

# Montana LTAP Progress Report

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## EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This Fourth 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 April 1 through June 30, 2011.

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

- Gravel Roads workshop was conducted in Helena, Lewistown, and Miles City in April.
- LTAP hosted a 10 hour Occupational Safety and Health Administration (OSHA) Safety Training workshop in Billings, April 20 and 21.
- LTAP conducted four Flagger Certification classes around the state in May and June. Over 350 people received their flagger certification cards.
- The annual Montana LTAP Advisory Board meeting was held May 26, 2011, in Bozeman.
- Michele Beck attended the LTAP Region 7/8 meeting in Nebraska.
- The Annual MACRS Executive meeting was held in Bozeman at the end of June. The meeting was delayed due to flooding in May and early June.

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

Pro-active 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 2010–2011.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	25,354.71	30,687.93	101,418.82	101,351.86
Prof. Services	2,736.00	1,692.45	10,944.00	4,918.19
Travel	1,860.00	438.86	7,440.00	2,068.75
Supplies/Comm.	360.00	2,282.24	1,440.00	14,170.43
Minor Equip	420.00	-	1,680.00	692.16
<b>Totals</b>	<b>30,730.71</b>	<b>35,101.48</b>	<b>122,922.82</b>	<b>123,201.39</b>

During this three-month period, 12 safety-related workshops ranging in length from four to eight hours were conducted around the state of Montana. A total of 361 participants attended. Topics included:

- Winter Survival
- Flagger Certification

The LTAP quarterly newsletter contained the following safety-related articles:

- “Montana Bicycle/Pedestrian Safety”

### Challenges

- LTAP would like to offer a chain saw safety workshop for its constituents. The challenge will be to find a cost effective method of providing the training that the counties, cities and state agencies can afford.

### Planned Activities

1. Host a Workzone Safety Committee conference call with the MDT to discuss approval of the 2009 updated Manual on Uniform Traffic Control Devices (MUTCD).
2. Continuing development of safety training monthly webinars.
3. Provide classes on “Backing Up Safely” at the upcoming APWA 22<sup>nd</sup> Annual Equipment Training and Snow Rodeo.

## 2. INFRASTRUCTURE MANAGEMENT

### Past Activities

The April Gravel Roads Workshops conducted across the state were well attended this spring. Topics covered were gravel road design, materials, dust control, drainage issues, cattle-guards, Dynamic Cone Penetrometer, and motor grader operations. 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 2010–2011.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	9,508.02	11,507.97	38,032.06	38,006.95
Prof. Services	1,026.00	634.67	4,104.00	2,329.98
Travel	697.50	164.57	2,790.00	1,594.98
Supplies/Comm.	135.00	855.84	540.00	6,691.38
Minor Equipment	157.50	-	630.00	259.56
<b>Totals</b>	<b>11,524.02</b>	<b>13,163.05</b>	<b>46,096.06</b>	<b>48,882.85</b>

Three infrastructure-management-related workshops were conducted during this three-month period. LTAP also provided a webinar on Pavement Preservation. Steven Mueller, Pavement and Materials Engineer from the Federal Highway Administration Resource Center discussed the importance of pavement preservation and FHWA’s efforts in developing, promoting, and providing new technologies and training that are currently available for use by state and local agencies. Classes ranging in length from four to eight hours were conducted around the state of Montana. A total of 84 participants attended. Topics included:

- Routine Maintenance and Rehabilitation on Gravel Roads
- Drainage
- Surface Gravel
- Dust Control and Stabilization

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

- “Ideas that Bridge Safety and Mobility for People and Wildlife”

### Challenges

- Working with counties and cities to provide proper heavy equipment for the equipment safety workshops.

**Planned Activities**

1. Provide training for Miles City by LTAP field engineer conducting safety audits.
2. LTAP will assist with the audits of the roadways.
3. Conduct the Gravel Roads workshops around the state. The workshops cover drainage, materials, proper blading techniques, motor grader operations, maintenance of unpaved roads near wetlands, and stabilization and dust control. Field work will include hands-on experience operating a motor grader with certified motor grader operator.

**3. WORKFORCE DEVELOPMENT****Past Activities**

Steven Jenkins, LTAP Director, presented on Winter Maintenance issues at the Rocky Mountain Region 2011 Tribal/BIA Transportation Symposium in Bozeman, Montana. 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 2010–2011.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	11,620.91	14,065.30	46,483.63	46,452.94
Prof Services	1,254.00	775.71	5,016.00	1,724.47
Travel	852.50	201.14	3,410.00	777.52
Supplies/Comm.	165.00	1,046.03	660.00	6,223.16
Minor Equipment	192.50	-	770.00	317.24
<b>Totals</b>	<b>14,084.91</b>	<b>16,088.18</b>	<b>56,339.63</b>	<b>55,495.33</b>

Also under the Workforce Development focus area this quarter was the MACRS Leadership course in Great Falls. The three sessions were attended by 140 participants.

**Challenges**

- Encouraging Road Scholars to be involved in the education process of county and city employees.

