

# Montana LTAP Progress Report

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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, 2018 through March 31, 2018.

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

- The 16<sup>th</sup> Annual Safety Congress was held January 22 - 25, 2018 in Helena, Montana.
- LTAP meet with the Workzone Safety Committee January 29, 2018 in Helena, Montana.
- The Asphalt Institute Conference was conducted February 20, 2018 in Bozeman, Montana.
- The Flagger Certification course was offered in Helena, Great Falls, and Havre, Montana during the month of March 2018.
- The 38<sup>th</sup> Annual MACRS Conference was conducted March 26 – 29, 2018 in Great Falls, Montana.
- LTAP conducted its annual LTAP Advisory Board Meeting, March 29, 2018 in Great Falls, Montana.
- LTAP distributed an updated Needs Assessment Survey summary to its constituents and training participants at the MACRS Conference and through the LTAP listservs.
- Three webinars were conducted during the 3<sup>rd</sup> quarter. The topics covered included: leadership, winter maintenance, and “Don’t Crowd the Snow Plow.”

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 2017–2018.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	33,202.49	29,095.44	132,809.95	86,622.42
Prof. Services	840.00	-	3,360.00	-
Travel	600.00	896.05	2,400.00	3,138.23
Supplies/Comm.	576.00	1,582.71	2,304.00	4,138.32
Minor Equip	244.41	-	977.65	-
<b>Totals</b>	<b>35,462.90</b>	<b>31,574.20</b>	<b>141,851.60</b>	<b>93,898.97</b>

During this three-month period, six safety related workshops ranging in length from 8 to 16 hours were conducted around Montana. A total of 87 participants attended. The workshops included:

- A “Don’t Crowd the Snow Plow” webinar was conducted on March 20, 2018. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- The 16<sup>th</sup> Annual Safety Congress was held January 22 - 25, 2018 in Helena, Montana. Topics covered included Work Zone Technician, Traffic Control Supervisor, and Train the Trainer courses.
- The Flagger Certification course was offered in Havre, Great Falls, and Helena, Montana during the month of March 2018. 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 a project; flagging duties and responsibilities and safety; and uniformity and liability issues.

### Challenges

- Scheduling of trainings in the 4<sup>th</sup> quarter is difficult due to conflicting priorities with County Road managers trying to get to all their seasonal needs now that the snow is gone and moisture is still in the road surface.
- LTAP has been asked to provide pilot car training as an additional course.
- LTAP plans to offer 2 types of workzone technician courses: one with a focus for municipal/public agencies and one with a focus for heavy construction and contractors.

### Planned Activities

- A great opportunity is starting to develop. Montana LTAP sees a need for a Road Safety certification, and in fact is now discussing participation in an accredited course as part of Colorado LTAP's efforts to create the majority of this curriculum. This is an opportunity for Montana to bring this curriculum on-board as soon as next year. More details will be shared at the Regional LTAP meeting in Colorado in May.

## 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 2017–2018.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	12,450.93	10,910.79	49,803.73	32,483.41
Prof. Services	315.00	45.00	1,260.00	45.00
Travel	225.00	1,125.68	900.00	1,728.31
Supplies/Comm.	216.00	1,522.97	864.00	4,647.71
Minor Equipment	91.65	-	366.62	-
<b>Totals</b>	<b>13,298.59</b>	<b>13,604.44</b>	<b>53,194.35</b>	<b>38,904.43</b>

One infrastructure management related workshop was conducted during this three-month period. The workshop was 8 hours in length and had a total of 115 participants that attended.

- The Asphalt Institute Conference was held February 20, 2018 in Bozeman, Montana. The information discussed at the conference included the Montana Perpetual Pavement Award presentation; accelerated testing; cold weather paving; using your paver as it was intended; cracking tests; full depth reclamation and in-place recycling; performance related specification for asphalt and concrete pavement; and scrub seals.

### Challenges

- Some counties are requesting information on gravel roads maintenance. LTAP is looking into an updated training session to meet this need.
- Several requests for sign retroreflectivity, emergency management signing, and sign management and vandalism were verbally requested at the MACRS Conference this year. LTAP is working to develop an updated training course to address this need.

### Planned Activities

- LTAP does not have an infrastructure management class planned for the fourth quarter.

### 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 2017–2018.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	15,217.81	13,335.41	60,871.23	39,701.94
Prof Services	385.00	-	1,540.00	-
Travel	275.00	1,343.72	1,100.00	3,344.93
Supplies/Comm.	264.00	1,365.51	1,056.00	4,509.72
Minor Equipment	112.02	-	448.09	-
<b>Totals</b>	<b>16,253.83</b>	<b>16,044.64</b>	<b>65,015.32</b>	<b>47,556.59</b>

LTAP conducted one, three-day workforce development conference during the third quarter with 229 participants.

