

Montana LTAP Progress Report

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Quarterly Progress Report

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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 October 1, 2017 through December 31, 2017.

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

- During October 2017, LTAP conducted the MACRS Fall District Meetings at Missoula, Bozeman, Havre, Billings, and Glendive. Training topics included leadership, winter safety, cattle guards, excavation, and MSHA Part 46.
- Matthew Ulberg was asked to speak at the Regional Local Road Conference in North Dakota, October 17, 2017. The presentation covered engineering analyses of motorized mixed-use analysis on National Forest roads in Idaho.
- LTAP hosted three monthly safety webinars during the second quarter. Personal protective equipment; winter safety & slips, trips, and falls; and electrical safety were the topics covered.
- Shawna Page provided flagger certification training at the Billings SafetyFest, Shawna Page worked in conjunction with the Montana Department of Labor to provide requested training for the Montana SafetyFest conferences.
- A first aid class was requested and provided by Shawna Page to the City of Helena and Lewis & Clark County, October 30, 2017.
- Shawna Page attended the ATSSA Workzone Technician and Traffic Control Supervisor courses in Boise, Idaho. LTAP plans on updating the flagger certification, workzone technician, and traffic control supervisor's courses to ATSSA standards.
- A flagger certification course was requested for the City of White Sulphur Springs, Meagher County, and Meagher County Fire Department. Shawna Page provided the requested training on November 13, 2017.
- The Annual MACRS Conference planning meeting was held November 14 and 15, 2017 in Great Falls. Topics were discussed for the upcoming 2018 Annual MACRS Conference.
- Winter maintenance and safety classes were conducted in Helena, Billings, and Glendive, November 28 -30, 2017.

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, 2nd Quarter 2017–2018.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,202.49	34,492.80	132,809.95	57,526.98
Prof. Services	840.00		3,360.00	-
Travel	600.00	2,242.18	2,400.00	2,242.18
Supplies/Comm.	576.00	2,555.61	2,304.00	2,555.61
Minor Equip	244.41	-	977.65	-
Totals	35,462.90	39,290.59	141,851.60	62,324.77

Ten safety related workshops were conducted during this three-month period. A total of 198 participants attended. The workshops included:

- Two Flagger Certification classes were conducted during the 2nd quarter. Topics included flagging duties and responsibilities; and safety, uniformity and liability issues. The classes were held in Billings and White Sulphur Springs.
- Winter Safety and Slips, Trips, and Falls webinar was conducted November 21, 2017, and Personal Protective Equipment webinar was conducted on October 17, 2017. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- During October 2017, LTAP conducted the MACRS Fall District Meetings at Missoula, Bozeman, Havre, Billings, and Glendive. Training topics included leadership, winter safety, cattle guards, excavation, and MSHA Part 46.
- A first aid class was requested and provided by Shawna Page to the City of Helena and Lewis & Clark County, October 30, 2017.
- Winter maintenance and safety classes were conducted in Helena, Billings, and Glendive, November 28 -30, 2017.

The LTAP newsletter contained the following articles related to safety:

- “Carbon Dioxide Poisoning.”
- “From the Director, Winter Safety”

Challenges

- Eastern Montana has a greater need for training in multiple locations. The training requested includes: Flagger Certification, Workzone Technician, and Traffic Control Supervisor Courses. Counties and Cities in the Eastern part of Montana have limited funding to travel the distances to Helena, Great Falls, and Billings for training locations. LTAP will be consistently travel to county and city shop locations to provide the training on call.
- Scheduling MSHA Part 46 and the refresher course training dates in Glendive and Eastern Montana is a challenge during the winter months. Cities and Counties are working hard to maintain the streets and highways during this time.

Planned Activities

- Flagger Certification workshops are scheduled for March 2018 in Helena, Great Falls, and Havre.
- MSHA Part 46 workshops are scheduled for Great Falls, Bozeman, and Billings in February 2018. These will be three-day classes in each location to cover the 24 hours of training need for this certification.

2. INFRASTRUCTURE MANAGEMENT**Past Activities**

Montana LTAP is promoting MSHA 24 trainings and the Asphalt Institute conference across the state of Montana. 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, 2nd Quarter 2017–2018.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,450.93	12,934.80	49,803.73	21,572.62
Prof. Services	315.00	-	1,260.00	-
Travel	225.00	602.63	900.00	602.63
Supplies/Comm.	216.00	3,124.74	864.00	3,124.74
Minor Equipment	91.65	-	366.62	-
Totals	13,298.59	16,662.17	53,194.35	25,299.99

Eight infrastructure management related workshops were conducted during this three-month period. A total of 176 participants attended. The workshops included:

- During October 2017, LTAP conducted the 2017 MACRS Fall District Meetings at Missoula, Bozeman, Havre, Billings, and Glendive. Training topics included leadership, winter safety, cattle guards, excavation, and MSHA Part 46.
- Winter maintenance and safety classes were conducted in Helena, Billings, and Glendive, November 28 -30, 2017.

