

Montana Local Technical Assistance Program

Quarterly Progress Report

MDT Project No. 02443

SFY 2024 Q3

January 1, 2024 – March 31, 2024

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Prepared for the

MONTANA DEPARTMENT OF TRANSPORTATION

in cooperation with the

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

April 2024

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Executive Summary/Major Accomplishments

This State Fiscal Year (SFY 2024) Quarter 3 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.

Providing instruction to our local customers is at the heart of LTAP. While January through March of each year can be a slow time for training requests and in-state travel, Q3 was busier this year. The latter part of March always increases participation numbers due to the Annual MACRS Conference and the mild winter conditions experienced by Montana this year resulted in a large amount of local trainings as well. LTAP hosted a total of 1,297 in-class participants, 47 different classes taught at 23 separate locations, accounting for 282 hours of instruction, with a reach of 7,809 contact hours across the state. Figure 1 provides an overview of local agency participation, with county representation as the largest participant. Table 1 provides an attendance comparison to SFY 24 Q1 and Q2.

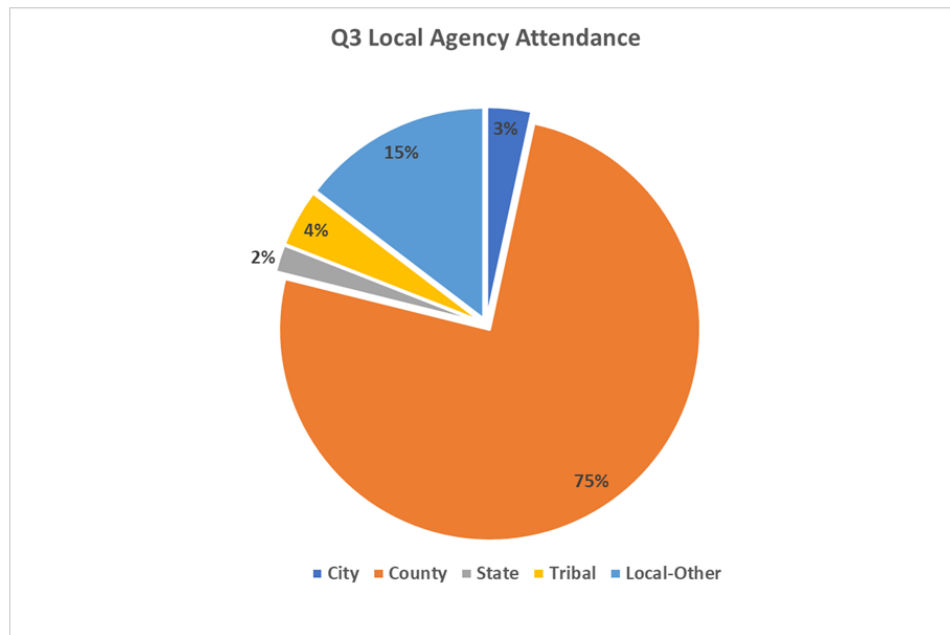


Figure 1. Quarter 3 Training Attendance by County

Table 1: Local Agency Attendees by Quarter, FY 2024

Customer Type	2024 Q1: 473 Attendees	2024 Q2: 535 Attendees	2024 Q3: 1,297 Attendees
City	10%	17%	3%
County	43%	67%	75%
State	15%		2%
Tribal	16%		4%
Local/Other	16%	16%	15%

Training Overview

During Q3, LTAP provided trainings covering Safety, Infrastructure Management, Safety + Workforce Development, and WFD-Leadership focus areas. LTAP also participated in several Center Excellence activities. Figure 2 summarizes the percentage of trainings offered by type. This progress report further details these activities by each focus area: Safety, Infrastructure Management, Workforce Development, and Organizational Excellence.

