

# Montana LTAP 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, 2014 through December 31, 2014.

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

- LTAP hosted three monthly safety webinars in October, November, and December. Load securement, winter maintenance, and winter survival were the topics covered.
- The MACRS Fall District Meetings were held in five locations around the state of Montana. Basic roadway plan reading was the topic covered in the fall training sessions. The training session provided an understanding of how to read roadway construction plans from a county road department perspective; be familiar with the Manual of Uniform Traffic Control Devices (MUTCD), Montana Public Works Specifications, AASHTO's guideline manuals, and workzone diagrams.
- 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 in Great Falls, Lewistown, and Miles City during the second 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 Lewistown and Twin Bridges during November 2014. 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.

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 2014–2015.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	26,884.18	29,133.95	107,536.70	48,258.77
Prof. Services	1,860.00	727.80	7,440.00	727.80
Travel	599.45	-	2,397.79	711.82
Supplies/Comm.	1,284.00	161.72	5,136.00	2,259.24
Minor Equip	240.00	-	960.00	-
<b>Totals</b>	<b>30,867.62</b>	<b>30,023.47</b>	<b>123,470.49</b>	<b>51,957.63</b>

During this three-month period, one safety related workshop ranging in length from 4 to 8 hours was conducted in Lewistown, Montana. A total of 25 participants attended. The workshop included:

- A winter survival class was held in Lewistown during the month of November. Topics covered include carbon monoxide, hypothermia, clothing and shelter, survival methodology, and survival equipment.
- A load securement safety webinar was conducted on October 15, 2014 and a winter safety webinar was conducted on December 16, 2014. 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:

- “Load Securement Webinar Info”
- “A Few Winter Safety Quick Tips”

### Challenges

- More local government employees and LTAP employees have expressed concerns over safety traveling to training classes during winter storms. Webinars are being used to address this concern.

### Planned Activities

- A temporary traffic control webinar is planned for January 20, 2015.
- A slips, trips, falls webinar is planned for March 24, 2015.

- The 13<sup>th</sup> Annual Safety Congress is scheduled for January 26 – 28, 2015 in Great Falls, Montana.
- The workzone technician course will be offered in Butte, Great Falls, Havre, and Billings during the month of March 2015.

## 2. INFRASTRUCTURE MANAGEMENT

### Past Activities

Montana LTAP is promoting plan reading at the MACRS Fall District Meetings across the state of Montana. The training sessions will provide an understanding of how to read roadway construction plans from a county road department perspective; be familiar with the MUTCD, Montana Public Works Specifications, AASHTO's guideline manuals, and work zone diagrams. 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 2014–2015.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	10,081.57	10,925.23	40,326.26	18,097.04
Prof. Services	697.50	272.93	2,790.00	272.93
Travel	224.79	774.90	899.17	774.90
Supplies/Comm.	481.50	3,621.86	1,926.00	3,900.50
Minor Equipment	90.00	248.00	360.00	248.00
<b>Totals</b>	<b>11,575.36</b>	<b>15,842.92</b>	<b>46,301.43</b>	<b>23,293.37</b>

Six infrastructure management related workshops were conducted during this three-month period. The workshops ranged in 4-8 hours in length and had a total of 95 participants that attended. The topics included:

- Winter maintenance was the topic of the December 16, 2014 webinar.
- The MACRS Fall District meetings were held in Hot Springs, Butte, Helena, Miles City, and Billings during October, 2014. This training session provided an understanding of how to read roadway construction plans from a county road department perspective; familiarity with the MUTCD, Montana Public Works Specifications, AASHTO's guideline manuals, and work zone diagrams.
- A winter maintenance class was held in Twin Bridges, Montana on November 20, 2014.

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

- “Road Diets – Less is More”

**Challenges**

- Pavement Surface Evaluation and Rating (PASER) program presentations were made at the League of Cities and Towns Meeting in October 2015. Counties continue to turn in current PASER ratings. LTAP is continuing to work with these entities to complete project selection and a 5-year plan.

