

Montana LTAP Progress Report

By

Stephen Albert

Interim Director

Montana Local Technical Assistance Program

Western Transportation Institute

College of Engineering

Montana State University – Bozeman, MT

Quarterly Progress Report

July 1, 2016 through September 30, 2016

Prepared for the

MONTANA DEPARTMENT OF TRANSPORTATION

in cooperation with the

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

October 2016

TABLE OF CONTENTS

1. Safety2

2. Infrastructure Management.....3

3. Workforce Development.....4

4. Organizational Excellence5

5. First Quarter Summary7

LIST OF TABLES

Table 1: Safety Area Budget Summary, 1st Quarter 2016–2017. 2

Table 2: Infrastructure Management Area Budget Summary, 1st Quarter 2016–2017..... 3

Table 3: Workforce Development Budget Summary, 1st Quarter 2016–2017. 4

Table 4: Organizational Excellence Budget Summary: 1st Quarter 2016–2017..... 5

Table 5: 1st Quarter Evaluation Summary..... 5

Table 6: Budget Summary, July 1, 2016 - September 30, 2016. 8

Table 7: Budget Summary by Focus Area, July 1, 2016 - September 30, 2016..... 9

LIST OF FIGURES

Figure 1: Summary of 1st Quarter Workshop Locations for 2016–2017..... 7

EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This First 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 July 1, 2016 through September 30, 2016.

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

- Michele Beck, MT LTAP Graphic Designer, attended the National LTAP Annual Conference in Madison, Wisconsin, July 18 – 22, 2016, and presented on her safety poster illustrating how Snow Rodeo trainings meet the four safety focus areas for constituents.
- LTAP hosted one monthly safety webinar in September 2016. Winter Safety on Montana Roadways was the topic covered by the guest speaker, Steve Kurk from Town of Manhattan Street Department and Sam Gianfrancisco, MT LTAP Field Engineer.
- The 27th APWA Annual Snow Rodeo was conducted in Helena, September 7 and 8, 2016. LTAP worked with Lewis & Clark County to provide Traffic Incident Management training with emphasis on winter safety, and *Safety from Within* training with leadership in work place safety.
- The MACRS Fall District training meetings were conducted in Conrad, Missoula, and Townsend during September 2016. Topics included trenching safety and load securement for heavy equipment.

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, 1st Quarter 2016–2017.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	28,501.84	10,125.76	114,007.35	10,125.76
Prof. Services	1,140.00	-	4,560.00	-
Travel	632.07	-	2,528.28	-
Supplies/Comm.	540.00	-	2,160.00	-
Minor Equipment	120.00	-	480.00	-
Totals	30,933.91	10,125.76	123,735.63	10,125.76

A Safety related workshop was not conducted during this three-month period, one safety related webinar was conducted in Bozeman, Montana. A total of 16 participants attended. The webinar discussed:

- Winter safety on Montana Roadways, September 20, 2016. The webinar recordings can be accessed via the LTAP website link:
<http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.

The LTAP newsletter contained the following articles related to safety:

- “From Montana LTAP”
- “27th Annual Snow Rodeo 2016”

Challenges

- Weed mowing, basics of signing, and rural safety reviews are classes that have been requested on LTAP workshop evaluations forms. A majority of the requests are from eastern Montana. There is a greater demand for these classes in the rural portions of Montana compared to the larger metropolitan areas.

Planned Activities

- A Hearing Safety webinar is planned for October 11, 2016.
- A Flagger Certification workshop is scheduled for October 26, 2016 in Lewistown.
- Work Zone Safety for Low Volume Roads will be the webinar topic for November 15, 2016.
- Roadway Safety Plus and Preventing Backovers and Runovers will be the topic of the workshop scheduled for November 16, 2016 in Great Falls, Montana.

2. INFRASTRUCTURE MANAGEMENT

Past Activities

Montana LTAP is promoting trenching safety and load securement at the MACRS Fall District Meetings across the state of Montana. The training sessions will provide training 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, 1st Quarter 2016–2017.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	10,688.19	3,797.16	42,752.76	3,797.16
Prof. Services	427.50	-	1,710.00	-
Travel	237.03	-	948.11	-
Supplies/Comm.	202.50	-	810.00	-
Minor Equipment	45.00	-	180.00	-
Totals	11,600.22	3,797.16	46,400.86	3,797.16

During this three-month period, four infrastructure management related workshops ranging in length from 4 to 8 hours were conducted in Montana. A total of 124 participants attended. The workshops included:

- Traffic incident management and winter situations as they relate to city street and county road departments were discussed during the 27th Annual Snow Rodeo on September 7, 2016 in Helena, Montana by Sergeant Alex Betz, Montana Highway Patrol.
- Trenching safety and load securement were topics for the MACRS Fall district meetings. The course covered safety aspects when trenching to protect workers in trenches; use of trench boxes, ladders, and top person; personal protective equipment; understanding soil saturation, cohesion, and how to test soils; being aware of hazardous atmospheres; and culvert installation. The meetings were conducted in Conrad, Townsend, and Missoula during September 2016.

