



BOARD OF TECHNICAL PROFESSIONS

2330 N. Maple Ave., Suite 1 | Rapid City, SD 57701
Tel: 605.394.2510 | Fax: 605.394.2509 | sdbtp@state.sd.us
dlr.sd.gov/btp

1.0 Opening of the Meeting

Proposed Meeting Agenda
South Dakota Board of Technical Professions
2330 N Maple Ave., Suite 1; Rapid City, South Dakota

To join the meeting via **Microsoft Teams**, use the link below:

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Meeting ID: 222 585 939 971

Passcode: V2488EU2

To listen to the meeting via **conference call**, please use the following information:

+1 605-679-7263,,158039040#

Phone Conference ID: 158 039 040#

Friday, September 26, 2025, 8:30 a.m. MDT

- 1.0 Opening of the meeting
 - 1.1 Roll Call
 - 1.2 Approval of the Agenda
 - 1.3 Public Comments
- 2.0 Action Items
 - 2.1 Approval of Minutes of July 11, 2025, Meeting
 - 2.2 Approval of Financial Reports – July and August 2025
- 3.0 Information
 - 3.1 Approvals Issued
 - 3.1.1 Intern Certificates Issued
 - 3.1.2 Licenses Issued by Exam
 - 3.1.3 Licenses Issued by Comity
 - 3.1.4 Business Licenses Issued
 - 3.1.5 Approval To Take Exam
- 4.0 Activities report ending August 2025
- 5.0 Rules/Statute Changes-Committee assignments
- 6.0 SB74-Open meetings
- 7.0 Executive Director Report
- 8.0 Executive Session pursuant to SDCL 1-25-2, as necessary.
- 9.0 Upcoming Meetings
- 10.0 Adjournment

2.0 Action Items

Meeting Minutes
South Dakota Board of Technical Professions
2330 N Maple Ave. Suite 1, Mickelson Room
July 11, 2025, 8:30 a.m. MDT

Jared Carda called the meeting to order at 8:32 a.m. A quorum was present.

Members Present in-person: Cory Biegler, Ryan Callaghan, Jared Carda, Mike Coleman, Catherine Dekkenga, Alex Fisher, Colby Flynn.

Members Absent: None

Others Present in person: Jodi Aumer, Executive Director, Carrie Kerr, Program Assistant, MaLisa Loeschke, Senior Secretary, Jerry McCabe, Legal Counsel, Robin Schiro.

Callaghan made a motion to adopt the agenda as published. Motion was seconded by Dekkenga. **MOTION PASSED.**

Carda opened the floor for public comments. Robin Schiro provided public comment regarding her concerns relating to her application, specifically the exam requirement and the board's database. She provided two packets of documents for each board member to review.

Dekkenga made a motion to approve the minutes of the June 6, 2025, meeting. Motion was seconded by Coleman. **MOTION PASSED.**

Callaghan made a motion to approve the board's financial statements through June 2025. Motion was seconded by Dekkenga. **MOTION PASSED.**

The board reviewed the activities report ending May 2025.

Aumer noted the document showing the appointment status of each member for their information.

The board entertained nominations for board officers for the next twelve months.

Dekkenga made a motion to nominate Ryan Callaghan for Chair, Alex Fisher for Vice Chair, and Mike Coleman for Secretary. Motion was seconded by Flynn. **MOTION PASSED.**

Biegler made a motion to approve a title change to the Professional Engineer Exam Application and Professional Land Surveyor Exam Application to include the term "initial" in the title. Motion was seconded by Dekkenga. **MOTION PASSED.**

The board had a discussion of the current internal application processing forms.

Aumer updated the board regarding the recent NCARB meeting and provided an update regarding the database.

Upcoming Association Meetings:

Organization	Date	Meeting	Location	Attendees	Funded by:
2025 Meetings					
NCARB	July 24-26, 2025	Licensing Advisor Summit	Minneapolis		NCARB
NCEES	August 19-22, 2025	NCARB Annual Meeting	New Orleans, LA	Jodi, Cory	NCEES
CLARB	September 18-20, 2025	CLARB Annual Meeting	Lexington, KY	Jodi	CLARB
2026 Meetings					
CLARB	September 17-19, 2026	CLARB Annual Meeting	TBD Region 3		
NCARB	TBD	NCARB Regional Summit	TBD		NCARB
NCARB	TBD	NCARB Annual Meeting	Minneapolis, MN		NCARB
NCEES	TBD	Central Zone Meeting	TBD		NCEES
NCEES	TBD	Annual Meeting	TBD		NCEES
2027 Meetings					
CLARB	September 23-25, 2027	CLARB Annual Meeting	TBD Region 4		
2028 Meetings					
CLARB	September 14-16, 2028	CLARB Annual Meeting	TBD Region 5		

FUTURE BOARD MEETING DATES (Mountain time)

September 26, 2025 8:30 a.m.

November 21, 2025 8:30 a.m.

Fisher made a motion to adjourn the meeting. Motion was seconded by Flynn. **MOTION PASSED.**

Adjournment of Meeting

All business having come before the board was concluded and Carda adjourned the meeting at 9:44 a.m.

