

Montana LTAP Progress Report

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EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This State Fiscal Year (SFY) Second 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, 2019 through December 31, 2019.

We have been quite busy with travel and a fair amount of training. Highlights of Montana LTAP's accomplishments during that period include the following:

- During October 2019, LTAP scheduled MACRS Fall District Meetings at Missoula, Bozeman, Billings, Miles City and Wolf Point. The Bozeman training was cancelled due to a severe weather event. Training topics covered were: Hazardous Communications, Winter Maintenance and Winter Safety.
- Matthew Ulberg and Shawna Page attended the Regional Local Road Conference in Rapid City, South Dakota, October 15-17, 2019. Shawna Page presented on OSHA 10, and Matt moderated a 4-hour block of the conference including multiple presentations.
- LTAP hosted three monthly safety webinars during the second quarter. Winter Preparation; Electrical Safety; and Holiday Safety were the topics covered.
- Flagger certification courses were delivered in Butte, Whitehall and Missoula.
- The Annual MACRS Conference planning meeting was held October 1, 2019 in Great Falls. Topics were discussed for the upcoming 2019 Annual MACRS Conference.
- Winter maintenance and safety classes were conducted in Missoula for the Missoula County Road Department.

This progress report is organized following the four LTAP focus areas:

1. Safety
2. Infrastructure Management
3. Workforce Development
4. Organizational Excellence

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 SFY 2020.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,099.24	29,310.18	132,396.96	49,549.52
Prof. Services	943.44	272.60	3,773.76	272.60
Travel	600.00	1,782.94	2,400.00	3,416.08
Supplies/Comm.	820.20	1,117.15	3,280.80	2,027.91
Minor Equipment	-	379.20	-	474.23
Totals	35,462.88	22,878.27	141,851.52	55,740.34

Nine safety related workshops were conducted during this three-month period. A total of 162 participants attended. The workshops included:

- Three 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 Whitehall, Butte and Missoula.
- LTAP hosted three monthly safety webinars during the second quarter. Defensive Driving, Ergonomics while driving and Winter and Holiday Safety were the topics covered. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- During October 2019, LTAP conducted the MACRS Fall District Meetings in Missoula, Bozeman, Billings, Miles City and Wolf Point. Training topics included: Winter Survival, Hazardous Communications and Winter Maintenance Operations.
- Winter Maintenance and Winter Safety classes were conducted in Missoula. Topics covered included: snow and ice; winter maintenance issues and solutions; snow, ice control, and deicing; carbon monoxide, and hypothermia, and PPE.
- First Aid/CPR classes were taught in Missoula and Helena.

The LTAP newsletter contained the following articles related to Safety:

- (suspended newsletter)

Challenges

- Scheduling any training dates in eastern Montana is a challenge during the winter months. Road conditions are a limiting factor, and Montana cities and counties are working hard to maintain the streets and highways during this time.
- These are the same as last year's challenges: Time, distance and demand. We are making strides in addressing the greater need for training in eastern MT in multiple locations. Current training requested includes: Flagger Certification, Workzone Technician, and Traffic Control Supervisor Courses, Roadway Inventory management, and Sight Distance measurement training. 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 traveling to county and city shop locations to provide the training on call.

Planned Activities

- Flagger Certification workshops are being requested statewide.
- The 17th Annual Safety Congress is scheduled for January 21-24, 2020 in Helena. Topics will cover Work Zone Technician; Traffic Control Supervisor and the Flagger Certification Class Train the Trainer.
- LTAP webinars focused primarily on safety will continue in 2020 on a monthly schedule.

INFRASTRUCTURE MANAGEMENT

Past Activities

Montana LTAP is promoting more attention on Infrastructure Management through partnerships with the Asphalt Institute, and through delivering relevant training and technical assistance. 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 SFY 2020

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,412.22	10,991.32	49,648.86	18,581.07
Prof. Services	353.79	102.23	1415.16	102.23
Travel	225.00	668.60	900.00	1,281.03
Supplies/Comm.	307.58	418.93	1230.30	760.47
Minor Equipment	-	142.20	-	177.83
Totals	13,298.58	12,323.28	53,194.32	20,902.63

Seven infrastructure management related workshops were conducted during this three-month period. A total of 105 participants attended. The workshops included:

- During October 2019, LTAP conducted the MACRS Fall District Meetings in Missoula, Bozeman, Billings, Miles City and Wolf Point. As part of these classes, Winter Maintenance and Winter Operations were covered.
- LTAP provided another class to a large group from Missoula County on Winter Maintenance and Operations.

The LTAP newsletter contained the following articles related to Infrastructure Management:

- (suspended newsletter)

Planned Activities

- LTAP will continue to offer in-house Motor Grader Operation training this spring/summer. This includes instruction on unpaved roadway management.
- LTAP will also continue to offer guardrail, cattleguard, sign inventory and pavement management classes are all in our offerings.

Challenges

- There is a demand for training in culvert installation, trenching safety, sign management, and MUTCD related trainings that will continue to be a priority.
- Several counties have requested a low-cost inventory management system to help them document and keep a basic Capitol Improvement Plan in-place. Options are provided for inquiring counties, including North Dakota's GRIT program.

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 SFY 2020

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,170.49	13,433.83	60,681.94	22,710.20
Prof. Services	432.41	124.94	1,729.64	124.94
Travel	275.00	817.18	1,100.00	1,565.70
Supplies/Comm.	375.93	512.03	1,503.70	929.46
Minor Equipment	-	173.80	-	217.35
Totals	16,253.82	10,485.87	65,015.28	25,547.65

9 workforce development related workshops were conducted during this three-month period. A total of 129 participants attended. The workshops included:

- LTAP provided 7 classes around the State on HazComm and Winter Maintenance and Operations, focusing on the skills, techniques and knowledge of the operators.
- Shawna Page delivered 2 MSHA Refreshers in October for Missoula County.

