

# Montana LTAP Progress Report

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Quarterly Progress Report

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## EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This Third 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 January 1, 2017 through March 31, 2017.

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

- The 15<sup>th</sup> Annual Safety Congress was held January 24, 25, and 26, 2017 in Great Falls, Montana.
- The Asphalt Institute Conference was conducted February 28, 2017 in Helena, Montana.
- The work zone technician course was offered in Havre, Great Falls, and Helena, Montana during the month of March 2017.
- The 37<sup>th</sup> Annual MACRS Conference was conducted March 27 – 30, 2017 in Great Falls, Montana.
- LTAP distributed an updated Needs Assessment Survey summary to our constituents and training participants at the MACRS Conference and through the LTAP list-serves.
- Two webinars were conducted during the 3<sup>rd</sup> quarter. The topics covered included: personal protective equipment, hand and eye safety; and slips, trips and falls.

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, 3rd Quarter 2016–2017.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	28,470.87	19,856.66	113,883.47	49,583.11
Prof. Services	-	4,916.00	-	5,916.00
Travel	-	-	-	-
Supplies/Comm.	-	4,109.54	-	5,109.54
Minor Equip	-	-	-	-
<b>Totals</b>	<b>28,470.87</b>	<b>28,882.20</b>	<b>113,883.47</b>	<b>60,608.65</b>

During this three-month period, six safety related workshops ranging in length from 4 to 16 hours were conducted around Montana. A total of 103 participants attended. The workshops included:

- Slips, trips, and falls webinar was conducted on January 31, 2017. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- A personal protective equipment and hand and eye safety webinar was conducted on February 28, 2017.
- The 15<sup>th</sup> Annual Safety Congress was held January 24, 25, and 26, 2017 in Great Falls, Montana. Topics covered included work zone technician and traffic control supervisor.
- The work zone technician course was offered in Havre, Great Falls, and Helena, Montana during the month of March 2017. 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.

### Challenges

- Montana MSHA discontinued offering Part 49 safety training for miners' safety. LTAP is assisting cities and counties with this training to fulfill the requirements through the MACRS conference, webinars and individual training.
- LTAP has been asked to provide pilot car training as an additional course.
- LTAP plans to offer 2 types of workzone technician courses: one with a focus for municipal/public agencies and one with a focus for heavy construction and contractors.

**Planned Activities**

- Flagger certification courses will be offered in Miles City, Glendive, Glasgow, and, Montana during April 2017.

**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, 3rd Quarter 2016–2017.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	10,676.58	7,446.25	42,706.30	18,593.67
Prof. Services	-	-	-	995.37
Travel	-	812.25	-	812.25
Supplies/Comm.	-	6,515.05	-	9,764.83
Minor Equipment	-	-	-	-
<b>Totals</b>	<b>10,676.58</b>	<b>14,773.55</b>	<b>42,706.30</b>	<b>30,166.12</b>

One infrastructure management related workshop was conducted during this three-month period. The workshop was 8 hours in length and had a total of 94 participants that attended.

- The Asphalt Institute Conference was held February 28, 2017 in Helena, Montana. The information discussed at the conference included asphalt interlayers, design and usage; Hamburg Wheel-Track test equipment requirements; AMRL laboratory certification process and benefits; asphalt construct best practices; innovative maintenance practices in Montana; new technologies in asphalt paving; and balanced asphalt mix designs.

**Challenges**

- Some counties are requesting information on roadside inventory management. LTAP is looking into an updated training session to meet this need.
- Several requests for asphalt patching best practices were verbally requested at the MACRS Conference this year. LTAP is working to develop an updated training course to address this need.

**Planned Activities**

- LTAP does not have an infrastructure management class planned for the fourth quarter.

### 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, 3rd Quarter 2016–2017.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	13,049.15	9,100.97	52,196.59	22,725.59
Prof Services	-	115.75	-	3,815.75
Travel	-	83.46	-	481.22
Supplies/Comm.	-	40.23	-	10,223.73
Minor Equipment	-	-	-	-
<b>Totals</b>	<b>13,049.15</b>	<b>9,340.41</b>	<b>52,196.59</b>	<b>37,246.29</b>

LTAP conducted one, three day workforce development conference during the third quarter with 214 participants

- The 37<sup>th</sup> Annual MACRS Conference was held March 27 – March 30, 2017 in Great Falls, Montana. The topic of the annual conference was “Road Supervisors, The Next Generation.” Classes included secession planning; Roberts Rules of Order; road law; preliminary plan reading; construction math and estimates; gravel specifications; drones and technology; and GIS.

