

Montana LTAP Progress Report

By

Stephen Albert

Interim Director

Montana Local Technical Assistance Program

Western Transportation Institute

College of Engineering

Montana State University – Bozeman, MT

Quarterly Progress Report

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EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This 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, 2016 through December 31, 2016.

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

- LTAP hosted three monthly safety webinars in October, November, and December. Trenching safety, public relations, and winter maintenance were the topics covered.
- One flagger certification class was held in Lewistown during October.
- The MACRS Fall District training meetings were conducted in Billings and Glendive in October 2016. Topics included trenching safety and load securement for heavy equipment.
- Roadway Safety Plus and preventing back-overs and run-overs was the topic of the December workshop held in Great Falls.
- Montana LTAP hosted the MACRS Planning in Great Falls, Montana. Sam Gianfransisco and Genevieve Houska assisted the MACRS Board in choosing topics and speakers for the annual conference.

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, 2nd Quarter 2016–2017.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	28,470.87	19,600.69	113,883.47	29,726.45
Prof. Services	-	1,000.00	-	1,000.00
Travel	-	-	-	-
Supplies/Comm.	-	1,000.00	-	1,000.00
Minor Equip	-	-	-	-
Totals	28,470.87	21,600.69	113,883.47	31,726.45

During this three-month period, two safety related workshops ranging in length from 4 to 8 hours were conducted in Lewistown and Great Falls. The workshops included:

- A flagger certification class was held in Lewistown during October. Topics covered in class included the five parts of a traffic controlled work zone, flagging duties and responsibilities; safety, uniformity and liability issues.
- Roadway Safety Plus and preventing back-overs and run-overs was the topic of the safety meeting held in Great Falls during November. The course covered comprehensive Roadway Safety Plus program which contains 33 different topics with interactive and hard copy training materials which can be used for monthly safety meetings. The course also looks at the design and maintenance of an internal traffic control plan to reduce the accidents in the field by creating a clear zone for personnel around heavy equipment.
- Hearing safety and workzone safety for low volume roads were the topics of the webinars conducted in October and November. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.

The LTAP newsletter contained the following article related to safety:

- “From Montana LTAP”
- “2016 Snow Rodeo ”
- “Flagging on Low Volume Roads”

Challenges

- The top three requests in safety training are classes that cover slips, trips, falls, and back safety; winter survival; and signing. LTAP has been working in conjunction with

Montana Association of Counties and Montana Municipal Insurance Authority to meet the demands of its constituents by providing monthly safety webinars to cover the requested topics. LTAP is in the process of decentralizing its training program. This will incorporate specialized trainers for the topics that are requested by our constituents.

Planned Activities

- The 14th Annual Safety Congress is scheduled for January 24, 25 and 26, 2017 in Great Falls, Montana.
- A roadway signs webinar is planned for March 24, 2017.
- The workzone technician course will be offered in Havre, Great Falls, and Helena during the month of March 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, 2nd Quarter 2016–2017.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	10,676.58	7,350.26	42,706.30	11,147.42
Prof. Services	-	995.37	-	995.37
Travel	-	-	-	-
Supplies/Comm.	-	3,249.78	-	3,249.78
Minor Equipment	-	-	-	-
Totals	10,676.58	11,595.41	42,706.30	15,392.57

Two infrastructure management related workshops were conducted during this three-month period. The workshop ranged in 4-8 hours in length and had a total of 111 participants that attended. The topics included:

- Trenching safety and load securement were topics for the MACRS Fall district meetings. The course covered safety aspects when trenching to protect workers in trenches; use of trench boxes, ladders, and top person; personal protective equipment; understanding soil saturation, cohesion, and how to test soils; being aware of hazardous atmospheres; and culvert installation. The meetings were conducted in Billings and Glendive during October 2016.
- Winter maintenance was the topic of the December 16, 2015 webinar.

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

- “MACRS Fall District Meetings Success”

Challenges

- Cattle guards, culvers and trenching, and county road standards are classes that our constituents are requesting according to the LTAP needs assessments. These topics are very specialized and finding the instructors for these topics is a challenge.

