

# **HIGHWAY PLANNING AND CONSTRUCTION**

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Quarterly Progress Report

MDT Project #02443

July 1, 2009 through September 30, 2009

Prepared for the  
MONTANA DEPARTMENT OF TRANSPORTATION  
in cooperation with the  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

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## **HIGHWAY PLANNING AND CONSTRUCTION**

### **FIRST QUARTER ACCOMPLISHMENTS & PROGRESS**

- Statewide Needs Assessment Survey was distributed via mail and electronically to all Montana LTAP constituents.
- 140 Needs Assessment surveys were completed.
- Five Work Zone Safety courses were taught reaching cities, counties, and two national parks.
- 100 attendees participated in the 20<sup>th</sup> Annual Snow Rodeo. Conference included two days of equipment, survey, and cattle guard classroom instruction with hands-on training and competition.
- Worked in partnership with MDT and North Dakota LTAP in distance learning distribution (TLN). LTAP distributed August TLN webinar information to its constituents in regards to dates and times of TLN Sessions.

### **INTRODUCTION**

This First Quarterly Report is submitted to the State of Montana, Department of Transportation (MDT) and the U.S. Department of Transportation, Federal Highway Administration, for the progress of Montana LTAP's activities and project work tasks and deliverables in support of MDT Project #02443, *Highway Planning and Construction*.

Montana LTAP organizes its progress reporting into four focus areas:

- Safety
- Infrastructure Management
- Workforce Development
- Organizational Excellence

As requested by FHWA, Montana LTAP has transitioned into the required four focus areas reporting in accordance with the National LTAP Strategic Plan.

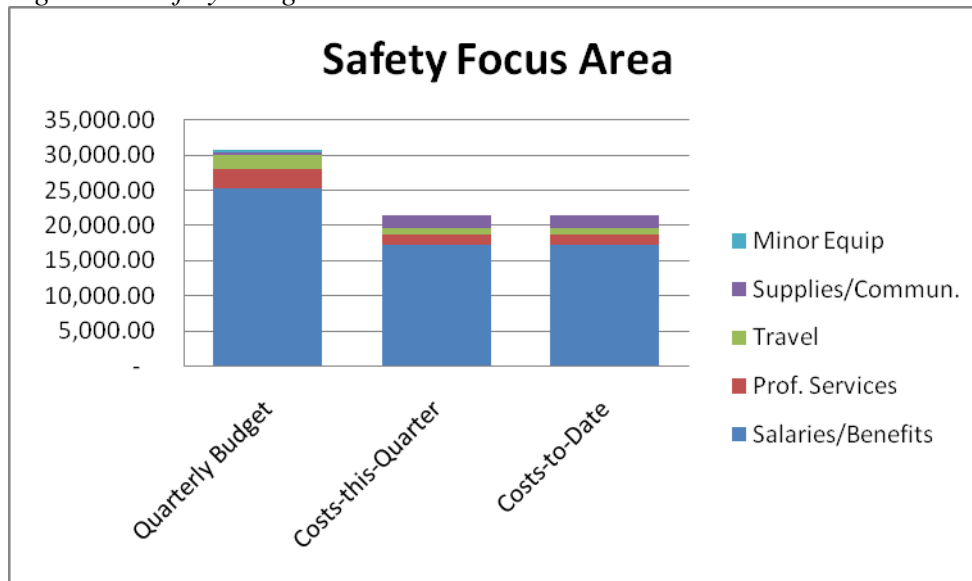
# HIGHWAY PLANNING AND CONSTRUCTION

## FOUR FOCUS AREA WORK PROGRESS

### Safety

The key objectives for this focus area are conducting pro-active safety training initiatives for cities and counties, providing safety-related articles through LTAP's quarterly newsletter, safety information, and on-site technical assistance. In the projected LTAP budget, 48% of funding is allocated to the Safety Focus Area. Listed below in *Figure 1* is the Safety Budget costs to date and *Table 1* is the Safety Budget Summary.