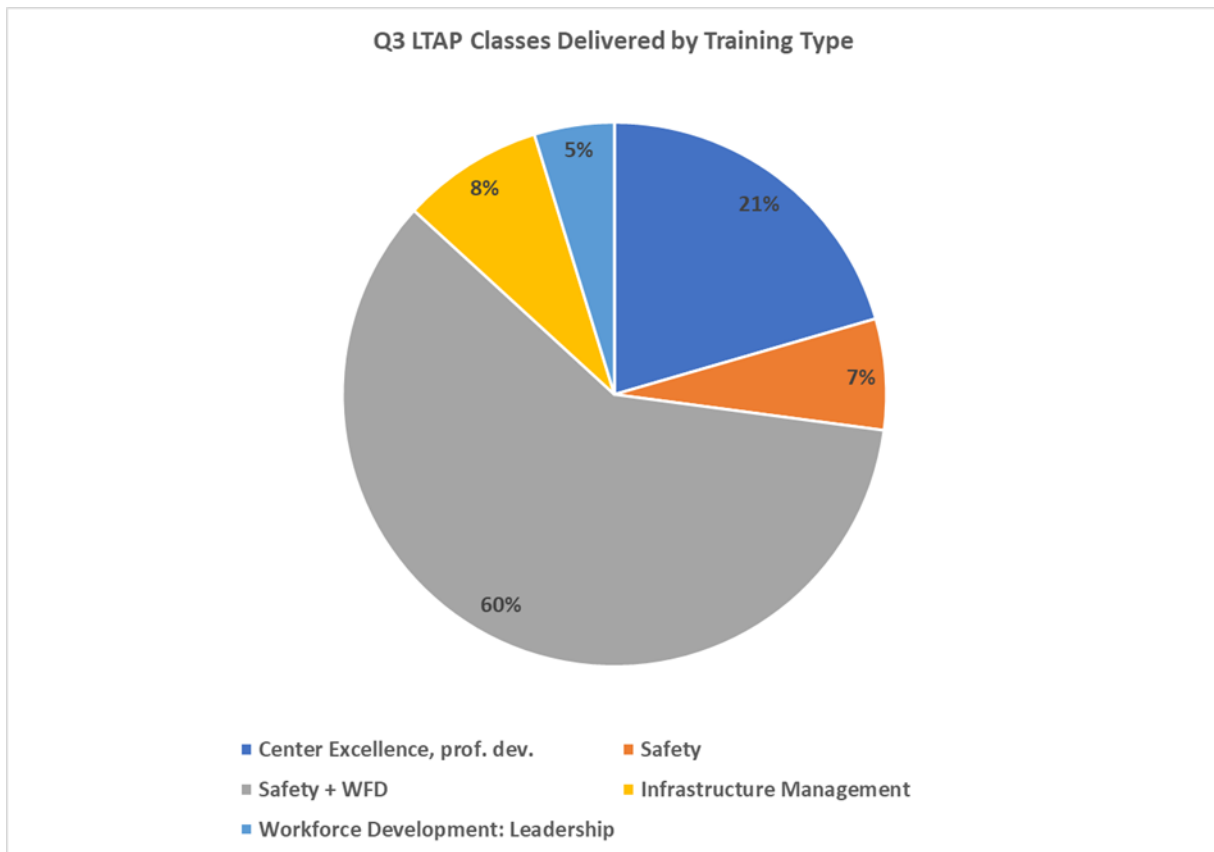


Figure 2: Number of training classes by focus area delivered during Q3.

Focus Area: Safety

Safety is incorporated into all our classes, hosted activities, technical assistance, and training. This includes messages on Toward Zero Deaths, seatbelt usage, and distracted driving, as well as the LTAP personal safety classes, work zone safety, and roadway and operations/maintenance safety.

Safety-focused classes accounted for 7% of our class delivery in Q3 and included a safety webinar and a CPR/First Aid class. Combined with Workforce development, the Safety + Workforce Development accounted for 72% of our delivery, and included 12 flagger certification classes, 3 OSHA 10 courses, and numerous other classes.

