

**AGENDA**  
**Codington County Board of Commissioners**  
**Codington County Courthouse, 14 1<sup>st</sup> Ave SE, Watertown SD**  
**Commission Chambers, Room #114**  
**9:00 a.m., Tuesday, January 7, 2020**

- 1. Pledge of Allegiance**
- 2. Conflict of interest items**
- 3. Call for Public Comment**
- 4. Action to approve the agenda**
- 5. Action to approve the minutes of December 27, 2019**
- 6. Old Business**
- 7. Action to adjourn sine-die**
- 8. Nominations and action to elect 2020 Chair and Vice-Chair**
- 9. Monthly reports**
  - a. Extension**
  - b. Community Health Nurse**
  - c. Veterans Service Officer**
- 10. Action to approve ordering of Highway Trucks as budgeted in 2020**
- 11. Action to approve a notice to bidders for 2020 Highway supplies and Weed chemicals**
- 12. Action to adopt a Resolution setting seasonal County Road weight and speed limits**
- 13. Discussion/possible action to appoint a Title VI Coordinator**
- 14. Action to authorize the Chair to sign a joint funding agreement with US Geological Survey**
- 15. Action to approve list of Deputy Reserves for workers compensation insurance**
- 16. Action to designate legal newspapers for County publications**
- 17. Action to set Commissioners salaries for 2020**
- 18. Action to set compensation for 2020 Election Judges**
- 19. Action to set Coroner compensation**

- 20. Action to approve Commissioner Board Appointments**
- 21. Action to approve bank depositories for 2020 and authorized warrant signers**
- 22. Review of delinquent tax lists**
- 23. Action to approve 211 Program MOU and authorization Chairman to sign application**
- 24. Action to approve a revised Memorial Park Campground Managers contract**
- 25. Action to approve claims for payment**
- 26. Action to approve automatic budget supplements**
- 27. Action to approve personnel changes**
- 28. Action to approve travel requests**
- 29. Public Notices – a possible quorum of Commissioners could be in attendance at:**
- 30. Old Business**
- 31. New Business**
- 32. Open**
  - a. Public Comments**
  - b. Commission Comments**
- 33. Action to enter into Executive session per SDCL 1-25-2**
  - (1) Discussion of personnel issues**
  - (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters**
  - (3) Preparing for contract negotiations with employees or employee's representatives**
  - (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)**
- 34. Action to adjourn until 9:00 a.m., Tuesday, January 14<sup>th</sup>, 2020; at the Codington County Courthouse**

**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, Watertown, South Dakota  
Codington County Courthouse  
14 1<sup>st</sup> Ave SE**

December 27, 2019

The Codington County Commissioners met in regular session at 9:00 a.m., Friday, December 27, 2019, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chairman, Myron Johnson, presiding. Auditor, Cindy Brugman, led the pledge of allegiance.

**CONFLICT OF INTEREST ITEMS**

There were no conflict of interest items to note.

**CALLS FOR PUBLIC COMMENT**

Chairman Johnson called for public comments for the Open, none were forthcoming.

**AGENDA APPROVED**

Motion by Hanten, second by Gabel, to approve the agenda as posted; all voted aye; motion carried.

**MINUTES APPROVED**

Motion by Hanten, second by VanDusen, to approve the minutes of December 17, 2019; all voted aye; motion carried.

**MALT BEVERAGE LICENSE APPLICATION PUBLIC HEARING**

The Board held a public hearing, as previously advertised, on an application for a Malt Beverage License application, submitted by Gordon Kliegel, d.b.a. Rauville. Chairman Johnson asked for comments from the public present for this meeting, none were forthcoming. Chairman Johnson closed the meeting to the public and turned to the Board for comment and action. Motion by Hanten, second by Waterman, to approve the license application submitted by Mr. Kliegel; all voted aye; motion carried. The application will go to the SD Dept. of Revenue for further review and final approval.

**MONTHLY REPORTS**

**Emergency Management Director, Jim Sutton**, updated the Board on Disaster Declaration DR4469 for the September 9 through September 26 rain event. Mr. Sutton noted Codington does have enough in damages to be included in this disaster declaration, with FEMA site visits to follow. Mr. Sutton continues to meet with local officials to make plans for the possibility of spring flooding; Public Information Officer Classes will be held on January 28 & 29, 2020; a HAZMAT Class held on December 13 was well attended; and Jamie Torstenson will be start training in the Emergency Office on January 1, 2020 and will assume the position of Codington County Emergency Management Director on February 1, 2020.

