

# Montana LTAP Progress Report

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Quarterly Progress Report

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**TABLE OF CONTENTS**

1. Safety .....2

2. Infrastructure Management.....3

3. Workforce Development.....4

4. Organizational Excellence .....5

5. First Quarter Summary .....7

**LIST OF TABLES**

Table 1: Safety Area Budget Summary, 1st Quarter 2015–2016. .... 2

Table 2: Infrastructure Management Area Budget Summary, 1st Quarter 2015–2016..... 3

Table 3: Workforce Development Budget Summary, 1st Quarter 2015–2016. .... 4

Table 4: Organizational Excellence Budget Summary: 1st Quarter 2015–2016..... 5

Table 5: 1st Quarter Evaluation Summary..... 5

Table 6: Budget Summary, July 1, 2015 - September 30, 2015. .... 8

Table 7: Budget Summary by Focus Area, July 1, 2015 - September 30, 2015..... 9

**LIST OF FIGURES**

Figure 1: Summary of 1<sup>st</sup> Quarter Workshop Locations for 2015–2016..... 7

## 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 July 1, 2015 through September 30, 2015.

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

- Steven Jenkins and Genevieve Houska attended the National LTAP Annual Conference in Savannah, Georgia, July 20 – 23, 2015.
- LTAP hosted three monthly safety webinars in July, August, and September. ABC's of first aid, noise safety, and keys to safer intersections & reduced liability were the topics covered.
- The 26<sup>th</sup> APWA Annual Snow Rodeo was conducted in Great Falls, September 2 and 3, 2015. LTAP worked in conjunction with Cascade County, MDT, and City of Great Falls to provide classroom and heavy equipment training to its constituents.

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, 1st Quarter 2015–2016.**

Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
28,501.84	19,554.71	114,007.35	19,554.71
1,140.00	309.20	4,560.00	309.20
632.07		2,528.28	-
540.00		2,160.00	-
120.00	-	480.00	-
<b>30,933.91</b>	<b>19,863.91</b>	<b>123,735.63</b>	<b>19,863.91</b>

During this three-month period, one safety related workshop ranging in length from 4 to 8 hours was conducted in Great Falls, Montana. A total of 65 participants attended. The workshop included:

- Safe equipment operations
- ABC's of first aid webinar was conducted on July 14, 2015 and a noise safety webinar was conducted August 18, 2015. 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 articles related to safety:

- “From Montana LTAP Director”
- “26<sup>th</sup> Annual Snow Rodeo 2015”
- “Shop Safety in Jefferson & Madison Counties”

### Challenges

- Forklift certification is required by OSHA and at the Snow Rodeo focus on this safety training is covered. This type of training includes skid steer safety reminders also. Accidents are discussed and emphasis is placed on establishing a safety culture in the shop and in the field.

### Planned Activities

- A gravel pit and trenching safety webinar is planned for October 20, 2015.

- A winter survival class will be held in Havre, Montana for the MACRS Fall District meeting, October 5, 2015.
- A winter survival webinar is planned for January 19, 2016.

## 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 Manual on Uniform Traffic Control Devices (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, 1st Quarter 2015–2016.**

Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
10,688.19	7,333.02	42,752.76	7,333.02
427.50	656.49	1,710.00	656.49
237.03		948.11	-
202.50		810.00	-
45.00	-	180.00	-
<b>11,600.22</b>	<b>7,989.51</b>	<b>46,400.86</b>	<b>7,989.51</b>

During this three-month period, one infrastructure management related workshop ranging in length from 4 to 8 hours was conducted in Great Falls, Montana. A total of 75 participants attended. The workshop included:

- Accugrade electronics, locating utilities and stock pile estimation, basic construction leveling, and surveying field exercises.
- Keys to safer intersections & reduced liability webinar was conducted on September 22, 2015.

The LTAP newsletter contained the following article related to infrastructure management:

- “You Show US Contest – Cement Spreader & Tractor Screen”

### Challenges

- Intersections on county rural roads are becoming more of a concern due to the number of crashes increasing. There is continued collaboration with counties, cities, and state agencies to work to decrease these crashes.

**Planned Activities**

- The MACRS Fall District Meetings will be held in five locations around the state during October 2015. Skid steer safety, loader safety, and winter survival. Participants will learn how to read and comprehend a standard set of roadway plans, recognize symbols, and be able to explain a set of plants to others.
- A winter maintenance webinar is scheduled for December 15, 2015.

