

Montana LTAP Progress Report

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FEDERAL HIGHWAY ADMINISTRATION

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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 April 1, 2019 through June 30, 2019.

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

- LTAP hosted a pre-conference training in Great Falls, MT April 1, 2019 the subject was New/Current CDL Regulations, and Drug Testing/Reasonable Suspicion.
- LTAP assisted the MACRS organization in hosting the 2019 MACRS Conference in Great Falls, MT April 2-4.
- LTAP distributed an updated Needs Assessment Survey summary to its constituents and training participants at the MACRS Conference and through the LTAP listservs.
- Two webinars were conducted during the 4th quarter. The topics covered included:
 - Skid Steer Safety, and
 - Trenching and Excavation Safety
- Two MSHA classes were conducted in Hamilton and Missoula during the 4th quarter.
- Twelve Flagger Certification classes were held throughout the State, covering 243 students.
- Shawna conducted the first LTAP-Sponsored Confined Space training in Glacier National Park for 12 students.
- Two classes covering Trenching and Excavations Safety involving a total of 22 students
- 3 students took that MSHA New Miner training
- Two Work Zone classes were taught: Work Zone Safety (15) and Work Zone Technician (11)
- The MACRS District Meeting Trainings reached 113 County Employees throughout the State covering signing and areas of the MUTCD that Road Departments need to be aware of, and how to implement these requirements.
- Montana LTAP's First ever Asphalt Maintenance and Repair course in Sidney, MT had 14 attendees, and was a great success.
- Matt Ulberg participated in deliverable reviews as part of a Technical review panel member, for MDT Research Project 19-005, *Developing a Methodology for Safety Improvements on Low-Volume Roads in Montana*

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 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	33,202.49	36,552.04	132,809.95	128,462.43
Prof. Services	840.00	1,081.16	3,360.00	1,081.16
Travel	600.00	1,499.92	2,400.00	4,559.27
Supplies/Comm.	576.00	-	2,304.00	4,506.41
Minor Equip	244.41	-	977.65	-
Totals	35,462.90	39,133.12	141,851.60	138,609.27

During this three-month period, numerous six safety related workshops ranging in length from 8 to 16 hours were conducted around Montana. A total of 405 participants attended, assuming one third of the MACRS attendance participated in the safety topics. The workshops included:

- The Flagger Certification course was offered in Great Falls, Missoula, and Bozeman during the month of March 2019. 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 a project; flagging duties and responsibilities and safety; and uniformity and liability issues.

Challenges

- We are waiting to see what FHWA/CLAS will release in its draft strategic plan. We anticipate a change in focus. This could affect our efforts in one or all areas of the program.
- Montana LTAP has been asked to provide pilot car training as an additional course, but due to the pending new LTAP Strategic plan draft that is anticipated from FHWA Center for Local Aid Support (CLAS), we are waiting on developing new program content.

- LTAP is considering offering 2 types of workzone technician courses: one with a focus for municipal/public agencies and one with a focus for heavy construction and contractors.
- MT LTAP continues to see high demand for flagging and Work Zone classes. Our effectiveness in meeting with Cities and Towns is filling our calendar and demand is very close to exceeding our ability to deliver on program priorities.
- Loss of our office staff (Genevieve Houska) has us all scrambling!

Planned Activities

- Flagger Certification courses are planned at multiple locations for the first quarter 2020.
- The 30th annual APWA Snow Rodeo and Equipment Safety training will be hosted by Yellowstone County in Billings, MT in early September.
- Load Securement training with Missoula county is also planned in September.
- We plan to continue our monthly webinar series with recording placed on our website.

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 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,450.93	13,707.01	49,803.73	48,173.41
Prof. Services	315.00	405.43	1,260.00	405.43
Travel	225.00	562.47	900.00	3,471.14
Supplies/Comm.	216.00	-	864.00	5,049.40
Minor Equipment	91.65	-	366.62	-
Totals	13,298.59	14,674.91	53,194.35	57,099.38

Several infrastructure management related workshops/trainings were conducted during this three-month period.

- The Asphalt Institute Conference was held February 29, 2019 in Bozeman, Montana. The information discussed at the conference included: Dealing with Asphalt Burns; High Density and High Durability Asphalt; MSCR Grading System vs PG Grading Systems, Migration Toward PWL Spec from P-Value; Combating Segregation; Paving for Durability; and an Ask the Experts Round Table.
- MACRS District Meeting/Trainings focused on the Signing, MUTCD and managing Signs, sign types, installations and sign inventories. We reached 106 individuals at six locations around the State: Missoula, Bozeman, Great Falls, Billings, Miles City, Wolf Point
- We conducted the first Asphalt Maintenance and Repair class with 29 attendees from 10 organizations including Cities, Counties and consultants, as well as participation from 5 vendors. This was a two-day training with the second day being all hands-on for the participants. This was very well received, and we will be offering it again.
- The annual MACRS conference included topics covering Infrastructure Management, including Geographic Roadway Inventory Tool (GRIT), and a Gravel Roads roundtable with several road supervisors on the panel.

Challenges

- We are waiting to see what FHWA/CLAS will release in its draft strategic plan. We anticipate a change in focus. This could affect our efforts in one or all areas of the program.

Planned Activities

- LTAP does not have an infrastructure management class planned, but the fall MACRS trainings are TBD as far as subject matter.

