

Montana LTAP Progress Report

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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, 2013 through December 31, 2013.

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

- LTAP conducted the training for the MACRS Fall District meetings around the state during October, 2013. Topics covered included truck driving safety and PASER Review.
- LTAP hosted three monthly safety webinars in October, November, and December. Effective public relations, winter maintenance, and winter survival were topics covered.
- The League of Cities and Townes conducted a Public Works Directors Day at their annual conference. LTAP provided a full day of training to their constituents.
- Leadership training was conducted around the state during the 2nd Quarter. The training topics included communication skills, transitioning from operator to supervisor to leader, creating personal initiative and motivation, and problem solving.
- Winter maintenance and winter survival classes were held in Missoula and Kalispell during December 2013. Topics covered included snow & ice, winter maintenance issues, snow and ice control, three steps to winter storm management, carbon monoxide, hypothermia, clothing and shelter, and survival equipment.
- Three Work Zone Technician classes were conducted in Missoula and Kalispell during December, 2013.

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 2013–2014.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	26,884.18	27,940.59	107,536.70	46,282.33
Prof. Services	1,860.00	736.42	7,440.00	736.42
Travel	599.45	453.27	2,397.79	453.27
Supplies/Comm.	1,284.00	619.41	5,136.00	969.41
Minor Equip	240.00		960.00	-
Totals	30,867.62	29,749.69	123,470.49	48,441.43

During this three-month period, five safety related workshops ranging in length from 4 to 8 hours were conducted across the state of Montana. A total of 163 participants attended. The workshops included:

- Four Work Zone Flagger Certification courses were held in Billings, Missoula, and Kalispell. 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 Missoula and Kalispell during the month of December. Topics covered include carbon monoxide, hypothermia, clothing and shelter, survival methodology, and survival equipment.
- A winter safety webinar was conducted on December 17, 2013. 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:

- “FHWA Pedestrian Safety Guide”

Challenges

- The Montana winter seasons can be long and harsh. 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 12th Annual Safety Congress is scheduled for January 27-29, 2014 in Great Falls. Topics include Work Zone Technician, Traffic Control Supervisor, Highway Safety Improvement Project, Manual on Uniform Traffic Control Devices (MUTCD) signing overview, and safety reviews.
- A hands, back and eye safety webinar is scheduled for February 18, 2014 and a work zone safety webinar is scheduled for March 11, 2014.
- The work zone technician course will be conducted in five locations across the state of Montana during the month of March, 2014.

2. INFRASTRUCTURE MANAGEMENT**Past Activities**

Montana LTAP, in conjunction with Montana MDT and FHWA, promoted the GRS-IBS Showcase in Dupuyer, Montana. The GRS is an engineered fill of closely spaced alternating layers of compacted granular fill material and geosynthetic reinforcement. An IBS is a fast, cost effective method of bridge support that blends the roadway into the superstructure using GRS 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, 2nd Quarter 2013–2014.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	10,081.57	10,477.72	40,326.26	17,355.88
Prof. Services	697.50	-	2,790.00	2,011.67
Travel	224.79	-	899.17	526.34
Supplies/Comm.	481.50	-	1,926.00	2,551.16
Minor Equipment	90.00	-	360.00	-
Totals	11,575.36	10,477.72	46,301.43	22,445.05

During the 2nd quarter LTAP did not conduct an infrastructure management related workshop. A webinar was conducted during this three-month period. The topics included:

- A winter maintenance webinar was conducted November 19, 2013. Topics covered included snow and ice, winter maintenance issues and solutions, snow and ice control, and driving in snow.

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

- “You Show Us Winner – Tim White, Lincoln County”
- “TSEP Funding”

- “Dupuyer GRS – IBS Showcase”
- “Montana Assists in Colorado Road Repair”

Challenges

- Pavement management using the PASER system has been taught to Billings, Hamilton, Sydney, and Glendive. LTAP is continuing to work with these entities to complete project selection and a 5-year plan.

