

SOUTH CENTRAL OZARK COUNCIL OF GOVERNMENTS

# FY 2022 Transportation Planning Work Plan

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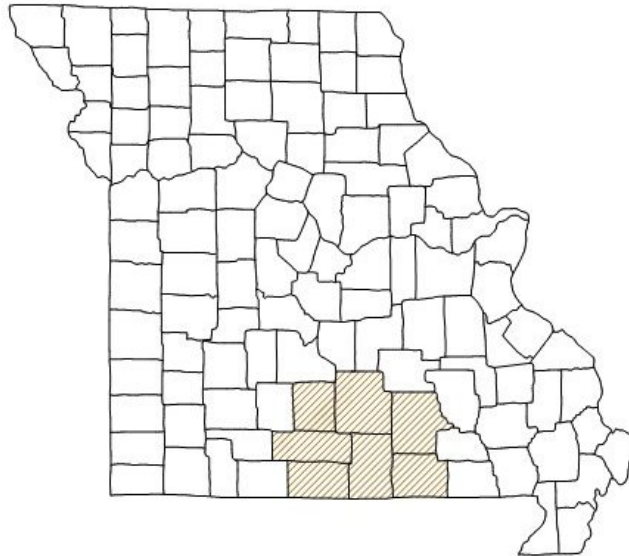
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South Central Ozark Council of Governments (SCOCOG) is designated as a “Transportation Planning Partner” and is charged with the responsibility of identifying local and regional transportation needs, prioritizing transportation needs, educating the 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 local leaders, the Board of Directors approved a policy that establishes the process for appointing representation of 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 TAC plays an important role in the transportation planning process. The TAC is assigned the duty of identifying and prioritizing transportation needs within the region and recommending these priorities to the SCOCOG 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 the Missouri Department of Transportation to make critical transportation investments in the State of Missouri.

The TAC consists of the seven presiding commissioners from the SCOCOG region, and two additional appointees from each member county.

**FY 2023 TAC Roster:**

	<b>Presiding Commissioner</b>	<b>Appointed TAC Members 1</b>	<b>Appointed TAC Members 2</b>
<b>Douglas County:</b>	Lance Stillings	Suzanne Welsh City Clerk	<i>Vacant</i>
<b>Howell County:</b>	Mark Collins	Beverly Hicks City Administrator	Brian Mitchell Transportation Director
<b>Oregon County:</b>	Terry Cline Associate Commissioner	Jason Kemper Associate Commissioner	Bill Hobbs Thayer Special Road
<b>Ozark County:</b>	John Turner	<i>Vacant</i>	<i>Vacant</i>
<b>Shannon County:</b>	Jeff Cowen	Herman Kelly Associate Commissioner	David Trotter Citizen
<b>Texas County:</b>	Scott Long	Ron Scheets City Administrator	Keith Cantrell Mayor
<b>Wright County:</b>	Zachary Williams	Randy Pamperien Associate Commissioner	Tim Schook City Administrator

**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 planning 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 22/23 Performance Evaluation
- FY 22/23 Transportation Planning Work Plan
- Financial audit
- Direct/Indirect Cost Documentation
- Title VI update, if required

**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 reported on transportation planning activities, needs and prioritization process, and major project investment activities to general membership and transportation stakeholders
- Prepared correspondence with various emails from MoDOT staff, TAC members and local stakeholders

**Task Deliverables:**

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Completion Date</b>
Submit invoices/financial reports on agreed-upon timeframe.	Fiscal Officer	May 30, 2023
Prepare and submit progress and activity reports on agreed-upon timeframe. (At least quarterly)	Fiscal Officer	May 30, 2023
Prepare and submit annual performance evaluation on time.	Fiscal Officer	April 26, 2023
Prepare and submit annual work plan on time.	Fiscal Officer	May 30, 2023
Provide certification of direct and/or indirect costs, as required.	Fiscal Officer	May 30, 2023
Complete audit and share audit report with Office of Administration.	Fiscal Officer	May 30, 2023
Prepare update of Title VI plan, if applicable. (Due on a three-year cycle.)	Transportation Planner	May 30, 2023
<b>Total Staff Hours:</b>	53	

**Budgeted Funds:**

**Total Task Expense:     \$2,435**

MoDOT 80% Share:       \$1,948

RPC 20% Share:         \$487

**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; develop a new regional multi-modal needs list; supporting statewide planning efforts and participating in MoDOT sponsored event and studies; maintaining and upgrading our office meeting space, and holding at least four Transportation Advisory Committee 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, provision of traffic counts at various sites within the region, 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
- FY2023 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

