

FY 2022-2023 TRANSPORTATION PLANNING WORK PLAN



July 1, 2022 –
June 30, 2023

Meramec Regional Planning Commission

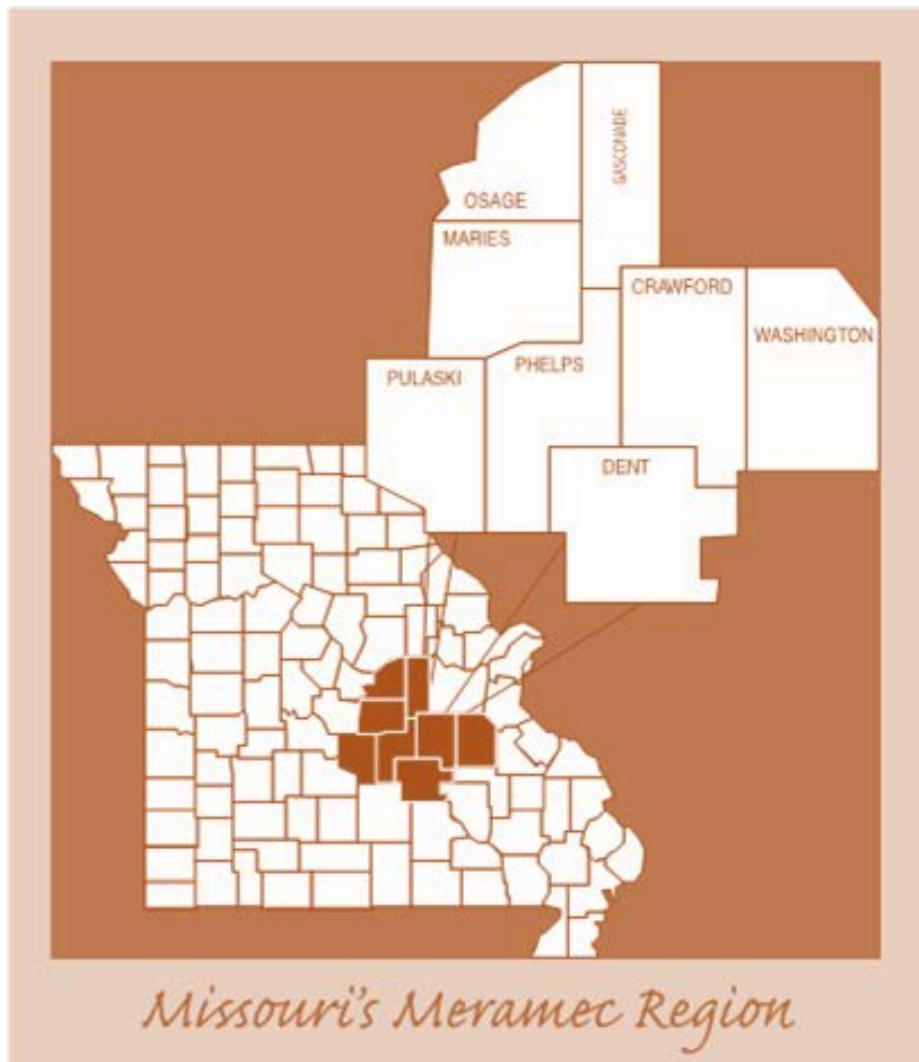
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FY 2022-2023 Transportation Planning Work Plan

MERAMEC REGIONAL PLANNING COMMISSION

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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 2020-2021:

- Six invoices
- Six bi-monthly reports
- FY 2022-2023 Performance Evaluation
- FY 2023-2024 Transportation Planning Work Plan
- Financial audit
- Direct/Indirect Cost Documentation
- Annual Performance and Expenditure Report
- Prepare Title VI update, if required, using newest template and seek approval from the MRPC Board and MoDOT
- Document that more than 1,200 staff hours were devoted to Work Plan efforts

Prior Year Accomplishments:

