to encourage services and facility improvements to address the transportation needs of individuals with disabilities that go beyond those required by the Americans with Disabilities Act (ADA). The New Freedom formula grant program has been designed to expand the transportation mobility options available to individuals with disabilities beyond the requirements of the ADA. Examples of projects and activities that might be funded under the program include, but are not limited to:

- ◆ Purchasing vehicles and supporting accessible taxi, ride-sharing, and vanpooling programs.
- ◆ Providing paratransit services beyond minimum requirements of the ADA, including seasonal routes.
- ◆ Making accessibility improvements to transit and intermodal stations not designated as key stations.
- ◆ Supporting voucher programs for transportation services offered by human service providers.
- ◆ Supporting volunteer driver and passenger aide/assistant programs.
- ◆ Supporting mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.

## II. SERVICE PROVIDERS CAPABILITIES

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### OVERVIEW

The evaluation of service provider capabilities and the structure of transportation resources in Morgantown provide coordinated transportation planners with the necessary foundation for designing changes that will complete and improve the network of transportation resources. Multiple components of community outreach activities were utilized to encourage public and human service agency transportation providers and users to participate in the coordination planning efforts, to include focus groups and one-on-one interviews.

An understanding of existing resources, vehicle utilization, and financial information is necessary prior to implementation of new coordinated approaches to service for older adults, individuals with disabilities, people with low incomes, and the general public. Service summaries and vehicle utilization tables in the plan will provide an overview of the vehicle inventories and utilization, hours of service, and passenger eligibility for each of the participating organizations (where information was provided by those organizations).

The ultimate goal for local organizations that provide, purchase, or use transportation is to improve upon the existing network of services to create new efficiencies so that programs can provide more service with the existing level of funding. If services are to be expanded in the future, additional funding will be necessary. This document outlines several coordination strategies to be explored that can be accomplished through coordination of existing resources as well as strategies that can only be implemented with additional funding.

Certain coordinated transportation stakeholders are eligible for additional funding through the Federal Transit Administration's (FTA) Section 5316 Program, Job Access and Reverse Commute (JARC); Section 5317 Program, New Freedom; and the Section 5310 Program, Transportation for Elderly Persons and Persons With Disabilities. Criteria for eligible applicants to the Section 5316 and 5317 programs are as follows:

- ◆ Public entities providing public transit services; or,
- ◆ Private, nonprofit entities designated by local government to provide public transit services.

Criteria for eligible applicants to Section 5310 are as follows:

- ◆ Private, nonprofit 501(c)(3) corporations;
- ◆ Public bodies identified by the state as lead agencies in a coordination project; or
- ◆ Public bodies that certify that no private, nonprofit corporations exist within their jurisdiction for the provision of elderly and disabled transportation.

Organizations that are not eligible applicants for Sections 5316, 5317, or 5310 may still benefit from those programs through agreements with eligible organizations, and should seek

partnerships and formal contractual agreements with an eligible applicant in order to achieve the coordinated transportation goals.

## **INVENTORY OF SERVICES AND KEY STAKEHOLDERS**

Key public and human service agency transportation stakeholders in Morgantown were invited to participate in a one-on-one interview with a representative from the RLS consulting team to discuss the existing transportation resources utilized for their consumers, and/or a meeting with all stakeholders and the general public.

Invitations were sent to stakeholders in each county within the Region VI Planning and Development Council and Monongalia County that represent human service agencies, older adult programs and services, public transportation, student transportation, private transportation, healthcare facilities, regional planning, major employers, elected officials, and non-profit and volunteer organizations that serve the targeted populations. West Virginia Departments of Health and Human Services, Division of Public Transit, and Area Agency on Aging were also invited to participate.

Nine stakeholder organizations agreed to participate in a one-on-one interview or the local meeting with the consulting team to discuss transportation services provided or needed with respect to consumers served in the Morgantown area. Interviewers used a standard set of questions for each interview to promote consistency in the findings. Stakeholders that provide transportation services described their programs and resources. Other organizations that develop planning for the area expressed several common interests regarding the unmet transportation needs of their consumers and the general public in the Morgantown area.

The following paragraphs describe the transportation provided by each of the participating organizations. The organizations that participated in a one-on-one interview or provided information through the local meeting with the consulting team are listed below:

- ◆ Morgantown Monongalia MPO;
- ◆ In Touch and Concerned;
- ◆ Metro Limousine Service;
- ◆ Morgantown Cab Company;
- ◆ Mountain Line Transit Authority;
- ◆ PACE Enterprises;
- ◆ R&R Transit;
- ◆ Valley Health Care; and,
- ◆ West Virginia University Transportation and Parking.

