

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Court House, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, May 19, 2026**

1. Pledge of Allegiance
2. Call for public comments. Public comment may be submitted in person or via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve May 19, 2026, agenda
5. Action to approve May 12, 2026, minutes of the Board of Codington County Commissioners
6. Action to approve fireworks show permit
7. Monthly Reports
  - a. Highway
  - b. Facility Manager
8. Action to approve equipment at the Highway Department surplus to be sold on Purple Wave and donated to LATC
9. Discussion/possible action to approve Administrative Specialist in Community Service Office job description
10. Discussion/possible action to approve Community Services Specialist in Community Service Office job description
11. Discussion/possible action to approve Department of Health Grant for Community Health Workers
12. Discussion/possible action to approve revised 2026 Wage Scale
13. Action to re-schedule June 2<sup>nd</sup> Board meeting to June 4<sup>th</sup> due to Primary Election
14. Note Memorial Day office closures
15. Action to approve abatement applications
16. Action to approve claims for payment
17. Action to approve automatic budget supplements
18. Action to approve personnel changes
19. Action to approve travel requests
20. Public Notices – a possible quorum of Commissioners could be in attendance at:
21. Old Business
22. New Business
23. Open
  - a. Public Comments
  - b. Commission Comments

**24. Action to enter into Executive session pursuant to SDCL 1-25-2**

- (1) Discussion of personnel issues (SDCL 1-25-2(1))**
- (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2(3))**
- (3) Preparing for contract negotiations or negotiating with employees or employee representatives (SDCL 1-25-2(4))**
- (4) Discussion of pricing or marketing strategies when public disclosure may harm the competitive position of the county owned business (SDCL 1-25-2(5))**
- (5) Discussion of information pertaining to the protection of public or private property (SDCL 1-25-2(6))**

**25. Action to adjourn upon completion of agenda items.**

**Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.**

**Official Proceedings  
County of Codington  
Codington County Court House  
14 1<sup>st</sup> Ave SE  
Watertown, SD 57201**

May 12, 2026

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, May 12, 2026, at the Codington County Court House. Commission members present were: Lee Gabel, Tyler McElhany, Myron Johnson, Randall Schweer, and Troy VanDusen; VanDusen, presiding. The pledge of allegiance was led by Facility Manager, Steve Molengraaf.

**CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS**

Chair VanDusen called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

**AGENDA APPROVED**

Motion by McElhany, second by Gabel, to approve the agenda for May 12, 2026, as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Johnson, second by Schweer, to approve the minutes of May 05, 2026; all voted aye; motion carried.

**AWARD BID OF CODINGTON COUNTY HIGHWAY SHOP REMODEL**

Highway Superintendent, Randy Falvey, opened and announced the following bid for the advertised County Highway Shop Remodel:

<b><u>BIDDER'S NAME AND ADDRESS</u></b>	<b><u>BASE BID</u></b>	<b><u>ALT 1</u></b>	<b><u>ALT 2</u></b>	<b><u>ALT 3</u></b>
Basin Construction & Tile, Hayti, SD	\$449,521.00	\$19,000.00	\$165,000.00	\$121,000.00

Bidder provided a bid bond.

Adam Hanson, Project Engineer with Banner Associates, was present for the opening of bids. The Highway Supt. And Project Engineer reviewed the bid for accuracy and informed the Board that after reviewing the bid and it being up to the Board to accept the construction bid with alternative 1, alternative 2, or alternative 3, alternative 1 is replacing shop overhead doors and openers in the amount of \$19,000.00, alternative 2 is upgrade electrical panels in the amount of \$165,000.00, and alternative 3 is add replace generator in the amount of \$121,000.00, the bid from Basin Construction & Tile, was the only bid for alternative 1 and 2 in the amount of \$633,521.00; Highway Supt., Randy Falvey recommended going with alternative 1 and alternative 2; motion by Gabel and second by McElhany to accept the bid from Basin Construction & Tile for alternative 1 and alternative 2, in the amount of \$633,521.00; all voted aye; motion carried.

**PUBLIC SERVICE ANNOUNCEMENT**

**Road Closure:** Highway Supt., Randy Falvey, announced: County Road 7-5 460<sup>th</sup> Avenue from 169<sup>th</sup> Street to 170<sup>th</sup> Street will be closed down starting May 18<sup>th</sup>, 2026, for approximately one month, local traffic only, no through traffic; the east side of the bridge is going to be repaired after receiving damage during a prior year's spring thaw, other projects will be going on in the area so please be patient and cautious.

**MONTHLY REPORTS**

**Auditor, Brenda Hanten**, updated the Board: The Auditor’s Office has voted 210 absentee voters to date, that is 11 less than the same timeframe two years ago; most of the time is being spent working on the 2026 Primary Election details; have sent election publications to the legal newspapers and collecting 2027 budget requests from County offices; the County has received its first Opioid payment in 2027 in the amount of \$1360.18, making the total amount in that fund \$89,446.50. **Director of Equalization, Shawna Constant**, reported the office has completed the final abstract for the 2026 assessment year; they have also completed the first 6 months of 2027 assessment year; staff did training with the Dept. of Revenue via Teams; appraisal staff is ready to begin appraising at the lake as soon as the weather cooperates; due to commercial property being assessed in a couple years have been working with other counties to look at assessing them with neighbor hooding for occupancy instead of area; working on the 2027 budget. **Community Service Director, Sara Foust**, updated the Board: recognized Paige Welling, CHW, for receiving the CHW of the year award at the CHW Conference, Paige commented that with the work that she does it is rewarding to help get people back on their feet again, the Board thanked her for the work that she has done. Medicaid Reimbursement - \$2,083.15 billed in April; DOH CHW Grant reimbursement - \$4,263.61; Community Service Office – Paige, Kari and I attended the Annual CHW Conference; CHW Grant evaluators were here in April to meet with clients, they stated clients really praised the support they receive from our CHW’s, the RESTART Steering Committee met April 23<sup>rd</sup> and identified priorities for the next year, Kari has left her position which gives us the opportunity to do some restructuring of office roles; Systems of Care/Codington Connects – Interagency meeting is this Thursday at 10:00 at the police department, we are celebrating our 5 year anniversary of the meeting; Agency of the month is Midwest Bible and Hank Roso, is the individual of the month; Childcare – working on scheduling a June meeting to create future childcare plan and release the survey; Community Awareness Campaign is working on meeting with target audiences, churches, businesses, and the school; we are helping plan the Splash Into Summer event which will be May 28<sup>th</sup>, 2026, at Foundation Plaza from 5-7; Check out Codington Connects at [www.codingtonconnects.com](http://www.codingtonconnects.com) for more events and information about the community.

**REVISED COMMUNITY CARE COORDINATOR JOB DESCRIPTION**

Motion by Gabel, second by Schweer, to approve a revised job description for the position of Community Care Coordinator in the Community Service Office at a pay grade 25; all voted aye; motion carried.

**FULL TIME COMMUNITY SERVICE OFFICE COMMUNITY CARE COORDINATOR**

Motion by McElhany, second by Gabel, to advertise and fill a full-time Community Care Coordinator position in the Community Service Office; all voted aye; motion carried.

**AUDITOR’S ACCT. W/TREASURER AND REGISTER OF DEEDS FEES**

Motion by McElhany, second by Schweer, to approve the Auditor’s Account of the cash and cash items in the hands of the County Treasurer as of the last business day of April 2026, all present voted aye; motion carried.

Cash on hand	\$ 13,457.34
Checks in Treasurers’ possession	\$ 1,994,973.31
less than 3 days	0.00
Credit Card Charges	\$ 7,141.75
Cash Items	\$ 19,710.37
<b>TOTAL CASH ASSETS ON HAND</b>	<b>\$ 2,035,282.77</b>
<b>RECONCILED CHECKING</b>	
Reliabank (Memorial Park)	\$ 12,060.68
Reliabank Dakota	\$ 42,023,348.45
<b>INVESTMENTS</b>	

SD Public Funds Investment	\$ 1,118.38
Plains Commerce Bank CD's	\$ 0.00
Colliers Securities	\$ 22,974,884.16
<b>TOTAL CASH ASSETS</b>	<b>\$ 67,046,694.44</b>
General Ledger Cash Balance by Funds	
General	\$12,001,520.09
General restricted cash	\$ 500,000.00
Sp. Revenue	\$ 7,883,020.54
County Jail Build	\$28,945,459.67
Bond Redemption Fund	\$ 1,241,041.95
Custodial	\$16,475,652.19
(schools \$12,684,451.03, townships \$340,171.37; city/towns \$2,599,135.88)	
<b>TOTAL GENERAL LEDGER CASH</b>	<b>\$ 67,046,694.44</b>

The Board noted Register of Deeds fees, in the amount of **\$31,054.40**, were collected in the month of April 2026.

#### **VETERAN'S SERVICE OFFICE LOCATION**

**Jay Roberts, Veterans Service Officer**, requested to move the Veterans Service Office to a new location being 10 N Broadway, Suite 104, access to the current location on 19<sup>th</sup> Street is difficult for individuals to access the parking lot at the current location on 19<sup>th</sup> Street, Jay also mentioned the cost to rent the new office space is less expensive than what is currently being spent currently the rent is \$1648.34/month and the rental amount at the new location will be \$1594.75/month; Motion by Gabel, second by McElhany to approve moving the Veterans Service Office to 10 N Broadway, Suite 104, on August 22, 2026, in the amount of \$3520.50 for the prorated rent for August 2026 and all of September 2026; all voted aye; motion carried.

