



# Connecting the DOTs

## August 2024

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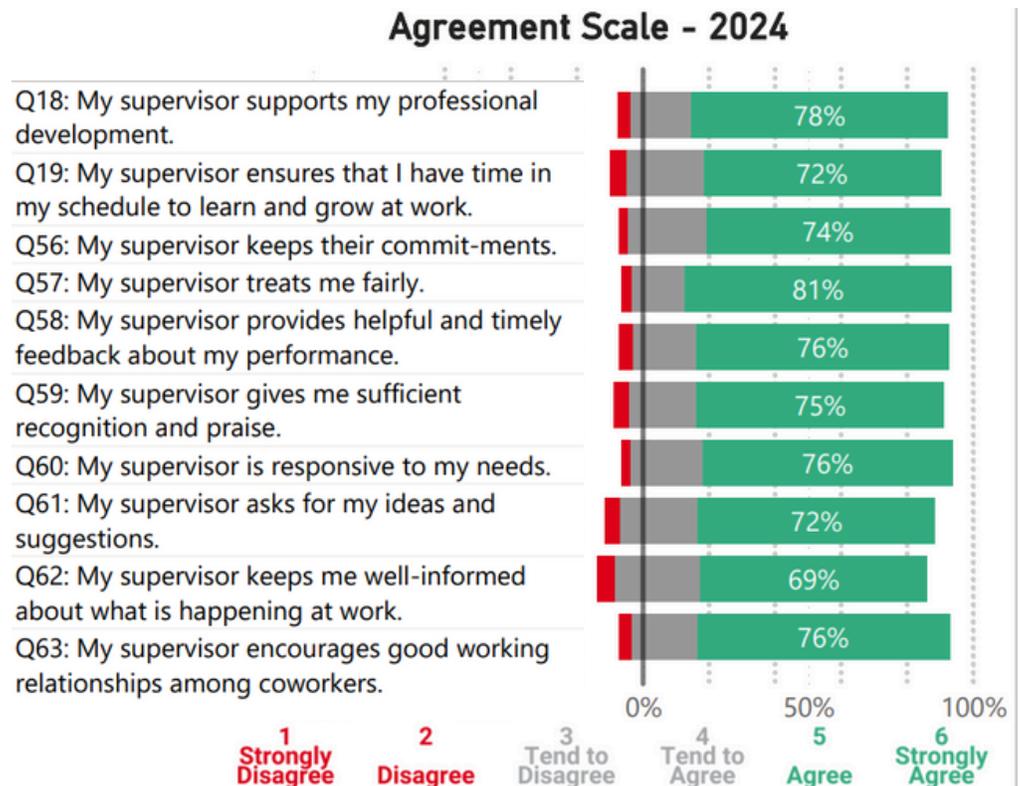
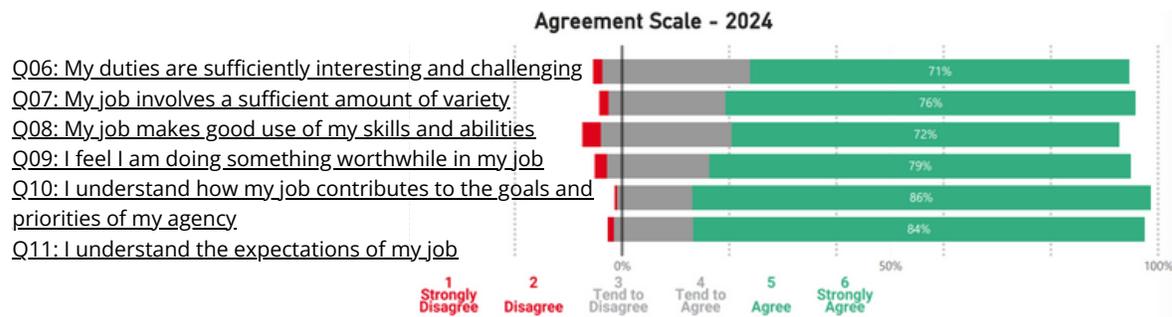
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Employees are motivated by different elements within the workplace.

Unique priorities, experiences, and emotions determine motivation.

The two most impactful SDDOT agency drivers are **"Role"** and **"Resources."**



All results are available on the SDDOT Intranet site at . . .

<https://intranetdot.sd.gov/docs/empl/2024EngagementDOT.pdf>



## The Secretary's Corner

Having a culture at SDDOT that provides open discussions creates trust, collaboration, strong teams, and an overall positive work environment.

As part of our commitment to continuous improvement, I want to emphasize the importance of cultivating a workplace culture that promotes open dialogue among leaders, supervisors, and employees. **Why does open dialogue matter within the SDDOT?**

- 1. Enhances Trust and Transparency:** Open communication fosters trust and transparency, making it easier for everyone to share ideas, concerns, and feedback without fear of judgment or retaliation.
- 2. Encourages Collaboration and Innovation:** When we communicate openly, we can collaborate more effectively, leveraging diverse perspectives to drive innovation and solve problems creatively.
- 3. Improves Employee Engagement and Morale:** Employees who feel heard and valued are more engaged and motivated, leading to higher job satisfaction and overall morale.
- 4. Facilitates Growth and Development:** Constructive feedback and open discussions about career goals and development opportunities help employees grow and reach their full potential.
- 5. Strengthens Team Relationships:** Open dialogue builds stronger relationships within teams, fostering a supportive and cohesive work environment.

