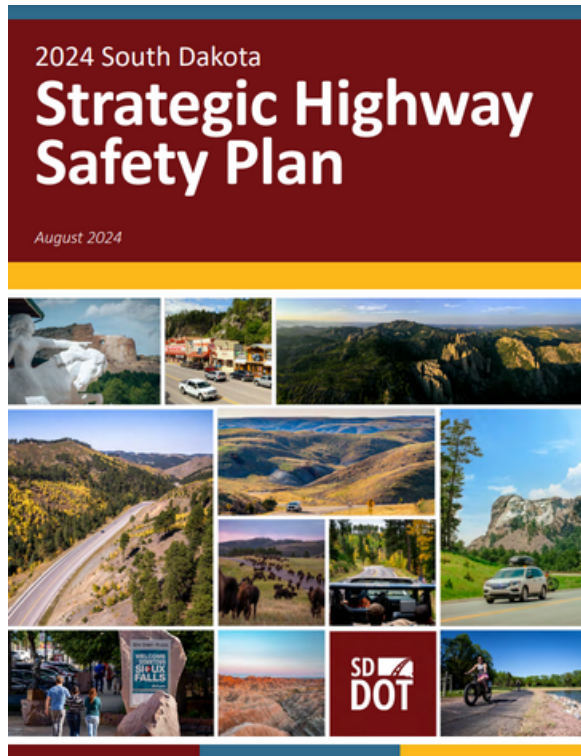


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SDDOT, in collaboration with various stakeholders and fellow agencies, recently completed the **2024 Strategic Highway Safety Plan (SHSP)**. The updated SHSP represents a multi-disciplinary effort to reduce fatalities and serious injuries across all public roads in South Dakota, including state highways, county and township roads, city streets, and roads on tribal lands.

The vision of the SHSP represents a strong call to action for all South Dakotans, especially traffic safety stakeholders and users of our transportation systems. The goal of this vision is that all users reach their destination safely.

The SHSP outlines interim objectives to progress toward this vision.

Find the full report, a condensed version, and the vulnerable road user safety assessment on our website at https://dot.sd.gov/transportation/highways/highway-safety#listItemLink_1206



RON AND RENEE

Late in the afternoon of January 9, 2020, Renee and her husband, Ron Olson, had left their farm to go into Watertown on Highway 20 for a Missional Community Group Bible Study. Renee had been reading a Bible passage aloud to Ron and heard him grunt. Confused by the sound, she looked up just in time to see the front end of a vehicle just moments before they were hit head on the oncoming vehicle. A 17-year-old driver, distracted by the use of YouTube and Snapchat on his phone, had drifted into the oncoming traffic lane, and struck their vehicle head on.

Renee and Ron's vehicle flipped over into the steep ditch and, when it finally settled, Renee realized she was completely pinned and trapped with her head sticking out of the car. Ron, also trapped in the wreckage was initially unconscious, but was sporadically responsive throughout the rescue process. Ron was able to get his right hand over to Renee and they held hands until Renee was extricated from the wreckage. This took nearly an hour. When the paramedics came around to Ron's side of the vehicle, they took his pulse and declared him dead on-scene. Renee holds the belief that her husband waited to die until he knew she was rescued.

Renee suffered from multiple injuries, some life-threatening, due to the crash. She had a shattered kneecap, six ribs on her left side were broken front and back, a bone in her hand was broken and required stitches, she had a slice above her elbow that went down to the bone, a tooth was loosened, she had large lacerations on her face, as well as a large bruise. On the way to the hospital, paramedics also performed a lung puncture that ultimately saved her life.

Ron and Renee were both wearing seatbelts at the time of the crash. Renee is now involved in advocacy efforts to convey the dangers of distracted driving and, following the crash, has spoken to several drivers ed classes to tell her story.

Ron will be remembered as a man who was strong in his faith, and was a wonderful husband, father, and grandfather. He was a passionate farmer, involved in politics, and led marriage and engagement mentorship, Sunday School, and Youth Group along with his wife at their church. His family emphasizes that Ron had a life well-lived in service to God, his family, and to others.



The Secretary's Corner

The vision of the SHSP represents a strong call to action for all South Dakotans, especially traffic safety stakeholders and users of our transportation systems.

SDDOT, in collaboration with various stakeholders and fellow agencies, recently completed the 2024 **Strategic Highway Safety Plan (SHSP)**. The updated SHSP represents a multi-disciplinary effort to reduce fatalities and serious injuries across all public roads in South Dakota, including state highways, county and township roads, city streets, and roads on tribal lands. The vision of the **SHSP** represents a strong call to action for all South Dakotans, especially traffic safety stakeholders and users of our transportation systems. The goal of this vision is for all users to reach their destinations safely. The SHSP outlines interim objectives to progress toward this vision.

One aspect featured in the Plan is the **Safe System Approach (SSA)**. The United States Department of Transportation (USDOT), including FHWA and the National Highway Traffic Safety Administration (NHTSA), encourages states to use the SSA as the cornerstone in their efforts to eliminate traffic deaths and serious injuries. The goal of the SSA is to create a transportation system that relies on redundant and proactive protections to achieve improved safety outcomes. A Safe System can be achieved through all five elements (as pictured in the graphic) working together.

To instill the importance of why safe driving matters, the Plan includes several features of those who have lost loved ones on South Dakota's highways in recent years. These "victim stories" are real-world reminders of why the topic of safe driving practices are of the utmost importance.

The nine emphasis areas chosen by the Study Advisory Team, include:

Lane Departures	Unbelted Vehicle Occupants	Drug & Alcohol Related Driving
Intersections	Aggressive & Speed Related Driving	Motorcycles
Older Drivers	Young Drivers	Distracted Driving

These were selected as a data-driven approach.

I want to thank **Dustin Witt, Highway Safety Engineer** for leading the development of this Plan. Thanks to everyone who assisted with the monumental task involved in updating our Plan to advance the **Safe Systems Approach**.

The **SHSP** is another way the SDDOT and our employees strive to reach our strategic objective of everyone home safe, every day.

2024 Snowfighter Roadeos

The SDDOT Snowfighter Roadeos are events held every other fall to give our plow operators a chance to test and improve upon winter driving skills prior to the snow removal season. The driving course is a scored competition that allows drivers to test their skills against fellow drivers in their region.

The top five scoring drivers in each region receive SDDOT winter coats and move on to a statewide competition held in Pierre. The top three drivers in the statewide competition receive engraved belt buckles.

Roadeo Dates and Locations:

Sept. 24-26, 2024
in Rapid City
(Pierre and Rapid City Regions)

Oct. 1-3, 2024
in Sioux Falls
(Aberdeen and Mitchell Regions)

Finals . . . Oct. 8-9, 2024 in Pierre



Roadeo photos and videos will also be posted to the Intranet at <https://intranetdot.sd.gov/roadeo.aspx>.