#### **VETERAN SERVICE OFFICE SURPLUS MISC FURNITURE**

Motion by McElhany, second by Gabel, to declare misc. furniture surplus to be transferred to other county offices or sold; all voted aye; motion carried.

#### **VETERAN SERVICE OFFICE SURPLUS TABLET**

Motion by Johnson, second by Schweer, to declare Microsoft Surface tablet with hard case and pen, SN 050195102353; to be destroyed; all voted aye; motion carried.

#### **PRETRIAL CASE MANAGER JOB DESCRIPTION**

Motion by Gabel, second by McElhany, to approve a job description for the position of Pretrial Case Manager in the Community Service Office at a pay grade 40; all voted aye; motion carried.

#### **FULL TIME PRETRIAL CASE MANAGER**

Motion by Gabel, second by McElhany, to advertise and fill a full-time Pretrial Case Manager position in the Community Service Office; all voted aye; motion carried.

#### **CLAIMS**

Motion by McElhany, second by Gabel, to approve for payment the following list of claims; all voted aye; motion carried. 605 PROPERTY SOLUTIONS, LLC 1099.02 RENT, A-OX WELDING 25.31 SUPPLIES, ACCREDITATION, AUDIT AND 165.00 SVC, A&B BUSINESS SOLUTIONS 155.70 MAINT, A&B BUSINESS SOLUTIONS 62.52 TRAVEL & CONF., KAITLYN ABBOTT 102.80 JURY, ADVANCED CORRECTIONAL 21206.51 SVC, AP AUTO PROS 550.00 MAINT, AUSTIN LAW OFFICES LLP 55349.64 SVC, AUTOMATIC BUILDING CONTROLS 963.00 MAINT, AUTO VALUE 266.08 MAINT, AUTO VALUE 247.05 SUPPLIES, ALISON BAKKEN 40.00 CELL,

BATTERIES UNLIMITED 180.00 SUP, SHERYL BAUER 52.80 JURY, BEACON CENTER 1000.00  
 PMT, BLUEPEAK 353.51 UTIL, BLUME FIREWOOD 1200.00 SUP, BORNS GROUP 2876.30 POST,  
 BOYS & GIRLS CLUB 8926.58 PMT, BRIAN'S GLASS & DOOR, INC. 40.00 MAINT, BRIAN'S  
 GLASS & DOOR INC. 1050.00 REPAIRS/MAINT., BROTHERS & SISTERS BEHIND BARS 7021.90  
 RENT, ISAAC BUCK 10.00 REF, COAST TO COAST COMPUTER PROD. 510.00 SUP,  
 CODINGTON-CLARK ELECTRIC COOPE 45.64 UTILITIES, CODINGTON TREASURER PETTY  
 CASH 28.70 SUP, COKO PROPERTIES 250.00 RENT, COLE PAPERS, INC. 3688.58 SUP, ANGIE  
 COLLIGNON 40.00 CELL, LISA COMES 144.80 JURY, COMMUNITY TRANSIT OF  
 WATERTOWN 24.00 TRAV, CONSOLIDATED CORRECTIONAL 16153.23 SUP, CRAFTCO, INC.  
 9389.75 SUPPLIES, CRAFTCO, INC 78415.65 EQUIPMENT, REAGAN MARIE CRANDALL 46.00  
 SVC, CREDIT COLLECTIONS BUREAU 2146.24 SVC, CREDIT COLLECTIONS BUREAU 430.94  
 SVC, CROSSROADS HOTEL & HURON EVENT 112.00 TRAV, C & S PEST CONTROL LLC  
 187.00 MAINT, CUT RATE TREE SERVICE 3519.00 MAINT, DAKOTA GROUP  
 PSYCHOLOGICAL 5000.00 SVC, LAVERNE D DALLY(CHARLIE) 25.00 CELL, CARLA  
 DANDURAND 102.80 JURY, MATTHEW DARGATZ 25.00 CELL, KATHRYN JANE DEJONG  
 600.00 SVC, DIAMOND DRUGS, INC 1226.14 SVC, JAMIE DOLEN 25.00 CELL, PAMELA DRAKE  
 119.60 JURY, KEITH EISCHENS 25.00 CELL, ELECTION SYSTEMS & SOFTWARE 1493.79 SUP,  
 ENGELSTAD ELECTRIC CO. 164.47 MAINT, ESRI, INC 550.00 MAINT, FACE IT TOGETHER INC  
 3650.75 SVC, JAMES FALK 52.80 JURY, RANDALL G. FALVEY 40.00 CELL, FIRST DISTRICT  
 ASSN OF LCL GOV 5776.65 SVC, FLOCK GROUP INC 21100.00 EQUIP, SARA FOUST 474.55  
 CELL, MICHELLE GAIKOWSKI 174.25 SVC, HALEY GOSSEN 54.20 JURY, GRAINGER 374.28  
 SUP, GREEN OVIATT LAW FIRM LLP 26308.60 SVC, PAUL GRIEPP 600.00 RENT, GUARDIAN  
 ALLIANCE TECHNOLOGIES 60.00 SVC, GUARDIAN RFID 9948.50 EQUIP, JUSTIN HALAJIAN  
 40.00 CELL, MERIL HAMBLIN 105.60 JURY, RON HARTLEY 25.00 CELL, DAVID HEDDING  
 25.00 CELL, JAMES HEDGES 25.00 CELL, HELSPER, MCCARTY & RASMUSSEN 24472.75 SVC,  
 TOWN OF HENRY 225.33 UTILITIES, PAUL HERTING 102.80 JURY, CODY HOFF 25.00 CELL,  
 CODY HUSMANN 101.80 JURY, HYVEE #1871 ACCTS RECEIVABLE 59.90 SUP, HYVEE #1871  
 ACCTS RECEIVABLE 89.20 SVC, HY-VEE 167.76 TRAVEL & CONF., I STATE TRUCK CENTERS  
 688.17 SUPPLIES, INTERLAKES COMMUNITY ACTION 1926.00 SVC, JEFFERSON PARTNERS  
 LP 182.64 TRAV, GABE JOHNSON 358.00 REF, WADE JORDAN 25.00 CELL, JURGENS  
 PRINTING 527.00 SUP, MITCHELL KALLHOFF 25.00 CELL, ERIK KOSAK 25.00 CELL, L&R  
 AUTO AND ACCESSORIES LLC 580.00 REPAIRS/MAINT., JOSEPH LAFRAMBOISE 25.00 CELL,  
 ERIN LENZNER 114.00 TRAV, LEWIS & CLARK BHS 675.00 SVC, JODI LOEHRER 1024.50  
 TRAV, MAAG PROPERTIES, LLC 1375.00 RENT, MAC'S, INC 506.44 SUP, MAC'S HARDWARE  
 180.36 SUPPLIES, MASTERS TELECOM LLC 355.35 UTIL, MCLEOD'S PRINTING & OFFICE SUP  
 729.30 SUP, MENARDS 281.65 SUP, MENARDS 277.55 SUPPLIES, MID-AMERICAN SIGNAL,  
 INC 285.00 REPAIRS/MAINT., MIDCONTINENT COMMUNICATIONS 358.01 UTIL, KLAYTON  
 MILLER 25.00 CELL, MUNICIPAL UTILITIES 13086.93 UTIL, MUNICIPAL UTILITIES 795.55  
 UTILITIES, YESIKA G MUNOZ 645.00 SVC, NAPA CENTRAL 1689.37 SUPPLIES, NELSON &  
 ERICSSON LAW OFFICE 7003.80 SVC, CHRISTA NELSON 105.60 JURY, NEWMAN TRAFFIC  
 SIGNS 90.47 SUPPLIES, SHAWN NILLS 40.00 CELL, NORTHERN TRUCK 4749.63  
 REPAIRS/MAINT., NORTHWESTERN ENERGY 55.23 UTILITIES, HUMMINGBIRD DRONES INC  
 DBA NOV 240.00 SUP, OFFICE PEEPS, INC. 3532.70 SUP, ONSHARP 53.75 SVC, OTTERTAIL  
 POWER CO, 49.54 UTILITIES, THOMAS PAULI 40.00 CELL, PEARLE VISION 108.00 SVC,  
 MICHELLE PEDERSON 40.00 CELL, POMP'S TIRE SERVICE, INC. 179.92 SUPPLIES, PRAIRIE  
 LAKES HEALTH CARE CENT 7556.55 SVC, PRINT 'EM NOW 79.00 SUP, PRINT EM NOW 98.00  
 UTILITIES, PRODUCTION MONKEYS 15000.00 SVC, PROSOURCE SPECIALTIES LLC 953.40  
 SUP, REDWOOD TOXICOLOGY LABORATORY 2013.75 SUP, RELIABANK DAKOTA 25.00  
 RENT, COLIRA REMMERS 51.40 JURY, RIDDLE'S GLASS INC 2.93 SUP, HAROLD ROUNDS  
 25.00 CELL, RULO STRATEGIES LLC 10450.93 SVC, RUNNING SUPPLY INC. 427.99 SUPPLIES,  
 DAWN RUSSELL 165.75 SVC, SANFORD HEALTH 2503.29 SVC, DEAN SCHAEFER COURT

