

BOONSLICK REGIONAL PLANNING COMMISSION

Transportation Planning Work Program 2025-2026

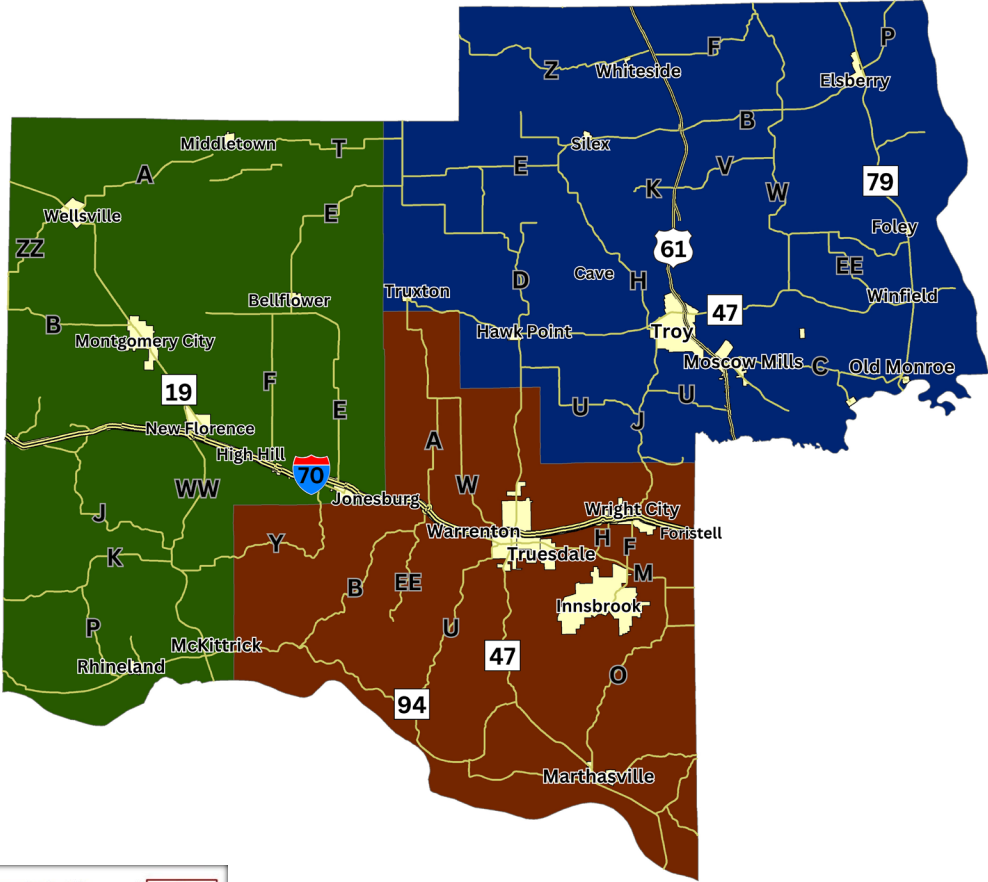


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Introduction

The Boonslick Regional Planning Commission (BRPC) is designated as a *Transportation Planning Partner* and is charged with the responsibility of identifying local and regional transportation needs, prioritizing transportation needs, educating the public and general transportation stakeholders about the transportation planning and investment process, and coordinating transportation improvements with local, regional and state development activities. To fulfill this responsibility and engage regional leaders, the BRPC Board of Directors approved a policy that established the process for appointing representation on the region's Transportation Advisory Committee (TAC). The policy was developed to provide an equitable and established process for appointing members to the committee.

The BRPC TAC plays an important role in the transportation planning process. The TAC is assigned the duty of identifying and prioritizing transportation needs within the Boonslick Region and recommending these priorities to the BRPC Board of Directors. The board-approved TAC recommendations are then presented to MoDOT for consideration in the development of the Statewide Transportation Improvement Program (STIP). The STIP is the tool used by MoDOT to make critical transportation investments in the state of Missouri.

