

Montana LTAP Progress Report

By

Matthew Ulberg, PE

Director

Montana Local Technical Assistance Program

Western Transportation Institute

College of Engineering

Montana State University – Bozeman, MT

Quarterly Progress Report

MDT Project No. 02443

April 1, 2020 through June 30, 2020

Prepared for the

MONTANA DEPARTMENT OF TRANSPORTATION

in cooperation with the

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

July 30, 2020

TABLE OF CONTENTS

Safety 2
Infrastructure Management 4
Workforce Development 6
Organizational Excellence 8
Fourth Quarter Summary..... 10

LIST OF TABLES

Table 1: Safety Area Budget Summary, 4th Quarter SFY 2019 - 2020..... 2
Table 2: Infrastructure Management Area Budget Summary, 4th Quarter 2019 - 2020. 4
Table 3: Workforce Development Budget Summary, 4th Quarter 2019 - 2020. 6
Table 4: Organizational Excellence Budget Summary: 4th Quarter SFY 2019-2020 8
Table 5: SFY 2019-2020 4th Quarter Workshop Evaluation Summary 9
Table 6: Year to Date Budget Summary, July 1, 2019 – June 30, 2020 10
Table 7: Budget Summary by Focus Area, April 1, 2020 – June 30, 2020..... 10

EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This State Fiscal Year (SFY) Quarter 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 April 1, 2020 through June 30, 2020.

We have had been significantly affected by the COVID-19 global pandemic, with numerous training cancellations, a campus-wide slowdown/shut-down, and minimal relief from the Governor's Stay-at-home order associated with the COVID-19 global Pandemic. Our out of State Travel is administratively suspended. The National NLTAPA conference is programmed to be virtual, as well as TRB.

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

- We have started to deliver in-person trainings while following social distancing, PPE and group size guidelines.
- Matt Ulberg and Shawna Page have been working together to solve remote-delivery options for Flagger Certifications. We are currently offering live-instructor refresher classes via GoToMeeting, with live-proctored exams that are sent to LTAP for grading.
- LTAP-MACRS trainings were re-scheduled for July and August with limited attendance, venue size considerations and other COVID-19 related considerations.
- LTAP hosted three monthly safety webinars and two additional webinars during the fourth quarter
- Our instructor-led classes included the following:
 - 12 Flagger Certification classes (3 virtual classes using GoToWebinar)
 - 1 First Aid class for the City of Missoula

Our reach included:

- 63 County Employees
- 24 Private Individuals
- 22 Tribal Employees
- 7 Federal Employees
- 3 State Employees
- 2 Private Organizations

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

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

SAFETY

COVID-19 restrictions will likely dictate what we can plan and deliver in the area of Safety. Our program delivery has been impacted this quarter, and we expect further impacts moving forward.

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, 4th Quarter 2019 - 2020.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,099.24	48,515.53	132,396.96	132,884.99
Prof. Services	943.44	26.54	3,773.76	339.94
Travel	600.00	1,177.78	2,400.00	5,433.18
Supplies/Comm.	820.20	340.77	3,280.80	2,623.80
Minor Equipment	-	-	-	497.86
Totals	35,462.88	50,060.62	141,851.52	141,779.77

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

- Five Webinars were hosted. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
Webinar Topic covered:
 - What's lurking in Spring
 - Tire Safety
 - Hand and power tools
 - Silica dust
 - Road Safety Certificate Program
- 9 in-person Flagger Certification classes were conducted during the 4th quarter. Topics included flagging duties and responsibilities, safety, uniformity and liability issues.
- 3 online Flagger re-certification classes were held using an online format with a live instructor in real-time.

- LTAP Conducted 2 instructor-led classes for the City of Missoula and Missoula County on Snowplow Ops/Don't crowd the plow/Equipment safety checks and walk-around inspections.
- LTAP conducted an on-demand Fork Lift Certification Training for the City of Bozeman.
- LTAP also conducted two First Aid classes for the City of Missoula.

Newsletter: A new digital newsletter is planned this summer.