REPORTING 132.00 SVC, WATERTOWN TRAILER SALES DBA 8.05 SUP, SD ATTORNEY GENERAL'S OFFICE 1717.85 SVC, S.D. FEDERAL PROPERTY 201.75 SUP, SOUTH DAKOTA LAW REVIEW 40.00 SUP, SD STATE TREASURER 568679.59 APRIL REMITTANCE, SDACC 12423.00 SVC, SDACO 680.00 PMT, SDN COMMUNICATIONS 1026.00 SVC, MELISSA SEARS 40.00 CELL, HEIDI SELCHERT 40.00 CELL, SHARP AUTOMOTIVE 2859.40 REPAIRS/MAINT., SIGN PRO 360.00 SUPPLIES, SIOUX RURAL WATER SYSTEM 59.50 UTILITIES, SIOUX VALLEY COOP 43.08 SUP, SIOUX VALLEY COOP 6624.75 SUPPLIES, LAW OFFICE OF ALEXANDER SOCIA 11438.04 SVC, LYNN SOLBERG 40.00 CELL, TERRY SORENSON 400.00 SUP, TOWN OF SOUTH SHORE 96.00 UTILITIES, SOUTH SHORE GAZETTE 718.27 PUB, STEVE STAHLKE 25.00 CELL, STAN HOUSTON 50.95 SUP, STAR LAUNDRY 2795.98 SUP, STAR LAUNDRY 132.44 SUPPLIES, STREICHER'S 65.00 SUP, SCOTT SWANSON 25.00 CELL, TECHNIQUES INC 258.36 MAINT, KEVIN THEISEN 57.00 JURY, THOMSON REUTERS-WEST 501.01 SVC, TOOL TIME RENTAL 300.00 MAINT, DOUGLAS D. TORSTENSON 25.00 CELL, JAMES TORSTENSON 20.00 CELL, TRANSOURCE 2106.16 SUPPLIES, TWOTREES TECHNOLOGIES 6669.75 SUP, TWOTREES TECHNOLOGIES 1292.40 SUP, TWOTREES TECHNOLOGIES 37.00 REPAIRS/MAINT., VERIZON WIRELESS 1243.30 UTIL, VERIZON WIRELESS 159.14 UTIL, VERIZON WIRELESS 2069.60 UTIL, VERIZON WIRELESS 75.06 UTIL, VERIZON 40.01 UTILITIES, RELIABANK VISA 416.59 SUP, RELIABANK VISA 1817.21 SVC, RELIABANK VISA 187.14 SUP, RELIABANK VISA 1332.02 SUP, RELIABANK VISA 1587.80 TRAIN, RELIABANK VISA 742.20 SUP, RELIABANK VISA 352.75 SVC, RELIABANK VISA 114.51 SUP, RELIABANK VISA 411.97 SUP, MARLONIE VOGELSANG 25.00 CELL, GAIL WAHL 1640.00 PMT, SCOTT WAHL 1640.00 PMT, KELLI WANNA 51.40 JURY, WARNE PLUMBING 1836.74 MAINT, WATERTOWN SCHOOL CONCESSIONS 75.00 SVC, WATERTOWN AMBULANCE 350.00 SVC, WATERTOWN CARES 10000.00 PMT 2026, WATERTOWN CURRENT LLC 548.86 PUB, WATERTOWN LAWN & GARDEN 870.00 MAINT, WATERTOWN PUBLIC OPINION 204.34 SUP, PAIGE WELLING 34.00 TRAV, BRETT WENDLER 54.20 JURY, FLEETPRIDE, INC. 171.93 SUPPLIES, SARAH WILKENS 65.40 JURY, WINDOW PROS 20.06 20.06, TREY WITTENBERG 108.40 JURY, WW TIRE SERVICE INC 857.07 MAINT, YOUNGBERG LAW PROF LLC 536.80 SVC, SUSAN ZIRBEL 64.00 JURY, HEALTH EQUITY 63.00, DEPT. OF PUBLIC SAFETY 5400.00,

Motion by Johnson, second by Schweer, to approve a claim in the amount of \$41,013.83 payable to the City of Watertown for March 2026, 911 surcharge collections, Gabel, McElhany, Johnson and Schweer voted aye; VanDusen was recused; motion carried.

#### **PERSONNEL CHANGES**

Motion by Johnson, second by McElhany, to approve the following personnel changes: Kristi Torstenson, promotion from second deputy to first deputy in Treasurers Office, Grade 40/Step A, \$29.88 per hour, effective 5-01-2026; Cindy Feldmeyer, promotion from Admin. Support to Second Deputy in Treasurers Office, Grade 30/Step F, \$28.97 per hour, effective 5-01-2026; Paul Endres, Park Custodian, Memorial Park, seasonal new hire; Grade AA/Step A, \$18.68 per hour, effective 5-11-2026; Amber Peterson, Park Custodian, Memorial Park, seasonal new hire; Grade AA/Step A, \$18.68 per hour, effective 5-11-2026; all voted aye; motion carried.

#### **OLD BUSINESS**

Commissioner Gabel reported that currently working on Area B roof, will soon be putting up precast walls in Area A.

**NEW BUSINESS**

Commissioner McElhany reported that the 14<sup>th</sup> Ave. Bridge project, the riprap has been placed and working on aesthetics, expected completion date originally was set for the end of October, the project is ahead of schedule and could possibly open in 2-3 weeks.

**OPEN**

**Commission Comments** – Commissioner Schweer attended the Governors Luncheon at Lake Area Technical College and mentioned that he is proud of LATC for our county and state to provide the training for jobs that are in much need throughout the area, also their goal to expand on more job training opportunities.

**EXECUTIVE SESSION**

Motion by Johnson, second by McElhany, to enter executive session, per SDCL 1-25-2 (1) Discussion of personnel issues (SDCL 1-25-2(1)) and (2) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters (SDCL 1-25-2(2)) at 9:58 a.m.; all voted aye; motion carried. The Board returned to regular session at 10:45 a.m., and no action was taken. Human Resource Representative, Natalie Remund, Community Service Director, Sara Foust, Auditor, Brenda Hanten and State's Attorney, Alison Bakken, were present for executive session.

**ADJOURNMENT**

Upon conclusion of all business to come before the Board, a motion was made by Gabel, second by McElhany to adjourn at 10:46 a.m., all voted aye; motion carried.

ATTEST:

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Brenda Hanten  
Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$ \_\_\_\_\_

# FIREWORKS SHOW PERMIT

Name of Applicant: Darcy Thonvold  
Address: 11626 455th Ave, Watertown SD 57201 Phone #: 605-868-4643

Responsible Person / Pyrotechnician Firing the Show:  
Name: Thor Thonvold  
Address: 11626 455th Ave Watertown SD Phone #: 605-820-8308  
Drivers License or Social Security #: 01034265

Fireworks Show Date: 5.23.26 Time: 9:30 Duration: 30 min.

Description of Event: Son's graduation party

Location of Show: 11626 455th Ave Watertown SD 57201

(In compliance with NFPA1123, Chapter 5 on Display Site Selection, attach a Google type map with shown distances required.)

Type of Fireworks:  1.4G Consumer Fireworks Discharge (Regulated by NFPA1124)  
 1.3G Display Fireworks Display (Regulated by NFPA1123)  
(If 1.3G Display attach copy of ATF License or ATF Employee Possessor Letter of Clearance.)

Public Show  Private Show

(If a Public Show attach Insurance Certificate for the Event to this application. Permits shall require applicants to offer proof of a valid liability insurance policy of at least one million dollars (\$1,000,000.00) naming the City and/or County as an additional insured. This policy must be in full force and effect for the entire period of this permit.)

I affirm and warrant that the above information is true and correct and that I am knowledgeable and will comply with the appropriate standards of NFPA1124 or NFPA1123, whichever applies to this event.

Dated this 14th day of May, 2026

Darcy Thonvold  
Applicant Name Printed

DThonvold  
Applicant Signature

The above address is within the Watertown Fire Department's Fire District. The Watertown Fire Department has reviewed this permit application and hereby recommends its issuance.

ALSH  
Fire Chief Marshal

Pursuant to authorization by the Codington County Board of Commissioners, I \_\_\_\_\_, Chairman, hereby authorize and issue this Permit to Discharge / Display fireworks in Codington County, by the person or entity named above at the time and manner described herein. Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman - Codington County Commissioners

Pursuant to authorization by the Watertown City Council, I \_\_\_\_\_, Chairman, hereby authorize and issue this Permit to Discharge / Display fireworks inside the Watertown City Limits, by the person or entity named above at the time and manner described herein. Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman - Watertown City Council

(NOTE: In accordance with the local fire department, standby personnel and equipment may be required based on potential fire conditions and weather conditions both prior to and on the day of Display / Discharge. Should standby be deemed necessary, cost associated with standby will be billed to, and shall be paid by, the permittee. We reserve the the right to cancel permits based on fire potential, and given determining factors such as atmospheric and foliage conditions.)