Planned Activities

- The Asphalt Institute is scheduled for February 11, 2014 in Helena. Topics include thin lift dense grade overlays, binder grading, Hamburg rut tester, chip sealing project selection for local governments, and paving operations and asphalt compaction.

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 2013–2014.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,321.91	12,806.11	49,287.65	21,212.74
Prof. Services	852.50	2,185.77	3,410.00	2,185.77
Travel	274.75	1,071.03	1,098.99	1,071.03
Supplies/Comm.	588.50	4,155.98	2,354.00	4,155.98
Minor Equipment	110.00		440.00	-
Totals	14,147.66	20,218.89	56,590.64	28,625.52

During this three-month period, four workforce development related workshops ranging in length from 4 to 8 hours were conducted across the state of Montana. A total of 121 participants attended. The workshops included:

- Truck driving safety and PASER Review. Topics included vehicle inspection, backing safety, driving safely, air brake systems, PASER review, air brake inspection, truck safety inspection, and backing safely exercises.
- An effective public relations webinar was conducted in October, 2013.

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

- “Calendar of Events”
- “From Montana LTAP Director – Effective Public Relations”
- “Hill County Truck Driving Info”
- “Parting Shot, Dave Sutton”
- “MACRS President Jerry Backlund”

Challenges

- Properly trained leaders are not always available when leadership positions become available. LTAP trained over 160 employees who are now better prepared to be leaders or respond better to leadership.

Planned Activities

- The 34th MACRS Annual Conference is scheduled for March 24 – 27, 2014 in Great Falls.
- Collaboration with other agencies webinar is scheduled for January 21, 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: 2nd Quarter 2013–2014.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	6,721.04	6,985.15	26,884.17	11,570.59
Prof. Services	465.00	-	1,860.00	-
Travel	149.86	-	599.45	436.90
Supplies/Commun.	321.00	23.98	1,284.00	23.98
Minor Equipment	60.00	-	240.00	-
Total	7,716.91	7,009.13	30,867.62	12,031.47

- Steven Jenkins has volunteered to be the Chair of the NLTAPA Communications Work Group this year. Tasks will include working with FHWA, APWA, NACE, and DOTs 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 Second quarter.

Table 5: 2nd Quarter Workshop Evaluation Summary

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

Challenges

- Montana LTAP is now supporting the National Local Technical Assistance Program Association (NLTAPA), the national organization. Michele Beck is the communications coordinator for the Safety Work Group and Steven Jenkins is the Chair of the Communications Work Group.

Planned Activities

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

5. SECOND QUARTER SUMMARY

- LTAP conducted the training for the MACRS Fall District meetings around the state during October, 2013. Topics covered included truck driving safety and PASER Review.
- LTAP hosted three monthly safety webinars in October, November, and December. Effective public relations, winter maintenance, and winter survival were topics covered.
- The League of Cities and Towns conducted a Public Works Directors Day at their annual conference. LTAP provided a full day of training to their constituents.
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- Three Work Zone Technician classes were conducted in Missoula and Kalispell during December, 2013.

