

# FY 2025-2026 TRANSPORTATION PLANNING WORK PLAN



July 1, 2025 –  
June 30, 2026

Meramec Regional Planning Commission

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# FY 2025-2026 Transportation Planning Work Plan

MERAMEC REGIONAL PLANNING COMMISSION

## TABLE OF CONTENTS

INTRODUCTION.....3

TASK 1 – ADMINISTRATION.....4

TASK 2 – CORE PLANNING ACTIVITIES/PUBLIC ENGAGEMENT.....6

TASK 3 – PROFESSIONAL DEVELOPMENT.....11

TASK 4 – MULTI-MODAL ACTIVITIES FOR 2024-2024.....13

FINANCIAL SUMMARY TABLE.....15

STAFF INFORMATION.....16

## Introduction

The Meramec Regional Planning Commission (MRPC) 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, coordinating transportation improvements with local, regional and state activities and providing direct representation of the region to MoDOT. To fulfill this responsibility, and engage regional leaders, the MRPC Board approved a policy that established the Meramec Region Transportation Advisory Committee (TAC) and created an equitable and established process for appointing members to the committee. Each county commission in the region is responsible for appointing and maintaining three active members on the TAC. The committee also has ex-officio members; those being public transit providers and MoDOT district officials. The TAC plays an important role in the transportation planning process. It is assigned the duty of identifying and prioritizing transportation needs within the region and recommending these priorities to the MRPC Board. The board-approved recommendations are then presented by MRPC 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 Meramec Regional Planning Commission proposed the following work plan and requests the approval of the Missouri Department of Transportation to carry out the activities contained within this document.

**Bonnie Prigge, Executive Director**  
**Tammy Snodgrass, Assistant Director**  
**Anne Freand, Transportation Planning Manager**  
**Linda Loughridge, Fiscal Officer**

## 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 for FY 2025-2026:

- Six invoices
- Six bi-monthly reports
- FY 2025-2026 Performance Evaluation
- FY 2025-2026 Transportation Planning Work Plan
- Financial audit
- Direct/Indirect Cost Documentation
- Annual Performance and Expenditure Report
- Document that more than 1,200 staff hours were devoted to Work Plan efforts

### Prior Year Accomplishments:

- Staff completed the 2024-2025 Transportation Planning Performance Evaluation and prepared the 2025-2026 Transportation Planning Work Plan
- Staff prepared the May/June, July/August, September/October, November/December, January/February, and March/April bi-monthly reports, tracking time by task as outlined in the work plan, logged expenses and recorded wire of funds.
- Fiscal staff reviewed financials and completed invoices, accounts receivable, timesheet adjustments, payroll, budget updates and payable functions related to the project. Staff also completed annual conflict of interest statements and employee evaluations.
- Management staff reviewed program expenses, work progress, grant projects and scopes, completed annual employee performance plans.
- Staff completed MRPC FY 2024-2025 budget/financial progress updates for management, and budget revision meetings with management and staff, as well as discussed the MoDOT grant and provided documentation to auditors. Staff also revised the bi-monthly MoDOT grant hour tracking report.
- Staff completed a list of services for members, worked on employee evaluations and department goals.
- The financial audit for FY 2023-2024 was completed and delivered to MRPC on October 4, 2024.
- Staff finalized the update to the Title VI Plan, including placing it on the website and signing assurances.

**Task Deliverables:**

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
Submit six bi-monthly invoices/financial reports that identify at least 1,200 staff hours devoted to Work Plan efforts (This includes ongoing monitoring of budget)	Accountant II, Accountant I, Senior Secretary, Fiscal Officer, Communications & Marketing Manager, Executive Director, Assistant Director, Planning Manager, Project Development Manager, Senior Environmental Programs Specialist, Senior Community Development Specialist, Community Development Specialist Assistant		July 2025 September 2025 November 2025 January 2026 March 2026 May 2026
Submit six bi-monthly activity reports (This includes on-going monitoring of implementation of work plan)			July 2025 September 2025 November 2025 January 2026 March 2026 May 2026
Prepare and submit FY 2026/27 Work Plan			May 2026
Prepare and submit FY25 Performance Evaluation (This includes the Self-Evaluation)			April 2026
Provide certification of direct and/or indirect costs, as required.			July 2025, if applicable
Complete audit and share audit report with Office of Administration.			February 2026
<b>Total Staff Hours:</b>		<b>130</b>	

