

BOONSLICK REGIONAL PLANNING COMMISSION

Transportation Planning Work Program 2022-2023

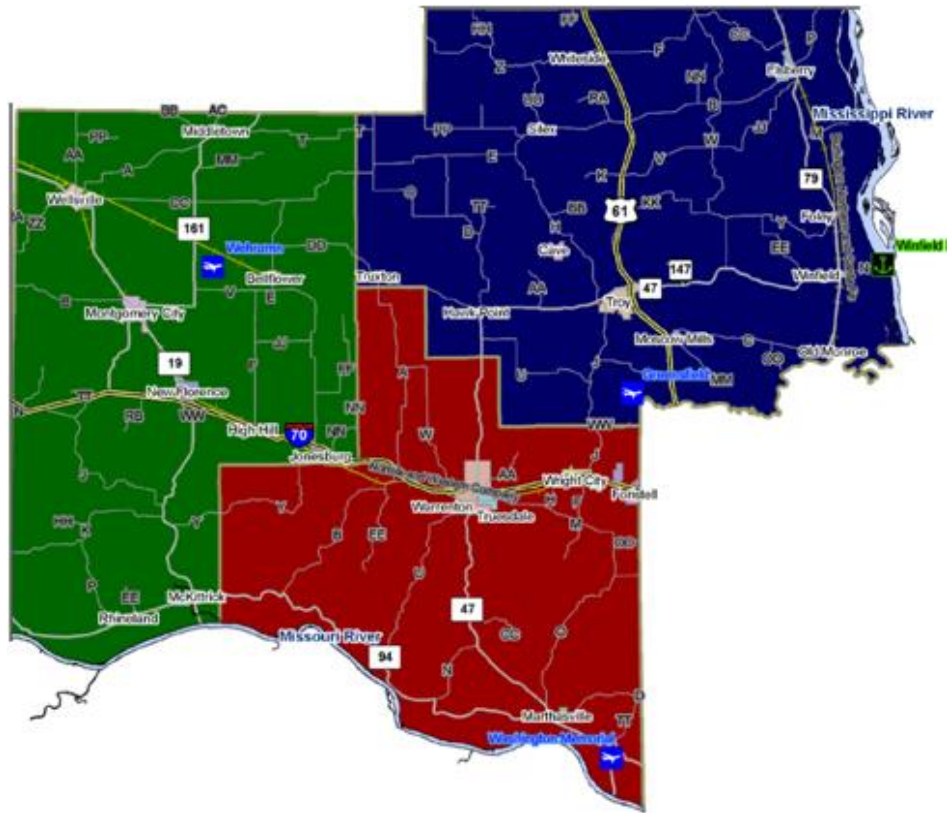


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Introduction

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 was reorganized in 2012 to allow our members more direct input into the transportation planning process. Appointees from each county representing 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 – Administrative Activities

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 RPC funds from MoDOT and provides the audit detail to justify the continued funding availability.

End Documents:

- Generate invoices and quarterly progress reports for submittal to MoDOT
- Submittal of the annual self-evaluation performance report and financial reports to MoDOT
- Submittal of work plan to MoDOT
- Provide certification of direct and/or indirect costs, as required to MoDOT
- Complete audit and share audit report with Office of Administration.
- Title VI update due June 26, 2022.
- Document that more than 1,200 staff hours were devoted to Work Plan efforts, to achieve top evaluation score.

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.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Submit invoices/financial reports on agreed-upon timeframe.	Executive Director / Fiscal Officer	100	June 30, 2023
Prepare and submit progress and activity reports on agreed-upon timeframe.	Planner/ Office Manager	16	June 30, 2023

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Prepare and submit annual self-evaluation performance report on time.	Executive Director/ Planner	10	April 24, 2023
Prepare and submit annual work plan on time.	Executive Director/ Planner	20	May 21, 2023
Provide certification of direct and/or indirect costs, as required.	Executive Director	1	June 30, 2023
Complete audit and share audit report with Office of Administration.	Executive Director/ Fiscal Officer	46	June 30, 2023
Prepare update of Title VI plan, if applicable. (Due on a three-year cycle.)	Executive Director / Planner	3	June 26, 2025

Total Staff Hours: 196

Total Task Expense*: \$34,810.97

MoDOT 80% Share: \$27,848.77

BRPC 20% Share: \$6,962.19

*This task includes all direct expenses related to transportation planning activities (see financial summary).