**Let's all be committed to an open dialogue for our collective success . . .**

**Regular Check-Ins:** Whether this happens at the local level between an employee or supervisor or through statewide meetings; regular opportunities with team members to discuss progress, challenges, and even aspirations will foster a collaborative environment.

**Open Door Policy:** We encourage everyone to take advantage of our open-door policy, you should always feel free to approach any leader or supervisor with your ideas or concerns.

**Training and Workshops:** Our Training Team offers countless resources for all of us to improve our internal and external communication skills with co-workers and customers.

Fostering a culture of open dialogue is essential for our collective success as a large organization. Let's work together to create an environment where every voice is heard, and every idea is valued.

**Take the Opportunity to Engage!** All employees will have access to a short survey provided in advance of the employee meetings. Please take the opportunity to provide input or propose topics. Together, we can best address our challenges and work toward positive solutions. Having a SDDOT culture that provides open discussions among leaders, supervisors, and employees creates trust, collaboration, strong teams, and an overall positive work environment.

## 2024 Snowfighter Rodeos

The SDDOT Snowfighter Rodeos 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.

The Rodeo events are also a great time to engage in learning activities for our maintenance employees with sessions sponsored by the South Dakota Safety Council. In addition to training, the Snowfighter Rodeos provide staff with the opportunity to share experiences, techniques, and best practices with counterparts in other units. Equally as important, the Rodeos encourage team building for snowplow operators as they prepare for the upcoming winter season.

### Rodeo 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**



## 2024 Employee Meetings

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

Below are dates, times, and locations for employee meetings scheduled at this point. 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 the employee meetings.

Wednesday, Sept. 25 from 1:30 - 3 p.m. (MT) Rapid City Region Maintenance - in Rapid City

Wednesday, Oct. 2 from 10:15 a.m. – 11:45 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 Region Maintenance - 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 (Times TBD) Central Office Staff at Community Bible Church - in Pierre

Dec. 17-18 Region Field Engineering Staff (dates and times to be determined) - in Pierre

## HOH Banquet Scheduled for James Loiseau - 2024 Inductee

The South Dakota Transportation Hall of Honor committee recently announced its 2024 inductees; the late Jim Myers, former SDDOT Director of Railroads and Transportation Secretary, and the late James Loiseau, former President and owner of Loiseau Construction, Inc.

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, 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





All proceeds from the hunt fund the annual AGC of South Dakota J.R. Loiseau Memorial Scholarship, awarded to area students pursuing a degree in construction!

**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

LIMITED TO  
40 HUNTERS  
MAX

**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](mailto:shaw@loiseauconstruction.com)

Mail forms & checks to: Loiseau Construction - 1002 West Elm Ave., Flandreau SD 57028

# SDDOT Safety News - Labor Day Safety

By Jon Johanson, Safety Manager



## SDDOT SAFETY NEWS

### Labor Day Safety



The Labor Day holiday weekend is coming up soon and the U.S. Department of Transportation's [National Highway Traffic Safety Administration](#) (NHTSA) is working alongside your law

enforcement community to decrease impaired driving. From August 16 through September 2, police departments across the nation will be participating in the [Drive Sober or Get Pulled Over](#) enforcement period. The NHTSA wants drivers to understand the importance of planning ahead for a sober driver if alcohol is included in your Labor Day weekend plans.

#### Labor Day Statistics

- Nationally, it is illegal to drive with a [BAC](#) of [.08 g/dL](#) or higher, except in Utah, where the limit is [.05 g/dL](#).
- During the 2022 Labor Day holiday period, there were 490 crash fatalities nationwide. Of these 490 traffic crash fatalities, 39 percent (190) involved a drunk driver, and a quarter (25 percent) involved drivers who were driving with a BAC almost twice the legal limit (.15+ BAC).
- Among drivers between the ages of 18 and 34 who were killed in crashes over the Labor Day holiday in 2022, 47 percent of those drivers were drunk, with BACs of .08 or higher.

#### The Cost of Drunk Driving

- On average, a DUI can set you back \$10,000 in attorney's fees, fines, court costs, lost time at work, higher insurance rates, and more.
- If you're caught drinking and driving, you can face jail time. Imagine trying to explain that to your supervisor, friends, and family.

- Drinking and driving can cause you to lose your driver's license and your vehicle. This could keep you from getting to work, resulting in lost wages and, potentially, job loss.

#### Celebrate with a Plan

Plan ahead if you will be celebrating the end of summer or over the long Labor Day holiday weekend. If you plan to drink, plan ahead for a sober driver to take you home. If it's your turn to be the designated driver, take the role seriously and don't consume alcohol, not even one drink. Always drive 100 percent sober. Even one alcoholic beverage could be one too many.

- Remember that it is never okay to drink and drive. Even if you only had one alcoholic beverage, designate a sober driver or plan to use public transportation or a ride service to get home safely.
- If you see a drunk driver on the road, contact your local law enforcement.
- Do you have a friend who is about to drink and drive? Take the keys away and make arrangements to get your friend home safely.

Do you have a friend who is about to drink and drive? Take the keys away and make arrangements to get your friend home safely.



