



## Flint Hills Metropolitan Planning Organization

PO Box 7 | Manhattan, KS | 66505  
785.620.3070 | FHMPO@FlintHillsMPO.org  
www.FlintHillsMPO.org

### Policy Board Meeting

Wednesday, October 16, 2024

3:30 pm

In Person:

Groesbeck Room  
Manhattan Public Library  
629 Poyntz Ave  
Manhattan, KS 66502

Virtual:

Zoom meeting  
Meeting ID: 919 154 6755  
Passcode: 148813

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
  - As of 10/9/2024: \$128,874.49 in checking, \$106,136.81 in money market account
  - Monthly statement balances
4. Staff Updates
  - Project Updates
  - TERS Awards
  - TDM & EVRP progress
  - US-24 Corridor Study
5. KDOT Update:
6. **ACTION ITEM:** Approval of the Sept. 18<sup>th</sup>, 2024 Meeting Minutes
7. **ACTION ITEM:** Approval of the 2023 Audit Report
  - Staff comments/updates on the audit report
8. **EXECUTIVE SESSION:** Annual review for Planning Manager
9. **DISCUSSION ITEM:** 2025 UPWP

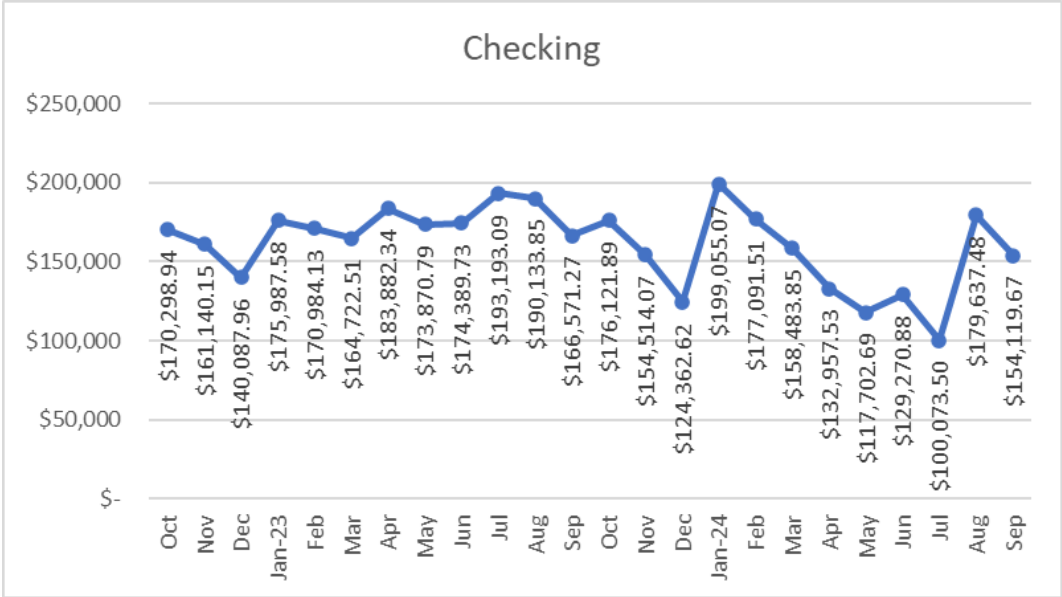
**Special Accommodations:** Please notify the MPO at (785) 620-3070 or FHMPO@FlintHillsMPO.org at least 72 hours in advance if you require special accommodations to attend this meeting. We will make every effort to meet reasonable requests. The MPO does not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, visit the MPO office at the address above or www.FlintHillsMPO.org.