**CLOSING AUDIT COMMENTS**

Russell Olson, Local Government Audit Manager, SD Department of Legislative Audit, met with the Board to give closing audit comments from the County's recently completed audit for the years 2017 & 2018. Mr. Olson noted there are no written findings for this audit period and the Dept. of Legislative Audit will be issuing an unmodified opinion on the County's financial statements. Mr. Olson thanked the County for responding to an internal control comment from the 2015-2016 audit. Motion by VanDusen, second by Gabel, to authorize Chairman Johnson to sign the County's letter of representation for the 2017 & 2018 audit period; all voted aye; motion carried.

Codington County, December 27, 2019

**AUDITOR COPIER EQUIPMENT**

Motion by Hanten, second by Gabel, to approve the purchase of a Toshiba e-Studio 3015AC in the amount of \$7,307.00, from Office Peeps, for the Auditor's Office, as budgeted in 2020; all voted aye; motion carried.

**ZONING SERVICES CONTRACT**

Zoning Officer, Luke Muller, presented to the Board and reviewed, a letter of agreement, for zoning services in 2019, in an amount not to exceed \$29,450.00, between Codington County and the First District Association of Local Governments. Motion by Hanten second by Gabel, to authorize the Chairman to sign the letter of agreement between Codington County and the First District Association of Local Governments to provide administrative and technical assistance services to the Codington County Planning Commission and County Commissioners in the area of zoning, beginning January 1, 2020 through December 31, 2020; all voted aye; motion carried.

**BEHAVIORAL HEALTH DEFLECTION SERVICES CONTRACT EXTENSION**

Welfare Director, Sarah Petersen, presented to the Board a contract extension agreement, between Codington County and Lutheran Social Services of South Dakota, for the purpose of acquiring deflection services for persons with behavioral health issues. The Welfare Director requested the Board's consideration to approve the contract extension for a one-year period at a cost not to exceed \$29,867.00, with invoicing only for time actually worked in the program and mileage at .0535 per mile. The Welfare Director noted contract changes would allow some of the referrals to come through the Welfare Office. Ms. Petersen provided the Board with 2017-2019 data from the program. Mary Beth Stinson addressed the Board and spoke in favor of the program and also provided personnel testimony regarding the program. Assistant Watertown Police Chief, Tim Toomey, addressed the Board and applauded the effort of the BHDP (Behavioral Health Deflection Program). Assistant Chief Toomey stated that he, along with his Chief, are of the consensus that the Watertown Police Department is failing to see the efficacy of the 2-year old program and the problem of complication/duplication of services. Sheriff, Brad Howell, who could not be present for this meeting sent a written statement indicating, that in his opinion, the Deflection program is redundant to CIT already in place and used by officers and that the funds would be better spent on a case manager or 211 program. A lengthy discussion ensued regarding the pros and cons of the BHDP or implementation of a 211 Program. The Welfare Director asked the Board to consider a three-month extension to the BHDP contract agreement to allow the Welfare Office to take up some of the services of the current program. Discussion was held regarding wording within the contract that would allow either party to terminate the agreement, with no reason, upon 30-days notice. Motion by Waterman to extend the BHDP agreement as presented. Commissioner Waterman's motion failed for lack of a second.

**FACILITIES MANAGER RESIGNATION**

Motion by Hanten, second by VanDusen, to accept the resignation of Facilities Manager, Milo Ford, effective January 31, 2020; all voted aye; motion carried. The Board expressed thanks to Mr. Ford for his 29+ years of dedicated service.

**FACILITIES MANAGER POSITION**

Motion by Hanten, second by VanDusen, to advertise the position of Facilities Manager; all voted aye; motion carried.

**COMMISSIONERS CONTINGENCY TRANSFERS**

Motion by Hanten, second by Gabel, to transfer \$8,945.36 from Commissioners Contingency to the following budgets:

|                          |            |
|--------------------------|------------|
| Court Appointed Attorney | \$6,482.10 |
| Mentally Ill             | \$2,032.19 |

W.I.C. \$ 431.07  
Upon vote of the Board; all voted aye; motion carried.

**ELKS RAFFLE**

The Board noted correspondence from the Watertown Elks Lodge #838 and their intent to hold various raffles throughout 2020.