- Staff completed the 2021-2022 Transportation Planning Performance Evaluation and prepared the 2022-2023 Transportation Planning Work Plan
- Staff prepared the May/June, July/August, September/October, November/December, and January/February (and March/April by year-end) 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 invoicing, 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 2021-22 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 to members, worked on employee evaluations and department goals.
- The financial audit for FY 2020-2021 is in process and will be delivered to MRPC within the next couple of months.
- MRPC's Title VI final document was submitted to MoDOT on May 31, 2021, after a 30-day comment period and approval by the MRPC board.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
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		July 2022 September 2022 November 2022 January 2023 March 2023 May 2023
Submit six bi-monthly activity reports (This includes on-going monitoring of implementation of work plan)	Manager, Executive Director, Assistant Director, Planning Manager, Project Development		July 2022 September 2022 November 2022 January 2023 March 2023 May 2023
Prepare and submit FY 2021/22 Work Plan	Manager, Senior Environmental Programs		May 2023
Prepare and submit FY22 Performance Evaluation (This includes the Self-Evaluation)	Specialist, Senior Community Development		April 2023
Provide certification of direct and/or indirect costs, as required.	Specialist, Community Development		July 2022, if applicable
Complete audit and share audit report with Office of Administration.	Specialist Assistant		February 2023
Total Staff Hours:			
		206	

Budgeted Funds:

Total Task Expense:	\$ 13,210.89
MoDOT 80% Share:	\$ 10,568.71
RPC 20% Share:	\$ 2,642.18

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 2022-2023:

- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- 2022/23 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 FY
- One Road Safety Audit
- Six press releases on TAC/transportation activities
- Three TAC e-newsletters
- Maintain transportation-related information on the region's websites and distribute to public by other means
- Planning, outreach and prioritization for a third tier of high-priority unfunded needs

Prior Year Accomplishments:

- Bonnie Prigge, joined by Preston Kramer, MoDOT Area Engineer, and Anne Freand, MRPC, visited in-person and virtually 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 or four needs were brought forward for regional prioritization. These needs were prioritized by the TAC and approved by MRPC board in December 2021 and presented to MODOT.
- By June 30, 2022 staff will have completed the following sections of the Meramec Region Regional Transportation Plan.
 - Staff will have completed updates to Appendices A, C, H & I of the RTP.
 - Staff will have completed updates to Chapters 1, 2, 5 and 6 of the RTP.

- Staff placed the SAM trailer 10 times in four different communities (Potosi, Redbud, St. James and Bland), as well as worked on training, deployment, and troubleshooting.
- The Project Development Department staff provided services to communities on various transportation grants, as well as assisting with grants for a Potosi bridge, Highway Safety Grant training, RTP assistance in Meta and Belle, RAISE grants in Washington County, Dent and Crawford counties' FLAP applications, and support letters for 5310 applications.
- Fiscal staff prepared and signed the GIS licensing renewal quote by June 2022.
- Bonnie Prigge and Anne Freand attended virtual Central District STIP planning meetings to discuss and select Meramec projects for inclusion in the STIP, as well as Tiers 2 and 3 on the Unfunded Transportation Needs list.
- Bonnie Prigge and Anne Freand attended virtual Central District meetings to discuss unfunded transportation needs for second and third tier funding.
- Bonnie Prigge met with counties and stakeholders along Highway 63 to discuss the alliance for improvements along the corridor.
- MRPC staff discussed potential transportation related projects and possible funding options with several cities and counties.
- Bonnie Prigge virtually attended and Anne Freand presented at the MoDOT Statewide Planning Partners meeting in February 2022.
- Bonnie Prigge chaired the MACOG transportation committee and coordinated the work of the committee, including updating the self-evaluation criteria for the FY 2023 RPC Work Program and the 2022 self-evaluation and funding allocation for FY 2023, and coordination of the 2023 work program submission.
- Staff will have completed a Road Safety Audit for a stretch of roadway within the region by the end of June 2022.
- Bonnie Prigge served on the MO-LTAP advisory board early in the year and transitioned the RPC to Chad Eggen, Boonslick RPC director.
- TAC meetings were held in August, October, December, March and April. The originally scheduled February meeting was postponed due to weather. Another meeting is scheduled for June. Special presentations to the TAC Included:
 - MRPC provided an update on the Tier 3 Road/Bridge and Multimodal projects prioritization
 - Bonnie Prigge provided an overview of the Federal Infrastructure Bill
 - Kim Tipton reviewed Unique Entity Identifiers
 - MRPC gave an overview of the upcoming Active Transportation Plan and Public Transit Human Services Transportation Coordination Plan
 - TAC prioritized the remaining segments on Highway 63's proposed new alignment
 - Bonnie Prigge provided several updates on Arrive Alive and the Central District Coalition for Roadway Safety
 - TAC received an overview and update of items on Tiers 1, 2 and 3
 - TAC discussed TEAP applications
- Three transportation press releases were completed and distributed, as well as two e-newsletters.
- Bonnie Prigge continued to represent LPAs on the Federal Land Access Program (FLAP) and is in process of reviewing and selecting projects in partnership with Laura Allen, MODoT and Eastern Federal Lands division of Federal Highways.
- Bonnie Prigge participated in the Statewide Coalition for Roadway Safety advisory board meetings.
- Facebook page continued to be updated with 144 transportation related posts.

