

Montana Local Technical Assistance Program

Quarterly Progress Report

MDT Project No. 02443

SFY 2025 Q2

October 1, 2024 – December 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

January 2025

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Executive Summary/Major Accomplishments

This State Fiscal Year (SFY 2025) Quarter 2 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.

From September to December 2024, LTAP hosted 291 in-class participants, in 14 different classes, taught at 13 different locations, accounting for 82 hours of instruction, with a reach of 1,698 in-person contact hours. Enrollment for MACRS trainings was less than anticipated due to the long and mild fall season. The class scheduled for Gallatin County in Bozeman on October 9th was canceled so that county workers could take advantage of favorable weather to complete work. Summer and mild-weather fall are busy seasons for heavy construction and maintenance projects and are productive periods for our locals. Figure 1 and Table 1 provide an overview of training attendance by customer type.

Q2 Attendance by Customer Type Total
Attendance = 291

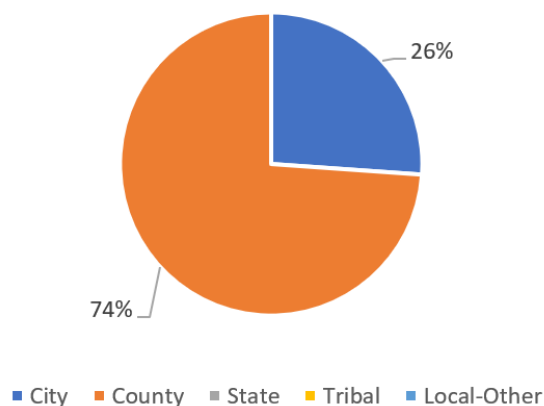


Figure 1: Q2 training participation by customer type

Table 1: Agency Attendees by Quarter, FY 2025

Customer Type	2025 Q1: 352 Attendees	2025 Q2: 251 Attendees	2025 Q3: Attendees	2025 Q4: Attendees
City	13%	26%		
County	65%	74%		
State	0%	0%		
Tribal	0%	0%		
Local/Other*	22%	0%		

*Includes Federal Land Management agencies, contractors, homeowner associations, private road agencies, community groups, student groups, and all others requesting training assistance.

Training Overview

During Q2, LTAP provided trainings under the Safety (4 classes - MSHA Refresher, and 3 Flagger Certification classes), Infrastructure Management (7 drainage classes), and 3 Workforce Development (1 Leadership, and a 2-day Traffic Control Technician classes) focus areas. Figure 2 illustrates the distribution of classes delivered per focus area.

Q2 LTAP Classes Delivered by Type, 14 classes

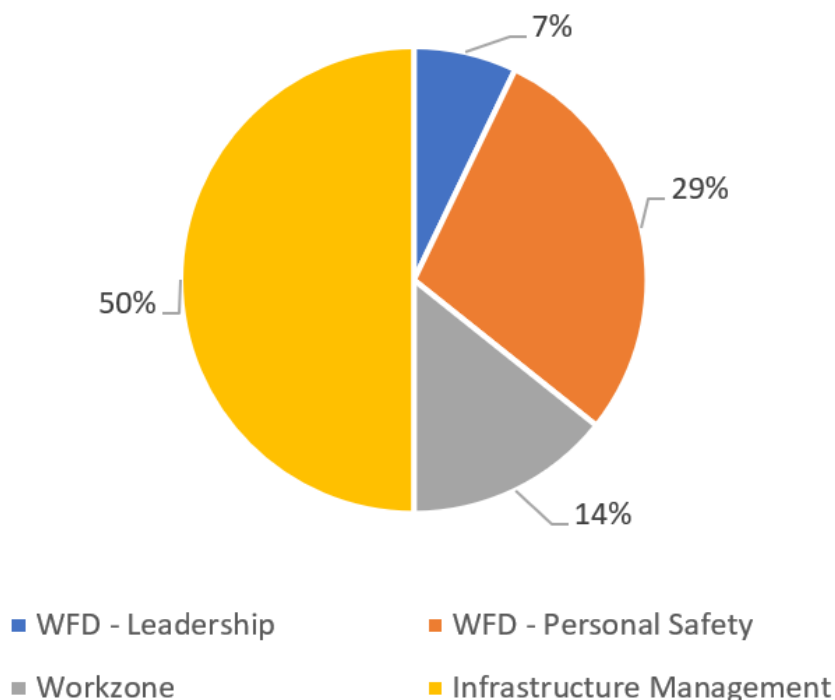


Figure 2: Training classes by focus area delivered during Q2

In addition to the three focus areas delivered to customers, MT LTAP personnel participated in three Organizational Excellence activities. These are professional development and leadership trainings for LTAP personnel. In Q2, staff attended the MT League of Cities and Towns Conference in West Yellowstone, participated in an LTAP Advisory Board Meeting in Helena, and attended a virtual TRB LVR Committee Meeting.

This Quarterly progress report further details these activities by focus area:

- Safety
- Infrastructure Management
- Workforce Development
- Organizational Excellence

Focus Area: Safety

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

Safety efforts this quarter included an 8-hour MSHA Refresher and three flagging certification classes in Fort Benton, Missoula, and Bozeman.