**CAPITAL OUTLAY RESOLUTION**

The Board discussed resolution 2012-30 which expires in December 2019. Commissioner Gabel suggested changes to the wording of the current resolution to reflect the need to provide for sufficient secure space for the housing of inmates. Commissioner Waterman suggested also stating other needs of the County in the resolution. The Board adopted the following resolution.

**RESOLUTION 2019-28**

WHEREAS, Codington County wishes to accumulate funds for the purpose of making future capital expenditures per SDCL 7-21-51; and

WHEREAS, the needs of Codington County have changed since the adoption of Resolution 2012-30;

NOW THEREFORE BE IT RESOLVED, that funds be accumulated for the sole purpose of providing for sufficient secure space for the housing of inmates;

BE IT FURTHER RESOLVED, that the sum of \$500,000.00 is accumulated, per SDCL 7-21-51, to provide for sufficient secure space for the housing of inmates;

The above and foregoing resolution was moved for adoption by Commissioner Gabel, second by Commissioner Hanten; Gabel, Johnson, VanDusen and Hanten voted aye; Waterman voted no; motion carried.

Dated this 27<sup>th</sup> day of December, 2019

Myron Johnson  
Chairman Codington County Board of Commissioners

ATTEST:

Cindy Brugman  
Codington County Auditor

**FUTURE BUILDING FUNDS DESIGNATED**

Motion by Gabel, second by Hanten, to assign General Fund unassigned/undesignated cash, in the amount of \$7,691,057.62, for future building projects; all voted aye; motion carried.

**PAYROLL CLAIMS**

Motion by Gabel, second by Hanten, to approve the following December payroll claims; all voted aye; motion carried: Commissioners: 10,242.57 total salaries. Auditor: 22,056.20 total salaries Debbie Melville 3,495.66 step increase; Alissa Harte 3,252.06 step increase. Co. Treasurer: 32,556.15 total salaries. States Attorney: 37,034.17 total salaries; Lisa Feltch 3,088.50 step increase. Gov. Buildings: 20,646.69 total salaries. Dir. Equalization: 43,702.14 total salaries; Heidi Selchert 3,908.04 step increase; Melissa Sears 3852.26 step increase; Allison Forbush step increase. Reg. of Deeds: 22,652.48 total

Codington County, December 27, 2019

salaries. Veterans Service: 11,800.62 total salaries. Sheriff: 94,774.00 total salaries. Co. Jail: 116,763.06 total salaries. Welfare: 5,569.97 total salaries. County Nurse: 4,879.25 total salaries. Co. Park: 1,453.45 total salaries. Ag. Bldg.: 10,885.89 total salaries. Co. Extension: 10,055.24 total salaries. Weed Control: 5,571.42 total salaries. Planning Board: 150.15 total salaries. Road & Bridge: 102,422.95 total salaries. Emergency Management: 12,719.76 total salaries Cheri Howell 3,187.68 step increase. Crime Victim: 7,680.18 total salaries. W.I.C.: 4,264.16 total salaries. Total 577,880.50. Breakdown of withholding amounts which are included in the above: S.D. Retirement 53,031.62; S.D. Retirement 189.96 spouse option; S.D. Supplemental Retire. 4,710.00 suppl. retire.; Sanford 78,284.20 ins.; Reliance Standard Life Insurance 450.42 life ins.; Delta Dental 6,440.40 ins.; Avesis 930.30 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,270.48 ins.; John Hancock 4,145.00 suppl. retire.; AFLAC 719.44 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 535.00 employee payments; Sioux Valley Credit Union 24,467.07 employee payments; Cod. Co. Treasurer 32,200.00 employee monthly draw; SDRS Supplemental Retirement 4,550.00 Roth retirement; Teamsters Local Union 120 258.00 employee union dues; Codington County Deputy Sheriff's Association 135.00 employee union dues; ReliaBank Dakota 39,278.19 federal withholding; ReliaBank Dakota 65,211.04 social security; Accounts Management 150.00 employee garnishment; Barbara Curtis 800.00 employee payment.

### **CLAIMS**

Motion by Hanten, second by VanDusen, to approve for payment the following claims; all voted aye; motion carried: CLAIMS ASSOCIATES 1635.70 SVC; CLARK ENGINEERING 3105.70 REP; CLAUSEN & SONS CONSTRUCTION 385178.15 REP; CONNECTING POINT COMPUTER CENTER 4909.00 SUP; CREDIT COLLECTIONS BUREAU 1749.05 SVC; MARCY ROSSOW 890.25 REFUND; STATE OF SOUTH DAKOTA 22880.00 AUDIT; SD STATE TREASURER 616.92 REFUND; VISA 739.39 SUP; WATERTOWN CITY FINANCE 23388.97 COLL 911; WATERTOWN PUBLIC OPINION 882.76 PUB.

