

Connecting the DOTs December 2024

INSIDE THIS ISSUE:

Page 2 Secretary's Corner

Pages 3 and 4 Finance Corner

Page 5Primavera Tips and Tricks

Page 6Safety News

Page 7 Mentoring Minute Project Bison Kudos Board/Impact Awards

Pages 8 and 9 Training Opportunities Economic Development Grants

Page 10 BHRA Health Tips International Aviation Art Contest

Pages 11 - 13 Holiday Highlights

Pages 14-15: Employee News and Updates

- New Hires
- Lateral Position Changes
- Longevity
- New Family Members
- In Sympathy

SDDOT Holiday Greetings



Do you need a professional photo taken for an upcoming Conference or presentation?

The SDDOT communications team will be providing professional photos across the state in January.

Date: Thursday, Jan. 9, 2025 Time: 12 (noon) to 2 p.m. Sioux Falls Area Office (basement level) (Signage will be posted)

Date: Tuesday, Jan. 14, 2025 Time: 10 a.m. – 1 p.m. (CT)
Becker-Hansen Bldg. - Secretary's Office - Small Conf. Room in Pierre

Date: Thursday, Jan. 30, 2025 Time: 9 to 11 a.m. (MT) Rapid City Region Office (Small Conference Room)

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No need to preregister for photos, come as your schedule allows. The photos in Pierre are being offered in advance of the Media/Public Engagement training scheduled on Jan. 14, 2025, from 1-4:30 p.m. If you haven't taken this interactive course; please consider registering!

Photo Tips: Please wear solid colors (no stripes/plaids). If you wear SDDOT apparel; please make sure it's our updated logo!



The Secretary's Corner

Continually Advancing Winter Communication for Travelers:

South Dakota travelers rely on SD511. This year, we are partnering with counties and tribes across the state to directly update road conditions within the statewide SD511 system. Many thanks to **Dave Huft, Intelligent Transportation Systems Program Manager**, for working diligently with Iteris, our SD511 service provider, to advance this communication opportunity.

Local officials will now be able to designate their counties and tribal areas as "**no travel advised**" or "**roads closed**" during severe storms. The local restrictions will be displayed on SD511's maps and road condition reports and transmitted to navigation app providers, enabling travelers to plan and complete their travel more safely. **To date, sixty of the state's sixty-six counties and eight of the nine tribes are registered to participate this winter!**

Text-in Notification System:

Subscribe to the text notification system designed to provide travelers with an additional communication option for **weather-related Interstate closures**. This system does not replace, but rather enhances, the opportunity to sign up for text and/or email notifications through SD511.

All users are encouraged to use https://www.sd511.org for the latest road condition information.

Points to note:

- This text notification system is for inclement weather-related closures on I-29 and I-90.
- Information will not be shared about state highways through this text number.
- SD511 is always the best source for "no travel advisories" or other road condition information.
- This text-in notification system is for information only (it is not designed to receive texts). Messages sent to the number will receive an automated response to use SD511 for the latest road conditions.



Finance Corner... Capital Outlay Purchases

Capital Outlay (aka Capital Assets)

Capital outlay represents items purchased for use in production over relatively long periods of time rather than for resale or for conversion within a short time.

CAPITAL ASSET EQUIPMENT EXAMPLES:

VEHICLES	MACHINERY & EQUIPMENT		
Motor Vehicle - 520730X	Shop Equipment - 520740X	Laboratory & Engineering Equipment - 520760X	
Aircraft - 520734X	Machinery - 520742X	Recreational Equipment - 520766X	
	Office Machines - 520743X	Audio-Visual Equipment - 520767X	
COMPUTER HARDWARE	Filing Equipment - 520744X	Photographic Equipment - 520769X	
Computer Hardware - 520790X	Office Equipment & Fixtures - 520745X	Storage Tanks - 520788X	
	Lawn & Garden Equipment - 520746X	Miscellaneous Equipment - 520782X	
COMPUTER SOFTWARE	Telephone Equipment - 520749X	Highway Maintenance Equipment - 520788X	
System Development - 520795X	Communication Devices Other Than Telephone - 520750X		
Computer Software - 520796X			

Effective 10/01/24: The State's capitalization threshold increased from \$5,000 to \$10,000.