**Budgeted Funds:**

<b>Total Task Expense:</b>	<b>\$ 22,759.33</b>
MoDOT 80% Share:	\$ 18,207.46
RPC 20% Share:	\$ 4,551.87

## 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 for FY 2025-2026:

- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs and High Priority Unfunded 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 FY
- One Road Safety Audit
- Six press releases on TAC/transportation activities
- Maintain transportation-related information on the region's websites and distribute to public by other means

### Prior Year Accomplishments:

- Bonnie Prigge, joined by Preston Kramer, MoDOT Area Engineer, and Anne Freand, MRPC, visited with Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington county commissions, TAC members, and other elected officials to update the list of current transportation needs. Each county prioritized its needs and the top three to five needs were brought forward for regional prioritization. These needs were prioritized by the TAC and approved by MRPC board in December 2024 and presented to MODOT.
- By June 30, 2025 staff will have completed the following sections of the Meramec Region Regional Transportation Plan.
  - Staff will have completed updates to Appendices A, C, E, G, H & I of the RTP.
  - Staff will have completed updates to Chapters 2.1, 5 and 6 of the RTP.
- Staff placed the SAM trailer six times in five different areas (Phelps County, Newburg, Owensville and Bland), as well as worked on deployment, and troubleshooting.
- The Project Development Department completed a grant application to replace low water crossings in Washington County and worked with the city of Bland on a grant for streets, Gasconade County

on a road grant and provided Rock Island Trail updates with State Parks. Staff also worked on an EV charging grant, Route 66 grants, highway safety grants and completed the Forward 44 survey.

- Fiscal staff prepared and signed the GIS licensing renewal quote by June 2025.
- The Project Development Department assisted Pulaski County with three regional bridge program applications.
- Bonnie Prigge and Anne Freand attended in-person and virtual Central District STIP planning meetings to discuss and select Meramec projects for inclusion in the STIP, as well as the High Priority Unfunded Transportation Needs list and TAP reviews.
- Staff coordinated the identification and prioritization of High Priority Unfunded Needs lists for road and bridge projects and represented the region at the Central District planning partners meeting where district priorities were determined.
- Staff coordinated the prioritization of TAP and BRO projects and represented the region at the Central District planning partners meeting where district priorities and funding were determined.
- MRPC staff discussed potential transportation related projects and possible funding options with several cities and counties, including MS&T's project management class which focused on the city of Newburg this fiscal year.
- Bonnie Prigge, Anne Freand and TAC Chairman Sean Wilson attended the MoDOT Statewide Planning Partners meeting in February 2025.
- Bonnie Prigge chaired the MACOG transportation committee and coordinated the work of the committee, including review of the self-evaluation criteria for the FY 2026 RPC Work Program and the 2025 self-evaluation and funding allocation for FY 2026, and coordination of the 2026 work program submission.
- Staff will have completed a Road Safety Audit for an intersection in the region by the end of June 2025.
- Bonnie Prigge continued to represent LPAs on the Federal Land Access Program (FLAP).
- Bonnie Prigge assisted Lake Ozark Council of Local Governments with transportation planning and support due to their loss of staff.
- Bonnie Prigge participated in the Statewide Coalition for Roadway Safety advisory board meetings.
- Bonnie Prigge participated in the Frene Creek Bridge ribbon cutting in the city of Hermann.
- Bonnie Prigge participated in the November 5, 2024 Show Me Zero strategic planning meeting in Jefferson City.
- Bonnie Prigge participated in a Phelps County Community Foundation transportation discussion on November 6, 2024.
- Facebook page continued to be updated with 116 transportation related posts through May 2025.
- Staff will have completed the annual audit of TAC meeting attendance and forwarded the results to each presiding commissioner and updated TAC member contact information by the end of June 2025.
- Bonnie Prigge and Orin Pogue participated in Bourbon Economic Development Group, RREC, and Sustainable Ozarks Partnership (SOP) meetings and shared transportation information.
- TAC meetings were held in August, October, December, February and April. Another meeting is scheduled for June. Special presentations to the TAC Included:
  - Forward 44 Update
  - Bridge Engineering Assistance Program (BEAP) Update
  - Review of Safe Streets and Roads for All Grant
  - Transportation Engineering Assistance Program (TEAP) Update

