

**Meeting Agenda**  
**SOUTH DAKOTA ABSTRACTERS' BOARD OF EXAMINERS**

Department of Labor & Regulation  
DLR Avenue Conference Room  
217 W. Missouri Ave.  
Pierre, SD

October 7, 2024 – 2:00 p.m. CDT

Persons wishing to join the meeting remotely may do so via [Microsoft Teams](#) or by calling +1 469.770.0416, ID: 982259043#

- A. Call to Order
- B. Roll Call/Introductions
- C. Approval of the agenda
- D. Public Comment
- E. Approval of the Minutes of June 13, 2024
- F. FY Financial Update
- G. Plant Exams Update
- H. Schedule Next Meeting(s)
- I. Executive Session-Pursuant to SDCL 1-25-2
  - a. Complaints/Investigations
    - i. 2024-1
- J. Other Business
- K. Adjourn

**Meeting Minutes**  
**SOUTH DAKOTA ABSTRACTERS BOARD OF EXAMINERS**

Holiday Inn Rapid City Downtown Convention Center

505 N. 5<sup>th</sup> St.

Rapid City, SD 57701

June 13, 2024 – 4:30 p.m. MDT

President Roe called the meeting to order at 4:30 p.m. MDT

**Members Present:** Dan Roe, Greg Wick, Victoria Wilds (via teleconference), Michael Larson

**Members Absent:** Terra Larson

**Others Present:** Brooke Tellinghuisen Geddes, Executive Secretary; Katie Funke, Executive Assistant; Ellen Margheim, Rosebud Title; Jodi Johannesen, SoDak Title; Lauren Milne, SoDak Title; Christina Marta, SoDak Title; Billy Stitz, Moody County Abstract; Wanda Berndt, Cambell/McPherson Abstract.

Board members introduced themselves. Wick, Roe, M. Larson and Wilds (via teleconference) were in attendance. A quorum was present.

**Approval of the Agenda:** Wick made a motion to approve the agenda as presented. M. Larson seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Public Comment:** Roe asked for comments from the public. There were no comments offered.

**Approval of the Minutes from January 31, 2024:** Wick made a motion to approve the minutes from January 31, 2024. M. Larson seconded the motion. **MOTION PASSED** by unanimous voice vote.

**FY Financial Update:** Funke reported fiscal year-to-date figures as of February 29, 2024: revenue of \$23,060.20 expenditures of \$37,078.23 and cash on hand of \$344,407.22.

**Plant Exams Update:** Roe advised that two plants have been examined since the last meeting. Both Land Title Guaranty in Lincoln County and Titles of Dakota in Brule were examined and licensed since the last meeting.

**Annual Registration and Renewal Update:** Tellinghuisen Geddes provided an update on the annual registration and renewals. She stated 70 plants have submitted their fees and 19 still need to. The board office will begin contacting the plants who have not submitted fees towards the end of the month.

**Legislative Updates:** Tellinghuisen Geddes made the board aware that SB 57 (discussed at the last meeting) passed. A simple update has been made to the application criminal questions to accommodate this law that goes into effect on July 1<sup>st</sup>. She also advised that board member per diem, gas, lodging and meal reimbursements will increase effective July 1<sup>st</sup>. Wick made the board aware of the remote notarization legislation that will become effective July 1 and indicated the board may receive questions on it.

**Election of Officers:** M. Larson made a motion to keep the slate of officers the same with Roe as President and Wick as Secretary/Treasurer. Wilds Seconded the motion. **MOTION PASSED** by unanimous voice vote.

**Schedule Next Meeting:** The next meeting is scheduled for Monday, October 7, 2024. Testing will begin at 8:00 a.m. CDT and the business meeting will begin at 2:00 p.m. CDT in Pierre. The board office will work on scheduling a location with DLR.

**Executive Session:** The Board did not have a need to enter executive session.

**Other Business:** Roe and Wick met with three applicants the day prior to administer abstracter licensing examinations. Wick also advised that Roe, Wilds and himself were reappointed by the Governor for another three year term.

Wilds made a motion to adjourn. M. Larson seconded the motion. **MOTION PASSED** by unanimous voice vote. The meeting adjourned at 4:43 p.m. MDT.