What this means, is that in the state's central accounting system, equipment costing \$10,000 or more will be capitalized as an asset as a 52X7XX5 account and a Fixed Assets Inventory Data Sheet (DOT-108 form) must be completed. Equipment costing under \$10,000 will be expensed as a 52X7XX1 account.



REQUISITIONS/PURCHASE ORDERS:

When entering a requisition for **SUPPLIES (5205)** or **CAPITAL OUTLAY (5207)**, please select the proper combination that identifies the type of item that is being requested for purchase.

Examples:

SUPPLIES (5205):

·3040-52054510-111325 (State Highway Fund-Vehicle Maintenance & Repair-Depr Equipment prgm o52054510 account could be used for items such as light bars, gaskets, axles, hitches, lights, hoses, etc

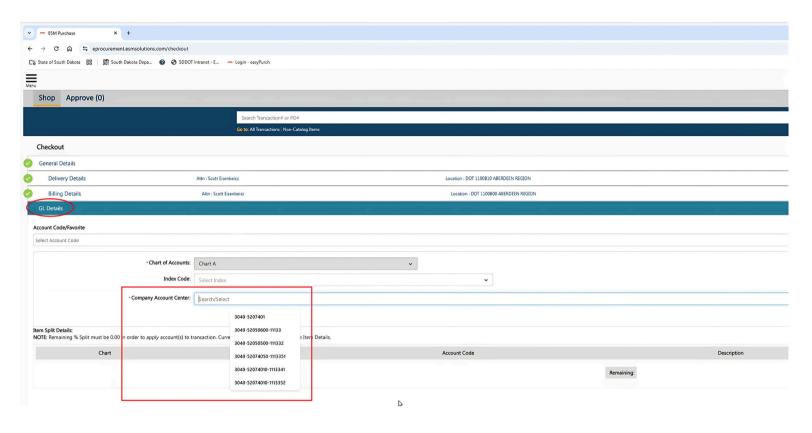
CAPITAL OUTLAY (5207):

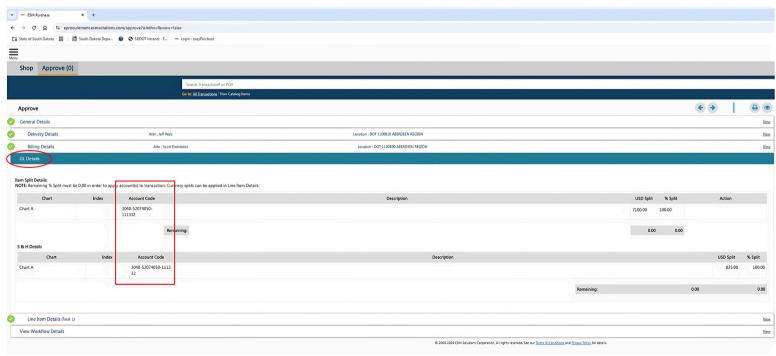
·3040-52078850-1113350 (State Highway Fund-Highway Maintenance Equipment-Aberdeen Region) o52078850 account could be used for items such as mowers, trailers, stripers, truck-mounted tanks, snowplows, etc.

For Capit a	I Outlay purchases, use the following coding:				
MSA:		DOT:			
52X7XX1	Purchase of assets costing less than \$10,000 per item.	762 or 211			
52X7XX5	Purchase of assets costing \$10,000 or more per item; with exceptions of vehicles & equipment in EN	MS 761 or 211			
	* A completed Fixed Asset Inventory Data Sheet (DOT-108 form) must accompany invoice for payment.				
52X7XX9	Purchase of materials for Work-in-Progress (WIP) accounts.	410 or 411			
*This wou	ld exclude items normally charged to inventory and WIP accounts specifically for maintenance (non-ca	pital outlay) projects.			
	Id exclude items normally charged to inventory and WIP accounts specifically for maintenance (non-ca ch & Transp Inventory Mgmt are exceptions as they often code to specific projects.	pital outlay) projects.			
*ITS, Resea		pital outlay) projects.			
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*ITS, Resea	ch & Transp Inventory Mgmt are exceptions as they often code to specific projects. cct coding descriptions: Capital Assets (greater than \$10,000)	pital outlay) projects.			