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:

- Participate in MODOT sponsored events and processes, including Statewide Planning Partners meeting and district-level meetings and monthly MoDOT Leadership conference calls.
- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- TAC Priorities for the region submitted to MoDOT
- TAC agendas, minutes, and other documents used to conduct at least four TAC meetings throughout the FY
- Regional TAC (Boonslick RPC, Mark Twain Regional Council of Governments and Northeast Missouri Regional Planning Commission) meeting minutes and project updates.
- Assistance to communities and regional groups with application for transportation-related grant funding.
- Report/Brief pertaining to the Multi-modal study and or transportation related information pertaining to the BRPC Business Incubator Study

- GIS mapping activities related to transportation including infrastructure mapping for local communities, organizations, cities and counties.
- Documents or reports which might come as a result of research on various transportation issues in the Boonslick region

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 meetings with MoDOT District personnel, area transportation committees, County commission and city board meetings to discuss developments within the region.
- Staff worked with individual TAC members and Board members on project related activities.
- Staff assisted several communities in writing cost share grant applications and other transportation-related grant applications.
- Staff tracked the progress and participated in the Washington transportation committee meetings with emphasis on regional projects and Route 47 corridor improvements.
- Utilized various local and regional transportation data for the purpose of other grant activities, such as the commute time maps, industrial infrastructure, traffic study, etc.
- Utilized GIS software for general transportation purposes, GIS mapping projects, traffic counts and road maps, visuals for group discussion, and other general uses.
- Staff assisted several communities with developing infrastructure maps, planning sessions, and continue to assist interested communities with applications and plans.
- Staff attended the Freight Summit, Corps of Engineers meetings.
- 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.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Participate in MODOT sponsored events and processes, including	Executive Director / (2) Planner	48	June 30, 2023

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Statewide Planning Partners meeting and district-level meetings			
Provide regional needs identification and project prioritization, includes public input, STIP development	Executive Director / (2) Planner	60	Ongoing
Provide identification and prioritization of Tier 1, 2 and 3 Unfunded Regional needs for use in statewide planning	Executive Director / Planner	10	June 30, 2023 Ongoing
Provide support towards the development of statewide planning efforts.	Executive Director / (2) Planner	16	June 30, 2023 Ongoing
Engage in specific MODOT transportation studies conducted by MODOT.	Executive Director / (2) 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 / (2) Planner / Office Manager	580	Ongoing, June 30, 2023
Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report.	Executive Director / (2) Planner / Office Manager	80	Ongoing, June 30, 2023

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date

Total Staff Hours: 806

Total Task Expense: \$39,122.92

MoDOT 80% Share: \$31,298.34

BRPC 20% Share: \$7,824.58

Task #3 – Professional Development

Purpose

Professional development activities necessary to support and enhance transportation planning staff and customer service 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. The inclusion of memberships to professional, state, regional, or national organizations and other staff activities to stay current on transportation and planning related issues and trends.

End Documents:

- Active memberships within the realm of transportation and planning, including partnerships with NADO, Missouri State University, and rural transportation groups.
- Conference attendee staff reports, certificates.

Prior Year Accomplishments:

- Staff attended monthly MACOG meetings
- Staff attended NADO Annual Training, Policy Conference, webinars, Board Meeting, RPO conference, and quarterly meetings for planners.
- Staff attended MACOG professional development and planning conferences.
- Staff participated in the American Planning Association (APA); as well as St. Louis District and State conferences and quarterly meetings.
- Staff attended MoDOT’s GIS training, MO GIS Conference, and GIS user groups.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Attend MACOG meetings, professional development; MoDOT trainings; NADO meetings and webinars; Board events, NADO Policy	Executive Director / Planner	256	June 30, 2023
Participate in quarterly transportation planners’ meetings	Planner/ Fiscal Officer	60	June 30, 2023
Participate in GIS, APA conferences	(2) Planner	80	June 30, 2023
Total Staff Hours:			

Total Staff Hours: 396

Total Task Expense: \$21,323.46

MoDOT 80% Share: \$17,058.77

BRPC 20% Share: \$4,264.69

Staff Qualifications

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

Chad Eggen, Executive Director:

Chad has been executive director with BRPC since April 2015, and he has worked in state and local government for over twenty years. He has a Bachelor's degree in Political Science and a Master's degree in Public Administration. Chad's background experience includes strategic planning, regional transportation studies, economic development and industrial infrastructure projects; local government administration and budgets; business and retail incentives and attraction; project development, grant writing and administration, collaborating with local communities on projects; and partnering with businesses, chambers, and education institutions.

