



MISSOURI  
**S&T**

# CENTER FOR TRANSPORTATION INFRASTRUCTURE AND SAFETY



**Missouri Local Technical Assistance Program  
at Missouri University of Science and Technology  
(formerly University of Missouri – Rolla)**

## **Annual Progress Report**

by

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**NUTC  
ETT199**

**A National University Transportation Center  
at Missouri University of Science and Technology**

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**Missouri Local Technical Assistance Program  
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**Annual Progress Report**

**January – December 2007**

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**Deliverables:**

The deliverables required of the LTAP contract consist of 6 tasks, which are outlined, in detail below.

**Task A - Compile and Maintain a Mailing List**

**Goals for Task A:**

- Maintain the current data base to insure a realistic customer base is being reached
- Increase the number of addresses included in our mailing list by a minimum of 15% each year

**Progress to date:**

<b>MISSOURI LTAP MAILING LIST COMPARSION</b>			
	<b>2005</b>	<b>2006</b>	<b>2007</b>
	Per quarter	Per quarter	Per quarter
Mailing list total	4,861	3,677	4,633
Clean up from prior year		1,184	445

- Mailing list is still continually being updated to purge outdated addresses, while adding new contacts to our database. We started the clean-up process in September 2006 and will be finished with the clean up by December 2007.

**Task B - Publish a Quarterly Newsletter**

**Goals for Task B:**

- Maintain the size of the newsletter at a minimum of the current 12 pages
- Expand the size of the newsletter as needed to provide relevant and timely information to our customer base
- Increase newsletter circulation by a minimum of 15% over 2006 levels

**Progress to date:**

<b>MISSOURI LTAP NEWSLETTER COMPARSION</b>			
	<b>2005</b>	<b>2006</b>	<b>2007</b>
	Annual	Annual	Annual
Circulation Total	19,444	18,328	18,532
Return %*	10%	5%	4%

\*Approximate % based on returns per quarter

- Spring of 2006, we increased our pages to 12; pages included a new enhancement of the "County Connection"
- Summer of 2007, we increased our pages to 16, also adding another new enhancement focusing on the cities, the "Public Works Connection"
- Spring of 2007, we added the Missouri State Agency Surplus equipment to our "Surplus Savings"
- Winter of 2007, we added a removable training calendar with four-months of scheduled training along with other event dates relevant to the counties and cities
- Circulation was increased as reflected in our mailing list increase

### Task C - Provide Technology Transfer Materials

#### Goals for Task C:

- Distribute timely and relevant publications to our customer base at conferences, meetings, and through our partners
- Provide a Media Center Coordinator to coordinate library services, maintain relevancy of technical information, and improve response time to client requests
- Continue a cooperative relationship with our MoDOT Ambassadors in order to improve promotion of Missouri LTAP services and distribution of technical information

#### Progress to date:

MISSOURI LTAP TECHNOLOGY TRANSFER MATERIALS COMPARSION			
	2005	2006	2007
	Annual	Annual	Annual
Materials Distributed	2,397	4,941	4,887
Technical Assists*	906	1,088	1,438

\*Includes letters, phone calls, emails and face-to-face

- Distribution of materials per quarter:
  - 1<sup>st</sup> – 756 publications at no charge  
30 lending materials
  - 2<sup>nd</sup> – 394 publications at no charge
  - 3<sup>rd</sup> – 394 publications at no charge
  - 4<sup>th</sup> – 3,313 publications at no charge
- Kristi Barr, Training Assistant, has been acting as the media coordinator for the Missouri LTAP office. A position reclassification request was submitted to UMR's Human Relations Department to reclassify Ms. Barr's position to include these duties. Since the submission, there has been a greater increase in her duties, and we are looking at reorganizing the office to reflect her title more appropriately
- One-on-one visits with each ambassador were conducted through November. These luncheons were successful because they allowed us to discuss the local agencies in each district and their needs as they related to what we can provide to them. We gathered very useful information and are in the process of implementing the suggestions
- An Advisory Committee meeting was held with Advisory Committee members and MoDOT Ambassadors on March 22, 2007. Another meeting was held with just the Advisory Committee (summarized notes attached). Guidance was provided at both meetings and is being implemented
- The Ambassadors' meeting was held December 5-6 (summarized notes attached). We feel the Ambassadors understand their role with LTAP and how important their connection is with the counties. We agreed on action items that they could do to help initiate the counties involvement as well as how they can continue to strengthen their relationship with LTAP