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 07/31/2025

AGENCY: 10 LABOR & REGULATION

BUDGET UNIT: 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103500061808	1140000	1,009,254.16	DR	BOARD OF TECHNICAL PROFESSIONS
COMPANY/SOURCE TOTAL 6503 618			1,009,254.16	DR *	
COMP/BUDG UNIT TOTAL 6503 1035			1,009,254.16	DR **	
BUDGET UNIT TOTAL 1035			1,009,254.16	DR ***	

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 08/31/2025

AGENCY: 10 LABOR & REGULATION

BUDGET UNIT: 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103500061808	1140000	1,044,299.48	DR	BOARD OF TECHNICAL PROFESSIONS
COMPANY/SOURCE TOTAL 6503 618			1,044,299.48	DR *	
COMP/BUDG UNIT TOTAL 6503 1035			1,044,299.48	DR **	
BUDGET UNIT TOTAL 1035			1,044,299.48	DR ***	

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 07/31/2025

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
103500061808	6503	51010100	F-T EMP SAL & WAGES	13,905.50	13,905.50	
103500061808	6503	51010300	BOARD & COMM MBRS FEES	1,162.00	1,162.00	
ACCT: 5101		EMPLOYEE SALARIES		15,067.50	15,067.50	*
103500061808	6503	51020100	OASI-EMPLOYER'S SHARE	1,135.42	1,135.42	
103500061808	6503	51020200	RETIREMENT-ER SHARE	834.32	834.32	
103500061808	6503	51020600	HEALTH/LIFE INS.-ER SHARE	2,993.21	2,993.21	
103500061808	6503	51020800	WORKER'S COMPENSATION	20.84	20.84	
103500061808	6503	51020900	UNEMPLOYMENT COMPENSATION	4.32	4.32	
ACCT: 5102		EMPLOYEE BENEFITS		4,988.11	4,988.11	*
ACCT: 51		PERSONAL SERVICES		20,055.61	20,055.61	**
103500061808	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	1,373.50	1,373.50	
103500061808	6503	52031000	LODGING/IN-STATE	1,120.00	1,120.00	
103500061808	6503	52031500	NON-TAXABLE MEALS/IN-ST	216.00	216.00	
ACCT: 5203		TRAVEL		2,709.50	2,709.50	*
103500061808	6503	52040200	DUES & MEMBERSHIP FEES	5,200.00	5,200.00	
103500061808	6503	52041800	COMPUTER SERVICES-STATE	957.70	957.70	
103500061808	6503	52042000	CENTRAL SERVICES	1,048.92	1,048.92	
103500061808	6503	52045250	REVENUE BOND LEASE PYMTS	1,152.80	1,152.80	
103500061808	6503	52045300	TELECOMMUNICATIONS SRVCS	282.10	282.10	
103500061808	6503	52047400	BANK FEES AND CHARGES	870.29	870.29	
ACCT: 5204		CONTRACTUAL SERVICES		9,511.81	9,511.81	*
ACCT: 52		OPERATING EXPENSES		12,221.31	12,221.31	**
COMP: 6503 PROFESSIONAL & LICENSING BOARDS				32,276.92	32,276.92	***
CENTER: 103500061808				32,276.92	32,276.92	****
B UNIT: 1035				32,276.92	32,276.92	*****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2025

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
103500061808	6503	51010100	F-T EMP SAL & WAGES	22,569.95	36,475.45	
103500061808	6503	51010300	BOARD & COMM MBRS FEES	3,818.00	4,980.00	
ACCT: 5101		EMPLOYEE SALARIES		26,387.95	41,455.45	*
103500061808	6503	51020100	OASI-EMPLOYER'S SHARE	1,991.34	3,126.76	
103500061808	6503	51020200	RETIREMENT-ER SHARE	1,354.24	2,188.56	
103500061808	6503	51020600	HEALTH/LIFE INS.-ER SHARE	4,676.26	7,669.47	
103500061808	6503	51020800	WORKER'S COMPENSATION	33.84	54.68	
103500061808	6503	51020900	UNEMPLOYMENT COMPENSATION	10.82	15.14	
ACCT: 5102		EMPLOYEE BENEFITS		8,066.50	13,054.61	*
ACCT: 51		PERSONAL SERVICES		34,454.45	54,510.06	**
103500061808	6503	52030100	AUTO-STATE OWNED-IN STATE	319.05	319.05	
103500061808	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	1,030.46	2,403.96	
103500061808	6503	52031000	LODGING/IN-STATE	.00	1,120.00	
103500061808	6503	52031500	NON-TAXABLE MEALS/IN-ST	216.00	432.00	
ACCT: 5203		TRAVEL		1,565.51	4,275.01	*
103500061808	6503	52040200	DUES & MEMBERSHIP FEES	.00	5,200.00	
103500061808	6503	52041800	COMPUTER SERVICES-STATE	961.05	1,918.75	
103500061808	6503	52041810	BIT DEVELOPMENT COSTS	3,335.40	3,335.40	
103500061808	6503	52042000	CENTRAL SERVICES	272.12	1,321.04	
103500061808	6503	52045250	REVENUE BOND LEASE PYMTS	677.80	1,830.60	
103500061808	6503	52045300	TELECOMMUNICATIONS SRVCS	262.07	544.17	
103500061808	6503	52047400	BANK FEES AND CHARGES	1,000.96	1,871.25	
ACCT: 5204		CONTRACTUAL SERVICES		6,509.40	16,021.21	*
ACCT: 52		OPERATING EXPENSES		8,074.91	20,296.22	**
COMP: 6503 PROFESSIONAL & LICENSING BOARDS				42,529.36	74,806.28	***
CENTER: 103500061808				42,529.36	74,806.28	****
B UNIT: 1035				42,529.36	74,806.28	*****

