

# Montana LTAP Progress Report

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Quarterly Progress Report

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**TABLE OF CONTENTS**

1. Safety .....2

2. Infrastructure Management .....3

3. Workforce Development .....4

4. Organizational Excellence .....5

5. First Quarter Summary .....7

**LIST OF TABLES**

Table 1: Safety Area Budget Summary, 1st Quarter 2017–2018. ....2

Table 2: Infrastructure Management Area Budget Summary, 1st Quarter 2017–2018. ....3

Table 3: Workforce Development Budget Summary, 1st Quarter 2017–2018. ....4

Table 4: Organizational Excellence Budget Summary: 1st Quarter 2017–2018. ....5

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

Table 6: Budget Summary, July 1, 2017 - September 30, 2017. ....8

Table 7: Budget Summary by Focus Area, July 1, 2017 - September 30, 2017. ....9

**LIST OF FIGURES**

Figure 1: Summary of 1<sup>st</sup> Quarter Workshop Locations for 2017–2018. ....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, 2017 through September 30, 2017.

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

- During July 2017, the LTAP Advisory Board met to discuss the LTAP training agenda for 2017-2018, work plan, and LTAP program.
- Matthew Ulberg and Genevieve Houska attended the National LTAP Annual Conference in Norfolk, Virginia, July 17 – 21, 2017.
- LTAP hosted three monthly safety webinars during the first quarter. Summer Safety, Defensive Driving, and Trenching and Excavation Safety were the topics covered.
- Matthew Ulberg participated in the FHWA Peer Exchange in Lincoln, Nebraska, August 22 - 23, 2017 and attended the MDT Highway Rail Conference in Helena, August 29 – 30, 2017.
- Shawna Page conducted a First Aid class for the City of Hamilton August 28 – 29, 2017.
- Two flagger certification classes were conducted during the first quarter.
- LTAP participated as a vendor at the Montana Association of Counties and the League of Cities and Towns annual conferences during September 2017. LTAP would like to grow its training base at the transportation safety workshops and open more opportunities to work with Montana counties, cities, and towns.
- The 28<sup>th</sup> Annual Snow Rodeo was held in Bozeman at the Gallatin Valley Fairgrounds September 6 and 7, 2017. Training topics included Leadership and Load Securement.

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 2017–2018.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,202.49	23,034.17	132,809.95	23,034.17
Prof. Services	840.00	-	3,360.00	-
Travel	600.00	-	2,400.00	-
Supplies/Comm.	576.00	-	2,304.00	-
Minor Equipment	244.41	-	977.65	-
<b>Totals</b>	<b>35,462.90</b>	<b>23,034.17</b>	<b>141,851.60</b>	<b>23,034.17</b>

Two safety related workshops were conducted during this three-month period. A total of 16 participants attended. The workshops included:

- Two Flagger Certification classes were conducted during the 1<sup>st</sup> quarter. Topics included flagging duties and responsibilities; and safety, uniformity and liability issues.
- Summer Safety webinar was conducted, July 27, 2017, and Trenching and Excavation Safety was conducted on September 19, 2017. 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:

- “Why drinking water alone does not ‘hydrate’ the body.”
- “Chainsaw Safety”
- “When it Comes to Mowing, Be Safe Out There”

### Challenges

- Cattle Guards, MSHA Part 46, and Excavation Safety are classes that have been requested on LTAP workshop evaluations forms. Most of the requests are from eastern Montana. The MACRs fall series of trainings will address some of the needs identified.
- There is a greater demand for these classes in the rural portions of Montana compared to the larger metropolitan areas. When delivering a recent training, it was noted that many in eastern Montana have not had the 3-day MSHA Part 46 new miner training, and as such we are developing this class as rapidly as we can to deliver it in February of 2018. This is a key area of program development that is driven by the needs of our Counties.

- Missoula County and other larger counties are relying on in-house training, and present a challenge for us to serve them in a meaningful way.