### Task D - Provide Information Services

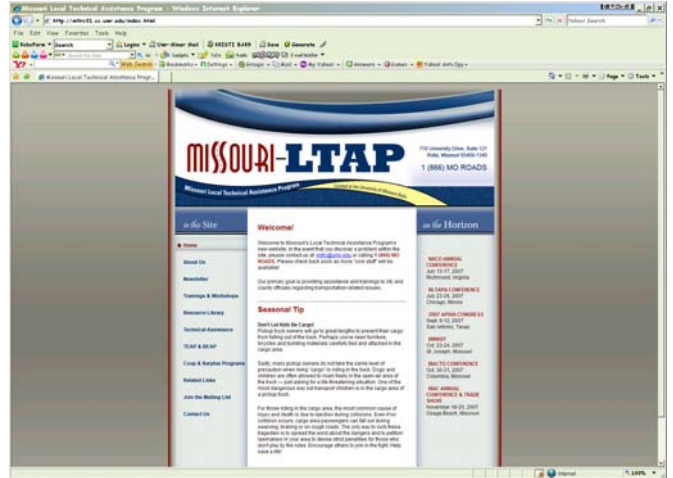
#### Goals for task D:

- Maintain the Missouri LTAP Web Page to include dynamic capabilities
- Provide improved response time through increased staffing

- Increase advertisement of the cooperative and surplus equipment-purchasing program

**Progress to date:**

- May of 2007 the webpage was approved and put live. We have since had approximately 19,000 hits. The webpage includes a more user-friendly face and easier surfing approach. We have placed a PDF version of our library items on the web. UMR's IT department is working to restructure our search engine
- On-line registration was due to be implemented and live by December 2007. We have had to postpone the implementation date until early 2008 due to the upgrades in the server as a result of the University's name change
- A new LTAP Director was hired on June 1, 2007. We also hired a part-time student in October of 2007. Our response time has improved with the new hires
- Advertisement of the cooperative and surplus equipment-purchasing program has increased through newsletter publication. There are currently 291 local agencies enrolled in the cooperative purchasing program. 243 of the technical assists for 2007 were cooperative and surplus equipment related



**Task E - Conduct and/or Arrange Seminars and Workshop Training Sessions**

**Goals for Task E:**

- Establish a Core Curriculum of at least eight topics for the following professional levels:
  - Field/Entry level
  - Technical/Professional
  - Mid and Senior Management
- Establish an instructor base to support the core curriculum topics at each level
- Build an in-state instructor portfolio. Utilize the LTAP Clearinghouse National Instructor Base until the portfolio is fully developed. Work with national and in-state partners to promote partnered training whenever possible. APWA's Click, Listen and Learn web based training is one example of available training resources
- Increase delivered workshops and training sessions by 50% over FY 2006 levels

**Progress to date:**

- A core curriculum of training courses has been established (attached). We developed a 2007 training schedule, which was developed around the core curriculum. A 2008 training schedule has also been developed (attached)
- Several counties along with the partnering organizations have viewed the Road Scholar Program and provided input necessary to make it successful. There has been constant interaction with these partners and receiving great support. We had the Road Scholar Partners Luncheon on November 15, 2007. This allowed us to have all the interested organizations at the table to start finalizing the structure of the program. The champions gave strong verbal commitment. We have scheduled a follow-up meeting for January 9, 2008 to finalize their commitment to the program and get their input on the final draft
- Our instructor portfolio has increased dramatically over 2006 levels. We continue to add instructors to our portfolio (attached)