- 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 2022.
- Bonnie Prigge stayed in touch with Dale Martin, Rolla Regional Economic Commission (RREC), in place of meetings. She has attended RREC meetings in 2002, once the group resumed in-person meetings Bonnie Prigge also participated in Sustainable Ozarks Partnership (SOP) meetings and shared transportation information.
- Staff worked with board members to develop state and federal priorities, including transportation issues. Staff visited virtually and in-person with 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 Chair and Vice-Chair met with MRPC legislators at the Capitol in Jefferson City in January 2022. Federal priorities were provided to the Congressional delegation in Washington D.C. in March by Linda Loughridge and MRPC Board Chair, Steve Vogt.
- Staff reported monthly to MRPC board on transportation legislation and shared legislative reports.
- Transportation information was shared with elected officials at 11 MRPC virtual and in-person board meetings.
- MRPC completed updates to the transportation planning landing page on the MRPC website: <https://www.meramecregion.org/transportation-planning/>
- Planning staff completed maps for each of the Tier 3 Unfunded Needs list projects.
- Bonnie Prigge met with Jim Dierberg and Gasconade County leadership in Hermann to discuss potential trail development.
- Bonnie Prigge met with Dixon leadership and the MS&T engineering management class to discuss upcoming projects for the community.
- Bonnie Prigge prepared a letter for the RTP grant for the Rock Island Trail.
- Anne Freand 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 of 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 monthly MODOT leadership calls.	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 2023
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development			December 2022
Provide identification and prioritization of Tier 1, 2 and 3 Unfunded Regional Needs for use in statewide planning			Ongoing through June 2023
Provide support towards the development of statewide planning efforts.			Ongoing through June 2023
Engage in specific MODOT transportation studies conducted by MODOT.			Ongoing through June 2023
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; update of multi-modal asset and prioritization information and update			Ongoing through June 2023

sidewalk assessments/mapping; update general tables to appendices for traffic counter data			
Hold six TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs and submit annual report			Ongoing through June 2023
Provide traffic counter to at least three communities			Ongoing through June 2023
GIS Activities – Develop transportation information for the region			Ongoing through June 2023
Provide grant application and project development services for transportation-related projects			Ongoing through June 2023
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-LTAP, MO Coalition for Roadway Safety Advisory Committee and MACOG Transportation Subcommittee			Ongoing through June 2023
Identify and complete one Road Safety Assessment			Ongoing through June 2023
Meet with county commissioners and other stakeholders to update transportation needs list			Ongoing through June 2023
Distribute transportation information to communities and constituents			Ongoing through June 2023
Publish six articles related to transportation activities and three e-newsletters, and Facebook posts			Ongoing through June 2023
Share Regional Transportation Needs with State and Federal officials			Ongoing through June 2023
Attend meetings of regional economic development groups and, as time allows, share information on transportation			Ongoing through June 2023
Share info on best practices for transportation related projects and identify opportunities			Ongoing through June 2023
Update MRPC's website to include accurate transportation information			Ongoing through June 2023
Participate in meetings for planning, outreach and prioritization for a third tier of unfunded needs			Ongoing through June 2023
Total Staff Hours:		1,141	

Budgeted Funds:

Total Task Expense:	\$77,108.08
MoDOT 80% Share:	\$61,686.46
RPC 20% Share:	\$15,421.62

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 attendee staff report when available

Prior Year Accomplishments:

- Bonnie Prigge 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. The June meeting will be held in Kansas City at the Four-State Conference, which MRPC staff will attend.
- Anne Freand attended virtual quarterly MACOG transportation planners' meetings and teleconferences in 2021 and 2022 and served as co-chair of the committee. Anne is scheduled to participate the meeting on June 9, 2022.
- Bonnie Prigge and Kelly Sink attended an infrastructure funding and Recreational Trails webinar.
- Linda Loughridge attended the Washington D.C. NADO Policy Conference in March 2022.
- Anne Freand participated in the virtual Missouri State American Planning Association Conference in October 2021 where transportation items were presented.
- Staff participated in the Coalition for Roadway Safety Blueprint Conference in September 2021.
- 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 staff participated in ARPA and Bipartisan Infrastructure Bill (BIL) conference calls and webinars, as available, and shared information with MRPC board members. This includes information on transportation opportunities through BIL.

