

Montana LTAP Progress Report

By

Steven V. Jenkins

Director

Montana Local Technical Assistance Program

Western Transportation Institute

College of Engineering

Montana State University – Bozeman, MT

Quarterly Progress Report

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EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This Third Quarterly Report is submitted to the Montana Department of Transportation (MDT) and the U.S. Department of Transportation, Federal Highway Administration (FHWA) to provide details on the activities and project work of Montana LTAP in support of MDT Project No. 02443, Montana Local Technical Assistance Program, during the period January 1, 2015 through March 31, 2015.

Highlights of Montana LTAP's accomplishments during that period include the following:

- A winter maintenance workshops were held in Kalispell, Lewistown, and Twin Bridges, Montana during the third quarter.
- A LTAP Advisory Board conference call and webinar was held January 21, 2015. The conference call covered a six month summary of Montana LTAP activities.
- The 13th Annual Safety Congress was held January 26 – 28, 2015 in Great Falls, Montana.
- A fork lift certification class was held February 4, 2015 in Bozeman, Montana for the City of Bozeman.
- The Asphalt Institute Conference was conducted February 12, 2015 in Helena, Montana.
- The work zone technician course was offered in Butte, Great Falls, Havre, and Billings, Montana during the month of March 2015.
- The 35th Annual MACRS Conference was conducted March 30-April 2, 2015 in Great Falls, Montana.
- LTAP distributed an updated Needs Assessment Survey summary to our constituents and training participants.
- Three webinars were conducted during the 3rd quarter. The topics covered included: temporary traffic control; leadership; and slips, trips, and falls.

This progress report is organized following the four LTAP focus areas:

1. Safety
2. Infrastructure Management
3. Workforce Development
4. Organizational Excellence

1. SAFETY

Past Activities

Proactive safety training initiatives for local governments are key objectives in this focus area. Technology transfer is accomplished through safety-related articles in LTAP's quarterly newsletter, safety training seminars, staff responses to phone and email inquiries, and on-site technical assistance. In the projected LTAP budget, 48 percent of funding is allocated to the Safety focus area. Table 1 shows the safety focus area budget and costs-to-date.

Table 1: Safety Area Budget Summary, 3rd Quarter 2014–2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	27,455.44	29,358.70	109,821.75	77,617.47
Prof. Services	1,380.00	800.00	5,520.00	1,527.80
Travel	1,025.58	662.84	4,102.31	1,374.66
Supplies/Comm.	681.88	3,046.81	2,727.54	5,306.05
Minor Equip	120.00	-	480.00	-
Totals	30,662.90	33,868.35	122,651.60	85,825.98

During this three-month period, six safety related workshop ranging in length from 4 to 16 hours were conducted around Montana. A total of 197 participants attended. The workshops included:

- A temporary traffic control webinar was conducted on January 20, 2015. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- Slips, trips, falls was the topic for the webinar on March 24, 2015.
- The 13th Annual Safety Congress was conducted January 26 – 28, 2015 in Great Falls, Montana. Topics covered included work zone technician, traffic control supervisor, Highway Safety Improvement Plan, and signing overview of the MUTCD as it relates to rural issues and urban solutions.
- The work zone technician course was offered in Butte, Great Falls, Havre, and Billings, Montana during the month of March 2015. The workshop covered the five parts of a traffic control work zone; temporary traffic control in installing traffic control devices and monitoring their performance; recognizing issues during the course of a project; flagging duties and responsibilities and safety; and uniformity and liability issues.

Challenges

- Montana MSHA discontinued offering Part 49 safety training for miners' safety. LTAP is assisting cities and counties with this training to fulfill the requirements. Our current MACRS president has chosen safety as the emphasis for the 36th Annual MACRS Conference in 2016.

- LTAP is assisting MDT maintenance division with the work zone technician, traffic control supervisor, and train the trainer courses to keep up with the demand of the MDT workforce.

Planned Activities

- An electrical safety webinar is planned for April 21, 2015.
- A weeds and mowing safety webinar is planned for June 16, 2015.
- A flagger certification webinar will be hosted and conducted at the MDT district offices May 14, 2015. Participants will complete the webinar, have a proctored test, and receive their flagger certification cards.
- A train the trainer webinar will be conducted April 21 for MDT to certify additional flagger certification trainers.
- The work zone technician course will be offered in Helena and Bozeman, Montana during May and June 2015.

2. INFRASTRUCTURE MANAGEMENT

Past Activities

In the projected LTAP budget, 18 percent of funding is allocated to the infrastructure management focus area. Table 2 shows the infrastructure management focus area budget and costs-to-date.