The TAC is to allow our members more direct input into the transportation planning process. Appointees from each county represent the following disciplines:

- *Manufacturing*
- *Retail/Commercial/Residential Development*
- *Trucking/Transportation*
- *Agriculture/Agri-business*
- *Development/Chamber of Commerce/Government*
- *Education*
- *Emergency Services*
- *Special Needs Populations*
- *Private Citizen/Engineer*

The Chair and/or Vice Chair of the TAC will be an elected official and a member of the BRPC Executive Committee. The BRPC Executive Committee approves the TAC Chair, Vice Chair and members annually. The list of TAC members is attached in the appendix.

Task 1 – Administration

Purpose:

This task covers general administration tasks related to the execution of the contract to include, but not limited to: accounting, reporting, performance evaluation and general correspondence. All reporting will follow the guidelines described in 23 CFR 420.117(b), as well as maintain the required documentation for work elements as described in 23 CFR 420.111. This is necessary for reimbursement of RPO funds from MoDOT and provides the audit detail to justify the continued funding availability.

End Documents:

- Invoices
- Activity and financial reports, on agreed upon timeframe
- FY 25/26 Performance Evaluation
- FY 25/26 Transportation Planning Work Plan
- Financial audit
- Direct/Indirect Cost Documentation
- Title VI update, if required
- To receive the top evaluation score, an RPC must expend at or in excess of 1,200 hours of staff time devoted to the Work Plan and document that time.

Prior Year Accomplishments:

- Staff completed and submitted quarterly financial reports to MoDOT within 30 days of the end of each quarter.
- Staff completed and submitted quarterly activity reports to MoDOT within 30 days of the end of each quarter
- Staff completed the annual self-evaluation performance report.
- Staff is in the process of updating the organization’s Title VI policy

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Submit invoices/financial reports on agreed-upon timeframe.	Executive Director/ Fiscal Officer	111	Ongoing
Prepare and submit progress and activity reports on agreed-upon timeframe. (At least quarterly)	Executive Director/ Planner	20	Ongoing
Prepare and submit annual performance evaluation on time.	Executive Director/ Planner	4	By April 20, 2026

Prepare and submit annual work plan on time.	Executive Director/ Planner	18	By May 23, 2026
Provide certification of direct and/or indirect costs, as required.	Executive Director/ Fiscal Officer	1	June 30, 2026
Complete audit and share audit report with Office of Administration.	Executive Director/ Fiscal Officer	40	March 31, 2026
Prepare update of Title VI plan, if applicable and review annually. (Due on a three-year cycle.)	Executive Director/ Fiscal Officer	2	June 26, 2026

Total Staff Hours		196	
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Budgeted Funds:

Total Task Expense:	\$35,116.44
MoDOT 80% Share:	\$28,093.15
RPC 20% Share:	\$ 7,023.29

Task 2 – Core Planning Activities/Public Engagement

Purpose:

To cover all planning and public engagement activities necessary to complete the identified activities, including regional needs identification and prioritization; updating the Regional Transportation Plan, including needs and priorities, data, multi-modal asset and prioritization information and sidewalk inventories, assessments and mapping; engaging the citizens, stakeholders, TAC and board to ensure a complete and accurate needs list; supporting statewide planning efforts and participating in MoDOT sponsored event and studies; and hold at least four TAC meetings per year. This task will also include all activities that encourage public engagement and education and enhance the general transportation for the region, including activities that provide opportunities to interface with the public, such as attending public hearings, hosting forums and workshops, TAC meetings, board meetings, newsletters, social media and other methods of communication and information sharing with the public. Planning activities may include (but are not limited to) GIS development, data generation, local development trends and assistance with local financing options for communities.

End Documents:

- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- 2026 TAC Priorities for the region submitted to MoDOT
- GIS/maps as developed
- TAC agendas, minutes, and other documents used to conduct at least four TAC meetings throughout the Fiscal Year

Prior Year Accomplishments:

- Staff worked with communities to address transportation planning activities and TAC membership.
- Staff, in conjunction with the TAC, updated the list of needs and priorities in the Regional Transportation Plan.
- Staff attended the Statewide Planning Partners meeting and participated in the monthly conference calls with MoDOT leadership and partners.
- Staff attended regional TAC meetings and participated in conference calls with regional TAC members from other RPCs and district MoDOT staff.
- Supported local entities interested in MoDOT Cost Share program.
- Staff participated in Northeast Region Safety Coalition.
- Staff attended meetings with MoDOT District personnel, area transportation committees, County commission and city board meetings to discuss developments within the region.
- Staff attended State Highway Commission meeting.