10. **DISCUSSION ITEM:** City of Junction City DCIP Application

11. Motion for Adjournment

**Next Meeting November 20<sup>th</sup>, 2024, Manhattan Public Library**

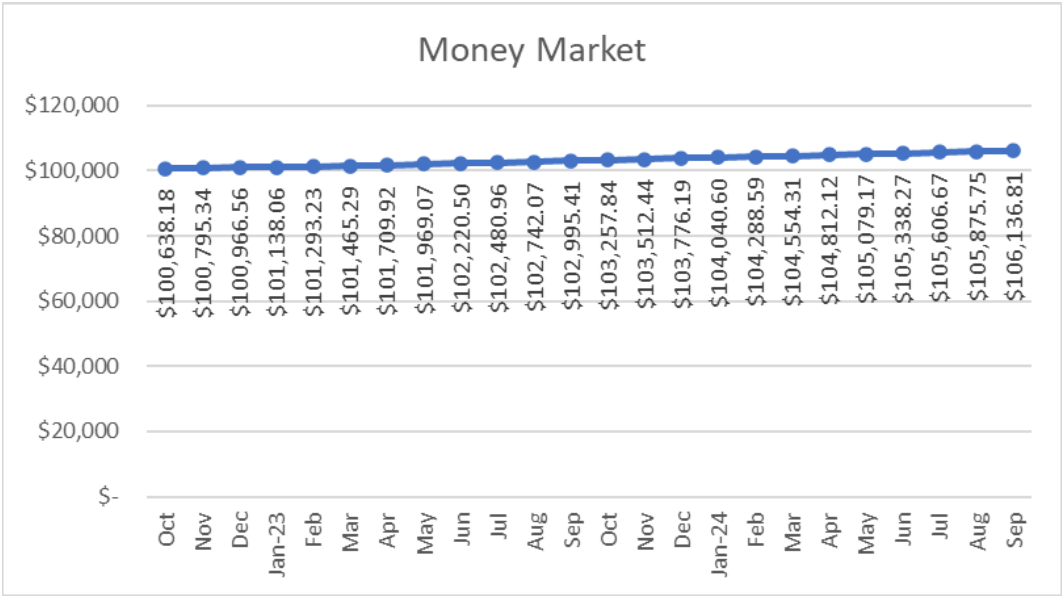
**Monthly Statement Balances**



As of 10.9.2024 balance = **\$128,874.49**

Large expenses in Sept/Oct = **\$23,884.65**

- 1. Olsson EVRP Invoice: \$11,285.90
- 2. 2023 Audit: \$4,450.00
- 3. TDM Invoice: \$8,148.75



## **Project Updates**

The information below summarized the updates per Policy Board member requests at the Sept. 18<sup>th</sup> meeting.

### **1. US-77 & Lyons Creek Rd:**

- FHMPPO sent an email to KDOT Region 2 staff with an example project layout map provided (see below) as well as other locations on US-77 with similar existing turn lanes.
  - Right-of-way is not an issue, as when US-77 was modernized, the Lyons Creek Rd intersection was realigned resulting in a large amount of ROW (see attached map: Yellow lines = property boundaries)
- KDOT returned emails and is looking at internal plans to see if the project has been identified.
- If no plan is identified, a request for a traffic study will be submitted. If approved, the study would look into traffic volumes, speed, etc. to determine if turn lanes are warranted.
- On Sept. 25<sup>th</sup>, KDOT District 1 Engineer, Dale Hershberger, placed a request for a Traffic Study
  - no update on progress/reply to request .