The LTAP newsletter contained the following articles related to Workforce Development:

- (suspended newsletter)

Planned Activities

- LTAP will continue to offer in-house Motor Grader Operation in addition to our regular WFD offerings in 2020.
- Turnover continues to challenge local agencies, and WFD is a big area of need for training. We continue to have more demand than ability to deliver program, and we hope that the FHWA new strategic plan for LTAP helps us focus on this area into the future.
- We plan to offer more classes focused on Workforce Development, including leadership and self-assessments that will be delivered at the MACRS pre-conference training in Great Falls, March 30, 2020.

Challenges

- We are seeing a high demand for our Road Grader and Gravel Roads maintenance classes. We will do our best to offer a good schedule of these this spring. We are currently reaching out to some new instructors that may be available through retirements from Montana Counties.
- Leadership training continues to be in high demand due to turnover in many communities. We expect that trend to continue.

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.

Table 4: Organizational Excellence Budget Summary: 2nd Quarter SFY 2020

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,274.81	7,327.54	33,099.24	12,387.38
Prof. Services	235.86	68.15	943.44	68.15
Travel	150.00	445.73	600.00	854.02
Supplies/Comm.	205.05	279.29	820.20	506.98
Minor Equipment	-	94.80	-	118.56
Total	8,865.72	5,719.57	35,462.88	13,935.08

- LTAP Director Matt Ulberg and Shawna Page attended the Regional Local Road Conference in Rapid City, South Dakota, October 15-17, 2019. Shawna presented on OSHA 10, and Matt moderated a 4-hour block of the conference including multiple presentations. As part of the North Central Region, Montana participates in the planning and support of this conference every year.

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: SFY 2nd Quarter Workshop Evaluation Summary

Workshop Evaluations	
Topics	Approval Ratings
Objectives	90%
Information	95%
Clarity	93%
Beneficial	98%
Instructor	93%

The LTAP newsletter has been suspended for this quarter, as LTAP is looking to fill a vacancy in our Program Coordinator position. The newsletter production is suspended until LTAP office support (Program Coordinator) position is filled.

Challenges

LTAP is struggling to fill the open position in the office. Without support, LTAP cannot fulfil all our regular commitments, including the newsletter. A candidate has accepted the position and will start January 27, 2020.

LTAP is also struggling to provide a reasonable level of service to our Road Scholar program. This database is housed in Microsoft Access, which is not well designed or supported. Due to the departure of Genevieve, the database is no longer usable or helpful, and our program is in jeopardy of being obsolete. We are looking into Learning Management System (LMS) packages for continuation of the program.

Planned Activities

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants at annual MACRS conference in March/April 2020.
- Montana LTAP Director Matt Ulberg has been elected onto the National LTAP Association (NLTAPA) executive board and is serving as Vice President.

- Montana LTAP Director Matt Ulberg will attend the NLTAPA Executive Board and Winter Meeting of NLTAPA in Washington D.C. the Sunday prior to TRB.
- Montana LTAP Director Matt Ulberg will attend the TRB Meetings in Washington D.C.
- Montana LTAP Director Matt Ulberg will attend an invite-only peer exchange on EDC 5 FoRRRwaRD in Phoenix, AZ Feb 13-14, 2020.
- Montana LTAP Director Matt Ulberg has been elected onto the National LTAP Association (NLTAPA) executive board and will attend a joint North Central and Southwest Regional NLTAPA meeting in Arlington TX, March 24-26.
- The 40th Annual MACRS conference will be held March 30-April 2nd in Great Falls, MT.
- Q4: Montana LTAP Director Matt Ulberg will attend the National NACE Convention in April, held in Alabama. As Vice President of NLTAPA, Matt is the Partnership Work Group Chair. NACE is a key partner with LTAP nationally and within Montana. Montana's NACE affiliate is MACRS.

SFY 2020 Second Quarter Financial Summary

Table 6: 2nd Quarter SFY 2020 Budget Summary, October 1, 2019 - December 31, 2019

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	68,956.75	61,062.87	275,827.00	103,228.17
Prof. Services	1,965.50	567.92	7,862.00	567.92
Travel	1,250.00	3,714.45	5,000.00	7,116.83
Supplies/Comm.	1,708.75	2,327.40	6,835.00	4,224.81
Minor Equipment	-	790.00	-	987.97
Total	73,881.00	68,462.64	295,524.00	116,125.70
IDC's	21,119.00	20,073.77	84,476.00	34,003.56
	95,000.00	88,536.41	380,000.00	150,129.26

Table 7: Budget Summary by Focus Area, October 1, 2019 - December 30, 2019

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Com	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	29,310.18	272.60	1,782.94	1,117.15	379.20	32,862.07	9,635.41	42,497.48
Infrastructure Management - 18%	10,991.32	102.23	668.60	418.93	142.20	12,323.28	3,613.28	15,936.55
Workforce Development 22%	13,433.83	124.94	817.18	512.03	173.80	15,061.78	4,416.23	19,478.01
Organizational Excellence - 12%	7,327.54	68.15	445.73	279.29	94.80	8,215.52	2,408.85	10,624.37
TOTAL COSTS	61,062.87	567.92	3,714.45	2,327.40	790.00	68,462.64	20,073.77	88,536.41