2024 Employee Meetings

Some SDDOT Employee meetings will be held in conjunction with the Roadeos and Winter Engineering meetings this year.

Below are upcoming dates, times, and locations for employee meetings. As we've done in the past, a survey link will be provided to all employees to provide input on topics and discussion items in advance of their employee meeting.

- Wednesday, Sept. 25 from 1:30 - 3 p.m. (MT) Rapid City Region Maintenance – in Rapid City
- Wednesday, Oct. 2 from 10 a.m. – 11:30 a.m. (CT) Mitchell Region Maintenance - in Sioux Falls
- Wednesday, Oct. 2 from 1:30 - 3 p.m. (CT) Aberdeen Region Maintenance - in Sioux Falls
- Wednesday, Oct. 16 from 2 - 3:30 p.m. (CT) Pierre Area Maintenance & Region Operations - in Pierre
- Thursday, Oct. 17 from 9 - 10:30 a.m. (CT) Winner Area Maintenance - in Winner
- Tuesday, Oct. 22 from 2 - 3:30 p.m. (CT) Mobridge Area Maintenance - in Mobridge
- Thursday, Nov. 14 Central Office Staff - at Community Bible Church in Pierre
9:30 a.m. - 11 a.m. CT (Group 1) 11:30 a.m. - 1:30 p.m. (All Central Office) 2 - 3:30 p.m. CT (Group 2)

Group 1: Secretary, Training, Legal, Project Development, Road Design, Planning Administration, Local Government, Environmental, Operations Administration, Operations Support, Internal Services, Internal Audits, and Air, Rail, and Transit.

Group 2: Finance, Aviation Services, ITS, Right-of-Way, Transportation Inventory Management, Research, Bridge Design, and Materials and Surfacing.

- Wednesday, Dec. 18 Region Field Engineering Staff - at the Ramkota in Pierre
8 - 9:30 a.m. (Pierre & Rapid City Regions) 10 - 11:30 a.m. (Aberdeen & Mitchell Regions)



Apparel Options



Scan me to go to the website!

More colors available at https://stores.inksoft.com/sddot_/shop/home



SDDOT Online Personal Orders for Branded Apparel:

1. The SDDOT online store for personal orders is open through Fri. Oct. 11, 2024.
2. Access the SDDOT online store at https://stores.inksoft.com/sddot_/shop/home or use the QR code above.
3. The website items show the cost of each item without tax. (Tax is applied at check out).
4. Clothing items 2X and larger do have an additional charge per item, to be added at check out.
5. No additional fees are charged to an order (i.e. cost of embroidery, credit card fees, shipping/handling, etc.)
6. Please note this is an optional opportunity to order personal branded apparel and is paid by each employee. Work-related safety apparel (as purchased by SDDOT) is completed through area offices.

Shopping experience:

1. There are multiple colors available for each of the clothing options within the store.
2. As shown, the logo is being printed in white for this order as most clothing color options are darker.
3. The logo is screen print on the short and long-sleeve t-shirts; and embroidery on all other items.
4. Items are all available in various sizes, including some tall options.
5. This order opportunity is also available on the Intranet in the SDDOT Branding tab at: https://intranetdot.sd.gov/SDDOT_Branding.aspx. Information is also provided if you would like other clothing options or to use your own local vendor.

Placing an order:

Once an employee decides what items (color and sizing) to order, he/she will be prompted to provide name/address/credit card information to complete the process. Each employee will need to complete the address information which is tied to the personal credit card being used. (You do NOT need to "sign-in" to place an order.)

When the order is submitted, the employee's credit card will be charged. The employee receives a confirmation email from geffdogdesignandapparel@myorder.design. The email subject line is "SDDOT Order". If you do NOT receive a confirmation email; please email info@geffdog.com.

Distribution:

Once the store closes on Friday, Oct. 11, 2024, orders will be produced. Distribution will be done via each Region/Area and Central office; orders **WILL NOT** be sent directly to home addresses. All items that the employee purchased will be pre-packaged together in a clear bag with a sheet inside showing the employee's name, order summary, etc. Since this is a personal apparel order, exchanges will not be available.

For any questions; please feel free to contact our Geffdog sales representative at info@geffdog.com (also noted on flyer/website) or Julie Stevenson at julie.stevenson@state.sd.us.

Fleet Updates and Reminders

By Christina Bennett

There was recently an email sent out to all state employees about BHRA's rollout of a new Fleet Commander System for checking out vehicles. Please note that this applies to State Fleet & Travel vehicles only. DOT owns all of our fleet and does not use the same system as Fleet & Travel. To check out a DOT vehicle, DOT staff will use the same method they do today. Some other reminders and information about DOT vehicles and equipment are included here.

All A – C class vehicles (cars, SUVs, and pickups – see first letter on the license plate) have a Voyager card assigned to them. This is a credit card that may be used, **if needed**, for fuel at gas stations, and in rare cases for emergency repairs. Use of Voyager cards for fuel should be limited to special circumstances including:

- Fuel islands are down at your local Region/Area/Unit yard. If local fuel pumps are going to be down for a long time, the Region or Area can set up an account at a local gas station.
- Travel by vehicle out of state is required and re-fueling at a DOT yard is not possible.
- Gates at the nearest DOT yard are locked so accessing fuel islands is not possible.

All receipts for Voyager card purchases must be sent to **Brandy Hansen in the DOT Finance Office** in Pierre. All receipts need to have the license plate number and driver's name **legibly** written on them. Receipts should be sent in right away to ensure timely processing of monthly Voyager billing. Voyager cards are for fuel only – any extraneous items such as food or beverages are not allowed. If an employee uses their personal credit card for fuel in a state vehicle, the receipts need to go to the secretary who processes their travel along with an email explanation as to why they used their personal card.

Voyager cards are assigned a PIN that will be entered at the pump. The Voyager system recently updated all cards to have a 6-digit PIN. The PIN for all Voyager cards is now 0-0 (zero-zero) followed by the last four digits of the VIN. After three attempts with an incorrect PIN, the card will be locked. **Nicole Brooks in the Operations Support Office** (605-773-3571, nicolem.brooks@state.sd.us) can be contacted to reset the PIN count, provide card information, and order or cancel cards. Voyager cards for all surplus vehicles need to be sent to the Operations Support Office to cancel in the system and to destroy the cards.

In an emergency situation or breakdown, staff should contact the appropriate Region Equipment Shop Foreman for the location as soon as possible (contact info below and located on a card inside the vehicle). Region Equipment personnel may be able to provide assistance and direct repairs in these situations. Voyager cards may be used if necessary for emergency towing and roadside services. Receipts will be submitted to DOT Finance with vehicle and driver information and an explanation of the situation for reimbursement.