Finance Corner . . . Capital Outlay Purchases continued

NOTE: If a company, account, center combination is not in the drop-down box in the GL details in the ESM Purchase application (see snip-its on the next page), please email the Finance office (**Tracy Boom & Susan Frederick**) to add the combinations.Please DO NOT use just any combination to add a requisition as this creates issues when the payment is being processed as well as budget issues, especially toward year-end.



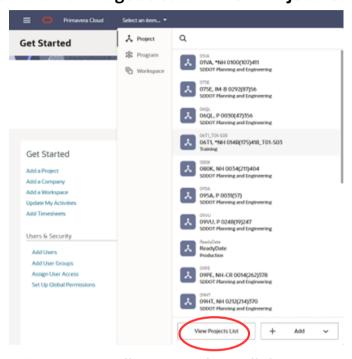


Primavera Tips & Tricks

SDDOT utilizes Primavera Cloud, which is a cloud-based scheduling software for the design phase of a project. Additionally, Primavera Cloud is utilized for various aspects of project management to help with managing resource workloads (current and future) and to assist in the delivery of projects in a timely matter.

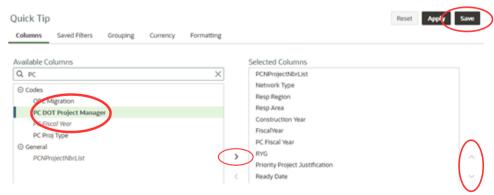
This tip demonstrates how to add columns on the **Project** and **Activities pages** in Primavera Cloud.

1. On the Main Page select and View Project list.



The **Projects Page** will open to show all the projects.

- 2. On the **Project Page**, select **Settings** or the **Wrench** icon.
 - a. Click in the **Search** under, Available Columns.
 - b. Search for the Column you want to add, For this example, search for **PC DOT Manager**.
 - c. Select the Column(s) and Click the **Arrow** to move to the Selected Columns.
 - d. If you want to reorder the columns, use the **Up** and **Down** arrows.
 - e. When finished, Click Save.



The addition of columns is the same procedure for the **Activities page**.

If you have questions about the Primavera Cloud software, please reach out to the project delivery team.

Earl Berg at earl.berg@state.sd.us or 773-7191 Kathryn Johnson at kathryn.johnson@state.sd.us or 773-3567

SDDOT Safety News

By Jon Johanson, Safety Manager

SDDOT SAFETY NEWS December Safety



The "first day of winter" is on December 21, but it's obvious that winter is here for many of us. Below are a few winter tips that all employees can benefit from.

Avoid Snow Shoveling Injuries

Shoveling snow is among winter's most unpleasant activities. High levels of activity in cold temperatures put many people at risk of heart attack, especially those that have inactive lifestyles. Knowing your limits and staying within them with any physical activity is a key to staying safe. Shoveling anything in general is a physically demanding activity. Listen to your body. When your body is telling you enough is enough, take the hint. The snow or pile of dirt will still be there tomorrow, but if you push yourself too hard, you may not be. Click here to review the symptoms of a heart attack in males and



click <u>here</u> to review the symptoms of a heart attack in females.

Prevent Carbon Monoxide Poisoning

Every year, over 400 people die and 50,000 are treated for carbon monoxide (CO) poisoning. No matter where you live, CO detectors are a good idea. Because CO is slightly lighter than air and also because it may be found with warm, rising air, detectors should be placed on a wall about 5 feet above the floor. The detector may be placed on the ceiling. Do not place the detector right next to or over a fireplace or flame-producing appliance. Each floor needs a separate detector. For advanced guidance on where to install a CO detector, click here.

Treat Frostbite Immediately

Frostbite is an injury caused by freezing of the skin and underlying tissues. In the earliest stage of frostbite, known as frostnip, there is no permanent damage to the skin. Symptoms include cold skin and a prickling feeling, followed by numbness and inflamed or discolored skin. As frostbite worsens, skin may become hard or waxy looking. You can treat frostnip by rewarming. All other frostbite requires medical attention because it can permanently damage skin, muscle, bone, and other tissue.