Table 2: Infrastructure Management Area Budget Summary, 3rd Quarter 2014–2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	10,295.79	11,009.51	41,183.16	29,106.55
Prof. Services	517.50		2,070.00	272.93
Travel	384.59	460.82	1,538.36	1,235.72
Supplies/Comm.	255.71	539.41	1,022.83	4,439.91
Minor Equipment	45.00	-	180.00	248.00
Totals	11,498.59	12,009.74	45,994.35	35,303.11

Four infrastructure management related workshops were conducted during this three-month period. The workshops ranged in 4 to 8 hours in length and had a total of 183 participants that attended. The topics included:

- Winter maintenance workshops were conducted during January 2015 in Kalispell, Lewistown, and Twin Bridges, Montana. The workshops discussed anti-icing chemicals, application methods designed to reduce winter hazards on roadways, weather information, chemical technology, and application procedures to enhance roadway safety.

- The Asphalt Institute Conference was held February 12, 2015 in Helena, Montana. The information discussed at the conference included quality assurance test control, tack coat best practices; advanced chip sealing techniques; multiple stress creep recovery and asphalt grading; practical applications of intelligent compaction; in-place recycling technology; dense graded friction courses; and thin lift overlays.

The LTAP newsletter contained the following articles related to infrastructure management:

- “From Montana LTAP Director – Gravel Roads”
- “Spring Cleaning”

Challenges

- Counties continue to turn in current Pavement Surface Evaluation and Rating (PASER) program ratings. LTAP is continuing to work with these entities to complete project selection and a 5-year plan. Small urban areas are using the PASER program to complete pavement management and therefore qualify for federal funding.

Planned Activities

- The spring 2015 gravel road courses are scheduled during May 2015 in Townsend, Baker, and Roundup, Montana.
- A road stabilization webinar will be conducted on May 19, 2015.

3. WORKFORCE DEVELOPMENT

Past Activities

In the projected LTAP budget, 22 percent of funding is allocated to the workforce development focus area. Table 3 shows the workforce development focus area budget and costs-to-date.

Table 3: Workforce Development Budget Summary, 3rd Quarter 2014–2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,583.74	13,456.07	50,334.97	35,574.67
Prof Services	632.50	437.72	2,530.00	771.30
Travel	470.06	200.88	1,880.22	632.31
Supplies/Comm.	312.53	1,328.13	1,250.12	1,706.83
Minor Equipment	55.00	-	220.00	-
Totals	14,053.83	15,422.80	56,215.32	38,685.11

Two workforce development related workshops were conducted during this three-month period. The workshops ranged in 4 to 16 hours in length and had a total of 230 participants that attended. The topics included:

- A fork lift certification class was had on February 4, 2015 in Bozeman, Montana for the City of Bozeman.
- The 35th Annual MACRS Conference was held March 30 – April 2, 2015 in Great Falls, Montana. The topics at the annual conference covered DES partners and counties; weight and speed limits on county roads; machines and truck maintenance; drug testing and DOT regulations; tack coats; drainage innovation solutions; and telematics on heavy equipment.

The LTAP newsletter contained the following articles related to workforce development:

- “2015 Road Masters and Roads Scholars Awards”
- “MACRS Spring Conference 2015”
- “MACRS Scholarship”
- “Parting Shot – Wayne Waarvik”

Challenges

- Leadership and workforce development have been and need to be addressed frequently. This is needed as a refresher course and because of frequent turnover at the local government level.

4. ORGANIZATIONAL EXCELLENCE

Past Activities

In order to provide the best service possible to constituents, LTAP personnel seek training to improve their outreach capabilities. Organizational excellence addresses professional development and leadership training for LTAP personnel. In the projected LTAP budget, 22 percent of funding is allocated to the organizational excellence focus area. Table 4 shows the organizational excellence focus area budget and costs-to-date.

Table 4: Organizational Excellence Budget Summary: 3rd Quarter 2014–2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	6,863.86	7,339.67	27,455.44	19,404.37
Prof. Services	345.00	-	1,380.00	181.95
Travel	256.39	-	1,025.58	947.82
Supplies/Comm.	170.47	-	681.88	100.00
Minor Equipment	30.00	-	120.00	-
Total	7,665.72	7,339.67	30,662.90	20,634.14

- A LTAP Advisory Board conference call and webinar were held on January 21, 2015. The conference call covered a six month summary of Montana LTAP activities.

Evaluations are collected at the end of each LTAP course to determine whether participants are using workshop information in their jobs. Table 5 is a summary of evaluations collected at all the training workshops during the third quarter.

Table 5: 3rd Quarter Workshop Evaluation Summary

Workshop Evaluations	
Topics	Approval Ratings
Objectives	96%
Information	96%
Clarity	94%
Beneficial	97%
Instructor	95%

The LTAP newsletter contained the following articles related to organizational excellence:

- “Montana LTAP Library”

Challenges

- Rising travel expenses and limited time have required LTAP to offer distance learning. Distant learning will be used by LTAP to offer work zone technician certification courses. Effective uses of blending this training with traditional training methods are being used by LTAP.
- Participation in the webinars LTAP offers has continued to grow. Training needs are so diverse that LTAP is required to cover many topics in the upcoming webinars.

Planned Activities

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- The MACRS Annual Board meeting is scheduled for June 10, 2015 in Bozeman, Montana.
- The annual LTAP Advisory Board meeting is scheduled for June 11, 2015 in Bozeman, Montana.