For vehicle issues, repairs, or service staff should contact the applicable personnel for their office/location. Before any service or repairs are conducted, work orders need to be opened. This is essential to ensure preventative maintenance is tracked and repair costs are captured in our Equipment Management System.

For Operations staff in DOT Regions, contact your Area Administrative Staff. All repairs must obtain approval from the Region Equipment Shop Foreman or Equipment Management Specialist depending on cost.

For staff using a Central Office pool vehicle, contact **Niki Miller in Internal Services** (nikoles.miller@state.sd.us). For Central Office staff with assigned vehicles, contact the Pierre Equipment

Fleet Updates and Reminders

By Christina Bennett, Operations Support Program Manager

Shop Foreman (contact info below). For Central Office staff stationed outside of Pierre with assigned vehicles, contact the Equipment Shop Foreman for the Region in which you're located:

- Aberdeen Region – Jeffrey Walz (605-380-9010, jeffrey.walz@state.sd.us)
- Mitchell Region – Steve Rhoades (605-770-2386, steve.rhoades@state.sd.us)
- Pierre Region – Tim Blow (605-280-4661, tim.blow@state.sd.us)
- Rapid City Region – AJ Hatch (605-381-3330, andrew.hatch@state.sd.us)

Payment for all Central Office A – C class vehicle service and repairs will be processed by the Operations Support Senior Secretary, Nicole Brooks (nicolem.brooks@state.sd.us). Please have all invoices directed to Nicole at **Dept. of Transportation, 700 E. Broadway Ave., Pierre, SD 57501**. Nicole will need the work order number to process payment.

Motor vehicle mileage and equipment hours must be reported **accurately** in TKS – mileage entered should not be rounded. TKS feeds these to the Equipment Management System (EMS) each pay period. Preventative Maintenance triggers are based on the calculated vehicle mileage and/or equipment hours in EMS. This will continue to be the case with the new Maintenance and Equipment Management System.

Last but not least, all vehicles and equipment should be kept clean. Show respect for DOT-owned property and take care to remove garbage, wipe up any spills, and clean windshields before returning a vehicle. If a vehicle is assigned to an individual or office, take the same care to keep the interior tidy and well-maintained.

If you have questions regarding DOT vehicles and equipment, please contact your **Region Equipment Shop Foreman**, the **DOT Equipment Management Specialist, Brian Wacholz** (605-773-3690, brian.wacholz@state.sd.us), or the **Operations Support Program Manager, Christina Bennett** (605-773-4391, christina.bennett@state.sd.us).





BHRA New Well-Being Rewards Process for FY25

Adjustments have been made to the Well-Being Rewards program for the new fiscal year. Starting in FY25, an employee will no longer be required to participate in well-being activities to earn rewards.

To earn reward dollars, the primary policyholder (and their covered spouse) must complete both the Health Assessment and the Annual Wellness Exam, including blood work.

Incentive dollars earned between April 2, 2024, and April 1, 2025, will be awarded in FY26. These rewards will be deposited into either an HSA or HRA, depending on the employee's coverage level in FY25 and the health plan they are enrolled in as of July 1, 2025.

1. Employee – \$500
2. Employee plus Spouse – \$750
3. Employee plus Child(ren) – \$750
4. Employee plus Family – \$1,000

Have you double-checked your HEX Account? Your employer contribution for this past year's wellness-based activity was added in July.

Employee Space and Manager Space Updates:

On Monday, Sept. 30, 2024, Employee Space and Manager Space will go live with a new look and improved functionality. The main goal is to provide a simpler, more efficient platform. This means improved productivity, more transparency, and reduced complexity when interacting and making needed changes to your information.

BHRA is producing training materials and will start with supervisors. Please watch your inbox and the BHRA website for updates for training materials.

Flu Vaccination Clinics Begin in October!

The State offers all covered members flu shots at State sponsored clinics each year. The health plan will pay for the cost of the vaccine and the administration fee for members who choose to receive the influenza vaccine at a State sponsored clinic. Vaccines received at a medical provider or pharmacy must be a Wellmark participating provider to be covered by the plan.

Please find additional information at these links:

- [Biometric Screening Form](#)
- [2024 Flu Vaccination Clinics](#)
- [Flu Vaccination Schedule](#)

Flu Vaccinations are offered to the following groups covered by the health plan:

- State Employees
- Covered spouses
- Covered dependent children (six months and older)
- COBRA members under age 65



September Mentoring Minute - Why Not You?

By Ariana Griffey and June Hansen

If you have wondered if the mentoring program is for you, the answer is “yes”. That’s because the mentoring program is open to all. It doesn’t matter if you’ve been with the SDDOT for one year or thirty years. It’s important to constantly be learning and growing in your position no matter how many years you’ve been with the SDDOT. Being a mentee is the perfect opportunity to expand your horizons both personally and professionally.

Everyone has knowledge and experience to impart as a mentor. Too many people think that they have nothing to share, and nothing could be farther from the truth. Most mentors feel like they got more out of the program than their mentees.

Most of us can look back on our careers and think of at least one person who took the time and energy to provide positive guidance, a listening ear, and mentorship. And when we think back on those mentors, we likely don’t reflect on the projects they led or the awards they won, but rather on the difference they made in our lives, both as professionals and as people. Your mentoring journey is an excellent opportunity to help develop your career path, build a network of professional relationships, and enhance your skill set.

There is still time to register for the mentoring program. **The deadline to register is Friday, Sept. 27, 2024.** If you start your profile and application by Sept. 27, 2024, you will have time to complete it. The only requirement to participate as either a mentee or mentor is that you have completed probation. Also, it’s important to talk to your supervisor. Your supervisor can be an excellent resource and supporter of your mentoring endeavor.

Getting started: Visit The Mentoring Connection (TMC) website at

<https://www.mentoringconnection.com/TMCNet/Main.aspx>

Click on the **Become a Member** button, and enter the Group ID: **SDDOT**

Select your Role: **Mentor or Mentee**

Complete your **User Profile** and click **Continue**, then complete your Application Form and click **I’m Done**

Any previous mentors who want to participate can simply reactive their application and profile. Contact Scott Eisenbeisz or June Hansen to get your application and profile activated. You’ll need to log in to update your information and add a picture if you don’t have one on file.

Answer the question, “Why not you?” by participating in mentoring. The more you give the more you will benefit either as a mentee or mentor. More information on mentoring is found on the [Mentoring intranet site](#).

Make time for Mentoring!

