

Triple A is Paving the Way

REWARDS AND RECOGNITION PROGRAM AT WORK

By Amy Brady & Larry Carlson

Communications Manager - Engineering Supervisor

Rewards and Recognition is a fairly new program introduced to DOT employees about a year ago. The Sioux Falls Area Office has created what they call the “Triple A Program” (Triple A stands for All Around Achiever) as a way to build the Rewards and Recognition Program at the local level.

The Triple A Program is a way for employees to provide recognition to other fellow employees that are doing things deserving of recognition. This is done by completing a nomination card and putting it in a locked box. At the end of each three-month period a designated R & R committee collects all the cards to review and selects a quarterly winner. At the end of the year, the Sioux Falls Rewards & Recognition Committee reviews all four quarterly winner nominations and selects one annual winner from the four.

“I am pleased with the participation we have seen in the Triple A Program to this point,” said Larry Carlson, Sioux Falls Area R & R Officer. “It appears that people realize this is a

great way for them to say thank you for the things co-workers do. I believe it's a great way for other folks to be made aware of the good deeds our people are doing that might otherwise go unnoticed.”

If your office has not implemented measures to help reward and recognize employees you may want to consider using the Triple A Program or creating a similar program of your own. It is an excellent way to get participation from absolutely everyone by watching for and providing nominations for those that are doing things that normally go unnoticed.

If you have other innovative ideas for rewards and recognition we encourage you to share your ideas with the Rewards and Recognition Officers or Committee Members so they can share them with others.

For a list of Rewards and Recognition Officers and Committee Members visit the DOT intranet at http://intranet.dot.sd.gov/employee_recog.aspx#Officers.



Rich Harding is the first Triple A program winner. He was nominated for going above and beyond the call of duty. He volunteered to set up and take down a dedication ceremony, the Governor was speaking at, when the coordinating agency was unable to fulfill their commitment.

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Avoid a Detour

FOLLOW THE CONCEPT PAPER PROCESS

Anyone who has ever had to create a contract that involves Information Technology (IT) knows there are several steps in the contract approval process. Here are some tips to help speed the process.

- Submit a concept paper with help from your IT analyst before you begin to talk with vendors
- If the contract involves any non-standard hardware/software, submit a moratorium request as soon as the concept paper has completed the DOT IT Project Portfolio Management process. Your IT developer will help to identify a

moratorium is needed during the concept paper phase.

- Complete a DOT-121 form and a BIT contract review document while the contract is being signed by the vendor
- Know the IT contract approval process

Since implementing the PPM (Project Portfolio Management) process, some great things have happened.

- Money has been saved by not renewing some IT maintenance contracts because they were determined to be obsolete

- DOT now prioritizes projects so IT developers and project owners know when projects are scheduled
- Several small projects have been combined into a single project, saving time and effort
- IT project information has been combined into a single portfolio for viewing the status of submitted concept papers

In an effort to simplify the process:

- The Strategic Intentions section of a concept paper no longer needs to be filled out for small IT projects less than 100 hours and less than \$20,000

Concrete Achievements

WAY TO GO DOTers! KEEP THE ACHIEVEMENTS GOING.

On Monday, June 30, four DOT employees and one BIT employee achieved a milestone in their “other” life, motorcycling. Andy Jackson and Fred Leetch in ROW, Kelly Hudecek in Materials, Mark Reiss in Project Development and Tim Lors in BIT, along with Lisa Jackson, Ted Jackson, Jim Reeves and Jim Roshone, rode their motorcycles approximately 1,150 miles in about 19 hours.

The goal: to satisfy the requirements of the Iron Butt Association’s Saddle Sore 1000. The object is to ride a motorcycle, safely, a minimum of 1,000 miles in a 24-hour period. The route was from Pierre to Billings, Montana and back via Highway 83 and Interstate 90.

Riders left Pierre at about 2 a.m. June 30. The last riders returned to Pierre about 9 p.m. Andy Jackson said, “It was a nice ride just to get a T-shirt at the Harley-Davidson dealership in Billings and be back to work on Tuesday.”

The event was timed and documented

by time/date stamps on gas receipts and an eyewitness confirmation of odometer readings at the beginning and end of the ride. The Pierre Police Department acted as the eyewitness and signed off on everyone’s paperwork.

The ride was organized by Andy Jackson in conjunction with Harley Owners Group (HOG) Million Mile Monday international event. The HOG goal was to have their members ride their Harley-Davidson motorcycles a combined total of a million miles on June 30, 2008.