Respectfully submitted,



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Brooke Tellinghuisen Geddes  
Executive Secretary  
Abstracters Board of Examiners

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 06/30/2024

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
10	1038	6503		LABOR & REGULATION			
				ABSTRACTERS BD OF EXAMINERS - INFO			
COMPANY NO		6503		PROFESSIONAL & LICENSING BOARDS			
COMPANY NAME							
1038000698		6503	4293920	NEW LICENSE FEES	.00	2,800.00	*
1038000698		6503	4293921	REEXAMINATION FEES	.00	425.00	**
1038000698		6503	4293922	EXAMINATION FEES	1,000.00	5,250.00	**
1038000698		6503	4293923	RENEWAL FEES	1,750.00	41,090.00	*
ACCT: 4293				BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	2,750.00	49,565.00	*
ACCT: 42				LICENSES, PERMITS & FEES	2,750.00	49,565.00	**
1038000698		6503	4539001	OTHER CHARGES	588.68	3,539.88	*
ACCT: 4539				OTHER CHARGES (STATE INTRA-GOVERNMENT)	588.68	3,539.88	*
1038000698		6503	4596001	EDUCATIONAL MATERIAL-NHA	200.00	500.00	*
ACCT: 4596					200.00	500.00	*
1038000698		6503		CHARGES FOR SALES & SERVICES	788.68	4,039.88	**
ACCT: 45					788.68	4,039.88	**
1038000698		6503	4920045	NONOPERATING REVENUES	.00	7,685.60	*
ACCT: 4920				NONOPERATING REVENUE	.00	7,685.60	*
ACCT: 49				OTHER REVENUE	.00	7,685.60	**
CNTR: 1038000698					3,538.68	61,290.48	***
COMP: 6503					3,538.68	61,290.48	****
B UNIT: 1038					3,538.68	61,290.48	*****

AGENCY 10 LABOR & REGULATION  
 BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO  
 CENTER-5 10380 ABSTRACTERS BOARD OF EXAMINERS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503					
COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
1038000698	6503	51010100	F-T EMP SAL & WAGES	.00	222.58
1038000698	6503	51010300	BOARD & COMM MBR'S FEES	.00	1,380.00
ACCT: 5101 EMPLOYEE SALARIES					
1038000698	6503	51020100	OASI-EMPLOYER'S SHARE	.00	1,602.58
1038000698	6503	51020200	RETIREMENT-ER SHARE	.00	123.18
1038000698	6503	51020600	HEALTH/LIFE INS.-ER SHARE	.00	13.24
1038000698	6503	51020800	WORKER'S COMPENSATION	.00	26.55
1038000698	6503	51020900	UNEMPLOYMENT COMPENSATION	.00	.43
ACCT: 5102 EMPLOYEE BENEFITS					
1038000698	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	.00	163.47
1038000698	6503	52031000	LODGING/IN-STATE	.00	1,766.05
1038000698	6503	52031400	TAXABLE MEALS/IN-STATE	.00	3,462.39
1038000698	6503	52031500	NON-TAXABLE MEALS/IN-ST	.00	1,935.96
ACCT: 51 PERSONAL SERVICES					
1038000698	6503	52040500	TRAVEL	.00	14.00
1038000698	6503	52040900	COMPUTER CONSULTANT	.00	1,022.00
1038000698	6503	52041810	MANAGEMENT CONSULTANT	.00	6,434.35
1038000698	6503	52042000	BIT DEVELOPMENT COSTS	.00	3,496.47
1038000698	6503	52045800	CENTRAL SERVICES	.00	34,371.56
1038000698	6503	52045900	TRUCK-DRAYAGE & FREIGHT	.00	85.75
1038000698	6503	52049600	INS PREMIUMS & SURETY BDS	.00	2,901.10
1038000698	6503	52049600	OTHER CONTRACTUAL SERVICE	.00	255.20
ACCT: 5203 CONTRACTUAL SERVICES					
1038000698	6503	52050200	OFFICE SUPPLIES	.00	980.40
ACCT: 5204 CONTRACTUAL SERVICES					
1038000698	6503	52280000	SUPPLIES & MATERIALS	.00	42,220.48
1038000698	6503	52280000	OPER TRANS OUT -NON BUDGT	.00	387.00
ACCT: 5228 NONOP EXP/NONBGTD OP TR					
1038000698	6503	52	OPERATING EXPENSES	12.27	86.95
ACCT: 52 OPERATING EXPENSES					
COMP: 6503 PROFESSIONAL & LICENSING BOARDS					
CENTER: 1038000698					
B UNIT: 1038					
				298.55	50,894.83
				298.55	50,894.83
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AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1038 ABSTRACTERS BD OF EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1038000698	1140000	368,427.00	DR	ABSTRACTERS BOARD OF EXAMINERS
COMPANY/SOURCE TOTAL 6503 698			368,427.00	DR *	
COMP/BUDG UNIT TOTAL 6503 1038			368,427.00	DR **	
BUDGET UNIT TOTAL 1038			368,427.00	DR ***	