**Codington County**

**Highway Dept**

**ITEMS TO BE DECLARED SURPLUS**

Crack Sealer to be declared Surplus

#203

2013 Cimline 230DHR Crack Sealer

Serial # 1G9241525DM119101

To be sold on Purple Wave

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John Deere Tractor to be declared Surplus

#62

1974 John Deere 2030F 2WD Tractor with PTO

Serial # 20268IT

To be sold on Purple Wave

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Tank Trailer with bar to be declared Surplus

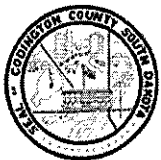
#25

1965 Trail Mobile 8,800 Gallon Tank Trailer

Serial # F1154DBHB50540

To be Donated to Lake Area Technical College

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*Codington County*  
South Dakota



## Codrington County, South Dakota

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**Job Title:** Administrative Specialist  
**Reports To:** Community Services Director  
**FLSA Status:** Non-Exempt

### SUMMARY

Under the direct supervision of the Community Services Director, the Administrative Specialist is responsible for performing essential administrative and clerical support as the first point of contact for clients and partners. This position plays a key role in helping the County fulfill its mission of serving the community in a passionate and positive manner. The Administrative Specialist may handle sensitive client and County information, which requires that they maintain a high level of professionalism and confidentiality at all times.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:**

- Welcome clients and visitors, ensuring a friendly, professional, and supportive environment.
- Handle routine communication, including answering and directing telephone calls, responding to emails, and processing incoming and outgoing mail.
- Respond to inquiries from clients and the public, providing accurate information and referring individuals to appropriate agencies and resources.
- Assist clients with registration for services, programs, and events, ensuring all required documentation is completed accurately.
- Act as an information source regarding available social services, community resources, and organizational programs.
- Submit and monitor insurance claims related to CHW services.
- Manage and maintain the organization's website and social media platforms to keep the community informed of services, events, and updates.
- Assist the Director with implementing and tracking social service strategic planning goals.
- Organize and coordinate meetings, including scheduling, preparing agendas, taking minutes, and distributing follow-up materials.
- Plan and support events, including community outreach activities, educational workshops, and organizational initiatives.
- Establish and maintain filing systems; enter data, review timesheets, and copy or process records and documents.
- Provide general administrative support to the Director and team members as needed, handling tasks as they arise.

Administrative Specialist



## Codington County, South Dakota

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### **SECONDARY DUTIES:**

- Assist with purchasing supplies.
- Assist with grant proposals as requested.
- Attend training, seminars, workshops and meetings as deemed necessary.
- Assist co-workers with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

### **MINIMUM QUALIFICATIONS and SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- H.S. Diploma or G.E.D. required.
- Associate's degree in administrative support, communications, or related field preferred, or an equivalent combination of education and experience.
- A minimum of five years' experience in an administrative or customer service role, preferably in a social services or non-profit environment.
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, copy machine, fax machine, calculator, and Internet.
- Experience with social media platforms and website management.
- Knowledge of record keeping and filing procedures.
- Ability to demonstrate good communication skills, both verbally and in writing.
- Demonstrated teamwork and customer service skills.
- Ability to establish and maintain effective working relationships with other employees, other agency employees and the public.
- Excellent organizational skills with the ability to manage multiple tasks and prioritize them effectively.
- Ability to handle sensitive and confidential information with discretion.
- Ability to work effectively with clients of varied ages and backgrounds who are economically and/or socially disadvantaged.

### **EXAMINATION, TESTING, AND CERTIFICATION**

Must possess a valid social security number and a valid driver's license.

Administrative Specialist



## Codington County, South Dakota

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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to use hands for handling, fingering, or feeling objects and to communicate effectively through speaking and hearing.
- The employee frequently is required to stand, sit, and reach with hands and arms.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds occasionally up to 20 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.



**Codrington County,  
South Dakota**

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**CONCLUSION**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for Administrative Specialist. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

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Employee Signature

Date Signed

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Department Head Signature

Date Signed

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Commissioner in Charge

Date Signed

Administrative Specialist



## Codrington County, South Dakota

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**Job Title:** Community Services Specialist  
**Reports To:** Community Services Director  
**FLSA Status:** Non-Exempt

### SUMMARY

Under the direct supervision of the Community Services Director, the Community Services Specialist provides coordinated support to individuals and families seeking community services and health-related resources. This position provides community health worker services and serves as the County's expert in county assistance programs, as well as resource navigation, client screening, case documentation, and coordination of services. The Specialist must maintain professionalism and confidentiality at all times. Additionally, this individual must have completed or be willing to complete certification a Community Health Worker within nine months.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Serve as the County's primary resource for County assistance programs, eligibility guidelines, and available county and regional resources.
- Train and support other Community Health Workers.
- Conduct client screenings (in-person and by phone) to assess needs related to Community Services programs and process applications.
- Develop service plans with clients and follow up to monitor progress.
- Assist clients in navigating health systems, social services, and community resources; provide referrals, help with applications, and connect clients to appropriate agencies and supports.
- Provide health education, coaching, and culturally appropriate information to support health behaviors.
- Maintain accurate, confidential case records for all individuals receiving community or health-related support services.
- Provide information on available human services and support clients in navigating medical, social, and support systems.
- Coordinate or attend client appointments when needed to facilitate access to essential services.
- Assist clients with insurance navigation for treatments and medications when appropriate.
- Maintain filing systems and complete documentation, forms, correspondence, and reports accurately and in a timely manner.
- Document billable hours and complete required grant reimbursement documentation.
- Participate in training for, and adhere to, the Transition to Success (TTS) model in all applicable aspects of service delivery.



## Codrington County, South Dakota

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### **SECONDARY DUTIES AND RESPONSIBILITIES include the following, but are not limited to:**

- Attend trainings, seminars, workshops and meetings and deemed necessary.
- Assist co-workers with their duties as deemed necessary.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.
- Perform duties with safe practices, collaboration, and professional standards.

### **MINIMUM QUALIFICATIONS and SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or G.E.D. required.
- Associate's Degree in Social Services or Human Services field preferred, or an equivalent combination of education and experience.
- Certified Community Health Worker, or the ability to become certified in the first 9 months.
- A minimum of two years' experience as a Community Health Worker, or other equivalent experience and/or education.
- Ability to operate computer systems and software such Microsoft Word, Excel, Outlook, copy machine, fax machine, calculator, and Internet.
- Knowledge of record keeping and filing procedures, with attention to detail.
- Demonstrated teamwork and customer service skills.
- Ability to establish and maintain effective working relationships with other employees and other agency employees and the public.
- Experience in formulating and understanding welfare-related guidelines.
- Ability to work effectively with clients of varied ages and backgrounds who are economically and/or socially disadvantaged.
- Protect the privacy and security of protected health information as defined by State and federal Law.
- Pass a thorough background investigation.

### **EXAMINATION, TESTING, AND CERTIFICATION**

- Must possess a valid social security number and a valid driver's license



## Codington County, South Dakota

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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to use hands for handling, fingering, or feeling objects and to communicate effectively through speaking and hearing.
- The employee frequently is required to stand, sit, and reach with hands and arms
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl
- The employee is occasionally required to lift and/or move up to 25 pounds

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate
- Occasional travel within Codington County to serve clients or outside the County for trainings/seminars may be required.



**Codington County,  
South Dakota**

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**CONCLUSION**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the Job Description for the Community Services Specialist. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

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Employee Signature

Date Signed

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Department Head Signature

Date Signed

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Commissioner in Charge

Date Signed



**STATE OF SOUTH DAKOTA  
DEPARTMENT OF HEALTH  
Sub-Recipient Agreement  
Between**

Codington County dba Codington County Community Services 7 W Kemp Ave Watertown, SD 57201 (605)-882-6286	South Dakota Department of Health Family & Community Health Office of Injury, Violence and Overdose Prevention 600 E. Capitol Avenue Pierre, SD 57501-2536 (605) 773-3361
Referred to as "Consultant"	Referred to as "State"

The State and Sub-Recipient hereby enter into this agreement (the "Agreement" hereinafter) for a grant award of Federal financial assistance to Sub-Recipient.

**A. REQUIRED AUDIT PROVISIONS FOR GRANT AWARDS**

**1. FEDERAL AWARD IDENTIFICATION**

Information for the Federal Award Identification, as described in 2 CFR 200.331 is inserted below. In the event of a change in the award of funding source, the information inserted below may change. Sub-Recipient's consent shall not be required for the change in award or funding source and the change shall not be subject to the requirements for an amendment to this Agreement. In the event of a change, the State will provide updated information at least annually.

**1.1. Subrecipient Information**

- a. Sub-recipient's name, City, State, and Zip+4 – Codington County, 14 1<sup>st</sup> Ave SD, Watertown, SD 57201-3611
- b. Sub-Recipient's unique entity identifier (UEI): XWDVUSNZBCM5
- c. Federal Award Identification Number (FAIN): NU17CE010209
- d. Federal Award Date: 6/18/24
- e. Sub-award Period of Performance: 06/01/2026 to 05/31/2027
- f. Amount of Federal Funds Obligated to Sub-recipient in this action for this period of performance: \$39,998.00
- g. Total Amount of Funds Obligated to Sub-recipient prior to this action for this period of performance: \$0.00
- h. Total Amount of Federal Award to the Sub-recipient for this period of performance: \$39,998.00
- i. The federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA), is as follows: The purpose of this agreement is to provide opioid overdose prevention education and linkages to treatment options for individuals who are at risk for experiencing an overdose.