5. THIRD QUARTER SUMMARY

- A winter maintenance workshops were held in Kalispell, Lewistown, and Twin Bridges, Montana during the third quarter.
- A LTAP Advisory Board conference call and webinar was held January 21, 2015. The conference call covered a six month summary of Montana LTAP activities.
- The 13th Annual Safety Congress was held January 26 – 28, 2015 in Great Falls, Montana.
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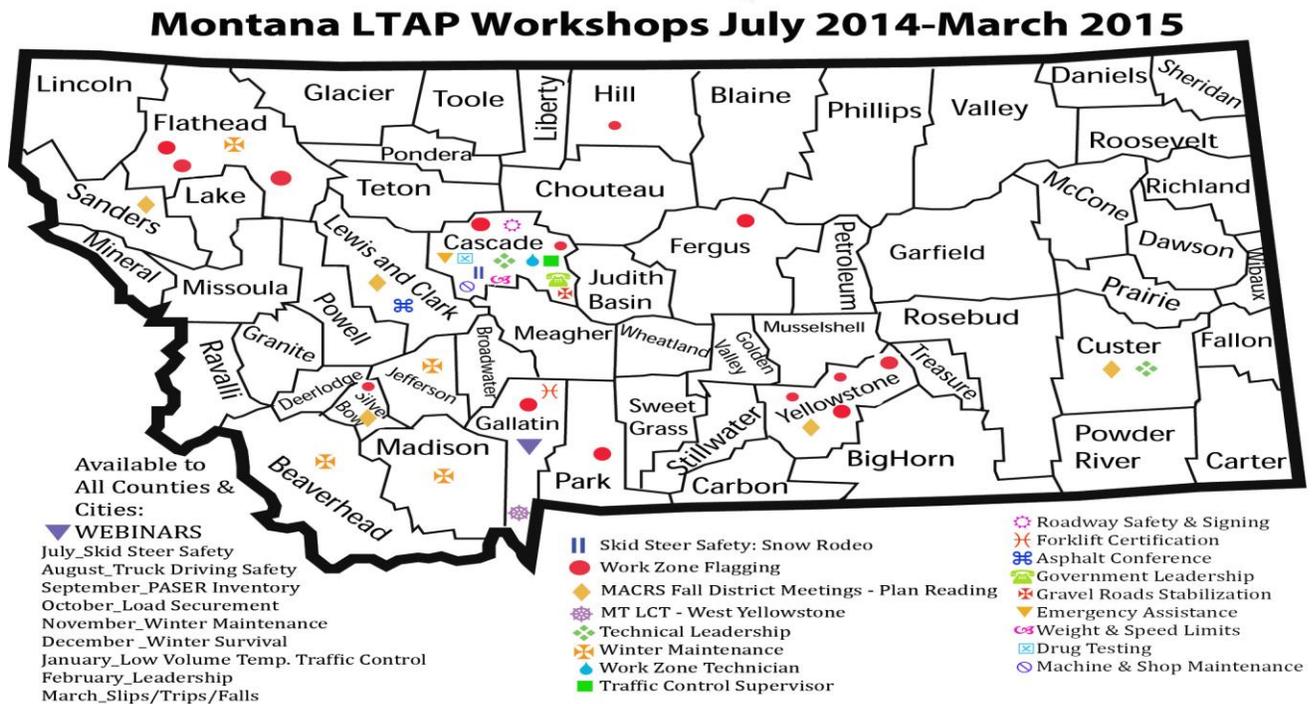


Figure 1: Summary of Annual Workshop Locations for 3rd Quarter 2014–2015.

Table 6: Budget Summary, January 1, 2015 - March 31, 2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Budgeted	Costs-to-Date
Salaries/Benefits	57,198.83	61,163.95	228,795.32	161,703.06
Prof. Services	2,875.00	1,237.72	11,500.00	2,753.98
Travel	2,136.62	1,324.54	8,546.47	4,190.51
Supplies/Comm.	1,420.59	4,914.35	5,682.37	11,552.79
Equipment	250.00	-	1,000.00	248.00
Total	63,881.04	68,640.56	255,524.16	180,448.34
IDC's	18,618.96	20,365.79	74,475.84	53,696.36
	82,500.000	89,006.35	330,000.000	234,144.699

Table 7: Budget Summary by Focus Area, January 1, 2015 - March 31, 2015.

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	29,358.70	800.00	662.84	3,046.81	-	33,868.35	9,775.58	43,643.92
Infrastructure Management - 18%	11,009.51	-	460.82	539.41	-	12,009.74	3,665.84	15,675.58
Workforce Development 22%	13,456.07	437.72	200.88	1,328.13	-	15,422.80	4,480.47	19,903.27
Organizational Excellence - 12%	7,339.67	-	-	-	-	7,339.67	2,443.89	9,783.57
TOTAL COSTS	61,163.95	1,237.72	1,324.54	4,914.35	0.00	68,640.56	20,365.79	89,006.35