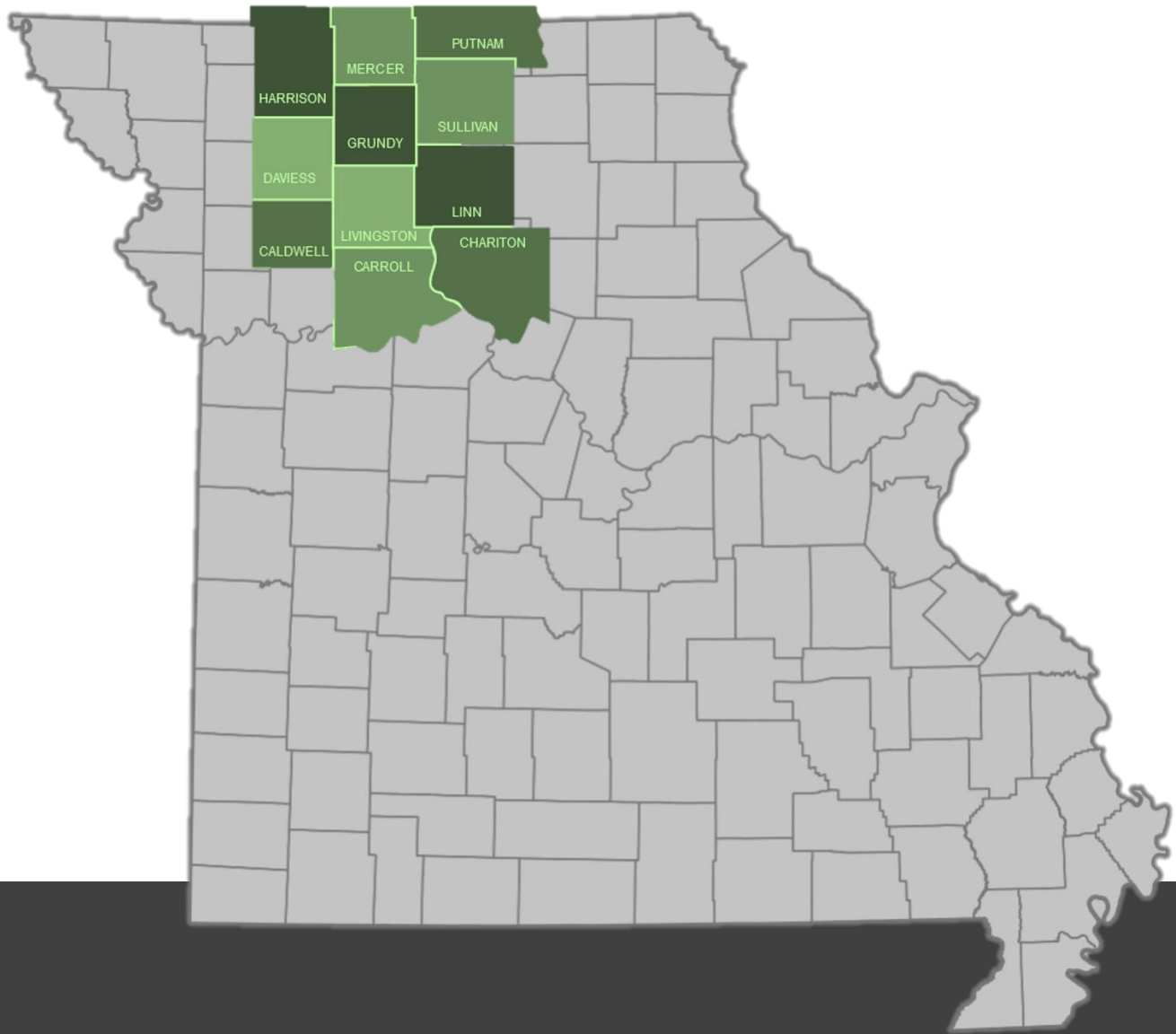


Green Hills

Regional Planning Commission



2024/2025 Annual Work Plan

July 1, 2024 – June 30, 2025

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APPROVED BY THE GREEN HILLS RPC
TRANSPORTATION ADVISORY
COMMITTEE & GREEN HILLS RPC
BOARD ON (DATE TO BE DETERMINED)