### **AUTOMATIC BUDGET SUPPLEMENT**

Motion by Hanten, second by Waterman, to approve an automatic budget supplement to the Highway expenditure budget in the amount of \$3,077.30 with a reimbursement for haul road contract costs; all voted aye; motion carried.

### **TRAVEL REQUESTS**

Motion by Hanten, second by Gabel, to approve the following travel requests; all voted aye; motion carried: Weed & Pest Supervisor, Bird and Rodent Commercial Recertification; and Highway Supt., N.A.C.E. Conference.

### **EXECUTIVE SESSION**

Motion by Hanten, second by VanDusen, to enter into executive session at 11:21 a.m., per SDCL 1-25-2, to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 11:37 a.m. No action was taken after executive session.

### **ADJOURNMENT**

There being no further business to come before the Board a motion was made by Hanten, second by Waterman, to adjourn at 11:37 a.m., until 9:00 a.m., Tuesday, January 7<sup>th</sup>, 2020; all voted aye; motion carried.

ATTEST:

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Cindy Brugman  
Cordington 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 \$ \_\_\_\_\_

## 2019 QUARTER 4 STATS

| WIC<br>(Oct, Nov, Dec Combined) | Number<br>of Clients | Average Cost of<br>Food Pkg* | Total Estimated<br>Food Dollars |
|---------------------------------|----------------------|------------------------------|---------------------------------|
| Pregnant                        | 183                  | \$ 67.17                     | \$ 12,292.11                    |
| Exclusively Breastfeeding       | 72                   | \$ 84.99                     | \$ 6,119.28                     |
| Postpartum                      | 85                   | \$ 51.76                     | \$ 4,399.60                     |
| Infant Partially Breastfeeding  | 30                   | \$ 75.80                     | \$ 2,274.00                     |
| Infant Feed Formula             | 256                  | \$ 161.94                    | \$ 41,456.64                    |
| Child 1 (13-23 months)          | 271                  | \$ 60.06                     | \$ 16,276.26                    |
| Child 2 - 4 (2 - 4 years)       | 659                  | \$ 57.41                     | \$ 37,833.19                    |
| <b>Total</b>                    | <b>1556</b>          |                              | <b>\$ 120,651.08</b>            |

\*Average cost of food package is based on data from 2016 & the cost is per month. Stats are based on clients purchasing items. Not all WIC categories are listed.

| Baby Care / Prenatal    | Oct       | Nov       | Dec       | QUARTER    |
|-------------------------|-----------|-----------|-----------|------------|
| Pregnancy Case Managed  | 31        | 27        | 28        | 86         |
| Prenatal Health Reviews | 10        | 11        | 13        | 34         |
| <b>Total Visits</b>     | <b>41</b> | <b>38</b> | <b>41</b> | <b>120</b> |

| WIC Appointments         | Oct | Nov | Dec | QUARTER |
|--------------------------|-----|-----|-----|---------|
| Caseload                 | 552 | 569 | 572 | 1693    |
| WIC Case Issue Benefits  | 551 | 569 | 572 | 1692    |
| Certifications Completed | 72  | 60  | 68  | 200     |

| Read Out & Read Books | Oct | Nov | Dec | QUARTER |
|-----------------------|-----|-----|-----|---------|
| Monthly Total Given   | 53  | 62  | 51  | 166     |

| ASQs* Completed | Oct | Nov | Dec | QUARTER |
|-----------------|-----|-----|-----|---------|
| Monthly Total   | 32  | 37  | 39  | 108     |