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 08/31/2024

AGENCY BUDGET UNIT	10 1038	LABOR & REGULATION ABSTRACTERS BD OF EXAMINERS - INFO					
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE		
COMPANY NO	6503		PROFESSIONAL & LICENSING BOARDS				
COMPANY NAME	1038000698	6503	4293923	RENEWAL FEES	.00	8,750.00	
ACCT:	4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	.00	8,750.00	*	
ACCT:	42		LICENSES, PERMITS & FEES	.00	8,750.00	**	
1038000698	6503	4596001	EDUCATIONAL MATERIAL-NHA	100.00	100.00		
ACCT:	4596			100.00	100.00	*	
ACCT:	45		CHARGES FOR SALES & SERVICES	100.00	100.00	**	
1038000698	6503	4920045	NONOPERATING REVENUES	14,497.32	14,497.32		
ACCT:	4920		NONOPERATING REVENUE	14,497.32	14,497.32	*	
ACCT:	49		OTHER REVENUE	14,497.32	14,497.32	**	
CNTR:	1038000698			14,597.32	23,347.32	***	
COMP:	6503			14,597.32	23,347.32	****	
B UNIT:	1038			14,597.32	23,347.32	*****	

STATE OF SOUTH DAKOTA  
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
 FOR PERIOD ENDING: 08/31/2024

AGENCY BUDGET CENTER-5	10 10380	LABOR & REGULATION ABSTRACTERS BD OF EXAMINERS - INFO ABSTRACTERS BOARD OF EXAMINERS	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS							
1038000698	6503	51010100	F-T EMP SAL & WAGES	132.86	132.86		
1038000698	6503	51010300	BOARD & COMM MERS FEES	.00	996.00		
ACCT: 5101 EMPLOYEE SALARIES							
1038000698	6503	51020100	OASI-EMPLOYER'S SHARE	132.86	1,128.86	*	
1038000698	6503	51020200	RETIREMENT-ER SHARE	9.05	85.23		
1038000698	6503	51020600	HEALTH/LIFE INS.-ER SHARE	7.96	7.96		
1038000698	6503	51020800	WORKER'S COMPENSATION	19.44	19.44		
1038000698	6503	51020900	UNEMPLOYMENT COMPENSATION	.22	.22		
1038000698	6503	51020900	UNEMPLOYMENT COMPENSATION	.01	.01		
ACCT: 5102 EMPLOYEE BENEFITS							
ACCT: 51 PERSONAL SERVICES							
1038000698	6503	52040500	COMPUTER CONSULTANT	36.68	112.86	*	
1038000698	6503	52040900	MANAGEMENT CONSULTANT	169.54	1,241.72	**	
1038000698	6503	52042000	CENTRAL SERVICES	300.00	1,294.42		
1038000698	6503	52042000	CENTRAL SERVICES	2,781.51	7,832.81		
1038000698	6503	52049600	OTHER CONTRACTUAL SERVICE	119.28	613.11		
1038000698	6503	52049600	OTHER CONTRACTUAL SERVICE	.00	290.00		
ACCT: 5204 CONTRACTUAL SERVICES							
1038000698	6503	522800	OPER TRANS OUT -NON BUDGT	3,200.79	10,030.34	*	
1038000698	6503	522800	OPER TRANS OUT -NON BUDGT	52.54	52.54		
ACCT: 5228 NONOP EXP/NONBGTD OP TR							
ACCT: 52 OPERATING EXPENSES							
1038000698	6503	5228	OPERATING EXPENSES	3,253.33	10,082.88	*	
1038000698	6503	5228	OPERATING EXPENSES	52.54	52.54		
COMP: 6503 PROFESSIONAL & LICENSING BOARDS							
CENTER: 1038000698							
B UNIT: 1038							

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AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1038 ABSTRACTERS BD OF EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1038000698	1140000	380,449.72	DR	ABSTRACTERS BOARD OF EXAMINERS
COMPANY/SOURCE TOTAL 6503 698			380,449.72	DR *	
COMP/BUDG UNIT TOTAL 6503 1038			380,449.72	DR **	
BUDGET UNIT TOTAL 1038			380,449.72	DR ***	