

Montana LTAP 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, 2014 through March 31, 2014.

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

- LTAP conducted the Annual Safety Congress in Great Falls during January 2014. Topics covered included work zone technician, traffic control supervisor, MUTCD signing overview, safety reviews and the Highway Safety Improvement Project (HSIP).
- LTAP hosted three monthly safety webinars in January, February, and March. Collaborations with other agencies; hands, back and eye safety; and work zone safety were topics covered.
- Truck driving safety and PASER Review was conducted for Hill County upon request in January. Topics included vehicle inspection, backing safety, driving safely, air brake systems, PASER review, and air brake and truck safety inspection.
- Leadership training was conducted for Missoula County upon request in January. The training topics included communication skills, transitioning from operator to supervisor to leader, creating personal initiative and motivation, and problem solving.
- Winter survival classes were taught for the city of Helena upon request in January. Topics covered included carbon monoxide, hypothermia, clothing and shelter, and survival equipment.
- Ten work zone technician classes were conducted around the state of Montana during the 3rd quarter of 2014.
- The Asphalt Institute conducted its annual conference in Helena, February 11, 2014. Topics covered during the conference included thin lift/dense graded overlays, binder grading, Hamburg rut tester, chip sealing project selection for local governments, paving operations, and asphalt compaction.
- The 34th Annual Montana Association of County Road Supervisors (MACRS) conference was held in Great Falls, March, 2014. The theme of this year's conference was Interaction with Inter-agencies and Counties.

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 2013–2014.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	26,884.18	28,227.23	107,536.70	74,509.56
Prof. Services	1,860.00	1,393.51	7,440.00	2,129.93
Travel	599.45	285.62	2,397.79	738.89
Supplies/Comm.	1,284.00	2,464.78	5,136.00	3,434.19
Minor Equip	240.00	-	960.00	-
Totals	30,867.62	32,371.14	123,470.49	80,812.57

During this three-month period, fifteen safety related workshops ranging in length from 4 to 8 hours were conducted across the state of Montana. A total of 400 participants attended. The workshops included:

- Ten work zone technician classes were conducted around the state of Montana during the 3rd quarter of 2014. Topics included the five parts of a traffic controlled work zone, flagger duties and responsibilities, safety, uniformity, and liability issues.
- A winter survival class was held in for the City of Helena during the month of January. Topics covered include carbon monoxide, hypothermia, clothing and shelter, survival methodology, and survival equipment.
- A hands, back and eye safety webinar and work zone safety webinar were conducted during the 3rd quarter. 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 Director – Work Zone Safety”
- “Keys to Safer Intersections and Reduced Liability”
- “Slow Down for National Work Zone Awareness Week 2014”
- “Retroreflectivity Deadline – June 14, 2014”

Challenges

- This winter travel has been challenging for instructors and participants. Some agencies cancelled attendance because they were busy maintaining roads or because of winter storm warnings. Safety of the traveling public and those who maintain roadways can be assured through proper training and implementation. Winter maintenance and winter safety were combined to cover all aspects of maintaining safe roadways.

Planned Activities

- The work zone technician course will be conducted in five locations across the state of Montana during the fourth quarter of 2014.

2. INFRASTRUCTURE MANAGEMENT**Past Activities**

Montana LTAP, in conjunction with Montana Department of Transportation and the Asphalt Institute, promoted the Intelligent Compaction (IC) Workshop in Helena. IC Technology is an exciting innovation that can provide many benefits to both the agency and contractors. However there are challenges that need to be understood and addressed to accomplish a successful construction project using IC technology. 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 2013–2014.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	10,081.57	10,585.21	40,326.26	27,941.09
Prof. Services	697.50	1,449.00	2,790.00	3,460.67
Travel	224.79	1,584.73	899.17	2,111.07
Supplies/Comm.	481.50	4,335.24	1,926.00	6,886.40
Minor Equipment	90.00	-	360.00	-
Totals	11,575.36	17,954.18	46,301.43	40,399.23

During this three-month period, one infrastructure management related workshop was conducted in Helena. A total of 125 participants attended. The workshop included:

- The Asphalt Institute Conference. Topics covered during the conference included thin lift/dense graded overlays, binder grading, Hamburg rut tester, chip sealing project selection for local governments, paving operations, and asphalt compaction.

The LTAP newsletter contained the following articles related to Infrastructure Management:

- “Asphalt Institute Conference - Success”
- “Beaverhead County Bridge Using ABC”

- “SHPO, FEMA, DES and Gravel Pits”
- “Gravel Roads Training in May 2014”

Challenges

- With four new small urban areas eligible for federal funding, pavement management needs to be taught to Sidney, Glendive, Hamilton, and Whitefish. Pavement management using the PASER system has been taught to Billings, Hamilton, Sidney, and Glendive. LTAP is continuing to work with these entities to complete project selection and a 5-year plan.