- Staff attended Lincoln County x MCRS Seat Belt Brainstorm Meeting.
- Staff worked with individual TAC members and Board members on project related activities.
- Staff assisted communities with transportation-related grant applications.
- Staff participated in the Washington Area Transportation Committee meetings with emphasis on regional projects and Route 47 corridor improvements.
- Staff participated in the Improve I-70 Public Hearing, groundbreaking ceremony and community meetings.
- Utilized various local and regional transportation data for the purpose of other grant activities, such as commute time maps, industrial infrastructure, traffic study, etc.
- Utilized traffic counts and road maps, visuals for group discussion, and other general uses.
- Staff assisted communities with developing infrastructure maps, planning sessions, and continued to assist interested communities with applications and plans.
- Staff distributed information to transportation stakeholders on the major investment prioritization activities.
- Staff completed updates on the BRPC website.
- Staff attended meetings and guidance for prioritizing Tier 1, 2 and 3 Unfunded Regional needs.
- Assisted Northeast Coalition of Roadway Safety with (BUPD) Buckle Up Phone Down events.
- Provide traffic counts for counties and municipalities.
- Work with Hwy 79 Safety Coalition to educate and inform communities along Hwy 79 about safety and fatalities.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Participate in MODOT sponsored events and processes, including Statewide Planning Partners meeting and district-level meetings and periodic MODOT leadership calls. District level meetings include district prioritization meetings, high-priorities, unfunded needs prioritization meeting and project selection meetings for TAP and BRO projects.	Executive Director/ Planner	75	June 30, 2026
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development.	Executive Director/ Planner	60	Ongoing

Provide identification and prioritization of Tier 1, 2 and 3 High Priority, Unfunded Needs for use in statewide planning.	Executive Director/ Planner	15	June 30, 2026 Ongoing
Provide support towards the development of statewide planning efforts.	Executive Director/ Planner	16	June 30, 2026 Ongoing
Engage in specific MoDOT transportation studies conducted by MoDOT.	Executive Director/ Planner	60	Ongoing
Update Regional Transportation Plan, to include Needs and Priorities, including soliciting, fielding and following needs submitted by citizens; updated data gathered from Census, cities, counties and other sources; updated list of transportation stakeholders; update of multi-modal asset and prioritization information and update sidewalk assessments/mapping.	Executive Director/ Planner/ Project Assistant/ Program Coordinator	404	Ongoing, June 30, 2026
Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report.	Executive Director/ Planner/Project Assistant	80	Ongoing, June 30, 2026
Hold Buckle Up Phone Down educational events.	Planner	40	Ongoing
Work with regional transportation and safety coalitions.	Executive Director/ Planner	16	Ongoing
Provide traffic counts for counties and municipalities.	Program Coordinator	40	Ongoing
Total Staff Hours		806	

Budgeted Funds:

Total Task Expense:	\$40,551.44
MoDOT 80% Share:	\$34,441.15
RPC 20% Share:	\$ 8,110.29

Task 3 – Professional Development

Purpose:

Includes activities necessary to support transportation planning staff activities. RPC will partner with MACOG on coordination of transportation planning activities, including fiscal officer’s quarterly meetings, transportation planners quarterly meeting, transit and bike/ped information and other transportation-related work to benefit RPCs. This category should also include any memberships to professional, state or national organizations and other staff activities to stay current on transportation issues and trends.