These courses accounted for 23 of the 95 class hours delivered this quarter and reached 109 (45%) of the 352 total customers taught this quarter.

Table 2 provides Montana LTAP's schedule of specific safety-related training, the location of the training, and attendance level by customer type.

Table 2: Safety related trainings provided in FY 25 Q2

Q2 Courses Oct-Dec 2025		Location	Total	County	City
11/28/2024	MSHA Refresher	Missoula County	28	28	
10/2/2024	Flagging	Fort Benton	15	15	
10/29/2024	Flagging	City of Missoula	25		25
12/9/2024	Flagging	Bozeman, City	17		17

Focus Area: Infrastructure Management

Infrastructure management is a foundational topic that is integrated into multiple courses, both as a primary focus and as a supporting element. Montana LTAP recognizes the growing need for improved infrastructure management systems and is actively promoting this area. To address this need, courses that emphasize maintaining accurate inventories of culverts, cattleguards, and signs, as well as implementing effective pavement management and condition assessment strategies are recommended.

Infrastructure Management was a significant focus of our MACRS Fall Trainings this quarter. Seven of eight classes offered were delivered in Billings, Boulder, Sidney, Miles City, Lewistown, Cut Bank, and Hamilton. The Bozeman class was canceled due to low registrations. These focus area trainings accounted for 765 customer contact hours and reached 153 (53%) of the 291 total customers taught this quarter.

Table 3 provides information on Montana LTAP's Q1 Infrastructure Management training, the location of the training, and attendance level by customer type. Note: all customers were county employees for these classes.

Table 3: Infrastructure Management related training provided in FY 25 Q2

Q2 Courses Oct-Dec 2025		Location	Total	County
10/8/2024	MACRS Fall Training - Drainage	Billings	16	16
10/9/2024	MACRS Fall Training - Drainage	<u>Bozeman - Cancelled</u>	0	0
10/10/2024	MACRS Fall Training - Drainage	Boulder	26	26
10/29/2024	MACRS Fall Training - Drainage	Sidney	32	32
10/30/2024	MACRS Fall Training - Drainage	Miles City	27	27
10/31/2024	MACRS Fall Training - Drainage	Lewistown	12	12
11/20/2024	MACRS Fall Training - Drainage	Cut Bank	23	23
11/21/2024	MACRS Fall Training - Drainage	Hamilton	17	17

Focus Area: Workforce Development

Workforce development remains a high-demand course type, primarily driven by our customers' expressed needs. FHWA has asked us to be advocates for initiatives in the Bipartisan Infrastructure Law (BIL), and one big area of focus is the strong emphasis on workforce development. We do this with an eye to what is requested from our locals and find opportunities to serve them while developing their workforce nearly every quarter.

Workforce training is essential for our local agencies, and when combined with personal safety training, we can effectively reach employees at all levels. We consistently receive positive feedback from our city, county, and tribal customers, who appreciate our ability to equip their workforce with the skills needed to effectively manage, operate, and maintain their roadways. Given ongoing turnover and worker shortages, workforce development continues to be a critical component of our program delivery

Workforce Development comprised 3 of our 14, or 21% of our class delivery this quarter. These courses accounted for 21 class hours delivered this quarter and reached 172 of the 291 total customers taught this quarter. Trainings for Q2 included a Leadership course for Glacier County as part of the fall MACRS trainings. We also completed a 2-day Traffic Control Technician course for the City of Missoula. These focus area trainings accounted for 367 customer contact hours and reached 53 (18.2%) of the 291 total customers taught this quarter.

Table 4 provides Montana LTAP's schedule of Workforce Development trainings, the location of the training, and attendance level by customer type.

Table 4: Workforce Development training provided in FY 25 Q2

Q2 Courses Oct-Dec 2024		Location	Total	County	City
11/19/2024	MACRS Fall Training - Leadership	Chinook	19	19	
10/30/2024	Traffic Control Technician (TCT)	City of Missoula	17		17
10/31/2024	Traffic Control Technician (TCT)	City of Missoula	17		17

Focus Area: Organizational Excellence

To provide the best service possible to constituents, LTAP personnel seek out relevant opportunities for training and other professional development to improve their knowledge, skills, and abilities. Activity in NLTAPA, TRB, APWA, NACE, and other organizations is supported and encouraged by FHWA Center for Local Aid Support (CLAS) and our partners.

Organizational excellence addresses professional development and leadership training for LTAP personnel. This also includes professional support of our staff through activities in nationally significant organizations, support of our customers and partners, and partnering efforts with our sponsoring agencies (FHWA, MDT, and MSU).

This quarter, the Montana League of Cities and towns hosted their annual meeting in West Yellowstone, MT and Matt Ulberg attended. One particularly relevant portion of the event was the Public Works Director's meeting, which provided a great introduction from the MDT Director, Chris Dorrington, related to ongoing changes at the Montana Department of Transportation. Director Dorrington committed to improving cooperation and communication with the Cities and Towns. He reviewed upcoming projects and discussed how interested parties can access the construction program planned for the upcoming summer season.