Upcoming Events: (The in-person events are held at Casey Tibbs Rodeo Center in Ft. Pierre)

Oct. 10, 2024: Mentoring Orientation (Speed Mentoring) 10 a.m. – 3 p.m. (CT)

Nov. 5, 2024: Mentor Boot Camp 10:30 a.m. – 12 noon (CT) Via Microsoft TEAMS

Nov. 7, 2024: Mentoring Program Kickoff (Dynamic Mentoring Session) 9a.m. – 4p.m. (CT)

SDDOT Safety News

By Jon Johanson, Safety Manager



SDDOT SAFETY NEWS

September Safety

September is recognized as [National Alcohol & Drug Addiction Recovery Month](#) by the [Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#). According to SAMHSA, substance abuse is a major concern and issue in America. In 2023, 3.1 percent of people (8.9 million) misused opioids in the past year, which is similar to 2022 and 2021 (3.2% and 8.9 million, 3.4% and 9.4 million respectively). Addiction is a hard battle for anyone to fight, but it gets a little easier when you have help.

There are many resources available for individuals struggling with addiction and recovery. There are resources available nationwide, statewide, within our communities, and even through the South Dakota Bureau of Human Resources [Employee Assistance Program \(EAP\)](#). The EAP is a confidential counseling and referral service that can help you at no cost. As a State of South Dakota employee, you have up to 6 counseling sessions available to you. No matter your circumstances, you are never alone, reach out for help to get you through this moment in life.



Contact the EAP when you need help with:

- Job or work stress
- Relationship problems
- Anger management
- Family/personal issues
- Anxiety or depression
- Alcohol or drug dependencies
- Grief or bereavement
- Legal or financial concerns
- Child and Elder care referral programs

There are three ways to access your EAP resources.

1. Call 1.833.955.3403. You will speak to a counseling professional who can listen to your concerns and guide you to the appropriate resources or services.
2. Visit guidanceresources.com and enter the WebID *southdakota*. If your email address ends with "@state.sd.us" access the Portal when logged into the state system through the [Single Sign On Link](#) or through [Employee Space](#) home page. This allows you to login to the Portal with your email address rather than a username and password.
3. Download the [GuidanceNow®](#) and [MyStrength®](#) mobile apps and enter the WebID *southdakota*.

SAMHSA offers a National Helpline service that provides referrals to local treatment facilities, support groups, and community-based organizations. Contact SAMHSA at 1-800-662-HELP (4357), or TTY: 1-800-487-4889. This is a confidential, free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders.

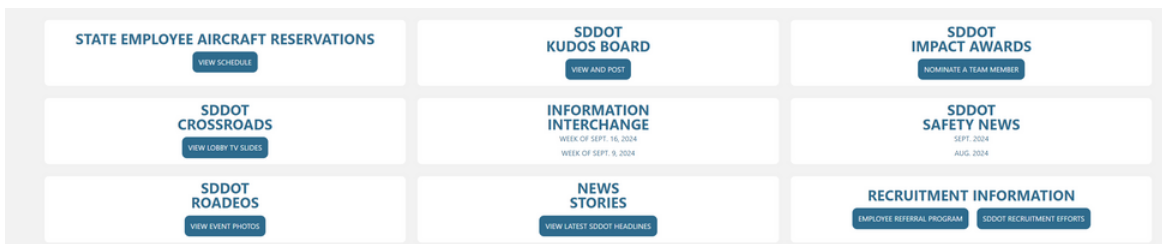


You can also visit the online [treatment locator](#), and find a treatment facility based on your address, city, zip code or by facility name.



Other resources dedicated to providing drug and alcohol rehab support is [HELP.org](https://www.help.org). The mission of help.org is to provide support for people who are dealing with substance abuse and addiction. They do this through leveraging their comprehensive resources and guides and connecting people with the right treatment programs.

The Safety News feature is also available on the Intranet homepage; as shown below!



HOH Banquet Scheduled for James Loiseau - 2024 Inductee

The purpose of the Transportation Hall of Honor is to recognize those who have made a lasting, valuable, or unique contribution to South Dakota’s air, highway, public transit, or rail transportation system. The Hall of Honor originated in 1972.

With the addition of Myers and Loiseau this year, there are currently 99 inductees in the South Dakota Transportation Hall of Honor.

James Loiseau will be recognized for his service and commitment to South Dakota’s transportation system at a Hall of Honor banquet being held in coordination with the 2nd Annual J.R. Loiseau Memorial Pheasant Hunt. See the flyer below for additional event details and registration information.

RESERVE YOUR SPOT BY: SEPTEMBER 15TH! 2ND ANNUAL J.R. LOISEAU MEMORIAL PHEASANT HUNT & Hall of Honor Banquet

PLUS LIVE & SILENT AUCTION ITEMS

OCTOBER 3rd & 4th

SCHEDULE OF EVENTS:
THURSDAY, OCTOBER 3rd: Hall of Honor Banquet @ Flandreau Community Center
 6:00pm - Doors Open
 6:45pm - Hall of Honor Presentation
 7:15pm - Prime Rib Dinner (by Mad Mary's)
 8:00pm - Auctions Begin (Items donated by equipment dealers, contractors & one of Jim's personal rifles!)

FRIDAY, OCTOBER 4th: Pheasant Hunt @ Two Preserves North of Flandreau
 10:00am - Hunt

Fees: \$500 - HUNT & MEAL or \$50 - MEAL ONLY

TO REGISTER FILL OUT THE FORM BELOW: * Auction Item Donations Are Now Being Accepted!

Name: _____	Email: _____	<input type="checkbox"/> Hunt & Meal	<input type="checkbox"/> Meal ONLY
Name: _____	Email: _____	<input type="checkbox"/> Hunt & Meal	<input type="checkbox"/> Meal ONLY
Name: _____	Email: _____	<input type="checkbox"/> Hunt & Meal	<input type="checkbox"/> Meal ONLY
Name: _____	Email: _____	<input type="checkbox"/> Hunt & Meal	<input type="checkbox"/> Meal ONLY

QUESTIONS: To RSVP call 605-997-2511 or email shaw@loiseauconstruction.com
 Mail forms & checks to: Loiseau Construction - 1002 West Elm Ave., Flandreau SD 57028

LIMITED TO 40 HUNTERS MAX

DOTNET Field Tour

The 2023-2024 DOTNET Field Tour took place on Aug. 27-29, 2024, with 13 new engineers for the SDDOT in attendance. The group had a busy few days touring urban reconstruction sites, bridges, the GCC Cement Plant, Forterra, grading projects, asphalt paving projects, and the SDDOT offices.



Touring group: Hadly Eisenbeisz, Travon Diegel, Katrina Burckhard, Safaa Dardar, Alexander Hertz, Brock Heying, Blake Messegee, Cassandra Myers, Emelia Nelson, Evan Rumrill, Cassidy Schnabel, Justin Smith, Thomas Spisak, Dwain Thomas, Joseph Updike, and Jacob Utecht. Michele Beeler, Craig Smith, Mike Behm, Mike Carlson, and Todd Seaman were also in attendance.



Finance Corner



DELAYED TRAVEL REIMBURSEMENT

A claim for travel reimbursement should be received by the State Auditor's office within 60 days after the last day of travel.

What is the last day of travel?