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

<p>STATE EMPLOYEE AIRCRAFT RESERVATIONS</p> <p><a href="#">VIEW SCHEDULE</a></p>	<p>RECRUITMENT INFORMATION</p> <p><a href="#">EMPLOYEE REFERRAL PROGRAM</a> <a href="#">SDDOT RECRUITMENT EFFORTS</a></p>	<p>SDDOT KUDOS BOARD</p> <p><a href="#">VIEW AND POST</a></p>	<p>SDDOT IMPACT AWARDS</p> <p><a href="#">NOMINATE A TEAM MEMBER</a></p>
<p>SDDOT CROSSROADS</p> <p><a href="#">VIEW LOBBY TV SLIDES</a></p>	<p>INFORMATION INTERCHANGE</p> <p>WEEK OF AUG. 5, 2024</p> <p>WEEK OF JULY 29, 2024</p> <p>WEEK OF JULY 22, 2024</p>	<p>NEWS STORIES</p> <p><a href="#">VIEW LATEST SDDOT HEADLINES</a></p>	<p>SDDOT SAFETY NEWS</p> <p>LABOR DAY SAFETY</p>

## Primavera Tips and Tricks

SDDOT utilizes Primavera P6 scheduling software for the design phase of a project. Additionally, Primavera software is utilized for various aspects of project management to help with managing resource workloads (current & future) and to assist in the delivery of projects in a timely matter. Through the SDDOT newsletter "Connecting the DOTs", the Project Delivery Team will periodically provide tips to help staff utilize the Primavera software.

This tip demonstrates how to **Sort by Column** in Primavera.

1. Go to the Main Page that displays the **Projects or Activity** tab.
  - a. On the Project and/or Activity Tab.
    - i. Click the **Column Header** to Sort.
    - ii. Click **Once** to sort by Descending Order
    - iii. Click **Twice** for Ascending Order.
  - b. The Example below shows sorting by the Project ID/PCN.

### Descending Order

Primavera P6 Professional 19 : 04X9 (04X9, P 0040(230)38)

File Edit View Project Enterprise Tools Help

Projects Activities

Project ID PCN Project Nbr List Network Type Resp Region Resp Area Project Manager Construction Year Fiscal Year PC Fiscal Year

**Click the column header you want to sort.**

Project ID	PCN	Project Nbr List	Network Type	Resp Region	Resp Area	Project Manager	Construction Year	Fiscal Year	PC Fiscal Year
<b>SDDOT</b>							<b>Department of Transportation</b>		
<b>Pre-Constructi</b>							<b>Planning and Engineering Division</b>		
							<b>Planning and Engineering Division</b>		
RC	RC	Grading Squad - Mark Malone					2025	2024	2024
RC	CU	Consultant Manager - Jacob Rosecky					2025	2024	2024
RC	CU	Grading Squad - Mark Malone					2024	2024	2024
PR	WI	Grading Squad - Mark Malone					2024 & 2025	2024	2024
PR	MO	Pierre Region Design - Shelley Larson					2025	2024	2024
PR	MO	Pierre Region Design - Shelley Larson					2025 & 2026	2024	2024
PR	WI	Pierre Region Design - Shelley Larson					2025	2024	2024
SW	SW	Aberdeen Region Traffic - Matt Dortschmidt					2024	2024	2024
MI	XX	Mitchell Region Traffic - Corey Pinkley					2024	2024	2024
MI	SF	Bridge Maintenance - Todd Thompson					2024	2024	2024
RC	CU	Surfacing Plans - Chad Howard					2025	2024	2024
PR	WI	Pierre Region Design - Shelley Larson					2025	2024	2024
MI	SF	Mitchell Region Design - Monte Rice					2024 & 2025	2024	2024
PR	WI	Pierre Region Design - Shelley Larson					2024 & 2025	2024	2024
RC	CU	Rapid City Region Design - John Rehorst					2024 & 2025	2024	2024
PR	PR	Pierre Region Design - Shelley Larson					2024 & 2025	2024	2024
PR	PR	Pierre Region Design - Shelley Larson					2024 & 2025	2024	2024
RC	RC	Bridge Maintenance - Todd Thompson					2024	2024	2024
MI	YA	Lighting/Signals/Traffic/Utilities - Stacy Bartlett					2025	2024	2024
MI	MI	Grading Squad - Thomas Druyvestein					2025	2024	2024
MI	MI	Mitchell Region Design - Monte Rice					2025	2024	2024
RC	RC	TAP Coordinator - Logan Gran					2024	2024	2024
RC	XX	Rapid City Region Traffic - Steve Kamarainen					2024	2024	2024
MI	YA	Mitchell Region Design - Monte Rice					2024	2024	2024
MI	YA	Lighting/Signals/Traffic/Utilities - Stacy Bartlett					2024	2024	2024
MI	XX	Mitchell Region Traffic - Corey Pinkley					2024 & 2025	2024	2024
MI	SF	TAP Coordinator - Logan Gran					2024	2024	2024
MI	MI	Lighting/Signals/Traffic/Utilities - Stacy Bartlett					2024	2024	2024