**Planned Activities**

- A winter maintenance workshop is scheduled for January 14, 2015 in Kalispell, Montana.
- The Asphalt Institute Conference is scheduled for February 12, 2015 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 2014–2015.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	12,321.91	13,353.06	49,287.65	22,118.60
Prof. Services	852.50	333.58	3,410.00	333.58
Travel	274.75	431.43	1,098.99	431.43
Supplies/Comm.	588.50	273.94	2,354.00	378.70
Minor Equipment	110.00	-	440.00	-
<b>Totals</b>	<b>14,147.66</b>	<b>14,392.01</b>	<b>56,590.64</b>	<b>23,262.31</b>

Three workforce development related workshops were conducted during this three-month period. The workshops ranged in 4-8 hours in length and had a total of 95 participants that attended. The topics included:

- The leadership workshops were conducted in Great Falls, Lewistown, and Miles City during the second quarter. This leadership workshop covered terminology describing leaders, various communication skills to become an effective leader, and provided examples of working with others.

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

- “Calendar of Events”
- “Communicating with the Public”
- “Parting Shot – Russ Albers, Choteau County”

**Challenges**

- Properly trained leaders are not always available when leadership positions become available. LTAP trained over 95 employees who are now better prepared to be leaders or respond better to leadership.

**Planned Activities**

- A fork lift certification class is scheduled for February 4, 2015 in Bozeman, Montana for the City of Bozeman.
- The 35<sup>th</sup> Annual MACRS Conference is scheduled for March 30-April 2, 2015. This annual conference will be held in Great Falls, 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 2014–2015.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	6,721.04	7,283.49	26,884.17	12,064.69
Prof. Services	465.00	181.95	1,860.00	181.95
Travel	149.86	-	599.45	947.82
Supplies/Comm.	321.00	-	1,284.00	100.00
Minor Equipment	60.00	-	240.00	-
<b>Total</b>	<b>7,716.91</b>	<b>7,465.44</b>	<b>30,867.62</b>	<b>13,294.46</b>

- Montana LTAP hosted the MACRS Planning in Great Falls, Montana. Steven Jenkins assisted the MACRS Board in choosing topics and speakers for the annual conference. Jenkins also provided the Board with a summary of the MACRS fall district meetings that took place in October 2014. Genevieve Houska organized the planning meeting in Great Falls and provided the Board a financial summary of the 2014 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	96%
Clarity	94%
Beneficial	97%
Instructor	95%

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

- “Montana LTAP Library”
- “From Montana LTAP Director – LTAP Roundup”

### **Challenges**

- Distance learning had been used effectively by LTAP for several years. Effective uses of blending this training with traditional training methods are being used by LTAP.
- Leadership courses were developed and taught during the second quarter. Communication at LTAP has been improving with counties, cities and state government entities.