**Planned Activities**

1. Continue to work in partnership with MDT and WTI on distance learning.
2. Plan all 2011-2012 LTAP Training Workshops during the summer.

**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: 4th Quarter 2010–2011.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	6,338.68	7,671.98	25,354.71	25,337.96
Prof. Services	684.00	423.11	2,736.00	940.62
Travel	465.00	109.71	1,860.00	424.10
Supplies/Comm.	90.00	570.56	360.00	2,712.63
Minor Equipment	105.00	-	420.00	173.04
<b>Total</b>	<b>7,682.68</b>	<b>8,775.36</b>	<b>30,730.71</b>	<b>29,588.35</b>

The LTAP Staff did not participate in any personal training sessions during the fourth quarter. Michele Beck attended the Region 7/8 LTAP meeting at the end of May. The regional meeting was held in Lincoln, Nebraska, May 31 through June 2, 2011.

Evaluations are collected at the end of each LTAP course to determine whether participants are utilizing workshop information in their jobs. Table 5 is a summary of evaluations collected at eight training workshops during the fourth quarter.

**Table 5: Safety Area Budget Summary, 4th Quarter 2010–2011**

<b>Workshop Evaluations</b>	
<b>Topics</b>	<b>Approval Ratings</b>
Objectives	93%
Information	95%
Clarity	94%
Beneficial	92%
Instructor	94%

Activity on the new needs assessment survey placed on Survey Monkey last fall has been minimal. The website link was listed in LTAP's quarterly newsletter and hard copy questionnaires were distributed at workshops and conferences. A total of 110 have been returned thus far. This survey data was collected throughout the 2010–2011 fiscal year. A summary of surveys was presented to the LTAP Advisory Board to assist in determining the workshops and training that will be conducted during the 2011–2012 fiscal year.

### **Challenges**

- Streamline and provide more online learning workshops for the LTAP constituents throughout the state.

### **Planned Activities**

1. Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
2. The LTAP staff will attend the National LTAP conference in Boston. The conference is scheduled for August 1 through August 4, 2011.

## **5. FOURTH QUARTER SUMMARY**

- In early April, Steven Jenkins presented on Winter Maintenance issues at the Rocky Mountain Region 2011 Tribal/BIA Transportation Symposium in Bozeman, Montana.
- The April Gravel Roads day-and-a-half courses were taught in Butte, Lewistown, and Miles City. Road Scholars assisted in training in these informative classes.
- Jerry Teeler, the American Road and Transportation Builders Association (ARTBA) trainer provided a free 10-Hour OSHA course in Billings with Montana LTAP as the host. Training consisted of understanding OSHA, work zones, personal protective equipment, collisions, night work, equipment and electrical safety
- LTAP hosted and conducted one webinar during the quarter. April's webinar covered Pavement Preservation with Steve Mueller, Pavement and Materials Engineer from the Federal Highway Administration Resource Center. He discussed the importance of pavement preservation and FHWA's efforts in developing, promoting, and providing new technologies and training that are currently available for use by state and local agencies.
- Seven Flagger Certification classes were conducted in Havre, Great Falls, Lewistown, and Billings during the month of June.
- The MACRS Board meeting was held in Bozeman on June 28, 2011. The Board discussed training and scheduling of workshops for 2011-2011 based on the 2010-2011 needs assessment.
- The LTAP Advisory Board meeting was also held in Bozeman on May 26, 2011. The Advisory Board reviewed the annual budget and discussed training options for the 2011-2012 fiscal year.

- Michele Beck attended the Region 7/8 LTAP meeting in Nebraska June 1 and 2, 2011. Topics discussed included possible topics for workshops, comparative information from other LTAP centers, FHWA initiatives such as Toward Zero Deaths, and resource management.
- Figure 1 shows LTAP workshop locations and topics, and Tables 6 and 7 summarize the quarterly budget comparisons and budgets by focus areas.