## Primavera Tips and Tricks Continued

### Ascending Order

Project ID	PCN Project Nbr List	Network Type	Resp Region	Resp Area	Project Manager	Construction Year	Fiscal Year	PC Fiscal Year
<b>SDDOT</b>								
<b>Department of Transportation</b>								
<b>Pre-Construct</b>								
<b>Planning and Engineering Division</b>								
<b>FY 2024</b>								
<b>Planning and Engineering Division</b>								
035F	035F, IM 0902(18)101	Short Grading	RC	RC	Grading Squad - Mark Malone	2025	2024	2024
03VD	03VD, *N4-P4-B 0385(51)87	Grading	RC	CU	Consultant Manager - Jacob Rosecky	2025	2024	2024
04G1	04G1, P-8 016A(10)37	Short Grading	RC	CU	Grading Squad - Mark Malone	2024	2024	2024
05HV	05HV, *NH 0073(73)62; 08EH, P 0248(17)162	Grading	PR	WI	Grading Squad - Mark Malone	2024 & 2025	2024	2024
05TY	05TY, NH 0012(230)171; 06A1, P 1806(19)364; 06EO	Reg Dgn ALL w/ RD	PR	MO	Pierre Region Design - Shelley Larson	2025	2024	2024
05U5	05U5, EM 0012(206)112; 067R, NH 0012(231)132; 0	Reg Dgn ALL w/ RD	PR	MO	Pierre Region Design - Shelley Larson	2025 & 2026	2024	2024
05UN	05UN, P 0047(113)42	Reg Dgn ALL w/o RD	PR	WI	Pierre Region Design - Shelley Larson	2025	2024	2024
05VL	05VL, PH 0010(143)	Reg Dgn PM,Delin,Sum	SW	SW	Aberdeen Region Traffic - Matt Dorfschmidt	2024	2024	2024
05VM	05VM, PH 0020(184)	Reg Dgn PM,Delin,Sum	MI	XX	Mitchell Region Traffic - Corey Pinkley	2024	2024	2024
065E	065E, IM 0293(113)78	Bridge Maintenance	MI	SF	Bridge Maintenance - Todd Thompson	2024	2024	2024
0694	0694, NH 0385(59)96	Surfacing New Grade	RC	CU	Surfacing Plans - Chad Howard	2025	2024	2024
069Q	069Q, P 0047(117)67; 06YC, P 0248(13)261	Reg Dgn ALL w/ RD	PR	WI	Pierre Region Design - Shelley Larson	2025	2024	2024
06P9	06P9, NH 0081(112)95	Reg Dgn - Grading	MI	SF	Mitchell Region Design - Monte Rice	2024 & 2025	2024	2024
06Q8	06Q8, P 0047(122)58	Reg Dgn ALL w/ RD	PR	WI	Pierre Region Design - Shelley Larson	2024 & 2025	2024	2024
06QK	06QK, P 016A(15)26	Reg Dgn ALL w/o RD	RC	CU	Rapid City Region Design - John Rehorst	2024 & 2025	2024	2024
06QP	06QP, P 1806(23)186	Reg Dgn ALL w/ RD	PR	PR	Pierre Region Design - Shelley Larson	2024 & 2025	2024	2024
06X7	06X7, PT 0014(238)203	Reg Dgn ALL w/ RD	PR	PR	Pierre Region Design - Shelley Larson	2024 & 2025	2024	2024
07D3	07D3, IM 0901(200)1	Bridge Maintenance	RC	RC	Bridge Maintenance - Todd Thompson	2024	2024	2024
07DH	07DH, NH 0081(114)0; 07JK, PP 0081(117)1	Light/ Traf/ Signals	MI	YA	Lighting/Signals/Traffic/Utilities - Stacy Bartlett	2025	2024	2024
07W6	07W6, PT 0908(105)349	Short Grading	MI	MI	Grading Squad - Thomas Druyvestein	2025	2024	2024
080A	080A, PT 0905(117)261	Reg Dgn ALL w/ RD	MI	MI	Mitchell Region Design - Monte Rice	2025	2024	2024
08E9	08E9, P TAPU(33)	TAP	RC	RC	TAP Coordinator - Logan Gran	2024	2024	2024
08UH	08UH, PH 0040(349)	Reg Dgn PM,Delin,Sum	RC	XX	Rapid City Region Traffic - Steve Kamarainen	2024	2024	2024
097F	097F, IM-NH-P 0023(69)	Reg Dgn PM,Delin,Sum	MI	YA	Mitchell Region Design - Monte Rice	2024	2024	2024
09C9	09C9, PH 0037(173)30	Light/ Traf/ Signals	MI	YA	Lighting/Signals/Traffic/Utilities - Stacy Bartlett	2024	2024	2024
09FL	09FL, PH 0020(242)	Reg Dgn PM,Delin,Sum	MI	XX	Mitchell Region Traffic - Corey Pinkley	2024 & 2025	2024	2024
09FV	09FV, P TAPU(38)	TAP	MI	SF	TAP Coordinator - Logan Gran	2024	2024	2024
09P1	09P1, IM 0907(93)310	Light/ Traf/ Signals	MI	MI	Lighting/Signals/Traffic/Utilities - Stacy Bartlett	2024	2024	2024

If you have questions about the Primavera software, please reach out to the Project Delivery Team.

Earl Berg ([earl.berg@state.sd.us](mailto:earl.berg@state.sd.us) or 773-7191)

Kathryn Johnson ([kathryn.johnson@state.sd.us](mailto:kathryn.johnson@state.sd.us) or 773-3567)

## Project Delivery Intranet Page

(<https://intranetdot.sd.gov/projectdelivery.aspx>)

On the Project Delivery Intranet page, you can find information regarding Project Management and Primavera Training Opportunities, Project Delivery Performance Measures, Project Control Meetings, and the Project Delivery Team.

**What's New?** The Training Opportunities were recently consolidated into a one-page document and are now accessible.

The Project Delivery Performance Measures for the current Fiscal Year (FY2024) and the previous four fiscal years (FY2020-FY2023) are available to view. You can check back quarterly to see updated Performance Measures for the current Fiscal Year.

The Project Control Meetings are bimonthly meetings with Project Managers and Work Unit Coordinators that discuss At-Risk and Priority projects. If needed for reference, the intranet page will maintain information pertaining to the last four Project Control meetings.