### **Planned Activities**

- Flagger Certification workshops are scheduled for October 24, 2017 in Billings and November 13, 2017 in White Sulphur Springs.
- A First Aid training workshop is scheduled for Lewis & Clark County and the City of Helena on October 30, 2017 in Helena.
- Winter Maintenance and Safety workshops are scheduled for November 28 – 30, 2017 in Helena, Billings, and Glendive.
- 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 Cattle Guard Specifications, MSHA, and Excavation Safety 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 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	8,637.81	49,803.73	8,637.81
Prof. Services	315.00	-	1,260.00	-
Travel	225.00	-	900.00	-
Supplies/Comm.	216.00	-	864.00	-
Minor Equipment	91.65	-	366.62	-
<b>Totals</b>	<b>13,298.59</b>	<b>8,637.81</b>	<b>53,194.35</b>	<b>8,637.81</b>

LTAP did not conduct an infrastructure management training session during the first quarter.

### **Planned Activities**

- The MACRS Fall District Meetings are scheduled for Missoula, Bozeman, Havre, Billings, and Glendive in October 2017. Topics will include Leadership; Winter Safety; Cattle Guards and Excavation; and MSHA Part 46.

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

- “Application Rate of MagChloride Used for Dust Abatement”
- “FHWA Withdraws Greenhouse Gas Tracking Measure for Transportation Projects”

### 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.
- Some counties have expressed an interest in an inventory management system. This is a good option for a MACRS training.

### Planned Activities

- The MACRS Fall District Meetings are scheduled for Missoula, Bozeman, Havre, Billings, and Glendive in October 2017. Topics will include Cattle Guards and MSHA Part 46.
- The Asphalt Institute Conference is scheduled for February 20, 2018 in Bozeman.

## 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 2017–2018.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,217.81	10,557.33	60,871.23	10,557.33
Prof. Services	385.00		1,540.00	-
Travel	275.00	70.70	1,100.00	70.70
Supplies/Comm.	264.00	1,259.31	1,056.00	1,259.31
Minor Equipment	112.02	-	448.09	-
<b>Totals</b>	<b>16,253.83</b>	<b>11,887.34</b>	<b>65,015.32</b>	<b>11,887.34</b>

- Matt Ulberg presented 4 hours on Leadership and leading when you are not in charge at the 28<sup>th</sup> Annual Snow Rodeo in Bozeman at the Gallatin Valley Fairgrounds September 6 and 7, 2017.
- Commissioner Hart from Madison County presented on communicating with the public and handling difficult situations.

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

- “Calendar of Events”

### **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.
- We plan to work with the Montana local Government Center to deliver Behavior-based leadership training series in the future, starting with the 2018 MACRS meeting in Great Falls.

## **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 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	8,300.62	5,758.54	33,202.49	5,758.54
Prof. Services	210.00	-	840.00	-
Travel	150.00	828.09	600.00	828.09
Supplies/Comm.	144.00	532.32	576.00	532.32
Minor Equipment	61.10	-	244.41	-
<b>Total</b>	<b>8,865.72</b>	<b>7,118.95</b>	<b>35,462.90</b>	<b>7,118.95</b>

- Matthew Ulberg and Genevieve Houska attended the National LTAP Annual Conference in Norfolk, Virginia at the end of July 2017. Highlights from this year’s conference included:
  - Urban and Pedestrian Safety
  - Creative Was to get Locals to Pay Attention to New Innovations
  - Hands-On Training

- Tools, Techniques, and Props for Training
  - EDC Safety Initiatives
  - Innovative Outreach Measures
  - Rethinking Your Course Delivery
  - ARTBA Grant Training Opportunities
  - Partnership Updates
- LTAP participated as a vendor at the Montana Association of Counties and the League of Cities and Towns annual conferences in September 2017. LTAP would like to grow its training base at the transportation safety workshops and create more opportunities to work with Montana counties, cities, and towns to meet their training needs.

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	92%
Information	90%
Clarity	96%
Beneficial	92%
Instructor	90%

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

- “From Montana LTAP”
- “Montana LTAP Library”
- “Meet Shawna Page”

### **Challenges**

- We are working to expand the course offerings that apply to the Roads Scholar program, including the inclusion of a Leadership Series in addition to our LTAP Leadership courses. We plan to work with the Montana local Government Center to deliver Behavior-based leadership training series in the future, starting with the 2018 MACRS meeting in Great Falls.
- We continue to expand our effort to visit our customers at their places of business. The travel demands and schedule of our meetings and trainings can open up opportunities to do this, but often, the effort must be made on a daily, weekly, monthly basis. This is still a priority for LTAP, and will continue to be.