Task Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Attend MACOG meetings and MACOG annual professional development conference	Executive Director, Assistant Director, Planning Manager, Project Development Manager, Fiscal Officer		Ongoing through June 2023
Participate in quarterly transportation planners workgroup			Ongoing through June 2023
Attend NADO Annual Training, Policy Conference and Transportation Peer Learning Conferences, as schedules and funding allow			October 2022/December 2022
Participate in GIS training, as available			Ongoing through June 2023
Attend MoDOT training workshops			Ongoing through June 2023
Participate in ARPA and BIL conference calls, as time allows			Ongoing through June 2023
Maintain membership on MACOG and NADO			Ongoing through June 2023
Continue ESRI GIS licenses			Ongoing through June 2023
Total Staff Hours:		84	

Budgeted Funds:

Total Task Expense:	\$ 8,063.38
MoDOT 80% Share:	\$ 6,450.71
RPC 20% Share:	\$ 1,612.67

Financial Summary					
MRPC FY 2022-2023 Work Plan		July 1, 2022 - June 30, 2023		Project Number: SPR2327S	
Description	Total Hours Budget	Total Budget	Task 1 - Administration	Task 2 - Core Activities	Task 3 - Professional Development
Salaries & Fringe					
Jodie Branson -- Accountant II	60.00	3,017.44	3,017.44	-	-
Linda Carroll -- Senior Secretary	55.00	1,612.47	189.70	1,422.77	-
Fredd Burton -- Maintenance Technician	25.00	813.09	-	813.09	-
Patrick Stites -- Senior Environmental Program Specialist	15.00	875.76	-	875.76	-
Chuck Cantrell -- Grant Inspector & Administrator	15.00	634.05	-	634.05	-
Bethany Ferrell -- Accountant II	5.00	231.33	231.33	-	-
Anne Freand -- Planning Manager	364.00	17,941.53	1,543.36	15,433.57	964.60
Caitlin Jones -- Communications Marketing Coordinator	68.00	3,657.45	430.29	3,227.16	-
Linda Loughridge -- Fiscal Officer	40.00	2,530.16	1,581.35	316.27	632.54
Jazmen Black -- Accountant I	5.00	172.84	172.84	-	-
Bonnie Prigge -- Executive Director	191.00	18,128.42	924.92	13,873.79	3,329.71
Kelly Sink -- Project Development Manager	105.00	6,524.72	337.49	5,624.75	562.48
Tammy Snodgrass -- Assistant Director	110.00	7,642.95	647.71	6,477.08	518.16
Ramona Cook -- Accountant I	5.00	246.01	246.01	-	-
Scott Hayes -- Community Development Specialist	205.00	6,360.18	318.01	6,042.17	-
Nichole Zielke -- Senior Community Development Specialist	75.00	2,591.51	-	2,591.51	-
Total Personnel Expenses	1,343.00	72,979.91	9,640.45	57,331.97	6,007.49
Direct Expenses					
Copies		625.00	89.97	498.34	36.69
Postage		64.99	9.36	51.82	3.81
Phone		5.00	0.72	3.99	0.29
Travel					
Mileage		2,500.00	359.89	1,993.36	146.75
Lodging		950.00	136.76	757.48	55.76
Meals		900.00	129.56	717.61	52.83
Conference Registration & Memberships		1,000.00	143.95	797.34	58.71
Equipment & Supplies		175.00	25.19	139.54	10.27
Other		750.00	21.59	119.60	608.81
Total Direct Expenses		6,969.99	916.99	5,079.08	973.92
Total Indirect Expenses		18,432.45	2,653.45	14,697.03	1,081.97
	Total Expenses	98,382.35	13,210.89	77,108.08	8,063.38
	MoDot 80%	78,705.88			
	MRPC 20%	19,676.47			

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