- We have conducted one Click, Listen, & Learn session that had 3 attendees. We have formed a partnership with the Missouri Chapter of APWA's Education Director to assist in the logistics of the Basic Supervision certification course offered by the national APWA. This will allow us to use their material and offer their certification program in more locations to more LTAP customers
- We have partnered with the MoDOT Safety Team to assist in logistics for partnered training. We had guaranteed spots in the Road Safety Audit Workshop in June and we aided with the logistics of FHWA's Horizontal Curve Safety Workshop, November 5-6, 2007. We had a total of 15 locals attend these workshops
- Conferences we have attended for 2007:
  - CCAM Training Conference, February
  - TEAM Conference, March
  - Regional 7 Conference, June
  - Road Safety Audit Workshop, June
  - Missouri Safety SCAN Tour with MoDOT Safety Team, June
  - NLTAPA Conference, July
  - APWA Congress, September
  - MML Annual Conference, September
  - LTAP Needs Assessment Web Conference, October
  - MINK7, October
  - MACTO, October
  - APWA Conference, November
  - MAC Conference, November
- Meetings we have attended regularly for 2007:
  - Blueprint Coalition Regional Meeting, December
  - Infrastructure Subcommittee Meeting, every other month
  - District 7 Commissioners Meeting, August
  - Regional RPC Tac Meetings, vary monthly
  - APWA Education Committee On-line Meeting, scheduled monthly
  - MoDOT Safety Team Committee Meeting, quarterly
  - FHWA Office of Safety's Roadway Departure Web Conference, quarterly

<b>MISSOURI LTAP TRAINING COMPARISONS</b>			
	<b>2005</b>	<b>2006</b>	<b>2007</b>
	01/01-12/31/05	01/01-12/31/06	04/01-12/31/07*
Number of Trainings	14	40	49
Number of Attendees	206	897	916
Number of Contact Hours	48	160	148

\*2007 Based on a 9-month calendar. Received LTAP contract 2/12/07 to proceed.

**2007 Training Sessions**

<b>Date</b>	<b>Course</b>	<b>Location</b>	<b># of Training Sessions</b>	<b># of Attendees</b>
8-Feb	CCAM-Gravel Roads Maintenance	Jefferson City	1	100
27-Feb	Snow & Ice Control	Jefferson City	1	35
13-Mar	Work Zone Safety & Flagger	Linn Tech	1	5
14-Mar	Work Zone Safety & Flagger	Linn Tech	1	5
4-Apr	Do's & Don'ts of Chip Seal	Joplin	1	13
13-Apr	Tractor Mower Safety	Greene County	1	20
13-Apr	Gravel Road Maintenance	Osage Co	1	15
16-Apr	Grader Training	Audrain County	1	10
20-Apr	Tractor Mower Safety	Columbia	1	14
30-May	Gravel Road Maintenance	Gentry County	1	9
11-Jul	Work Zone Safety & Flagger	Maryland Hts.	1	32
17-Jul	Road Safety Fundamentals	Greene County	1	22
18-Jul	Road Safety Fundamentals	Columbia	1	18
19-Jul	Road Safety Audit	Cole County	1	14
20-Sep	Work Zone Safety & Flagger	Jefferson City	1	34
27-Sep	APWA Click, Listen & Learn-Save Lives & \$\$ Using Traffic Safety Reviews	Via Web-Rolla	1	3
10-Oct	Snow & Ice Control	Macon	1	11
11-Oct	Snow & Ice Control	Hannibal	1	9
16-Oct	Snow & Ice Control	St. Joe	1	18
17-Oct	Snow & Ice Control	Platte County	1	27
17-Oct	Bridge Maintenance	Jackson County	1	21
17-Oct	Pipe Culvert Installation & Maintenance	Jackson County	1	21
18-Oct	Snow & Ice Control	Joplin	1	21
10/23-24/07	MINK 7 Conference	St. Joe	8	61
25-Oct	Work Zone Safety & Flagger	Neosho	1	25
10/30-31/07	MACTO Conference	Columbia	7	98
30-Oct	Work Place Safety	MACTO Conference	1	98
31-Oct	Pavement Preventive Maintenance	Columbia	1	18
1-Nov	Snow & Ice Control	Greene County	1	13
5-Nov	Horizontal Curve Safety	Springfield	1	11
6-Nov	Horizontal Curve Safety	Chesterfield	1	23
13-Nov	Snow & Ice Control	Cape Girardeau	1	20
14-Nov	Snow & Ice Control	Maryland Hts.	1	21
4-Dec	Bridge Maintenance	Greene County	1	12
5-Dec	Bridge Maintenance	Platte County	1	16
12-Dec	Bridge Maintenance	Salem	1	23
		<b>Totals</b>	<b>49</b>	<b>916</b>

