**MoDOT District Ambassadors’ Meeting**

December 4, 2013

Held in Rolla, MO

Attendees:

Heath Pickerill – MO-LTAP

Kristi Barr – MO-LTAP

Nicole Annis – MO-LTAP

Gregg Wilhelm – MoDOT, St. Louis District

Jenni Jones – MoDOT, Central District

Marsela Ward – MoDOT, Kansas City District

Darby Logan – MoDOT, Northeast District

Elquin Auala – MoDOT, Southeast District

Chad Zickefoose – MoDOT, Southwest District

Bill Stone – MoDOT, Construction and Materials

**Introduction**

Heath welcomed all of the district ambassadors and thanked them for attending. The following topics were covered:

**Update**

Heath gave a year-in-review update, which included the following items:

1. Training summary:
* Class attendance has increased from last year. There were a total of 197 classes compared to 187 in 2012. There were fewer because of less MERC classes. There were 162 Missouri LTAP courses compared to 134 in 2012.
	+ - * New classes offered in 2013 included: Advanced Communication Skills, Comprehensive Winter Planning, Construction Documents 101, and Fall Protection & Personal Protective Equipment.
			* Held a Utility Road Zone Training in partnership with MoDOT. One was held in March in the northwest district. Another will be held in February in the northeast district. MO-LTAP provided booklet, the instructor and emailed the training flyer.
			* The manual, Traffic Practices: A Guideline for City & County Agencies was completed in summer 2013.
* A total of 10 free trainings were funded with a FHWA ASAP grant: one in each district and three at various conferences. They were held in the following districts: Northwest (St. Joseph), Southeast (Sikeston), Kansas City (Lee’s Summit), Southwest (Springfield), Northeast (Hannibal), St. Louis (Maryland Heights), and at the following conferences: OCITE in Springfield, MACTO in Osage Beach and APWA Spring Conference in Springfield. The training in the Central district was held in Columbia during the Traffic & Safety Conference. An extra workshop was taught by Earl Newmann at the MOVITE Spring Conference in Kansas City on April 24 at no charge.
* The class was approved for Road Scholar Level II.
* The guidebook is now available for local agencies in printed form or for download.
* A Chip Seal Showcase with MoDOT was held.
* It was held in 3 locations in the state: Lebanon, Jefferson City and Chillicothe.
* There was a 1-2 hour classroom portion and 1-2 hour on-site demonstration.
* It was free to local agencies.
* Safety glasses, vests and hard hats were provided to all attendees.
* Mike DeGraf with Vance Brothers Asphalt instructed the in-class portion.
1. The Road Scholar Program had several new graduates in 2013. We now have 129 Level I graduates. There are 404 participants representing 46 agencies.
2. We mailed a series of eight posters to each county and the cities enrolled in the Road Scholar Program. We plan to send 8-1/2”x11” sets to all other cities. We will also be sending 10 sets of 11”x17” to each ambassador for them to distribute within their district. The STP urban cities have a population over 5,000 and would be could to contact.
3. We are also emailing a bimonthly update that includes upcoming classes as well as any related conferences or events. Nicole explained more about this.

**Discussion items**

The following were items discussed:

1. Future training
* The 6 month schedule for 2014 was presented.
* Kristi explained how we schedule trainings based on requests from agencies or by looking at what classes are needed by agencies for Road Scholar or offering classes in the same area every two years.
1. Training ideas:
* Right-of-Way training
	+ Partnering with MoDOT to offer a right-of-way training. MoDOT has hired a consultant to instruct. MO-LTAP will handle the registration and contract.
* There is a course with a section on Right-of-Way that Bill Hampton developed. It is a 2 hour section.
* It would be helpful to include some environmental information.
* It would teach local agencies how to work with the public so that they are friendly about a project.
* There are easy-to-use Standard Forms.
* CPR training
* MoDOT has a course they offer.
* We might be able to offer the same course offered through RTAP
* Blood borne pathogens – The ambassadors said it is likely not a 4 hour class. It could be combined with a CPR class.
* ADA training is being scheduled in several areas of the state. Ron Effland with MoDOT is the instructor. MO-LTAP provides lunch.
* The following classes were updated for 2014:
* Snow and Ice Control and Equipment Operation & Safety
* The following are new classes for 2014:
* Confined Spaces
* Trenching & Shoring
* Bucket Truck Operation & Safety
* Forklift Operation & Safety
* Introduction to Materials: Concrete, Asphalt & General Materials
1. The National LTAP/TTAP Conference will be held in St. Louis on July 21-24.
* Being hosted by Region 7: Missouri, Iowa, Nebraska, Kansas, North Dakota, South Dakota, Colorado, Montana and Wyoming.
* Heath asked the committee for help finding IT support, volunteers for registration, and for ideas of possible vendors.
* Elquin said if she can get it approved, she would like to attend and help.

**District updates**

St. Louis - Gregg reported the following:

* That MPO’s require sponsors (LPS’s and consultants/contractors)
* A design workshop was held in November.
* A right-of-way workshop is being held in January.
* A construction workshop is being held in March.

Central – Jenni stated that they have been focused on getting LPA’s to get things turned in by the deadlines.

Kansas City – Marsela stated that she likes the idea of giving area engineers packets of LTAP information.

Northeast – Ron requested more ADA training in his area such as in Hannibal and Macon. He likes the new structure of Road Scholar.

Northwest – Darby stated that he has been giving the MO-LTAP training flyers to his area engineers.

Southwest – Chad reported the following:

* Utility companies now have to follow the ‘buy-American’ requirement.
* He suggested that Heath speak at the operations meeting for MoDOT in the spring. It is held in Springfield.

Southeast – Elquin suggested the Heath speak more at commissioners’ meetings.

**Action Items**

* + - 1. Add all of the MoDOT area engineers to our email list.
			2. Connect the emails with the website training calendar when sending out flyers.
			3. Use Jeff Henshaw or Tom Stein has the point of contact for the City of Westplains.