

# Montana LTAP Progress Report

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Quarterly Progress Report

MDT Project No. 02443

October 1, 2018 through December 31, 2018

Prepared for the  
MONTANA DEPARTMENT OF TRANSPORTATION  
in cooperation with the  
U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

January 18, 2019

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## EXECUTIVE SUMMARY/MAJOR ACCOMPLISHMENTS

This First 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, 2018 through December 31, 2018.

We have been quite busy with travel and training. Highlights of Montana LTAP's accomplishments during that period include the following:

- During October 2018, LTAP conducted the MACRS Fall District Meetings at Missoula, Bozeman, Billings, Miles City and Wolf Point. Training topics included: cattle guards, culverts, weed mowing, signing, PPE, and back safety.
- Matthew Ulberg was asked to speak at the Regional Local Road Conference in Rapid City, South Dakota, October 17, 2018. The presentation discussed Engineering Leadership, personal and professional values and work-life balance.
- LTAP hosted three monthly safety webinars during the second quarter. Winter Preparation; Electrical Safety; and Holiday Safety were the topics covered.
- Shawna Page provided a Forklift Certification class (her first) that was requested by the City of Bozeman October 1 and 2, 2019. She was observed by a certified instructor and completed her own training certification by providing this class.
- A flagger certification course was requested for the City of Butte, Meagher County, and Gallatin County Road Department. Shawna Page provided the requested training on October 10, 2018 and December 13, 2018.
- The Annual MACRS Conference planning meeting was held November 7 and 8, 2018 in Great Falls. Topics were discussed for the upcoming 2019 Annual MACRS Conference.
- Matthew Ulberg provided a Leadership Class in Great Falls on November 7, 2018.
- Winter maintenance and safety classes were conducted in Helena and Billings, November 27 -38, 2018.
- Matthew Ulberg attended the 2<sup>nd</sup> National Summit on Rural Road Safety in Savannah, Georgia, December 3 – 7, 2018.

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 2018–2019.**

| Cost Categories   | Quarterly Budget | Costs-this-Quarter | Annual Budget     | Costs-to-Date    |
|-------------------|------------------|--------------------|-------------------|------------------|
| Salaries/Benefits | 33,202.49        | 34,501.88          | 132,809.95        | 57,336.84        |
| Prof. Services    | 840.00           | -                  | 3,360.00          | -                |
| Travel            | 600.00           | 1,434.54           | 2,400.00          | 1,601.32         |
| Supplies/Commun.  | 576.00           | 1,600.16           | 2,304.00          | 1,600.16         |
| Minor Equip       | 244.41           | -                  | 977.65            | -                |
| <b>Totals</b>     | <b>35,462.90</b> | <b>37,536.58</b>   | <b>141,851.60</b> | <b>60,538.32</b> |

Ten safety related workshops were conducted during this three-month period. A total of 229 participants attended. The workshops included:

- Two Flagger Certification classes were conducted during the 2nd quarter. Topics included flagging duties and responsibilities; and safety, uniformity and liability issues. The classes were held in Billings and White Sulphur Springs.
- LTAP hosted three monthly safety webinars during the second quarter. Winter Preparation; Electrical Safety; and Holiday Safety were the topics covered. The webinar recordings can be accessed via the LTAP website link: <http://www.coe.montana.edu/ltapv2/resources/webinars/index.html>.
- During October 2018, LTAP conducted the MACRS Fall District Meetings at Missoula, Bozeman, Billings, Miles City and Wolf Point. Training topics included: Signing, cattle guards, culverts, weed mowing, PPE, and back safety.
- Winter maintenance and safety classes were conducted in Helena and Billings, November 27 -38, 2018. Topics covered included: snow and ice; winter maintenance issues and solutions; snow, ice control, and deicing; carbon monoxide, and hypothermia, and PPE.

The LTAP newsletter contained the following articles related to safety:

- “2019 Snow Rodeo.”
- “From the Director, Tailgate Talks”
- “FHWA MUTCD”
- “Additional Online Training Now Available to Local Governments”

**Challenges**

- We are making strides in addressing the greater need for training in eastern MT in multiple locations. Current training requested includes: Flagger Certification, Workzone Technician, and Traffic Control Supervisor Courses, Roadway Inventory management, and Sight Distance measurement training. Counties and Cities in the Eastern part of Montana have limited funding to travel the distances to Helena, Great Falls, and Billings for training locations. LTAP will be consistently travel to county and city shop locations to provide the training on call.
- Scheduling any training dates in eastern Montana is a challenge during the winter months. Road conditions are a limiting factor, and Montana cities and counties are working hard to maintain the streets and highways during this time.