“The goal was blown away,” Jackson said. Each member could log on to www.HOG.com and register their

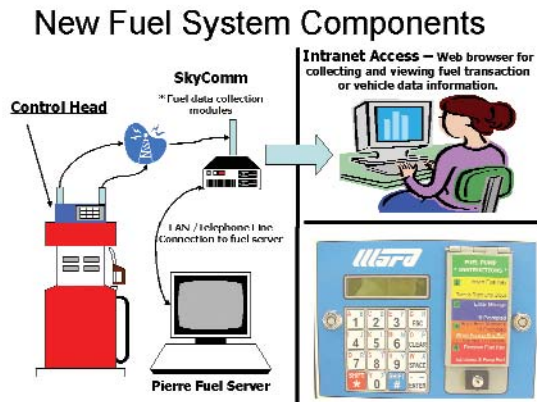
miles for the day. You could watch the odometer rack up the miles as the deadline to register your miles (noon Tuesday, July 1) approached. The final total was 3,000,960 miles and according to the Web site blog, many folks didn’t get their miles registered.



(Right to left) Fred Leetch, Mark Reiss, Kelly Hudecek, Lisa Jackson, Andy Jackson, Ted Jackson, Jim Reeves, and kneeling, Jim Roshone.

New Fuel Control Terminals & Reports Save Time & Money

By Tony Wieser
Transportation Analyst



A recently completed two-and-a-half-year project will now allow the SDDOT to more efficiently manage its fueling systems.

Now the fuel system is basically hands-free. Our area facilities were previously manually downloading data using transfer keys, but the new system allows the same information to be sent directly and immediately to us. Now data is collected using a basic modem or LAN card configuration with radio frequency transmissions.

The biggest challenge when changing to the new system was communications. Most of our facilities didn't have T1 LAN lines so we had to use modems. This meant we would have to install new phone lines at these locations.

Upon further research we learned we could purchase converters that would recognize ring tones when shared with fax machines and the fuel system modems. This was a huge hurdle to overcome due to the cost associated with installing new phone lines.

Since most DOT shops already had dedicated phone lines for fax machines we simply added a converter and are sharing the line with the fuel system.

From Sept. 2005 to May 2008, 135

fuel control units were installed at 67 DOT sites across the state. Fuel transactions are collected nightly. We set up the main fuel computer in Pierre to automatically call (modem) or poll (LAN) fuel terminals every day. The fuel computer starts this process at midnight and concludes around 6 a.m.

The data or fuel transactions we collect include date and time, vehicle ID, fuel type and number of gallons used. This data is then stored on the central database at the end of each day. Staff—both on site and in the Central Office—can then monitor the fuel pump data online.

The availability of current data makes identifying problems easier and quicker. If we lose communication with a pump, we usually know within 24 hours that it's not working. Issues can be identified and resolved within hours versus the months it might have taken with the old system. Uninterrupted service is crucial to State agencies like the DOT or Highway Patrol.

We can also identify other problems much sooner than before. It isn't unusual for data to show something is amiss before the folks on site are even aware of it. It's typically a pul-

sar which records gallon amounts that went bad. We can tell if it is a pulsar problem because the gallons recorded are usually in small (tenths) or large (hundredths) amounts and the pump is shutting off prematurely after getting 3-7 gallons.

Timely data also allows DOT to keep an accurate fuel inventory and correctly bill other State agencies for fuel used. Since the new system automatically transmits the data, staff time spent collecting and downloading transfer keys is eliminated.

Even with all of the benefits the new automated system provides, site supervisors and maintenance workers still need to inspect fuel records for their sites at least once a week to look for problems.

Something we didn't have with the old system is the report features that we have today. It is nice to have this option available. When reviewing single shop or multiple shops fuel activity the information the system provides tells a story so to speak.

We already had two instances where vehicle operators drove off with the fuel hose still in the vehicle because they forgot to put the hose back on

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the pump after fueling. It didn't take long by looking at the reports to determine which agency was responsible for doing this. The fuel activities can be accessed via an easy-to-use online site. Staff can obtain the site address, login and password by contacting Tony Wieser at 773-3753.

The department also benefits from upgraded fuel pumps. Pumps over 15 years old are currently being replaced with the same new model. Not only was the department able to save \$2-\$3 thousand per pump by buying them in bulk, the new pumps will use the same parts and software, saving maintenance costs. About half of the new pumps have been installed so far.

Installation of the new fuel control units was done with help from DOT staff at each shop. The support that lead workers, maintenance supervisors, shop foremen and parts room technicians provided during the installations is greatly appreciated.