The monthly **SDDOT Safety News** feature (as well as past issues) is also available on the Intranet homepage; as shown below!

SDDOT SAFETY NEWS

DEC. 2024

NOV. 2024

VIEW SAFETY NEWS ARCHIVES

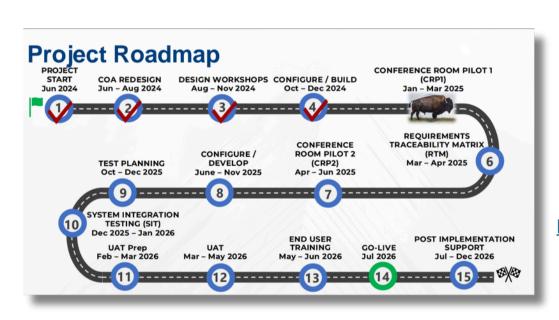


Make Time for Mentoring!

Mentoring Upcoming Events:
Extra Mile Mentoring Book Club Wednesday, Jan. 22, 2025
The Eight Paradoxes of Great Leadership
by Tim Elmore / Mike Carlson, Leader
11 a.m. - 2 p.m. (CT)
SDDOT Commission Room and Microsoft TEAMS

January Mentoring Event – Tuesday, Jan. 28, 2025 Concept to Construction Webinar 1:30 – 3:30 p.m. (CT) SDDOT Commission Room and Microsoft TEAMS





Project Bison

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

Celebrating our SDDOT Team!

Do you have a co-worker or co-workers who have been doing an excellent job lately? Did they go above and beyond on a project or to assist someone?

Celebrate them through the **Kudos Board** located on the Intranet! To tag a co-worker (s) in your post, place the **"@"** symbol before typing their name (s).

Impact Awards:

Fourth quarter and year-end Impact Awards will be announced through the Information Interchange in January.





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TRAINING UPDATE -

Learn ~ Engage ~ Improve

December 2024 (Upcoming Trainings)

DESIGN



ADA 101

Jan. 16 | 8:30 a.m. – 12 p.m. | Aberdeen Ian. 29 İ 8:30 a.m. – 12 p.m. | Pierre Jan. 30 | 8:30 a.m. – 12 p.m. | Sioux Falls Feb. 13 | 8:30 a.m. – 12 p.m. | Pierre Feb. 13 | 1 p.m. - 4:30 p.m. | Pierre Feb. 25 | 8:30 a.m. – 12 p.m. | Rapid City

NHI 380129 Performance-Based Flexibility in **Geometric Design**

April 8-10 | 9 a.m. - 12 p.m. | Webinar

Accommodating Pedestrians in the Work Zone

Jan. 16 | 1 – 3 p.m. | Aberdeen Jan. 29 | 1 – 3 p.m. | Pierre Jan. 30 | 1 – 3 p.m. | Sioux Falls Feb. 25 | 1 – 3 p.m. | Rapid City

Traffic Calming

lan. 21 | 9:30 - 11 a.m. | Zoom

COMMUNICATION & TECHNOLOGY

Media/Public Engagement Training

Jan. 14 | 1 - 4:30 p.m. | Pierre **Computer Skills Basics** Upon request

SAFETY

South Dakota Safety Council First Aid, CPR/AED <u>Instructor Development Workshop</u>

Jan. 7 | 8 a.m. - 5 p.m. | Rapid City

TLN: The Communicative Engineer

Jan. 14 | 10 - 11:30 a.m. | Zoom

TLN: Virtues & Competencies of Engineering with Connections to the Professional Codes of Ethics

March 10 | 1 - 3 p.m. | Zoom

NHI 134077 Contract Administration Core

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

LEADERSHIP

The Principles of Excellence: Baldridge 101 Feb. 25 & March 4 | 8 a.m. - 12 p.m. | Webinar