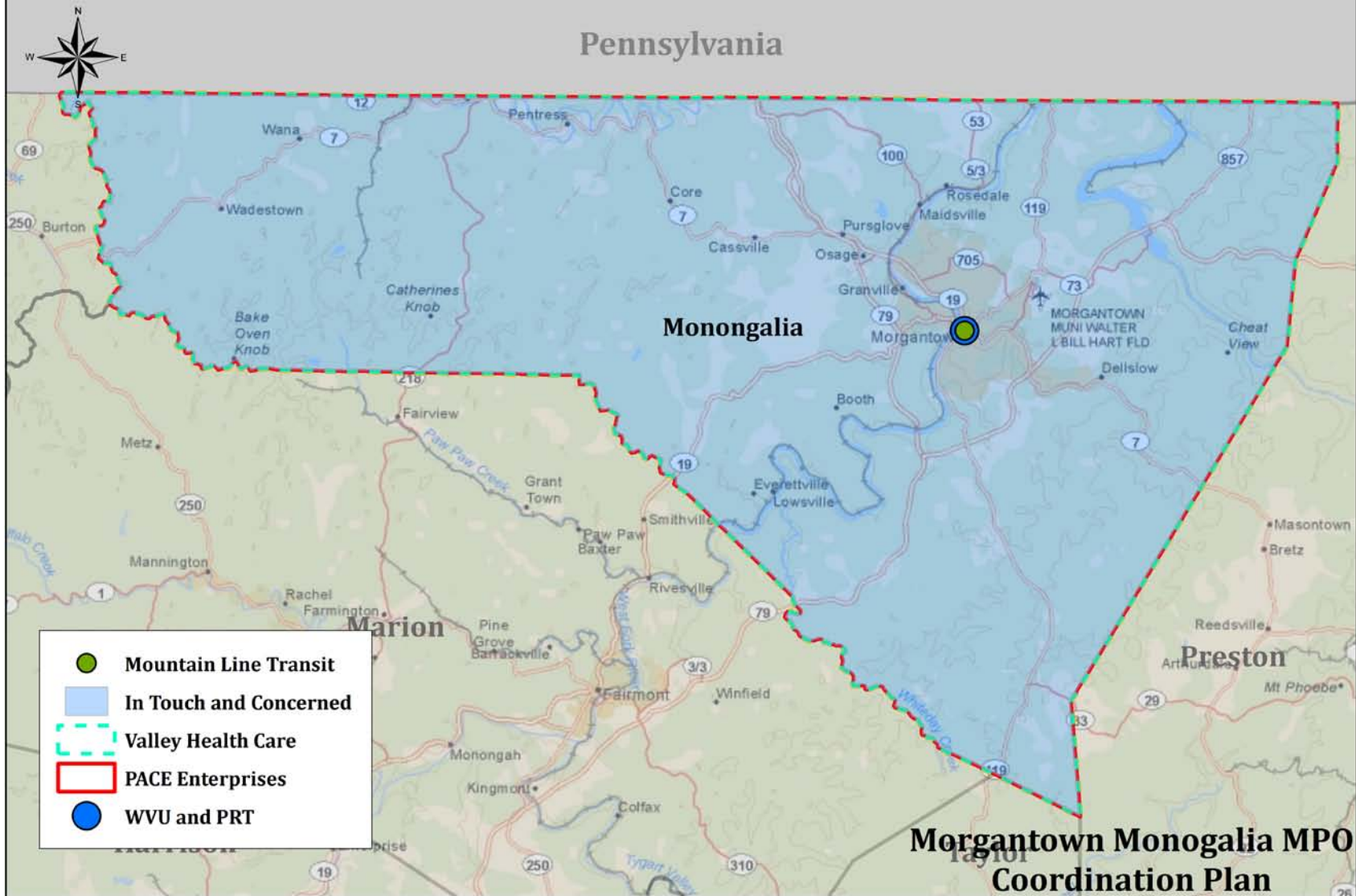
## SUMMARY OF TRANSPORTATION SERVICES

Monongalia County							
Name	Service Type	Passenger Eligibility	Service Area	Service Description	Hours of Service	Fleet Information	Funding
In Touch and Concerned	Human Service Agency	Seniors, Individuals with Disabilities, and Medicaid Eligible	Monongalia County	Demand Response	7:30 AM - 5:00 PM Monday - Friday	2 Vans 1 minivan	Donations, Federal and State Grants, Medicaid, Senior Health Advisory, Grants, United Way, Contracts
Metro Limousine Service	Taxi	General Public	Harrison, Marion, Monongalia, and Taylor Counties	Immediate Response	Information Not Provided	Information Not Provided	Passenger Fares
Monongalia County Head Start	Head Start	Head Start Students	Monongalia County	Head Start Transportation	Not Reported	Not Reported	Head Start
Morgantown Cab Company	Taxi	General Public	Morgantown	Immediate Response	Information Not Provided	Information Not Provided	Passenger Fares
R & R Transit	Taxi	General Public	Morgantown	Immediate Response	Information Not Provided	Information Not Provided	Passenger Fares
Valley Health Care	Human Service Agency	Agency Clients	Marion, Monongalia, Preston, and Taylor Counties	Demand Response	8:00 AM - 5:00 PM Monday - Friday	47 Vehicles	Client Fees, Medicaid, and Medicare



Name	Service Type	Passenger Eligibility	Service Area	Service Description	Hours of Service	Fleet Information	Funding
Mountain Line Transit Authority	Public Transit	General Public	Morgantown and Monongalia County	Route Deviation and Demand Response	5:30 AM - 12:30 AM Monday - Friday	22 Buses 6 Paratransit Buses 3 Intercity Buses 3 Spare Buses 3 Contingency Vehicles	Passenger Fares, Section 5307, Section 5310, Section 5316, Section 5317, Medicaid, Local Government Operating Funds, Advertising Revenue, Contracts, Donations, and CMAQ
PACE Enterprises	Human Service Agency	Agency Clients	Monongalia County	Demand Response	6:00 AM - 3:30 PM Monday - Friday	1 Bus 1 Van 1 Sedan	Medicaid, Donations, Federal and State Grants
WVU and PRT	University and Public Transit	WVU Students and General Public (PRT)	Morgantown	Fixed Route Shuttle Charter Rail (PRT) Zip Car	6:30 AM - 6:15PM Monday - Friday 9:30 AM to 8:00 PM Saturday	6 Vans 7 40-foot bus 6 Coaches PRT	WVU Student Transp. Fee, Citation Revenue, Section 5309

# Morgantown Monogalia MPO Service Providers



### III. TRANSPORTATION UNMET NEEDS & GAPS ANALYSIS

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#### OVERVIEW

Outreach and needs assessment activities were targeted to the general public and organizations that serve individuals with disabilities, older adults, and people with low incomes. Outreach activities included the following:

- ◆ Two general public and stakeholder meetings:
  - August 9, 2011 at the Marion County Senior Center, Fairmont.
  - October 20, 2011 at the Marion County Building, Fairmont.
- ◆ Standardized interviews with transportation providers and other key stakeholders:
  - Nine transportation providers were identified for Morgantown.
  - Eleven one-on-one interviews were conducted for Morgantown.
- ◆ Review of the Region VI and Morgantown Monongalia MPO Coordinated Public Transit-Human Services Transportation Plan (2007).

#### SUMMARY OF UNMET TRANSPORTATION NEEDS AND GAPS ANALYSIS

Throughout the public meetings, interviews, and existing service analysis, stakeholders identified several unmet transportation needs and gaps in services within Monongalia, Doddridge, Harrison, Marion, Preston, and Taylor Counties. A list of identified issues is provided below. Like many rural areas of West Virginia, the identified needs and gaps in transportation service included the lack of services in certain geographic areas or at certain times of the day, as well as the lack of easy to obtain information regarding transportation options that are available for the general public.

The following list is not intended to criticize any transportation providers, but rather, it is intended to update the unserved or underserved aspects of the public, private, non-profit, and human service agency transportation network so that the local stakeholders have the necessary information to establish and prioritize their goals for improved coordinated transportation over the next four years.

#### **Unmet Transportation Needs and Gaps in Service**

- ◆ Affordable transportation options from Fairmont to Charleston for social or entertainment purposes, state conferences or meetings, and events.
- ◆ The State needs to enforce the goals of coordinated transportation through policy and legislation.
- ◆ New housing in Fairmont and Morgantown need access to public transit service.
- ◆ Housing projects must be planned and developed with consideration for public transit accessibility.

- ◆ Transportation providers need new vehicles more often than one time per two years.
- ◆ Coordinated transportation efforts need more local support.
- ◆ Vehicles should meet transportation needs (i.e., road conditions, wheelchair accessible, etc) and also be cost efficient.
- ◆ More local and convenient options for vehicle maintenance are needed.
- ◆ Wheelchair accessible transportation is not available in some portions of the Region VI Planning and Development Council area.
- ◆ Transportation providers and organizations that utilize transportation need to share information with each other as well as the general public.
- ◆ Providers and agencies need a network for referrals when they cannot provide a trip.
- ◆ Stop client dumping.
- ◆ Long trips take vehicles out of service for a whole day. If vehicles could be shared, more vehicles could stay in the local area.
- ◆ A user-friendly list is needed that explains the transportation services that are available. Currently, the FRN is developing the “Bee Hive” which is a list of community resources.
- ◆ Centralized dispatching of trips.
- ◆ Additional transportation funding and better utilization of funding.
- ◆ Increase frequency of service.
- ◆ Provide transportation on weekends in all Region VI Planning and Development Council counties.
- ◆ Expand hours of transportation operation.
- ◆ Provide transportation to support employment opportunities.
- ◆ There are gaps in available for non-seniors.