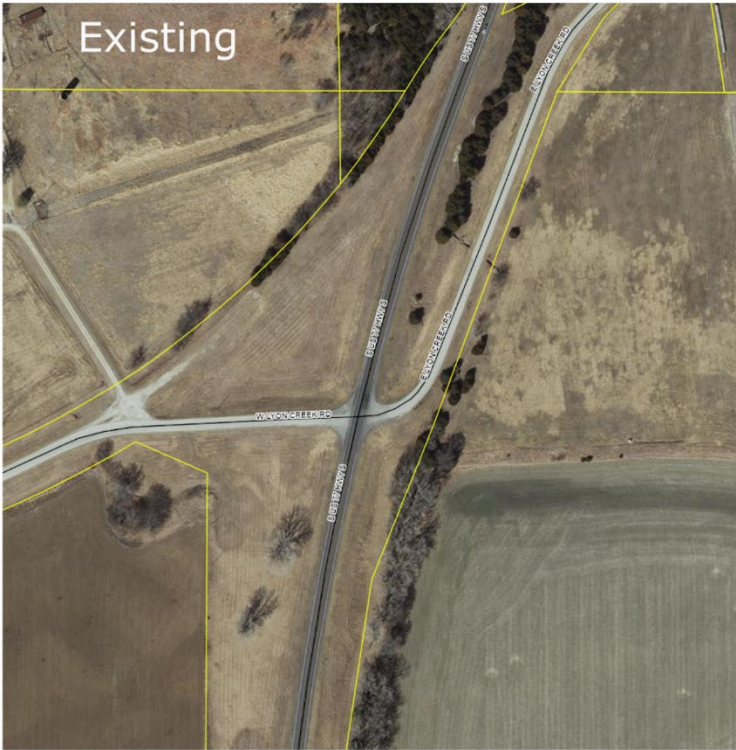
### **2. E. Chestnut St in JC:**

- FHMPPO staff emailed JCPW Director, provided detailed example layout for a crossing utilizing unused center turn lane as a median (map below).
- Phone call between JCPW Director and FHMPPO Planning Manager, resulting in interest in pursuing TERS funding in 2025 or possibly a future TA.
  - Follow-up conversation with JCPW Director and Kaw Valley Engineering about location, timeline, and costs. Interest in TERS application was expressed by JCPW.