Introduction

Since the inception of the State and Regional Planning and Community Development Act of 1965, MoDOT and the regional planning commissions or councils of government have worked together. These long-standing partnerships between MoDOT and the regional planning organizations provide insight and local knowledge. In the 1960s MoDOT recognized the need for coordinated planning efforts. Since this time MoDOT and

the various agencies throughout the state have been working together to recognize and prioritize the regional needs. By having local elected officials, business, and industry leaders, as well as at-large members of the public participate in the transportation planning process, the specific needs of the region can be taken into account, and the outcome can be tailored to meet the unique needs of the region.

GHRPC Transportation Work Plan

The Green Hills Regional Planning Commission produces a transportation plan annually to highlight the short-term and long-term planning goals related to the regional transportation program. These goals are the metric by which the investment of both time and revenue utilized to provide a regional plan are carried out. Providing a voice to the residents of Missouri from the ground up ensures an equitable outcome even in the less populous regions of the state.

The Green Hills RPC workplan consists of three main components: **Administration, Core Activities, and Public Engagement & Professional Development**. Each of these categories is defined in the annual report and goals are established for the upcoming year. Each category also includes work that was completed in the previous fiscal year and any work that has been scheduled for completion in the upcoming fiscal year. These summaries include the staff that is responsible for each task as well as projections for the number of work hours allocated for each category, financial budgeting projections for staffing, and projections for indirect costs related to each program.

This program is funded by an annual allocation by the Missouri Department of Transportation which provides 80% of the funding, while the Green Hills RPC provides a 20% match to assist funding the program each year. Financial statements are provided to MoDOT quarterly throughout the fiscal year. The quarterly reports furnished to MoDOT also include a narrative that highlights the work completed for that time frame.

Green Hills RPC Transportation Advisory Committee

Due to annual financial allocation from MoDOT, the Green Hills RPC organizes and facilitates quarterly meetings of the GHRPC Transportation Advisory Committee or TAC. The TAC is responsible for 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 Board of Directors approved a policy that establishes the process for appointing representation of the region's Transportation Advisory Committee. 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 Regional Planning Commission Board of Directors. The board-approved TAC recommendations are then presented to MoDOT for consideration in the development of the Statewide Transportation Improvement Program. The Statewide Transportation Improvement or STIP is the tool used by MoDOT to make critical transportation investments in the State of Missouri.

The Green Hills RPC TAC is made up of representatives from each of the eleven counties that comprise the Green Hills Region. The TAC consists of three appointees from each county, for a total of 33 members, representing the following disciplines:

- County Commission Representative
- City Representative
- Citizen at Large

The Citizen at Large from each county represent a variety of disciplines such as:

- | | |
|---|-----------------------------|
| • Retail/Commercial/Residential Development | • Education |
| • Trucking/Transportation | • Emergency Services |
| • Economic Development/Chamber of Commerce | • Special Needs Populations |
| | • Private Citizens |



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.

GHRPC Administration:

To execute the annual work plan, various administrative duties are taken on by the staff of GHRPC. These various administrative duties include tasks ranging from general correspondence and documentation of the processes to accounting, reporting, and performance evaluations.

Some of the specific administrative tasks include the filing of quarterly progress reports, preparing and submitting financial reports, and maintaining correspondence regarding all transportation matters.

End Documents:

- Invoices
- Activity and financial reports, within agreed upon timeframe.
- FY 24/25 Performance Evaluation.
- FY 24/25 Transportation Planning Work Plan.
- Financial Audit
- Direct/Indirect Cost Documentation
- Title VI Update
- To receive the top evaluation score, an RPC must exceed 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 submitted the FY 2023/2024 Transportation Work Plan.
- Staff completed MACOG Annual Performance and Expenditure Report.
- Staff completed accounting activities related to the program including invoicing, expenditures, and payroll: June 2023 – July 2024.
- Staff Updated the Title VI Plan (April 2024)
- Staff maintained general correspondence and communication regarding transportation issues.