- If you have 10 trips on a voucher, it is the last day of the first trip.
- If you have 1 trip on a voucher it is the last day of travel.

If this timeline is not met, written documentation on a form provided by the state auditor must be submitted by the claimant stating the reason for the delay. This form must be signed by the claimant as well as the Department Secretary.

The Delayed Travel Reimbursement Request can be found on the DOT Intranet at the link below.

<https://intranetdot.sd.gov/docs/travel/Delayintravelreimbursement.pdf>

OR log on to the SDDOT Intranet and go to:



SD
DEPARTMENT OF
TRANSPORTATION

I N T R A N E T

Applications
Asset Management
Employee Resources
Finance/Budget
Forms/Manuals/Reports
Mentoring
Project Delivery
Safety
SDDOT Branding
STIP Development
Strategic Planning
Travel

Tribal Information
Policies and Guidance Memos

TRAVEL

The Travel page will assist employees with questions they have concerning travel and reimbursement.

When employees travel away from their home station, they can collect meals based on the time they traveled and if they stay overnight, they can collect lodging. Included on this page are links to per diem rates for meals and lodging, rules dealing with travel, a list of hotels that accept state rates, forms used for travel, instructions on reserving a DOT vehicle and how to fill out your time form when you travel.

Questions concerning travel and reimbursement can be referred to Patricia Devitt, Brandy Hansen or Tracy Boom.

Meals and Lodging

- [Travel Reimbursement Rates](#)
- [In-State Hotels That Offer State Rates](#)
- [Board of Finance Administrative Rules](#) (Note the highlighted rules)
- [Approval of meals and lodging at your post of duty during a severe winter event](#)

Forms

- [Out-of-state Travel Authorization Form and Instructions](#)
- [Advance Payment for Registration Fees and Travel](#)
- [Documents Required for Travel](#)
- [Delayed Travel Reimbursement Form](#) (The form is necessary if the voucher is received more than 60 days after the last date of travel)

Instructions

- [Instructions for Travel Detail in Time Form](#)
- [Instructions for Reserving a DOT Vehicle](#)

2024 Fallen Hero Bridge Dedications

In 2019, Governor Kristi Noem and the South Dakota Departments of Veterans Affairs, Military, and Transportation launched the Fallen Heroes Bridge Dedication Program. This program dedicates state bridges to South Dakotans who were killed in action while serving their country or classified as missing in action. Below is the information (and photos) from the most recent dedication ceremonies.



Find more information and photos on the [Veteran Affairs website](#)

South Dakota hosted a dedication ceremony on Aug. 21, 2024, to honor **U.S. Army First Lieutenant Daniel Kirchgester**. Daniel was killed on Aug. 21, 1969, in a search and clear operation near the village of An Lam in Quang Tin Province, Republic of South Vietnam.

U.S. Highway 16B bridge over Rapid Creek in Rapid City is dedicated to **U.S. Army 1LT Daniel J. Kirchgester**.

Annual Comprehensive Financial Report (ACFR)

Keith Senger, Director of Financial Reporting for the Bureau of Finance and Management, recently shared the following information from the Government Finance Officers Association (GFOA) which represents public finance officials throughout the United States.

"The State of South Dakota has another win to celebrate that crosses all state fiscal/accounting offices, the component units, and DLA. Today GFOA issued the **State of South Dakota a Certificate of Achievement for Excellence in Financial Reporting for the FY23 ACFR**. This represents the **7th consecutive year** of this award. The first was for the FY16 ACFR which was the first time in over 20 years it was issued in the 6-month timeframe. The previous time the ACFR was issued in 6 months or less dates back to FY1995. This award is not just a rubber stamp award. It contains 19 grading categories with a 45-page compliance [checklist](#) that GFOA uses. This award represents many, Many, MANY hours of dedication and hard work from every one of you in the State's finance/accounting offices. Thank you for making this WIN happen!"

I want to personally thank everyone at SDDOT who plays a role in the Annual Comprehensive Financial Report (ACFR) process. I truly appreciate that our SDDOT team continually strives for organization-wide financial efficiency and accuracy! **Joel Jundt, SDDOT Department Secretary**.

Project Bison

For more BISON updates, please visit the BISON website at <https://www.sd.gov/bison>

SOUTH DAKOTA BISON

What you should **KNOW**

Functional Design Sessions are in full swing! Agency participation has been excellent and Sierra-Cedar has expressed appreciation for the information and discussion from agencies. Thank you for helping Project BISON move forward!

What you should **DO**

Agency Implementation Leads (AIL) and Change Champions, the *Leading Through Change* workshop is scheduled for October 16. Invitations were sent in early September. If you didn't receive an invitation, please email Holly Wade and let her know.

What you should **SHARE**

We have created [Guiding Principles](#) for Project BISON. As you continue working on the project, always keep these five principles in the back of your mind to help guide our path forward.

Pam Mortimer joined the BISON team as an ERP Financial Operations Specialist. Stop by Becker-Hansen #107 to say hi!

Your team can stay up-to-date on what we're sharing with the public by signing up for updates on the [Project BISON website](#). Click the grey "Keep me updated" button in the middle of the home page.

What you should **REPORT BACK**

If you or your team have questions, please share them with the Project BISON team.

BISON@state.sd.us

September 2024

Drone Photogrammetry - Taking Flight

By Andrew Harvey and Kevin Bergman, Rapid City Area Surveyors

In 2023, the Rapid City Area surveyors began incorporating drone imagery into their day-to-day procedures. Drones come in many sizes and can be used for a wide variety of purposes, for our needs we utilized a gimble-stabilized camera mounted beneath a 2.6-pound drone. What we aimed to accomplish was to gather data at a fast pace with the same accuracy as we'd get with conventional survey equipment, all while keeping us safely off the road and not interrupting traffic flow with any road closures.

A year and a half ago, we began preparing to utilize drone photogrammetry in our surveying practices. First, we had to become licensed. Federal regulations require a commercial pilot license to fly a drone for any business purpose. After passing the federal exam, we took a South Dakota specific flight test within SDDOT. Once these exams were complete, we could finally take flight and learn how to process the data.

Flying a drone and using photogrammetry were new to us, so there were many hurdles to overcome when we started. First was simply researching drone photogrammetry to know what was needed to gather accurate data. Finding reliable sources online proved to be difficult. There was much trial and error, and the first several flights highlighted how little we knew.

As new pilots, we began flying and obtaining data as much as possible to bring back to the office to process with the photogrammetry software. We quickly learned what works and what does not work. We had to take into consideration many environmental aspects. Shadows, wind, and time of day can all negatively influence the post-processing results. There were times we had to fly an area multiple times, because after processing the data and developing a 3D model, we could see that our previous flight was at a poor angle or had been visually obstructed and did not capture important features, such as curb and gutter. We realized the nadir (vertical) imagery was not capturing vertical faces and we needed to include oblique imagery as well.