The online meeting with the TRB Committee on Low Volume Roads (LVRs) focused on starting a process of refining the definition of LVRs, as AASHTO, ITE, FHWA and State DOTs are not all using the same meaning behind the terminology. This will be an ongoing effort of the TRB subcommittee.

Table 5 lists the Organizational Excellence activities that LTAP participated in this quarter.

Table 5: Organizational Excellence Activities in FY 25 Q2

Q2 Activities: October - December 2024	
10/1-4/2024	Montana League of Cities and Towns, West Yellowstone, MT
10/21/2024	LTAP Advisory Board Meeting, Helena, MT
12/3/2024	TRB LVR Committee Meeting - Defining LVRs - Online

We are working with FHWA, MDT and the Asphalt Institute on planning efforts for the 2025 Montana Asphalt Conference this spring. Our role is to lead coordination efforts, venue negotiation, registration, and record-keeping. This looks to be another great opportunity for us to partner with these agencies and organizations.

In the last month of Q2, we worked with MACRS to organize and prepare for the spring Annual MACRS Conference. The conference will include two full days of content, a pre-conference LTAP-provided Leadership Training, and a post-conference MACRS Board meeting.

We are also working to identify and prepare for the MACRS trainings that will be offered throughout Montana this spring.

General Highlights

Other highlights of Montana LTAP's accomplishments during Q2 include:

LTAP hosted two monthly webinars in Q2. When completed, recordings may be found here:

https://www.ltap.montana.edu/mtltap/LTAP_Webinars.asp

- October: Gear up for Winter, Oct 15, 2024
- November: Shop Safety, Nov 19, 2024
- December: No Webinar

The 14 LTAP Instructor-led classes included:

- 82 hours of instruction
- 1698 Contact hours
- Total Attendance of 291 customers
 - 3 Flagging classes
 - 7 Drainage classes (1 of 8 offered was canceled)
 - 1 MSHA Refresher
 - 1 2-day Traffic Control Technician Class
 - 1 Leadership class
- No Tribal, State, Federal, or other locals reached this quarter

LTAP trainers logged a lot of windshield time crossing Montana's many highways while visiting our customers this quarter. Sidney is quite a trip from Western Montana! LTAP in-person trainings were delivered in the following locations:

- | | |
|--------------|--------------------|
| • Billings | • Hamilton |
| • Boulder | • City of Missoula |
| • Sidney | • Chinook |
| • Miles City | • Missoula County |
| • Lewistown | • Fort Benton |
| • Cut Bank | • City of Bozeman |

Challenges

- MT LTAP is working to accommodate multiple on-demand requests for grader training in the upcoming spring/summer trainings season. The MACRS Board is considering covering the cost of a trainer and working with MT LTAP to organize and coordinate grader training. We are excited about this potential cooperative approach.
- Q2 was complicated by unseasonably mild conditions coupled with counties' commitments to other summer/fall infrastructure projects. Q3 will be dominated with snow operations preparations and planning for the spring Annual MACRS Conference and Spring MACRS trainings. We plan to resume scheduling the hands-on classes as they are requested in Q3.

Planned Activities for Q3 (Jan-Mar 2025)

- LTAP will continue to work toward offering more in-house Motor Grader Operation training this year. This class was held in Teton County this quarter, and it was highly successful based on feedback from the attendees. LTAP also hired a part-time instructor to assist with these road grader classes this fiscal year.
- MACRS Spring Classes (Q3 and Q4) are being planned with dates and locations TBD.

Financial Summary

The year-to-date budget summary for Q1 SFY 2025 is provided in Table 6.

Table 6: Year to Date Budget Summary, Q2 SFY 2025

SUMMARY: Q2 SFY 2025				
Cost Categories	Quarterly Budget	Costs this Quarter	Annual Budget	Costs to Date
Salaries/Benefits	85,495.50	92,714.09	341,982.00	157,811.58
Prof. Services	4,250.00	-	17,000.00	-
Travel	3,500.00	4,668.07	14,000.00	4,668.07
Supplies/Comm.	3,500.00	-	14,000.00	38.14
Total Direct Costs	96,745.50	97,382.16	386,982.00	162,517.79
IDCs	28,254.50	28,972.33	113,018.00	47,954.80
TOTAL	125,000.00	126,354.49	500,000.00	210,472.59

Previous SFY 2025 quarters are summarized in Table 7.

Table 7: Budget Summaries for Q1 - SFY 2025

SUMMARY: Q1 SFY 2025				
Cost Categories	Quarterly Budget	Costs this Quarter	Annual Budget	Costs to Date
Salaries/Benefits	85,495.50	65,097.49	341,982.00	65,097.49
Prof. Services	4,250.00	-	17,000.00	-
Travel	3,500.00	-	14,000.00	-
Supplies/Comm.	3,500.00	38.14	14,000.00	38.14
Total Direct Costs	96,745.50	65,135.63	386,982.00	65,135.63
IDCs	28,254.50	18,982.47	113,018.00	18,982.47
TOTAL	125,000.00	84,118.10	500,000.00	84,118.10