

Montana LTAP Progress Report

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Quarterly Progress Report

MDT Project No. 02443

July 1, 2019 through September 30, 2019

Prepared for the
MONTANA DEPARTMENT OF TRANSPORTATION
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

October 25, 2019

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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, 2019 through September 30, 2019.

Generally, the first quarter has few LTAP trainings included, as the summer months are a very busy time for our partners with maintenance and construction activities. This year, we have significant LTAP Program delivery during the first quarter, due to great response and requests for training from our partners.

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

- Safety and Workforce Development: 2 flagger certification classes were conducted.
- Workforce Development: Matthew Ulberg participated in an Asphalt technology, maintenance and repair class hosted by Missoula County in Missoula, MT, July 29, 2019.
- Workforce Development: Matt Ulberg and Steve Kurk taught a motor grader class in Fort Benton, MT, August 5-7.
- Organizational Excellence: Matt and Shawna Page attended the National LTAP Annual Conference in Stowe, Vermont, August 11-15.
- Safety: LTAP hosted three monthly safety webinars during the first quarter. Subjects were: Chain Saw Safety, Summer Safety, and Truck Driving Safety
- Safety, Workforce Development: The 30th Annual Snow Rodeo was held in Billings at the Yellowstone County Shop September 4-5, 2019. Training topics included Winter Preparedness, Dump Truck and Loader safety and Equipment walk-around.
- Organizational Excellence: Shawna Page and Matt Ulberg guest-hosted and attended the TRB Low Volume Roads Conference in Kalispell, MT. As current Vice President of NLTAPA, Matt was part of the opening session, welcoming the attendees to Montana and discussing the Montana LTAP Program. September 14-18.
- Organizational Excellence, Safety: Matthew Ulberg hosted a film crew and helped with production of a video that will be developed in support of the FHWA focus on reducing rural roadway departures (FoRRRwD) EDC5 initiative. The two videos will focus on chevron installation. September 24-26, 2019.

This progress report discusses accomplishments/efforts in 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. Direct contact training is the primary focus of the Safety focus area. Flagger training, traffic control and Work Zone trainings are a core area of our safety program. Technology transfer is accomplished through safety-related articles in LTAP's quarterly newsletter, safety training seminars, monthly webinars, staff responses to phone and email inquiries, and on-site technical assistance. In the LTAP annual budget, approximately 48 percent of program 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 2019 - 2020.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,099.24	20,239.34	132,396.96	20,239.34
Prof. Services	943.44	-	3,773.76	-
Travel	600.00	1,633.14	2,400.00	1,633.14
Supplies/Comm.	820.20	910.76	3,280.80	910.76
Minor Equipment	-	95.03	-	95.03
Totals	35,462.88	22,878.27	141,851.52	22,878.27

The following Safety-related activities were part of the LTAP efforts this quarter:

- Safety and Workforce Development: 2 flagger certification classes were conducted during the 1st quarter. Topics included flagging duties and responsibilities; and safety, uniformity and liability issues. (July 8th, August 26th)
- A Trenching and Excavation Safety training was held July 10th in Missoula County.
- A confined Space training was held July 11th in Missoula County
- LTAP hosted three monthly safety webinars during the first quarter. Chain Saw Safety, Summer Safety, and Truck Driving 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 30th Annual Snow Rodeo was held in Billings at the Yellowstone County Shop September 4-5, 2019. Training topics included Winter Preparedness, Dump Truck and Loader safety and Equipment walk-around.
- Matt Ulberg hosted a film crew and helped with production of a video that will be developed in support of the FHWA focus on reducing rural roadway departures (FoRRRwD) EDC5 initiative. The two videos will focus on chevron installation. September 24-26, 2019.

Challenges

- Summer trainings are very difficult to schedule, as County Road departments are in their busy field/construction season. Focus this quarter has been on Regional and National Meetings, travel, and on preparing new presentation materials for the upcoming fall MACRS trainings, conferences and Local Roads Conference in Rapid City.
- Hiring processes at MSU are SLOW, and we are still working through the process to hire office support for the LTAP program.
- Creation and publishing of the LTAP newsletter has been suspended until we can hire office support staff to replace Genevieve Houska.

Planned Activities

- MACRS Fall District Training Meetings are scheduled for October 2018 in Missoula, Fort Benton, Bozeman, Billings, Miles City, and Wolf Point. Training will cover Hazardous Materials Communications (HAZ Com), Winter Maintenance and Winter Survival.
- Matt and Shawna will attend the Local Roads Conference in Rapid City, SD Oct 15-17.
- Shawna has a 1st Aide class in Helena in October.
- 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 2019 - 2020.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,412.22	7,589.75	49,648.86	7,589.75
Prof. Services	353.79	-	1415.16	-
Travel	225.00	612.43	900.00	612.43
Supplies/Comm.	307.58	341.53	1230.30	341.53
Minor Equipment	-	35.63	-	35.63
Totals	13,298.58	8,579.35	53,194.32	8,579.35

One training covering Winter Maintenance was completed in the first quarter.

- The 30th Annual Snow Rodeo was held in Billings at the Yellowstone County Shop September 4-5, 2019. Training topics included Winter Preparedness, Dump Truck and Loader safety and Equipment walk-around.

Planned Activities

- MACRS Fall District Training Meetings are scheduled for October 2019 in Missoula, Fort Benton, Bozeman, Billings, Miles City, and Wolf Point.
- The Asphalt Institute conference is scheduled for February 2020 in Bozeman.