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

- “MACRS Fall District Meetings Success!”

Challenges

- Intersections on county rural roads are becoming more of a concern due to the number of increasing crashes. There is a demand for training in culvert installation, trenching safety, cattle guard installation, and sign management.

Planned Activities

- Two more trenching safety and load securement classes are scheduled for Billings and Glendive in October 2016.

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, 1st Quarter 2016–2017.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	13,063.34	4,640.97	52,253.37	4,640.97
Prof. Services	522.50	1,200.00	2,090.00	1,200.00
Travel	289.70	397.76	1,158.80	397.76
Supplies/Comm.	247.50	3,596.00	990.00	3,596.00
Minor Equipment	55.00	-	220.00	-
Totals	14,178.04	9,834.73	56,712.16	9,834.73

During this three-month period, one infrastructure management related workshop ranging in length 4 hours was conducted in Helena, Montana. A total of 75 participants attended. The workshop included:

A *Safety from Within* leadership workshop was conducted during the 27th Annual Snow Rodeo on September 7, 2016 in Helena, Montana. Blu Santee, Senior Risk Consultant with HUB International discussed a person's role in keeping the work environment safe, especially around heavy equipment and industrial tools while initiating leadership in making safe choices.

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

- “Calendar of Events”
- “27th Annual Snow Rodeo Champions”

Challenges

- Forklift, motorgrader, and back hoe certification are topics that our constituents are requesting. Finding instructors that are in-state for this type of training is a challenge at times.

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: 1st Quarter 2016–2017.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	7,125.46	2,531.44	28,501.84	2,531.44
Prof. Services	285.00	-	1,140.00	-
Travel	158.02	71.17	632.07	71.17
Supplies/Comm.	135.00		540.00	-
Minor Equipment	30.00	-	120.00	-
Total	7,733.48	2,602.61	30,933.91	2,602.61

- Michele Beck attended the National LTAP Annual Conference in Madison, Wisconsin at the end of July 2016. Highlights from this year's conference included:
 - Road Safety 365 for Local Governments
 - Mindful Leadership
 - Innovative Safety Practices
 - Unmanned Aerial Vehicles (UAVs)
 - Technical Circuit Riders & Field Assistance
 - Creating a Communications Plan for your Center
 - Safety Research with Local Application and Interest
 - Resources Available to Centers and Local Agencies
 - Local Road Safety Plans

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 first quarter.

Table 5: 1st 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:

- “MACRS and LTAP History”
- “MACRS Honors Jerry Otto”
- “Parting Shot – Tim White, Lincoln County”
- “Montana LTAP Library”

Challenges

- While the search for a new Director continues, LTAP staff have relied on established networks with other LTAPs and previous trainers to coordinate and provide requested training for constituents.
- “You are doing an excellent job of maintaining ongoing training for local government employees and others with the use of outside instructors. That is greatly appreciated.” Harold Blattie, Montana Association of Counties, Fall 2016 email.
- “For the record you are doing a fine job keeping things going around there, with your E-mails.” Brian Vibbert, Safety and Training Coordinator, Missoula County Road Department, Fall 2016 email.

Planned Activities

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- MACRS Conference planning meeting is scheduled for November 16 and 17, 2016 in Great Falls, Montana.

5. FIRST QUARTER SUMMARY

- Michele Beck attended the National LTAP Annual Conference in Madison, Wisconsin, July 18 – 22, 2016.
- LTAP hosted one monthly safety webinar in September 2016. Winter Safety on Montana Roadways was the topic covered by the guest speaker, Steve Kurk with the Town of Manhattan, and Sam Gianfrancisco, MT LTAP Field Engineer.
- The 27th APWA Annual Snow Rodeo was conducted in Helena, September 7 and 8, 2016. LTAP worked with Lewis & Clark County to provide Traffic Incident Management training and *Safety from Within* training.
- The MACRS Fall District training meetings were conducted in Conrad, Missoula, and Townsend during September 2016. Topics included trenching safety and load securement for heavy equipment.