Figure 3 provides Montana LTAP’s Q3 schedule of specific safety related trainings provided, the communities served, attendance levels, and total contact hours.

LTAP Program Delivery				Time		Attendance					
Dates	Title	Location	Class Type	Hours	Contact Hrs	Total	City	County	State	Tribal	Local-Other
16-Jan	Webinar: Winter Safety Hazards: Fire and	Webinar	Personal Safety	1	0						
16-Jan	MSHA Refresher	Townsend	Safety + WFD	8	40	5		5			
17-Jan	OSHA 10	N. Cheyenne	Safety + WFD	10	90	9				9	
18-Jan	First Aid/CPR	N. Cheyenne	Personal Safety	5	30	6				6	
22-Jan	Flagging - Safety Congress	Helena	Safety + WFD	5	15	3			2		1
23-Jan	TCT - Safety Congress	Helena	Safety + WFD	7	49	7		4	2		1
24-Jan	TCS - Safety Congress	Helena	Safety + WFD	7	49	7		4	2		1
24-Jan	TCS - Safety Congress	Helena	Safety + WFD	7	49	7		4	2		1
26-Jan	TTT Safety Congress	Helena	Safety + WFD	6	36	6		3	2		1
30-Jan	MSHA New Miner	Missoula	Safety + WFD	9	81	9		9			
31-Jan	MSHA New Miner	Missoula	Safety + WFD	9	81	9		9			
1-Feb	MSHA New Miner	Missoula	Safety + WFD	9	81	9		9			
6-Feb	MSHA New Miner	Livingston	Safety + WFD	9	81	9		9			
7-Feb	MSHA New Miner	Livingston	Safety + WFD	9	81	9		9			
8-Feb	MSHA New Miner	Livingston	Safety + WFD	9	81	9		9			
12-Feb	Flagging	Columbus	Safety + WFD	5	85	17		17			
13-Feb	Flagging	Billings	Safety + WFD	5	105	21		21			
20-Feb	Flagging	Butte	Safety + WFD	5	150	30					30
21-Feb	MSHA 4 hr make-up	Missoula	Safety + WFD	4	8	2		2			
21-Feb	Flagging	Missoula	Safety + WFD	5	25	5	2	3			
22-Feb	Flagging	Kalispell	Safety + WFD	5	130	26					26
27-Feb	Flagging	Glasgow	Safety + WFD	5	110	22		22			
28-Feb	Flagging	Sidney	Safety + WFD	5	125	25		25			
29-Feb	MSHA Refresher	Plentywood	Safety + WFD	8	96	12		12			
1-Mar	Flagging	Miles City	Safety + WFD	5	45	9		9			
5-Mar	OSHA 10	Boulder	Safety + WFD	6	204	34		34			
5-Mar	Forklift and Skid Steer Cert	Big Sky	Safety + WFD	5	40	8					8
6-Mar	OSHA 10	Boulder	Safety + WFD	4	136	34		34			
7-Mar	Flagging	Boulder	Safety + WFD	5	45	9		9			
12-Mar	Flagging	Lame Deer	Safety + WFD	5	210	42				42	
25-Mar	Flagging - MSU College of GF	Great Falls	Safety + WFD	5	65	13					13
26-Mar	Annual MACRS Conference	Great Falls	Safety + WFD	7	1925	275		275			
27-Mar	Annual MACRS Conference	Great Falls	Safety + WFD	7	1925	275		275			
Total				206	6273	963	2	812	10	57	82

Figure 3: Safety related trainings provided in FY 24 Q3

Focus Area: Infrastructure Management

The Infrastructure Management area of focus is broad enough that it is a component of many classes in whole or in part. Montana LTAP is promoting more attention on Infrastructure Management as we see a need for better systems to assist our customers in managing their assets and infrastructure. To do this, we often suggest classes that focus on maintaining culvert, cattleguard, and sign inventories, pavement management, and condition assessment methods. We sometimes have a lukewarm reception to these suggestions, but they are an important part of what LTAP provides.