**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, 1st Quarter 2015–2016.**

<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Annual Budget</b>	<b>Costs-to-Date</b>
13,063.34	8,962.58	52,253.37	8,962.58
522.50	2,111.40	2,090.00	2,111.40
289.70	1,044.02	1,158.80	1,044.02
247.50		990.00	-
55.00	-	220.00	-
<b>14,178.04</b>	<b>12,118.00</b>	<b>56,712.16</b>	<b>12,118.00</b>

During this three-month period, one infrastructure management related workshop ranging in length from 4 to 8 hours was conducted in Great Falls, Montana. A total of 75 participants attended. The workshop included:

- Forklift certification

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

- “Calendar of Events”
- “26<sup>th</sup> Annual Snow Rodeo Champions”

**Challenges**

- The Montana LTAP Roads Scholar program continues to draw interest from new employees and therefore creates a continuum in the workforce requested training.

**Planned Activities**

- A leadership class is scheduled for November 17, 2015 in Great Falls.

## 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: 1st Quarter 2015–2016.**

Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
7,125.46	4,888.68	28,501.84	4,888.68
285.00	-	1,140.00	-
158.02		632.07	-
135.00		540.00	-
30.00	-	120.00	-
<b>7,733.48</b>	<b>4,888.68</b>	<b>30,933.91</b>	<b>4,888.68</b>

- Steven Jenkins and Genevieve Houska attended the National LTAP Annual Conference in Savannah, Georgia at the end of July 2015. Highlights from this year's conference included:
  - How Centers are Operating in their Designated Affiliations
  - Local Data Integration: Noteworthy
  - Marketing and Communicating Safety
  - Local Road Safety Plans
  - Safety Needs for Rural Roads Customers
  - The Benefits to Transitioning to E-Learning

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: 1st 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 workforce development:

- “Parting Shot – Steve Kurk”
- “Montana LTAP Library”

### **Challenges**

- With the advent of electronic communication, all local and state government employees are receiving their training needs met through various types of training modules beyond just our classroom trainings including our monthly webinar, other agencies’ webinars, email announcements, electronic newsletters, electronic registrations, and virtual transportation conferences.

### **Planned Activities**

- Distribute an updated Needs Assessment Survey summary to our constituents and training participants.
- MACRS Conference planning meeting is scheduled for November 17 and 18, 2015 in Great Falls, Montana.

### 5. FIRST QUARTER SUMMARY

- Steven Jenkins and Genevieve Houska attended the National LTAP Annual Conference in Savannah, Georgia, July 20 – 23, 2015.
- LTAP hosted three monthly safety webinars in July, August, and September. ABC's of first aid, noise safety, and keys to safer intersections & reduced liability were the topics covered.
- The 26<sup>th</sup> APWA Annual Snow Rodeo was conducted in Great Falls, September 2 and 3, 2015. LTAP worked in conjunction with Cascade County, MDT, and City of Great Falls to provide classroom and heavy equipment training to its constituents.

