

Montana LTAP Progress Report

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Quarterly 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, 2015 through June 30, 2015.

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

- Three webinars were conducted during the 4th quarter. The topics covered included: electrical safety; road stabilization; and weeds and mowing.
- The 35th Annual MACRS Conference was conducted March 30-April 2, 2015 in Great Falls, Montana.
- The spring 2015 gravel roads courses were held in Townsend, Baker, and Roundup, Montana during May 2015.
- The work zone technician course was offered in Helena and Bozeman, Montana during the fourth quarter.
- LTAP hosted an online flagger certification webinar and a train the trainer course for MDT trainers.
- The LTAP Advisory Board meeting was conducted in Bozeman June 11, 2015.
- The MACRS Board meeting was hosted by LTAP in Bozeman June 10, 2015.
- LTAP distributed an updated Needs Assessment Survey summary to our constituents and training participants.

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, 4th Quarter 2014–2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	26,884.18	31,385.35	107,536.70	109,002.82
Prof. Services	1,860.00	254.00	7,440.00	1,781.80
Travel	599.45	-	2,397.79	1,374.66
Supplies/Comm.	1,284.00	4,326.37	5,136.00	9,632.42
Minor Equip	240.00	-	960.00	-
Totals	30,867.62	35,965.72	123,470.49	121,791.70

During this three-month period, sixteen safety related workshops ranging in length from 4 to 16 hours were conducted around Montana. A total of 629 participants attended. The workshops included:

- The following webinars were conducted during the fourth quarter: electrical safety for county roads; and mobile equipment and weed mowing safety. The webinar recordings can be accessed via the LTAP website link:
<http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- A flagger certification webinar was hosted and conducted at the MDT district offices May 14, 2015. Participants completed the webinar, took the proctored test, and received their flagger certification cards.
- Seven flagger certification classes were held in Bozeman and Helena in May and June 2015. Topics covered include the five parts of a traffic control workzone, flagging duties and responsibilities, and safety uniformity and liability issues.
- A traffic control supervisor course was conducted in Helen, Montana for the MDT personnel. Topics covered include traffic control standards; fundamental principles; and traffic control devices.
- Four work zone technician courses was offered in Bozeman and Helena, Montana during the months of May and June 2015. The workshop covered the five parts of a traffic control work zone; temporary traffic control in installing traffic control devices and monitoring their performance; recognizing issues during the course of a project; flagging duties and responsibilities and safety; and uniformity and liability issues.
- A train the trainer webinar was be conducted April 21, 2015 for MDT to certify additional flagger certification trainers.

The LTAP newsletter contained the following articles related to safety:

- “From Montana LTAP Director – Safety Training”
- “Roadway Vegetation Control for Safety”
- “Parting Shot with Dave Fowler”

Challenges

- Our current MACRS president has chosen safety as the emphasis for the 36th Annual MACRS Conference in 2016. Through webinars and workshops we are providing a variety of safety topics, but it has been challenging to encourage participation in these training sessions.
- LTAP is partnering with the Western Transportation Institute (WTI) as part of the Rural Safety Center. Many stakeholders request such a wide variety of safety topics and products. It is difficult to insure that LTAP can get the research and products it needs for local governments.

Planned Activities

- The ABC’s to first aid webinar is planned for July 14, 2015.
- A noise safety webinar is planned for August 18, 2015.
- A health safety webinar is planned for September 22, 2015.
- Skid steer safety and winter survival classes will be held around the state of Montana in October 2015 during the MACRS Fall District meetings.

2. INFRASTRUCTURE MANAGEMENT

Past Activities

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 2014–2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	10,081.57	11,769.51	40,326.26	40,876.06
Prof. Services	697.50	166.25	2,790.00	439.18
Travel	224.79	(176.02)	899.17	1,059.70
Supplies/Comm.	481.50	1,826.37	1,926.00	6,266.28
Minor Equipment	90.00	-	360.00	248.00
Totals	11,575.36	13,586.11	46,301.43	48,889.22

Four infrastructure management related workshops were conducted during this three-month period. The workshops ranged in 2 to 8 hours in length and had a total of 524 participants that attended. The topics included:

- Spring gravel road classes were conducted during May 2015 in Townsend, Roundup, and Baker, Montana. The workshops discussed drainage, materials, proper blading techniques, motor grader operations, and stabilization and dust control.
- Drainage innovations solutions was a topic that was discussed at the MACRS Conference in Great Falls, Montana, April 1, 2015. Great West Engineering; Stahly Engineering; and Robert Peccia and Associates presented.

The LTAP newsletter contained the following articles related to infrastructure management:

- “Modified GRS IBS for Fergus County”
- “Keep Low-Volume Roads and Paths in Service”

Challenges

- Counties continue to turn in current Pavement Surface Evaluation and Rating (PASER) program ratings. LTAP is continuing to work with these entities to complete project selection and a 5-year plan. Small urban areas are using the PASER program to complete pavement management and therefore qualify for federal funding.