#### Planned Activities

- The spring 2017 motorgader courses are scheduled during May 2017 in Hamilton, Conrad, Bozeman, Glasgow, Glendive, and Miles City. Training will include OSHA/MSHA regulations; motorgrader lubrication and maintenance; engine warning signs; motorgrader operating tips; gravel road maintenance; and motorgrader inspection in the field.

#### Challenges

- Leadership and workforce development are critical areas that need to be addressed frequently. Keeping a list of relevant, fresh, and current topics to address frequent turnover at the local government level is necessary.
- MACRS participant training requests included: tort liability; state of the practice review of work zone case law in the west; organizational leadership, management principles, and basics; communication skills for field supervisors and managers; and conflict management.

## 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: 3rd Quarter 2016–2017.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
Salaries/Benefits	7,117.72	4,964.16	28,470.87	12,395.78
Prof. Services	-	-	-	-
Travel	-	-	-	71.17
Supplies/Comm.	-	-	-	318.25
Minor Equipment	-	-	-	-
<b>Total</b>	<b>7,117.72</b>	<b>4,964.16</b>	<b>28,470.87</b>	<b>12,785.20</b>

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 third quarter.

**Table 5: 3rd Quarter Workshop Evaluation Summary**

<b>Workshop Evaluations</b>	
<b>Topics</b>	<b>Approval Ratings</b>
Objectives	96%
Information	96%
Clarity	94%
Beneficial	97%
Instructor	93%

### Challenges

- Rising travel expenses and limited time have required LTAP to offer distance learning. Distance learning will be used by LTAP when possible as long as the quality of training is not impaired.
- New leadership at LTAP is in the middle of a steep learning curve to become familiar with the LTAP program.
- Participation and results of our coordination with other LTAP resources (ND, ID, WY, etc.) to better serve our constituents is not easily captured.

- Use of field seasoned professionals on contract has increased the quality of the training delivered by LTAP.
- The LTAP fourth quarter will be costly due to the increase of training, travel, and salaries.

**Planned Activities**

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- The MACRS Annual Board meeting is scheduled for June 7, 2017 in Bozeman, Montana.
- The annual LTAP Advisory Board meeting is scheduled for June 8, 2017 in Bozeman, Montana.
- The LTAP Director will be attending the National Association of County Engineers Conference in Cincinnati, OH, April 9 – 13, 2017; the LTAP Regional Meeting in Kansas City, MO, May 31-June 1, 2017; and the National LTAP Convention in Norfolk, VA, July 17 – 20, 2017.