Planned Activities

- The Asphalt Institute Conference is scheduled for February 28, 2017 in Helena, Montana.

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, 2nd Quarter 2016–2017.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	13,049.15	8,983.65	52,196.59	13,624.62
Prof. Services	-	2,500.00	-	3,700.00
Travel	-	-	-	397.76
Supplies/Comm.	-	6,587.50	-	10,183.50
Minor Equipment	-	-	-	-
Totals	13,049.15	18,071.15	52,196.59	27,905.88

LTAP did not conduct a workforce development training session during the second quarter.

Planned Activities

- A skid steer safety webinar is scheduled for April 18, 2017.
- Gravel roads maintenance and design workshops are scheduled for May 2017 in Hamilton, Great Falls, Lewistown, Bozeman, Glasgow, and Miles city.

The LTAP newsletter contained the following articles related to workforce development:

- “Calendar of Events”
- “2016 Snow Rodeo”
- “MACRS Honors Jerry Otto”

Challenges

- LTAP lacks city and town involvement in its training programs. Most attendees for the training sessions are from counties. LTAP would like to incorporate more training topics, continuing education credits, and professional development credits that would be beneficial to the cities and towns of Montana.

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: 2nd Quarter 2016–2017.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	7,117.72	4,900.17	28,470.87	7,431.61
Prof. Services	-	-	-	-
Travel	-	-	-	71.17
Supplies/Comm.	-	318.25	-	318.25
Minor Equipment	-	-	-	-
Total	7,117.72	5,218.42	28,470.87	7,821.03

Montana LTAP hosted the MACRS Planning in Great Falls, Montana. Sam Gianfransisco and Genevieve Houska assisted the MACRS Board in choosing topics and speakers for the annual conference. Gianfransisco also provided the Board with a summary of the MACRS fall district meetings that took place in October 2016. Genevieve Houska organized the planning meeting in Great Falls and provided the Board a financial summary of the 2016 MACRS Conference and a summary of participant, guest, and vendor attendance.

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 second quarter.

Table 5: 2nd Quarter Workshop Evaluation Summary

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

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

- “Montana LTAP Library”

Challenges

- LTAP is currently searching for a new LTAP director for its program. Finding a qualified candidate has been a challenge.

Planned Activities

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.

5. SECOND QUARTER SUMMARY

- LTAP hosted three monthly safety webinars in October, November, and December. Trenching safety, public relations, and winter maintenance were the topics covered.
- One flagger certification class was held in Lewistown during October.
- The MACRS Fall District training meetings were conducted in Billings and Glendive in October 2016. Topics included trenching safety and load securement for heavy equipment.
- Roadway Safety Plus and preventing back-overs and run-overs was the topic of the December workshop held in Great Falls.
- Montana LTAP hosted the MACRS Planning in Great Falls, Montana. Sam Gianfransisco and Genevieve Houska assisted the MACRS Board in choosing topics and speakers for the annual conference.