- The 38<sup>th</sup> Annual MACRS Conference was held March 26 – March 29, 2018 in Great Falls, Montana. The topic of the annual conference was “Bridging the Future.” Presentations included: Montana DOT’s Preservation of Historic Bridges; Cost Effective Bridge Replacement Strategies; Road Standards, Stability, Grading Operations, and Asphalt Maintenance; Changes to FEMA Public Assistance Program; Bridge and Road Safety and Accountability; Road Law; Creating a Standard Operating Procedure Manual; and Montana’s Bridge Inspection Program.

#### Planned Activities

- The spring 2018 Motor Grader Safety and Operation courses are scheduled during April and May 2018 in Polson, Columbus, Broadus, Baker, Sidney, and Conrad. Training will include OSHA/MSHA regulations; motor grader lubrication and maintenance; engine warning signs; motor grader operating tips; gravel road maintenance; motor grader inspection in the field, and hands-on two-day motor grader operations in the field.
- A great opportunity is starting to develop. Montana LTAP sees a need for a Road Safety certification, and in fact is now discussing participation in an accredited course as part of Colorado LTAP’s efforts to create the majority of this curriculum. This is an opportunity for Montana to bring this curriculum on-board as soon as next year. More details will be shared at the Regional LTAP meeting in Colorado in May.

#### Challenges

- Equipment operations and workforce development are critical areas that need to be addressed frequently. Keeping a list of relevant, fresh, and current topics to address frequent turnover at the local government level is necessary.

- MACRS participant training requests included: Driving Safety, Dump Truck Safety, Excavation Safety, Forklift Operations, Loader Operations, Load Securement, and Trenching Safety.

## 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 2017–2018.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,300.62	7,273.86	33,202.49	21,655.60
Prof. Services	210.00	-	840.00	45.00
Travel	150.00	-	600.00	828.09
Supplies/Comm.	144.00	-	576.00	532.32
Minor Equipment	61.10	-	244.41	-
<b>Total</b>	<b>8,865.72</b>	<b>7,273.86</b>	<b>35,462.90</b>	<b>23,061.01</b>

The annual LTAP Advisory Board meeting was held in Great Falls, Montana, March 29, 2018. The LTAP Annual work plan was discussed with the LTAP Advisory Board members for their approval and input. Matthew Ulberg will be present at the MDT Research Review Committee meeting in May for the LTAP program approval.

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	93%

**Challenges**

- Participation and results of our coordination with other LTAP resources (Regional, National LTAP, ND, CO, etc.) to better serve our constituents is not easily captured.
- Rising travel expenses and limited time have required LTAP to offer distance learning. Distance learning will be used by LTAP when possible if the quality of training is not impaired. Many resources are available to ensure quality content.
- Use of field seasoned professionals on contract has increased the quality of the training delivered by LTAP.
- The LTAP fourth quarter will be costly due to the increase of training, travel, and salaries.