Montana LTAP Workshops July 2016-September 2016

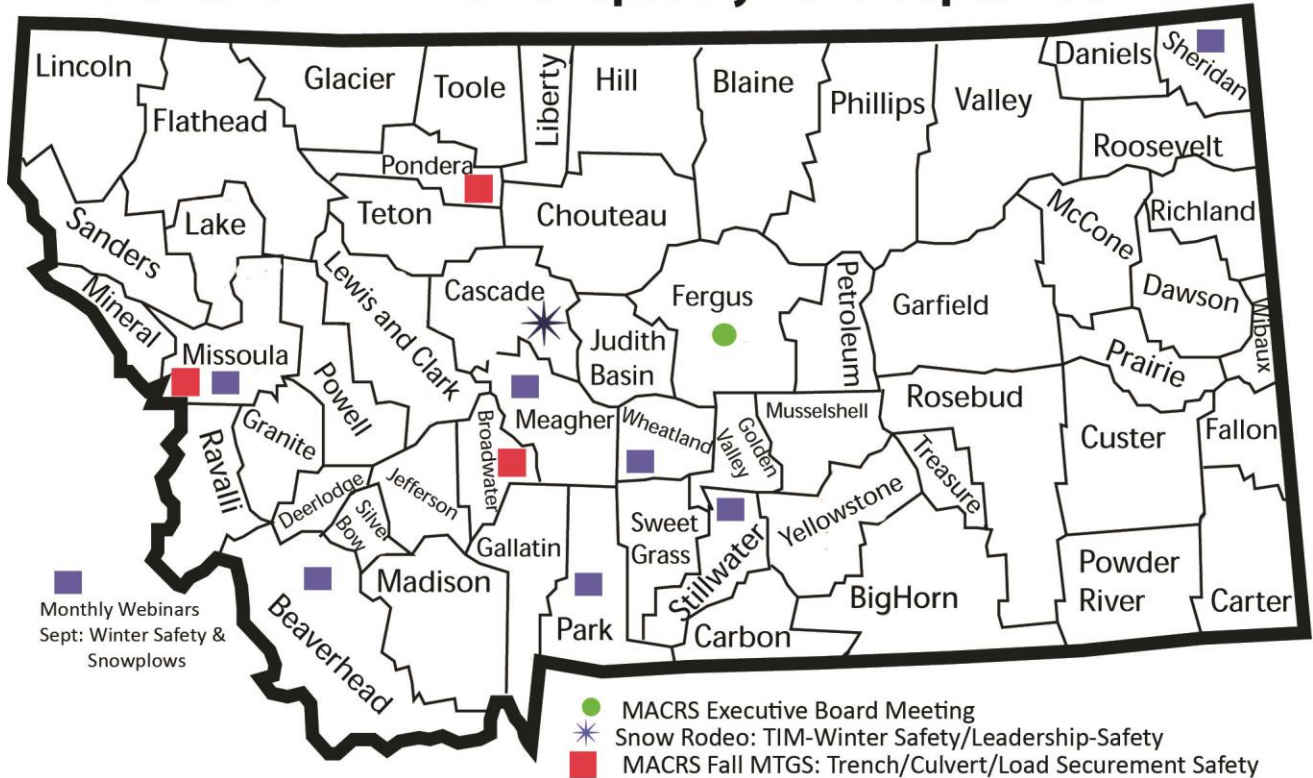


Figure 1: Summary of Annual Workshop Locations for 1st Quarter 2016–2017.**Table 6: Budget Summary, July 1, 2016 - September 30, 2016.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Budgeted	Costs-to-Date
Salaries/Benefits	59,314.31	21,095.33	237,257.23	21,095.33
Prof. Services	-	1,200.00	-	1,200.00
Travel	-	468.93	-	468.93
Supplies/Comm.	-	3,596.00	-	3,596.00
Minor Equipment	-	-	-	-
Total	59,314.31	26,360.26	237,257.23	26,360.26
IDC's	17,477.28	7,116.57	69,909.10	7,116.57
	76,791.583	33,476.83	307,166.330	33,476.830

Table 7: Budget Summary by Focus Area, July 1, 2016 - September 30, 2016.

Focus Areas	Salary/ Benefits	Prof. Services	Travel	Supplies/ Com	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	10,125.76	-	-	-	-	10,125.76	3,415.95	13,541.71
Infrastructure Management - 18%	3,797.16	-	-	-	-	3,797.16	1,280.98	5,078.14
Workforce Development 22%	4,640.97	1,200.00	397.76	3,596.00	-	9,834.73	1,565.65	11,400.38
Organizational Excellence - 12%	2,531.44	-	71.17	-	-	2,602.61	853.99	3,456.60
TOTAL COSTS	21,095.33	1,200.00	468.93	3,596.00	0.00	26,360.26	7,116.57	33,476.83