*Figure 1: Safety Budget VS. Cost-to-Date*



*Table 1: Safety Area Budget Summary: 1<sup>st</sup> Quarter 2009-2010*

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	25,354.71	25,529.10	101,418.82	25,529.10
Prof. Services	2,736.00	1,469.96	10,944.00	1,469.96
Travel	1,860.00	850.00	7,440.00	850.00
Supplies/Commun	360.00	1,861.38	1,440.00	1,861.38
Minor Equip	420.00	-	1,680.00	-
<b>Totals</b>	<b>30,730.71</b>	<b>29,711.12</b>	<b>122,922.82</b>	<b>29,711.12</b>

**Task 1: Seminars & Training** - During this three-month period, five workshops were conducted at various locations throughout the state of Montana as listed below in *Table 2*. *Table 3* summarizes the workshop sessions, locations, and participant hours for the first quarter.

## HIGHWAY PLANNING AND CONSTRUCTION

*Table 2: Safety Training Workshops: July 1, 2009 – September 30, 2009*

Date	Session Name	Location	Participants	Entity
06-Aug-09	Work Zone Flagging	Livingston, Park County	12	County
13-Aug-09	Work Zone Flagging	Glacier National Park	19	Federal
20-Aug-09	Work Zone Flagging	Bozeman, Gallatin County	14	Other
26-Aug-09	Work Zone Flagging	Yellowstone National Park	58	Federal
12-Sep-09	Work Zone Flagging	Billings, Yellowstone County	25	Other

*Table 3: Safety Training Summary: July 1, 2009 – September 30, 2009*

Session Name	Session Hours	Total # of Sessions	Total # of Participants					Total Participants	Participant Hours
			Local	Tribal	State	Federal	Other		
Work Zone Flagging	4	5	12	0	0	77	39	128	512

**Task 2: Provide Information and On-Site Technical Assistance** - The LTAP staff provided 52 safety-related technical assists during this quarter. These assists ranged from on-site visits to cities and counties, answering safety questions, and reference and library material. Questions ranged from work zone safety to roadway safety features.

**Task 3: Quarterly Newsletter** - The first quarterly newsletter (July, August, and September) for 2009-2010 was published the first week of October 2009. In order to reduce costs, many duplicate names have been removed from the mailing lists and entities outside the state of Montana are receiving the newsletter electronically. Approximately 600 newsletters were distributed electronically and over 750 hard copies were mailed. The current and past newsletters are posted on the LTAP website for viewing.

The newsletter contained the following Safety articles:

- Put on the Brakes Day
- Rural Roads Safety Program
- Tips on Driving Cleaner
- Walk to School Day

**Task 4: Transfer of Technology** – Listed below in *Table 4* are the publications, videotapes, and DVD's that were distributed to counties, cities, and government agencies upon request and through various workshops that were conducted in the first quarter.

*Table 4: Safety Transfer of Technology*

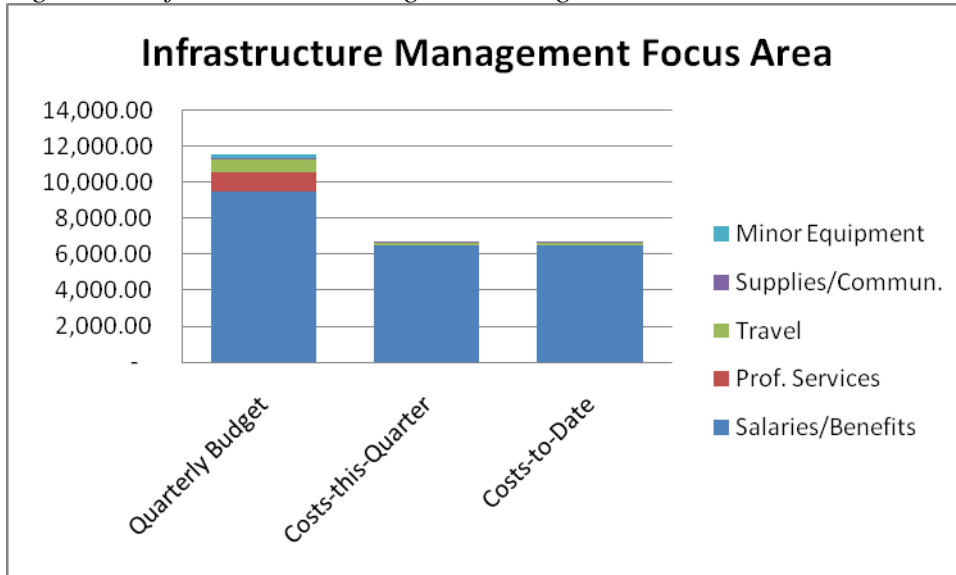
Material Types	Safety Topics		
	Highway	Worker	WorkZone
Publications			336
CDs			
Videotapes		12	2
DVDs		3	1