Challenges

- COVID-19 cancellations and social distancing are dramatically changing how we approach program delivery.
- Scheduling any training dates is a challenge due to the COVID-19 restriction on travel and gatherings. Social distancing is causing us to re-work delivery options. We are working to send out online training options that are available and already developed, as we have not had sufficient time to develop online content as we work to struggle through the effects of this global pandemic.
- We have started to deliver in-person trainings while following social distancing, PPE and group size guidelines.

Planned Activities

- Flagger Certification workshops are being requested statewide and refreshers are being offered via GoToMeeting.
- We have increased the circulation of online training options outside of our own center, drawing attention to AASHTO TC3, ITE and NHI courses available to our customers.
- LTAP webinars focused primarily on safety will continue in 2020 on a monthly schedule.
- We plan to participate in the NLTAPA National virtual conference in July, and are preparing for TRB this winter.
- Fall is our time to hold the Snow Rodeo/Equipment training in Lewis and Clark County, but we are unsure if this will be able to be held, and are leaning toward a cancellation.

INFRASTRUCTURE MANAGEMENT

COVID-19 restrictions will likely dictate what we can plan and deliver in the area of Infrastructure Management. Our program delivery has been impacted this quarter, and we expect further impacts moving forward.

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, 4th Quarter 2019 - 2020.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,412.22	18,193.33	49,648.86	49,831.87
Prof. Services	353.79	9.95	1415.16	127.48
Travel	225.00	441.67	900.00	2,037.45
Supplies/Comm.	307.58	127.79	1230.30	983.93
Minor Equipment	-	-	-	186.70
Totals	13,298.58	18,772.74	53,194.32	53,167.42

Matt Ulberg conducted an on-site field review and technical assist for the Timberline Creek Road Maintenance Association. This included 2 days of on-site review and a presentation to the Board covering Gravel Road basics, roadway maintenance and operations basics and roadway repair topics.

Matt also provided technical assistance to Prairie County, a Private Road maintenance group in Gallatin County and a private road owner in Ravalli County regarding gravel specifications and proper construction techniques.

Outreach continues and technical assistance continues in Infrastructure Management throughout the year.

Newsletter: A new digital newsletter is planned this summer.

Planned Activities

- LTAP will continue to work toward offering more in-house Motor Grader Operation trainings. This includes instruction on unpaved roadway management.

- LTAP will also continue to offer more topics in this area. Guardrail, cattleguard, sign inventory and pavement management classes are all in our offerings.

Challenges

- COVID-19 cancellations and social distancing are dramatically changing how we approach program delivery.
- 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

COVID-19 restrictions will likely dictate what we can plan and deliver in the area of Workforce Development. Our program delivery has been impacted this quarter, and we expect further impacts moving forward.

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, 4th Quarter 2019 - 2020.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,170.49	22,236.29	60,681.94	60,905.62
Prof. Services	432.41	12.16	1,729.64	155.80
Travel	275.00	539.82	1,100.00	2,490.21
Supplies/Comm.	375.93	156.18	1,503.70	1,202.57
Minor Equipment	-	-	-	228.19
Totals	16,253.82	22,944.45	65,015.28	64,982.40

19 workforce development related workshops were conducted during this three-month period. A total of 225 participants attended. The workshops included:
Highlights of Montana LTAP's accomplishments during that period include the following:

Our instructor-led workforce development classes included the following:

- 12 Flagger Certification classes (3 virtual classes using GoToWebinar)
- 1 First Aid class for the City of Missoula
- 2 City of Missoula Classes: Snowplow Ops/Don't crowd the plow/Equipment Safety, and Walk-arounds

Challenges

- COVID-19 cancellations and social distancing are dramatically changing how we approach program delivery.
- We are currently reaching out to some new instructors for equipment classes that may be available through retirements from Montana Counties. COVID-19 restrictions will likely dictate what we can deliver.
- 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.

- Leadership training continues to be in high demand due to turnover in many communities. We expect that trend to continue. COVID-19 restrictions will likely dictate what we can successfully plan and deliver.

Newsletter: A new digital newsletter is planned this summer.

Planned Activities

- We plan to participate in the NLTAPA National virtual conference in July and are preparing for TRB this winter.
- Fall is our time to hold the Snow Rodeo/Equipment training in Lewis and Clark County, but we are unsure if this will be able to be held, and we are leaning toward a cancellation.
- LTAP will continue to offer in-house Motor Grader Operation in addition to our regular WFD offerings in 2020.