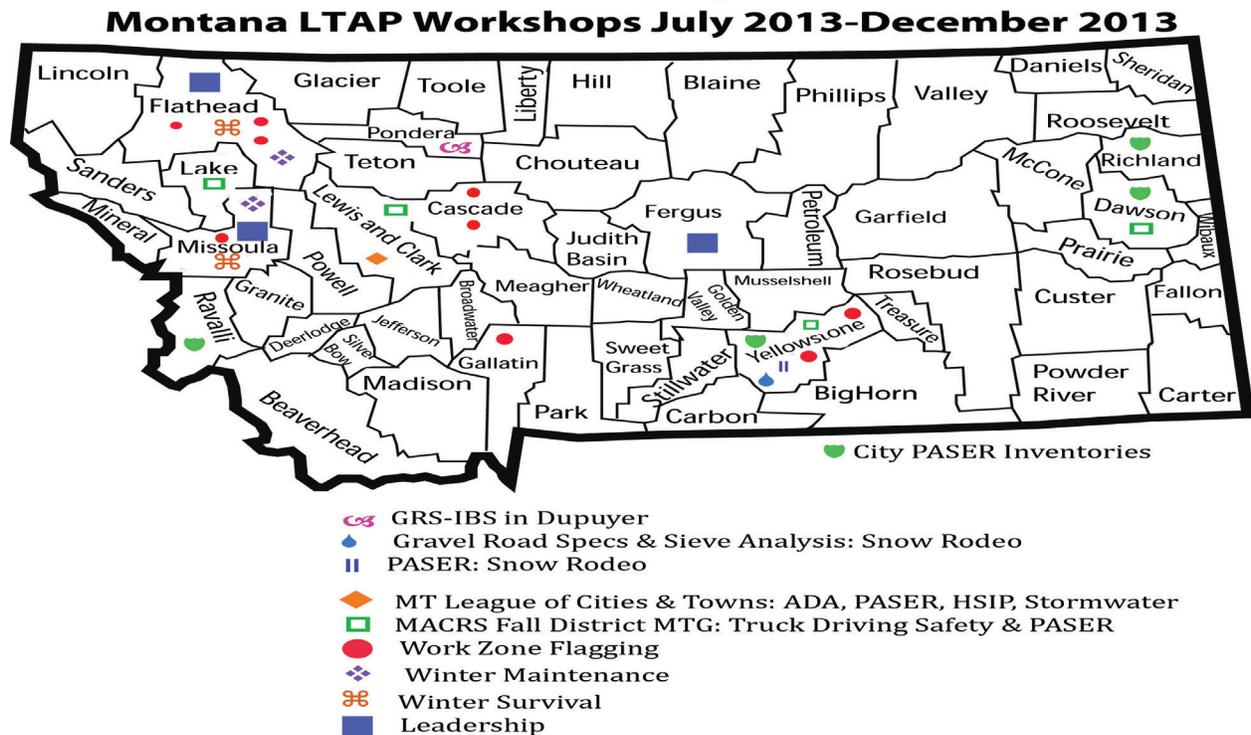


Figure 1: Summary of Annual Workshop Locations for 2nd Quarter 2013–2014.

Table 6: Budget Summary, October 1, 2013 - December 31, 2013.

Cost Categories	Quarterly Budget	Costs-this-Quarter	Budgeted	Costs-to-Date
Salaries/Benefits	56,008.70	58,209.57	224,034.78	96,421.54
Prof. Services	3,875.00	2,922.19	15,500.00	4,933.86
Travel	1,248.85	1,524.30	4,995.40	2,487.54
Supplies/Comm.	2,675.00	4,799.37	10,700.00	7,700.53
Equipment	500.00	-	2,000.00	-
Total	64,307.55	67,455.43	257,230.18	111,543.47
IDC's	15,942.46	19,940.43	63,769.82	32,976.26
	80,250.000	87,395.86	321,000.00	144,519.730

Table 7: Budget Summary by Focus Area, October 1, 2013 - December 31, 2013.

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm.	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	27,940.59	736.42	453.27	619.41	-	29,749.69	9,571.41	39,321.10
Infrastructure Management - 18%	10,477.72	-	-	-	-	10,477.72	3,589.28	14,067.00
Workforce Development 22%	12,806.11	2,185.77	1,071.03	4,155.98	-	20,218.89	4,386.89	24,605.78
Organizational Excellence - 12%	6,985.15	-	-	23.98	-	7,009.13	2,392.85	9,401.98
TOTAL COSTS	58,209.57	2,922.19	1,524.30	4,799.37	0.00	67,455.43	19,940.43	87,395.86