Task 1 – Administration Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Accounting activities related to transportation planning including invoicing, expenditures, and payroll.	Lisa Colson, Debbie Pergande	30	Quarterly
Prepare and submit progress and activity reports within agreed upon timeframe. (At least quarterly).	Amanda George, Debbie Pergande	34	Quarterly
Prepare and submit annual performance evaluation.	Lisa Colson, Amanda George	20	Annually: By April 21, 2025
Prepare and submit annual Work Plan. (May 2025)	Lisa Colson, Amanda George, Debbie Pergande	25	Annually: By May 18, 2025
Provide certification of direct and/or indirect costs, as required.	Debbie Pergande	15	As needed.
Complete audit and share audit report with Office of Administration.	Debbie Pergande	15	As needed/yearly.
Maintain general correspondence and communication regarding transportation planning.	Amanda George, Lisa Colson	86	Ongoing
Prepare update of Title VI Plan (April 2024 to April 2027)	Amanda George	50	As needed
Total Staff Hours		275	

Budgeted Funds:

Total Task Expense:	\$27,578.73
MoDOT 80% Share:	\$22,062.98
RPC 20% Share:	\$5,515.75

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 meeting 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.

GHRPC Core Activities/Public Engagement:

The Regional Transportation Plan (RTP) is central to the efforts of the Green Hills Regional Planning Commission's development and implementation of a targeted regional approach to transportation improvement. This plan is a comprehensive assessment of the region's existing transportation facilities and infrastructure, current conditions, and highlights the areas where efforts should be concentrated. To this end, GHRPC will undertake the task of updating the RTP on an annual basis, thus ensuring that current information and priorities are the focus of the planning efforts.

GHRPC staff consistently works with state and district level MoDOT officials to interpret safety, pavement condition, and bridge conditions as well as other available information to facilitate informed decision making when prioritizing local transportation needs. This information is passed on to the Transportation Advisory Committee (TAC) either in person at quarterly meetings, bi-monthly newsletters, or by telephone or correspondence. The information that the TAC committee receives guides their decision making whether by providing input on the regional priorities, developing the 5 and 10-year regional transportation plans, or evaluating the unfunded needs priorities of the region.

Additional core activities and special event attendance may arise throughout the year that requires the participation of GHRPC staff.

Core activities that the GHRPC staff may undertake also include GIS mapping and training, generation of traffic studies, consideration of existing economic development plans as they relate to infrastructure, and training activities that would improve staff's understanding or knowledge of transportation concerns.

This task also includes public engagement. GHRPC will also seek efforts to foster public engagement and transparency with transportation related information. This goal will be accomplished by attending local and regional meetings, presenting at events and gatherings, hosting public meetings to receive feedback, TAC meetings, and participating in other opportunities that would provide public engagement. GHRPC staff will also provide the public and stakeholders with data, transportation news and information, and updates related to transportation concerns. This symbiotic relationship between the public, stakeholders, GHRPC, and MoDOT provides the basis for a successful planning effort at both a regional level and at the state level.

End Documents:

- Updated version of the Regional Transportation Plan
- Update Regional Transportation Needs
- Inventory of transportation stakeholders (all modes) with contact information
- 2025 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 FY25.
- Monthly Transportation Briefs for public, TAC, and transportation stakeholders.

Prior Year Accomplishments:

Staff attended meetings that addressed statewide and local transportation issues including:

- Meeting with MoDOT District personnel to discuss developments within the region and planning framework.
- Meeting with NW District to score BRO applications.
- Meeting with NW District to score TAP applications.
- Quarterly TAC and SHRPC Board meetings
- MoDOT's Annual Statewide Planning Partners Meeting and quarterly transportation planner meetings.
- MACOG meetings.
- Northwest Missouri Coalition for Roadway Safety meetings.
- Northwest Missouri Blueprint for Safety grant application meetings and scoring.
- Numerous formal and informal discussions with elected officials, MoDOT staff and the public.
- Bi-monthly Northwest Planning Partners Meetings
- Bi-monthly Planning Partners Meetings
- Continued to work with District Staff and the TAC on the prioritization of regional transportation projects.
- Staff reported on transportation planning activities, needs and prioritization process, and major project investment activities to general membership and transportation stakeholders.
- Staff updated the Title VI Plan for GHRPC.