- RAISE Planning Grant Update
- BRO Application Ranking
- Road and Bridge HPUN Ranking
- 10 transportation press releases were completed and distributed, as well as updates to the MRPC Annual Report.
- Bonnie Prigge and Tammy Snodgrass continued to work with board members to develop state and federal priorities, including transportation issues. Staff visited legislators on transportation needs and coordinated the meeting of representatives of state legislators and congressional staff to attend MRPC board meetings where transportation needs and issues were discussed. Bonnie Prigge, Tammy Snodgrass and MRPC Board members met with MRPC legislators at the Capitol in Jefferson City in January 2025. Federal priorities were provided to federal legislators in March 2025 via email.
- Staff reported monthly to MRPC board on transportation legislation and shared legislative reports.
- Transportation information was shared with elected officials at 10 MRPC in-person board meetings.
- MRPC completed updates to the transportation planning landing page on the MRPC website: <https://www.meramecregion.org/transportation-planning/>
- Anne Freand and Orin Pogue participated in the Livable/Complete Streets Committee meetings.
- Staff continued to stay current on local and statewide transportation issues and discussed the issues via emails, sharing publications or discussion.

**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, Assistant Director, Planning Manager, Project Development Manager, Fiscal Officer, Senior Community Development Specialist, Grant Inspector & Administrator, Maintenance Technician, Senior Environmental Programs Specialist & Senior Secretary		Ongoing through June 2026
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development			December 2025
Provide identification and prioritization of Tier 1, 2 and 3 High Priority, Unfunded Needs for use in statewide planning			Ongoing through June 2026
Provide support towards the development of statewide planning efforts.			Ongoing through June 2026
Engage in specific MODOT transportation studies conducted by MODOT.			Ongoing through June 2026
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			Ongoing through June 2026

multi-modal asset and prioritization information and update sidewalk assessments/mapping.			
Hold six TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report			Ongoing through June 2026
Provide traffic counter to at least three communities			Ongoing through June 2026
GIS Activities – Develop transportation information for the region			Ongoing through June 2026
Provide grant application and project development services for transportation-related projects			Ongoing through June 2026
Serve on transportation committees coordinated by MACOG and/or MoDOT including but not limited to MoDOT Planning Partners Meeting Planning Committee, Federal Land Access Program Committee, MO Coalition for Roadway Safety Advisory Committee and MACOG Transportation Subcommittee			Ongoing through June 2026
Identify and complete one Road Safety Assessment			Ongoing through June 2026
Meet with county commissioners and other stakeholders to update transportation needs list			Ongoing through June 2026
Distribute transportation information to communities and constituents			Ongoing through June 2026
Publish three articles related to transportation activities and Facebook posts			Ongoing through June 2026
Share Regional Transportation Needs with State and Federal officials			Ongoing through June 2026
Attend meetings of regional economic development groups and, as time allows, share information on transportation			Ongoing through June 2026
Share info on best practices for transportation related projects and identify opportunities			Ongoing through June 2026
Update MRPC's website to include accurate transportation information			Ongoing through June 2026
<b>Total Staff Hours:</b>		<b>778</b>	

**Budgeted Funds:**

<b>Total Task Expense:</b>	<b>\$62,900.63</b>
MoDOT 80% Share:	\$50,320.50
RPC 20% Share:	\$12,580.13

**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 when available
- Conference attendance
- LPA certification for at least one staff member