The Project Delivery Team meets on a Quarterly basis to identify departmental processes that can be enhanced to improve project delivery rates. The Project Delivery Team members and Action Items are available to view.



## August Mentoring Minute - New Mentoring Session Starting Soon!

By: Joe Sestak, Ariana Griffey, Jason Baker, Wyatt Reis, and Matt Dorfschmidt

### Why should I be a mentor? Why should I be a mentee? Is the mentoring program right for me?

Any of the following reasons may draw you to be a part of the program.

#### **Mentor:**

- I have valuable knowledge.
- I can help navigate the DOT organization.
- I am interested in helping others achieve their goals.
- I seek to expand my network.
- I wish to change my routine.

#### **Mentee:**

- I seek knowledge.
- I want to understand the SDDOT organization.
- I wish to be a better employee.
- I seek to expand my network.
- I wish to gain experience.

#### **What is mentoring?**

- A chance to improve skills, knowledge, and networks.
- The ability to become or create an active leader.
- Help in finding opportunities for success.
- Learning what others in the SDDOT do differently and increase your quality of life and work.
- Retaining employees and reducing the time spent training new employees.
- A fun way to meet more people, learn more, and refresh your career with the DOT.

#### **What mentoring is not?**

A check-the-box program. A guaranteed promotion. A vacation.

#### **What is expected of me in the program?**

Mentors and Mentees are expected to show up and put in the effort. Mentees will set goals and you work towards achieving them together. You are not required to attend all mentoring events, but we ask that you look at the schedule of events before you sign up to see if the schedule works for you for most events. Some of the events are during busy times but they can be some of the most informative events.

#### **What can I expect from the program?**

The first part of the program includes an introduction to the participants (think speed dating for mentoring) where you will form opinions on possible matches. Then, there is a matching period followed by a kickoff event. These first two events are very important, but good matches can be made without them if you put in the effort. The summer event usually includes project and plant tours in either the Sioux Falls or Rapid City Area or both if you choose.



## August Mentoring Minute Continued

Every other month there is either an online or in-person event to attend, meet with your partner, and work through your plan. Many pairs meet via teams weekly or monthly to keep goal progress going. Halfway through is a midpoint energizer to meet, discuss goals, and determine if you are on a path to succeed or if you wish to redirect your efforts.

A new event this year will be a **mentor boot camp**. This will be held on TEAMS to minimize inconvenience and maximize participation. This is designed to give mentors the tools to help their mentees achieve their goals. It will also be a time for mentors to lend ideas from previous programs and make contacts. Mentors will learn what is available to help the process. This will help new and seasoned mentors feel comfortable with the expectations of the program so if you are unsure if you are ready to be a mentor, Fear Not! We will help you through it. Some of the best relationships I have formed through the program are mentor-to-mentor. This event will be held shortly after the pairs are determined.

### Thanks for taking time for mentoring.

#### Upcoming Mentoring Events:

- Registration is Sept. 5-27, 2024.
- Mentoring Orientation (Speed Mentoring) is Oct. 10, 2024.
- Dynamic Mentoring Session (Program Kick-off) is Nov. 7, 2024.

#### Other Key Mentoring Dates:

Dec. 11, 2024 (Workplace Motivators)

May 7, 2025 (Midpoint Energizers)

Nov. 5, 2025 (Mentoring End of Program Celebration)



### BHRA Wellness - Suicide Prevention

Suicide is always preventable. Touching all corners of South Dakota, the number of reported suicides has increased over the past several years. Whether it is caused by depression, drug and alcohol abuse, bullying, or something else, it's never too late to find help.



**If you or someone you care about is suffering from suicidal thoughts, please reach out by calling or texting 988, or visiting <https://sdsuicideprevention.org/>.**

**Additional mental health resources are available at <https://bhr.sd.gov/benefits/mental-health/>.**

## Finance Corner

### PURCHASING CARDS aka P-CARDS



#### ACKNOWLEDGE THE CREDIT LIMIT

The credit limit on purchasing cards is \$25,000.00 with a single purchase limit of \$4,000.00.

#### SUBMIT STATEMENTS

**Central Office:** The cardholder's statement should be submitted to the Central Finance office; ATTN: Brandy Hansen. Please make sure that all invoices/receipts that are listed on the statement are submitted with your statement, along with the DOT coding sheet.

**Regions:** The cardholder's statement should be submitted directly to the admin support staff, who approves the transactions in the accounting system (FM01). The statements are then mailed to the State Auditor's office. Please make sure that all invoices/receipts that are listed on the statement are submitted with your statement.

**Questions:** Contact Brandy Hansen, [Brandy.Hansen@state.sd.us](mailto:Brandy.Hansen@state.sd.us), 605-773-5615.

#### MEET DEADLINES

The deadline for all statements to be accepted in the Auditor's office is the 15th of each month by 12 p.m. If the 15th falls on the weekend, they must be approved and delivered by Friday at 12 p.m. Please allow enough time for review, approval signatures, and mail time to make the deadline.

#### REVIEW/REVIEW/REVIEW

Review your invoices and make sure **NO** sales tax is charged. If there is sales tax noted, it is the cardholder's responsibility to contact the company and have them refund the sales tax. A credit invoice should be obtained to correct the erroneous charge. Use the same MSA & DOT coding that was used for the purchase where the taxes were charged.