### **Challenges to Coordinated Transportation**

- ◆ Time constraints of office staff at each human service agency and the public transportation provider make it difficult to find time for coordinating trips with other providers.
- ◆ Before trip sharing can occur in the region, providers need to build trusting relationships with one another. Each provider in the region is primarily concerned with ensuring that all passengers continue to receive high quality care and attention, no matter who the provider. Until one agency trusts another agency to care for its passengers, coordination of trips is not likely to occur.
- ◆ Local and regional organizations need support from State and Regional legislation to implement coordinated transportation services.

While there are challenges to implementing coordination among varied transportation providers, services, and funding sources, it is important to note that transportation coordination is successfully implemented throughout the country, and certain aspects of coordination already exist in the region. Therefore, issues such as guidelines for the use of funding and vehicles, unique needs presented by different populations served, etc. should challenge, but not stop, a coordination effort. There are many resources available to assist communities as they coordinate transportation.

The next chapter outlines preliminary coordinated transportation goals, objectives, and strategies that were suggested by the local stakeholders.

# Goals

## IV. COORDINATION GOALS

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### MORGANTOWN COORDINATED TRANSPORTATION GOALS

The general concept of coordination in Morgantown has widespread support from local human service agencies, planning organizations, and transportation providers. Bringing new levels of coordination into reality will require these supporters to take action. Human service agencies, public and private transportation providers, and neighborhood organizations throughout the region are becoming increasingly aware of the benefits of sharing transportation resources and coordinating to create efficiencies that will permit them to utilize their limited resources to benefit the most people. By coordinating the existing resources and implementing new projects that will fill the gaps in service, stakeholders can improve access to jobs, education, medical trips, and the overall quality of life for the citizens of the region.

Hesitation to become fully involved in a coordinated transportation concept may come from the fear that some potential participating agencies may lose their autonomy and ability to preserve the necessary services for their consumers while sharing resources. Some organizations and agencies have not yet been able to obtain a clear understanding of the actual commitment that would be required from all parties in order to make the end result worth the effort. Continued education and communication is necessary to achieve the goals of coordination.

Seven goals expressed by the participating stakeholders are described in this chapter. Each goal is supported by the input provided by participants, including the general public, private and public entities, and participating organizations either through local stakeholder meetings, previous planning studies, or one-on-one interviews. Additional goals may be added throughout the implementation phases as needs and resources change and develop.

Table IV.1 on the following page provides a matrix relating each goal to the identified unmet transportation needs and gaps in service. A brief description of each proposed goal is provided in the paragraphs that follow.

On October 20<sup>th</sup>, local stakeholders will prioritize the goals and assign lead-agency responsibility. A draft final report will be available following that meeting. The final report must be approved by West Virginia Department of Transportation/Division of Public Transit and locally adopted.

**Table IV.1: Matrix of Morgantown Goals and Unmet Needs**

Goals	Categories of Unmet Transportation Needs/Gaps				
	Non-Emergency Medical Transportation	Older Adult Transportation	General Public Employment Related Transportation	Communication and Safety	Expanded General Public Transportation
Goal #1 Identify leaders to focus on region-wide coordinated transportation.	X	X	X	X	X
Goal #2 Maintain at least current quality of service.	X	X	X		
Goal #3 Promote self-sufficiency.	X	X	X		X
Goal #4 Gradually enhance transportation services.	X	X	X		X
Goal #5 Local, Federal, and State-Level enabling legislation and policy.	X	X	X		X
Goal #6 Highest standard of driver training.	X	X	X	X	X
Goal #7 Improve cross-agency and public communication.		X	X	X	X

**Goal # 1: Identify leaders to focus on improving a region-wide coordinated transportation effort.**

**Objective 1A** – Ensure all human service agencies throughout Morgantown are knowledgeable about the transportation services, schedules, and eligibility requirements available from the various transportation providers in Morgantown and the surrounding area.

**Strategy 1.1:** Following its adoption, distribute the updated Coordinated Public Transit-Human Services Transportation Plan to stakeholders who were invited to participate and any elected officials, older adult facilities, human service agencies, medical facilities, schools, non-profits, for-profit organizations, and major employers.

**Strategy 1.2:** Support the creation of the Coordinated Transportation Coalition (CTC) for Morgantown, and Doddridge, Harrison, Marion, Monongalia, Preston and Taylor Counties.

The CTC for Morgantown and Region VI will include representatives from agencies, employers, West Virginia University, local officials, and transportation providers serving all counties in the region. The CTC will be a forum in which to develop solutions to mobility issues, design service and public outreach improvements, and continuously educate the public about transportation services that are available. Such a forum is vital to continued development of a coordinated transportation system and achievement of goals and priorities outlined in this plan.

In addition to local efforts, the CTC will also work with the WV DOT/DPT to encourage State and Federal legislators and Department executives to support coordinated transportation efforts.

**Objective 1B** – Designated transportation stakeholders will create a Regional Mobility Strategic Plan that identifies specific steps to implementation of any local and regional transportation plans (coordinated or autonomous plans). Stakeholders will work together to secure grant funding, and implement coordination transportation plans that improve transportation and economic development in and around Morgantown.

**Strategy 1.3:** Designated transportation stakeholders will meet quarterly, or at least bi-annually to continue their work toward implementation of the strategies outlined in the coordinated public transit-human services transportation plan and the Regional Mobility Strategic Plan.

**Strategy 1.4:** Propose a funding mechanism to support operation of cost-efficient and customer-focused Non-Emergency Medical Transportation (NEMT) for non-Medicaid eligible working individuals with low incomes, and older adults.

**Strategy 1.5:** Gather input about unmet transportation needs by surveying patrons of food pantries, senior centers, and Family Resource Network.

**Strategy 1.6:** Consider economic development by implementing transportation services to support new businesses and/or changes in employment opportunities for all people. New services could include, but are not limited to, employee shuttles, carpools/vanpools, new routes, or extended routes and service areas. Local employers will be included in development of services and should provide a portion of local match.

**Strategy 1.7:** Morgantown transportation stakeholders will work together with other providers in the region to eliminate unnecessary duplication of transportation services. Reducing duplication can be achieved through agreements for all human service agency and public transportation providers to utilize transfer opportunities to Mountain Line or another local provider, and share trips for long-distance runs (i.e., passengers from multiple agencies riding on the same vehicle).

**Goal # 2: Maintain at least the current quality of transportation service in and around Morgantown throughout the next four years.**

**Objective** – Provide service in a cost effective manner so that at least an equivalent level of service in Morgantown and the surrounding counties is maintained.

**Strategy 2.1:** Develop and maintain an appropriate vehicle replacement plan. Continue to maintain a fleet of vehicles that is at least 50% wheelchair accessible.

**Goal # 3: Continue to explore and implement coordinated transportation services that support sustainable self-sufficiency for all people.**

**Objective** – Self-sufficiency for all people.

**Strategy 3.1:** A sub-committee of the CTC will revisit the coordinated plan and work together to develop grant applications and new coordinated services that will make existing transportation services more accessible for everyone.

