

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 July 1, 2018 through September 30, 2018.

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

- One flagger certification class was conducted July 20, 2018.
- Matthew Ulberg and Shawna Page attended the National LTAP Annual Conference in New Orleans, Louisiana, July 23 – 26, 2018.
- LTAP hosted three monthly safety webinars during the first quarter. Fireproofing your Shop; Work Zone Safety; and Slips, Trips, Falls, and Back Safety were the topics covered.
- The 29th Annual Snow Rodeo was held in Billings at the Metra Park Fairgrounds September 5 and 6, 2018. Training topics included Snow Plow, Forklift, and Skid Steer Safety; and Load Securement.
- Matthew Ulberg participated in the FHWA Peer Exchange in Kansas City, Nebraska, September 10 – 12, 2018.
- Matthew Ulberg attended the Montana Association of Counties annual conference in Missoula, September 18, 2018.
- Matthew Ulberg and Shawna Page attended the Montana League of Cities and Towns annual meeting and Public Works Director Meeting in Butte, September 26, 2018.

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 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,202.49	22,834.95	132,809.95	22,834.95
Prof. Services	840.00	-	3,360.00	-
Travel	600.00	166.78	2,400.00	166.78
Supplies/Comm.	576.00	-	2,304.00	-
Minor Equipment	244.41	-	977.65	-
Totals	35,462.90	23,001.73	141,851.60	23,001.73

Two safety related workshops were conducted during this three-month period. A total of 13 participants attended. The workshops included:

- One Flagger Certification classes were conducted during the 1st quarter. Topics included flagging duties and responsibilities; and safety, uniformity and liability issues.
- LTAP hosted three monthly safety webinars during the first quarter. Fireproofing your Shop, Work Zone Safety, and Slips, Trips, Falls, and Back Safety were the topics covered in July, August, and September. 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

- Summer trainings are very difficult to schedule, as county road departments are in their busy field season. Focus this quarter has been on regional and national meetings, travel, and on preparing new presentation materials for the upcoming fall training conferences and Local Roads Conference in Rapid City.

Planned Activities

- MACRS Fall District Training Meetings are scheduled for October 2018 in Missoula, Bozeman, Billings, Miles City, and Wolf Point. Training will cover Inventory of Appurtenances: Condition evaluations of cattle guards, culverts and signs; sign replacement and management; MUTCD Signing requirements and intersection safety; culvert placement and design; weed mowing safety, PPE, and back safety.
- A flagger certification workshop is scheduled for Butte in October 2018.

2. INFRASTRUCTURE MANAGEMENT

Past Activities

Montana LTAP is promoting Winter Maintenance and Winter Safety 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 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,450.93	8,563.11	49,803.73	8,563.11
Prof. Services	315.00	-	1,260.00	-
Travel	225.00	-	900.00	-
Supplies/Comm.	216.00	-	864.00	-
Minor Equipment	91.65	-	366.62	-
Totals	13,298.59	8,563.11	53,194.35	8,563.11

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

Planned Activities

- MACRS Fall District Training Meetings are scheduled for October 2018 in Missoula, Bozeman, Billings, Miles City, and Wolf Point. Training will cover Inventory of Appurtenances: Condition evaluations of cattle guards, culverts and signs; sign replacement and management; MUTCD Signing requirements and intersection safety; culvert placement and design; weed mowing safety, PPE, and back safety.
- Winter Maintenance and Safety workshops are scheduled for November 27 – 29, 2018 in Helena, Billings, and Glendive.
- The Asphalt Institute conference is scheduled for February 2019 in Bozeman.

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

- Summer trainings are very difficult to schedule, as County Road departments are in their busy field season. Focus this quarter has been on regional and national meetings, travel, and on preparing new presentation materials for the upcoming fall training conferences and Local Roads Conference in Rapid City.
- Some counties have expressed a significant interest in an inventory management system for their roads and culverts. This is a good option for a MACRS training next year. We are working with these counties and the UGPTI to discuss using the (Geographic Roadway Inventory Tool (GRIT) program in Montana as a low-cost solution.