Infrastructure Management comprised 8% of our LTAP Course offerings this quarter and included a webinar, a gravel roads class, and a paving compaction summit in Helena.

Figure 4 provides Montana LTAP’s Q3 schedule of infrastructure management trainings, the communities served, attendance levels, and total contact hours.

LTAP Program Delivery				Time		Attendance					
Dates	Title	Location	Class Type	Hours	Contact Hrs	Total	Qty	County	State	Tribal	Local-Other
23-Jan	MT State Lands Roads Class	Missoula	Infrastructure Managemer	4	52	13			13		
13-Feb	Webinar: Geosynthetics for local roads	Webinar	Infrastructure Managemer	1	0						
18-Mar	RDO Paving Compaction Summit	Helena	Infrastructure Managemer	6	474	79	21	7	2		49
19-Mar	RDO Paving Compaction Summit	Helena	Infrastructure Managemer	6	474	79	21	7	2		49
Total				17	1000	171	42	14	17	0	98

Figure 4: Infrastructure Management related trainings provided in FY 24 Q3.

Focus Area: Workforce Development

LTAP customers consistently communicate the need for Workforce Development. It is an area of focus in the current Bipartisan Infrastructure Law (BIL), and we expect to see more opportunities for added content and classes moving forward. Workforce training is foundational for our locals and when combined with personal safety, we can successfully reach most of our locals at all levels of the agency. City, County, and Tribal customers continue to provide positive feedback regarding our ability to help prepare the workforce to meet the regular challenges of owning, operating, and maintaining their roadways. Worker turnover and shortages in the public sector throughout the State of Montana will continue to make this an important part of our program delivery.

Workforce Development and Leadership comprised 65% of our class delivery this quarter. Workforce development trainings for Q3 included Skid Steer, Forklift, MSHA Refreshers, Flagging Certifications, and a host of other classes. Figure 5 provides the schedule of Workforce Development and Leadership trainings delivered in Q3.

LTAP Program Delivery				Time		Attendance					
Dates	Title	Location	Class Type	Hours	Contact Hrs	Total	City	County	State	Tribal	Local-Other
16-Jan	MSHA Refresher	Townsend	Safety + WFD	8	40	5		5			
17-Jan	OSHA 10	N. Cheyenne	Safety + WFD	10	90	9				9	
22-Jan	Flagging - Safety Congress	Helena	Safety + WFD	5	15	3			2		1
23-Jan	TCT - Safety Congress	Helena	Safety + WFD	7	49	7		4	2		1
24-Jan	TCS - Safety Congress	Helena	Safety + WFD	7	49	7		4	2		1
24-Jan	TCS - Safety Congress	Helena	Safety + WFD	7	49	7		4	2		1
26-Jan	TTT_Safety Congress	Helena	Safety + WFD	6	36	6		3	2		1
30-Jan	MSHA New Miner	Missoula	Safety + WFD	9	81	9		9			
31-Jan	MSHA New Miner	Missoula	Safety + WFD	9	81	9		9			
1-Feb	MSHA New Miner	Missoula	Safety + WFD	9	81	9		9			
6-Feb	MSHA New Miner	Livingston	Safety + WFD	9	81	9		9			
7-Feb	MSHA New Miner	Livingston	Safety + WFD	9	81	9		9			
8-Feb	MSHA New Miner	Livingston	Safety + WFD	9	81	9		9			
12-Feb	Flagging	Columbus	Safety + WFD	5	85	17		17			
13-Feb	Flagging	Billings	Safety + WFD	5	105	21		21			
20-Feb	Flagging	Butte	Safety + WFD	5	150	30					30
21-Feb	MSHA 4 hr make-up	Missoula	Safety + WFD	4	8	2		2			
21-Feb	Flagging	Missoula	Safety + WFD	5	25	5	2	3			
22-Feb	Flagging	Kalispell	Safety + WFD	5	130	26					26
27-Feb	Flagging	Glasgow	Safety + WFD	5	110	22		22			
28-Feb	Flagging	Sidney	Safety + WFD	5	125	25		25			
29-Feb	MSHA Refresher	Plentywood	Safety + WFD	8	96	12		12			
1-Mar	Flagging	Miles City	Safety + WFD	5	45	9		9			
5-Mar	OSHA 10	Boulder	Safety + WFD	6	204	34		34			
5-Mar	Forklift and Skid Steer Cert	Big Sky	Safety + WFD	5	40	8					8
6-Mar	OSHA 10	Boulder	Safety + WFD	4	136	34		34			
7-Mar	Flagging	Boulder	Safety + WFD	5	45	9		9			
12-Mar	Flagging	Lame Deer	Safety + WFD	5	210	42				42	
21-Mar	Leadership	Missoula	WFD: Leadership	4	16	16		16			
25-Mar	Leadership	Great Falls	WFD: Leadership	4	484	121		121			
25-Mar	Flagging - MSU College of GF	Great Falls	Safety + WFD	5	65	13					13
26-Mar	Annual MACRS Conference	Great Falls	Safety + WFD	7	1925	275		275			
27-Mar	Annual MACRS Conference	Great Falls	Safety + WFD	7	1925	275		275			
Total				208	6743	1094	2	949	10	51	82