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 07/31/2025

AGENCY 10 SECRETARIAT ADMINISTRATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
103500061808	6503	4293948	RENEWAL CERT-ENG/ARCH	10,670.00	10,670.00	
103500061808	6503	4293949	APPLICATION FEE-ENG/AR	3,750.00	3,750.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		14,420.00	14,420.00	*
ACCT:	42	LICENSES, PERMITS & FEES		14,420.00	14,420.00	**
103500061808	6503	4391902	LATE FEE - ENG/ARCH	140.00	140.00	
ACCT:	4391	FINES (NON-GOVERNMENTAL)		140.00	140.00	*
ACCT:	43	FINES, FORFEITS & PENALTIES		140.00	140.00	**
CNTR:	103500061808			14,560.00	14,560.00	***
COMP:	6503			14,560.00	14,560.00	****
B UNIT:	1035			14,560.00	14,560.00	*****

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2025

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO	6503					
COMPANY NAME			PROFESSIONAL & LICENSING BOARDS			
103500061808	6503	4293948	RENEWAL CERT-ENG/ARCH	29,250.06	39,920.06	
103500061808	6503	4293949	APPLICATION FEE-ENG/AR	7,300.00	11,050.00	
103500061808	6503	4293950	OTHER ENGINEERING FEE	590.00	590.00	
ACCT:	4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	37,140.06	51,560.06	*
ACCT:	42		LICENSES, PERMITS & FEES	37,140.06	51,560.06	**
103500061808	6503	4391902	LATE FEE - ENG/ARCH	3,200.00	3,340.00	
ACCT:	4391		FINES (NON-GOVERNMENTAL)	3,200.00	3,340.00	*
ACCT:	43		FINES, FORFEITS & PENALTIES	3,200.00	3,340.00	**
103500061808	6503	4920045	NONOPERATING REVENUES	38,354.62	38,354.62	
ACCT:	4920		NONOPERATING REVENUE	38,354.62	38,354.62	*
ACCT:	49		OTHER REVENUE	38,354.62	38,354.62	**
CNTR:	103500061808			78,694.68	93,254.68	***
COMP:	6503			78,694.68	93,254.68	****
B UNIT:	1035			78,694.68	93,254.68	*****

SOUTH DAKOTA BOARD OF TECHNICAL PROFESSIONS

FY26 Revenue Expense Report (Through Sept. 16)

Revenues	Fiscal Year 2026				2026 Total
Row Labels	Jul	Aug	Sep		
APPLICATION FEE-ENG/AR	\$ 3,750.00	\$ 7,300.00	\$ 9,000.00	\$	20,050.00
LATE FEE - ENG/ARCH	\$ 140.00	\$ 3,200.00	\$ 2,800.00	\$	6,140.00
NONOPERATING REVENUES		\$ 38,354.62		\$	38,354.62
OTHER ENGINEERING FEE		\$ 590.00	\$ 250.00	\$	840.00
RENEWAL CERT-ENG/ARCH	\$ 10,670.00	\$ 29,250.06	\$ 21,760.00	\$	61,680.06
Grand Total	\$ 14,560.00	\$ 78,694.68	\$ 33,810.00	\$	127,064.68

Expenditures	Fiscal Year 2026				2026 Total
Row Labels	Jul	Aug	Sep		
Salaries	\$ 15,067.50	\$ 26,387.95	\$ 8,986.97	\$	50,442.42
BOARD & COMM MBRS FEES	\$ 1,162.00	\$ 3,818.00	\$ 498.00	\$	5,478.00
F-T EMP SAL & WAGES	\$ 13,905.50	\$ 22,569.95	\$ 8,488.97	\$	44,964.42
Benefits	\$ 4,988.11	\$ 8,066.50	\$ 2,926.59	\$	15,981.20
HEALTH/LIFE INS.-ER SHARE	\$ 2,993.21	\$ 4,676.26	\$ 1,723.37	\$	9,392.84
OASI-EMPLOYER'S SHARE	\$ 1,135.42	\$ 1,991.34	\$ 677.09	\$	3,803.85
RETIREMENT-ER SHARE	\$ 834.32	\$ 1,354.24	\$ 509.34	\$	2,697.90
UNEMPLOYMENT COMPENSATION	\$ 4.32	\$ 10.82	\$ 4.05	\$	19.19
WORKER'S COMPENSATION	\$ 20.84	\$ 33.84	\$ 12.74	\$	67.42
Travel	\$ 2,709.50	\$ 1,565.51		\$	4,275.01
AUTO-PRIV (IN-ST.) H/RTE	\$ 1,373.50	\$ 1,030.46		\$	2,403.96
AUTO-STATE OWNED-IN STATE		\$ 319.05		\$	319.05
LODGING/IN-STATE	\$ 1,120.00	\$ -		\$	1,120.00
NON-TAXABLE MEALS/IN-ST	\$ 216.00	\$ 216.00		\$	432.00
Contractual Services	\$ 9,511.81	\$ 6,509.40	\$ 1,016.33	\$	17,037.54
BANK FEES AND CHARGES	\$ 870.29	\$ 1,000.96	\$ 877.26	\$	2,748.51
BIT DEVELOPMENT COSTS		\$ 3,335.40		\$	3,335.40
CENTRAL SERVICES	\$ 1,048.92	\$ 272.12		\$	1,321.04
COMPUTER SERVICES-STATE	\$ 957.70	\$ 961.05		\$	1,918.75
DUES & MEMBERSHIP FEES	\$ 5,200.00			\$	5,200.00
REVENUE BOND LEASE PYMTS	\$ 1,152.80	\$ 677.80		\$	1,830.60
TELECOMMUNICATIONS SRVCS	\$ 282.10	\$ 262.07	\$ 139.07	\$	683.24
Grand Total	\$ 32,276.92	\$ 42,529.36	\$ 12,929.89	\$	87,736.17