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 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	15,217.81	16,753.02	60,871.23	58,878.62
Prof Services	385.00	495.53	1,540.00	495.53
Travel	275.00	687.46	1,100.00	3,254.13
Supplies/Comm.	264.00	-	1,056.00	4,408.53
Minor Equipment	112.02	-	448.09	-
Totals	16,253.83	17,936.01	65,015.32	67,036.81

- The 39th Annual MACRS Conference was held April 1 – April 4, 2019 in Great Falls, Montana. The topic of the annual conference was “Back to the Basics.” The 2019 MACRS conference attendance was significant, reaching approximately 280 participants in full session. Road Law, Personnel Issues were bot very well attended.
- One MSHA new miner class was conducted during the 4th quarter. The classes included 3 attendees and two days of training.
- One Work Zone Technician class was held in Missoula, with 11 attendees.
- The MACRS Spring District Meetings covered Signing 101 and Gravel Road Basics. Classes are scheduled for May 2019 in Billings, Miles City, Wolf Point, Missoula, Great Falls, and Bozeman.
- We delivered two 2-day Motor Grader Operator classes through our office and have completed two full classes with a total of 31 students. We have a lot of demand and anticipate this being a regular class offering every year. We are getting a good amount of interest and have a full schedule for our part-time trainer.

Planned Activities

- We continue to offer Motor Grader Operator classes through our office, and have completed two full classes. We have a lot of demand and anticipate this being a regular class offering every year.

Challenges

- We are waiting to see what FHWA/CLAS will release in its draft strategic plan. We anticipate a change in focus. This could affect our efforts in one or all areas of the program.
- Equipment operations 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.
- We are now offering Motor Grader classes through our office and have completed two full classes. We have a lot of demand and anticipate this being a regular class offering every year. We are getting a good amount of interest and have a full schedule for our part-time trainer.

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 2018–2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	8,300.62	9,138.01	33,202.49	32,115.61
Prof. Services	210.00	270.29	840.00	270.29
Travel	150.00	374.98	600.00	374.98
Supplies/Comm.	144.00	-	576.00	-
Minor Equipment	61.10	-	244.41	-
Total	8,865.72	9,783.28	35,462.90	32,760.88

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: 4th Quarter Workshop Evaluation Summary

Workshop Evaluations	
Topics	Approval Ratings
Objectives	96%
Information	96%
Clarity	94%
Beneficial	97%
Instructor	93%

Activities

- The LTAP Director, Matthew Ulberg attended the LTAP Regional Meeting in Lincoln Nebraska, May 20 – 22 2019.
- The MACRS Annual Board meeting was held June 5, 2019.

- The annual LTAP Advisory Board was held June 6, 2019 in Bozeman.
- Matthew Ulberg will attended the 2019 National Association of County Engineers Conference in Wichita, Kansas on April 13 – 18, 2019.

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Challenges

- We are waiting to see what FHWA/CLAS will release in its draft strategic plan. We anticipate a change in focus. This could affect our efforts in one or all areas of the program.
- Rising travel expenses and limited time have required LTAP to offer distance learning. Distance learning will be used by LTAP when possible if the quality of training is not impaired.

Planned Activities

- Director Matthew Ulberg and Shawna Page will attend the National NLTAPA/NTTD joint meeting in Stowe, VT this August 12 – 15, 2019.. Matt has been elected as the National LTAP Association's Vice President. For the next two years, he will serve on the executive Committee until 2022 when he will be the National President of the National LTAP Association. This is HUGE news for the Montana program, and Matt will be the 11th National President form this LTAP Region (North Central). As an executive Board member, more out of state travel will add to Matt's busy schedule but make for an excellent opportunity for expanding on Organizational Excellence in outreach, influence and personal/professional development.
- Matt Ulberg will participate in Executive Committee conference calls and an expected NLTAPA retreat this fall.

5. FOURTH QUARTER SUMMARY

- The 39th Annual MACRS Conference was held April 1 – April 4, 2019 in Great Falls, Montana. The topic of the annual conference was “Back to the Basics.”
- The MACRS Spring District Meeting were held in May. Training subjects covered Signing 101 and Gravel Road Maintenance/Gravel Road Fundamentals. Classes were held in Billings, Miles City, Wolf Point, Missoula, Great Falls, and Bozeman.
- Director Matt Ulberg Attended the National NACE meeting in Wichita, KS ass the Montana Delegate.
- Montana LTAP, in partnership with the City of Sidney, Richland County and several industry partners help the first Asphalt Repair and Maintenance training in Sidney, MT.
- Flagger Certification courses was offered in Great Falls, Missoula, and Bozeman, Montana during the month of April, May and June.
- LTAP distributed the summary from the annual training Needs Assessment Survey partners.
- Two webinars were conducted during the 4th quarter.
- Two MSHA classes were conducted during the 4th quarter.
- Shawna Page provided Traffic Control Supervisor and Technician training at Missoula County.

Table 6: Budget Summary, April 1, 2019 – June 30, 2019.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	69,171.85	76,150.08	276,687.39	267,630.07
Prof. Services	1,750.00	2,252.41	7,000.00	2,252.41
Travel	1,250.00	3,124.83	5,000.00	11,659.52
Supplies/Comm.	1,200.00	-	4,800.00	13,964.34
Equipment	509.19	-	2,036.77	-
Total	73,881.04	81,527.32	295,524.16	295,506.34
IDC's	21,118.96	20,416.78	84,475.84	84,470.98
	95,000.000	101,944.10	380,000.00	379,977.32

Table 7: Budget Summary by Focus Area, April 1, 2019 - June 30, 2019.

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	36,552.04	1,081.16	1,499.92	-	-	39,133.12	9,800.05	48,933.17
Infrastructure Management - 18%	13,707.01	405.43	562.47	-	-	14,674.91	3,675.02	18,349.93
Workforce Development 22%	16,753.02	495.53	687.46	-	-	17,936.01	4,491.69	22,427.70
Organizational Excellence - 12%	9,138.01	270.29	374.98	-	-	9,783.28	2,450.01	12,233.29
TOTAL COSTS	76,150.08	2,252.41	3,124.83	-	-	81,527.32	20,416.78	101,944.10