**Prior Year Accomplishments:**

- Bonnie Prigge and/or Tammy Snodgrass attended 11 MACOG meetings where transportation information was shared and discussed. Staff will attend an additional MACOG meeting scheduled for June before the end of the fiscal year.
- Anne Freand attended virtual and in-person quarterly MACOG transportation planners' meetings in 2024 and 2025 and served as secretary. Anne is scheduled to participate in the meeting in June 2025.
- Bonnie Prigge, Anne Freand and MMTAC Chairman Sam Rhodes attended the MoDOT Statewide Planning Partners meeting in February 2025.
- Bonnie Prigge and Anne Freand attended the NADO National Regional Transportation Conference in Greenville, SC in July/August 2024.
- Bonnie Prigge attended the MACOG Board Retreat in October 2024.
- Staff participated in the Coalition for Roadway Safety Blueprint Conference in September 2024.
- MRPC maintained membership in the Missouri Association of Councils of Governments and the National Association of Development Organizations.
- Staff maintained ESRI licenses and attended training, as available.
- MRPC held a staff retreat in August 2024 where transportation items were discussed.
- Bonnie Prigge participated in trails/grants discussions with other RPCs and stakeholders on the RAISE/BUILD project.

**Task Deliverables:**

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
Attend MACOG meetings and MACOG annual professional development conference	Executive Director, Assistant Director, Planning Manager, Project Development Manager, Fiscal Officer		Ongoing through June 2026
Participate in quarterly transportation planners workgroup			Ongoing through June 2026
Complete LPA certification for at least one staff member			Ongoing through June 2026
Attend NADO Annual Training/Policy Conferences, NADO National Transportation Conferences (inc. National Regional Transportation Conference in Greenville, SC), and other transportation learning opportunities, as schedules and funding allow			Ongoing through June 2026
Participate in GIS training, as available			Ongoing through June 2026
Attend MoDOT training workshops			Ongoing through June 2026
Participate in ARPA and BIL conference calls, as time allows			Ongoing through June 2026
Maintain membership on MACOG and NADO			Ongoing through June 2026
Continue ESRI GIS licenses			Ongoing through June 2026
Obtain and maintain LPA certification for at least one staff member			Ongoing through June 2026
Attend Highway Safety Conference, as funding allows			Ongoing through June 2026
<b>Total Staff Hours:</b>			<b>157</b>

**Budgeted Funds:**

<b>Total Task Expense:</b>	<b>\$ 13,138.33</b>
MoDOT 80% Share:	\$ 10,510.66
RPC 20% Share:	\$ 2,627.67

## Task 4 | Multi-Modal Activities for 2025-2026

### Purpose:

*This task encompasses planning and public engagement activities through the formation of a separate Multi-Modal Transportation Advisory Committee, focusing on multi-modal transportation to complete the identified activities.*

### End Documents:

- Documentation of an established multi-modal transportation advisory committee and related documents such as membership list, bylaws, meeting schedule, etc.
- Provide MMTAC agendas, minutes, sign-in sheets and other meeting hand-outs, documenting that at least four MMTAC meetings were held, with at least one meeting being a joint meeting between TAC and MMTAC.
- 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:

- MMTAC was established utilizing contacts provided by MoDOT and regional partners in the fields of Transit, Ports, Rail, and Bike/Pedestrian.
- Staff completed bylaws and assisted the committee in electing a chair and vice-chair for the group.
- MMTAC meetings were held in September, November, and a joint meeting with the Road/Bridge TAC in February. Another meeting is scheduled for May 29, 2025.
- Anne Freand and Bonnie Prigge attended multimodal related sessions at the NADO National Regional Transportation Conference in Greenville, SC.
- Staff discussed multimodal needs with managers and TAC members throughout the year.
- Staff provided final rankings of High Priority Unfunded Needs (HPUN) to MoDOT after the February 2025 TAC/MMTAC meeting.
- Staff discussed multimodal needs at county level meetings for the Safe Streets and Roads for All action plan.
- Bonnie Prigge discussed multimodal needs at the MACOG training in Excelsior Springs.
- Bonnie Prigge discussed TAP grant opportunities with Belle Schools.
- Staff discussed multimodal needs at each county visit with commissioners and members of the public in all eight counties.

### Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Maintain and coordinate a Multi-Modal Transportation Advisory Committee (MMTAC). Continue to enhance the process that includes	Executive Director, Assistant Director, Planning Manager, Project		Ongoing through June 2026

public engagement for selecting multi-modal representation on the MMTAC.	Development Manager, Fiscal Officer		
Coordinate at least four MMTAC meetings with at least one meeting being a joint meeting between TAC and MMTAC. Incorporate presentations from MODOT multi-modal divisions into the MMTAC meetings to increase understanding of various modes. Document meetings through agendas, minutes, sign-in sheets.			Ongoing through June 2026
Maintain/update an inventory of multi-modal transportation stakeholders with contact information.			Ongoing through June 2026
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.			Ongoing through June 2026
Work with MMTAC and multi-modal stakeholders 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.			Ongoing through June 2026
Attend meetings, trainings and conferences to expand knowledge of modes.			Ongoing through June 2026
Participate in MODOT multi-modal meetings as requested.			Ongoing through June 2026
<b>Total Staff Hours:</b>			265

**Budgeted Funds: Direct costs associated with Task 4, totaling \$219.25, are included in task one for billing purposes.**

<b>Total Task Expense:</b>	<b>\$ 20,625.00</b>
MoDOT 80% Share:	\$ 16,500.00
RPC 20% Share:	\$ 4,125.00

MRPC FY 2025-2026 Work Plan	July 1, 2025 - June 30, 2026		Project Number: SPR2527S			
Description	Total Hours Budget	Total Budget	Task 1 - Administration	Task 2 - Core Activities	Task 3 - Professional Development	Task 4 - Multi-Modal Activities
Salaries & Fringe						
Samantha -- Accountant I	5.00	209.65	209.65	-	-	-
Linda Carroll -- Senior Secretary	42.00	1,218.19	58.01	1,160.18	-	-
Fredd Burton -- Maintenance Technician	15.00	720.31	-	720.31	-	-
TBD -- Intern Planner	8.00	233.61	-	233.61	-	-
Orin Pogue -- Senior Community Development Specialist	180.00	7,050.66	167.82	2,350.22	1,841.00	2,691.62
Bethany Ferrell -- Accountant II	30.00	1,310.90	1,310.90	-	-	-
Anne Freand -- Planning Manager	445.00	24,390.80	1,644.32	12,551.67	2,466.49	7,728.32
Caitlin Jones -- Communications Marketing Coordinator	75.00	3,612.80	385.36	3,034.76	-	192.68
Linda Loughridge -- Fiscal Officer	28.00	2,052.46	2,052.46	-	-	-
Bonnie Prigge -- Executive Director	252.00	27,010.65	1,286.22	15,327.47	4,823.33	5,573.63
Kelly Sink -- Project Development Manager	200.00	13,275.09	331.88	11,615.70	1,327.51	-
Tammy Snodgrass -- Assistant Director	50.00	3,753.01	375.30	3,377.71	-	-
<b>Total Personnel Expenses</b>	<b>1,330.00</b>	<b>84,838.13</b>	<b>7,821.92</b>	<b>50,371.63</b>	<b>10,458.33</b>	<b>16,186.25</b>
Direct Expenses						
Copies		650.00	650.00	-	-	-
Postage		30.00	30.00	-	-	-
Phone		5.00	5.00	-	-	-
Travel						
Mileage		3,924.91	3,924.91	-	-	-
Lodging		3,000.00	3,000.00	-	-	-
Meals		900.00	900.00	-	-	-
Conference Registration & Memberships		2,750.00	2,750.00	-	-	-
Equipment & Supplies		500.00	500.00	-	-	-
Other		1,000.00	1,000.00	-	-	-
<b>Total Direct Expenses</b>		<b>12,759.91</b>	<b>12,759.91</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Indirect Expenses</b>		<b>22,277.50</b>	<b>2,177.50</b>	<b>12,529.00</b>	<b>2,680.00</b>	<b>4,438.75</b>
	<b>Total Expenses</b>	<b>119,875.54</b>	<b>22,759.33</b>	<b>62,900.63</b>	<b>13,138.33</b>	<b>20,625.00</b>
	<b>MoDot 80%</b>	<b>95,900.43</b>				
	<b>MRPC 20%</b>	<b>23,975.11</b>				

**MRPC Staff can be reached at (573) 265-2993**

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TBD, Intern Planner	<a href="#">TBD</a>