\*Ages & Stages Developmental Screenings

| Cribs for Kids                    | Oct | Nov | Dec             | QUARTER |
|-----------------------------------|-----|-----|-----------------|---------|
| Distributed (No Charge to Client) | 0   | 5   | 2               | 7       |
| <b>Total Value (\$79.99)</b>      |     |     | <b>\$559.93</b> |         |

| Immunizations (Quarterly) | VFC*<br>Doses | NON-VFC<br>Doses |
|---------------------------|---------------|------------------|
| DTaP                      | 2             |                  |
| DTaP-Hep B-IPV            | 7             |                  |
| DTaP-IPV                  | 3             |                  |
| Influenza                 | 84            | 299              |
| Hep A                     | 14            |                  |
| Hep B                     | 9             |                  |
| Hib                       | 3             |                  |
| HPV                       | 7             | 1                |
| IPV                       | 7             | 1                |
| Meningococcal             | 3             | 3                |
| MMR                       | 13            |                  |
| Pneumonia                 | 7             |                  |
| Td                        | 4             |                  |
| Tdap                      | 5             |                  |
| Varicella                 | 15            | 1                |
| <b>Totals</b>             | <b>183</b>    | <b>304</b>       |

\*The Vaccines For Children (VFC) program is a federally funded program that provides vaccines at no cost to children who might not otherwise be vaccinated because of inability to pay. NON-VFC doses were billed to private insurance.

Submitted on 1/2/2020. Presented by CMartin RN and  
SPrice RN on 1/7/2020



**WIC:** We have have a good show rate for the last couple months. The percent of people that make appointments and show up for them is about 86% or more. Client are also using their WIC benefits which is shown with the caseload compared to the issue benefits.

**Immunizations:** We have had an influx of the Spanish population seen in Watertown lately. We have been working closely with the school to get all the Spanish children caught up to date on their immunizations. We are also already well into flu season so flu shot have been on the rise. We have held many flu shot clinics for different business. Some of these business include; police station, county employees, Dakota Sioux Casino, state employees, and 3 schools in the community. As of the last report from the CDC there were more reported cases of Influenza B then Influenza A but no reported deaths from the flu at this time.

**School Services:** We were able to completed all the school audits for the 2019-2020 school year. The Codington County office has 18 grades within 14 different schools plus all transfer students that get audited yearly. These audits get turned into the state. The school is then responsible for following up with these students to make sure they are receiving the immunizations that are required for school.

**Baby Care/Prenatal Education:** We continue to serve all women who are pregnant and qualify for WIC. We reach out to all the pregnant moms who are on Medicaid as they automatically qualify for WIC and ask them if they would like to participate. We have seen an increase in first time moms coming on to the program.

**Infant Mortality:** Safe sleep education is given to all moms when they are around 7-8 months pregnant. This gives us opportunity to ensure they have a safe place for baby to sleep prior to infant being born.

**Staffing:** We are now fully staffed!!! Savannah Price started with our office in July and is now seeing clients on her own. Liza will be going on maternity leave at the end of January so there will be a nurse from Grant County helping to fill some of her shift.

**Staff Training/Continuing Education:** In December all staff traveled to Redfield to attend a meeting on Strategic Planning. Here we listened to the goals that were created for the Department of Health for 2020.

**Upcoming Events:** At this time we have no upcoming events that are on the schedule for the next month.

Respectfully Submitted,  
*Codi Martin, RN-Liza Linneman, RN-Savannah Price, RN*  
South Dakota Department of Health  
Codington County Community Health Services

**RESOLUTION 2020-1  
CODINGTON COUNTY WEIGHT LIMIT RESOLUTION**

**WHEREAS**, seasonal climatic changes can be detrimental to our highways, and

**WHEREAS**, the Codington County Board of Commissioners desires to protect existing Codington County Highways, ultimately saving tax dollars and,

**WHEREAS**, the Codington County Board of Commissioners desire the enforcement of weight limitations on Codington County Highways as set forth and posted by the Codington County Highway Superintendent.

**NOW THEREFORE BE IT RESOLVED:**

**WHEREAS**, the limits on Codington County roads shall be, forty miles per hour truck speed limit, and maximum load limit shall be seven tons per axle on all asphalt surfaced roads during the Spring thaw period from February 15<sup>th</sup>, 2020 to May 1<sup>st</sup>, 2020 inclusive, when limit signs are in place. That The South Dakota Highway Patrol be, and hereby is authorized and requested to enforce weight and speed limitations on Codington County Roads.

**BE IT FURTHER RESOLVED**, that the penalty for the violation of the load restrictions shall be as set forth in SDCL 32-22-55 and 32-22-56.

Dated this 7<sup>th</sup> day of January, 2020, at Watertown, South Dakota

\_\_\_\_\_  
Chairman of the Board of Commissioners

ATTEST:

\_\_\_\_\_  
Cindy Brugman, Codington County Auditor

**CODINGTON COUNTY**  
**NOTICE TO BIDDERS**

Notice is hereby given that the Board of Commissioners of Codington County, South Dakota, will receive bids up to 9:00 AM in the morning on Tuesday, February 11, 2020 at the office of the Codington County Auditor, 14 First Avenue SE, Watertown, South Dakota 57201, for the following:

Items to be furnished during the period from March 1, 2020 to February 28, 2021.