Planned Activities

- The gravel road workshops will be held in May, 2014 in Glasgow, Miles City, and Conrad. Topics include routine maintenance and rehabilitation, drainage, surface gravel, equipment operations, and dust control and stabilization.
- A gravel road materials and specifications webinar is scheduled for April 15, 2014.

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 2013–2014.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,321.91	12,937.48	49,287.65	34,150.22
Prof Services	852.50	760.39	3,410.00	2,946.16
Travel	274.75	-	1,098.99	1,071.03
Supplies/Comm.	588.50	5,421.35	2,354.00	9,577.33
Minor Equipment	110.00	-	440.00	-
Totals	14,147.66	19,119.22	56,590.64	47,744.74

During this three-month period, three workforce development related workshops ranging in length from 4 to 8 hours were conducted across the state of Montana. A total of 302 participants attended. The workshops included:

- A Truck driving safety and PASER Review workshop was conducted for Hill County upon request in January. Topics included vehicle inspection, backing safety, driving safely, air brake systems, PASER review, air brake and truck safety inspection, and backing safely exercises.

- Leadership and Forklift certification training was conducted for Missoula County upon request in January. The training topics included communication skills, transitioning from operator to supervisor to leader, creating personal initiative and motivation, and problem solving.
- Collaboration with other agencies webinar was hosted by LTAP January 21, 2014.
- The 34th MACRS Annual Conference was conducted on March 24 – 27, 2014 in Great Falls. Topics included DEQ forms; Disaster and Emergency Services and Bureau of Land Management; speed and weight limits on county roads; documenting disciplinary actions, tier 4 emissions, GRS-IBS bridge showcase; HSIP projects and safety audits; wild land fires; and a hot topics session with MACRS district representatives.

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

- “Calendar of Events”

Challenges

- Leadership courses were taught in Missoula, Kalispell, and Lewistown. Properly trained leaders are not always available when leadership positions become available. LTAP trained over 158 employees who are now better prepared to be leaders or respond better to leadership.

Planned Activities

- The MACRS fall district meetings are planned for October 2014 around the state of Montana.
- A millings webinar is scheduled for June 17, 2014.

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 2013–2014.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	6,721.04	7,056.81	26,884.17	18,627.39
Prof. Services	465.00	-	1,860.00	-
Travel	149.86	-	599.45	436.90
Supplies/Comm.	321.00	-	1,284.00	23.98
Minor Equipment	60.00	-	240.00	-
Total	7,716.91	7,056.81	30,867.62	19,088.27

- Steven Jenkins has volunteered to be on the Federal Land Access Work Group this year. Tasks will include working with FHWA and state and local agencies to ensure these funds are available and to keep funding for the LTAP programs around the United States.

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

- “Montana LTAP Library”
- “New Publications”
- “New DVDs”

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

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

Challenges

- Montana LTAP is supporting Federal Roads Access funds, Every Day Counts, and many other state and tribal initiatives.