Chuck Eichmeyer, Program Coordinator:

Chuck has been employed with BRPC since 1990. Chuck holds an Associates of Arts degree from East Central College. Chuck's primary responsibilities including project oversight, linking programs and resources, and providing technical assistance to communities. Chuck is also responsible for administration of grant projects with local communities, traffic counts, GIS mapping activities, speed trailer setup and assistance with grant applications.

Krishna Kunapareddy, Planner:

Krishna has been employed with BRPC since January 2009. She holds a Bachelor's degree in Architecture from India, a Master's degree in city and regional planning from the University of Texas-Arlington, and she has been a Board Member for RPO America since 2019.

Krishna works on local and regional planning activities including transportation planning, community planning, economic development planning, hazard mitigation planning, and mobility management. Krishna has experience in grant writing, GIS mapping and in updating and reporting on the region's regional transportation plan, census planning and mapping, and regional comprehensive economic development strategy.

Kim Meyer. Fiscal Officer:

Kim has been employed with BRPC since April 2008. She holds an Associate Degree in Accounting and has over 24 years of experience in the Accounting field. Kim currently takes care of all fiscal activities for BRPC as well as monthly and quarterly financial reporting and human resources.

Jane Cale. Office Manager:

Jane has been employed with BRPC since 1999. She holds a Bachelor of Science Degree in elementary education from the University of Central Missouri. In addition to oversight of office services and supplies, Jane serves as the primary researcher and Census Data Affiliate for the region as well as disseminating demographic and economic information on the website and to all communities in the region. Jane is responsible for meeting coordination and taking meeting notes as well as well as posting notices.

Financial Summary

Boonslick Regional Planning Commission				
Missouri Department of Transportation				
Transportation Planning Work Program Budget				
July 1, 2022 to June 30, 2023				
Description	Total Budget	Task1- Adminstration	Task 2 - Core Planning/ Public Engagement	Task 3- Professional Development
Salaries & Fringe	\$ 55,785.33	\$ 6,769.45	\$ 31,724.72	\$ 17,291.16
Direct Expenses				
Copies	\$ 1,000.00	\$ 1,000.00		
Postage	\$ 500.00	\$ 500.00		
Communications	\$ 400.00	\$ 400.00		
Travel-mileage	\$ 1,200.00	\$ 1,200.00		
Travel-lodging	\$ 6,000.00	\$ 6,000.00		
Travel-meals	\$ 5,000.00	\$ 5,000.00		
Conference & Memberships	\$ 7,500.00	\$ 7,500.00		
Meeting expenses	\$ 1,500.00	\$ 1,500.00		
Equipment	\$ 500.00	\$ 500.00		
Supplies	\$ 500.00	\$ 500.00		
Misc	\$ 2,362.88	\$ 2,362.88		
Total Direct Expenses	\$ 26,462.88	\$ 26,462.88	\$ -	\$ -
Indirect Expenses	\$ 13,009.14	\$ 1,578.64	\$ 7,398.20	\$ 4,032.30
Total Expenses	\$ 95,257.35	\$ 34,810.97	\$ 39,122.92	\$ 21,323.46
MoDOT 80%	\$ 76,205.88	\$ 27,848.77	\$ 31,298.34	\$ 17,058.77
BRPC 20%	\$ 19,051.47	\$ 6,962.19	\$ 7,824.58	\$ 4,264.69

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
Mike Francisco	Education	Lincoln County
Eric Tapley	Agriculture	Lincoln County
Ryan Poston, Vice-Chair	Government/Development	Montgomery County
Tom Oliver	Manufacturing	Montgomery County
Jim Foster	Agriculture	Montgomery County
David Colbert	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
Jim Schuchman	Development	Warren County

Name	Representing	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	Warren County
Steven Deves	Vice-Chairman	City of Montgomery
Chris Watson	Secretary	City of Truesdale
Michael Mueller	Treasurer	Lincoln County
Patrick Flannigan	Member	City of Moscow Mills
Joe Gildehaus	Member	Warren County