South Dakota Board of Technical Professions

Financial Report – Fiscal Year 2026 (*Through Sept. 17*)

Prepared for Board Members

Overview

As of mid-September 2025, the South Dakota Board of Technical Professions has generated \$127,064.68 in total revenues and incurred \$87,736.17 in expenditures, resulting in a net positive position of \$39,328.51. This reflects a strong financial start to FY26, with revenues significantly outpacing expenditures.

Revenue Highlights

- Renewal Certificates (Engineering/Architecture) remain the largest revenue source, totaling \$61,680.06.
 - Application Fees (Engineering/Architecture) contributed \$20,050.00, showing increased licensing activity.
 - Late Fees brought in \$6,140.00, indicating effective enforcement of deadlines.
 - Nonoperating Revenues, including interest or other non-service income, totaled \$38,354.62.
-

Expenditure Summary

Total expenditures through September reached \$87,736.17, with the following key categories:

Salaries and Wages – \$50,442.42

- Full-Time Employees: \$44,964.42
- Board & Commission Member Fees: \$5,478.00

Benefits – \$15,981.20

- Health/Life Insurance: \$9,392.84
- Retirement Contributions: \$2,697.90
- OASI (Employer Share): \$3,803.85

Contractual Services – \$17,037.54

- BIT Development Costs: \$3,335.40
- Dues & Memberships: \$5,200.00
- Bank Fees, Central Services, Computer Services, Lease Payments, and Telecom: Remaining balance

Travel Expenses – \$4,275.01

- In-State Auto (Private & State-Owned): \$2,403.96
 - Lodging & Meals: \$1,871.05
-

Conclusion & Outlook

The Board of Technical Professions is in a strong financial position early in FY26, with a net surplus of \$39,328.51. Licensing and application activity remain confident, and expenditures are well-aligned with operational priorities. Continued monitoring and strategic financial management will be essential to maintaining this positive trajectory throughout the fiscal year.



BOARD OF TECHNICAL PROFESSIONS

2330 N. Maple Ave., Suite 1 | Rapid City, SD 57701
Tel: 605.394.2510 | Fax: 605.394.2509 |
sdbtp@state.sd.us dlr.sd.gov/btp

3.0 Information

3.1 Approvals Issued

3.1.1 Intern Certificates Issued

Meeting Date: September 26, 2025

Engineering Interns

Name	Certificate #
McIntosh john	E-13839
Katrina Davidson	E-13840
Gaibrielle Lewis	E-13841
Matthew Marling	E-13842
Ava Knutson	E-13843
Gordon Kopecky	E-13844
Logan Fuller	E-13845
William Lohr	E-13846
Tanner LeSage	E-13847
Drew Vanden Hull	E-13848
Donald Bonneau	E-13849
Wei Tung Hsu	E-13850
Toby Roberts	E-13851
Lucas Ransen	E-13852
Kailey Tubbs	E-13853

Surveying Interns

Name	Certificate #

3.1.2 Licenses Issued by Exam

Meeting Date: September 26, 2025

Principles and Practice of Engineering Exam

Name	License
Kyla Branick	17794
Cody Osthus	17795
Elizabeth Wright	17796
Mitchell Babcock	17805
Geronimo Guevara Jr	17829
Kevin Heiberger	17830
Dwight Krause	17831
Seth McKinley	17832
Jacob Lauer	17866
Dustin Henson	17869
Nicholas Gillen	17895
Cole Bungarden	17896

Principles and Practice of Surveying Exam

Name	License
Ruth Wetzel	17897

Architecture by Exam

Name	License

Landscape Architect by Exam

Name	License

Petroleum Release by Exam

Name	License
Timothy Adair (Assessor)	17792

If something appears to be missing, please remain patient as we are still learning the new system.