#### ADD A DESCRIPTION

Please add a description in the SUBREF field to help identify the purchase(s). Note the description below (rdtube acc).

```

FM01N770          ***** PROCUREMENT CARD PURCHASES *****          FM01M770
Mar 26,19          - DISTRIBUTION RULES -                               12:55 PM
ACCOUNT NUMBER:   CARDHOLDER NAME:
MERCHANT NAME:   TRAN DATE: 02/14/2019
DIAMONDTRAFFIC  DUE DATE: 03/28/2019
TRANSACTION AMOUNT: 1047.70 DR    CURR PAYMENT DATE: 03/28/2019
AMOUNT APPROVED... 1047.70      BALANCE TO DISTRIBUTE: 1047.70
DISTRIBUTION RULES CLEARING CENTER: 111221    PAY CODE: PROC PURCH

-----
FIXED AMOUNT  PERCENT  RULE CODE  RULE DESCRIPTION  ACCOUNT
-----
      20.00    01         TRANS. INVENTORY MGMT  $2056100
USER INFO:   chp534421  3635p791  rdtube acc
      80.00    02         TRANS INV MGMT-FEDERAL  $2056100
USER INFO:   chp534421  3635p791  rdtube acc
*** End of Data ***

STARTING RULE CODE: _____
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit          flip          bkwrd frwr          main
    
```

#### READ THE CARDHOLDER RESPONSIBILITY MANUAL

The **Cardholder Responsibility Manual** has a great deal of information. It also lists what is **NOT** allowed to be purchased with your card. Below is a link to the manual. Please read through it.

[https://boa.sd.gov/central-services/procurement-management/docs/PCardholder\\_Responsibilities.pdf](https://boa.sd.gov/central-services/procurement-management/docs/PCardholder_Responsibilities.pdf)

## 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 at:**

<https://vetaffairs.sd.gov/resources/Fallen%20Hero%20Bridge%20Dedications/Bridge%20Heroes.aspx>



A dedication ceremony was held in Corsica on July 24, 2024, honoring **U.S. Army Corporal John C. McDowell**.

John began his tour of service on Sept. 30, 1967, during the Vietnam War. A traumatic event ultimately resulted in the loss of his life on Jan. 9, 1968, in Long Khanh province, South Vietnam.

The S.D. Highway 44 bridge over Andes Creek, west of U.S. Highway 281, was recently dedicated in memory of CPL John C. McDowell.



The dedication ceremony was held in Estelline on Aug. 2, 2024, for **Private First Class John Tuin**. The memorial signage has been placed on the S.D. Highway 28 bridge over the Big Sioux River west of Estelline.



The South Dakota Department of Veterans Affairs honored three of Bristol's heroes in August. During World War II, these three brothers from the Bristol area died in uniform while serving our country.



**U.S. Navy Radio Man Second Class Ordien F. Herr**  
**Naval Air Force Lieutenant LeRoy M. Herr**  
**U.S. Navy Radio Man Second Class Eugene L. Herr**

The ceremony for the Herr brothers was held on Aug. 5, 2024, at the high school gym in Bristol.



The U.S. Highway 12 westbound bridge over the railroad, three miles west of Groton, now features the dedication signage in memory of the Herr brothers.



South Dakota hosted a dedication ceremony on Aug. 10, 2024, to honor **U.S. Army Sergeant Terry G. Rada**. Terry was killed in action by an enemy grenade on June 9, 1969, in South Vietnam, Quang Tin province.

The S.D. Highway 50 bridge over Pease Creek, east of Lake Geddes, was dedicated for SGT Terry G. Rada.



## 2024 Fallen Hero Bridge Dedications



A dedication ceremony was held in Forestburg on Aug. 18, 2024, honoring **U.S. Army Private First Class Gunnar D. Becker**.

Gunnar was the first casualty of his unit during Operation Iraqi Freedom and the only one lost from Sanborn County since the Vietnam Conflict. He died on Jan. 13, 2005.

The S.D. Highway 34 westbound bridge over the James River, southeast of Forestburg, will be dedicated as the PFC Gunnar D. Becker Bridge.



South Dakota hosted a dedication ceremony on Aug. 17, 2024, to honor **U.S. Army Sergeant Dennis D. Lawver**. Dennis was killed on May 1, 1968, in hostile ground action in Hau Nghia province of South Vietnam.

S.D. Highway 45 bridge over Crow Creek, 18 miles south of Miller, is dedicated to U.S. Army SGT Dennis D. Lawver



**Find more information and photos on the Veteran Affairs website at:**

<https://vetaffairs.sd.gov/resources/Fallen%20Hero%20Bridge%20Dedications/Bridge%20Heroes.aspx>



### Intern Highlight:

Spotlight written by Augustana University about SDDOT Intern

**Augustana University student Patrick Adah '26**, who hails from Lagos, Nigeria, is an engineering physics and dual-degree engineering double major. He is interning at the South Dakota Department of Transportation (SDDOT) in Mitchell where he reviews construction plans, conducts field tests, and collaborates directly with contractors on highway and bridge projects.



**Q: What extracurricular activities are you involved in?**

**A:** I am a member of the African Student Union (ASU), Serving and Learning Together (SALT) and Society of Physics Students (SPS).

**Q: What are your career goals/aspirations?**

**A:** To become an engineer who doesn't just get the job done, but makes an impact on the lives of people around me and the world at large by using technological tools and resources to create innovations that cause life-changing experiences.

**Q: What do you hope to learn/gain from the internship?**

**A:** How the civil engineering world works, and figure out if it is a branch of engineering I would like to pursue going into the dual-degree engineering program.