Montana LTAP Workshops July 2016-December 2016

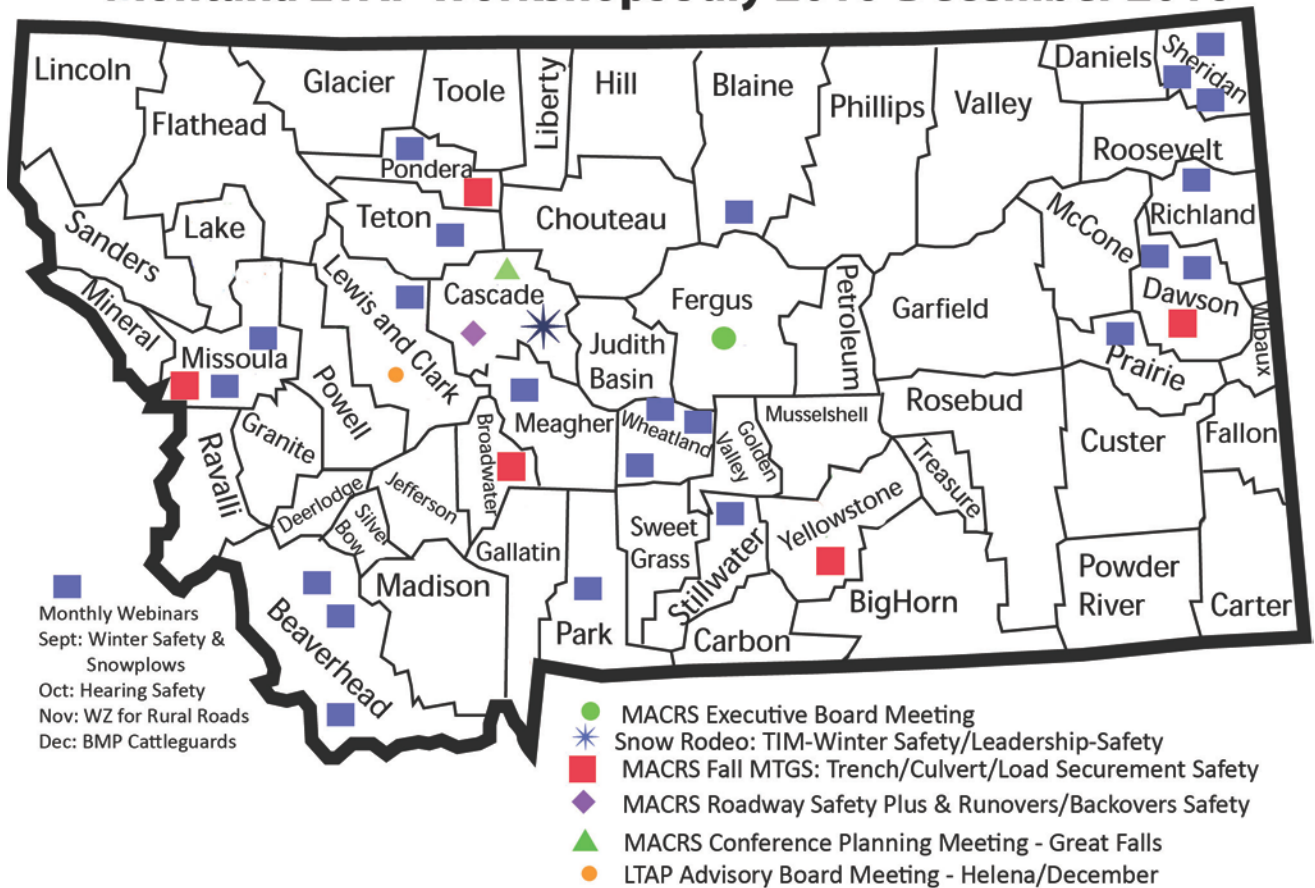


Figure 1: Summary of Annual Workshop Locations for 2nd Quarter 2016–2017.

Table 6: Budget Summary, October 1, 2016 - December 31, 2016.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Budgeted	Costs-to-Date
Salaries/Benefits	59,314.31	40,834.77	237,257.23	61,930.10
Prof. Services	-	4,495.37	-	5,695.37
Travel	-	-	-	468.93
Supplies/Comm.	-	11,155.53	-	14,751.53
Equipment	-	-	-	-
Total	59,314.31	56,485.67	237,257.23	82,845.93
IDC's	17,477.28	15,467.36	69,909.10	22,583.93
	76,791.583	71,953.03	307,166.330	105,429.860

Table 7: Budget Summary by Focus Area, October 1, 2016 - December 31, 2016.

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm.	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	19,600.69	1,000.00	-	1,000.00	-	21,600.69	7,424.33	29,025.02
Infrastructure Management - 18%	7,350.26	995.37	-	3,249.78	-	11,595.41	2,784.12	14,379.53
Workforce Development 22%	8,983.65	2,500.00	-	6,587.50	-	18,071.15	3,402.82	21,473.97
Organizational Excellence - 12%	4,900.17	-	-	318.25	-	5,218.42	1,856.08	7,074.51
TOTAL COSTS	40,834.77	4,495.37	-	11,155.53	-	56,485.67	15,467.36	71,953.03