**Strategy 3.2:** A sub-committee of the CTC will participate in plans for development of new housing and economic development projects in Morgantown to ensure that new developments are accessible by public transportation (including accessible street and sidewalk design).

The CTC sub-committee will strongly advocate for all current and future development plans to designate appropriate planning and implementation funding related to public transportation for new housing and business areas (i.e., additional bus stops, schedule changes, route restructuring).

**Goal # 4: Gradually enhance public and human service agency transportation services through coordination to improve mobility for everyone.**

**Objective** – Provide a network of transportation services that are affordable and meet the needs of older adults, individuals with disabilities, people with low incomes, and the general public.



**Strategy 4.1:** Provide designated bus stops using signage and shelters. Include information from all transportation providers if the stops are transfer points or used by multiple agencies.

**Strategy 4.2:** Increase frequency of bus service and hours of operation.

**Strategy 4.3:** Coordinate support services between participating agencies to reduce overall spending through bulk purchases and grant writing.

**Goal # 5: Local, State, and Federal policy and enabling legislation development and a Statewide Transportation Access Plan with language to encourage coordinated public and human service agency transportation among various agencies.**

**Objective** – West Virginia will have provide leadership and mandate requirements to coordinate public and human service agency transportation at the local and regional level.

**Strategy 5.1:** The CTC will actively encourage State, and Federal legislators and State Department executives to develop policies that support coordinated transportation efforts from the top down.

Active participation from the CTC will involve developing educational presentations so that state department executives understand transportation funding structures, the actual cost of providing transportation, and the gaps and duplications created by the weaknesses in West Virginia’s existing coordinated transportation Order.

**Strategy 5.2:** While working on top-down initiatives, the CTC will also meet with local and regional human service agency directors and educate them about the actual cost of providing transportation, and gaps or duplications in the current service structure. The education process will involve individual, one-on-one meetings between the CTC member and the agency directors. The goal of this strategy is specifically to overcome any existing misperceptions that cause local human service agencies to resist coordination because they fear losing their program or funding. This strategy is a bottom-up approach to compliment the top-down approach in Strategy 5.1.

**Goal # 6: Achieve the highest possible standard of driver training.**

**Objective** – Provide frequent opportunities for driver training.

**Strategy 6.1:** The participants of the CTC will develop a common standard set of requirements for driver training. All participating human service agencies and public transportation providers will agree to the established standards for driver training.

The training requirements may be different between public transportation and human service agency transportation providers, depending upon the type of vehicles and level of service. However, all drivers will participate in customer service and safety training, at a minimum.

Standard driver training ensure that passengers receive the same level of assistance from drivers, no matter which agency provides the trip.

**Strategy 6.2:** Mountain Line will share applicable driver training schedules with all area transportation providers and invite providers to participate in the training.

**Goal # 7: Improve cross-agency and public communication.**

**Objective** – Organize shared trips for older adults, individuals with disabilities, younger families, single families, people with low-incomes, and the general public. Medicaid and non-Medicaid Non-Emergency Medical Transportation (NEMT) is included.

**Strategy 7.1:** Establish and maintain a public website that provides every transportation provider’s routes, schedules, eligibility criteria, and fare structure.

**Strategy 7.2:** Establish an office that oversees the coordination of transportation services throughout the region and meets the needs of Morgantown and various communities within the area. Hire a Mobility Manager (MM) to be responsible for leadership of all aspects of coordinated human service agency and public transportation for the region.

The MM will work under general supervision of a Board of Directors composed of representatives from each participating organization in the region. The Board may also include representatives from government and/or funding organizations that do not provide transportation.

The MM will be responsible for providing leadership through the implementation of strategies outlined in this document, as well as community outreach, developing agreements for coordinated services, working one-on-one with each organization to develop coordinated transportation alternatives, meeting with State legislators and State-level human service agencies, and other related duties that represent the coordinated transportation goals of the participating organizations.

**Strategy 7.3:** Implement a plan for ride sharing/trip sharing when feasible to reduce unnecessary duplication of service. When one participating agency has a vehicle operating with empty seats, the opportunity to develop trip sharing is present. Trip sharing can save on vehicle wear and tear as well as fuel costs. It is suggested that the Mobility Manager establish a mechanism to collect the data necessary to implement this strategy. A database of agencies and their estimated travel patterns and seat availability is suggested as a starting point.

By matching unfilled seats with another participant’s clients, vehicle capacity is maximized and fuel costs can be reduced as well as other vehicle costs. This results in reducing the overall costs of each one-way trip provided. It also offers agencies the opportunity to provide transportation services to clients that would not otherwise be available.

**Strategy 7.4:** Implement a centralized call center where anyone can call a single number to request a trip; the scheduler/dispatcher at the center will assign the trip to the most appropriate provider. The call center must be managed by a neutral party to ensure that all parties maintain the highest level of trust in the coordination effort. Hiring a Mobility Manager to oversee trip coordination and development of the call center will facilitate implementation of the strategy.

**GREATER MORGANTOWN MPO**  
**August 18, 2011      Minutes      City Council Chambers**

**MEMBERS PRESENT:** Joe Fisher, Asel Kennedy, Eldon Callen, Bill Byrne, Perry Keller, Wes Nugent, Jim Manilla, Mike Kelly

**MEMBERS ABSENT:** Patty Lewis, Janice Goodwin, Joe Statler, David Bruffy

**MPO DIRECTOR:** Bill Austin

**I. CALL to ORDER:** Joe Fisher called the meeting to order at 7:00 PM

**II. PUBLIC COMMENT:** None

**III. APPROVAL of MINUTES:** Mr. Byrne moved to approve the minutes of May 2011 as submitted; seconded by Mr. Kelly. The motion unanimously passed.

**IV. EXECUTIVE DIRECTOR'S REPORT:**

1. Financial report for the end this fiscal year included for review, although it is not an agenda item. Due to the absence of the Treasurer, approval cannot be given;
2. Mr. Austin reported that the priority list compiled by the MPO in 2004 and submitted to the DOH had twelve projects nine of which projects have been completed. The LRTP will identify more projects of this type that may be passed onto the DOH;
3. Correspondence was received from a local cyclist regarding the closing of the Ice's Ferry Bridge asking if the DOH could provide any other accommodations for cyclists;
4. Grumbein's Island Feasibility Study status report – the MPO has partnered with WVU for a feasibility study on a grade separation at this location. WVU is concerned that the public will not understand that this is a feasibility study so rather than have a public meeting on the project they prefer for the report to be run through the MPO's committee process. A report should be forthcoming shortly.
5. Downtown Operation Study – A meeting has been scheduled on October 6<sup>th</sup> with Main Street Morgantown to solicit comments on what issues should be studied and to present the origin and destination information gathered.
6. Mr. Austin discussed corridor preservation initiative. A legislative initiative may provide DOH with corridor preservation authority.
7. Airport office lease expires in May. Staff Met with the City Manager and advised the MPO is interested in continuing to lease the space;

8. Mr. Austin and his assistant Ms. Williams, will be out of the office September 18 and 19 for legislative briefing session regarding transportation funding.