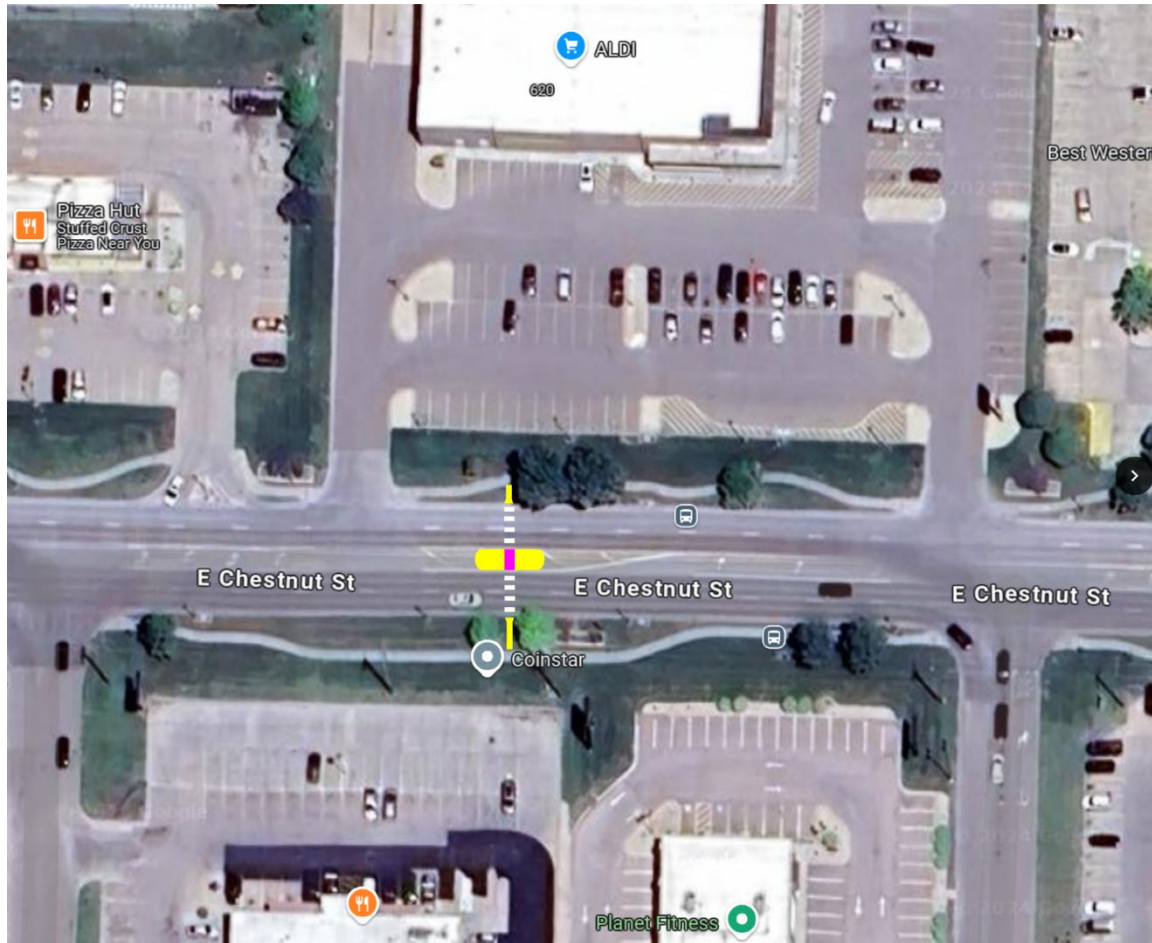
### **3. US-24 @ Riverchase:**

- FHMPPO staff emailed KDOT Region 1 staff.
- KDOT staff responded quickly and informed that mowers will be in the area within the next 1-2 days (possibly today) as it's been prioritized.
- Commissioner Ford noted he had requested RL County crews to mow as they were working in the area
- Area was mowed in short order

US-77 @ Lyons Creek



Chestnut Ped Xing



## TERS Awards

### Schedule

* Call For Project Applications Opens	<b>Apr. 26</b>
* Project Sponsor Informational Webinars	<b>May 1</b> @ TAC meeting <b>May 15</b> @ Policy Board meeting
* Project Application Deadline	<b>Jun. 28</b> 5:00p
* Staff Scoring & Evaluation	<b>Jul. 1-3</b>
* Project Selection Discussions	<b>Jul. 3</b> @ TAC meeting
* Policy Board Approves Project Awards	<b>Jul. 17</b>
* Project Award Notices Sent	<del>Jul. 18</del> <b>Sept. 20th</b>
* Projects Amended to the TIP	<del>Oct. 16</del> <b>Aug. 21st</b>
* Projects Amended to the STIP	<del>Nov. 2</del> <b>Sept. 5th</b>
* Projects Must be out for Bid	<b>Oct. 1, 2025</b>

2024 TERS Costs	Junction City	Wamego	2024 Total	2024%
Project TERS Request	\$ 304,000.00	\$ 75,900.40	\$ 379,900.40	77%
Local Match	\$ 76,000.00	\$ 35,941.98	\$ 111,941.98	23%
<b>Project Total Cost</b>	<b>\$ 380,000.00</b>	<b>\$ 111,842.38</b>	<b>\$ 491,842.38</b>	

2024 Scenarios		
	2024 Awards	% of Funds
Total TERS allocation available	\$644,259.00	
2024 Requests	\$379,900.40	59%
<b>Remaining for 2025 TERS</b>	<b>\$264,358.60</b>	41%

Call for projects in early 2025 ←

**TDM Progress**

Total Paid	\$ 32,208.75	72%
Contract Total	\$ 44,580.00	
Remaining	\$ 12,371.25	28%

- Consultant met with FHMPO & local jurisdiction staff on 9.19.2024
- Consultant & FHMPO have continued land use communication & fine tuning
- Future scenario model runs should be completed this month
- Public Open house meetings will be scheduled after future scenario results completed

**EVRP Progress**

Total Paid	\$29,773.14	30%
Contract Total	\$99,348.50	
Remaining	\$69,575.36	70%

- FHMPO staff holds monthly meeting with consultant
- Last meeting was on 10.1.2024, discussions on fine tuning GIS data for assessment, report outlines and structure, and policy recommendations
- FHMPO has setup meeting with City of MHK ComDev staff to review policy recommendations



## Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503  
 785.620.3070 | FHMPO@FlintHillsMPO.org  
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### Policy Board Meeting

**Wednesday, September 18, 2024**  
**3:30 pm**

In Person:

Groesbeck Room  
 Manhattan Public Library  
 629 Poyntz Ave  
 Manhattan, KS 66502

Virtual:

Zoom meeting  
 Meeting ID: 919 154 6755  
 Passcode: 148813

VOTING MEMBERS PRESENT		
x	Keith Ascher	Geary County Commission
x	Ryne Dowling	KS Dept of Transportation
x	Peter Oppelt	Manhattan City Commission
x	Dee McKee	Pottawatomie Co. Commission
	Ronna Larson	Junction City Commission
x	John Ford	Riley County Commission
	Clifford Baughman	Wamego City Commission
NON-VOTING MEMBERS PRESENT		
x	Will Sharp	Federal Highway Admin.
x	Kelley Paskow	Fort Riley Representative
	Eva Steinman	Federal Transit Admin.
x	Anne Smith	Flint Hills ATA

Staff Present		
x	Jared Tremblay	MPO
x	Abigail Danner	MPO

Guests Present		
	Desree Pettra	
	Randy Pettra	

1. Welcome
  - Meeting called to order at 3:31p
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
  - Jared Tremblay gave an overview of the accounts noting that as of today, noting the Q1 & Q2 reimbursement from KDOT have been received.
  - Jared Tremblay then showed a detailed 2024 timeline of the finances, dating amounts and requests by date for Q1 & Q2, as well as CPG signatures, awards, and final reimbursement. This was to show that the first steady decline in the checking account was due to delayed CPG agreement processes in 2024

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#### 4. Staff Updates

- EVRP – Jared Tremblay moved this item to later in the agenda, time permitting
- TDM – Jared Tremblay noted the MPO has sent GIS data to the consultant and will be meeting with the consultant the following day. The consultant will be finalizing future 2050 conditions before running future scenario model runs over the next month.
- 2025 UPWP – Jared Tremblay state the 2025 UPWP is in progress and updated per recent FHWA & KDOT guidance. The board will be briefed on the item at the October meeting, for adoption in November or December.

#### 5. KDOT Update:

- Ryne Dowling noted that the requested PM1 data had been sent to MPO staff.
  - Jared Tremblay stated that staff will present on the 2023 crash data & targets at a future autumn meeting when the report is complete
- Keith Ascher requested an update on the US-77 and Lyons Creek Rd turn lanes.
  - Jared Tremblay stated he was not aware of any formal plans
  - Ryen Dowling state he will reach out to local area engineers to see if there are any plans, and if not, what could be a next step.
- I-70 & Taylor Road was questioned about any updates.
  - Jared Tremblay showed the project table in the TIP stating that only PE had been authorized and funded.
- John Ford state he had received calls about median and right-of-way vegetation being too high and blocking visibility for residents in the River Chase area along US-24
  - Jared Tremblay state he will reach out to local KDOT District 1 staff and inquire
- Dee McKee asked about follow-up on the US-24 and Flush Road R-turn project
  - Jared Tremblay stated that since the study's completion, there has been no movement, and no funding towards construction.
- Keith Ascher stated that he'd heard from businesses along E Chestnut in Junction City about safety issues for people walking across the roadway as there are no marked crossings anywhere.
  - Jared Tremblay noted the road belongs to Junction City, but that the MPO agreed a crossing is a good idea. He will reach out to Ray Ibarra of JCPW. He also recommended that Mr. Ascher get letters of support for the project signed by local businesses concerned to present to JC Commission and staff.

6. **ACTION ITEM:** Approval of the August 21, 2024 Meeting Minutes
  - Keith Ascher moved and Peter Oppelt seconded. Motion passed.
  