# HIGHWAY PLANNING AND CONSTRUCTION

## Infrastructure Management

Programs in the Infrastructure Management area focus on helping prepare transportation agencies to conduct effective winter maintenance and assess their road systems. In the projected LTAP budget, 18% of funding is allocated to the Infrastructure Management Focus Area. LTAP provided this information in this quarter as listed below in the Task areas. *Figure 2* is the Infrastructure Management budget costs to date and *Table 5* is the Infrastructure Management Summary.

*Figure 2: Infrastructure Management Budget VS. Cost-to-Date*



*Table 5: Infrastructure Management Area Budget Summary: 1st Quarter 2009-2010*

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	9,580.02	9,573.41	38,032.06	9,573.41
Prof. Services	1,026.00	-	4,104.00	-
Travel	697.50	197.80	2,790.00	197.80
Supplies/Commun	135.00	5.00	540.00	5.00
Minor Equipment	175.50	-	630.00	-
<b>Totals</b>	<b>11,524.02</b>	<b>9,776.21</b>	<b>46,096.06</b>	<b>9,776.21</b>

**Task 1: Seminars & Training** - During this three-month period, cattle guards, surveying, and equipment training were conducted in Billings, Montana, as listed below in *Table 6*. *Table 7* summarizes the workshop session, location, and participant hours for the first quarter. During this first quarter, the Asphalt Institute workshop was planned for the second quarter as well as the Winter Maintenance workshops.

*Table 6: Infrastructure Management Training Workshops: July 1, 2009 – September 30, 2009*

Date	Workshop Name	Location	# of Participants	Instructor	Course Hours	Entity
02-Sep-09	Equipment, Survey, & Cattle Guards	Billings	84	Steve Jenkins	8	County

## HIGHWAY PLANNING AND CONSTRUCTION

*Table 7: Infrastructure Management Training Summary: July 1, 2009 – September 30, 2009*

Session Name	Session Hours	Total # of Sessions	Total # of Participants					Total Participants	Participant Hours
			Local	Tribal	State	Federal	Other		
Snow Rodeo	8	1	83	0	1	0	0	84	672

**Task 2 – Provide Information and On-Site Technical Assistance** - The LTAP staff provided 25 technical assists during this quarter. Technical assistance ranged from on-site visits to cities and counties, answering questions, and providing reference and library material. Requests ranged from training inquiries for personnel, information on covered materials, roadway design, and management.

**Task 3 - Quarterly Newsletter** -As mentioned before, the newsletter was published October 2009 and was sent both electronically (600) and by standard mail (750 copies).The newsletter contained the following Infrastructure Management related articles:

- Message from the Director
- ARRA in Montana on MDT's Website
- Snow Rodeo Summary
- New Water Reclamation Facility

**Task 4: Transfer of Technology** - Listed below in *Table 8* are publications and videotapes that were requested. These items were distributed to counties, cities, and government agencies upon request and through various workshops that were conducted in this first quarter.