To gain the vertical and horizontal accuracies needed, flight height and camera angle had to be calculated before flying. Flying high needs fewer photographs but leads to lower resolution photos, thus less accurate data. Flying low has better resolution but needs many more photos to get adequate coverage. With more photos comes the issue of computer storage and processing power. Some of the larger projects would have over 700 photos and processing the data could take hours. Like standard surveying, we still had to set ground control in the area of interest, but unlike standard surveying, the control points had to be easily visible in the drone photographs. After developing an operating procedure that we used for multiple flights, we were finally getting consistent, repeatable results.

There are multiple projects in which we have used drone data. Other than just topographic surveying, we have video recorded traffic flow at an RCI Study Area for the communications team, taken construction progress photos for a bridge replacement in Rapid City, and calculated stockpile quantities. But drone photogrammetry will not be replacing traditional surveying any time soon. Photogrammetry has limitations that require us to use conventional equipment such as GPS and total stations. Photogrammetry works best on hard surfaces such as a road or bare ground. Photos cannot see through tall vegetation or a dense tree canopy, limiting our ability to get a true ground elevation in those areas.

Continued . . .

Drone Photogrammetry - Taking Flight

Each project comes with its unique challenges, and we are still learning how to address those challenges each time we fly. The pictures you see are some examples of the drone in the air taking photos showing us safely off the road, an overhead in Spearfish Canyon, as well as a stockpile that we can get quantities from. Also included is a before and after of a busy intersection and how the post-processing can remove vehicles from the photo. The last photo is the final 3D mesh with all the photos stitched together that can be used in the final deliverable to the design office.

Example Photos:



Construction Progress



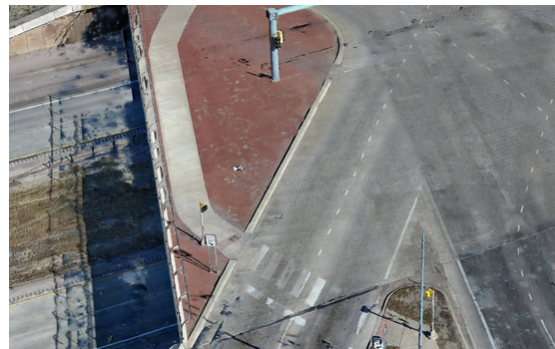
Construction Progress



Spearfish Canyon in the Fall



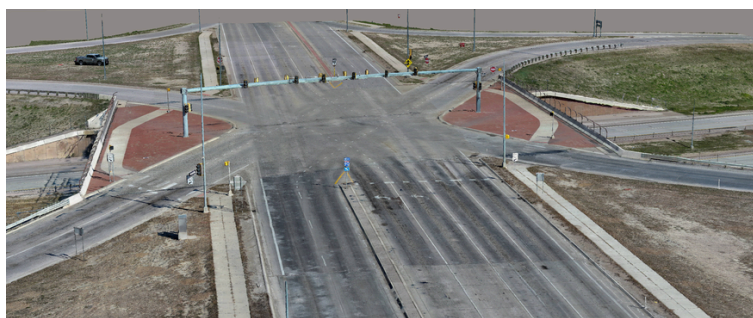
Busy Bridge Intersection



**Busy Bridge Intersection
After Drone Data Processing**



**Workers Safely
Off the Road**



**3D Model of Busy Intersection
No Traffic Closure**



Stockpile



Doug Sherman, Winner Area Engineer, Accepts SDEMA Award for Winner Area

Congratulations to **Doug Sherman, Winner Area Engineer, and the Winner Area staff** for earning a **2024 South Dakota Emergency Management Association (SDEMA) Award!** Doug and team earned the **Preparedness, Technology, Innovation Award**, which is given for innovation and creativity in the field of preparedness or programs for the community, technology relating specifically to the Emergency Management community, or any other innovative practice or program that has benefited Emergency Management in South Dakota.

Here is the nomination information read at the SDEMA Conference Awards Banquet held last week as submitted by Beth Newbold, Jones/Haakon County Emergency Manager. "Doug Sherman and the Winner Area DOT are continuously striving for better preparedness, advancement, and resilience. Doug never fails to reach out to Emergency Management and keeps the lines of communication open. He puts on a fantastic DOT, Emergency Management, NWS, and Law Enforcement meeting every year. So many things are covered and addressed at these meetings and Doug listens to everyone's concerns and comments and does his best to come up with a solution that benefits everyone. These meetings have brought so much knowledge to all the agencies which helps us work together, seamlessly. Doug's open communication, planning, and resource knowledge make him, and his crew key partners with Emergency Management."

AUDITOR ANONYMOUS: BEYOND THE BASICS

I hope you have been following along with our Basics in the past newsletters. There will be a quiz...ok, there won't be, but I'd love to enlighten you with more auditor expectations.

- Coding is **NOT** an Auditor function. Please go to Finance with any coding questions you may have. The coding you use on your DOT 904 voucher page **SHOULD** match the project that was assigned on the DOT 121, if it does not, we'll be giving you a call or an email.
- Keep your own balances in reference to Prime and Sub, Audits does not separate them anymore.
- We also do not use separate lines of coding when the only difference is the function. **IF** you need them separated due to different Federal maxes or Federal percent match, please indicate this in the comments of the DOT 121.
- We're still seeing a lot of old overhead and cost-of-money rates on invoices. They will be changed to the newest rate we have on file. If consultants ask about this, please remind them we use the newest rates starting on the date of the letter they receive from Rip Ray.
- When sending in your new work orders, the Notice To Proceed date (the date in which the consultants can start work) must be the same as the start date on the DOT 917 and the DOT 121.
- Also, when sending in a new work order, if there are multiple projects (PCNs), please indicate the split of the money on the DOT 121 if there is only **ONE** estimate with no split indicated.
- When sending through invoices for payment, review to make sure **ALL** backup/supporting documentation is there **AND** is the correct documentation. We have seen consultants giving the wrong supporting documentation for the supplied invoice.

See you next time for more tips and tricks from Audits.

TRAINING UPDATE -

Learn ~ Engage ~ Improve
September 2024 (Upcoming Trainings)

Working in Indian Country

Nov. 12 | 8:30 a.m. - 4:30 p.m. | Pierre
Nov. 14 | 8:30 a.m. - 4:30 p.m. | Rapid City
Nov. 15 | 8:30 a.m. - 4:30 p.m. | Rapid City

Mentoring Orientation

Oct. 10 | 10 a.m. - 3 p.m. | Pierre

DOT New Employee Orientation

Nov. 19 - 20 | 1 p.m. - 12 p.m. | Pierre



NHI 130081 LRFD for Highway Bridge Superstructures

Sept. 30 - Oct. 3 | 8 a.m. - 5 p.m. | Pierre

NHI 134077 Contract Administration Core Curriculum

Feb. 19 | 8 a.m. - 5 p.m. | Rapid City



Everything DISC

Oct. 23 | 9 a.m. - 12 p.m. | Teams

Edit, Rewrite, And AI...Oh my!