**Planned Activities**

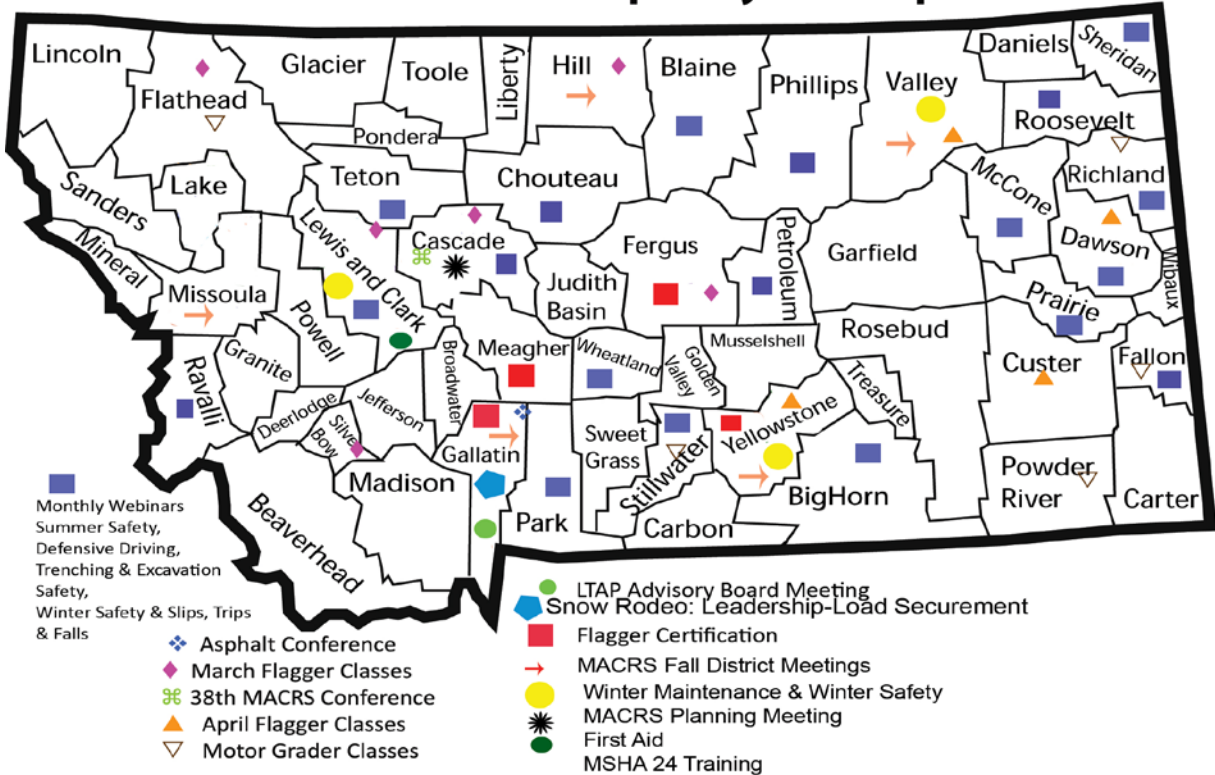
- Distribute an updated Needs Assessment Survey summary to our constituents and training participants. This information will assist in refining the needs for 2018 trainings.
- The MACRS Annual Board meeting is scheduled for June 12, 2018 in Bozeman, Montana.
- The LTAP Director, Matthew Ulberg will be attending the LTAP Regional Meeting in Estes Park, Colorado, May 22 - 24, 2018; and the National LTAP Convention in New Orleans, Louisiana, July 23 – 26, 2018 (accompanied by Field Trainer, Shawna Page).



### 5. THIRD QUARTER SUMMARY

- The 16<sup>th</sup> Annual Safety Congress was held January 22 - 25, 2018 in Helena, Montana.
- LTAP meet with the Workzone Safety Committee January 29, 2018 in Helena, Montana.
- The Asphalt Institute Conference was conducted February 20, 2018 in Bozeman, Montana.
- The Flagger Certification course was offered in Helena, Great Falls, and Havre, Montana during the month of March 2018.
- The 38<sup>th</sup> Annual MACRS Conference was conducted March 26 – 29, 2018 in Great Falls, Montana.
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- LTAP distributed an updated Needs Assessment Survey summary to its constituents and training participants at the MACRS Conference and through the LTAP listservs.
- Three webinars were conducted during the 3<sup>rd</sup> quarter. The topics covered included: leadership, winter maintenance, and “Don’t Crowd the Snow Plow.”

**Montana LTAP Workshops July 2017-April 2018**



**Figure 1: Summary of Annual Workshop Locations for 3rd Quarter 2017–2018.**

**Table 6: Budget Summary, January 1, 2018 - March 31, 2018.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	69,171.85	60,615.50	276,687.39	180,463.37
Prof. Services	1,750.00	45.00	7,000.00	90.00
Travel	1,250.00	3,365.45	5,000.00	9,039.56
Supplies/Comm.	1,200.00	4,471.19	4,800.00	13,828.07
Equipment	509.19	-	2,036.77	-
<b>Total</b>	<b>73,881.04</b>	<b>68,497.14</b>	<b>295,524.16</b>	<b>203,421.00</b>
IDC's	21,118.96	19,487.31	84,475.84	61,507.22
	<b>95,000.000</b>	<b>87,984.45</b>	<b>380,000.00</b>	<b>264,928.220</b>

**Table 7: Budget Summary by Focus Area, January 1, 2018 - March 31, 2018.**

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	29,095.44	-	896.05	1,582.71	-	31,574.20	9,353.91	40,928.11
Infrastructure Management - 18%	10,910.79	45.00	1,125.68	1,522.97	-	13,604.44	3,507.72	17,112.16
Workforce Development 22%	13,335.41	-	1,343.72	1,365.51	-	16,044.64	4,287.21	20,331.85
Organizational Excellence - 12%	7,273.86	-	-	-	-	7,273.86	2,338.48	9,612.34
<b>TOTAL COSTS</b>	<b>60,615.50</b>	<b>45.00</b>	<b>3,365.45</b>	<b>4,471.19</b>	<b>0.00</b>	<b>68,497.14</b>	<b>19,487.31</b>	<b>87,984.45</b>