- j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity: Centers for Disease Control and Prevention, South Dakota Department of Health, Lori Martinec, Lori.Martinec@state.sd.us , 605-773-3917
- k. ALN No(s) and Name(s): 93.136, Injury Prevention and Control Research and State and Community Based Program
- l. Is the grant award for research and development (R&D)? YES \_\_\_\_\_ NO X
- m. Department of Health Indirect Cost Rate for federal award:  
     07/01/2025 to 06/30/2026 = 6.3%  
     07/01/2026 to 06/30/2027 = 6.3%

2. PERIOD OF PERFORMANCE OF THIS AGREEMENT

This agreement shall be effective on June 01, 2026 and will end on May 31, 2027, unless sooner terminated pursuant to the terms hereof.

3. SCOPE OF WORK AND PERFORMANCE PROVISIONS

- a. Sub-recipient is not a full or part-time employee of State or any agency of the state of South Dakota.
- b. Sub-recipient, as an independent contractor, is solely responsible for the withholding and payment of applicable income and Social Security taxes due and owing from money received under this contract.
- c. Sub-recipient will not purchase capital assets or equipment using State funds.
- d. The Sub-Recipient will undertake and complete the work or performance described as:
  - i. Assist and support State in complying with Federal Funding Accountability and Transparency Act (FFATA) requirements by providing any and all information the State must report to be compliant with FFATA. More information about FFATA reporting requirements can be found at <https://sam.gov/fsrs>.
  - ii. Indemnify and hold harmless State for any amount of costs for non-compliance with FFATA requirements due to Sub-recipient non-compliance or failure to comply with provision 3.(E) (i) above. Sub-recipient understands and agrees that it is liable to State for any costs determined to be not allowed by the United States government for non-compliance with FFATA requirements due to Sub-recipient's failure to supply State with any requested information necessary to comply with FFATA.
  - iii. Will comply with the terms and conditions of the Department of Health and Human Services (HHS) Grant Policy Statements found at:

<https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-oct-2025.pdf> and Title 2 Subtitle A Chapter II Part 200– Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards found at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

- iv. Provide at least two certified Community Health Workers to do the following:
    - a. Provide overdose prevention education, information about how to obtain naloxone, and information on treatment and recovery options in the community to people with Opioid Use Disorder as outlined in the South Dakota Department of Health (DOH) approved Community Health Worker workplan and budget.
    - b. Connect individuals with Opioid Use Disorder to an array of support services that may include linkages to services such as transportation assistance, employment training and temporary housing services as outlined in the South Dakota Department of Health approved Community Health Worker workplan and budget.
  - v. Utilize existing DOH educational resources before using contract funds for developing new materials. DOH approval is required prior to developing new resources.
  - vi. Submit monthly reports to the DOH Opioid Program Director on the form provided by the DOH by the 10<sup>th</sup> day of each month or provide notification to the program director of the reason for delay.
  - vii. Submit and give permission to share a success story using the success story template provided by the DOH by the end of the contract period.
  - viii. Work with the Overdose Data to Action in States evaluation team and DOH in the development and implementation of an evaluation plan by participating in focus groups and surveys as needed. Provide tracking and evaluation measures as requested by the DOH.
  - ix. Maintain regular communication and participate in monthly calls with the Opioid Program Director.
  - x. Participate in federal and other meetings and/or trainings as requested by the state.
  - xi. Submit monthly invoices to the DOH by the 10<sup>th</sup> of each month or provide notification to the program director of the reason for delay. A final invoice for the contract period will be required by the first week of June 2027 as determined by DOH finance.
- f. If the State will undertake or complete any work or performance under this Agreement it is described as follows:

- i. State will pay, upon the State's satisfaction that the payments are in accordance with all terms of the contract, up to \$39,998.00. Expenditure claims are required prior to the initiation of any and all payments. Expenditure claim documentation may include: invoices for reimbursement; receipts of any goods or services purchased; purchase orders for supplies, equipment, etc.; and/or itemized budget details indicating how and the timeframe in which the funds will be used.
- ii. TOTAL CONTRACT AMOUNT (Not to Exceed) \$39,998.00. Payment will be made consistent with SDCL Ch. 5-26.
- iii. State will not be held liable for reimbursement of amounts shown on an itemized billing if not received within 30 calendar days from the close of the month being reported. However, the final invoice of the State of South Dakota fiscal year, ending every year on June 30th, shall be submitted no later than June 9th so payment may be made in the same Fiscal Year as the services are provided.

#### 4. BASIS FOR SUBAWARD AMOUNTS

This grant is made for the purpose of providing opioid overdose prevention education and linkages to treatment options for individuals who are at risk for experiencing an overdose.

Amount provided by State/Grantor is	\$39,998.00
Amount matched by Sub-Recipient	\$ 0.00
Total Grant Amount	\$ 39,998.00

Dollars provided by State consist of the following:

Non-Federal State dollars	\$ 0.00
Federal dollars	\$ 39,998.00

#### 5. RISK ASSESSMENTS, MONITORING AND REMEDIES

Risk assessments will be ongoing throughout the project period. Sub-Recipient agrees to allow the State to monitor Sub-Recipient to ensure compliance with program requirements, to identify any deficiencies in the administration and performance of the award and to facilitate the same. At the discretion of the State, monitoring may include but is not limited to the following: On-site visits, follow-up, document and/or desk reviews, third-party evaluations, virtual monitoring, technical assistance and informal monitoring such as email and telephone interviews. As appropriate, the cooperative audit resolution process may be applied.

Sub-Recipient agrees to comply with ongoing risk assessments, to facilitate the monitoring process, and further, Sub-Recipient understands and agrees that the requirements and conditions under the grant award may change as a result of the risk assessment/monitoring process.

In the event of noncompliance or failure to perform under the grant award, the State has the authority to apply remedies, including but not limited to: temporary withholding payments, disallowances, suspension or termination of the federal award, suspension of other federal awards received by Sub-Recipient, debarment, or other remedies including civil and/or criminal penalties as appropriate.

#### 6. RETENTION AND INSPECTION OF RECORDS

The Sub-Recipient agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, and statistical, fiscal, and other information records necessary for reporting and accountability required by the State. The Sub-Recipient shall retain such records for a period of three years after the date of the submission of the final expenditure report.

If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The three year retention period may be extended upon written notice by the State. Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition. When records are transferred to or maintained by the Federal awarding agency or the State, the three-year retention requirement is not applicable to the Sub-Recipient. In the event Sub-Recipient must report program income after the period of performance, the retention period for the records pertaining to the earning of the program income starts from the end of Sub-Recipient's fiscal year in which the program income is earned. In the event the documents and their supporting records consist of indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable, the following applies: (1) If submitted for negotiation - If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the State) to form the basis for negotiation of the rate, then the three -year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation - If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the State) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the Sub-Recipient's fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

The State, through any authorized representative, shall have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement and shall have access to personnel of the Sub-Recipient for

purposes of interview and discussion related to the records, books, papers and documents. State Proprietary Information, which shall include all information disclosed to the Sub-Recipient by the State, shall be retained in Sub-Recipient's secondary and backup systems and shall remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with Sub-Recipient's established record retention policies.

All payments to the Sub-Recipient by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment under this Agreement shall be returned to the State within thirty days after written notification to the Sub-Recipient.

## 7. AUDIT REQUIREMENTS

If Sub-Recipient expends \$1,000,000 or more in federal awards during the Sub-Recipient's fiscal year, the Sub-Recipient must have an audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor General's approval should be obtained annually. Approval of an auditor must be obtained by forwarding a copy of the audit engagement letter to:

Department of Legislative Audit  
A-133 Coordinator  
427 South Chapelle  
% 500 East Capitol  
Pierre, SD 57501-5070

If the Sub-Recipient expends less than \$1,000,000 during any Sub-Recipient fiscal year, the State may perform a more limited program or performance audit related to the completion of the Agreement objects, the eligibility of services or costs, and adherence to Agreement provisions.

Audits shall be completed and filed with the Department of Legislative Audit by the end of the ninth month following end of the fiscal year being audited.

For either an entity-wide, independent financial audit or an audit under 2 CFR Part 200 Subpart F, the Sub-Recipient shall resolve all interim audit findings to the satisfaction of the auditor. The Sub-Recipient shall facilitate and aid any such reviews, examinations, agreed upon procedures etc., the State or its contractor(s) may perform.

Failure to complete audit(s) as required, including resolving interim audit findings, will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completely resolved.

The Sub-Recipient shall be responsible for payment of any and all audit exceptions which are identified by the State. The State may conduct an agreed upon procedures engagement as an audit strategy. The Sub-Recipient may be responsible for payment of any and all questioned costs, as defined in 2 C.F.R. 200.84, at the discretion of the State.