## **Task F - Evaluate Effectiveness of Program**

### **Goals for task F:**

- Continue to evaluate effectiveness of the program through course evaluations and other customer feedback
- Seek guidance on center operations from the Advisory Committee and the MoDOT Ambassadors
- Review membership on the Advisory Committee to ensure that it reflects our customer base
- Finalize hiring actions to bring center staffing up to an acceptable level to provide the best-possible customer support within available funding

### **Progress to date:**

- Evaluation forms are distributed to all course attendees (summarized evaluations attached). Input from the evaluation forms is utilized to improve future training
- We had our Ambassadors meeting on December 5-6, 2007 (summarized notes attached). Nine of the districts were represented. The meeting was a great opportunity for Heath Pickerill, LTAP Director, to interact with them on key issues. We updated the Ambassadors on the MO LTAP Program and budget, as well as briefed them on the new programs that we will be implementing. The Ambassadors provided great feedback and guidance for LTAP's next steps. The Ambassadors continue to give valuable input and provide an important link to the local agencies in their respective districts
- LTAP hired a part-time grad-student, which has been working on special projects to date
- Various paraphrased feedback:
  - *Lisa Harris, 2007 NLTAPA President, ...MO LTAP has come a long way in a short time. The program is really getting traction and taking off*
  - *Richard Cavender, Executive Director of MRPC, ...It is obvious from reviewing the workplan that the center is listening to the Advisory Committee*
  - *Bonnie McCord, Commissioner of Vernon County, She complimented us on the Advisory Committee meeting and was very impressed with how we conducted ourselves and the job we are doing*
  - *Ron Watts, MoDOT District 2 Ambassador, ...feels we are doing a great job and have the program headed in the right direction after several years of it being somewhat inactive*



## APPENDIX A: LTAP Committees

### Infrastructure Subcommittee:

- Producing an RSA Brochure to disseminate at conferences, meetings, and to our mailing list on the benefits of the RSA
- Producing a “Don’t Cut the High Tension Cable Barrier” and creating a “traveling talk” to work in conjunction with the hybrid vehicle meetings, to get the word out about how to treat a barrier cable in an accident situation
- Working with MoDOT, MARC, and FHWA to get pin mapping information on high crash areas easily accessible to the locals
- Received a grant from FHWA to do a Road Safety Assessment pilot program. Boone County has volunteered to be the pilot county. Working with MoDOT safety team to pull the RSA team members together. RSA planned to be performed by March of 2008 and the implementation to be finished by June 2008

### Blueprint Coalition Regional Committee:

- Working with the Southeast region to provide educational materials on buckling up and safety seatbelts
- Aided in the regions fight for the primary seatbelt law
- Working with the Highway Patrol, Troop I, to bring the teen program “21 days” to the Phelps County High Schools. “21 days” is an intense program that works with the school, local media relations, and the coalition to implement the “Buckle UP” concept

### APWA Education Committee:

- On-line committee to begin in January; will aid in the educational courses that LTAP and APWA can bring to the locals



## APPENDIX B: LTAP Partnerships

### Missouri Association of Counties (MAC):

- Partner in the Road Scholar Program
- Displayed articles in their newsletters
- Present at their yearly meeting, which included a display booth

### County Commissioner's Association of Missouri (CCAM):

- Presented a training session at the annual training in March 2007
- Scheduled to present another training session in March 2008
- Attended regional meetings to promote LTAP

### Missouri Association of Councils of Government (MACOG):

- Partnered with Doug Hermes, State Planner, to promote LTAP at the monthly MACOG meetings
- Scheduled to attend January's meeting of Executive Directors
- Close relationship with MRPC-Meramec Regional Planning Commission; Executive Director, Richard Cavender, member of the Advisory Board. Scheduled to attend January's TAC meeting at MRPC
- All RPC's on mailing list and training mailing list.