**Planned Activities**

- Flagger Certification workshops are scheduled for March and April 2019 in seven locations in the State of Montana.
- The 17<sup>th</sup> Annual Safety Congress is scheduled for January 28 – 31, 2019 in Helena. Topic will cover Work Zone Technician; Traffic Control Supervisor and Train the Trainer.

**2. INFRASTRUCTURE MANAGEMENT****Past Activities**

Montana LTAP is promoting MSHA 24 trainings and the Asphalt Institute conference across the state of Montana. 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 2018–2019.**

| Cost Categories   | Quarterly Budget | Costs-this-Quarter | Annual Budget    | Costs-to-Date    |
|-------------------|------------------|--------------------|------------------|------------------|
| Salaries/Benefits | 12,450.93        | 12,938.21          | 49,803.73        | 21,501.31        |
| Prof. Services    | 315.00           | -                  | 1,260.00         | -                |
| Travel            | 225.00           | 465.16             | 900.00           | 465.16           |
| Supplies/Commun.  | 216.00           | 723.07             | 864.00           | 723.07           |
| Minor Equipment   | 91.65            | -                  | 366.62           | -                |
| <b>Totals</b>     | <b>13,298.59</b> | <b>14,126.44</b>   | <b>53,194.35</b> | <b>22,689.54</b> |

Eight infrastructure management related workshops were conducted during this three-month period. A total of 190 participants attended. The workshops included:

- During October 2018, LTAP conducted the MACRS Fall District Meetings at Missoula, Bozeman, Billings, Miles City and Wolf Point. Training topics included: signing, cattle guards, culverts, weed mowing, PPE, and back safety.

### **Planned Activities**

- The Asphalt Institute Conference is scheduled for February 29, 2019 in Bozeman.
- Matt will attend the North Dakota Association of County Engineers conference in Grand Forks the end of January 2019.

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

- “How and When to Anti-Ice”
- “Political Signs Minefield”

### **Challenges**

- Intersections on county rural roads are becoming more of a concern due to the number of increasing crashes. Low cost safety treatments will likely be a class priority this year.
- There is a demand for training in culvert installation, trenching safety, sign management, and MUTCD related trainings that will continue to be a priority.
- Several counties have requested a low-cost inventory management system to help them document and keep a basic Capitol Improvement Plan in-place. North Dakota’s GRIT will be a presentation at our 2019 MACRS conference, and we have every expectation that this low-cost tool will fill this need nicely.

## **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 2018–2019.**

| Cost Categories   | Quarterly Budget | Costs-this-Quarter | Annual Budget    | Costs-to-Date    |
|-------------------|------------------|--------------------|------------------|------------------|
| Salaries/Benefits | 15,217.81        | 15,813.36          | 60,871.23        | 26,279.38        |
| Prof. Services    | 385.00           | -                  | 1,540.00         | -                |
| Travel            | 275.00           | 543.65             | 1,100.00         | 2,754.55         |
| Supplies/Commun.  | 264.00           | 1,385.03           | 1,056.00         | 2,546.30         |
| Minor Equipment   | 112.02           | -                  | 448.09           | -                |
| <b>Totals</b>     | <b>16,253.83</b> | <b>17,742.04</b>   | <b>65,015.32</b> | <b>31,580.23</b> |

Five workforce development related workshops were conducted during this three-month period. A total of 84 participants attended. The workshops included:

- Shawna Page provided a Forklift Certification class that was requested by the City of Bozeman October 1 and 2, 2019.
- Matthew Ulberg provided a Leadership Class in Great Falls on November 7, 2018. Topics covered included: leadership perspectives, career paths and family balance; leadership styles; managing differed personalities; traits of a manager; skills for leadership; and customer service.

### **Planned Activities**

- Matthew Ulberg will be speaking at the 2019 County Rod Conference in Grand Forks, North Dakota, January 30, 2019.

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

- “Calendar of Events”
- “Snow Rodeo Winners”
- “TTAP Training”

### **Challenges**

- We are currently preparing to train in-house expertise in Motor Grader Operation and have completed in-house training for fork lift and skid steer so we can provide certification/training on a more flexible basis.
- Leadership training continues to be in high demand due to turnover in many communities. We expect that trend to continue.