All items to be delivered to locations within Codington County as required by the County Highway Department.

- |                          |                              |
|--------------------------|------------------------------|
| 1. Concrete Pipe         | 6. Pea Gravel                |
| 2. Corrugated Metal Pipe | 7. Gravel Crushing           |
| 3. Bridge Lumber         | 8. Asphalt Patching Material |
| 4. Diesel and Ethanol    | 9. Weed Chemicals            |
| 5. Liquid Asphalt        |                              |

GENERAL NOTES: All materials shall meet the Standard Specifications for Roads and Bridges of the South Dakota Department of Transportation. Certification shall be provided on all bid items stating that they meet or exceed the standard specifications when the Codington County Highway Department requests such certificates. Tax exempt certificates will be furnished by Codington County.

A bid bond or certified check will be waived as provided by S.D.C.L. 5-18-6.1

By virtue of statutory authority, preference will be given to materials produced or supplies that are found, produced or manufactured within the State of South Dakota.

The Board of Commissioners reserves the right to reject any or all bids.

Dated this 7<sup>th</sup> day of January, 2020

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Chairman, Codington County Commissioners

ATTEST:

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Cindy Brugman, Codington County Auditor

## Cindy Brugman

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**From:** Meier, Sheri A <smeier@usgs.gov>  
**Sent:** Thursday, December 26, 2019 5:29 PM  
**To:** Cindy Brugman  
**Cc:** Culp, Travis O  
**Subject:** [EXT] Codington County - Joint Funding Agreement for Signature - 20NTJFASD0048  
**Attachments:** 20NTJFASD0048.pkg.pdf

Hello Ms. Brugman:

Attached is the agreement package for Joint Funding Agreement 20NTJFASD0048. Please review, sign, date, and return one copy of the agreement for our files.

If you have any questions, please do not hesitate to call.

We appreciate our on-going work with Codington County.

Thank you,

s

**Sheri A. Meier, Budget Analyst**  
U.S. Geological Survey  
Dakota Water Science Center  
1608 Mountain View Road  
Rapid City, SD 57702  
605-394-3210  
[smeier@usgs.gov](mailto:smeier@usgs.gov)  
<https://www.usgs.gov/centers/dakota-water>



United States Department of the Interior  
U.S. GEOLOGICAL SURVEY  
Dakota Water Science Center

ND Programs Office  
821 E. Interstate Avenue  
Bismarck, ND 58503

SD Programs Office  
1608 Mountain View Road  
Rapid City, SD 57702

December 26, 2019

Ms. Cindy Brugman  
County Auditor  
Codington County  
14 First Avenue SE  
Watertown, South Dakota 57201

Dear Ms. Brugman:

Enclosed are two signed originals of our standard joint-funding agreement (20NTJFASD0048) for the Dakota Water Science Center Water Resources Investigations project for operation and maintenance of one streamflow gage, two real-time flood monitoring stations, and two real-time precipitation gages, during the period January 1, 2020 through December 31, 2020 in the amount of \$9,835 from your agency. U.S. Geological Survey contributions for this agreement are \$7,495 for a combined total of \$17,330. Please sign and return one fully-executed original to Sheri Meier at the Rapid City address above.

Federal law requires that we have a signed agreement before we start or continue work. Please return the signed agreement as soon as possible. If, for any reason, the agreement cannot be signed and returned promptly, please contact Christopher Laveau at phone number (701) 775-7221 or email him at [cdlaveau@usgs.gov](mailto:cdlaveau@usgs.gov) to make alternative arrangements.

This is a fixed cost agreement to be billed annually via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Sheri Meier at phone number (605) 394-3210 or email at [smeier@usgs.gov](mailto:smeier@usgs.gov).

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Joyce E. Williamson  
Director

Enclosure  
20NTJFASD0048 (2)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000000456  
Agreement #: 20NTJFASD0048 Zq  
Project #: NT00GT1 1SD  
TIN #: 46-6000516

Fixed Cost Agreement YES[ X ] NO[ ]

THIS AGREEMENT is entered into as of the January 1, 2020, by the U.S. GEOLOGICAL SURVEY, Dakota Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the Codington County party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for the Water Resource Investigations project for operation and maintenance of one streamflow gage, two real-time flood monitoring stations, and two real-time precipitation gages, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

(a) \$7,495 by the party of the first part during the period  
January 1, 2020 to December 31, 2020

(b) \$9,835 by the party of the second part during the period  
January 1, 2020 to December 31, 2020

(c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program: n/a

(d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.