Figure 5: Workforce Development and Leadership related trainings provided in FY 24 Q3.

Focus Area: Organizational Excellence

To provide the best service possible to constituents, LTAP personnel seek and attend training and other professional development opportunities to improve their outreach capabilities. Activity in NLTAPA, APWA, NACE, and other organizations is supported and encouraged by FHWA CLAS and our partners. The Winter NLTAPA meeting and the TRB Annual Meeting in January are prime examples of these professional development opportunities and MT LTAP Director, Matt Ulberg, attended both events. Figure 6 provides a summary of the activities attended this quarter.

LTAP Program Delivery				Time		Attendance					
Dates	Title	Location	Class Type	Hours	Contact Hrs	Total	City	County	State	Tribal	Local-Other
7-Jan	NLTAPA Winter Meeting	Virginia	Center Excellence	8	0						
8-Jan	TRB 2024 Annual Meeting	Washington DC	Center Excellence	8	0						
9-Jan	TRB 2024 Annual Meeting	Washington DC	Center Excellence	8	0						
10-Jan	TRB 2024 Annual Meeting	Washington DC	Center Excellence	8	0						
12-Feb	FHWA Annual Staff meeting Presentati	Helena	Center Excellence	2	20	10					10
12-Mar	Purdue Road School	Indiana	Center Excellence	8	0	0					
13-Mar	Purdue Road School	Indiana	Center Excellence	8	0	0					
28-Mar	MACRS Board Meeting	Great Falls	Center Excellence	1	16	16		16			
Total				51	36	26	0	16	0	0	10

Figure 6: Organizational Excellence Activities in FY 24 Q3.

General Highlights

Highlights of Montana LTAP's Q3 accomplishments include:

- Director, Matt Ulberg, attended the Winter NLTAPA meeting and the TRB Annual Meeting in Washington, D.C. in January of 2024.
- A new class of Road Scholars and Road Masters achieved their certificates at the annual MACRS Conference in Great Falls in March.
- The annual MACRS conference in Great Falls was well attended and all reviews have been incredibly positive. This event requires a huge effort and amount of resources to assist with the preparation, planning, and execution. The annual meeting planning committee, LTAP Staff, and MACRS did an excellent job making this happen.
- LTAP hosted two monthly webinars in Q3. Recordings may be found here: https://www.ltap.montana.edu/mtltap/LTAP_Webinars.asp
 - January – Winter Safety Hazards: Fire and Ice
 - February – Geosynthetics for local roadways
 - March – No webinar due to scheduling conflicts.
- LTAP Instructor-led classes included:
 - 12 Flagger Certification classes (Missoula, Kalispell, Bozeman)
 - 2 MSHA Refresher classes in Plentywood and Townsend
 - 2 three-day new miner MSHA Part 46 classes in Missoula and Livingston.
 - 2 Leadership classes (Pre-MACRS in Great Falls and one in Missoula)
 - 1 Forklift/Skid Steer Certification class (Big Sky, MT)
 - Another successful 4-days of traffic safety classes in Helena at our Annual Safety Congress

Challenges

- LTAP is working with the Asphalt Institute and MDT to help plan this year's Asphalt Conference. Timing (coordinating the event date and venue availability) and content (availability of speakers) has been a challenge this year, but we anticipate another great conference. The conference is planned for Q4.
- We continue to work with Blaine County in their search for more effective ways to source and produce gravel through a Technical Assist. They have asked for guidance on finding suitable sources and processing methods to get the best products that can be made from the materials that they have access to in the County. We anticipate this to be an ongoing technical assist.

Planned Activities for Q4 (April-June 2024)

April 2024

- April 3-4 Montana Asphalt Conference, to be held in Helena, MT with coordination and partnership with MDT and the Asphalt Institute.
- April 10-11 Participation with Flathead County grader trainings in partnership with CAT/Western States Equipment.
- April 24-25 Rocky Mountain User Producer Group meeting in Missoula, MT
- April 29- Spring MACRS Trainings focusing on Infrastructure Management
- May 2 (PASER Ratings Trainings)
- May 6 LTAP Advisory Board Meeting #2
- May 13-16 Regional TTAP Roads Conference – Speaking in Rapid City, SD
- May 14-16 MT Safety Fest in Missoula
- May 20-24 Spring MACRS Trainings focusing on Infrastructure Management (PASER Ratings Trainings)
- May 27-29 Spring MACRS Trainings focusing on Infrastructure Management (PASER Ratings Trainings)
- May 30 Invited to speak at MSAE Lunch in Helena
- June 3-6 North Central Region Meeting (Montana is hosting in Bozeman, MT)
- June 18 Webinar
- June 18-20 Spring MACRS Trainings focusing on Infrastructure Management (PASER Ratings Trainings)
- June 26 TTAP University (NLTAPA) – Virtual

General

- Continued Flagger trainings, MSHA, OSHA, and Work Zone trainings
- LTAP will continue participation with MDT research committees and technical panels. Director Matt Ulberg is currently on the Technical Panel (TP) for the *Safety Evaluation of Sinusoidal Centerline Rumble Strips* research project.
- LTAP participates with the MDT/FHWA Roadway Departure & Intersection-related Crashes CHSP Emphasis Area focus group.
- LTAP webinars will continue in SFY 2024 on a monthly schedule, barring conflicts or cancellations.

Financial Summary

The year-to-date budget summary for Q3 SFY 2024 is provided in Figure 7.

SUMMARY:				
Cost Categories	Quarterly Budget	Costs-this-Quarter	Annual Budget	Costs-to-Date
Salaries/Benefits	73,803.00	73,885.99	295,212.00	73,885.99
Prof. Services	5,750.00	-	23,000.00	-
Travel	4,250.00	72.50	17,000.00	72.50
Supplies/Comm.	4,442.25	3,746.69	17,769.00	3,746.69
Equipment	9,387.50	665.91	37,550.00	665.91
Total	97,632.75	78,371.09	390,531.00	78,371.09
IDC's	27,367.25	23,165.91	109,469.00	23,165.91
	125,000.000	101,537.00	500,000.00	101,537.00

Figure 7: Year to Date Budget Summary, Q3 SFY 2024.