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: 4th Quarter SFY 2019-2020

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,274.81	12,128.88	33,099.24	33,221.25
Prof. Services	235.86	6.64	943.44	85.00
Travel	150.00	294.44	600.00	1,358.29
Supplies/Comm.	205.05	85.20	820.20	655.96
Minor Equipment	-	-	-	124.47
Total	8,865.72	12,515.16	35,462.88	35,444.96

- LTAP Director Matt Ulberg has been participating as Vice President of the NLTAPA, with monthly Executive Committee meeting participation, and as the Partnerships Work Group co-chair. While a significant time commitment, this has kept Montana LTAP in the loop on national issues, particularly during the COVID travel restrictions.
- Montana LTAP Director Matt attended the Virtual NLTAPA Executive Board and Meeting in July where he was installed as the National President-elect of NLTAPA.
- Director Matt Ulberg continues activities to review TRB papers, and participate with the Transportation Research Board (TRB) Standing Committee on Low-Volume Roads — AFB30. TRB is one of seven program units of the National Academies of Sciences, Engineering, and Medicine, which provides independent, objective analysis and advice to the nation and conducts other activities to solve complex problems and inform public policy decisions. Through their appointment, members agree to actively participate in and support the committee's activities, including those that will require volunteer work. This TRB committee provides strategic planning for research and serves as a clearinghouse for information and resources pertaining to all aspects of low-volume roads including planning, design, construction, safety, maintenance operations, environmental, and social issues.
- Montana LTAP Director Matt Ulberg will attend virtual TRB Meetings in Washington D.C. this winter.
- Montana LTAP Director Matt Ulberg was given permission to share the FHWA Every Day Counts (EDC) video that was created with the FHWA Resource center. The location of this video is: https://www.youtube.com/watch?v=LeI9_rffS34&feature=youtu.be

- Montana LTAP Director Participated in a virtual North Central Regional NLTAPA meeting.

Evaluations are generally collected at the end of LTAP courses to determine whether participants are using workshop information in their jobs. Evaluations were not collected in our Fourth Quarter trainings due to issues with distributing the surveys and COVID concerns.

Table 5: SFY 2019-2020 4th Quarter Workshop Evaluation Summary

Workshop Evaluations	
Topics	Approval Ratings
NA	NA

Newsletter: A new digital newsletter is planned this summer.

Challenges

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

- LTAP webinars focused primarily on safety will continue in 2020 on a monthly schedule.
- We plan to participate in the NLTAPA National virtual conference in July and are preparing for TRB 2021.
- Fall is our time to hold the Snow Rodeo/Equipment training in Lewis and Clark County, but we are unsure if this will be able to be held, and our decision process with the host County is leaning toward a cancellation.

State Fiscal Year 2019-2020 Fourth Quarter (SFY) Financial Summary

Table 6: Year to Date Budget Summary, July 1, 2019 – June 30, 2020

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	68,956.75	101,074.03	275,827.00	276,843.72
Prof. Services	1,965.50	55.29	7,862.00	708.22
Travel	1,250.00	2,453.71	5,000.00	11,319.13
Supplies/Comm.	1,708.75	709.94	6,835.00	5,466.05
Minor Equipment	-	-	-	1,037.22
Total	73,881.00	104,292.97	295,524.00	295,374.54
IDC's	21,119.00	28,943.59	84,476.00	84,625.46
	95,000.00	133,236.56	380,000.00	380,000.00

Table 7: Budget Summary by Focus Area, April 1, 2020 – June 30, 2020

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Com	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	48,515.53	26.54	1,177.78	340.77	-	50,060.62	13,892.92	63,953.55
Infrastructure Management - 18%	18,193.33	9.95	441.67	127.79	-	18,772.74	5,209.85	23,982.58
Workforce Development 22%	22,236.29	12.16	539.82	156.18	-	22,944.45	6,367.59	29,312.04
Organizational Excellence - 12%	12,128.88	6.64	294.44	85.20	-	12,515.16	3,473.23	15,988.39
TOTAL COSTS	\$101,074.03	\$55.29	\$2,453.71	\$ 709.94	-	\$104,292.97	\$ 28,943.59	\$133,236.56