Planned Activities

- MSHA 24 will be offered in Bozeman, Great Falls, and Billings, February 2018.
- The Asphalt Institute Conference is scheduled for February 20, 2018 in Bozeman.

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

- “Getting Around Town”
- “Is Your Agency Prepared for an Emergency?”
- “Update on MDT Infrastructure Funding”

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, sign management, and MUTCD related trainings.

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, 2nd Quarter 2017–2018.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,217.81	15,809.20	60,871.23	26,366.53
Prof. Services	385.00	-	1,540.00	-
Travel	275.00	1,930.51	1,100.00	2,001.21
Supplies/Comm.	264.00	1,884.90	1,056.00	3,144.21
Minor Equipment	112.02	-	448.09	-
Totals	16,253.83	19,624.61	65,015.32	31,511.95

Five workforce development related workshops were conducted during this three-month period. A total of 84 participants attended. The workshops included:

- During October 2017, LTAP conducted the 2017 MACRS Fall District Meetings at Missoula, Bozeman, Havre, Billings, and Glendive. Training topics included leadership, winter safety, cattle guards, excavation, and MSHA Part 46.

Planned Activities

- LTAP will work with the Montana Local Government Center to deliver behavior-based leadership training series in the future, starting with the 2018 MACRS Annual Conference in Great Falls, March 2018.

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

- “Calendar of Events”
- “Snow Rodeo Winners”

Challenges

- Forklift, motorgrader, and backhoe certification are topics that our constituents are requesting. Finding instructors that are in-state for this type of training is a challenge at times. There is a need for hands-on training that is difficult to provide due to liability concerns and limited time. We are working to provide training that is adequate and satisfies the needs of our customers is a challenge.
- Request from Confederated Salish and Kooteni Tribal Road Departments for a three-day motorgrader operator training will be a new challenge for LTAP to meet. This will be used as a pilot program for such training.

4. ORGANIZATIONAL EXCELLENCE

Past Activities

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.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,300.62	8,623.20	33,202.49	14,381.74
Prof. Services	210.00	45.00	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	-
Total	8,865.72	8,668.20	35,462.90	15,787.15

Table 4: Organizational Excellence Budget Summary: 2nd Quarter 2017–2018.

- Matthew Ulberg was asked to speak at the Regional Local Road Conference in North Dakota, October 17, 2017. The presentation covered Engineering Analyses of Motorized Mixed-Use Analysis on Public Roads.
- Shawna Page attended the ATSSA Workzone Technician and Traffic Control Supervisor courses in Boise, ID. LTAP plans on updating the flagger certification, workzone technician, and traffic control supervisor’s courses to ATSSA standards.

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: 2nd Quarter Workshop Evaluation Summary

Workshop Evaluations	
Topics	Approval Ratings
Objectives	93%
Information	90%
Clarity	92%
Beneficial	95%
Instructor	91%

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

- “Montana LTAP Library”

Challenges

- LTAP is working on including its monthly safety webinars into the Roads Scholar program. This will help rural counties that do not have the funding to attend the LTAP training programs to earn credits for the Roads Scholar program requirements via webinars.

Planned Activities

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- Review makeup of LTAP Advisory Board with FHWA input.
- Draft letter to all current LTAP Advisory Board members and new members regarding any changes in LTAP Advisory Board

5. SECOND QUARTER SUMMARY

- During October 2017, LTAP conducted the MACRS Fall District Meetings at Missoula, Bozeman, Havre, Billings, and Glendive. Training topics included leadership, winter safety, cattle guards, excavation, and MSHA Part 46.
- Matthew Ulberg was asked to speak at the Regional Local Road Conference in North Dakota, October 17, 2017. The presentation covered engineering analyses of motorized mixed-use analysis on National Forest roads in Idaho.
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Montana LTAP Workshops July 2017-December 2017