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 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,217.81	10,466.02	60,871.23	10,466.02
Prof. Services	385.00	-	1,540.00	-
Travel	275.00	2,210.90	1,100.00	2,210.90
Supplies/Comm.	264.00	1,161.27	1,056.00	1,161.27
Minor Equipment	112.02	-	448.09	-
Totals	16,253.83	13,838.19	65,015.32	13,838.19

One workforce development related workshop was conducted during this three-month period. A total of 86 participants attended. The workshop topics included:

- The 29th Annual Snow Rodeo was held in Billings at the Metra Park Fairgrounds September 5 and 6, 2018. Training topics included Snow Plow, Forklift, and Skid Steer Safety; and Load Securement.

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. Our motorgrader summer series was well received. Our abilities to deliver credible skid-steer and forklift certifications are now fully developed, through the effort and follow-thru of Shawna Page.
- We are working to develop and deliver a behavior-based leadership training and a path toward improved personal engagement and self-assessment of strengths that will be delivered at the 2018 MACRS Board meeting in Great Falls.

Planned Activities

- A Forklift Certification class for the City of Bozeman is scheduled for October 1 and 2, 2018
- A Leadership class is scheduled in Great Falls, November 7, 2018 at the MACRS Leadership/Board meeting.

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 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,300.62	5,708.74	33,202.49	5,708.74
Prof. Services	210.00	-	840.00	-
Travel	150.00	-	600.00	-
Supplies/Comm.	144.00	-	576.00	-
Minor Equipment	61.10	-	244.41	-
Total	8,865.72	5,708.74	35,462.90	5,708.74

- FHWA Staff visited our office July 18, 2018 for a New Director Orientation, to discuss the LTAP program funding and expectations that FHWA has for Montana LTAP.
- Matthew Ulberg and Shawna Page attended the National LTAP Annual Conference in New Orleans, Louisiana, July 23 – 26, 2018.
 - Safety Practices, Resources, and Innovations
 - Toward a Culture of Innovation
 - Types of Technical Assistance
 - Going beyond LTAP Funds
 - Bringing Innovations and EDC to Locals
 - Training Tools and Tips
 - Peer to Peer Programs
 - Social Media Best Practices
 - Partnership Updates
- Matthew Ulberg participated in the FHWA Safety Peer Exchange in Kansas City, Nebraska, September 10 – 12, 2018.
- Matthew Ulberg attended the Montana Association of Counties annual conference in Missoula, September 18, 2018.
- Matthew Ulberg and Shawna Page attended the League of Cities and Towns Public Works Director Meeting in Butte, September 26, 2018.

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”

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. A Leadership class is scheduled in Great Falls, November 7, 2018 at the MACRS Leadership/Board meeting.
- 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 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.
- Re-igniting interest in the “Build a Better Mousetrap” program is a priority at the National level. We are looking for ways to accomplish this goal and are planning to include a call for entries prior to the 2019 MACRS conference.

Planned Activities

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- MACRS Conference planning meeting is scheduled for November 7 and 8, 2018 in Great Falls, Montana.
- A Leadership class is scheduled in Great Falls, November 7, 2018 at the MACRS Leadership/Board meeting.
- We are looking for ways to Re-igniting interest in the Build a Better Mousetrap program and are planning to include a call for entries prior to the 2019 MACRS conference.

Table 6: Budget Summary, July 1, 2018 - September 30, 2018.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
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	-
Total	73,881.04	50,678.28	295,524.16	50,678.28
IDC's	21,118.96	17,208.56	84,475.83	17,208.56
	94,999.99	67,886.84	379,999.99	67,886.84

Table 7: Budget Summary by Focus Area, July 1, 2018 - September 30, 2018.

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
TOTAL COSTS	47,987.86	-	898.79	1,791.63	-	50,678.28	17,208.56	67,886.84