#### **V. UPDATE SCOPE of WORK for LONG RANGE TRANSPORTATION PLAN:**

Mr. Austin reported concerns of the TTAC regarding the scope of work.

1. Contractual arrangement in agreement with all concerned;
2. Clarification of the public involvement process. Suggested a flow chart be completed to show how that process would work;

Mr. Austin then advised the original consultant's contract cost was between \$260,000 - \$275,000. That cost has increased to \$311,000. Mr. Austin asked if the Policy Board would give him approval to sign the contract, which will begin in October, 2011.

Mr. Byrne asked Mr. Austin to explain the coordination of planning endeavors. Mr. Austin stated the key factors in planning are origin and destination. It is important to coordinate transportation planning with land use planning. There will not be many funds available for future transportation projects so coordinating the development of the area with the transportation plan is very important; the MPO can work with the DOH to make a land use plan work and to make sure the transportation network is not overburdened. Mr. Austin stated that something on the order \$226 million may be available over the next 30 years for transportation projects and programming those funds wisely will be important to the economic vitality of the community. Mr. Keller noted that not all those funds may be spent in Morgantown. The state will review project priorities to determine the proper use of funds for the area. The DOH's priority may not fall in line with the desires of Morgantown. Many rural areas do not have a sounding board for needed projects like the MPO.

Mr. Austin also advised MountainLine is looking at some expansion work and the consultants may also assist in this effort. MountainLine has allocated funds to pay for them to accomplish this task. Under the LRTP contract the consultants will create two transportation scenarios for the future based on information gathered from the Regional Visioning process being conducted with Morgantown and Star City. Mr. Bruffy had asked if the consultants could create a public transportation oriented scenario as part of this exercise. Mr. Austin explained to Mr. Bruffy that the number of scenarios had been reduced to two to contain costs and that he did not want to further reduce the number of scenarios by predetermining that one of them would be a transit oriented scenario. He said he advised MountainLine that they could fund a transit oriented scenario with the consultants if they wished. This is written into the Scope of Work for the project if it is authorized by the Project Manager.

Mr. Kennedy questioned the cost increase to the consultants to \$311,000, which is about a 25% increase. He suggested the Policy Board may need to take a closer look at this. If consultants are looking for public input, many public meetings/hearings historically have a low attendance. Those who do attend are not representative of the public. Any information should come from the Advisory Committees; that information should then be fed back to the MPO. Mr. Keller noted that the DOH may be responsible for the increase since they have begun the environmental process during the planning process. Mr. Kennedy stated the city/county match is being spent without making anyone aware of it.

Mr. Austin stated that the MPO is not suggesting obligating any additional match this fiscal year. The additional work would be performed next year and it is proposed that the MPO would request the same match as this year next fiscal year.

Mr. Austin also noted that he was aware of concerns with the cost of the project and that six public meetings have been cut from the proposed work. Public involvement will be in two stages, the first being creative. The Regional Visioning Group will create a land use vision and the Transportation Advisory Group will create the transportation vision using the land uses proposed in the regional vision. The second stage of the public involvement process will be bringing all interested parties (developers, cyclists, etc.) together to evaluate the resulting transportation plan scenarios.

Mr. Nugent asked for a timeline from the consultants. Mr. Austin stated the transportation plan will hopefully be ready November 2012. The last plan was done in 2007 and it is updated every 5 years. Mr. Keller stated if an area is non-attainment, it is every four years; Morgantown is on a 5 year cycle. The other MPO's in non-attainment areas are on a four year cycle.

Mr. Fisher questioned if there would be any problems with state funding for next year. Mr. Keller stated the only uncertainty would be if there was no Transportation Bill.

Mr. Keller moved that the Policy Board authorize Mr. Austin to sign the contract with the consultant in the amount of \$311,000; seconded by Mr. Byrne. The motion unanimously passed.

## **VI. VAN POOL UPDATE.**

Danielle Williams reported the funds from CMAQ in the amount of \$50,000 have been received; \$42,000 is being used to subsidize the van pool. The anticipated subsidy to each van is \$465 per month. She is presently working with Mylan, NIOSH, WVU, WVU Hospitals and Mon General to implement the program. Riders are being recruited thru the TDM Committee and the ride matching program. Tentative launch date is September 5, 2011. Ms. Williams explained how the program would work. Employees living more than twelve miles from their jobs would find it more feasible to vanpool. Employees would be matched up with people wanting to van pool in their area. One person will be responsible for the van and

would take it home. Insurance is taken care of by VPSI. Presently there are at least 30 people interested in the program.

**VII. TRAFFIC COUNTS.** Ms. Williams then presented a summary of recent traffic counts which were conducted at 46 locations in the spring. In addition to the Average Daily Traffic Counts presented in the handout she is working on peak hour percentages and peak hour directional counts. Once calculations are completed a final report will be compiled. At their last meeting the TTAC requested additional count locations. Since this is an ongoing program, these count locations will be added to the locations for next years counts. Two areas where the counts failed are being redone by the consultants at no cost to the MPO. In the future off peak counts when the students are out of town will also be done that will create seasonal adjustment factors specific to our area.

**VIII. TRAINING/PERSONNEL ISSUE.** Mr. Austin emailed the Policy Board a personnel issue that needed to be addressed. Rather than go into Executive Session, Mr. Keller moved that the Policy Board allow Mr. Austin to proceed with his recommendation as outlined in his email; seconded by Mr. Callen. The motion unanimously passed.