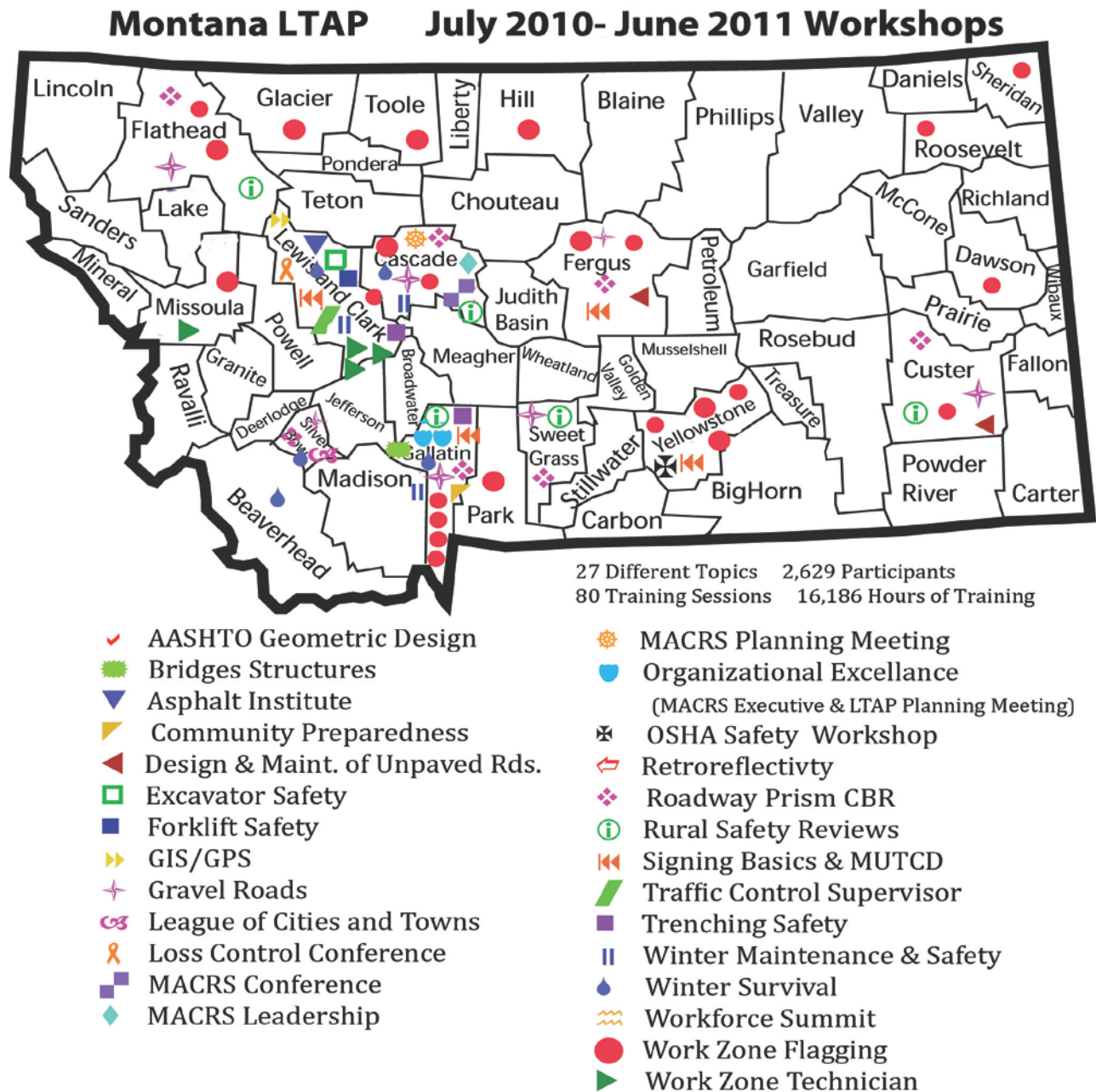


Figure 1: Summary of Workshop Locations, 4th Quarter 2010–2011.

**Table 6: Budget Summary, April 1, 2011–June 30, 2011.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Budgeted</b>	<b>Costs-to-Date</b>
Salaries/Benefits	54,303.22	63,933.18	217,212.89	211,149.71
Prof. Services	5,000.00	3,525.94	20,000.00	9,913.26
Travel	3,093.14	914.28	12,372.56	4,865.35
Supplies/Comm.	875.00	4,754.67	3,500.00	29,797.60
Minor Equipment	750.00	-	3,000.00	1,442.00
<b>Total</b>	<b>64,021.36</b>	<b>73,128.07</b>	<b>256,085.45</b>	<b>257,167.92</b>
IDC's	15,228.64	18,197.47	60,914.55	59,832.08
	<b>79,250.000</b>	<b>91,325.54</b>	<b>317,000.000</b>	<b>317,000.00</b>

**Table 7: Budget Summary by Focus Area, April 1, 2011–June 30, 2011.**

<b>Focus Areas</b>	<b>Salary/Benefits</b>	<b>Prof. Services</b>	<b>Travel</b>	<b>Supplies/Comm.</b>	<b>Minor Equip</b>	<b>Subtotal</b>	<b>IDC's</b>	<b>Total</b>
Safety - 48%	101,351.86	4,918.19	2,068.75	14,170.43	692.16	123,201.39	28,719.40	151,920.79
Infrastructure Management - 18%	38,006.95	2,329.98	1,594.98	6,691.38	259.56	48,882.85	10,769.77	59,652.62
Workforce Development 22%	46,452.94	1,724.47	777.52	6,223.16	317.24	55,495.33	13,163.05	68,658.38
Organizational Excellence - 12%	25,337.96	940.62	424.10	2,712.63	173.04	29,588.35	7,179.86	36,768.21
<b>TOTAL COSTS</b>	<b>211,149.71</b>	<b>9,913.26</b>	<b>4,865.35</b>	<b>29,797.60</b>	<b>1,442.00</b>	<b>257,167.92</b>	<b>59,832.08</b>	<b>317,000.00</b>