[Click for the full story](#)



**TRAINING UPDATE -**

Learn ~ Engage ~ Improve  
August 2024

**Aspen Aerial Bridge Unit Training**

Sept. 10 – 12 | 8 a.m. – 5 p.m. | Mitchell

**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



**Primavera Cloud Training**

Sept. 23 | 8 a.m. – 12 p.m. | Pierre

Sept. 24 | 8 a.m. – 12 p.m. | Pierre

Sept. 25 | 8 a.m. – 12 p.m. | Pierre

Sept. 26 | 8 a.m. – 12 p.m. | Pierre

Sept. 23 | 1 p.m. – 5 p.m. | Pierre

Sept. 24 | 1 p.m. – 5 p.m. | Pierre

Sept. 25 | 1 p.m. – 5 p.m. | Pierre

Sept. 26 | 1 p.m. – 5 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.

Lead HMW 2 HCP

**CDL EDLT Class A & B Theory**

Sept. 16-18 | 8 a.m. – 4:30 p.m. | Pierre

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**

Sept. 19 | 8 a.m. – 12 p.m. | Pierre

Oct. 24 | 8 a.m. – 12 p.m. | Rapid City

Dec. 12 | 8 a.m. – 12 p.m. | Sioux Falls

**AGC Hazardous Materials Endorsement**

Sept. 20 | 8 a.m. – 5 p.m. | Pierre

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**

Sept. 19 | 12:30 – 5 p.m. | Pierre

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"

**Advancing Performance Excellence: Baldrige 201**

Sept. 12 & 19 | 8 a.m. – 12 p.m. | Webinar

**BHR Leadership Conference**

Sept. 5 | 8:30 a.m. – 5 p.m. | Pierre

Leadership



Performance • Excellence • Network  
A Catalyst for Success Since 1987



**TRAINING UPDATE -**

Learn ~ Engage ~ Improve  
August 2024

Two quick ways to Approve Training



**How to Approve Training**  
In SDLearn

1. Click **Approve Training Request**
2. Select  to approve,  to decline
3. Click Submit

**Approval required:**

- When travel is involved
- When there is cost

**ACTION REQUIRED!**



**How to Approve Training**  
From Email

1. Click on the Link in the ACTION REQUIRED email
2. Select  to approve,  to decline
3. Click Submit

**Approval required:**

- When travel is involved
- When there is cost

To review and approve or deny the request, click [LINK](#)

Access all training opportunities at <https://sdlearn.csod.com>

Select **“Search for Learning Opportunities”** and search the course name.



**On Monday, Sept. 30, 2024 Employee Space and Manager Space will go live with a new look and improved functionality!**

Our main goal is to provide you with a simpler, more efficient platform. This means improved productivity, more transparency and reduced complexity when interacting and making needed changes to your information. We are excited about this change and believe it will provide you with a much-improved experience.

While this is a positive development, we know it will be an adjustment. We are producing training materials and will start with supervisors the week of Sept. 17, 2024.

Please watch your inbox and the BHR website for updates around that time.

## Ron Hauck (SDDOT Chief Pilot) Fights Fires from the Skies

Ron Hauck, SDDOT Chief Pilot, has been assisting in fighting wildland fires in the Black Hills again this summer.

Working fires from the sky allows firefighters to better understand the size and severity of the wildfire. This in turn is a tremendous help to crews on the ground who are conducting operations to protect homes and other resources.

Ron captured some impressive images in his time fighting fires, including plane take-offs from the Rapid City tanker base.



## NAATSHO Conference

**Carol Evans, Safety Coordinator**, had the opportunity to attend the NAATSHO (North American Association of Transportation Safety and Health Officials) Conference with other safety professionals from fellow DOTs. The Conference is designed to discuss changes in safety rules and regulations.

Many topics are covered at the Conference including basic discussions about what is working and what is not, seeing new innovative PPE and equipment, and learning about new proactive measures to keep employees out of harms way. Carol was also able to sit down with other states and **“ROADS” (rip off and duplicate)** some of their ideas.



“It was nice to hear new ideas and bring some of them home so that SDDOT can work toward our goal of everyone home safe every day,” said Carol.

Carol noted a few examples of innovative safety practices used by other DOTs including how Arkansas DOT has their new employees wear a different colored safety vest. This allows other crew members to easily recognize a new employee who may need more guidance. Another interesting safety practice was from Missouri DOT (MODOT) about how employee discipline is handled. MODOT disperses accountability toward the whole team to encourage cooperation in safety.

## Providing Excellent Service for the Traveling Public



**Beau Walker and Aaron Richardson, Highway Maintenance Workers in Kadoka**, were fixing fences and clearing debris after a motorcycle accident by Belvidere.

While they were cleaning up, they found a medal. Beau and Aaron learned that the driver of the motorcycle later died. They knew the family would appreciate having the medal, so they delivered it to the funeral home in Phillip to be returned to the family.



A motorist named Kathy recently shared this story with us about **Pat Gednalske (left) and Tom Mahar (right), Highway Maintenance Workers from Custer Area**.

"I was stranded on U.S. Highway 16A (Iron Mountain Road) at the 2nd south pigtail bridge at 11:30 a.m. on Thursday, July 25, 2024. Two workers from SDDOT stopped and helped me to get a tow truck after several failed attempts. They talked to the tow truck people to make sure they knew my exact location and how to get there. And they made sure I was safe from the heat. I can't express the gratitude I have for them. Thank you SDDOT for having such terrific employees."