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, signs and culverts. This is a good option for a LTAP/MACRS training. 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.
- Creation and publishing of the LTAP newsletter has been suspended until we can hire office support staff to replace Genevieve Houska.

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 2019 - 2020.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,170.49	9,276.37	60,681.94	9,276.37
Prof. Services	432.41	-	1,729.64	-
Travel	275.00	748.52	1,100.00	748.52
Supplies/Comm.	375.93	417.43	1,503.70	417.43
Minor Equipment	-	43.55	-	43.55
Totals	16,253.82	10,485.87	65,015.28	10,485.87

The LTAP workforce development-related workshops included:

- 2 flagger certification classes were conducted, certifying 30 flaggers. (July 8 and August 26th)
- Matthew Ulberg participated in an asphalt paving technology, maintenance and repair class hosted by Missoula County in Missoula, MT, July 29, 2019. (18 attendees)
- Matt Ulberg and Steve Kurk taught 14 Road Department operators at a motor grader class in Fort Benton, MT, August 5-7.
- The 30th Annual Snow Rodeo was held in Billings at the Yellowstone County Shop September 4-5, 2019. Training topics included Winter Preparedness, Dump Truck and Loader safety and Equipment walk-around.

Challenges

- Equipment certification are topics that our constituents are requesting. There is a need for hands-on training that is difficult to provide due to liability concerns and limited time. Our Motor- Grader 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 integrated with a joint LTAP/MACRS training program.
- Creation and publishing of the LTAP newsletter has been suspended until we can hire office support staff to replace Genevieve Houska.

Planned Activities

- Matt Plans to attend the HSIP meeting hosted by MDT in Helena the end of October 30-31, 2019.
- Matt has been invited to present at the Joint Engineers Conference in Helena in November.
- Matt will attend an NLTAPA Executive Committee retreat in Columbus, OH in November.
- Matt and Shawna will be teaching classes in Missoula County November 7th on Winter maintenance.

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 also 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 2019 – 2020.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,274.81	5,059.84	33,099.24	5,059.84
Prof. Services	235.86	-	943.44	-
Travel	150.00	408.29	600.00	408.29
Supplies/Comm.	205.05	227.69	820.20	227.69
Minor Equipment	-	23.76	-	23.76
Total	8,865.72	5,719.57	35,462.88	5719.57

The LTAP organizational excellence activities this quarter included:

- Matt and Shawna Page attended the National LTAP Annual Conference in Stowe, Vermont, August 11-15.
- Shawna Page and Matt Ulberg guest-hosted and attended the TRB Low Volume Roads Conference in Kalispell, MT. As current Vice President of NLTAPA, Matt was part of the opening session, welcoming the attendees to Montana and discussing the Montana LTAP Program. September 14-18.
- Matthew Ulberg hosted a film crew and helped with production of a video that will be developed in support of the FHWA focus on reducing rural roadway departures (FoRRRwD) EDC5 initiative. The two videos will focus on chevron installation. September 24-26, 2019.

Evaluations are collected at the end of (most) LTAP courses 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	95%

Clarity	94%
Beneficial	98%
Instructor	98%

Challenges

- We are down a full FTE this quarter, and have struggled to keep up. We need to hire help or contract out for assistance with our Roads Scholar program, planning, organizational support and the MACRS conference.
- Creation and publishing of the LTAP newsletter has been suspended until we can hire office support staff to replace Genevieve Houska.
- 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.
- 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. Local agencies have little extra time and no resources to spend on this kind of effort, so it will be a challenge.

Planned Activities

- MACRS Conference planning meeting is scheduled for October 1-2, 2019 in Great Falls, Montana.
- Matt will attend an NLTAPA Executive Committee Leadership Retreat in Columbus, OH November 3-6.
- Matt has been invited to present at the Montana Joint Engineers Conference in Helena November 8th.
- 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.

5. FIRST QUARTER SUMMARY

The Montana Local Technical Assistance Program activities through the first quarter of FY 2020 (July 1, 2019 through September 30, 2019) are summarized as follows:

- Safety and Workforce Development: 2 flagger certification classes were conducted during the 1st quarter. Topics included flagging duties and responsibilities; and safety, uniformity and liability issues. (July 8th, August 26th)
- Safety: A Trenching and Excavation Safety training was held July 10th in Missoula County.
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- Organizational Excellence, Safety, Workforce Development Matt Ulberg hosted a film crew and helped with production of a video that will be developed in support of the FHWA focus on reducing rural roadway departures (FoRRRwD) EDC5 initiative. The two videos will focus on chevron installation. September 24-26, 2019.

Table 6: Budget Summary, July 1, 2019 - September 30, 2019

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	68,956.75	42,165.30	275,827.00	42,165.30
Prof. Services	1,965.50	-	7,862.00	-
Travel	1,250.00	3,402.38	5,000.00	3,402.38
Supplies/Comm.	1,708.75	1,897.41	6,835.00	1,897.41
Minor Equipment	-	197.97	-	197.97
Total	73,881.00	47,663.06	295,524.00	47,663.06
IDC's	21,119.00	13,929.79	84,476.00	13,929.79
	95,000.00	61,592.85	380,000.00	61,592.85

Table 7: Budget Summary by Focus Area, July 1, 2019 - September 30, 2019

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