We recently completed a one-day fuel system operator workshop in Pierre and 23 employees attended. They were provided information on diagnosing hardware problems, reviewing hardware features and accessing system report options. Having more folks that understand the system is a plus. In a pinch we can find a problem and get it fixed quickly in most cases. In some cases (like changing out a pulsar) we have had to call an electrician or plumber to fix it.

See the shaded box for a listing of fuel system point of contacts for each region. These employees are qualified to perform diagnostic testing, replace fuel hardware components, are familiar with echelons of maintenance and understand protocols (whom to contact) if problems are encountered with the fuel system. If a site is experiencing fueling or hardware problems these folks should be contacted first.

There are 67 fueling locations managed by DOT. Another 26 are the responsibility of Game, Fish & Parks, the Board of Regents or other State agencies. Fuel activity analysis shows

DOT spends \$6-\$8 million annually purchasing fuel. A four-year study revealed that four percent of gas and 98 percent of diesel fuel is consumed by DOT. The rest is consumed by other State and local government agencies.

The department has a toll-free phone number (1-877-791-3334) to

call in case of fueling problems. A decal with the number was made for each of our 135 terminals.

The State Fuel System Location Map & Fuel Site Locations & Hours of Operation Listing can be viewed by using the following link: M:\DOT\Common\Shared Documents and Templates\Internal_Services

Fuel System Point of Contacts by Region

| Employee Name | Physical Address | Telephone # |
|---------------------|--|--------------|
| Arlan Muilenburg | West I-90 Bypass, Mitchell, SD 57301 | 605.995.8128 |
| Doran Raymond | West I-90 Bypass, Mitchell, SD 57301 | 605.995.8128 |
| Greg Adams | 104 S. Garfield, Bldg. C, Pierre, SD 57501 | 605.773.5288 |
| Kyle Carrier | 104 S. Garfield, Bldg. C, Pierre, SD 57501 | 605.773.3459 |
| John Knapp | 2300 Elgin, Rapid City, SD 57709 | 605.394.1643 |
| Barry Bruce | 2300 Elgin, Rapid City, SD 57709 | 605.394.1643 |
| Del Maynard | 2300 Elgin, Rapid City, SD 57709 | 605.394.1641 |
| Bruce Barnett | 212 2nd Avenue, Wall, SD 57790 | 605.279.2455 |
| Alick (Butch) Yesda | 5316 W. 60th Street, Sioux Falls, SD 57107 | 605.367.4970 |
| Janelle Kribell | 1306 W. 31st Street, Yankton, SD 57078 | 605.668.2929 |
| Ray Haenfler | 1306 W. 31st Street, Yankton, SD 57078 | 605.668.2929 |
| Lisa Nelson | Junction 85/34, Belle Fourche, SD 57717 | 605.892.2610 |
| Susan Culberson | Junction 16/385, Custer, SD 57730 | 605.673.4948 |
| Ray McLaughlin | Junction 16/385, Custer, SD 57730 | 605.673.4948 |
| Linda Lutz | Highway 12 West, Mobridge, SD 57601 | 605.845.3844 |
| Eric Stroeder | Highway 12 West, Mobridge, SD 57601 | 605.845.3844 |
| Colleen Farley | Junction 18/44, Winner, SD 57580 | 605.842.0810 |
| Brad Norrid | Junction 18/44, Winner, SD 57580 | 605.842.0810 |
| Denny Kinslow | Junction 281/12, Aberdeen, SD 57402 | 605.626.7889 |
| Darren Barondeau | 5000 9th Ave. SE, Watertown, SD 57201 | 605.882.5166 |
| Bonnie Palmer | 875 Dakota N., Huron, SD 57350 | 605.353.7140 |
| Tony Wieser | 700 E Broadway, Pierre, SD 57501 | 605.773.3753 |
| Doug Lassle | 700 E Broadway, Pierre, SD 57501 | 605.773.3753 |

Highway of Life

SIGNIFICANT EVENTS IN THE LIVES OF SDDOT EMPLOYEES

New Employees



Al Traversie, Equipment Mechanic, Rapid City, July 24.

Andrey Makar, Traffic Data Technician - Inventory Management, Rapid City, July 28.

Bill Thomas, Draftsman - Road Design, Pierre, August 4.

Kevin Brown, Highway Maintenance Worker, Watertown, August 4.

Lisa Hull, Senior Accountant, Finance, August 13.

Gary Steinhoff, Highway Maintenance Worker, Sioux Falls, August 25.