Recently, **Austin Berry, a Highway Maintenance Worker (HMW) from Presho**, was performing work in the right-of-way and came upon the back of a boat seat that seemed to have blown away. Austin contacted the Lyman County Sheriff's Office about the missing seat to see if anyone had called to report it.

Austin then connected with the rightful owner and made arrangements to return the lost seat. The owner said that they had lost the seat three months ago. Nobody could find it due to it being hidden in the tall grass behind a hay bale!

## AUDITOR ANONYMOUS: MORE BASICS

**Last time we covered supporting documentation, this month we will talk more about work orders.**

- Remember that when you are given estimates for a work order, if you think it is unreasonable – too many hours or undefined costs, you **CAN** negotiate those. You **do NOT** have to accept them as given.
- When setting up a new work order, remember to use the **MOST CURRENT** Consultant Retainer agreement/contract number. If you do not know what it is, please contact Tiffany Karr in LGA.
- Remember when filling out a DOT-121 form, this is NOT a binding document.** The DOT-917 is the signed document. If you fill in any information on the DOT-121 that does NOT match the DOT-917, we will use the DOT-917 information.
- Do not close a Work Order or Project until it is fully complete.** Remember you may not be the only office using that project number.
- Remember to attach the Notice to Proceed to all work orders.
- Make sure the Notice to Proceed has the correct date which work should have started or is to start. If the DOT-121, DOT-917, and Notice to Proceed all have different dates, you will be contacted.
- Tiffany Karr is the contact for insurance expiration dates.
- Also, a reminder that DOT Audits is NOT tracking Prime and Subconsultants separately on the current retainer. This must be done in the originating office.

**Stay tuned next month for more awesome tips and tricks.**



## SDDOT Employee News and Updates

### August Longevity:

Jim Stephenson, Lead Highway Maintenance Worker - 20 years (Huron Area)

Les Hermann, Project Engineer Supervisor - 25 years (Belle Fourche Area)

Steve Rhoades, Equipment Shop Foreman - 35 years (Mitchell Region)

Jerome Janssen, Project Technician - 45 years (Sioux Falls Area)

### August New Hires:

Ethan Froendt, Erosion Control & Landscape Technician - Pierre

Joshua Dohmen, Journey Transportation Technician - Pierre

Casey Klungseth, Structural CAD Technician - Pierre

Kallie Poss, Accounting Assistant - Pierre

Chavis Shull, Highway Maintenance Worker - Rapid City

Allan Stolsmark, Highway Maintenance Worker - Webster

Jaikob Leader Charge-Week, Journey Transportation Technician - Sioux Falls

Rick Rasmussen, Equipment Technician - Rapid City

James Hoyle, Road Design Engineer - Aberdeen

Joseph Ness, Highway Maintenance Worker - Aberdeen

### August Promotions & Lateral Position Changes:

Craig Ginn, Region Safety Coordinator - Sioux Falls

Dan Alfson, Highway Maintenance Worker - Hotsprings

# SDDOT Employee News and Updates

## SDDOT Supervisors Conference in Fort Pierre - August 2024



### Public Engagement - Dakotafest

Thanks to everyone who gave their time and expertise engaging with customers at our SDDOT booth at Dakotafest (in Mitchell) in August!



**Joe Sestak, Yankton Access Management Engineer**



**Mike Kogell, Woonsocket Lead Highway Maintenance Worker**



**Tyler Small, Lead Highway Maintenance Worker; Steve Weisz, Region Operations Engineer; and Glenn Groethe, Highway Maintenance Worker.**

## SDDOT Employee News and Updates

**Jerome Janssen, Sioux Falls Project Technician**, received his 45-year pin from **Kirk Henderson, Sioux Falls Project Engineer Supervisor**.



**Les Hermann, Belle Fourche Area Project Engineer Supervisor (right)**, receives his 25-year pin from **John Matthesen, Belle Fourche Area Engineer**.



**Jay Lovejoy, Winner Area Journey Transportation Technician**, receives his 20-year pin from **Brad Norrid, Winner Project Engineer Supervisor**.



**Jim Stephenson, Highmore Lead Highway Maintenance Worker**, receives his 20-year pin from **Roger Flint, Huron Highway Maintenance Supervisor**.



**Brandi Weinman, Equipment Technician in the Aberdeen Region Repair Shop**, received her 15-year pin from **Jeff Walz, Region Shop Foreman**.



# SDDOT Employee News and Updates



**Joseph and Krista Updike** welcomed **Caroline Elizabeth** on June 18, 2024.

**Joseph** is a **Traffic Design Engineer in Road Design in Rapid City.**



**Lorelei** is the new granddaughter of **Misty and Mike Berg** from Winner. **Misty** is a **Journey Transportation Technician for Winner Area.**



Lorelei was born on July 15, 2024, and weighed 6 lb 5 oz.



**Siana Murphy** welcomed **Walker Murphy** in March 2024.

**Siana** is a **Region Design Engineer in Sioux Falls.**



## Going above and beyond for others . . .

**Addison Rathbun-Benson** used her lemonade stand earnings to purchase snacks for elementary students who don't have a daily snack at her school.



Addison is the daughter of **Rayleen Rageth, Central Office Senior Secretary.**



## A Stoplight Appears at Central Office

Safety is the number one priority at the Department of Transportation. For some employees even when they get dressed for work, they're thinking about safety.

Pictured from red light to green light . . .

**Mike Behm, Director of Planning and Engineering;**  
**Mark Leiferman, Project Development Engineer Manager**  
**Kellie Beck, Director of Finance and Management.**