**IV. OTHER BUSINESS** – None

**X. ADJOURNMENT.** Mr. Callen moved to adjourn; seconded by Mr. Keller. The motion unanimously passed.

Type	Date	Name	Memo	Clr	Split	Amount	Balance
							<b>43,398.49</b>
<b>ASSETS</b>							<b>57,699.60</b>
<b>Centra-Checking (voucher checks)</b>							
Check	08/31/2011	WV Dept of Tax and Revenue		√	Salaries	-379.00	57,320.60
Check	08/31/2011	ICMA. Retirement Corp		√	Retirement Account	-1,059.40	56,261.20
Check	08/31/2011	J. William B. Austin		√	Salaries	-2,051.99	54,209.21
Check	08/31/2011	Danielle Williams		√	Salaries	-973.73	53,235.48
Check	08/31/2011	Federal Taxes		√	Salaries	-1,003.32	52,232.16
Check	09/13/2011	Digital Connections		√	Telephone (Telephone)	-164.52	52,067.64
Check	09/13/2011	Fringe Benefits Management Company			Employee Health Insuran	-421.94	51,645.70
Check	09/13/2011	Fringe Benefits Management Company			Employee Health Insuran	-421.94	51,223.76
Check	09/13/2011	Public Employees Insurance Agency		√	Employee Health Insuran	-1,214.94	50,008.82
Check	09/13/2011	Retiree Health Benefit Trust Fund		√	Employee Health Insuran	-334.00	49,674.82
Check	09/13/2011	Service Plus		√	Accounting (Accounting F	-103.32	49,571.50
Check	09/13/2011	Centra Bank - Mastercard			-SPLIT-	-549.76	49,021.74
Check	09/15/2011	J. William B. Austin		√	Salaries	-2,051.99	46,969.75
Check	09/15/2011	Danielle Williams	Electronic Tr	√	Salaries	-1,034.23	45,935.52
Check	09/15/2011	ICMA. Retirement Corp		√	Retirement Account	-1,069.80	44,865.72
Check	09/15/2011	Internal Revenue Service		√	Salaries	-1,027.38	43,838.34
Check	09/28/2011	Danielle Williams			Travel (Travel)	-220.31	43,618.03
Check	09/28/2011	J. William B. Austin			Salaries	-343.00	43,275.03
Check	09/28/2011	Morgantown Municipal Airport			Rent (Rent)	-670.00	42,605.03
Check	09/28/2011	Sprint			Telephone (Telephone)	-76.91	42,528.12
Check	09/28/2011	WVNET			Web Hosting	-35.95	42,492.17
Check	09/30/2011	J. William B. Austin	Electronic Tr	√	Salaries	-2,051.99	40,440.18
Check	09/30/2011	Danielle Williams	Electronic Tr	√	Salaries	-1,034.23	39,405.95
Check	09/30/2011	ICMA. Retirement Corp			Retirement Account	-1,069.80	38,336.15
Check	09/30/2011	WV Dept of Tax and Revenue			Salaries	-392.00	37,944.15
Check	09/30/2011	Internal Revenue Servii	Electronic Transfer		Salaries	-1,027.38	36,916.77
Total Centra-Checking (voucher checks)							<u>36,916.77</u>
Total Checking/Savings							36,916.77
Accounts Receivable as of 9/30/11							
PL Reimbursement (Received 10/3)							<b>14,316.90</b>
Monongalia County Local Match (Received 10/3)							<b>18,300.00</b>



# Teed & Associates, PLLC

## Certified Public Accountants

Established 1992

Member, American Institute of Certified Public Accountants

Member, West Virginia Society of Certified Public Accountants

Member, Tennessee Society of Certified Public Accountants

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Received  
9/22/11

September 19, 2011

J. William B. Austin  
Executive Director  
Morgantown Monongalia MPO  
180 Hart Field Road, Ste. 105  
Morgantown, West Virginia 26505

Dear Mr. Austin:

Thank you for the request from the Morgantown Monongalia MPO for a proposal to perform your annual Financial and Compliance Audits in accordance with the standards, requirements, terms, and conditions specified by the West Virginia State Auditor's Office, Chief Inspector Division's *Manual for Assigning and Conducting Audits and Reviews of Local Government*. We understand the audits are for the fiscal years ended June 30, 2011, June 30, 2012, and June 30, 2013.

We appreciate the opportunity to continue as the auditor for Morgantown Monongalia MPO. Our experience auditing your financial statements for the year 2010 will help us with your 2011 through 2013 audits.

We reviewed our prior year audit workpapers in order to evaluate the hours required to audit the MPO. We noted the various services provided, as well as the Funds, Accounts and State Grants maintained. In addition, we noted from the Request for Proposal that the MPO currently has two full-time employees and pays approximately 160 invoices annually.

Our approach to do the Financial and Compliance Audits will be guided by the professional standards, including:

- Generally Accepted Accounting Principles
- Generally Accepted Auditing Principles
- *Government Auditing Standards* (2007 Revision)
- Circular A-133; "Audits of States, Local Governments and Non-profit Organizations"
- State of West Virginia "Manual for Assigning and Conducting Audits and Reviews of Local Government"
- Practitioners Publishing Company Guide to Audits

We will review background information on the MPO to acquaint ourselves with the officials and administration. In addition, we will review reporting requirements and consider general audit procedures to properly plan the audit.

We will ask the MPO to assemble the following items (if applicable):

- Certificate of Incorporation
- Organization charts
- List of governing board members and members of administration
- Minutes of governing boards
- Chart of accounts and accounting policies and procedures
- Main accounting journals, e.g., general ledger, cash receipts, disbursements, and payroll and general journals
- Personnel files and employee time records
- Prior and interim financial statements
- IRS determination letters
- Tax and information returns and any correspondence with the IRS
- Predecessor auditor's report
- Correspondence with grantors
- Budgets
- Grant agreements
- Contracts, leases, insurance policies, etc.
- Debt agreements
- Name, address and account numbers of all bank accounts
- Bank reconciliations and related bank statements and canceled checks
- List of major vendors with addresses
- Paid bills file
- Inventory records
- Records prepared by bank for pension plans
- List of donations
- Other

We will do preliminary analytical procedures by comparing account balances for the current period to similar accounts in the prior period annual financial statements. Such analytical relationships will be considered in development of the audit program.

Our next steps will be to:

- Do a planning materiality analysis
- Study the MPO 's internal controls
- Prepare an audit work program
- Complete a time budget by audit area
- Assign staff
- Hold discussions with appropriate MPO officials about audit key dates

We will design our audit program based upon the risk that matters may materially affect the financial statements. Our audit steps could include (if applicable):

- Review Minutes, contracts and funding source agreements
- Cash
- Investments
- Support, receivables and receipts
- Program service fees, revenue and receivables
- Donations
- Expenses for program, supporting services and accounts payable
- Inventories
- Property and equipment
- Debt and other liabilities
- Other

Examples of audit steps could be:

- Approval of budget documented
- Identify related party transactions
- Confirm bank balances with the Banks
- Review cash disbursement records for disbursements after year end to ascertain if the item was an unrecorded liability.

We will be prepared to begin the audit in December and complete our fieldwork in January. We would plan to issue our report before March 30, 2012.

Our firm has audited the following West Virginia entities for the period 2008 through 2010:

<u>County</u>	<u>Years</u>
Barbour County Commission (A-133)	2010
Hampshire County Commission (A-133)	2008
Kanawha County Commission (A-133)	2009
Lincoln County Commission (2010, A-133)	2008, 2009 and 2010
Logan County Commission (A-133)	2010
McDowell County Commission (2008, A-133s)	2008 and 2009
Morgan County Commission (2008, A-133)	2008 and 2009
Nicholas County Commission	2009 and 2010
Preston County Commission (A-133)	2008
Raleigh County Commission (All, A-133s)	2008, 2009 and 2010
Tucker County Commission	2008, 2009 and 2010

Municipalities (Class III and IV)