Oct. 24 | 9 a.m. - 12 p.m. | Sioux Falls
Oct. 24 | 1 p.m. - 4 p.m. | Sioux Falls
Nov. 20 | 1 p.m. - 4 p.m. | Pierre
Dec. 3 | 9 a.m. - 12 p.m. | Rapid City

Hogan Leadership Experience (first session)

Oct. 10 | 9 a.m. - 4 p.m. | Pierre



SD DANR Underground Tank Operator Training

Oct. 15 | 8 a.m. - 12 p.m. | Rapid City
Oct. 16 | 8 a.m. - 12 p.m. | Sioux Falls

*Anyone who took this before 2019, should take the course again as there have been updates.



CDL EDLT Class A & B Theory

Oct. 21-23 | 8 a.m. - 4:30 p.m. | Rapid City
Dec. 9-11 | 8 a.m. - 4:30 p.m. | Sioux Falls

CDL Learners Permit

Oct. 24 | 8 a.m. - 12 p.m. | Rapid City
Dec. 12 | 8 a.m. - 12 p.m. | Sioux Falls

AGC Hazardous Materials Endorsement

Oct. 25 | 8 a.m. - 5 p.m. | Rapid City
Dec. 13 | 8 a.m. - 5 p.m. | Sioux Falls

Lead HMW 2 HCP

CDL EDLT Train the Trainer

Oct. 24 | 12:30 - 5 p.m. | Rapid City
Dec. 12 | 12:30 - 5 p.m. | Sioux Falls



AGC SOUTH DAKOTA
HIGHWAY-HEAVY-UTILITIES CHAPTER
"THE CONSTRUCTION ASSOCIATION"



TRAINING UPDATE -

Learn ~ Engage ~ Improve
September 2024 - Upcoming Trainings

**CERTIFICATION COURSE REGISTRATION OPENS
OCTOBER 1 FOR STATE EMPLOYEES
NOVEMBER 1 FOR CONTRACTORS & CONSULTANTS**

STANDING TRAINING GROUP

+++

JOIN A STG

Safety *NEW
Planning
Design
Skill Development

Leadership
Maintenance
Equipment
Construction & Materials

Group members review course and development training requests, identify training needs, and prioritize training development.

605.773.2923

brenda.thomas@state.sd.us

+++

How to Assign a Course to your Employees

1. Find the course you want to assign.
(TIP: Try searching for key words or partial words; or find the course in the EVENT CALENDAR.)
2. SELECT SESSION
(TIP: even if only one class offered, select a session so a date is included)
3. Use dropdown menu beside session to ASSIGN
4. Checkmark "Automatically register users" (above blue bar)
5. Check anyone who needs to take the class
6. SUBMIT

Upcoming Sessions

Session sorting options
Date (Ascending) ▾

FEB 10 2025ILT-PIR
Mon, Feb 10, 2025, 1:00 PM - Thu, Feb 13, 2025, 12:00 PM CST
Register by Mon, Feb 10, 2025, 1:00 PM CST
Capital City Center Auditorium, SDDOT Facilities
English (US)

Request

Assign

Save for Later

Add to Playlist

View Details

60 seats available

Structures Class & Exam
Certification

\$150.00

Select a Session ▾

or

X

Structures Class & Exam
Session - Department of Transp

⚠ This training has prerequisites associat

Add a Comment

✔ Automatically register users

i Users who have the training already in t

Direct Subordinates

Danny Martell

Donel Lemler

2024 Annual SDDOT Pierre Central Office Golf Tournament

Thank you to Dustin Witt, Levi Briggs, and Mark Leiferman for organizing the 2024 SDDOT Golf Tournament.

The second annual SDDOT Golf Tournament was held on Friday, Aug. 23, 2023, at Dunes Golf Course in Fort Pierre. This tournament was open to all current SDDOT employees, spouses, significant others, and immediate family members. All former employees were also invited to the tournament! **Required Golf Experience . . . Absolutely none!** Regardless of skill level or hand-eye coordination, all were welcome!

As part of the golf tournament, raffle tickets were sold for an opportunity to win a donated club, with 100% of the proceeds going to the charity of the winner's choice. **Hadley Eisenbeisz won the drawing and chose "Pennies for Robert" as his choice of charity to donate the \$330 raised.** Pennies for Robert assists families with their travel costs for cancer treatment when a family member requires treatment outside of the Pierre area.



1st Place Team

Rick & Dail Mollard, Marc Hoelscher, and Damon Hoftiezer

Hole-in-One Hole #6

Damon Hoftiezer

Raffle Winner

Hadley Eisenbeisz

Fleet Farm Touch-A-Truck

The SDDOT participated in the Fleet Farm Touch-A-Truck event held in Sioux Falls on Aug. 24, 2024.

Curt Thiesen, Sioux Falls Lead Highway Maintenance Worker, and Brian McPhail, Sioux Falls Highway Maintenance Worker, took a snowplow, truck, and tow plow to the event.

The youth in the picture sitting inside the truck are Gavin and Eli, both sons of **Lisa Mauseth, Senior Secretary in Sioux Falls.**



100 Years Ago

Monday the state highway commission started an oil experiment on the Black and Yellow trail, starting 15 miles west of Fort Pierre. It is intended to oil a strip 16 feet wide, five miles. On the first day, one side of the road was oiled for two miles, applying two coats of oil. The state intends to apply four coats at this time. One side of the road will be oiled and after setting, the other side will be oiled. Those in charge of the work say it is a splendid showing. The road is gumbo, and a small blade was run ahead of the oiler very lightly cutting the loose dirt off, and it is claimed the road presents a wonderful appearance. The work Monday was started by oiling east. Today they will begin at the same point and oil west; on part of it a scarifier or light draw will be used to see which will provide the better road. This is going to be an important test and, according to claims and prospects, it is going to be the means of furnishing a quick solution for a permanent road between the Missouri River and the Black Hills.

State Highway Work - 100 Years Ago

Pictured is a recent article from the Pierre Capitol Journal.

The column "Down by the Old Missouri" features news items from 25, 50, and 100 years ago.

Public Engagement - South Dakota State Fair

Thanks to everyone who gave their time and expertise at our SDDOT booth at the State Fair. The Transit staff led the booth efforts and did a great job providing vital information to the public. The booth was very busy. The State Fair proved to be an excellent opportunity to engage with the public.



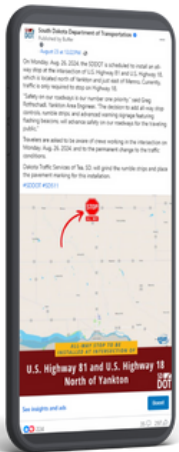
SDDOT Summer Communications Analytics

It's been a busy summer for the SDDOT. Thanks to all SDDOT staff, whether on the planning or construction side of a project, for sharing vital information with the public. Below are analytics from **April to August** including **press releases, social media, and text-in service**.