Notwithstanding any other condition of the Agreement, the cooperative audit resolution process applies, as appropriate. The books and records of the Sub-Recipient must be made available if needed and upon request at the Sub-Recipient's regular place of business for audit by personnel authorized by the State. The State and/or federal agency has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

If applicable, Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

## 8. CLOSEOUT

- a. The Sub-Recipient shall submit the following required report(s) to the State within 30 days following the period of performance end date.
  - 1) Closeout report
  - 2) Programmatic report: Required
  - 3) Performance report: Not Required
  - 4) Technical report: Not Required
  - 5) Financial report: Not Required
  - 6) Inventory report for capital acquisitions over \$5,000: Not Required
- b. Within 30 days of the period of performance end date, the subrecipient must return any unspent funds or overpayments.
- c. All expenditure activity must be completed prior to the submission of the final report.

## B. STANDARD CLAUSES

### 1. ASSURANCE REQUIREMENTS

The Sub-Recipient agrees to abide by all applicable provisions of the following assurances: Byrd Anti Lobbying Amendment (31 USC 1352), Debarment and Suspension (Executive Orders 12549 and 12689 and 2 C.F.R. 180), Drug-Free Workplace, Executive Order 11246, Equal Employment Opportunity as amended by Executive Order 11375 and Equal Employment Opportunity as amended by Executive Order 11375 and implementing regulations at 41 C.F.R. part 60, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and

Accountability Act (HIPAA) of 1996 as amended, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 C.F.R. Part 38, the Violence Against Women Reauthorization Act of 2013, American Recovery and Reinvestment Act of 2009, as applicable; and any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the award.

## 2. COST PRINCIPLES

If applicable, Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

## 3. TERMINATION

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event Sub-Recipient breaches any of the terms of conditions hereof, this Agreement may be terminated by State at any time, with or without notice. If termination for a breach is affected by the State, any payments due to Sub-Recipient at the time of termination may be adjusted to cover any additional costs to the State because of Sub-Recipient's breach. Upon termination the State may take over the work and may award another party a contract to complete the work contemplated by this Agreement. If after the State terminates for a breach by Sub-Recipient it is determined that Sub-Recipient was not at fault, then Sub-Recipient shall be paid for eligible services rendered and expenses incurred up to the date of termination.

## 4. CERTIFICATIONS

### i. COMPLIANCE WITH EXECUTIVE ORDER 2020-01

Executive Order 2020-01 provides that for contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State that involves the expenditure of one hundred thousand dollars (\$100,000) or more, by signing this Agreement Contractor certifies and agrees that it has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of this Agreement, with a person or entity that is either the State of Israel, or a company doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or doing business in the State of Israel, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for State to terminate this Agreement. Contractor further agrees to provide immediate written notice to State if during the

term of the contract it no longer complies with this certification, and agrees such noncompliance may be grounds for contract termination of this Agreement.

ii. COMPLIANCE WITH SDCL ch 5-18A

Contractor certifies and agrees that the following information is correct:

The bidder or offeror is not an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates, of those entities or business associations, regardless of their principal place of business, which is ultimately owned or controlled, directly or indirectly, by a foreign parent entity from, or the government of, the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela.

It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the purchasing agency to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response, and further would be cause to suspend and debar a business under SDCL § 5-18D-12.

The successful bidder or offeror further agrees to provide immediate written notice to the purchasing agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination and would be cause to suspend and debar a business under SDCL § 5-18D-12.

iii. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

By signing this Agreement, Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

iv. CERTIFICATION OF NO STATE LEGISLATOR INTEREST

Contractor (i) understands neither a state legislator nor a business in which a state legislator has an ownership interest may be directly or indirectly interested in any

contract with the State that was authorized by any law passed during the term for which that legislator was elected, or within one year thereafter, and (ii) has read South Dakota Constitution Article 3, Section 12 and has had the opportunity to seek independent legal advice on the applicability of that provision to this Agreement. By signing this Agreement, Contractor hereby certifies that this Agreement is not made in violation of the South Dakota Constitution Article 3, Section 12.

#### 5. FUNDING

This Agreement depends upon the continued availability of appropriated funds and expenditure authority from Congress and or the State Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State upon five (5) business days written notice. Sub-Recipient agrees that termination for any of these reasons is not a default by State nor does it give rise to a claim against State or any officer, agent or employee of the State, and Sub-Recipient waives any claim against the same.

#### 6. ASSIGNMENT AND AMENDMENT

This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof and be signed by an authorized representative of each of the parties hereto.

#### 7. CONTROLLING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota, without regard to any conflicts of law principles, decisional law, or statutory provision which require or permit the application of another jurisdiction's substantive law. Venue for any lawsuit pertaining to or affecting this Agreement shall be in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

#### 8. SUPERCESSION

All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

#### 9. SEVERABILITY

In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.

## 10. NOTICE

Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to the State Contact Person on behalf of State, and by and to the Sub-Recipient Contact Person on behalf of the Sub-Recipient, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

## 11. SUB-CONTRACTORS/SUB-RECIPIENTS

The Sub-Recipient will not use sub-contractors or other sub-recipients to perform work under this Agreement without the express prior written consent from the State. The State reserves the right to complete a risk assessment on any proposed sub-contractor or Sub-recipient and to reject any person or entity presenting insufficient skills or inappropriate behavior.

The Sub-Recipient will include provisions in its subcontracts or sub-grants requiring its subcontractors and Sub-recipients to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Sub-Recipient will cause its subcontractors, Sub-recipients, agents, and employees to comply with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. The State, at its option, may require the vetting of any subcontractors and Sub-recipients. The Sub-Recipient is required to assist in this process as needed.

## 12. STATE'S RIGHT TO REJECT

The State reserves the right to reject any person from performing services under this Agreement who the State believes would be detrimental to the services, presents insufficient skills, presents inappropriate behavior or is considered by the State to be a security risk.

## 13. CONFLICT OF INTEREST

Sub-Recipient agrees to establish safeguards to prohibit any employee or other person from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing and approved, in writing, by the State. In the event of a conflict of interest, the Sub-Recipient expressly agrees to be bound by the conflict of interest resolution process set forth in SDCL § 5-18A-17 through 5-18A-17.6.

## 14. TERMS

By accepting this Agreement, the Sub-Recipient assumes certain administrative and financial responsibilities. Failure to adhere to these responsibilities without prior written approval by the State shall be a violation of the terms of this Agreement, and the Agreement shall be subject to termination.

### C. AGENCY OR GRANT SPECIFIC CLAUSES

This contract does not require Consultant to engage in a function or activity involving the use or disclosure of State's Protected Health Information (PHI), as defined in the Health Insurance Portability and Accountability Act (HIPAA), 45 CFR § 160.103.

#### 1. PROPERTY MANAGEMENT STANDARDS:

The Sub-Recipient agrees to observe Federal Government uniform standards governing the utilization of property whose cost was charged to a project supported by a Federal grant.

#### 2. TECHNICAL ASSISTANCE:

The State agrees to provide technical assistance regarding the State's rules, regulations and policies to the Sub-Recipient and to assist in the correction of problem areas identified by the State's monitoring activities.

#### 3. LICENSING AND STANDARD COMPLIANCE:

The Sub-Recipient agrees to comply in full with all licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance in which the service and/or care is provided for the duration of this agreement. The Sub-Recipient will maintain effective internal controls in managing the federal award. Liability resulting from noncompliance with licensing and other standards required by Federal, State, County, City or Tribal statute, regulation or ordinance or through the Sub-Recipient's failure to ensure the safety of all individuals served is assumed entirely by the Sub-Recipient.

#### 4. WORK PRODUCT:

Sub-Recipient hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedure, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by Sub-Recipient in connection with the performance of services under this Agreement shall belong to and is

the property of the State and will not be used in any way by Sub-Recipient without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.

Paper, reports, forms software programs, source code(s) and other materials which are a part of the work under this Agreement will not be copyrighted without written approval of the State. In the unlikely event that any copyright does not fully belong to the State, the State none the less reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and otherwise use, and to authorize others to use, any such work for government purposes.

Sub-Recipient agrees to return all information received from the State to State's custody upon the end of the term of this contract, unless otherwise agreed in a writing signed by both parties.

5. IT STANDARDS:

Any software or hardware provided under this agreement will comply with state standards which can be found at <http://bit.sd.gov/standards/>.

6. HOLD HARMLESS:

The Sub-Recipient agrees to hold harmless and indemnify the State of South Dakota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require the Sub-Recipient to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

7. INSURANCE:

At all times during the term of this Agreement, Sub-Recipient shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

i. Commercial General Liability Insurance:

Sub-Recipient shall maintain occurrence-based commercial general liability insurance or equivalent form of coverage with a limit of not less than one million dollars (\$1,000,000) for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit. The insurance policy shall name the State of South Dakota, its officers, and employees, as additional insures, but liability coverage is limited to claims not barred by sovereign immunity. The State of South Dakota, its officers and employees do not hereby waive sovereign immunity for discretionary conduct as provided by law.

ii. Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

Sub-Recipient agrees to procure and maintain professional liability insurance or miscellaneous professional liability insurance with a limit of not less than one million dollars (\$1,000,000).

iii. Business Automobile Liability Insurance:

Sub-Recipient shall maintain business automobile liability insurance or equivalent form with a limit of not less than one million dollars (\$1,000,000) for each accident. This insurance shall include coverage for owned, hired and non-owned vehicles.

iv. Worker's Compensation Insurance:

Sub-Recipient shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota or federal law.