Ansted	2008 and 2009
Belmont	2008, 2009 and 2010
Benwood	2008, 2009 and 2010

Brandonville (Reviews)	2008, 2009 and 2010
Cameron (2008, A-133)	2008, 2009 and 2010
Charles Town	2010
Chesapeake	2008, 2009 and 2010
Davy (2009, A-133)	2008, 2009 and 2010
Farmington (2008, A-133)	2008, 2009 and 2010
Flemington	2009 and 2010
Grafton	2008
Grantsville (2010, A-133)	2008, 2009 and 2010
Harpers Ferry	2008 and 2009
Harrisville (2009 and 2010, A-133s)	2008, 2009 and 2010
Hurricane	2008 and 2009
Lewisburg	2008 and 2009
Man	2008, 2009 and 2010
Mabscott	2008, 2009 and 2010
Mannington	2008, 2009 and 2010
Matewan	2008, 2009 and 2010
McMechen	2008, 2009 and 2010
Mitchell Heights	2008, 2009 and 2010
Monongah	2008, 2009 and 2010
Montgomery (2010, A-133)	2008, 2009 and 2010
Mount Hope (A-133)	2009
New Martinsville	2008, 2009 and 2010
Oak Hill	2008 and 2009
Pineville (2010, A-133)	2009 and 2010
Rainelle	2008, 2009 and 2010
Ravenswood	2008 and 2009
Sistersville	2009 and 2010
St. Marys (2009 and 2010, A-133s)	2008, 2009 and 2010
Spencer (2010, A-133)	2008, 2009 and 2010
Star City	2009 and 2010
Sutton	2008
Thomas	2008, 2009 and 2010
Triadelphia	2010
Union	2008, 2009 and 2010
Village of Bethlehem	2010
War (2009, A-133)	2008, 2009 and 2010
Wardensville (2010, A-133)	2008, 2009 and 2010
Wayne (2008, A-133)	2008, 2009 and 2010
Weirton (All, A-133s)	2009 and 2010
West Hamlin (2008, A-133)	2008, 2009 and 2010
Williamstown	2008, 2009 and 2010
Worthington (2010, A-133)	2008, 2009 and 2010

Boards of Health

Cabell-Huntington Board of Health	2008 and 2009
Harrison-Clarksburg Board of Health	2008, 2009 and 2010
Kanawha-Charleston Board of Health (2007 and 2008, A-133s)	2008 and 2009
Mineral County Board of Health	2010
Monongalia County Board of Health (All, A-133s)	2008, 2009 and 2010
Monroe County Health Center (All, A-133s)	2009 and 2010

Boards of Education

Berkeley County Board of Education (All, A-133s)	2008, 2009 and 2010
Greenbrier County Board of Education (A-133)	2010
Kanawha County Board of Education (All, A-133s)	2008, 2009 and 2010
Mason County Board of Education (A-133)	2010
Monroe County Board of Education (All, A-133s)	2008, 2009 and 2010
Morgan County Board of Education (A-133)	2010
Upshur County Board of Education (All, A-133s)	2008, 2009 and 2010

Public Service Districts

Armstrong	2008
Benwood	2008
Central Hampshire (A-133)	2010
Grantsville	2008 and 2009
McDowell County (A-133)	2010
Nettie-Leivasy	2008 and 2009
Tomlinson	2008 and 2009
Union	2008 and 2009

Other Agencies, Authorities, Boards, Centers and Libraries

4C Economic Development Authority (All, A-133s)	2008, 2009 and 2010
Barbour County Development Authority	2009 and 2010
Berkeley County Development Authority	2010
Berkeley County Emergency Ambulance Authority	2008, 2009 and 2010
Braxton County Development Authority	2008, 2009 and 2010
Charles Town Utility Board (A-133)	2010
Clay County Public Library	2009 and 2010
Corridor G Regional Development Authority	2008
Eastern Panhandle Transit Authority	2008 and 2009
Elkins-Randolph County Airport Authority	2009 and 2010
Fairmont-Marion County Transit Authority (All, A-133s)	2008, 2009 and 2010

Fayette County Urban Renewal Authority (2008, A-133)	2008, 2009 and 2010
Fred W. Eberle Technical Center	2008, 2009 and 2010
Greenbrier Valley Airport Authority (All, A-133s)	2008, 2009 and 2010
Hampshire County Building Commission	2008
Hampshire County Economic Development Authority	2008, 2009 and 2010
Hughes River Water Board	2009
Jackson County Airport Authority	2008, 2009 and 2010
Jackson County Development Authority	2008, 2009 and 2010
James Rumsey Technical Center (2008 and 2010, A-133s)	2008, 2009 and 2010
Kanawha County Parks and Recreation Commission	2008, 2009 and 2010
Kanawha County Solid Waste Authority	2008, 2009 and 2010
Lincoln County Economic Development Authority	2008, 2009 and 2010
McDowell County Economic Development Authority	2008, 2009 and 2010
McDowell County Redevelopment Authority	2008 and 2009
Mercer County Airport Authority (All, A-133s)	2009 and 2010
Mercer County Fire Service Board	2008 and 2009
Mineral County Development Authority	2009 and 2010
Mingo County Airport Authority (2009 and 2010, A-133s)	2008, 2009 and 2010
Mingo County Redevelopment Authority (2010, A-133)	2008, 2009 and 2010
Monongalia County Solid Waste Authority	and 2008
Morgantown Monongalia Metropolitan Planning Organization	2010
Parkersburg-Wood County Area Development Authority	2008 and 2009
Pleasants County Economic Development Authority (2008, Review)	2008 and 2009
Pocahontas County Solid Waste Authority	2008, 2009 and 2010
Preston County Economic Development Authority	2010
Raleigh County Emergency Services Authority (A-133)	2010
Raleigh County Memorial Airport Authority (All, A-133s)	2009 and 2010
Randolph County Development Authority	2008, 2009 and 2010
Randolph County Emergency Authority	2008, 2009 and 2010
Regional Education Service Agency III (All, A-133s)	2008, 2009 and 2010
Regional Education Service Agency VIII (All, A-133s)	2008, 2009 and 2010
Roane County Emergency Squad, Inc.	2008, 2009 and 2010
Tri-River Transit Authority (A-133)	2008
Tri-State Airport Authority (All, A-133s)	2009 and 2010

Tucker County Parks and Recreation Board	2008 and 2009
Webster County Economic Development Authority (2010, A-133)	2008, 2009 and 2010
West Virginia Department of Environmental Protection	2010
Wood County Development Authority	2008, 2009 and 2010
Wood County Solid Waste Authority	2009 and 2010

Not-For-Profit Organizations and HUD

All Care Home and Community Services, Inc.	2008 and 2009
Council on Aging, Inc.	2008 and 2009
Girls Incorporated of Bristol	2009
Home Base, Inc.	2009
Mid-Ohio Valley Area Development Corporation (All, A-133s)	2008, 2009 and 2010
Mid-Ohio Valley Regional Planning Council (All, A-133s)	2008, 2009 and 2010
Mid-Ohio Valley Workforce Investment Corporation (2009, A-133)	2008, 2009 and 2010
Mountaineer Development Corporation	2010
North Central West Virginia Community Action Association, Inc. (All, A-133s)	2008, 2009 and 2010
Parkersburg-Wood County Area Development Corp.	2008, 2009 and 2010
PATCH 21 <sup>st</sup> Century Community Learning Center (All A-133s)	2008 and 2009
Pentecostal Holiness Church and Housing Corporation (Miracle Acres)	2008
South Western West Virginia Region 2 Workforce Investment Board, Inc. (All A-133s)	2008 and 2009
Suburban Mortgage Corporation	2008
Tech Foundation, Inc.	2009 and 2010
The Council of the Southern Mountains (All A-133s)	2008, 2009 and 2010

Our staff has over 95 years of audit experience with over 50 years of experience in government audits. During the period 2008 through 2010, our staff has performed 104 A-133 audits.