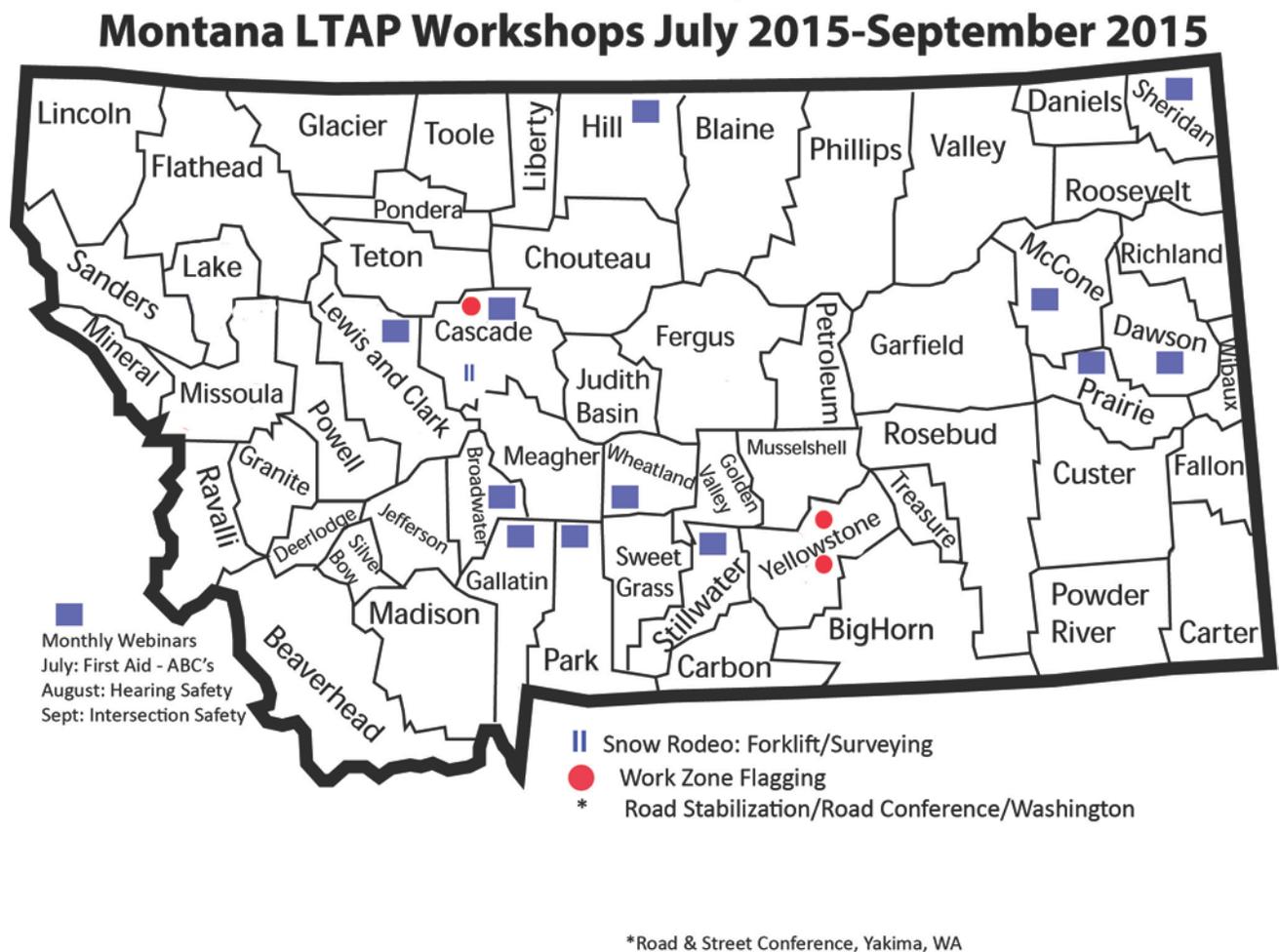


Figure 1: Summary of Annual Workshop Locations for 1<sup>st</sup> Quarter 2015–2016.

**Table 6: Budget Summary, July 1, 2015 - September 30, 2015.**

<b>Cost Categories</b>	<b>Quarterly Budget</b>	<b>Costs-this-Quarter</b>	<b>Budgeted</b>	<b>Costs-to-Date</b>
Salaries/Benefits	59,378.83	40,738.98	237,515.31	40,738.98
Prof. Services	2,375.00	3,077.09	9,500.00	3,077.09
Travel	1,316.81	1,044.02	5,267.25	1,044.02
Supplies/Comm.	1,125.00	-	4,500.00	-
Minor Equipment	250.00	-	1,000.00	-
<b>Total</b>	<b>64,445.64</b>	<b>44,860.09</b>	<b>257,782.56</b>	<b>44,860.09</b>
IDC's	18,760.11	11,308.88	75,040.44	11,308.88
	<b>83,205.750</b>	<b>56,168.97</b>	<b>332,823.000</b>	<b>56,168.970</b>

**Table 7: Budget Summary by Focus Area, July 1, 2015 - September 30, 2015.**

Focus Areas	Salary/Benefits	Prof. Services	Travel	Supplies/Com	Minor Equip	Subtotal	IDC's	Total
Safety - 48%	19,554.71	309.20	-	-	-	19,863.91	5,428.26	25,292.17
Infrastructure Management - 18%	7,333.02	656.49	-	-	-	7,989.51	2,035.60	10,025.10
Workforce Development 22%	8,962.58	2,111.40	1,044.02	-	-	12,118.00	2,487.95	14,605.95
Organizational Excellence - 12%	4,888.68	-	-	-	-	4,888.68	1,357.07	6,245.74
<b>TOTAL COSTS</b>	<b>40,738.98</b>	<b>3,077.09</b>	<b>1,044.02</b>	<b>0.00</b>	<b>0.00</b>	<b>44,860.09</b>	<b>11,308.88</b>	<b>56,168.97</b>