CONSTRUCTION & MATERIALS

Curriculum

NHI 130087 Inspection of Ancillary Highway **Structures**

Feb. 25 | 8 a.m. - 5 p.m. | Sioux Falls

MAINTENANCE

Snowplow Truck Maintenance - Best Practices to Reduce Corrosion

Jan. 8 | 10 – 11 a.m. | Zoom

TLN: Tractor Mower Operator Safety Training

Feb. 27 | 8:30 a.m. – 12:30 p.m. | Zoom

AGC: Traffic Control Supervisor

Feb. 4 - 5 | 8 a.m. - 5 p.m. | Sioux Falls Feb. 6 - 7 | 8 a.m. – 5 p.m. | Sioux Falls Feb. 20 - 21 | 8 a.m. - 5 p.m. | Rapid City

CDL EDLT Class A & B Theory

Jan. 6-8 | 8 a.m. – 4:30 p.m. | Rapid City Feb. 3-5 | 8 a.m. – 4:30 p.m. | Aberdeen Mar. 3-5 | 8 a.m. – 4:30 p.m. | Sioux Falls Mar. 17-19 | 8 a.m. – 4:30 p.m. | Pierre

CDL EDLT Train the Trainer

Ian 9 | 12:30 – 5 p.m. | Rapid City

Jan. 9 | 12:30 – 5 p.m. | Rapid City Feb. 6 | 12:30 – 5 p.m. | Aberdeen Mar. 6 | 12:30 – 5 p.m. | Sioux Falls Mar. 20 | 12:30 – 5 p.m. | Pierre

CDL Learners Permit

Jan. 9 | 8 a.m. – 12 p.m. | Rapid City Feb. 6 | 8 a.m. – 12 p.m. | Aberdeen Mar. 6 | 8 a.m. – 12 p.m. | Sioux Falls Mar. 20 | 8 a.m. – 12 p.m. | Pierre

AGC Hazardous Materials Endorsement

Jan. 10 | 8 a.m. - 5 p.m. | Rapid City Feb. 7 | 8 a.m. – 5 p.m. | Aberdeen Mar. 7 | 8 a.m. – 5 p.m. | Sioux Falls Mar. 21 | 8 a.m. - 5 p.m. | Pierre



TRAINING UPDATE -

Learn ~ Engage ~ Improve December 2024 - Safety Quick Tips



Construction

Take just a few minutes to watch this video designing for the health and safety of all SDDOT employees.

Today I will... make safety **my** priority.

https://sdlearn.csod.com/ui/lms-learning-details/app/course/f00234e4-cd88-48b7-af54-a20e7465a409

South Dakota Transportation Commission Awards Economic Development Grants By Paula Huizenga, Grants Program Engineer

At the South Dakota Transportation Commission meetings held on Tuesday, Nov. 26, 2024, and on Thursday, Dec. 19, 2024, commissioners awarded approximately \$4 million in economic development grants for infrastructure improvements to counties and smaller communities across South Dakota. The economic development grant funds are designated to improve roads leading to schools, main business areas, hospitals, grain elevators, and other economic areas within a community. The grants may provide funding for 80 percent of the construction costs up to a maximum amount of \$600,000.

"The economic development grants are a vital component to the financial assistance the South Dakota Department of Transportation (SDDOT) provides local government to improve infrastructure," said **Transportation Secretary Joel Jundt**. "Without the grant funding, many rural communities would not have the financial capability to advance economic development for their residents today and into the future."

Community Access Grants awarded by the Transportation Commission on Tuesday, Nov. 26, 2024:

- City of Eagle Butte \$600,000 grant award for Landmark Avenue which serves a business area;
- City of Elkton \$430,000 grant award for Elk Street which serves a business area;
- City of Lennox \$600,000 grant award for East Oriole Avenue which serves the middle and high schools and a business area;
- City of Springfield \$600,000 grant award for 11th, Ash, and Oak Streets which serve the school area; and
- City of Winner \$600,000 grant award for Monroe and Van Buren Streets which serve a business area.

Agri-Business Grants awarded by the Transportation Commission on Thursday, Dec. 19, 2024:

- Blom Township \$450,000 grant award for 190th Street which serves the Wildrose Dairy;
- Clay County \$600,000 grant award for 313th Street which serves the Southeast Farmers Coop; and
- Hamlin County \$132,500 grant award for 459th Street which serves County Line Dairy.

Find economic development grant program information and the application process on the SDDOT website **here**.

BHRA - Four Tips for Staying Healthy this Winter!