### 5. THIRD QUARTER SUMMARY

- The 15<sup>th</sup> Annual Safety Congress was held January 24, 25, and 26, 2017 in Great Falls, Montana.
- The Asphalt Institute Conference was conducted February 28, 2017 in Helena, Montana.
- The work zone technician course was offered in Havre, Great Falls, and Helena, Montana during the month of March 2017.
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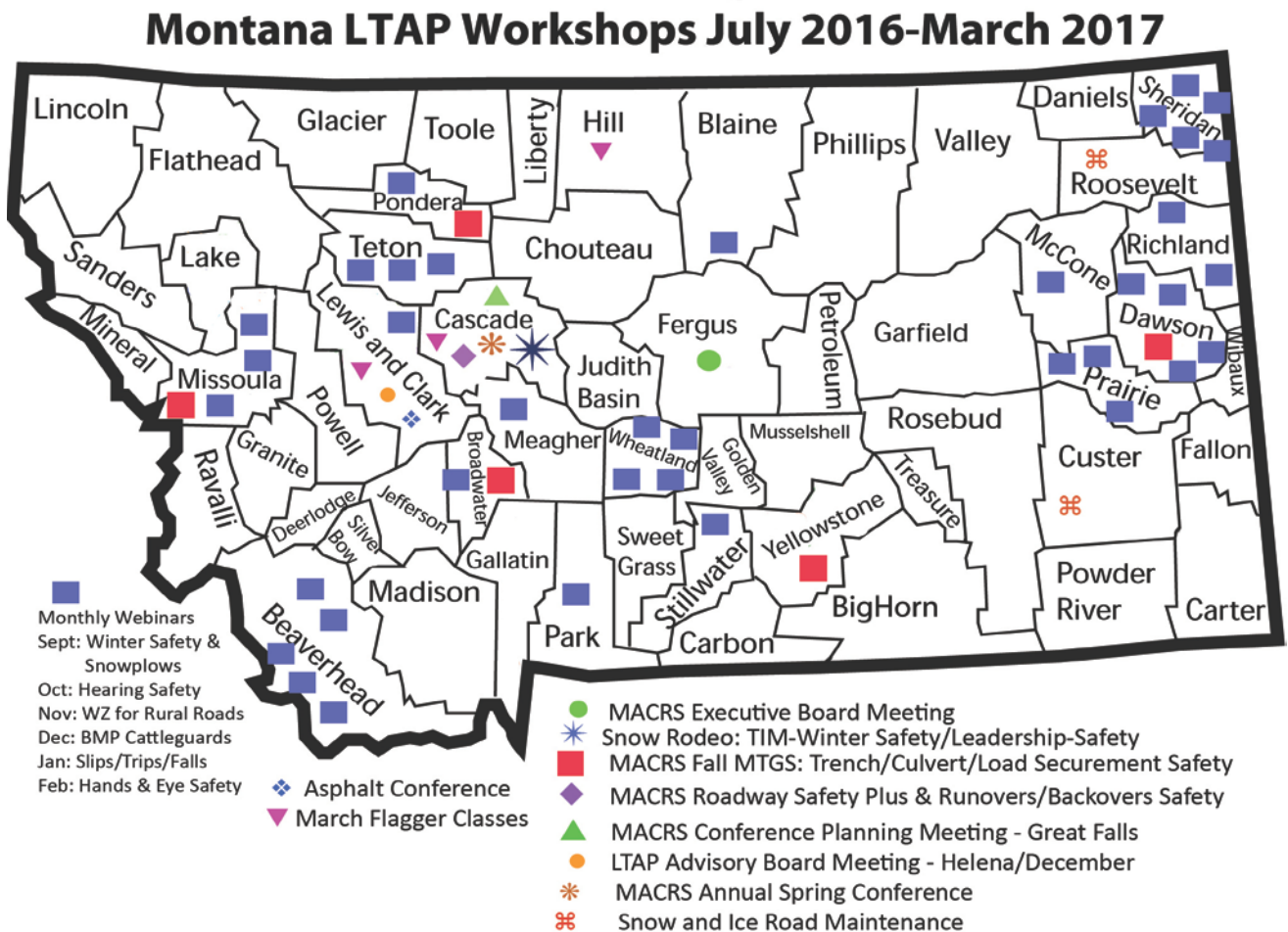


Figure 1: Summary of Annual Workshop Locations for 3rd Quarter 2016–2017.

**Table 6: Budget Summary, January 1, 2017 - March 31, 2017.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Budgeted</b>	<b>Costs-to-Date</b>
Salaries/Benefits	59,314.31	41,368.04	237,257.23	103,298.14
Prof. Services	-	5,031.75	-	10,727.12
Travel	-	895.71	-	1,364.64
Supplies/Comm.	-	10,664.82	-	25,416.35
Equipment	-	-	-	-
<b>Total</b>	<b>59,314.31</b>	<b>57,960.32</b>	<b>237,257.23</b>	<b>140,806.25</b>
IDC's	17,477.28	18,059.08	69,909.10	40,643.01
	<b>76,791.583</b>	<b>76,019.40</b>	<b>307,166.330</b>	<b>181,449.260</b>

**Table 7: Budget Summary by Focus Area, January 1, 2017 - March 31, 2017.**

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm.	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	19,856.66	4,916.00	-	4,109.54	-	28,882.20	8,668.36	37,550.56
Infrastructure Management - 18%	7,446.25	-	812.25	6,515.05	0.00	14,773.55	3,250.63	18,024.18
Workforce Development 22%	9,100.97	115.75	83.46	40.23	0.00	9,340.41	3,973.00	13,313.41
Organizational Excellence - 12%	4,964.16	-	-	-	-	4,964.16	2,167.09	7,131.25
<b>TOTAL COSTS</b>	<b>41,368.04</b>	<b>5,031.75</b>	<b>895.71</b>	<b>10,664.82</b>	<b>-</b>	<b>57,960.32</b>	<b>18,059.08</b>	<b>76,019.40</b>