*Table 8: Infrastructure Management Transfer of Technology*

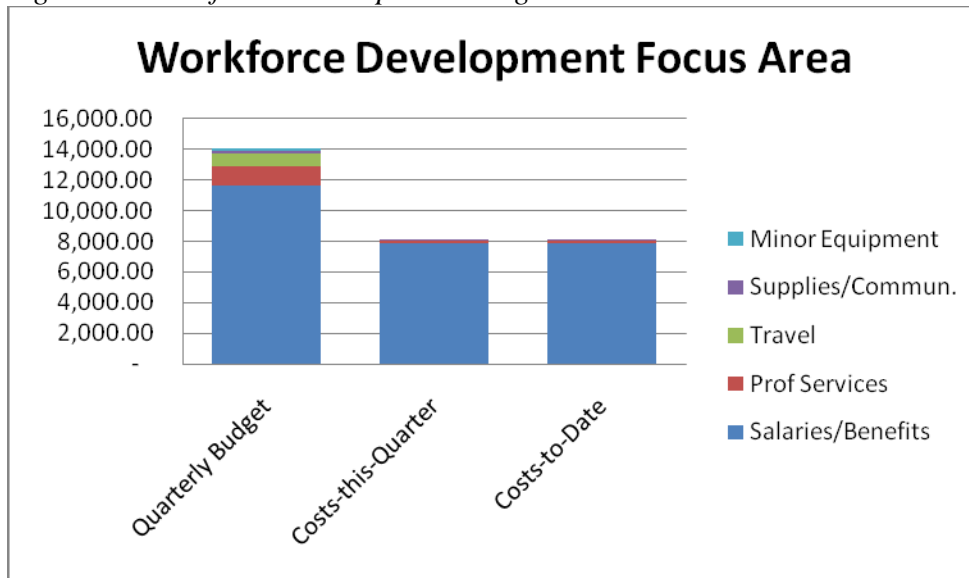
Material Types	Infrastructure Management Topics
Publications	249
CDs	
Videotapes	3
DVDs	

## HIGHWAY PLANNING AND CONSTRUCTION

### Workforce Development

The Workforce Development focus area pertains to the efforts to attract, retain and re-train present and future workers, specifically in the areas of management, leadership and supervision. In the projected LTAP budget, 22% of funding is allocated to the Workforce Development Focus Area. Listed below in *Figure 3* is the Workforce Development budget costs to date and *Table 9* is the Safety Budget Summary.

*Figure 3: Workforce Development Budget VS. Cost-to-Date*



*Table 9: Workforce Development Budget Summary: 1st Quarter 2009-2010*

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	11,620.91	11,700.84	46,483.63	11,700.84
Prof Services	1,254.00	149.63	5,016.00	149.63
Travel	852.50	-	3,410.00	-
Supplies/Commun	165.00	33.68	660.00	33.68
Minor Equipment	192.50	-	770.00	-
<b>Totals</b>	<b>14,084.91</b>	<b>11,884.15</b>	<b>56,339.63</b>	<b>11,884.15</b>

**Task 1 – Seminars & Training** - During this three-month period, two workshops were conducted in Missoula and Polson, Montana, as listed below in *Table 10*. *Table 11* summarizes the workshop session, location, and participant hours for the first quarter.

*Table 10: Workforce Development Training Workshops: July 1, 2009 – September 30, 2009*

Date	Workshop Name	Location	# of Participants	Instructor	Course Hours	Entity
10-Sep-09	Fork Lift	Missoula	8	Steve Jenkins	8	City
29-Sep-09	Gravel Pit	Polson	12	Steve Jenkins	8	County

## HIGHWAY PLANNING AND CONSTRUCTION

*Table 11: Workforce Development Training Summary: July 1, 2009 – September 30, 2009*

Session Name	Session Hours	Total # of Sessions	Total # of Participants					Total Participants	Participant Hours
			Local	Tribal	State	Federal	Other		
Forklift Training	16	1	8	0	0	0	0	8	128
Gravel Pit/Truck & Loader	8	1	12	0	0	0	0	12	440

**Task 2 – Provide Information and On-Site Technical Assistance** - The LTAP staff provided 15 technical assists during this quarter. Technical assistance ranged from on-site visits to cities and counties, answering questions, and providing reference and library material. Request topics included leadership and personnel issues.

**Task 3 - Quarterly Newsletter** - As mentioned before, the newsletter was published October 2009 and was sent both electronically (600) and by standard mail (750 copies).

The newsletter contained the following Work Force Development related articles:

- Best Practices for Dust Control on Aggregate Roads
- Rural Roads Safety Program.

**Task 4 – Transfer of Technology** - Listed below in *Table 12* are publications and videotapes that were requested from the LTAP library. These items were distributed to counties, cities, and government agencies upon request and through various workshops that were conducted in the first quarter.