While winter is a time for holidays and making memories with your friends and family, it can also take a serious toll on your physical and mental health. Here are tips to help you and your loved ones get

through the cold winter months safe and sound.

- 1. **Keep it Clean** Hand washing with soap and warm water is still one of the most effective ways to prevent the spread of viruses like the cold, flu, and COVID-19. This, along with disinfecting surfaces and keeping your distance from those who are sick will help limit your exposure to germs.
- 2. **Limit Exposure to Cold** Keep your eye on your local weather report. Dress warmly with layers and take breaks from frigid winter conditions to prevent the possibilities of frostbite and hypothermia.
- 3. **Get Plenty of Sleep** Do not underestimate the power of healthy sleeping habits. With extra travel and activities, it's easy to lose track of time. Avoiding alcohol, caffeine, and large meals close to bedtime can also help to ensure you stay on a healthy schedule.
- 4. **Limit Excess Snacks** Holiday parties bring a plethora of cakes, cookies, pies, and other delicious treats. While they're fun to eat, it's always a good idea not to eat too much!

Stay Healthy This Winter! Wash Hands, sanitize surfaces, and limit exposure to sick people. 1. Keep it Clean! Wear layers and limit your exposure to the cold weather. 2. Stay Warm! Don't let extra activities interfere with your sleep schedule! 3. Stay Rested! Limiting extra snacks can help to curb holiday weight gain. 4. Limit Snacks!

Follow Benefits on Social Media!





Additional winter weather tips can be found on the EAP website.

2025 International Aviation Art Contest

The SDDOT and South Dakota Pilots Association are seeking students to enter the 2025 Contest. The theme is **Women with Wings** and we invite students ages 6-17 to submit artwork inspired by the daring women who have defied society's expectations, taking to the air, and proving that the sky is a place for everyone. All artwork must be 11 34 x 16 1/2 inches or the nearest possible equivalent in size to be considered for the contest.

The Aeronautics Office at SDDOT will judge the submissions at the state level. Prizes will be awarded to the 1st-3rd place winners in three different age categories: ages 6-9, 10-13, and 14-17. The first-place winners in each age group will then be forwarded to Washington, D.C. to participate in the national competition.

All entries must be received by Tuesday, Jan. 7, 2025. Mail all entries to: SDDOT / Office of Air, Rail & Transit

700 East Broadway Ave., Pierre, SD 57501

Ouestions:

Email Nancy.Hiller@state.sd.us or call 605-773-4430 Find the brochure at https://dot.sd.gov/transportation/aviation/aerospace-education.



SDDOT Participates in Holiday Events Across the State

Sioux Falls Parade of Lights - Nov. 29, 2024







Back Row - Left to Right: Matt Konda, Sioux Falls Highway Maintenance Worker; Ethan Huls, Sioux Falls Highway Maintenance Worker; and Mark Burger, Sioux Falls Highway Maintenance Worker.

Middle Row - Left to Right: Jersey Konda (Matt's daughter), Josh Bethke, Sioux Falls Highway Maintenance Worker; Sarah Lahr (Jared's wife), Jared Lahr, Sioux Falls Highway Maintenance Worker; Monte Herren, Sioux Falls Highway Maintenance Worker, and Curt Theisen, Sioux Falls Lead Highway Maintenance Worker.

Kids pictured in the Front Row:Lander Konda (Matt's son) and
Landon Lahr (Jared and Sarah's son)

Britton Parade of Lights - Dec. 8, 2024





Driver - Dominic Drake, Britton Highway Maintenance Worker



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SDDOT Participates in Holiday Events Across the State Continued

Aberdeen Parade of Lights - Dec. 14, 2024



Driver - Caleb Huettl, Aberdeen Highway Maintenance Worker







Central Office Holiday SuperSTAR 2024:

Congratulations to our very own Elf on Shelf ... Finance Director - Kellie Beck

2nd Place: Bridge Trio / Ghosts from A Christmas Carole

3rd Place: Rayleen Rageth

Annual Finance Christmas Party - Dec. 6, 2024







The 4th Annual SDDOT Holiday Smackdown Winner is . . . ABERDEEN REGION!

The Aberdeen Region will once again get to show off the trophy for the next year, as well as make the collection selection for 2025. The trophy will be presented at the next Executive Team meeting.