Green Hills RPC Staff provided safe driving demonstration at the Sullivan County Health Fair to promote Highway Safety to area youth.

Task 2 – Core Planning Activities/Public Engagement 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.	Lisa Colson, Amanda George	100	June 30, 2025
Provide regional needs identification and project prioritization, that includes public input, for use in the STIP development	Lisa Colson, Amanda George	50	Ongoing
Provide identification and prioritization of Tier 1, 2, and 3 High Priority, Unfunded Needs for use in statewide planning	Amanda George, Lisa Colson	50	Ongoing
Provide support toward the development of statewide planning efforts	Lisa Colson, Amanda George	55	June 30, 2025 Ongoing
Engage in specific MoDOT transportation studies conducted by MoDOT	Lisa Colson, Amanda George	100	As needed
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.	Amanda George	65	Ongoing, June 30, 2025
Hold at least four TAC meetings, including preparation of agendas, minutes, other documents, coordinate speakers, prioritize needs, and submit annual report	Amanda George	50	Ongoing, June 30, 2025
Work with all cities and counties in their planning efforts for local economic development and transportation trends.	Lisa Colson, Amanda George	150	ongoing
Assist communities with transportation funding opportunities	Lisa Colson, Amanda George	150	Ongoing

Help counties assess roads for low water crossings, repetitive washouts during flood events, large area of tree cover that would cause a high volume of debris during a severe storm, etc.	Lisa Colson, Amanda George	45	Ongoing
Provide technical assistance on issues that impact transportation such as land use plans, zoning, subdivision ordinances, and environmental assessments.	Lisa Colson, Amanda George	35	Ongoing
Conduct traffic counting, mapping, and modeling services.	Amanda George	20	Ongoing
Participate in Northwest Coalition for Roadway Safety Activities.	Amanda George	20	Monthly
Promote public relations, distribute transportation information to communities and public via website, social media, public meeting.	Lisa Colson, Amanda George	192	Ongoing
Total Staff Hours		1,082	

Budgeted Funds:

Total Task Expense:	\$44,411.67
MoDOT 80% Share:	\$35,529.34
RPC 20% Share:	\$8,882.33

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.

GHRPC Professional Development:

The staff members of GHRPC continue to regularly participate in training programs, professional networking opportunities, and various other activities that foster a continual learning process. The knowledge that staff receive enables a better understanding of transportation planning. This approach provides staff with the knowledge and connections to provide workable solutions to local issues. GHRPC maintains membership in a variety of professional organizations to provide the most current knowledge and expertise, which is passed on to our local partners.

These professional organizations offer webinars, virtual meetings, and conferences that provide the staff at GHRPC with continual updates and knowledge on both a state and national level. Additionally, staff utilizes various training opportunities that provide knowledge of GIS practices, Census trainings, and other new or improved technologies that would inform transportation planning. Participation in monthly MACOG meetings keeps the organization informed of developments at the state level and provides an opportunity to collaborate with other regions' leadership.

End Documents:

- Certificates of Achievement
- Conference Attendance

Prior Year Accomplishments:

- Staff attended monthly MACOG Meetings.
- GHRPC continued its membership in MACOG and NADO.
- Great Northwest Missouri Days at the Capitol-discussing regional priorities, including road and bridge priorities.
- Highway Traffic and Safety Conference in Columbia, MO
- Statewide Planning Partners Meetings
- Attended 4th National Summit on Rural Road Safety

Task 3 – Professional Development Deliverables:

Task Description	Staff Assigned	Estimated Staff Hours	Estimated Completion Date
Attend monthly MACOG Board Meetings, quarterly MACOG Fiscal & Transportation Planning Meetings and other MACOG annual professional development conferences.	Lisa Colson, Debbie Pergande, Amanda George	160	June 30, 2025
Participate in quarterly transportation planners workgroup	Amanda George	80	June 30, 2025
Participate in GIS training, user groups and conferences	Amanda George	80	Ongoing
Attend MoDOT training workshops	Amanda George	154	Ongoing
Maintain membership to NADO and MACOG	Lisa Colson	20	Ongoing
Attend CDBG training workshops to help communities with bridge, street, and drainage projects	Lisa Colson, Amanda George	50	Ongoing, July 2024
Attend NADO Transportation Conference (Greenville, SC)	Amanda George	55	July 30-August 2, 2024
Other Professional Development training as needed	Amanda George, Debbie Pergande	80	Ongoing