### Missouri Chapter of American Public Works Association (APWA):

- Partner in the Road Scholar Program
- Relationship with John Buckwalter, Education Director of Missouri Chapter, and Kensey Russell, 2008 MO Chapter APWA President, to assist in the logistics of the Basic Supervision certification course offered by APWA. Will allow us to use their material and offer their certification program in more locations to more LTAP customers
- Buying the Click, Listen & Learn CD's to include in our library

### Management Develop Institute (MDI):

- Heath completed the full Supervisor's Bootcamp course; 2 sessions-8 days total
- Supervisory and managerial course offered by MDI will be used to deliver these types of courses to our customers
- Working to tap into other resources and other courses that would be beneficial to our Road Scholar Program Level II Tier

### Missouri Municipal League (MML):

- Partner in the Road Scholar Program
- Member of the league
- A resource to help increase in our mailing list

### MoDOT Safety Team:

- Partnering, as a team, on doing training sessions. Worked with them to do the Horizontal Curve Safety Training sessions in Springfield and Chesterfield

### MoDOT District Ambassadors:

- Understand their role and importance in bringing the knowledge of LTAP to the local agencies in their district
- All have agreed to be our liaison for the counties
- Agreed to provide us the information of the demographics in their area to better aid in getting the appropriate training in their district

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### Advisory Committee:

- Having more frequent meetings than in previous years to aid in bringing the best possible plan to the local agencies
- They provide great feedback and suggestions, as well as critique in the areas we need to improve

### MoDOT LTAP Program Administrators:

- Provide valuable input on areas we need to focus
- Provide great resources to aid in bettering our relationship with the locals
- Attend meetings, LTAP National and local, to be a part of the team effort, as well as provide great input at the meetings

### Missouri Association of County Transportation Officials (MACTO):

- LTAP staff member serves as Executive Director
- Partner in the Road Scholar Program
- Provide important link to maintenance crews and others at the local level

### Missouri Association of Public Entity Risk Management Fund (MOPERM):

- Often require the local agencies that they underwrite for insurance, to take training to avoid raising their rates
- They are very receptive to partnering in order to take advantage of existing MO LTAP training
- They are also interested in partnering with MO LTAP to develop new training that their customers could benefit from taking

**APPENDIX C: SUMMARY OF EVALUATIONS**

Overall the workshops were:	55.5% Good 36.6% Excellent 7.2% Fair .6% Poor
Speaker presented the material:	77.8% Very Well 21.4% Well Enough .8% Not Well
The information presented is:	68.7% Very Valuable 30.6% Somewhat Valuable .7% Not Valuable
Learned of the workshop:	39.6% Fellow Worker 25.9% Newsletter 9.7% Flyer 6.8% From Workplace 4.7% Other 3.8% MoDOT Staff 3.4% Agency 2.9% Commissioner 1.8% MAC .5% Email LTAP Personally Invited .2% County Superintendent General Manager
Work for:	43.8% City/Municipality 43.2% County 10.0% Townships 1.1% MoDOT .9% Engineering .6% Road District .2% Missouri State Highway Patrol Other
Primary Responsibility:	47.1% Maintenance Worker 18.7% Crew Chief/Foreman 15.8% Superintendent 6.9% Administrator 2.2% Operator 2.0% Other 1.7% Public Works Inspector 1.1% Civil Engineer .9% Project Manager .4% Supervisor Board Member Commissioner Project Designer .2% Public Works Director Liaison Instructor/Trainer City Gardner Maintenance Mechanic Arborist