THANK YOU to everyone who participated! In the end, SDDOT donated 3,937 food items and \$4,663 to food pantries across our state.

	# Food	\$ Cash	TOTALS
Central Office	331	\$643	974
Rapid City	988	\$329	1317
Aberdeen	998	\$2251	3249
Mitchell	1108	\$140	1248
Pierre	512	\$1300	1812

The donations will go to ...

Aberdeen Salvation Army Red Kettle/Food Bank Custer Storehouse Interlake Community Action & Huron Hopes and Blessings Mobridge Food Pantry Rapid City Feeding South Dakota Watertown Salvation Army Red Kettle/Food Bank Yankton's local food pantry Compassion Cupboard (Belle Fourche) Hot Springs Food Pantry Mitchell's local food pantry Pierre Area Referral Services (PARS) Sturgis Food Bank Winner's local food pantry





Thank you to everyone who donated to the Winter Wear Drive from Dec. 2-10, 2024 held for SDDOT in Pierre. Many coats, jackets, boots, hats, and mittens were collected.



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All items were donated to the Share the Warmth coat drive organized by the Southeast Pierre Community Center.

On these VERY cold days, it's a great reminder of the importance of winter gear. Thank you to everyone who donated items!

(Pictured are **Terri Geigle, Transportation Specialist,** and **Kari Kroll, Executive Assistant - Office of the Secretary**, delivering the donated items.)

SDDOT Employee News and Updates

December New Hires:

Michael Butsavage, Highway Maintenance Worker - Bison Christopher Knutson, Highway Maintenance Worker - Sioux Falls Todd Komes, Highway Maintenance Worker - Newell Carson Cobb, Highway Maintenance Worker - Aberdeen Joe Beel, Highway Maintenance Worker - Mission

December Promotions and Lateral Position Changes:

Chaz Shuff, Lead Highway Maintenance Worker - Aberdeen Caleb Van Zee, Highway Maintenance Worker - Armour Beau Walker, Highway Maintenance Worker - Philip Wyatt Reis, Highway Maintenance Supervisor - Winner Mary Hoyt, State Highway Funding Specialist - Pierre

December Longevity:

Kellie Beck, Division Director – 25 years (Central Office/ Finance & Management)
Jay Noem, Transportation Project Manager – 25 years (Custer Area)
Connie Johnson, Transportation Analyst – 30 years (Central Office/Project Development)
Kevin Heiman, Highway Construction Project Engineer Manager – 35 years (Yankton Area)
Paulette Huber, Highway Construction Project Engineer – 40 years (Mitchell Area)



Bryce Chambers, Certification Analyst, receiving his 40-year longevity pin from **Kelly Hudecek, Transportation Programs Administrator**.

SDDOT Employee News and Updates New Family Members



Welcome to Wilx Harvey

Wilx Harvey was born on Dec. 10, 2024, weighing 7 lbs., 13 oz., and 20-1/4 inches long. Wilx joins older brother, Wally.

Parents are Hannah Covey, Pierre Region Traffic Engineer, and fiance Ty.

Welcome to Anika Brooke

Anika Brooke Bollinger was born on Nov. 22, 2024, weighing 7 lbs. and was 19-3/4 inches long. Anika joins her older brother Rhys.

Parents are Ryon Bollinger, Engineering Manager 1 in Road Design, and Ariana Griffey, Engineering Manager 1 in Bridge Design.



SDDOT Employee News and Updates In Sympathy

Sympathy is extended to **Karen Mentele**, **Accountant - Finance Division** (**Pierre**) on the recent passing of her mother.

Ruth Glanzer passed away at the Freeman Hospital on Dec. 6, 2024.

Funeral services were held for Ruth on Dec. 11, 2024, at Zion Bible Church in Bridgewater.





Sympathy is extended to friends, family, and former co-workers of **Richard Hansen**. Richard passed away on Nov. 29, 2024, in Chamberlain, SD.

Funeral services for Richard were held on Dec. 4, 2024, at the Zion Lutheran Church in Chamberlain with burial in the Riverview Cemetery at Chamberlain.

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Richard retired from the SDDOT in 2014.