Total Staff Hours		679	
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Budgeted Funds:

Total Task Expense:	\$29,135.13
MoDOT 80% Share:	\$23,308.10
RPC 20% Share:	\$5,827.03

Financial Summary Table

Proposed Expenditures Equipment:

- ArcGIS Pro Software 1 year license. (\$795)
- ESRI Training (\$2880)
- Survey Instrument: Survey Monkey, annual subscription (\$500)

Proposed Expenditures Conference/Travel:

- Transportation Planners Conference in Greenville, SC
- Missouri Highway Safety Conference in Columbia, MO Sept. 2025 (\$190 mileage, \$600 hotel and registration)
- Spring 2025: NHTSA Conference (location, date, and cost to be determined)
- Quad State Conference NW Arkansas October 2024 (cost to be determined)

Financial Summary

GHRPC 2024-2025 Transportation Work Program

Task	Description	Salary Expense	Indirect Expenses	Direct Expense	TOTAL EXPENSES	Staff Hours
Task 1	Administration	9,412.09	2,070.66	16,095.98	\$ 27,578.73	275
Task 2	Core Activities/Public Engagement	36,403.01	8,008.66	0.00	\$ 44,411.67	1,082
Task 3	Professional Development	23,881.25	5,253.88	0.00	\$ 29,135.13	679
	Grand Total	69,696.35	15,333.20	16,095.98	\$ 101,125.53	2,036

MoDOT 80%
GHRPC 20%
Total

80,900.42
20,225.11
101,125.53

Direct Expenses Summary

Copies	\$ 450.00
Postage	\$ 25.00
Phone	\$ 600.00
Dues & Membshps	\$ 3,000.00
Conferences & Seminars	\$ 4,808.83
Equipmt & Supplies	\$ 1,300.00
Meeting Costs	\$ 125.00
Meals	\$ 175.00
Mileage	\$ 2,662.15
Lodging	\$ 1,650.00
Other	\$ 500.00
Miscellaneous	\$ 800.00
	<u>\$16,096</u>

Staff Hours

Executive Director	277
Fiscal	95
Asst. Planner	1,664
	<u>2,036</u>

TAC Board Information

Green Hills Regional Planning Commission

GHRPC Transportation Advisory Committee

The Green Hills Regional Planning Commission Transportation Advisory Committee (TAC) consists of 33 members representing county, city government, business leaders, and citizens. There are three members from each county that comprises the Green Hills Region and they are appointed by the current County Commissioners. The TAC Chair is elected by the TAC committee.

TAC Committee

Caldwell County

Dale Akey – Presiding Commissioner
Rhabecca Boerkircher – City Representative
Bud Motsinger – Citizen Member

Carroll County

Stan Falke – Presiding Commissioner
Susan Bliss – City Representative
Jeffrey Martin – Citizen Member

Chariton County

Evan Emmerich – Presiding Commissioner
Steve Kacvinsky – City Representative
Gabriel Reichert – Citizen Member

Daviess County

Wayne Uthe – Associate Commissioner
Lance Rains – City Representative
Carl Carder – Citizen Member (Chair)

Grundy County

Phillip Ray – Presiding Commissioner
Ron Urton – City Representative
Mike Akers – Citizen Member

Harrison County

Jack Hodge – Presiding Commissioner
Jake Taylor – City Representative
Richard Graner – Citizen Member

Linn County

Dick King – Presiding Commissioner
Dana Tarpening – City Representative
Richard Switzer – Citizen Member

Livingston County

Ed Douglas – County Commissioner
Jeff Gillespie – City Representative
Willy Ropp – Citizen Member

Mercer County

Jerry Allen – Presiding Commissioner
Cory Willet – City Representative
Gene Anderson – Citizen Member

Putnam County

Robert Munden – Presiding Commissioner
Gary Davis- City Representative
VACANT – Citizen Member

Sullivan County

Chris May – Presiding Commissioner
Crystal Bupp – City Representative
Danah Fowler – Citizen Member