**Prior Year Accomplishments:**

- Staff, in conjunction with the TAC, worked to update the list of needs and ranked priorities in the RTP at the May 2022 TAC meeting
- Updated a portion of the GIS work related to Sidewalk Inventory and Assessment, and redistributed data to all communities within the region
- Updated the RTP document in early 2022
- Continued to compile a regional transportation stakeholder list for inclusion in the RTP
- Staff attended meetings with MoDOT SE District personnel to discuss developments within the region
- Staff facilitated meetings in numerous communities to discuss transportation needs and planning activities related to the TAC and the statewide planning framework.
- Staff assisted with the administration of a West Plains Recreational Trail Grant
- Transportation improvement project development in the several cities within the region.
- Staff provided GIS services to the region including numerous city maps
- Assisted in the purchase of road signs for local road districts
- Attended MoDOT annual RTP and STP process meetings
- The COG convened four TAC meetings

- Developed 2022 calendar year TAC Priorities for the region
- Completed administrative tasks related to public meetings including agenda and meeting minutes
- Staff distributed information to transportation stakeholders on the major investment prioritization activities
- Staff attended public meetings on scheduled transportation improvement projects
- Prepared for and attended Executive Committee and SCOCOG full board meetings
- Coordinated and facilitated meetings with member communities of the South Central Region in order to stay well-informed of local transportation needs relating to community growth and economic development

**Task Deliverables:**

Task Description	Staff Assigned	Estimated Completion Date
Participate in MODOT sponsored events and processes, including Statewide Planning Partners meeting and district-level meetings	Executive Director Transportation Planner	June 30, 2023
Provide regional needs identification and project prioritization, that include public input, for use in the STIP development	Executive Director Transportation Planner	June 30, 2023 Ongoing
Provide support towards the development of statewide planning efforts.	Executive Director Transportation Planner	June 30, 2023 Ongoing
Engage in specific MODOT transportation studies conducted by MODOT.	Executive Director Transportation Planner	June 30, 2023 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.	All Staff	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.	Transportation Planner	Ongoing, June 30, 2023
<b>Total Staff Hours:</b>	970	

**Budgeted Funds:**

**Total Task Expense: \$41,087**

MoDOT 80% Share: \$33,445.60

RPC 20% Share: \$8,217.40

**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 planner's 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 attendee staff reports
- Professional organization membership

**Prior Year Accomplishments:**

- Staff attended monthly and quarterly MACOG meetings
- Staff attended the Missouri Statewide Planning Conference
- Staff attended several workshops and webinars relating to economic development, public transit, and environmental protection
- Staff participated in Community Development Block Grant training
- SCOCOG retained membership to various professional organizations (MACOG, DRA, APA)
- SCOCOG staff participated in numerous transportation related webinars

**Task Deliverables:**

Task Description	Staff Assigned	Estimated Completion Date
Attend MACOG meetings and MACOG annual professional development conference	Executive Director	June 30, 2023
Participate in quarterly transportation planner's workgroup.	Transportation Planner	June 30, 2023
Costs associated with participation in transportation-related conferences, webinars, workshops, etc.	All Staff	June 30, 2023
<b>Total Staff Hours:</b>	385	

**Budgeted Funds:**

**Total Task Expense: \$17,348**

MoDOT 80% Share: \$13,878.40

RPC 20% Share: \$3,469.60



RPO: **South Central Ozark Council of Governments****ALLOCATION BY TASKS**

Task	Description	Estimated Expenses	Estimated Staff Hours
1	Administration	2,435	53
2	Core Planning Activities/Public Engagement	41,087	970
3	Professional Development	17,348	385
	<b>Total Project Expenses</b>	<b>\$ 60,870</b>	<b>1,408</b>
	80% MoDOT Allocation	\$ 48,696	
	20% Local Allocation	\$ 12,174	

**ESTIMATED ALLOCATION BY LINE ITEM**

	Estimated Staff Hours		
	Staff Salaries & Fringe	60,870.32	
	Copies	1,000.00	
	Postage	200.00	
	Travel Expenses-Mileage	4,650.00	
	Travel Expenses-Lodging	2,550.00	
	Travel Expenses-Meals / Meetings Expense	3,500.00	
	Conference Registration & Memberships	4,500.00	
	Equipment, Software, & Supplies	11,600.00	
	Other		
	Misc.		
	Indirect Expenses	8,887.03	
	<b>Total Expenses</b>	<b>\$ 97,757</b>	

<b>Total Project Expenses</b>	<b>\$ 97,757.35</b>
80% MoDOT Allocation	\$ 78,205.88
20% Local Allocation	\$ 19,551.47

**SCOCOG Staff**

Executive Director .....Cody L. Dalton  
Transportation Planning Manager .....Trent Courtney  
Fiscal Officer .....Kelly Wise  
Community Development Specialist .....Jessica Paulk  
Community Development Specialist.....Melanie Barnett  
Community Development Specialist .....Sarah Callahan  
Community Development Specialist.....Jessica Green  
Administrative Assistant .....Angela Ball

**SCOCOG EDD Board Membership Roster**  
Revised 10-2021

**1. GOVERNMENT REPRESENTATIVES (51-65%) 25 – 32 Members**  
**Thirty-one (31) Government Representatives, which equals 59% (rounded).**

*Elected officials and/or employees of a general-purpose unit of state, local or Indian tribal government who have been appointed to represent the government.*