Planned Activities

- The 26th Annual Snow Rodeo is planned for September 2 and 3, 2015 in Great Falls, Montana.
- The League of Cities and Towns is having its Public Works Directors Meeting October 7, 2015 in Bozeman, Montana. The meeting will cover various public works concerns that cover road management issues.

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, 4th Quarter 2014–2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,321.91	14,384.96	49,287.65	49,959.64
Prof. Services	852.50	234.91	3,410.00	1,217.63
Travel	274.75	-	1,098.99	632.31
Supplies/Comm.	588.50	2,813.67	2,354.00	4,520.50
Minor Equipment	110.00	-	440.00	-
Totals	14,147.66	17,433.54	56,590.64	56,330.08

Two workforce development related workshops were conducted during this three-month period. The workshops ranged in 2 to 4 hours in length and had a total of 220 participants that attended. The topics included:

- The 35th Annual MACRS Conference was held March 30 – April 2, 2015 in Great Falls, Montana. The topics at the annual conference covered DES partners and counties; weight and speed limits on county roads; machines and truck maintenance; drug testing and DOT regulations; tack coats; drainage innovation solutions; and telematics on heavy equipment.

The LTAP newsletter contained the following articles related to workforce development

- “Calendar of Events”

Planned Activities

- The MACRS planning meeting for its annual conference is scheduled for November 17 and 18, 2015 in Great Falls, Montana
- A MACRS Leadership workshop is scheduled for November 17, 2015 in Great Falls, Montana.

Challenges

- There seems to be more stability for local governments this past year. LTAP is providing training for new employees. Leadership and workforce development have been and need to be addressed frequently.

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 2014–2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	6,721.04	7,846.34	26,884.17	27,250.70
Prof. Services	465.00	-	1,860.00	181.95
Travel	149.86	-	599.45	948.36
Supplies/Comm.	321.00	-	1,284.00	100.00
Minor Equipment	60.00	-	240.00	-
Total	7,716.91	7,846.34	30,867.62	28,481.01

- A LTAP Advisory Board meeting was conducted on June 11, 2015 in Bozeman, Montana. The Advisory Board meeting discussed the upcoming training for LTAP during the 2015-2016 fiscal year.
- The MACRS Board meeting was conducted on June 10, 2015 in Bozeman, Montana. The Board reviewed last year’s conference proceedings and discussed the topics for the upcoming fall district meetings.

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 fourth quarter.

Table 5: 4th Quarter Workshop Evaluation Summary

Workshop Evaluations	
Topics	Approval Ratings
Objectives	96%
Information	96%
Clarity	94%
Beneficial	97%
Instructor	95%

The LTAP newsletter contained the following articles related to organizational excellence:

- “Montana LTAP Library”

Challenges

- Rising travel expenses and limited time have required LTAP to offer distance learning. Distant learning through webinars is being used to offer many courses to the LTAP constituents. Effective use of blending this training with traditional training methods have helped to meet LTAP training demands.
- Participation in the webinars LTAP offers has continued to grow. Training needs are so diverse that LTAP is required to cover many topics in the upcoming webinars.

Planned Activities

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- Steven Jenkins and Genevieve Houska will attend the National LTAP convention in Savannah, Georgia during July 2015.

5. FOURTH QUARTER SUMMARY

- Three webinars were conducted during the 4th quarter. The topics covered included: electrical safety; road stabilization; and weeds and mowing.
- The 35th Annual MACRS Conference was conducted March 30-April 2, 2015 in Great Falls, Montana.
- The spring 2015 gravel roads courses were held in Townsend, Baker, and Roundup, Montana during May 2015.
- The work zone technician course was offered in Helena and Bozeman, Montana during the fourth quarter.
- LTAP hosted an online flagger certification webinar and a train the trainer course for MDT trainers.
- The LTAP Advisory Board meeting was conducted in Bozeman June 11, 2015.
- The MACRS Board meeting was hosted by LTAP in Bozeman June 10, 2015.
- LTAP distributed an updated Needs Assessment Survey summary to our constituents and training participants.