Before beginning work under this Agreement, Sub-Recipient shall furnish the State with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement including naming the State, its officers and employees, as additional insureds, as set forth above. In the event of a substantial change in insurance, issuance of a new policy, cancellation or nonrenewal of the policy, Sub-Recipient agrees to provide immediate notice to the State and provide a new certificate of insurance showing continuous coverage in the amounts required. Sub-Recipient shall furnish copies of insurance policies if requested by State.

8. CONFIDENTIALITY OF INFORMATION:

For the purpose of this Agreement, "Confidential Information" shall include all information, regardless of its format, disclosed to the Sub-Recipient by the State and all information, regardless of format, obtained by Sub-Recipient through the provision of services as contemplated by this Agreement. Sub-Recipient, and any person or entity affiliated with Sub-Recipient, shall not disclose any Confidential Information to any third person for any reason without the express written permission of a State officer or employee with authority to authorize the disclosure. Sub-Recipient, and any person or entity affiliated with Sub-Recipient, shall not:

- A. disclose any Confidential Information to any third person unless otherwise specifically allowed under this Agreement;
- B. make any use of Confidential Information except to exercise rights and perform obligations under this Agreement;
- C. make Confidential Information available to any of its employees, officers, agents, or consultants except those who have agreed, by contract, to obligations of confidentiality at least as strict as those set out in this Agreement and who have a need to know such information and who have been instructed that such information is or may be confidential under state or federal law. Sub-Recipient, and any person or entity affiliated with Sub-Recipient, is held to the same standard of care in guarding Confidential Information as it applies to its own confidential or proprietary information and materials of a similar nature, and no less than holding Confidential Information in the strictest confidence. Sub-Recipient, and any person or entity

affiliated with Sub-Recipient, shall protect the confidentiality of the State's information from the time of receipt to the time that such information is either returned to the State or destroyed to the extent that it cannot be recalled or reproduced.

Confidential Information shall not include information that:

- A. was in the public domain at the time it was disclosed to Sub-Recipient, and any person or entity affiliated with Sub-Recipient;
- B. was known to Sub-Recipient, and any person or entity affiliated with Sub-Recipient, without restriction at the time of disclosure from the State;
- C. was disclosed with the prior written approval of State's officers or employees having authority to disclose such information;
- D. was independently developed by Sub-Recipient, and any person or entity affiliated with Sub-Recipient, without the benefit or influence of the State's information; or
- E. becomes known to Sub-Recipient, and any person or entity affiliated with Sub-Recipient, without restriction, from a source not connected to the State of South Dakota.

Confidential Information can include, but is not limited to, names, social security numbers, employer numbers, addresses and all other data about applicants, participants, employers, or other clients to whom the State provides services of any kind. Sub-Recipient understands that this information may be confidential and protected under applicable state or federal law. Sub-Recipient agrees to immediately notify the State if the information is disclosed, either intentionally or inadvertently.

If work assignments performed in the course of this Agreement require additional security requirements or clearance, Sub-Recipient agrees that its officers, agents and employees may be required to undergo investigation or may be required to sign separate confidentiality agreements, and will limit access to the confidential information and related work activities to employees who have executed such agreements.

Sub-Recipient will enforce the terms of this Confidentiality Provision to its fullest extent.

Sub-Recipient agrees to remove any employee or agent from performing work under this Agreement that has or is suspected to have violated the terms of this Confidentiality Provision and to immediately notify the State of such matter. Sub-Recipient will comply with any other confidentiality measures and terms included in the Agreement.

Upon termination of this Agreement, if not already done so as part of the services performed under the Agreement, Sub-Recipient agrees to return to the State, at Sub-Recipient's cost, any Confidential Information or documentation maintained by Sub-Recipient regarding the services provided hereunder in a format readily useable by the State as mutually agreed by Sub-Recipient and State.

9. FEDERAL AND STATE LAWS:

Sub-Recipient agrees that it will comply with all federal and state laws, rules, and regulations that may apply to the provision of services pursuant to this contract, including the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§ 12101-12213, and any amendment thereto, Section 306 of the Clean Air Act, and Section 508 of the Clean Water Act. Both parties further agree to provide services covered by this contract without regard to race, color, national origin, sex, age or disability as provided by state or federal law.

10. REPORTING OF PERSONAL INJURIES AND/OR PROPERTY DAMAGE:

Sub-Recipient agrees to report to State any event encountered in the course of performance of this Agreement which results in injury to any person or property, or which may otherwise subject Sub-Recipient, or the State of South Dakota or its officers, agents, or employees to liability. Sub-Recipient shall report any such event to the State immediately upon discovery.

Sub-Recipient's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Sub-Recipient's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to State under this section shall not excuse or satisfy any obligation of Sub-Recipient to report any event to law enforcement or other entities under the requirements of any applicable law.

11. FORCE MAJEURE:

Notwithstanding anything in this Agreement to the contrary, neither party shall be liable for any delay or failure to perform under the terms and conditions of this Agreement, if the delay or failure is caused by war, terrorist attacks, riots, civil commotion, fire, flood, quarantine, epidemic, pandemic, earthquake or any act of God, or other causes beyond the party's reasonable control provided, however, that in order to be excused from delay or failure to perform, the party must act diligently to remedy the cause of such delay or failure and must give notice to the other party as provided in this Agreement as soon as reasonably possible of the length and cause of the delay in performance.

12. CONTRACT ORIGINAL AND COPIES:

An original of this contract will be retained by the State Auditor's Office. A photocopy will be on file with the South Dakota Department of Health and a second original will be sent to Sub-Recipient.

- A. When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as

supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

- B. Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
- C. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or Sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or Sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

#### D. SUB-RECIPIENT ATTESTATION

By signing this Agreement, Sub-Recipient attests to the following requirements as set forth in SDCL § 1-56-10:

1. A conflict of interest policy is enforced within the recipient's or Sub-recipient's organization;
2. The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or Sub-recipient's website;
3. An effective internal control system is employed by the recipient's or Sub-recipient's organization; and
4. If applicable, the recipient or Sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or Sub-recipient's website.
5. Sub-Recipient further represents that any and all concerns or issues it had in complying with the foregoing attestations were provided to the State and resolved to their satisfaction prior to signing this Agreement.

In the event of a significant change in the conflict of interest policy, Sub-recipient agrees to provide immediate notice of such change to the State, and provide a copy of the new conflict of interest policy. Sub-recipient understands that any change in the conflict of interest policy may result in a change in their monitoring or other performance

requirements under the grant and expressly agrees to comply with those changes and to facilitate any additional monitoring as required by the State.

Furthermore, pursuant to SDCL § 1-56-10, if a conflict of interest is identified as outlined by your organization's conflict of interest policy, you are required to disclose the conflict to the Department of Health for display on the website created pursuant to SDCL § 1-27-45.

**THE FOLLOWING MUST BE COMPLETED BY THE SUB-RECIPIENT:**

- 1) Is your organization required to file the Internal Revenue Service Form 990?  
 Yes       No

If you answered "YES," in the space provided below, please provide the link to your website where this information can be found.

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- 2) Is your organization subject to compliance with the federal Single Audit Act?  
 Yes       No

If you answered "YES," in the space provided below, please provide the link to your website where the audits can be found.

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- 3) Have any conflicts of interest been identified pursuant to your organization's conflict of interest policy?  Yes       No

If you answered "YES," in the space provided below, please list any and all identified conflicts of interests.

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**E. AUTHORIZED SIGNATURES:**

In witness hereto, the parties signify their agreement by signing below.

_____ Troy VanDusen Troy.VanDusen@codington.sdcounty.gov	_____ Date
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_____ Beth Dokken, Director Division of Family & Community Health Department of Health	_____ Date
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_____ Darcy McGuigan, Director Division of Finance and Operations Department of Health	_____ Date
---	---------------

State Program Contact Person Phone	_____ Lori Martinec 605-773-3917
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State Fiscal Contact Person Phone	_____ Contract Accountant 605 773-3361
--------------------------------------	--

Sub-Recipient Program Contact Person Phone	_____ Sara Foust 605-882-6286
Sub-Recipient Program Email Address	_____ Sara.Foust@codington.sdcounty.gov

Sub-Recipient Fiscal Contact Person Phone	_____ Sara Foust 605-882-6286
Sub-Recipient Fiscal Email Address	_____ Sara.Foust@codington.sdcounty.gov

**For Agency Use Only:**

Fund Source Name: OD2A-S  
ALN No: 93.136  
Program: 0904006-153 OD-P  
CO: 2018- Federal \$39,998.00