Teed and Associates' system of quality control for the accounting and auditing practice has been reviewed by an independent Certified Public Account (CPA) whose review was conducted in accordance with standards established by the Peer Review Board of the American Institute of Certified Public Accountants (AICPA). The independent CPA firm has expressed the opinion that the system of quality control for our accounting and auditing practice has been designed to meet the requirements of the quality control standards for an auditing practice established by AICPA. We have enclosed our latest Peer Review for your information.

You will benefit from our experience in other areas, too:

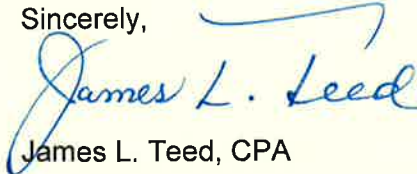
- Computer Selection and Use
- Projections, Budgets and Goals
- Retirement Planning
- Inventory Control Systems
- Office Systems and Controls
- Insurance Review
- Pension and Profit Sharing Plans

Please visit our website at [teedandassociates.com](http://teedandassociates.com) for more information.

Our fees will be \$3,500 for the fiscal year ended June 30, 2011, \$3,500 for the fiscal year ended June 30, 2012, and \$3,500 for the fiscal year ended June 30, 2013. We have included the Bid Summary and Certification Forms.

We welcome the opportunity to continue as the Auditor for the Morgantown Monongalia MPO. We look forward to working with you again.

Sincerely,



James L. Teed, CPA

JLT/nag

Enclosures



### BID SUMMARY AND CERTIFICATION

The firm of Teed & Associates, PLLC proposes to conduct the Audit of the Morgantown Monongalia MPO for the period of July 1, 2010 to June 30, 2011, and to issue the report on or before the specified date of March 30, 2012, for the amount of \$3,500.

	CPA Yes/No	Years of Experience	Has Prior Experience this Entity Yes/No	Has Prior Experience this Entity Type Yes/No	Hours times	Rate =	Total
<b>Audit Manager</b>							
James L. Teed	Yes	32	Yes	Yes	3	100 \$	300
<b>Audit Supervisor</b>							
Roy A. Smith	Yes	30	Yes	Yes	10	75	750
Madeleine Vescovacci	Yes	10	No	No	12	75	900
<b>Audit Staff</b>							
Jennifer Priddy	No	5	Yes	Yes	22	50	1,100
Other Personnel					18	25	450
Total Hours					65		\$ 3,500

#### BREAKDOWN OF TOTAL AUDIT / REVIEW HOURS

Planning and Supervision	5	Review	7
Field Work General	38	Report Preparation	15
Federal Grants			
Total Hours		65	

We have not provided to this entity accounting, bookkeeping, consulting, or management services of any nature excluding assistance with monthly and/or annual closing and adjusting entries, regulatory agency reports, such as PSC reports, indirect cost reports, or those subject to CID prior written approval, which are software consultation and representations to underwriters during the period to be audited or during the ensuing fiscal year.

Signature:

James L. Teed

---

Title: Member

Date:

9/19/11

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**BID SUMMARY AND CERTIFICATION**

The firm of Teed & Associates, PLLC proposes to conduct the Audit of the Morgantown Monongalia MPO for the period of July 1, 2011 to June 30, 2012, and to issue the report on or before the specified date of March 29, 2013, for the amount of \$3,500.

	CPA Yes/No	Years of Experience	Has Prior Experience this Entity Yes/No	Has Prior Experience this Entity Type Yes/No	Hours times	Rate =	Total
<b>Audit Manager</b>							
James L. Teed	Yes	32	Yes	Yes	3	100 \$	300
<b>Audit Supervisor</b>							
Roy A. Smith	Yes	30	Yes	Yes	10	75	750
Madeleine Vescovacci	Yes	10	No	No	12	75	900
<b>Audit Staff</b>							
Jennifer Priddy	No	5	Yes	Yes	22	50	1,100
Other Personnel					<u>18</u>	25	<u>450</u>
					<u><u>65</u></u>		<u><u>\$ 3,500</u></u>

**BREAKDOWN OF TOTAL AUDIT / REVIEW HOURS**

Planning and Supervision	5	Review	7
Field Work General	38	Report Preparation	15
Federal Grants			
		Total Hours	<u><u>65</u></u>

We have not provided to this entity accounting, bookkeeping, consulting, or management services of any nature excluding assistance with monthly and/or annual closing and adjusting entries, regulatory agency reports, such as PSC reports, indirect cost reports, or those subject to CID prior written approval, which are software consultation and representations to underwriters during the period to be audited or during the ensuing fiscal year.

Signature: James L. Teed Title: Member  
 Date: 9/19/11

**BID SUMMARY AND CERTIFICATION**

The firm of Teed & Associates, PLLC proposes to conduct the Audit of the Morgantown Monongalia MPO for the period of July 1, 2012 to June 30, 2013, and to issue the report on or before the specified date of March 28, 2014, for the amount of \$3,500.

	<b>CPA Yes/No</b>	<b>Years of Experience</b>	<b>Has Prior Experience this Entity Yes/No</b>	<b>Has Prior Experience this Entity Type Yes/No</b>	<b>Hours times</b>	<b>Rate =</b>	<b>Total</b>
<b>Audit Manager</b>							
James L. Teed	Yes	32	Yes	Yes	3	100 \$	300
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Jennifer Priddy	No	5	Yes	Yes	22	50	1,100
Other Personnel					<u>18</u>	25	<u>450</u>
					<u>65</u>		<u>\$ 3,500</u>
				<b>Total Hours</b>			

**BREAKDOWN OF TOTAL AUDIT / REVIEW HOURS**

Planning and Supervision	5	Review	7
Field Work General	38	Report Preparation	15
Federal Grants			
		<b>Total Hours</b>	<u>65</u>

We have not provided to this entity accounting, bookkeeping, consulting, or management services of any nature excluding assistance with monthly and/or annual closing and adjusting entries, regulatory agency reports, such as PSC reports, indirect cost reports, or those subject to CID prior written approval, which are software consultation and representations to underwriters during the period to be audited or during the ensuing fiscal year.

Signature:

James L. Teed  
9/19/11

Title: Member

Date:

# SULLIVANWEBB, PLLC

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BRUCE I. SULLIVAN, CPA  
CHARLES D. WEBB, MBA, CPA

MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
WV SOCIETY OF CERTIFIED PUBLIC  
ACCOUNTANTS

## System Review Report

November 17, 2010

To the Members of  
Teed & Associates, PLLC  
and the Peer Review Committee of West Virginia Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Teed & Associates, PLLC (the firm) in effect for the year ended May 31, 2010. 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](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under government auditing standards.

In our opinion, the system of quality control for the accounting and auditing practice of Teed & Associates, PLLC in effect for the year ended May 31, 2010, 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 deficiencies*, or *fail*. Teed & Associates, PLLC has received a peer review rating of *pass*.