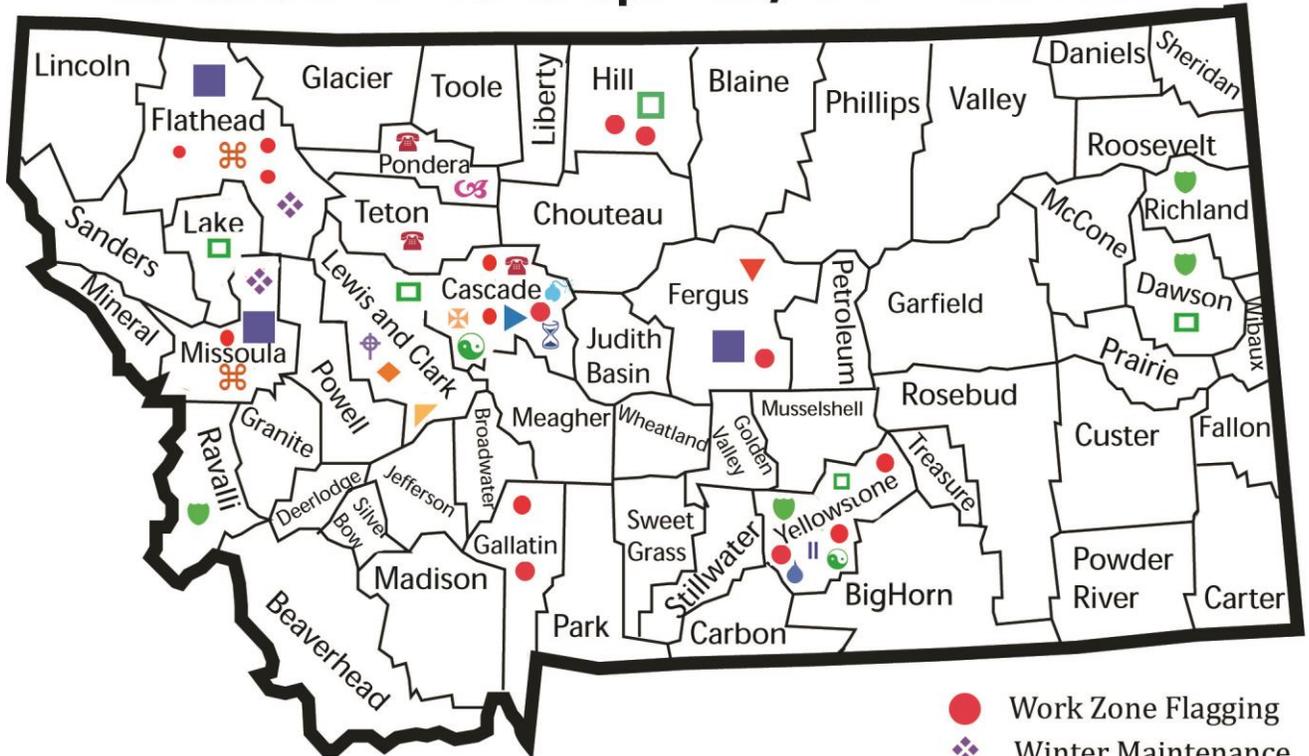
Planned Activities

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

5. THIRD QUARTER SUMMARY

- LTAP conducted the Annual Safety Congress in Great Falls during January 2014. Topics covered included work zone technician, traffic control supervisor, MUTCD signing overview, safety reviews and the Highway Safety Improvement Project (HSIP).
- LTAP hosted three monthly safety webinars in January, February, and March. Collaborations with other agencies; hands, back and eye safety; and work zone safety were topics covered.
- Truck driving safety and PASER Review was conducted for Hill County upon request in January. Topics included vehicle inspection, backing safety, driving safely, air brake systems, PASER review, and air brake and truck safety inspection.
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Montana LTAP Workshops July 2013 - March 2014



- ◆ MT League of Cities & Towns: ADA, PASER, HSIP, Stormwater
- MACRS Fall District MTG: Truck Driving Safety & PASER
- ☞ GRS-IBS in Dupuyer
- ◆ Gravel Road Specs & Sieve Analysis: Snow Rodeo
- || PASER: Snow Rodeo
- Work Zone Technician
- ⌚ Traffic Control Supervisor
- ⊠ Roadway Safety
- ⊠ Asphalt Conference
- ☎ Signing/Intersections
- ⊕ PASER Summary/Road Audits/GRS-IBS/MACRS Conference
- Pavement Management (PASER)
- ▼ MACRS Planning Meeting
- Work Zone Flagging
- ◆ Winter Maintenance
- ☞ Winter Survival
- Leadership
- ▲ Asphalt & Base Density
- ▶ Gravel Pits & Forms

Figure 1: Summary of Annual Workshop Locations for 3rd Quarter 2013–2014.**Table 6: Budget Summary, January 1, 2014 - March 31, 2014.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Budgeted	Costs-to-Date
Salaries/Benefits	56,008.70	58,806.72	224,034.78	155,228.26
Prof. Services	3,875.00	3,602.90	15,500.00	8,536.76
Travel	1,248.85	1,870.35	4,995.40	4,357.89
Supplies/Comm.	2,675.00	12,221.37	10,700.00	19,921.90
Equipment	500.00	-	2,000.00	-
Total	64,307.55	76,501.34	257,230.18	188,044.81

Table 7: Budget Summary by Focus Area, January 1, 2014 - March 31, 2014.

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	28,227.23	1,393.51	285.62	2,464.78	-	32,371.14	10,667.83	43,038.97
Infrastructure Management - 18%	10,585.21	1,449.00	1,584.73	4,335.24	-	17,954.18	4,000.44	21,954.62
Workforce Development 22%	12,937.48	760.39	-	5,421.35	-	19,119.22	4,889.42	24,008.64
Organizational Excellence - 12%	7,056.81	-	-	-	-	7,056.81	2,666.96	9,723.76
TOTAL COSTS	58,806.72	3,602.90	1,870.35	12,221.37	0.00	76,501.34	22,224.65	98,725.99