3.1.3 Licenses Issued by Comity

Meeting Date: September 26, 2025

Architects

Name	License #
Eric Oleson	10147
William Ives	17817
Robert Jacobsen	17818
William Reseigh	17819
Justine Sieber	17820
Thomas Arends	17821
Jessica Berg	17822
Karl Chambers	17823
Samuel Michael	17824
William Serra	17825
Andrea Nigro	17862
Nelly Augustyn	17863
Thomas Lundberg	17864
Tan Vu	17865
Patrick Fox	17898
Sarah Jacobson	17899
Christopher Jenkins	17900
Steven Levesque	17901
Jeffrey Walz	17902
Eric Oleson	10147
William Ives	17817
Robert Jacobsen	17818
William Reseigh	17819
Justine Sieber	17820
Thomas Arends	17821
Jessica Berg	17822
Karl Chambers	17823
Samuel Michael	17824
William Serra	17825
Andrea Nigro	17862
Nelly Augustyn	17863
Thomas Lundberg	17864
Tan Vu	17865
Patrick Fox	17898
Sarah Jacobson	17899

3.1.3 Licenses Issued by Comity

Meeting Date: September 26, 2025

Christopher Jenkins	17900
Steven Levesque	17901
Jeffrey Walz	17902

Landscape Architects

Name	License #
Brett Harris	17793

Engineers

Name	License #
Christopher DeWaal	17797
Aaron Fogle	17798
Matthew Monke	17799
Phat Nguyen	17800
Christopher Root	17801
Timothy Siegel	17802
Jacob Turgeon	17803
Brian Welch	17804
Kenneth Choong	17806
Adam Frosino	17807
Rebecca Gonzales	17808
Gronek Matthew	17809
Andrew Ingram	17810
Casey Larsen	17811
Brian Pailles	17812
Jeffrey Robertson	17813
Drew Sanders	17814
Jacob Wilding	17815
Eric Wright	17816
Ayman Baki	17833
Aaron Burkhardt	17834
Patrick Byrd	17835
Adam Del Toro	17836
Jared Duren	17837
Scott Elders	17838
Forster Chad	17839
Pedro Garcia Montesinos	17840

3.1.3 Licenses Issued by Comity

Meeting Date: September 26, 2025

Korbin Gilbreath	17841
Gregory Hartley	17842
Ryan James	17843
Grant Jamison	17844
Todd LaBerge	17845
Eric Laidley	17846
Sanjay Mahapatra	17847
Joshua Melson	17848
Olga Oka	17849
Randy Osborne	17850
Daniel Peak	17851
Mitchell Sforzini	17852
Curtiss Sherwood	17853
Walter Shoup	17854
Robert Skalet	17855
JOHN SPELLMAN	17856
Dustin Turnquist	17857
Rick Volk	17858
Claude Wilkinson	17859
Wei Zhang	17860
KENDALL ZIMMERMAN	17861
Bruce Hall	17867
Rachel Marvin	17868
Jeremy Amundson	17870
Stuart Anderson	17871
Benjamin Buergler	17872
Kevin Clinard	17873
Michael Thomas Cloud	17874
Carl DiFranco	17875
Jacob Feiger	17876
Richard Gehse	17877
Bryan Hall	17878
Desiree Halsor	17879
Steve Hector	17880
Mark Johnson	17881
Evan Kruise	17882
Samuel Lauber	17883
Keith Mandachit	17884
Daniel Mayorgas	17885

3.1.3 Licenses Issued by Comity

Meeting Date: September 26, 2025

Roger McManus	17886
Brian Montenegro	17887
John Rigsby	17888
Nathan Ritta	17889
Yibin Shao	17890
Joshua Sopata	17891
Jason Stoops	17892
Lynn Vannoy	17893
Joshua Wright	17894

Surveyors

Name	License #
John Egger	7931
Christopher Morris	17826
Michael Picha	17827

If something appears to be missing, please remain patient as we are still learning the new system.

3.1.4 Business Licenses Issued

Meeting Date: September 26, 2025

Business Name	License #
Evan Corporation	7684
LB Smith & Associate PA	9251
The Westervelt Co	9252
DGR Engineering	9253
Stratus Team, LLC	9254
CG Enterprises Holdings, LLC	9255
Wright Engineering LLC	9256
Groundworks Minnesota, LLC	9257
The Dennis Group, Inc.	9258
Mulder Engineering, P.S.C.	9259
Hailey Architects LLC	9260
Ackerman-Estvold	9261
CPH Consulting LLC	9262
Hoffman Planning, Design & Construction, Inc.	9263
Pedro McCracken Design Group, Inc.	9264
Cooper Zietz Engineers, Inc.	9265
Red Plains Professional, Inc.	9266
First American Design Studio LLC	9267
Trihydro Corporation	9268
G & K ENGINEERING LLC	9269
Thomas D. Arends, Architect	9270
JB Marie LLC	9271
Karl Chambers & Associates, PC	9272
Consulting Design Solutions Inc	9273
RavenVolt, Inc.	9274
Hennebery Eddy Architects, Inc.	9275
Interplan Incorporated	9276
Kapur & Associates Inc	9277
Remiger Design Inc.	9278
HMR ARCHITECTURE, INC.	9279
Sigma7 Design Group Architects and Engineers Inc	9280
JSEC, LLC	9281
ennovative, LLC	9282
K. Max Engineering	9283
Peak Thrills Engineering Inc.	9284
Benjamin R. Buerger, P.E.	9285
ENVIRONMENTAL RESEARCH GROUP, LLC	9286
MPE Consulting, Inc.	9287

3.1.4 Business Licenses Issued

Meeting Date: September 26, 2025

If something appears to be missing, please remain patient as we are still learning the new system.