One way the SDDOT communicates with the public is through press releases and this summer the SDDOT averaged **30 press releases a month** for a **total of 150**. The department hit its peak in April with 36 and tied that number again in July. For a comparison at the state level, the Department of Public Safety (DPS) had 149 press releases and the Governor's Office had 78 during that same period of time.

Social media also played a big role in our communication efforts this summer with over **430 unique posts on each of our platforms (Facebook, Instagram, LinkedIn, and Twitter (X))**. In August, Facebook alone had **103 posts, 440,400 unique visitors, and 18,700 unique page visits**. (Unique means a person/profile who saw a specific SDDOT post at least once and is counted only once (no duplicates) in the reporting period.) The SDDOT's top-performing post came from a project featuring an all-way stop on the intersection of U.S. Highway 81 and U.S. Highway 18 north of Yankton. That post alone reached **116,000 people** and more than **220** people liked, commented, or shared the post.

The text-in service on featured projects is a great way to communicate any road conditions or major construction changes. Currently, the text-in service has had over **3,100 total subscribers** to date. SDDOT has sent **72 unique messages** for a total of **20,386 texts this summer**.



SDDOT Employee News and Updates

September Longevity:

- John Gerlach, Project Engineer Manager – 25 years (Rapid City Area)
- Darin Weidenbach, Region Materials Technician – 25 years (Mitchell Region)
- Brace Prouty, Scoping and Safety Squad Engineering Manager – 25 years (Central Office – Project Development)
- Kelly Hudecek, Transportation Program Administrator – 35 years (Central Office – Materials & Surfacing)



John Gerlach, Project Engineer Manager, Rapid City Area received his longevity pin from **Mike Carlson, Rapid City Area Engineer**.



September New Hires:

Donald Sharkey, Journey Transportation Tech - Pierre
 Jess Marlow, Transportation Specialist II - Pierre
 William Hylton, Transportation Utilities Coordinator - Pierre
 Cody Farmer, Highway Maintenance Worker - Woonsocket
 Casey Carlson, Highway Maintenance Worker - Clear Lake
 Dallas Moorhouse, Highway Maintenance Worker - Miller
 Michael Bouza, Highway Maintenance Worker - Tyndall
 Phillipus Buitendag, Highway Maintenance Worker - Tyndall
 James Christiansen, Highway Maintenance Worker - Murdo
 Robert Sargent, Equipment Technican - Pierre
 Joel Luikens, Highway Maintenance Worker - Gettysburg
 Michael Johnson Jr, Journey Transportation Tech - Sioux Falls
 Dan Rokusek, Journey Transportation Tech - Sioux Falls
 Connor Engebretson, Journey Transportation Tech - Watertown

September Promotions & Lateral Position Changes:

Steve Kamarainen, Operations Maintenance Engineer, Rapid City
 Jerry Graham, Lead Highway Maintenance Worker, Ipswich

SDDOT Employee News and Updates



Kellie Beck, Division of Finance and Management Director, and Travis Dressen, Mitchell Region Engineer, receive their 25-year AASHTO certificate and pins from **SDDOT Secretary Joel Jundt.**



Larry Dean, Planning Data Manager/Office of Project Development, was one of the SDDOT staff members that attended the County Commissioners, Auditors, and Highway Superintendents Conference in Rapid City in September.



Working side-by-side with agency partners at the local and state level is vital to the maintenance and enhancement of the transportation system.



Rebecca Urban, Road Design Engineer, and Corey Pinkley, Mitchell Region Traffic Engineer, recently attended the Jerome J. Lohr College of Engineering Career Fair at South Dakota State University.



Welcom McKenna Middleton, who was born on Aug. 24, 2024. She weighed 8 lbs. 7 oz.

McKenna is the granddaughter of Sheila & Mark Jandt. **Sheila is the Bridge Cost Analyst in Bridge Design.**

Mckenna is pictured with her big sister, McKenzie.



SDDOT Employee News and Updates

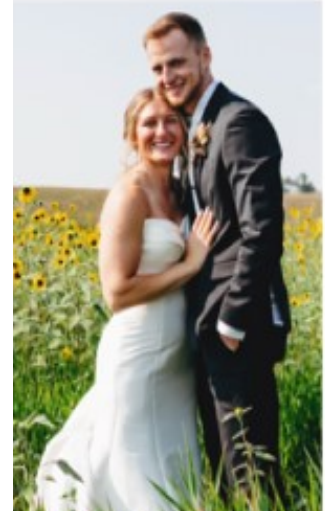


Emily Schmitz, Pierre Right of Way Sr. Appraiser, and her husband, **Patrick Schmitz** welcomed their first child!

Dylan Vince Schmitz was born on Aug. 14, 2024, he weighed 7 lbs. and 11 oz.



Congratulations to Mitchell Oehme, Road Design Engineer, Central Office. Mitchell and Shannon Katz were married in Huron on Aug. 17, 2024.



Welcome Margaret Jane Gilkerson.

Margaret was born on Aug. 25, 2024, weighing 6 lbs 2 oz and was 19.5 inches long.

She is the first grandchild for Sam Gilkerson, Road Design Consultant Manager (Pierre).

She is also the great-niece of Sarah Gilkerson, Project Development MPO Coordinator (Pierre).



Welcome Ellie Jean Watkins!

Kyle Watkins (Transportation Specialist I (DBE Program Coordinator)) and his wife Chrystal welcomed Ellie Jean on Wednesday, Sept. 11, 2024 at 2:12 p.m.

She weighed 8 lbs. 5 oz. and was 20.5 inches long.

Ellie joins big brother, James.



In Sympathy



Sympathy is extended to **June Hansen, Civil Rights Compliance Specialist**, on the passing of her sister.

Linda Whitney, of Mitchell, passed away on Saturday, Sept. 7, 2024, at Avera McKennan Hospital in Sioux Falls. A Celebration of Life will be held Thursday, Nov. 14, 2024, from 5-7 p.m. at the Moose Lodge in Mitchell with a 6:30 PM prayer service.



Sympathy is extended to **Mark Peterson, Aberdeen Region Engineer**, on the passing of his father.

Perry Peterson, of White Lake, passed away on Sunday, Sept. 15, 2024. Funeral Mass was held on Monday, Sept. 23, 2024, at St. Peter's Catholic Church in White Lake with burial at St. Peter's Catholic Cemetery.



Sympathy is extended to **Patrick Bruggeman**, Transportation Engineer, Intelligent Transportation Systems, on the passing of his mother on Friday, Sept. 20, 2024.

Additional details will be shared in an upcoming newsletter.