7. **ACTION ITEM:** Approval of the Amendment #4 of the Unified Planning Work Program (UPWP)
  - Jared Tremblay gave an overview of the changes noting the amendment is driven by updates from FHWA and KDOT in regards to budgeting and tracking Complete Streets projects. He stated the change was a budget reorganization, not a change in funds or amounts.
    - Dee McKee asked if there were any projects in PT that were eligible for funding, specifically the extension of Excell Rd and side path.
    - Jared Tremblay noted the MPO can only work and fund planning projects, not construction.
  - Keith Ascher motioned and Dee McKee seconded. Motioned passed.
  
8. **DISCUSSION ITEM:** ATIIP Memo
  - Jared Tremblay reviewed the ATIIP memo MPO staff had written to the Policy Board. He stated the point was to highlight the background of the ATIIP grant application process, as well as lay out the timeline of events and letters of support, but also to update MPO procedures going forward in regards to Letters of Support for Trails from Junction City and Geary County.
  - John Ford stated he discussed the topic with Ogden staff and he'd expressed the public's concerns about the trails in Ogden. He noted the priority is to fix Riley Avenue.
  - Dee McKee stated she felt the sidewalk connection to Oliver Brown Elementary from Excell and Harvester Road neighborhoods was more important than recreation trails
    - Jared Tremblay stated that project would be an excellent TA application as it is already in the SRTS report
  
9. **EXECUTIVE SESSION:** Annual review for Planning Manager
  - John Ford tabled the discussion until October as Ronna Larson from Junction City was not present, and as the second largest contributor to the MPO financially, she should be included.
  - Dee McKee and Keith Ascher requested a copy of the evaluation form.
    - Jared Tremblay stated he will send the documents out to all board members.
  
10. Motion for Adjournment

Peter Oppel motioned and Keith Ascher seconded. Motion passed at 4:28p

**Next Meeting September 18, 2024, Groesbeck Room, Manhattan Public Library**

**FLINT HILLS METROPOLITAN PLANNING ORGANIZATION**

Report on Applying Agreed-upon Procedures

For the Year Ended December 31, 2023

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors  
**Flint Hills Metropolitan Planning Organization**  
Fort Riley, Kansas

We have performed the procedures enumerated below on the accounting records of **Flint Hills Metropolitan Planning Organization** for the year ended December 31, 2023. **Flint Hills Metropolitan Planning Organization's** management is responsible for the accounting records.

**Flint Hills Metropolitan Planning Organization** has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose as required in accordance with K.S.A. 75-1122. Additionally, the State of Kansas, Division of Accounts and Reports, has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

**Procedure 1 – Cash Receipts**

For two separate months, we traced non-mail cash receipts from the receipt book to the bookkeeping records to determine if the receipts were properly recorded. Also, for the same two months, we traced bookkeeping entries for cash receipts to the bank statement to determine if receipts were deposited intact and on a timely basis. No exceptions were found.

**Procedure 2 – Cash Disbursements**

For approximately ten percent of the non-payroll cash disbursements, we traced disbursements from the bookkeeping records to the related invoice, bank statement, and canceled check. The following exception was found:

- Per review of the 5 expenditure selections paid for by credit card, debit or check for the year ended December 31, 2023, all selections were lacking formal approval for payment by an individual other than the individual paying the disbursement and reconciling the bank statement.

**Procedure 3 – Credit Cards**

For two months, we reviewed the Organization's credit card transactions to determine if approvals, expenditure procedures, and proper classification of expenditures were followed. The Organization's credit card procedures are as follows:

Jared Tremblay and Abigail Danner each have their own credit card under the Organization's name. Monthly, the credit card statements are sent to the bookkeeper who inputs all transactions into QuickBooks before the statements are paid via QuickBooks automatic payment. No prior approval is required but the credit cards have a limit of \$2,000 which is under the board's approval threshold. Every receipt is kept and reported to KDOT quarterly for verification and reimbursement.

No exceptions were found.

**Procedure 4 – Year End Cash**

We tied the Organization's total cash per books at year end to source documents. Also, we reviewed the bank reconciliation for the last month of the year. We ensured that bank reconciliations were being approved and completed in a timely manner. No exceptions were found.