3.1.5 Approved to Schedule Exam

Meeting Date: September 26, 2025

Fundamentals of Engineering Exam

Last Name	First Name
Adam	Isaac
Albertson	Jason
Anin	Ange
Arends	Cole
Bartlett	Jason
Bennett	Cameron
Berg	Matthew
Bjorklund	Isaac
Borchard	Noah
Burggraff	Brandon
Buss	Brayden
Campbell	Benjamin
Compton	Dominik
Croke	Matthew
Decker	Logan
Dickerson	David
Diede	Owen
Downing	Dayton
DuFrene	Mckenna
Einck	Maxten
Erkens	Riley
Finch	Daniel
Foley	Garrett
Foley	Alex
Ford	Dawson
Franz	Nicholas
Gansebom	Mason
Gilbertson	Evan
Gill	Riley
Gray	Caleb
Guenther	Austin
Gustad	Andrew
Hahn	Braxton
Hartman	Charles
Hass	Chloe
Haynes	Riley
Hevlin	Grant
Hill	Blaine

3.1.5 Approved to Schedule Exam

Meeting Date: September 26, 2025

Hoefler	Liam
Hoffman	Raymond
Iverson	Tyler
Jackley	Michael
Jackson	Kole
Jain	Purvi
Jenc	Logan
Jorenby	Jeremiah
Juntilla	Carter
Kelderman	Kaden
Kelly	Duram
King	Storm
Klein	Harrison
Kopecky	Gordon
Kouanda	Rachida Bakoum Nahidad
LaMont	Carter
Lauinger	Caleb
Lee	Christian
Lemmon	Zachary
Maher	Chasten
Marr	Turner
Matthies	Connor
McGinness	John
McGrath	Braxton
McGregor	Caleb
Mendel	Seth
Mitzel	Matthew
Mondle	Kaidin
Mooney	Claire
Nilsson	Samuel
Noble	Gretchen
Norenberg	Evan
Olsen	Anders
Osborn	Kolbie
Oswald	Paige
Peasley	Eve
Peery	Payton
Pekelder	Alex
Peterson	Holden
Ransen	Lucas
Reeves	Alison

3.1.5 Approved to Schedule Exam

Meeting Date: September 26, 2025

Reh	Law
Reyner	Caroline
Richards	Gavin
Risacher	Ryan
Ritter	Ross
Schenk	Karlee
Schenkel	Keith
Schildhauer	Grace
Seier	Brogan
Sherman	Andra
Sieberg	Trevor
Smith	Lucas
Smith	Oliver
Solberg	Rian
Solinsky	Drew
Sorensen	Alexander
Spies	Brody
Steindl	Quintin
Stohlmann	Chase
Stone	Shane
Sturtevant	Aaron
Tamm	Anna
Thelen	Connor
Toelle	Reed
Trierweiler	Tessa
Turgasen	Logan
Upton	Elijah
Vanpelt	Ryan
VanZee	Corbin
Venhuizen	Derek
Verhey	Blayne
Vuong	Connor
Wade	Dawson
Wallace	Stirling
Wantoch	Madyson
Willems	Derek
William	Karels
Woertink	Dakota
Wolfe	Timothy
Wolfer	Joshua
Zavesky	William

3.1.5 Approved to Schedule Exam

Meeting Date: September 26, 2025

Fundamentals of Surveying Exam

Last Name	First Name
Stevens	Matthew

If something appears to be missing, please remain patient as we are still learning the new system.

4.0 Activities Report

ACTIVITIES REPORT FOR THE YEAR 2025

[illegible][illegible][illegible]

		JAN	FEB	MAR	APR	MAY	JUNE
Business		2647	2658	2484		2473	2484
Active		6764	6811	6855		6959	7002
Inactive		260	260	8176(inaccurate)		8165	8165 (innacurate)
Retired		188	188	198		204	206
TOTAL		9859	9917	17713		17801	17857

		JULY	AUG	SEPT	OCT	NOV	24-Dec
Business			2542				
Active			6998				
Inactive			8165				
Retired			210				
TOTAL			17915				

5.0 Rules/Statute Change - Committee Assignments

6.0 SB74- Open Meetings

and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

1-25-8. OMC Members. The South Dakota Open Meeting Commission is comprised of five state's attorneys or deputy state's attorneys appointed by the attorney general. Each commissioner serves at the pleasure of the attorney general. The members of the commission shall choose a chair of the commission annually by majority vote.

1-25-12. DEFINITIONS. Terms used in the open meetings laws mean:

(1) "Official meeting," any meeting of a quorum of a public body at which official business or public policy of that public body is discussed or decided by the public body, whether in person or by means of teleconference or electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform, provided the term does not include communications solely to schedule a meeting or confirm attendance availability for a future meeting;

(2) "Political subdivision," any association, authority, board, municipality, commission, committee, council, county, school district, task force, town, township, or other local governmental entity, which is created by statute, ordinance, or resolution, and is vested with the authority to exercise any sovereign power derived from state law;

(3) "Public body," any political subdivision or the state;

(4) "State," each agency, board, commission, or department of the State of South Dakota, not including the Legislature; and

(5) "Teleconference," an exchange of information by any audio, video, or electronic medium, including the internet.