## **4. ORGANIZATIONAL EXCELLENCE**

### **Past Activities**

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 2018–2019.**

| Cost Categories   | Quarterly Budget | Costs-this-Quarter | Annual Budget    | Costs-to-Date    |
|-------------------|------------------|--------------------|------------------|------------------|
| Salaries/Benefits | 8,300.62         | 8,625.47           | 33,202.49        | 14,334.21        |
| Prof. Services    | 210.00           | -                  | 840.00           | -                |
| Travel            | 150.00           | -                  | 600.00           | -                |
| Supplies/Commun.  | 144.00           | -                  | 576.00           | -                |
| Minor Equipment   | 61.10            | -                  | 244.41           | -                |
| <b>Total</b>      | <b>8,865.72</b>  | <b>8,625.47</b>    | <b>35,462.90</b> | <b>14,334.21</b> |

Five workforce development related workshops were conducted during this three-month period. A total of 84 participants attended. The workshops included:

- Matthew Ulberg was asked to speak at the Regional Local Road Conference in Rapid City, South Dakota, October 17, 2018. The presentation covered engineering leadership, professionalism, our internal safety culture, and understanding your role as a leader within your organization.
- Matthew Ulberg provided a Leadership Class in Great Falls on November 7, 2018. Topics covered included: leadership perspectives, career paths and family balance; leadership styles; managing differed personalities; traits of a manager; skills for leadership; and customer service. This type of training contributes to our reputation and builds positive organizational culture within those that attend these trainings.

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 first quarter.

**Table 5: 2nd Quarter Workshop Evaluation Summary**

| Workshop Evaluations |                  |
|----------------------|------------------|
| Topics               | Approval Ratings |
| Objectives           | 93%              |
| Information          | 90%              |
| Clarity              | 92%              |
| Beneficial           | 95%              |
| Instructor           | 91%              |

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

- “Montana LTAP Library”

### **Challenges**

- LTAP is working on including its monthly safety webinars into the Roads Scholar program. This will help rural counties that do not have the funding to attend the LTAP



training programs to earn credits for the Roads Scholar program requirements via webinars.

### **Planned Activities**

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- LTAP is working on suppling in house Motor Grader Operation training. This will include training an LTAP instructor through the Nebraska LTAP program in May 2019. This will supply a much needed, on demand, in-house motor grader training program for Montana LTAP and its constituents.
- Matt Ulberg has been invited and will present at and attend the 2019 North Dakota Association of County Engineers conference in Grand Forks, ND the end of January. He will present on organizational excellence – leadership, identifying your strengths, finding balance and learning to excel within your strengths and capabilities.

### 5. SECOND QUARTER SUMMARY

- During October 2018, LTAP conducted the MACRS Fall District Meetings at Missoula, Bozeman, Billings, Miles City and Wolf Point. Training topics included: cattle guards, culverts, weed mowing, signing, PPE, and back safety.
- Matthew Ulberg was asked to speak at the Regional Local Road Conference in Rapid City, South Dakota, October 17, 2018. The presentation discussed Engineering Leadership, personal and professional values and work-life balance.
- LTAP hosted three monthly safety webinars during the second quarter. Winter Preparation; Electrical Safety; and Holiday Safety were the topics covered.
- Shawna Page provided a Forklift Certification class (her first) that was requested by the City of Bozeman October 1 and 2, 2019. She was observed by a certified instructor and completed her own training certification by providing this class.
- A flagger certification course was requested for the City of Butte, Meagher County, and Gallatin County Road Department. Shawna Page provided the requested training on October 10, 2018 and December 13, 2018.
- The Annual MACRS Conference planning meeting was held November 7 and 8, 2018 in Great Falls. Topics were discussed for the upcoming 2019 Annual MACRS Conference.
- Matthew Ulberg provided a Leadership Class in Great Falls on November 7, 2018.
- Winter maintenance and safety classes were conducted in Helena and Billings, November 27 -38, 2018.
- Matthew Ulberg attended the 2<sup>nd</sup> National Summit on Rural Road Safety in Savannah, Georgia, December 3 – 7, 2018.