*Table 12: Workforce Development Transfer of Technology*

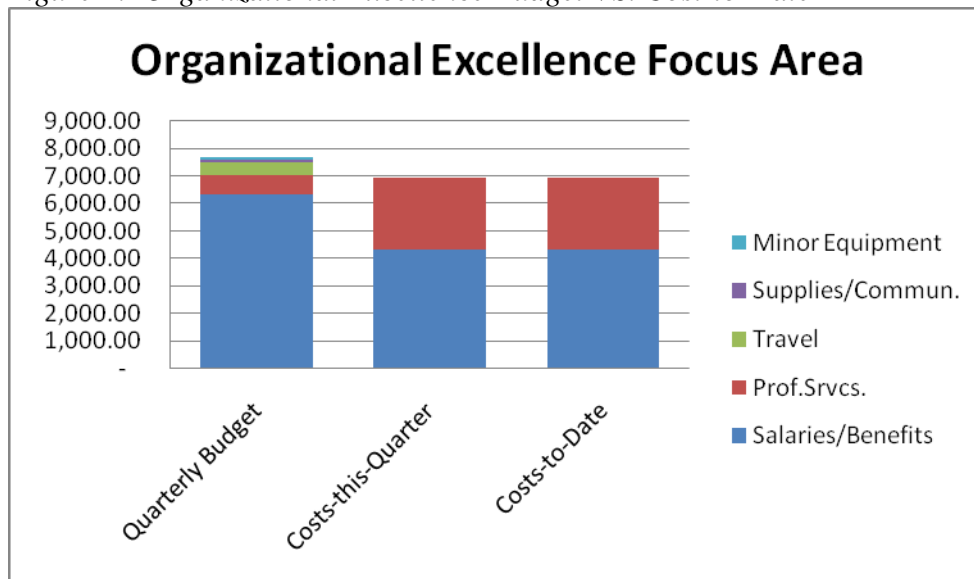
Material Types	Workforce Development Topics
Publications	52
CDs	
Videotapes	2
DVDs	

## HIGHWAY PLANNING AND CONSTRUCTION

### Organizational Excellence

The focus area in the Organizational Excellence is on professional development and leadership training for LTAP personnel. This training will allow personnel to become better equipped to efficiently transfer technology and information to its stakeholders. In the projected LTAP budget, 22% of funding is allocated to the Organizational Excellence Focus Area. Listed below in *Figure 4* is the Organizational Excellence budget costs to date and *Table 13* is the Safety Budget Summary.

*Figure 4: Organizational Excellence Budget VS. Cost-to-Date*



*Table 13: Organizational Excellence Budget Summary: 1st Quarter 2009-2010*

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	6,338.68	6,382.27	25,354.71	6,382.27
Prof. Services	684.00	2,611.59	2,736.00	2,611.59
Travel	465.00	-	1,860.00	-
Supplies/Commun	90.00	-	360.00	-
Minor Equipment	105.00	-	420.00	-
<b>Total</b>	<b>7,682.68</b>	<b>8,993.86</b>	<b>30,730.71</b>	<b>8,993.86</b>

**Task 1 – Seminars & Training** – Training and seminars relating to Organizational Excellence were not conducted during the first quarter.

**Task 2 – Provide Information and On-Site Technical Assistance** - The LTAP staff provided 12 technical assists during this quarter. Technical assistance ranged from on-site visits to cities and counties, answering questions, and providing reference and library material. Several requests from local agencies asked for most requested training topics from the recent Needs Assessment Survey.

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**Task 3 - Quarterly Newsletter** - As mentioned before, the newsletter was published October 2009 and was sent both electronically (600) and by standard mail (750 copies).

The newsletter contained the following Organizational Excellence related articles:

- New DVD's
- Calendar of Events
- New Publications

**Task 4 – Transfer of Technology** - CD's, Videotapes, & DVD's were not requested from the LTAP library during the first quarter.

**Task 5 – Evaluations** - This task includes preparation of the Quarterly/Year-end Report, workshop/training evaluation summarization, and preparation for the annual LTAP Advisory Board meeting. During the first quarter, LTAP distributed evaluation handouts at each workshop. Listed below in *Table 14* is a summary of eight training workshops' evaluations that were collected during the first quarter.