	Name	Government	Position	Count
1	Lance Stillings	Douglas County	Presiding Commissioner	1
2	Mark Collins	Howell County	Presiding Commissioner	2
3	David Stubblefield	Oregon County	Presiding Commissioner	3
4	John Turner	Ozark County	Presiding Commissioner	4
5	Jeff Cowen	Shannon County	Presiding Commissioner	5
6	Scott Long	Texas County	Presiding Commissioner	6
7	Zachary Williams	Wright County	Presiding Commissioner	7
8	Burrely Loftin	City of Ava	Mayor	8
9	Linda Bunch	City of Brandsville	Mayor	9
10	Donnie Pruet	City of Mountain View	Mayor	10
11	Mike Topliff	City of West Plains	Mayor	11
12	Brooke Fair	City of Willow Springs	Mayor	12
13	Paul Haddock	City of Alton	Mayor	13
14	George Hunt	City of Koshkonong	Mayor	14
15	Ken Cotham	City of Thayer	Mayor	15
16	Tony Johnson	Village of Bakersfield	Mayor	16
17	Deanna Gail Reich	City of Gainesville	Mayor	17
18	Jerry Smith	Village of Theodosia	Chairman of the Board	18
19	Merri Beth Trotter	City of Birch Tree	Mayor	19
20	Margie Cleary	City of Eminence	Mayor	20
21	Dino Romeo	City of Winona	Mayor	21
22	Donald Wells, Jr.	City of Cabool	Mayor	22
23	Willy Walker	City of Houston	Mayor	23
24	Keith Cantrell	City of Licking	Mayor	24
25	Justin Copley*	Village of Plato	Chairman of the Board	25
26	Gene DeWitt	Village of Raymondville	Chairman of the Board	26
27	Jimmy German	City of Summersville	Mayor	27
28	Rob Tucker	City of Hartville	Mayor	28
29	Blake Miller	City of Mansfield	Mayor	29
30	Fred VanBibber	City of Mountain Grove	Mayor	30
31	Steven Jarrett	City of Norwood	Mayor	31
	* Tony Floyd appointed to represent Plato			

**2. NON-GOVERNMENT REPRESENTATIVES (35-49%) 17 – 24 Members**  
**Sixteen (16) Private and or Stakeholder sector reps, which equals 31% (rounded).**

**A. Private Sector Representatives:** *Any senior management official or executive holding a key decision-making position, with respect to any for-profit enterprise. (At least one required)*

	Name	Company / Enterprise	Position	Count
1	Randall Combs	Alton Bank	President	32
2	Gary Collins	Gary Collins Farms	Owner	33
3	John Casey	Cabool Lock & Store Storage	Owner	34
4	Mike Sherman	Mike Sherman Farms	Owner	35
5	Wes Parks	CAPS Plus Embroidery	Owner	36
6	Craig Cunningham	Cunningham Construction	Owner	37
7	Mark Sloan	Community First Banking Company	EVP & Chief Lending Officer	38
8	Darlene Sorensen	MasterWorks Custom Home Design	Owner	39
9	Todd Shanks	Ozark Heritage Welcome Center	Director	40
10	Herman Kelly	Kelly's Auto Body	Owner	41
11	Dale Counts	Canoe Rental Business	Owner	42
12	Sam Currier	Warm Fork Woodlands Lumber Company	Secretary/Treasurer	43
13	Reid Grigsby	BÜRO Office Supply	Owner	44
14	Lawson Curtis	Woods and Water Taxidermy	Owner	45

**B. Stakeholder Organization Representatives:** *Executive directors of chambers of commerce, or representatives of institutions of post-secondary education, workforce development groups or labor groups. (At least one required)*

	Name	Organization	Position	Count
15	Judy Shields	Ava Chamber of Commerce	Executive Director	46
16	Donna Parrott	Workforce Investment Board	Executive Director	47

**3. AT-LARGE REPRESENTATIVES (0-14%) 0 – 7 Members**  
**Five (5) At-Large members, which equals 10% (rounded).**

*Other individuals who represent the principal economic interests of the region. (No minimum required)*

	Name	Organization	Position	Count
1	Randy Pamperien	Transportation	Retired MoDOT	48
2	Josh Cotter	South Central Career Center	Assistant Director and Coordinator of Adult Education	49
3	Dick Salgado	Economic Development Committee / Ava Area Chamber of Commerce	Chairman	50
4	Shelly Bland	Shannon County	Clerk	51
5	Kathleen Morrissey	Volunteer	Retired MSU / West Plains Council on the Arts volunteer	52

**CALCULATIONS**

	<u>Number</u>	<u>Percent</u>
1. Government Representatives (51-65%)	31	59%
2. Non- Government Representatives (35-49%)	16	31%
A. Private Sector Representatives (at least 1)	14	
B. Stakeholder Organization Representatives (at least 1)	2	
3. At-Large Representatives (0-14%)	5	10%
<b>Total Board Membership</b>	<b>52</b>	<b>100%</b>