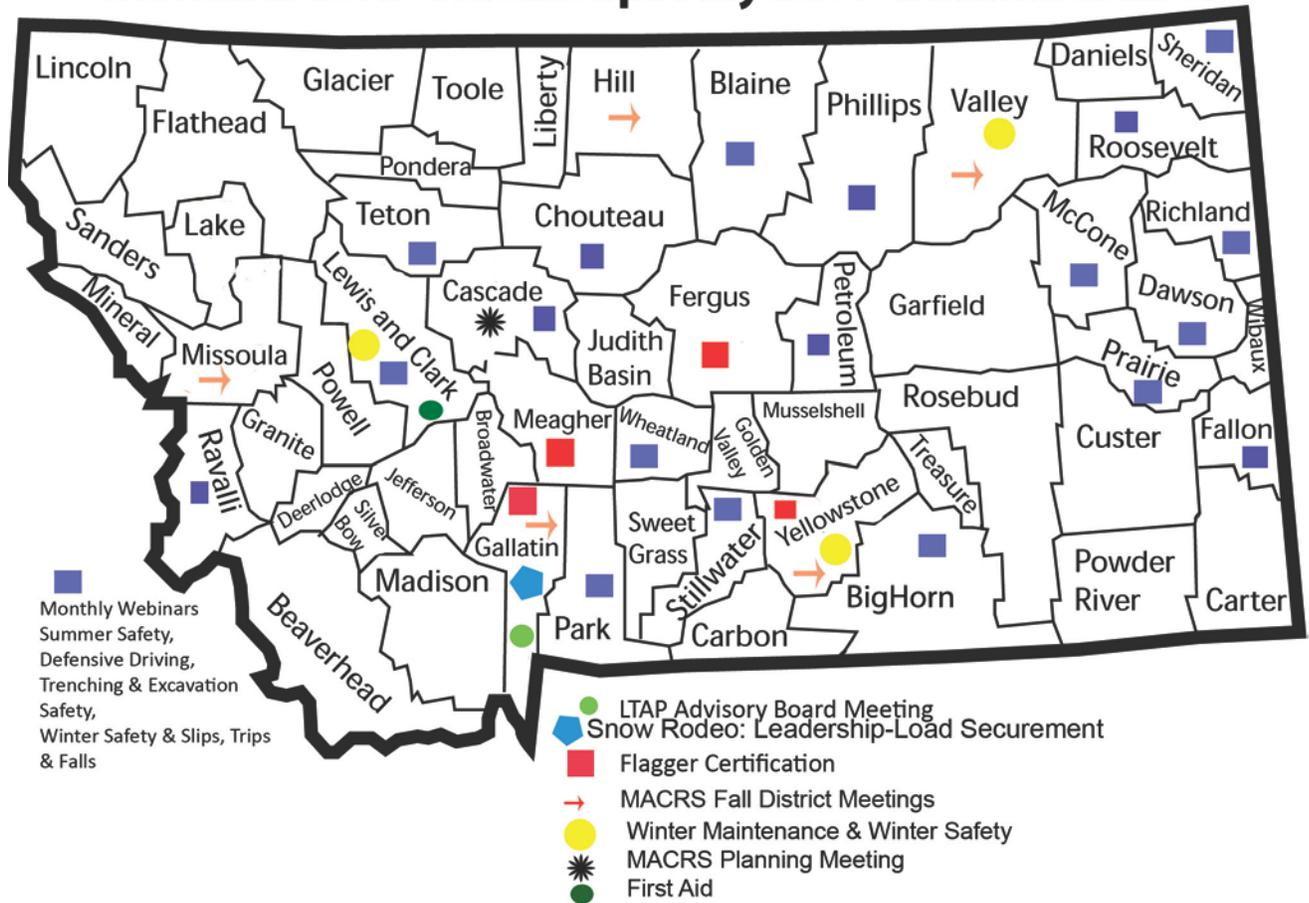


Figure 1: Summary of Annual Workshop Locations for 2nd Quarter 2017–2018.

Table 6: Budget Summary, October 1, 2018 - December 31, 2018.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	69,171.85	71,860.01	276,687.39	119,847.87
Prof. Services	1,750.00	45.00	7,000.00	45.00
Travel	1,250.00	4,775.32	5,000.00	5,674.11
Supplies/Comm.	1,200.00	7,565.25	4,800.00	9,356.88
Equipment	509.19	-	2,036.77	-
Total	73,881.04	84,245.58	295,524.16	134,923.86
IDC's	21,118.96	24,811.35	84,475.83	42,019.91
	95,000.00	109,056.93	\$379,999.99	176,943.77

Table 7: Budget Summary by Focus Area, October 1, 2017 - December 31, 2017.

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	34,492.80	-	2,242.18	2,555.61	-	39,290.59	11,909.45	51,200.04
Infrastructure Management - 18%	12,934.80	-	602.63	3,124.74	-	16,662.17	4,466.04	21,128.21
Workforce Development 22%	15,809.20	-	1,930.51	1,884.90	-	19,624.61	5,458.50	25,083.11
Organizational Excellence - 12%	8,623.20	45.00	-	-	-	8,668.20	2,977.36	11,645.56
TOTAL COSTS	71,860.01	45.00	4,775.32	7,565.25	0.00	84,245.58	24,811.35	109,056.93