**Planned Activities**

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- MACRS Conference planning meeting is scheduled for November 14 and 15, 2017 in Great Falls, Montana.

**5. FIRST QUARTER SUMMARY**

- During July 2017, the LTAP Advisory Board met to discuss the LTAP training agenda for 2017-2018, work plan, and LTAP program.
- Matthew Ulberg and Genevieve Houska attended the National LTAP Annual Conference in Norfolk, Virginia, July 17 – 21, 2017.
- LTAP hosted three monthly safety webinars during the first quarter. Summer Safety, Defensive Driving, and Trenching and Excavation Safety were the topics covered.
- Matthew Ulberg participated in the FHWA Peer Exchange in Lincoln, Nebraska, August 22 - 23, 2017 and attended the MDT Highway Rail Conference in Helena, August 29 – 30, 2017.
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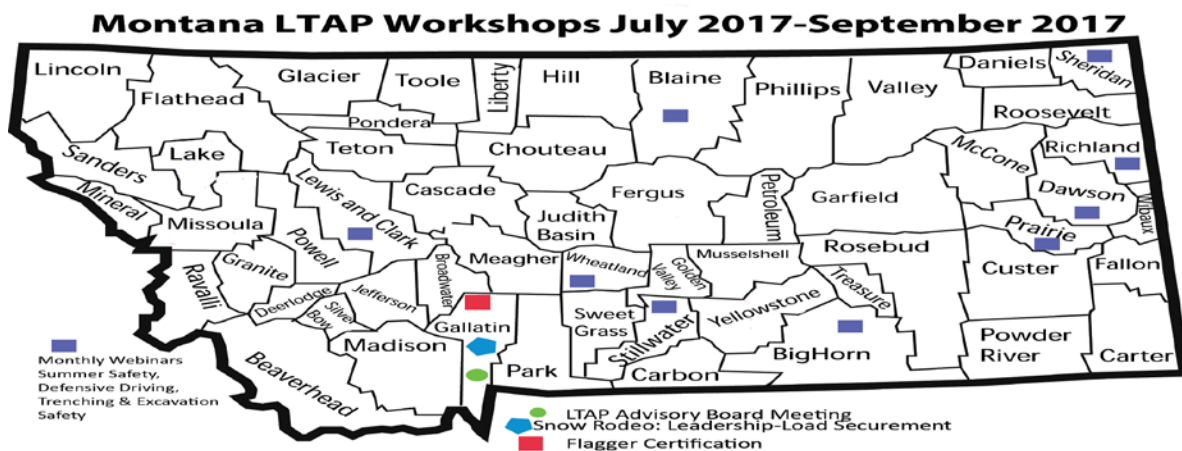


Figure 1: Summary of Annual Workshop Locations for 1<sup>st</sup> Quarter 2017–2018.

**Table 6: Budget Summary, July 1, 2017 - September 30, 2017.**

<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	47,987.86	276,687.39	47,987.86
Prof. Services	1,750.00	-	7,000.00	-
Travel	1,250.00	898.79	5,000.00	898.79
Supplies/Comm.	1,200.00	1,791.63	4,800.00	1,791.63
Minor Equipment	509.19	-	2,036.77	-
<b>Total</b>	<b>73,881.04</b>	<b>50,678.28</b>	<b>295,524.16</b>	<b>50,678.28</b>
IDC's	21,118.96	17,208.56	84,475.83	17,208.56
	<b>94,999.99</b>	<b>67,886.84</b>	<b>379,999.99</b>	<b>67,886.84</b>

**Table 7: Budget Summary by Focus Area, July 1, 2017 - September 30, 2017.**

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Com	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	23,034.17	-	-	-	-	23,034.17	8,260.11	31,294.28
Infrastructure Management - 18%	8,637.81	-	-	-	-	8,637.81	3,097.54	11,735.36
Workforce Development 22%	10,557.33	-	70.70	1,259.31	-	11,887.34	3,785.88	15,673.22
Organizational Excellence - 12%	5,758.54	-	828.09	532.32	-	7,118.95	2,065.03	9,183.98
<b>TOTAL COSTS</b>	<b>47,987.86</b>	<b>-</b>	<b>898.79</b>	<b>1,791.63</b>	<b>-</b>	<b>50,678.28</b>	<b>17,208.56</b>	<b>67,886.84</b>