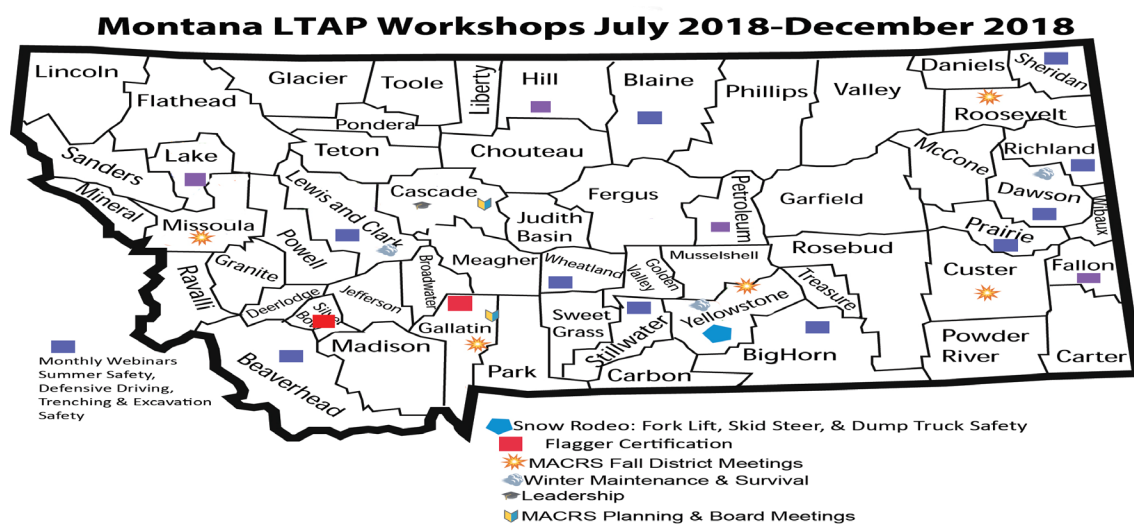


Figure 1: Summary of Annual Workshop Locations for 2nd Quarter 2018–2019.

**Table 6: Budget Summary, October 1, 2018 - December 31, 2018.**

| Cost Categories   | Quarterly Budget  | Costs-this-Quarter | Annual Budget     | Costs-to-Date     |
|-------------------|-------------------|--------------------|-------------------|-------------------|
| Salaries/Benefits | 69,171.85         | 71,878.92          | 276,687.39        | 119,451.74        |
| Prof. Services    | 1,750.00          | -                  | 7,000.00          | -                 |
| Travel            | 1,250.00          | 2,443.35           | 5,000.00          | 4,821.03          |
| Supplies/Commun.  | 1,200.00          | 3,708.26           | 4,800.00          | 4,869.53          |
| Equipment         | 509.19            | -                  | 2,036.77          | -                 |
| <b>Total</b>      | <b>73,881.04</b>  | <b>78,030.53</b>   | <b>295,524.16</b> | <b>129,142.30</b> |
| IDC's             | 21,118.96         | 23,475.02          | 84,475.84         | 38,877.60         |
|                   | <b>95,000.000</b> | <b>101,505.55</b>  | <b>380,000.00</b> | <b>168,019.90</b> |

**Table 7: Budget Summary by Focus Area, October 1, 2018 - December 31, 2018.**

| Focus Areas                     | Salary/Benefits  | Prof. Services | Travel          | Supplies/Comm   | Minor Equip | Subtotal         | IDC's            | Total             |
|---------------------------------|------------------|----------------|-----------------|-----------------|-------------|------------------|------------------|-------------------|
| Safety - 48%                    | 34,501.88        | -              | 1,434.54        | 1,600.16        | -           | 37,536.58        | 11,268.01        | 48,804.59         |
| Infrastructure Management - 18% | 12,938.21        | -              | 465.16          | 723.07          | -           | 14,126.44        | 4,225.50         | 18,351.94         |
| Workforce Development 22%       | 15,813.36        | -              | 543.65          | 1,385.03        | -           | 17,742.04        | 5,164.50         | 22,906.55         |
| Organizational Excellence - 12% | 8,625.47         | -              | -               | -               | -           | 8,625.47         | 2,817.00         | 11,442.47         |
| <b>TOTAL COSTS</b>              | <b>71,878.92</b> | <b>0.00</b>    | <b>2,443.35</b> | <b>3,708.26</b> | <b>0.00</b> | <b>78,030.53</b> | <b>23,475.02</b> | <b>101,505.55</b> |