*Table 14: 1<sup>st</sup> Quarter Evaluation Summary*

Workshop Evaluations	
Topics	Approval Ratings
Objectives	90%
Information	93%
Clarity	93%
Beneficial	91%
Instructor	93%
Overall Satisfaction	92%

**Needs Assessment Survey Project** – The Needs Assessment Survey questionnaires were distributed via listservs, newsletters, workshops, and seminars. At this time, 140 have been returned. This survey data will be collected throughout the 2009-2010 fiscal year. A summary of surveys will be presented to the LTAP Advisory Board to determine the workshops and training that will be conducted in the 2010-2011 fiscal year.

## HIGHWAY PLANNING AND CONSTRUCTION

### MAILING LIST SUMMARY

Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, e-mails, and telephone calls to the LTAP Center. *Table 15* provides a summary of all changes within the quarter. Most deletions were transferred to listservs for distribution electronically.

*Table 15: Mailing List as of September 30, 2009*

Category	Prior Count	Additions Or Deletions	Current Count
Federal	58	-16	42
State	132	-52	80
County	407	-200	207
City	224	-1	223
Tribal	9	-1	8
Private	346	-141	205
Other	2	-1	1
<b>Total</b>	<b>1178</b>	<b>-412</b>	<b>766</b>

### TASK AREA SUMMARY

Listed below in *Table 16* is the amount of time the LTAP personnel spent on each task in the four focus areas.

*Table 16: Time Spent on Task Areas*

Task Area	Director	Graphic Designer	Conference Coordinator	Student
Distribute Materials		39%	2%	7%
Training	90%		9%	
Onsite Technical Assistance	8%	59%	85%	73%
Mailing List		2%		5%
Evaluations	2%		4%	15%