1-25-13. ANNUAL REVIEW OF OPEN MEETING LAWS. Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

(1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and

(2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

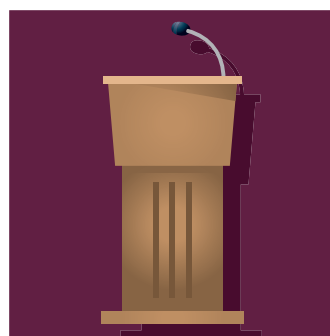
The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

1-27-1.16. MEETING PACKETS AND MATERIALS.

If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.17. DRAFT MINUTES. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.18. WORKING GROUP REPORTS. Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.



Conducting the Public's Business in Public

A guide to South Dakota's Open Meetings Laws
(Revised 2025)

Prepared by:
S.D. Attorney General's Office
in partnership with the
S.D. NewsMedia Association

Published by:
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Q: WHAT ARE SOUTH DAKOTA'S OPEN MEETINGS LAWS?

A: South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and are intended to encourage public participation in government. SDCL Ch. 1-25 requires that official meetings of public bodies must be public and advance notice is to be given of such meetings. The statutes define an "official meeting" as one where a quorum of the public body is present and at which official business or public policy of the body is discussed or decided. Openness in government is encouraged.

Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?

A: The open meetings laws apply to all public bodies of the state and its political subdivisions. SDCL 1-25-1, 1-25-12(3). This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to exercise sovereign power. SDCL 1-25-12(2). Although no court decisions have been issued on the subject, this probably does not include bodies that serve only in an advisory capacity. The State Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?

A: Yes. The open meetings laws allow meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. SDCL 1-25-1.5, 1-25-12(5). In addition, for teleconferences where

less than a quorum of the public body is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). SDCL 1-25-1.6. The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting.

Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?

A: SDCL 1-25-1.1 requires that all political subdivisions (except the state and its boards, commissions, or departments as provided in § 1-25-1.3) prominently post a notice and copy of the proposed agenda at the political subdivision's principal office. At a minimum, the proposed agenda must include the date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the political subdivision has its own website, the notice must be posted on the website upon dissemination of the notice. For special or rescheduled meetings, political subdivisions must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually.

SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State and its agencies, boards, commissions, or departments to give notice by posting a proposed agenda at least 72 continuous hours before a meeting is scheduled to start (this does not include any weekend or legal holiday). The State is also required to give notice of a public meeting by posting its proposed agenda on <http://boardsandcommissions.sd.gov>.

1-25-2. EXECUTIVE SESSION. Executive or closed meetings may be held for the sole purposes of:

(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term, employee, does not include any independent contractor;

(2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;

(3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;

(4) Preparing for contract negotiations or negotiating with employees or employee representatives;

(5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business; or

(6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:

(a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;

(b) Emergency management or response;

(c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;

(d) Cyber security plans, computer, communications network schema, passwords, or user identification names;

(e) Guard schedules;

(f) Lock combinations;

(g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility; and

(h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

However, any official action concerning the matters pursuant to this section shall be made at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the public body present and voting, and discussion during the closed meeting

is restricted to the purpose specified in the closure motion. Nothing in § 1-25-1 or this section prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a class 2 misdemeanor.

1-25-6. DUTY OF STATE'S ATTORNEY. If a complaint alleging a violation of chapter 1-25 is made pursuant to § 23A-2-1, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action.

1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES). If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or

(4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

1-25-7. REFERRAL TO OMC. Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney,

PERTINENT S.D. OPEN MEETINGS STATUTES

(other specific provisions may apply depending on the public body involved)

1-25-1. OPEN MEETINGS. An official meeting of a public body is open to the public unless a specific law is cited by the public body to close the official meeting to the public.

It is not an official meeting of one public body if its members provide information or attend the official meeting of another public body for which the notice requirements of § 1-25-1.1 or 1-25-1.3 have been met. It is not an official meeting of a public body if its members attend a press conference called by a representative of the public body.

For any event hosted by a nongovernmental entity to which a quorum of the public body is invited and public policy may be discussed, but the public body does not control the agenda, the public body may post a public notice of a quorum, in lieu of an agenda. The notice of a quorum must meet the posting requirements of § 1-25-1.1 or 1-25-1.3 and must contain, at a minimum, the date, time, and location of the event.

The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment.

Public comment is not required at an official meeting held solely for the purpose of meeting in executive session, an inauguration, presentation of an annual report to the public body, or swearing in of a newly elected official, regardless of whether the activity takes place at the time and place usually reserved for an official meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meets solely for purposes of implementing previously publicly adopted policy; carrying out ministerial functions of that township, district, or municipality; or undertaking a factual investigation of conditions related to public safety; the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

1-25-1.1. PUBLIC NOTICE OF POLITICAL SUBDIVISIONS. Each political subdivision shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by

telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.3. PUBLIC NOTICE OF STATE. The state shall provide public notice of a meeting by posting a copy of the proposed agenda at the principal office of the board, commission, or department holding the meeting. The proposed agenda shall include the date, time, and location of the meeting, and be visible, readable, and accessible to the public. The agenda shall be posted at least seventy-two hours before the meeting is scheduled to start according to the agenda. The seventy-two hours does not include Saturday, Sunday, or legal holidays. The notice shall also be posted on a state website, designated by the commissioner of the Bureau of Finance and Management. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the state shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.5. TELECONFERENCE MEETING. Any official meeting may be conducted by teleconference. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote.