End Documents:

- Certificates of achievement
- Conference attendance
- LPA certification for at least one staff member

Prior Year Accomplishments:

- Staff attended monthly MACOG meetings.
- Staff attended NADO conferences, and meetings for planners.
- Staff attended MACOG professional development and planning conferences.
- Staff attended MoDOT training sessions.
- Staff attended professional development conferences including annual Highway Safety Conference.
- Staff participated in Road Safety Champion Program training.
- Transportation Planner completed LPA certification.
- Staff participated in Walk Audit training.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Attend MACOG meetings, MACOG annual professional development conference, and other transportation conferences including NADO Transportation Conference.	Executive Director/Planner	276	June 30, 2026
Participate in quarterly transportation planners workgroup.	Transportation Planner	35	June 30, 2026
Renew LPA certification for at least one staff member	Executive Director	10	June 30, 2026

Attend training sessions for Road Safety Champion certificate/designation. Attend Highway Safety Conference in Columbia in September. Participate in quarterly fiscal officer's meetings	Executive Director/ Planner / Fiscal Officer	75	Ongoing
Total Staff Hours		396	

Budgeted Funds:

Total Task Expense:	\$20,457.64
MoDOT 80% Share:	\$16,366.11
RPC 20% Share:	\$ 4,091.53

Task 4 – Multi-Modal Activities for 2025-26

Purpose:

This task encompasses planning and public engagement activities through the formation of a Multi-Modal Subcommittee to provide input and guidance to the RPC’s established Transportation Advisory Committee and expand TAC to include a Multi-Modal Subcommittee position. Subcommittee would be made up of subject-matter experts who have an understanding of multi-modal transportation needs in the region.

End Documents:

- Documentation of an established TAC subcommittee, focused on multi-modal transportation, and related documents such as membership list, updates to the TAC bylaws to reflect standing committee and new position, meeting schedule, etc.
- Provide subcommittee agendas, minutes, sign-in sheets and other meeting hand-outs, documenting that at least two subcommittee meetings were held, and that subcommittee recommendations were shared with the TAC for consideration.
- Any multi-modal GIS/maps as developed
- Any multi-modal assessments, inventories and plans that may have been developed.
- Certificates from any completed trainings.

Prior Year Accomplishments:

- Multi-modal TAC for the region was created.
- Multi-modal subcommittee meeting held.
- Multi-modal regional needs were identified and ranked.
- Researched background on modes and presented information to subcommittee, TAC and Board of Directors.
- Reviewed transit studies which identified gaps.
- Staff attended the Moving Missouri Forward Summit in Columbia.
- Staff participated in sidewalk audit training.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Maintain and coordinate a Multi-Modal Subcommittee to advise the RPC’s Transportation Advisory Committee. Continue to enhance process that includes public engagement for selecting multi-modal representation. Maintain at	Executive Director / Planner	75	Ongoing

least one seat on the TAC for a Multi-Modal Subcommittee Liaison, who will ensure communication between the two groups.			
Coordinate at least two subcommittee meetings. Incorporate presentations from MODOT multi-modal divisions into the subcommittee and TAC meetings to increase understanding of various modes. Document meetings through agendas, minutes, sign-in sheets.		75	June 30, 2026
Maintain/update an inventory of multi modal transportation stakeholders with contact information.		40	Ongoing
Create/update sections of the Regional Transportation Plan to reflect multi-modal inventory, needs, service providers, stakeholders, High-Priority, Unfunded Multi-modal needs, and incorporate maps/GIS as needed.		40	June 30, 2026
Work with subcommittee, multi-modal stakeholders and TAC to update and prioritize regional multi-modal needs list and develop Multi-Modal High Priority, Unfunded Needs (HPUN) list to be approved by RPC board and submitted to MODOT.		100	June 30, 2026
Attend meetings, trainings and conferences to expand knowledge of modes.		34	June 30, 2026
Participate in MODOT multi-modal meetings as requested.		32	June 30, 2026
Total Staff Hours:		396	

Budgeted Funds:

Total Task Expense:	\$13,750.00
MoDOT 80% Share:	\$11,000.00
RPC 20% Share:	\$ 2,750.00

BRPC Transportation Staff

Staff that will be engaged in the proposed project are listed below:

Teresa Lee, Executive Director
Chuck Eichmeyer, Program Coordinator/Planner
Carol Bracht, Planner
Kevin Luebke, Planner
Kim Meyer, Fiscal Officer
Annie Sprick, Project Assistant