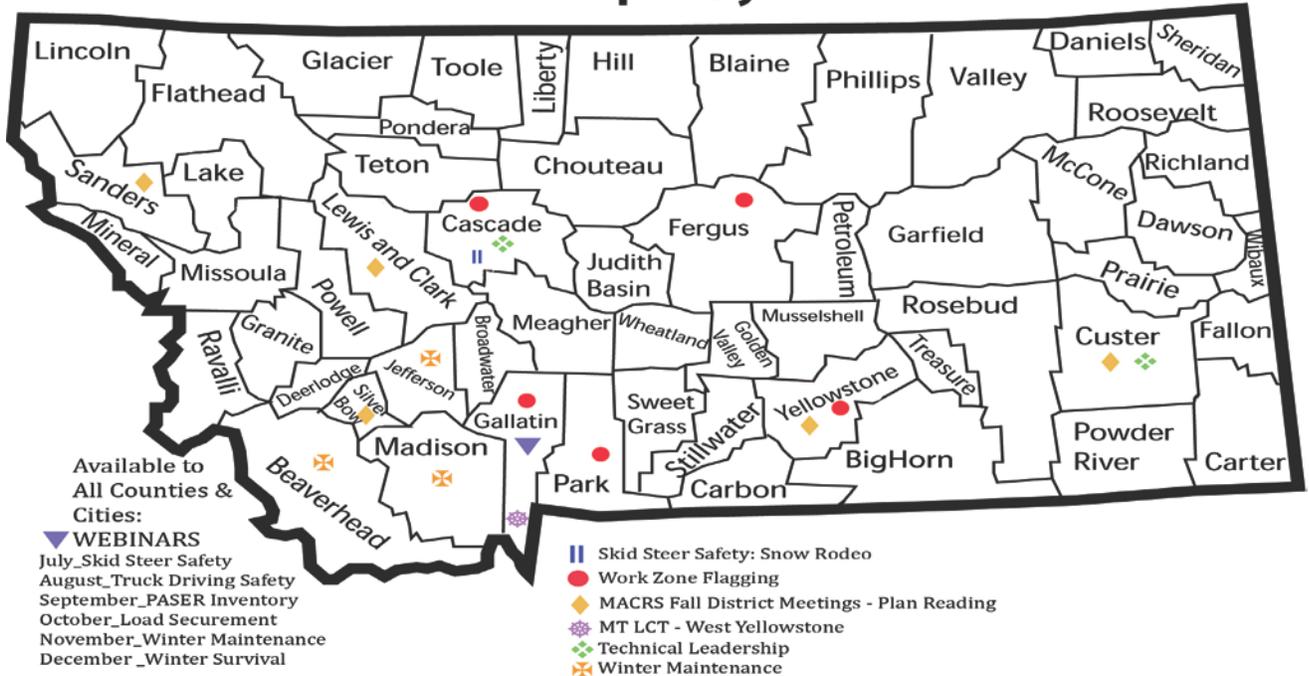
### **Planned Activities**

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- A LTAP Advisory Board conference call and webinar are scheduled for January 21, 2015. The conference call will cover a six month summary of Montana LTAP activities.

### 5. SECOND QUARTER SUMMARY

- LTAP hosted three monthly safety webinars in October, November, and December. Load securement, winter maintenance, and winter survival were the topics covered.
- The MACRS Fall District Meetings were held in five locations around the state of Montana. Basic roadway plan reading was the topic covered in the fall training sessions. The training session provided an understanding of how to read roadway construction plans from a county road department perspective; be familiar with the Manual of Uniform Traffic Control Devices (MUTCD), Montana Public Works Specifications, AASHTO’s guideline manuals, and workzone diagrams.
- 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.
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**Montana LTAP Workshops July 2014-December 2014**



**Figure 1: Summary of Annual Workshop Locations for 2nd Quarter 2014–2015.**

**Table 6: Budget Summary, October 1, 2014 - December 31, 2014.**

Cost Categories	Quarterly Budget	Costs-this-Quarter	Budgeted	Costs-to-Date
Salaries/Benefits	56,008.70	60,695.73	224,034.78	100,539.11
Prof. Services	3,875.00	1,516.26	15,500.00	1,516.26
Travel	1,248.85	1,206.33	4,995.40	2,865.97
Supplies/Comm.	2,675.00	4,057.52	10,700.00	6,638.44
Equipment	500.00	248.00	2,000.00	248.00
<b>Total</b>	<b>64,307.55</b>	<b>67,723.84</b>	<b>257,230.18</b>	<b>111,807.78</b>

**Table 7: Budget Summary by Focus Area, October 1, 2014 - December 31, 2014.**

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Comm.	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	29,133.95	727.80	-	161.72	-	30,023.47	9,658.09	39,681.56
Infrastructure Management - 18%	10,925.23	272.93	774.90	3,621.86	248.00	15,842.92	3,621.78	19,464.71
Workforce Development 22%	13,353.06	333.58	431.43	273.94	-	14,392.01	4,426.62	18,818.64
Organizational Excellence - 12%	7,283.49	181.95	-	-	-	7,465.44	2,414.52	9,879.96
<b>TOTAL COSTS</b>	<b>60,695.73</b>	<b>1,516.26</b>	<b>1,206.33</b>	<b>4,057.52</b>	<b>248.00</b>	<b>67,723.84</b>	<b>20,121.02</b>	<b>87,844.86</b>