AA	Title	Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
	Seasonal Weed Sprayer	Weed Control	\$18.68	\$19.99	\$19.30	\$19.61	\$19.91							
	Seasonal Memorial Park - Custodian	County Park												
	Seasonal	Weed/Park												
BB		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
	Seasonal Memorial Park - Technician	County Park	\$20.95	\$20.86	\$21.17	\$21.47	\$21.78							
CC		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
	Matron		\$22.80	\$22.91	\$23.22	\$23.53	\$23.83							
DD		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
	Seasonal Assistant Weed Supervisor	Weed Control	\$27.66	\$28.35	\$29.06	\$29.78	\$30.53							
10		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
			\$18.84	\$19.31	\$19.79	\$20.28	\$20.79	\$21.31	\$21.84	\$22.39	\$22.95	\$23.53	\$24.11	\$24.72
			\$3,278.16	\$3,359.94	\$3,443.46	\$3,528.72	\$3,617.46	\$3,707.94	\$3,800.16	\$3,895.86	\$3,993.30	\$4,094.22	\$4,195.14	\$4,301.28
15		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
	Custodian	Maintenance	\$20.34	\$20.85	\$21.37	\$21.91	\$22.45	\$23.01	\$23.59	\$24.17	\$24.78	\$25.39	\$26.03	\$26.68
			\$3,539.16	\$3,627.90	\$3,719.38	\$3,812.34	\$3,906.30	\$4,003.74	\$4,104.66	\$4,205.68	\$4,311.72	\$4,417.86	\$4,529.22	\$4,642.32
20		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
	Administrative Support	States Attorney	\$21.96	\$22.50	\$23.06	\$23.64	\$24.23	\$24.84	\$25.47	\$26.10	\$26.76	\$27.42	\$28.11	\$28.82
	Administrative Support	Treasurer	\$3,821.04	\$3,915.00	\$4,012.44	\$4,113.36	\$4,216.02	\$4,322.16	\$4,431.78	\$4,544.40	\$4,656.24	\$4,771.08	\$4,891.14	\$5,014.68
	Administrative Support	Auditor												
	Facilities Technician I	Maintenance												
	Health Administrative Tech	Health												
25		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
	Administrative Assistant	Equalization	\$23.71	\$24.31	\$24.91	\$25.54	\$26.17	\$26.83	\$27.50	\$28.18	\$28.89	\$29.61	\$30.35	\$31.11
	Community Care Coordinator	Community Services	\$4,125.54	\$4,229.94	\$4,334.34	\$4,443.96	\$4,553.58	\$4,668.42	\$4,785.00	\$4,903.32	\$5,026.86	\$5,152.14	\$5,280.90	\$5,413.14
	Financial Assistant	Auditor												
	Public Health Assistant	W.I.C.												
	Public Safety Support Tech	Sheriff/Corrections												
30		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
	Administrative Specialist - Community Services	Community Services	\$25.61	\$26.25	\$26.90	\$27.58	\$28.27	\$28.97	\$29.70	\$30.44	\$31.20	\$31.98	\$32.78	\$33.60
	Community Services Specialist - Community Services	Community Services	\$4,456.14	\$4,567.60	\$4,680.60	\$4,798.92	\$4,918.98	\$5,040.78	\$5,167.80	\$5,296.56	\$5,428.80	\$5,564.52	\$5,703.72	\$5,846.40
	Administrative Specialist - Emerg Mgmt	Emergency Mgmt												
	Administrative Specialist - Equalization	Equalization												
	Administrative Specialist - Extension	Extension												
	Administrative Specialist - ROD	Register of Deeds												
	Administrative Specialist - SA	States Attorney												
	Administrative Specialist - Veterans	Veterans												
	Appraiser I	Equalization												
	Facilities Technician II	Maintenance												
	Highway Maintenance Tech I	Highway												
	Second Deputy - Treasurer	Treasurer												
35		Dept/Div	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L

Accountant Administrator	Auditor	\$27.66	\$28.35	\$29.06	\$29.78	\$30.59	\$31.29	\$32.07	\$32.87	\$33.69	\$34.54	\$35.40	\$36.28
Correctional Officer	Sheriff/Corrections	\$4,812.64	\$4,932.90	\$5,056.44	\$5,181.72	\$5,312.22	\$5,444.46	\$5,580.18	\$5,719.38	\$5,862.06	\$6,009.96	\$6,159.60	\$6,312.72
Court Security	Sheriff												
Deputy Transport	Sheriff												
Facilities Technician - Lead	Maintenance												
Highway Maintenance Tech II	Highway												
Legal Records Specialist	States Attorney												
Payroll Specialist	Auditor												
Records Administrator	Sheriff												
Sr Administrative Specialist	Extension												
Sr Administrative Specialist	Highway												
Sr Administrative Specialist	Register of Deeds												
<b>40 Title</b>	<b>Dept/Div</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>	<b>Step K</b>	<b>Step L</b>
Appraiser II	Equalization	\$29.88	\$30.63	\$31.40	\$32.18	\$32.98	\$33.80	\$34.64	\$35.50	\$36.39	\$37.31	\$38.24	\$39.19
Deputy Sheriff	Sheriff	\$5,199.12	\$5,329.62	\$5,463.60	\$5,599.32	\$5,738.52	\$5,881.20	\$6,027.36	\$6,177.00	\$6,331.86	\$6,491.94	\$6,653.76	\$6,819.06
Deputy Veteran Service Officer	Veterans												
Emergency Mgmt Deputy Director	Emergency Mgmt												
First Deputy Register of Deeds	Register of Deeds												
First Deputy Treasurer	Treasurer												
Highway Maintenance Tech III	Highway												
Mechanic	Highway												
Sr Maintenance Tech	Maintenance/Jail												
Substance Use and Justice Programs Coordinator	Community Services												
Preftrial Case Manager	Community Services												
<b>45 Title</b>	<b>Dept/Div</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>	<b>Step K</b>	<b>Step L</b>
Equalization Data Base Coord	Equalization	\$32.25	\$33.06	\$33.89	\$34.74	\$35.61	\$36.51	\$37.42	\$38.35	\$39.31	\$40.29	\$41.30	\$42.33
Correctional Sergeant	Sheriff/Corrections	\$5,611.50	\$5,752.44	\$5,896.86	\$6,044.76	\$6,196.14	\$6,352.74	\$6,511.08	\$6,672.90	\$6,839.94	\$7,010.46	\$7,186.20	\$7,365.42
Victim Witness Services Coordinator	States Attorney												
Shop Foreman Mechanic	Highway												
<b>50 Title</b>	<b>Dept/Div</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>	<b>Step K</b>	<b>Step L</b>
Assistant Highway Superintendent	Highway	\$4.85	\$35.73	\$36.62	\$37.53	\$38.48	\$39.43	\$40.41	\$41.42	\$42.46	\$43.51	\$44.60	\$45.72
Sergeant - Sheriff	Sheriff	\$6,063.80	\$6,217.02	\$6,371.88	\$6,530.22	\$6,692.04	\$6,860.82	\$7,031.34	\$7,207.08	\$7,388.04	\$7,570.74	\$7,760.40	\$7,955.28
<b>55 Title</b>	<b>Dept/Div</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>	<b>Step K</b>	<b>Step L</b>
Veterans Services Director	Veterans	\$36.60	\$37.51	\$38.44	\$39.41	\$40.39	\$41.40	\$42.44	\$43.49	\$44.58	\$45.70	\$46.84	\$48.01
Community Services Director	Community Services	\$6,368.40	\$6,526.74	\$6,688.56	\$6,857.34	\$7,027.86	\$7,203.60	\$7,384.56	\$7,567.26	\$7,756.92	\$7,951.80	\$8,150.16	\$8,353.74
<b>60 Title</b>	<b>Dept/Div</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>	<b>Step K</b>	<b>Step L</b>
Chief Deputy	Sheriff	\$38.43	\$39.40	\$40.38	\$41.39	\$42.43	\$43.48	\$44.57	\$45.69	\$46.83	\$48.00	\$49.20	\$50.43
Chief of Corrections	Sheriff/Corrections	\$6,686.82	\$6,855.60	\$7,026.12	\$7,201.86	\$7,382.82	\$7,565.52	\$7,755.18	\$7,950.06	\$8,148.42	\$8,352.00	\$8,560.80	\$8,774.82
Director of Facilities	Maintenance												
Director of Emergency Management	Emergency Mgmt												
<b>65 Title</b>	<b>Dept/Div</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>	<b>Step I</b>	<b>Step J</b>	<b>Step K</b>	<b>Step L</b>
County Auditor	Auditor	\$42.27	\$43.33	\$44.42	\$45.52	\$46.66	\$47.83	\$49.03	\$50.25	\$51.51	\$52.80	\$54.12	\$55.48
County Treasurer	Treasurer	\$7,354.98	\$7,539.42	\$7,729.08	\$7,920.48	\$8,114.84	\$8,322.42	\$8,531.22	\$8,743.90	\$8,962.74	\$9,187.20	\$9,416.88	\$9,653.52



**CODINGTON COUNTY**

**INDIVIDUAL EMPLOYEE TRAVEL REQUEST**

Department Director of Equalization Office

Name of traveling employee \_\_\_\_\_

Employee title \_\_\_\_\_ Employee status exempt \_\_\_\_\_ nonexempt

Purpose of travel Meeting

Method of transportation County Vehicle

Destination \_\_\_\_\_

Departure date and time \_\_\_\_\_ Destination arrival date and time \_\_\_\_\_

Return departure date and time \_\_\_\_\_ Return arrival date and time \_\_\_\_\_

**Costs of travel**

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) N/A

Lodging expense N/A

Meals N/A Registration N/A

Other costs \_\_\_\_\_

Overtime costs involved in the requested travel none

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?  
Yes  No \_\_\_\_\_ If no, why \_\_\_\_\_

Is this travel a budgeted item? Yes  No \_\_\_\_\_

**County Commission**

Travel request approved: yes \_\_\_\_\_ no \_\_\_\_\_ Comments \_\_\_\_\_

Commission Chairman, \_\_\_\_\_ Date \_\_\_\_\_