Financial Summary

**Boonslick Regional Planning Commission
Missouri Department of Transportation
Transportation Planning Work Program Budget
July 1, 2025 to June 30, 2026**

Description	Total Budget	Task1- Adminstration	Task 2 - Planning	Task 3- Professional Development	Task 4-Multi Modal
Salaries & Fringe	\$ 71,446.94	\$8,776.90	\$33,994.00	\$17,149.50	\$11,526.54
Direct Expenses					
Copies	\$ 1,000.00	\$ 1,000.00			
Postage	\$ 150.00	\$ 150.00			
Communications	\$ 100.00	\$ 100.00			
Travel-mileage	\$ 2,000.00	\$ 2,000.00			
Travel-lodging	\$ 5,000.00	\$ 5,000.00			
Travel-meals	\$ 4,000.00	\$ 4,000.00			
Conference/Memberships	\$ 7,500.00	\$ 7,500.00			
Meeting expenses	\$ 2,000.00	\$ 2,000.00			
Equipment	\$ 100.00	\$ 100.00			
Supplies	\$ 1,500.00	\$ 1,500.00			
Misc	\$ 1,196.48	\$ 1,296.48			
Total Direct Expenses	\$24,646.48	\$24,646.48	\$ -	\$ -	\$ -
Indirect Expenses	\$13,782.11	\$ 1,693.06	\$ 6,557.44	\$ 3,308.14	\$ 2,223.46
Total Expenses	\$109,875.53	\$35,116.44	\$40,551.44	\$20,457.64	\$13,750.00
MoDOT 80%	\$87,900.42	\$28,093.15	\$32,441.15	\$16,366.11	\$11,000.00
BRPC 20%	\$21,975.11	\$ 7,023.29	\$ 8,110.29	\$ 4,091.53	\$ 2,750.00

Appendix

Boonslick RPC Transportation Advisory Committee

Name	Representing	County
Chris Beasley	Citizen/Engineer	Lincoln County
Mike Mueller	Government/Development	Lincoln County
Steve Fair	Emergency Services	Lincoln County
Patrick Flannigan	Trucking/Transportation	Lincoln County
Julie Rodgers	Economic Development	Lincoln County
Frank Roth	Manufacturing	Lincoln County
Mary Sullivan Thomas	Special Needs	Lincoln County
Sean O'Brien	Education	Lincoln County
Eric Tapley	Agriculture	Lincoln County
Ryan Poston, Vice-Chair	Government/Development	Montgomery County
Tom Oliver	Manufacturing	Montgomery County
Josh Johnson	Agriculture	Montgomery County
Doug Lensing	Emergency Services	Montgomery County
Steve Engemann	Trucking/Transportation	Montgomery County
Brent Speight	Economic Development	Montgomery County
Dan Cole	Special Needs	Montgomery County
Bart Korman	Citizen/Engineer	Montgomery County
Dave Teeter	Education	Montgomery County
Joe Gildehaus, Chair	Government/Development	Warren County
Mike Thomas	Citizen	Warren County
Anita Contreras	Special Needs	Warren County
Guy Gevers	Trucking/Transportation	Warren County

Name	Representing	County
Chris Watson	Development	Warren County
Bernie Cosby	Engineer	Warren County
David Tinnin	Education	Warren County
Hubert Kluesner	Agriculture	Warren County
Mark Birchler	Emergency Services	Warren County

BRPC Executive Board Members

Name	Office	Representing
Ryan Poston	Chairman	Montgomery County
Steven Deves	Vice-Chairman	City of Montgomery
Joe Gildehaus	Secretary	Warren County
Michael Mueller	Treasurer	Lincoln County
Lynn Lockett	Member	City of Silex
Mike Thomas	Member	City of Truesdale

Multi-Modal TAC Members

Name	County
Mary Sullivan Thomas	Lincoln County
Chris Beasley	Lincoln County
Dan Cole	Montgomery County
John Noltensmeyer	Montgomery County
Elsa Smith-Hernandez	Warren County
Roger Romaker	Warren County