**Procedure 5 – Payroll**

We reviewed payroll for two months to determine that proper deductions and employer contributions were being remitted. No exceptions were found.

**Procedure 6 – Encumbrances and Accounts Payable**

We examined evidence of encumbrances and accounts payable and determined if they were properly stated in the financial statement as of the end of the year. The following variances were found:

- Per review of the December 31, 2023 credit card activity, the outstanding liability balance at December 31 should have been \$360.86. The credit card liability balance per the balance sheet at December 31, 2023 was (\$1,007.00). The credit card liability balance was understated by \$1,367.86 at December 31, 2023.

**MPO Staff & Bookkeeper Comments**

1. Bookkeeper & staff went back through Credit Card transactions and found the missing/mistake and corrected (issue from May of 2022, during transition from Stephanie to Jared). Credit Card balance in QB is correct as of Jan. 2024.
2. Going forward Bookkeeper will reconcile credit cards monthly in QB, not just enter expenses. (Bookkeeper does reconcile monthly checking & money market accounts in QB).

- Per review of the December 31, 2023 payroll liability balance, the outstanding liability balance should have been \$3,012.35 at December 31. The payroll liability balance per the balance sheet was \$42,408.98, which caused the payroll liability balance to be overstated by \$39,396.63 at December 31, 2023.

**MPO Staff & Bookkeeper Comments**

Upon completion of the update per Procedure 7, the liability balance in item 6 was corrected.

### **Procedure 7 – Comparison with Prior Year**

We compared total cash receipts, total cash disbursements, encumbrances and accounts payable, and ending unencumbered cash balance for the current year with the same financial statement items for the prior year and examined any variances greater than 25%. The following variances were found:

- Per review of the unadjusted balance sheet as of December 31, 2023, payroll liabilities increased by \$36,638.33 or 634.91%. This increase was due to the employer portion of health insurance and retirement being incorrectly coded to the payroll liabilities account and not to an expense account. The variance was also due to the closing out of old, incorrect payroll liability balances relating to a prior employee from prior years to the retained earnings equity account.

#### **MPO Staff & Bookkeeper Comments**

1. Original QB setup from 2020 was incorrect. The auditor noted that in 2021 & 2022 there were small variances, however in 2023 the larger variance was noted in the audit.
2. FHMPPO staff met with the bookkeeper, who updated QB to apply the BCBS employer's portion as an expense (previously set up as a liability).
3. Going forward the funds will be correctly filed. Additionally, upon updating, the previous errors were corrected for the entire year (no journal entry adjustment required).

- Per review of the unadjusted profit and loss statement for the year ended December 31, 2023, total other income increased by \$3,187.99 or 286.19%. This increase was due to higher interest rates being paid by financial institutions on idle funds.

### **Procedure 8 – Other Procedures**

We performed other procedures as listed in the schedule of agreed-upon procedures. The following exceptions were found:

- Per review of the board meeting minutes, previous month's expenditures were not reported in the minutes being approved by the Board.
- Per review of the board meeting minutes, no evidence of signature by appropriate official was noted.
- The Organization determined that it is not required to have a surety (fidelity) bond and, as such, has not obtained a surety (fidelity) bond coverage for employees.

### **Procedure 9 – Compliance Checklist**

We reviewed the general and entity specific compliance checklists. No exceptions were found.

**Flint Hills Metropolitan Planning Organization**

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We were engaged by **Flint Hills Metropolitan Planning Organization** to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to, and did not, conduct an audit or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of **Flint Hills Metropolitan Planning Organization** and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of **Flint Hills Metropolitan Planning Organization** and the State of Kansas, Division of Accounts and Reports and is not intended to be, and should not be, used by anyone other than those specified parties.

A handwritten signature in black ink that reads "Adams Brown, LLC". The signature is written in a cursive, flowing style.

**ADAMSBROWN, LLC**  
Certified Public Accountants  
Manhattan, Kansas

August 29, 2024