1-25-1.6. TELECONFERENCE PARTICIPATION. At any official meeting conducted by teleconference, there shall be provided one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, that has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to official meetings closed to the public pursuant to specific law.

Q: WHO ARE LOCAL NEWS MEDIA?

A: There is no definition of "local news media" in SDCL ch. 1-25. "News media" is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that "local news media" is all news media – broadcast and print – that regularly carry news to the community.

Q: IS A PUBLIC COMMENT PERIOD REQUIRED AT PUBLIC MEETINGS?

A: Yes. Public bodies are required to provide at every official meeting a period of time on their agenda for public comment. SDCL 1-25-1. Each public body has the discretion to limit public comment as to the time allowed for each topic commented on, and as to the total time allowed for public comment. Public comment is not required at meetings held solely for an executive session, inauguration, presentation of an annual report, or swearing in of elected officials.

Q: CAN PUBLIC MEETINGS BE RECORDED?

A: Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings if the recording is reasonable, obvious, and not disruptive. This requirement does not apply to those portions of a meeting confidential or closed to the public.

Q: WHEN CAN A MEETING BE CLOSED TO THE PUBLIC AND MEDIA?

A: SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student's participation in interscholastic activities; 3) consulting with legal counsel, or reviewing communications from legal counsel about proposed or pending litigation or

contractual matters; 4) employee contract negotiations; 5) to discuss marketing or pricing strategies of a publicly-owned competitive business; or 6) to discuss information related to the protection of public or private property such as emergency management response plans or other public safety information. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to conduct executive sessions or conduct meetings to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19.

Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances.

Any official action based on discussions in executive session must, however, be made at an open meeting.

Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?

A: Motions for executive sessions must refer to the specific state or federal law allowing for the executive session i.e. "pursuant to SDCL 1-25-2(3)." Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state "motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter," or "motion to go into executive session pursuant to SDCL 1-25-2(3) for the purposes of consulting with legal counsel."

Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken.

Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAWS OCCUR?

A: Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to: (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both; or (b) a reprimand by the Open Meeting Commission ("OMC"). The same penalties apply if the agenda for the meeting is not properly posted, or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void.

Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION ("OMC")?

A: Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed and notarized complaint is made under oath, and any necessary investigation is conducted, the State's Attorney may: (a) prosecute the case as a misdemeanor; (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes; or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State's Attorneys or Deputy State's Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status of a pending case, you may contact the Attorney General's Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General. <http://atg.sd.gov/>.

Q: WHAT DOES THE TERM "SOVEREIGN POWER" MEAN?

A: The open meetings laws do not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising "sovereign power" it should consult with legal counsel.

Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?

A: Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body's anticipated business. Typically, the public body adopts the final agenda upon convening the meeting. At the time the final agenda is adopted, the governing body may add or delete agenda items and may also change the order of business. See *In re Yankton County Commission, Open Meetings Commission Decision # 20-03*, December 31, 2020. New items cannot be added after the agenda has been adopted by the governing body.

Public bodies are strongly encouraged to provide at least 24 hours' notice of all agenda items so as to be fair to the public and to avoid dispute.

For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

Q: ARE EMAIL DISCUSSIONS "MEETINGS" FOR PURPOSES OF THE OPEN MEETINGS LAWS?

A: The definition of an "official meeting" in SDCL 1-25-12(1) specifically includes meetings conducted by "electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform[.]" A quorum of a public body that discusses official business of that body via electronic means is conducting an official meeting for purposes of the open meetings laws. Electronic communications made solely for scheduling purposes do not fall within the definition of an official meeting.

Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?

A: SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body's website or make those materials available to the public at least twenty-four hours prior to the hearing or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or any audio and visual recording must be made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL Ch. 1-27 are handled by separate procedures found in SDCL 1-27-35, et. seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?

A: Task forces and committees that exercise "sovereign power," and are created by statute, ordinance, or proclamation are required to comply with the open meetings laws. SDCL 1-25-12(1). Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only, may not be subject to the open meetings laws, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.

Q: ARE PUBLIC BODIES REQUIRED TO REVIEW THE OPEN MEETINGS LAWS?

A: Public bodies must annually review an explanation of the open meetings laws provided by the Attorney General, along with any other material pertaining to the open meetings laws made available by the Attorney General. SDCL 1-25-13. Each public body must report in its minutes that the annual review of the open meetings laws was completed.

7.0 Executive Director Report

8.0 Executive Session

9.0 Upcoming Meetings

Upcoming Meetings

Organization	Date	Meeting	Location	Attendees	Funded by:
2026 Meetings					
NCARB	March 19-21, 2026	MBE Workshop and Regional Summit	Oklahoma City, OK		NCARB
CLARB	September 17-19, 2026	Annual Meeting	Calgary, Alberta <i>Region 3</i>		CLARB
NCARB	TBD	NCARB Regional Summit	TBD		NCARB
NCARB	June 25-27	NCARB Annual Meeting	Minneapolis, MN		NCARB
NCEES	May14-16	Central Zone Meeting	Columbus, OH		NCEES
NCEES	August 18-21	Annual Meeting	Henderson, NV		NCEES

BOARD FUTURE MEETING DATES (All Times are Mountain Time)

November 21, 2025

8:30 a.m.

10.0 Adjournment