# HIGHWAY PLANNING AND CONSTRUCTION

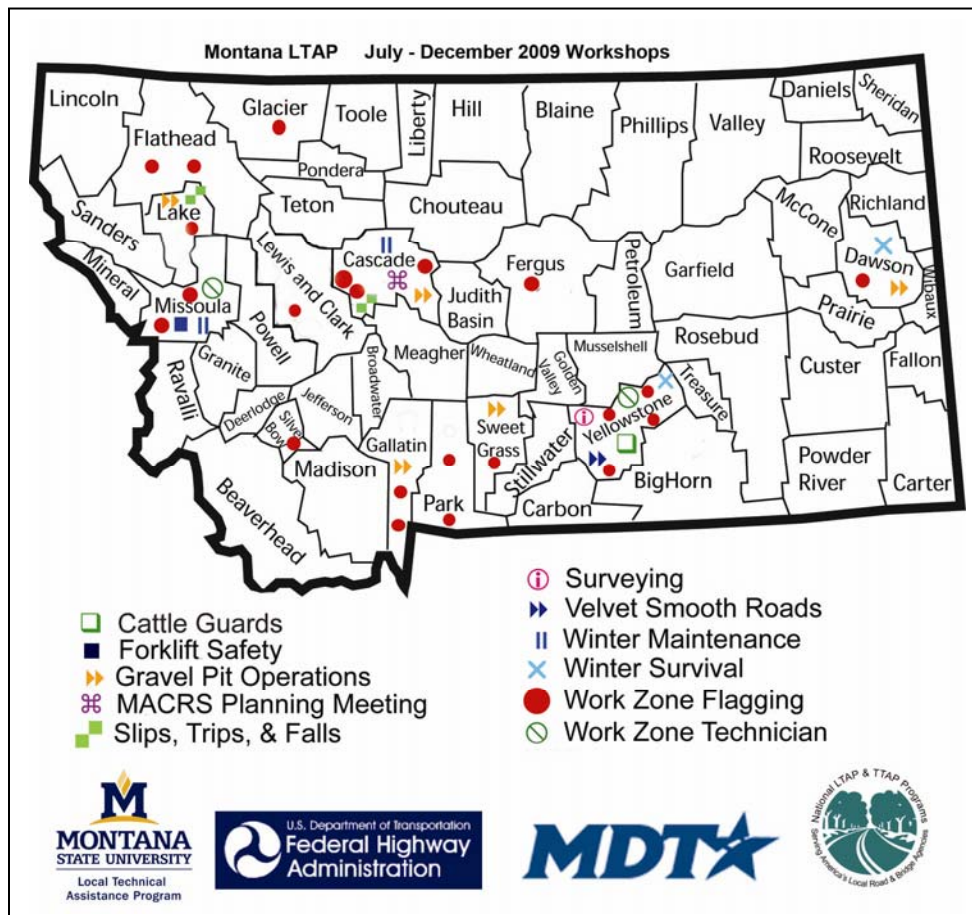
## FIRST QUARTER SUMMARY

The dynamics of the LTAP/WTI merger has occupied much of the time of LTAP staff during this first quarter with moving the entire office; coordinating merger proposal; and providing appropriate forum for merger discussion with constituents, Dean of Engineering and WTI Director.

### Program Highlights

- The 20<sup>th</sup> Annual Snow Rodeo held in Billings was a new location this year. Nearly 100 first-day training participants and 60 available competition slots were filled within three weeks after opening registration for the Snow Rodeo. Cooperation with MDT, counties, cities, private equipment companies, Miles City Community College, and HKM Engineering enabled a very successful training and competition.
- Certification courses taught during this first quarter included forklift certification and five work zone courses.
- MACRS Fall Workforce Development courses taught in Polson, Montana, were Dump Truck Safety and Loader Operations Safety with hands-on field activities at the local gravel pit.

Figure 5: Summary of Workshop Locations: 1<sup>st</sup> Quarter 2009-2010



## HIGHWAY PLANNING AND CONSTRUCTION

### Next Steps

Upcoming projects that are taking place during the 2<sup>nd</sup> Quarter of 2009-2010:

- The ongoing distribution of a comprehensive Needs Assessment Survey to our constituents and training participants
- Continue to work in partnership with MDT and North Dakota LTAP in distance learning distribution (TLN)
- Scheduling of Winter Maintenance courses provided by Idaho LTAP in November & December
- Participation in MACO Risk Management Conference scheduled for January 2010
- Development of Safety Training Webinars
- Development of a Workforce Summit with WTI for spring 2010
- Scheduling the Work Zone Supervisor training for over 50 MDT employees in February
- Scheduling of all LTAP Spring and Summer training workshops

### Budget Summary by Task

Table 17: Budget Summary: July 1, 2009 – September 30, 2009

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	52,822.31	53,185.62	211,289.22	53,185.62
Prof.Srvcs.	5,700.00	4,231.18	22,800.00	4,231.18
Travel	3,875.00	1,048.48	15,000.00	1,048.48
Supplies/Comm	750	1,900.06	3,000.00	1,900.06
Equipment	875	-	3,500.00	-
<b>Total</b>	<b>64,022.31</b>	<b>60,365.34</b>	<b>256,089.22</b>	<b>60,365.34</b>
IDC's	16,477.70	9,612.03	65,910.78	9,612.03
<b>Total Costs</b>	<b>80,500.00</b>	<b>69,997.37</b>	<b>322,000.00</b>	<b>69,997.37</b>

Table 18: Budget Summary by Focus Area: July 1, 2009 – September 30, 2009

Focus Areas	Salary/ Benefits	Prof. Services	Travel	Supplies / Com	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	25,529.10	1,469.96	850.68	1,861.38	-	29,711.12	4,613.77	34,324.89
Infrastructure Management - 18%	9,573.41	-	197.80	5.00	-	9,776.21	1,730.17	11,506.37
Workforce Development 22%	11,700.84	149.63	-	33.68	-	11,884.15	2,114.65	13,998.8
Organizational Excellence - 12%	6,382.27	2,611.59	-	-	-	8,993.86	1,153.44	10,147.3
<b>TOTAL COSTS</b>	<b>53,185.62</b>	<b>4,231.18</b>	<b>1,048.48</b>	<b>1,900.06</b>	<b>0.00</b>	<b>60,365.34</b>	<b>9,612.03</b>	<b>69,977.37</b>