Promotions



Michael Thielen, Lead Highway Maintenance Worker, Brookings, July 24.

Thomas Burt, Lead Highway Maintenance Worker, Sioux Falls, August 9.

Kevin Howland, Engineering Supervisor, Rapid City, August 24.

Shane Stewart, Lead Highway Maintenance Worker, Hot Springs, August 24.

Steven Palmer, Engineering Supervisor, Rapid City, August 24.

Dale Ottenbacher, Journey Transportation Technician, Custer, August 25. Promotion from GFP.

Transfers



Roger Flint, Highway Maintenance Worker, Clark, August 9. Transfer from DOC.

Anniversary Milestones



20 years

Fred Leetch, Transportation Project Engineer, Right of Way, August 12.

25 years

Mark King, Transportation Specialist I, Operations Support, August 15.

30 years

James Bahr, Lead Highway Maintenance Worker, Aberdeen, August 21.

Clarence Hellhake, Lead Highway Maintenance Worker, Gettysburg, August 14.

Craig McIntyre, Transportation Specialist II, Project Development, August 15.

40 years

Ronald Williamson, Highway Maintenance Supervisor, Redfield, August 15.

Retirements



Wayne Michael Nelson has retired from DOT after 37 years of working for State government. Wayne's last day was July 8.

Richard Hexem retired from DOT after 24 years of service. Richard's last day was July 31.

Departures



The last day for **Jean Morris**, was August 8. Jean took a position with the Federal Court System.

Paul Oien's last day at DOT was August 8. Paul accepted a position with the Department of Environment and Natural Resources.

Jordan Nehls has left DOT Road Design to take a position with Indian Health Services in Mobridge.

New Arrivals



Haley Grace Fuerst

Tracy Alan & Tracy Denise Fuerst welcomed a daughter Haley Grace

to the world on July 7. Haley weighed 6 lb., 15 oz. and is 18 in. long. Tracy Denise is the secretary for Transportation Inventory Management.

Trevor and Audrey Job



Kale Duke Job

are the proud parents of a baby boy, Kale Duke. Kale was born Aug. 1 and weighed 9 lb., 4 oz. and is 20.5 in. long. He joins siblings Kayleen and Kambrey. Trevor is a Highway Maintenance Worker in Junction City.



Jackson Gustav Poppel

Kurt and Becky Poppel welcomed a son, Jackson Gustav, on Aug. 20.

Jackson weighed 7 lb., 11 oz. and was 20 in. long. Kurt is Project Transportation Engineer in Sioux Falls.

Congratulations to all!



The team of Matt Lyon, Greg Fuller, and Paul Pitlick took 1st place in the 14th Annual Chantier Creek Invitational Fishing Tourney June 21. Matt is a Materials Lab Technician in the Central Lab and Greg Fuller is the Director of Operations. This trio has only fished as a team in the tournament twice and has taken top honors both times.

Matt also weighed in the largest walleye, which was 4.74 lb. He will deny it, but Matt also weighed in big catfish to take the largest other game fish prize too.

The walleye on the wall in the background was caught by Matt the first time this team won the tourney. It happened to be the largest walleye of that tournament, weighing nearly 8 lb.



Rich Zacher attended the Oglala to Loneman bike path dedication. He reported that the people of Shannon County truly appreciate the DOT.



John Forman, Pierre Area Engineer, helped coach the Pierre Junior Shooters (local BB gun team) to their third National Championship in five years. On the team is John's daughter, Roberta, and former DOT employee Marc Hoelscher's son Cole.

Policy Update

"NBIS Safety Bridge Inspection," DOT-P&E-BR-2.0: This is a new policy to provide operational guidance in complying with National Bridge Inspection Standards.

<http://intranet.dot.sd.gov/policy/docs/DOT-P&E-BR-2.0.doc>

Safety Corner

Do you know what the requirements are for child safety seats? Do you know if your child falls into the category of: infant, toddler, or young children? Do you know the best place to place your child in the vehicle? The answer to these questions can be found at the South Dakota Highway Patrol Web site at: <http://hp.state.sd.us/deskof/deskof.htm>

For more safety tips: contact Cliff Reuer, SDDOT Traffic and Safety Engineer, 773-5361.

Connecting the DOTs

is the monthly employee newsletter of the South Dakota Department of Transportation.

This and previous issues are available on the DOT Internet site: www.SDDOT.com

To report news/events:
Contact Amy Brady at
773-5103 or at
Amy.Brady@state.sd.us