Montana LTAP Workshops July 2014 - June 2015

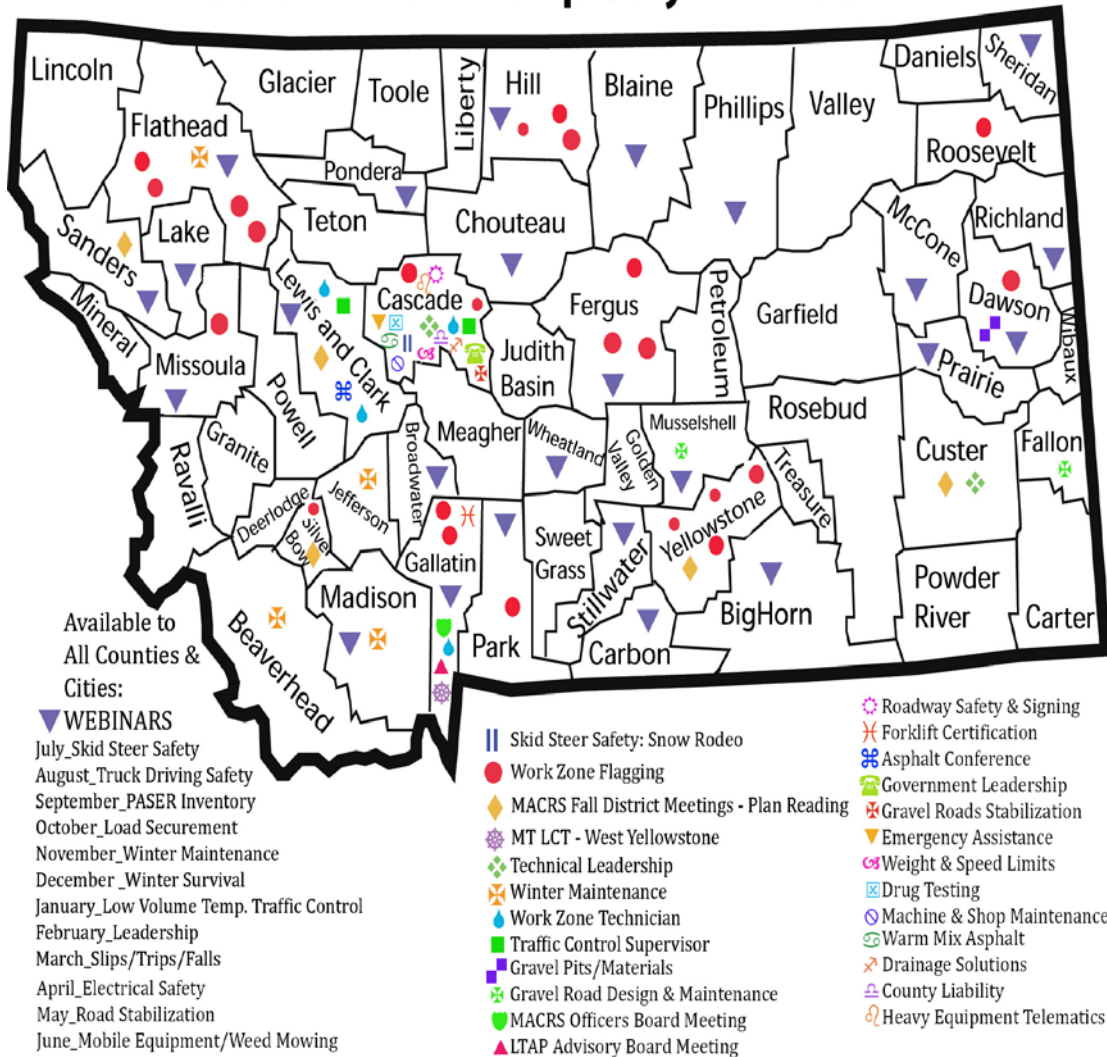


Figure 1: Summary of Annual Workshop Locations for 4th Quarter 2014–2015.

Table 6: Budget Summary, April 1, 2015 - June 31, 2015.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Budgeted	Costs-to-Date
Salaries/Benefits	56,008.70	65,386.15	224,034.78	227,089.22
Prof. Services	3,875.00	655.16	15,500.00	3,620.56
Travel	1,248.85	(176.02)	4,995.40	4,015.03
Supplies/Comm.	2,675.00	8,966.41	10,700.00	20,519.20
Minor Equipment	500.00	-	2,000.00	248.00
Total	64,307.55	74,831.70	257,230.18	255,492.01
IDC's	15,942.46	20,811.63	63,769.82	74,507.99
	80,250.000	95,643.33	321,000.00	330,000.00

Table 7: Budget Summary by Focus Area, April 1, 2015 - June 31, 2015.

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Com	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	109,002.82	1,781.80	1,374.66	9,632.42	-	121,791.70	35,763.84	157,555.53
Infrastructure Management - 18%	40,876.06	439.18	1,059.70	6,266.28	248.00	48,889.22	13,411.44	62,300.66
Workforce Development 22%	49,959.64	1,217.63	632.31	4,520.50	-	56,330.08	16,391.76	72,721.84
Organizational Excellence - 12%	27,250.70	181.95	948.36	100.00	-	28,481.01	8,940.96	37,421.97
TOTAL COSTS	227,089.22	3,620.56	4,015.03	20,519.20	248.00	255,492.01	74,507.99	330,000.00