(e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000000456  
Agreement #: 20NTJFASD0048 Zq  
Project #: NT00GT1 1SD  
TIN #: 46-6000516

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Christopher Laveau  
Supervisory Hydrologist  
Address: 4575 32nd Ave. S. Suite 6  
Grand Forks, ND 58201  
Telephone: (701) 775-7221  
Fax: (701) 775-1114  
Email: cdlaveau@usgs.gov

Customer Technical Point of Contact

Name: Cindy Brugman  
County Auditor  
Address: 14 First Avenue SE  
Watertown, South Dakota 57201  
Telephone: (605) 882-6297  
Fax: (605) 882-6288  
Email: cdaudit@codington.org

USGS Billing Point of Contact

Name: Sheri Meier  
Budget Analyst  
Address: 1608 Mountain View Road  
Rapid City, SD 57702  
Telephone: (605) 394-3210  
Fax: (605) 355-4523  
Email: smeier@usgs.gov

Customer Billing Point of Contact

Name: Cindy Brugman  
County Auditor  
Address: 14 First Avenue SE  
Watertown, South Dakota 57201  
Telephone: (605) 882-6297  
Fax: (605) 882-6288  
Email: cdaudit@codington.org

U.S. Geological Survey  
United States  
Department of Interior

Codington County

Signature

By  Date: 12/26/2019  
Name: Joyce E. Williamson  
Title: Director

Signatures

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

**Codington County**  
Attachment for 20NTJFASD0048  
1/1/2020 to 12/31/2020

**SURFACE WATER**

| SITE NUMBER & DESCRIPTION  | FUNDS   |         |          |
|--|---------|---------|----------|
|  | USGS    | COOP    | TOTAL    |
| 06479215 BIG SIOUX RIVER NR FLORENCE, SD<br>Full Range Streamflow Station  | \$3,385 | \$4,480 | \$7,865  |
| 06479490 MUD CREEK NEAR RAUVILLE, SD<br>Stage, Seasonal Cont.              | \$590   | \$765   | \$1,355  |
| 06479498 SOUTH BRANCH TRIB MUD CR NR RAUVILLE, SD<br>Stage, Seasonal Cont. | \$1,180 | \$1,530 | \$2,710  |
| <hr/>  |         |         |          |
| Total:   |         |         |          |
|  | \$5,155 | \$6,775 | \$11,930 |

**CLIMATE**

| SITE NUMBER & DESCRIPTION  | FUNDS   |         |          |
|--|---------|---------|----------|
|  | USGS    | COOP    | TOTAL    |
| 445959096582600 PRECIP AT WAVERLY, SD<br>Precipitation, Continuous       | \$1,170 | \$1,530 | \$2,700  |
| 450628097060800 PRECIP NEAR SOUTH SHORE, SD<br>Precipitation, Continuous | \$1,170 | \$1,530 | \$2,700  |
| <hr/>  |         |         |          |
| Total:   |         |         |          |
|  | \$2,340 | \$3,060 | \$5,400  |
| <hr/>  |         |         |          |
| GRAND TOTAL:   |         |         |          |
|  | \$7,495 | \$9,835 | \$17,330 |



## Cindy Brugman

---

**From:** Brad Howell  
**Sent:** Friday, December 20, 2019 11:50 AM  
**To:** Cindy Brugman  
**Cc:** Jodi Pearson; Debbie Melville; Alissa Harte  
**Subject:** RE:

Kelly Oelrich  
Wes Jennings  
Bryce Lawrence  
Megan Olson  
Terry Sorenson

Reserves

Brad J. Howell  
Sheriff  
Codington County Sheriff's Office  
14 1st Ave SE, Watertown SD  
(605)882-6280  
[www.codingtonsheriff.com](http://www.codingtonsheriff.com)

## 2020 COMMISSIONER LIAISON/BOARD/DUTY APPOINTMENTS

**Commissioner Department Liaisons** (section 10.3, Codington County Personnel Policy & Procedures Manual)

| Commissioner District | Liaison agencies                  | Areas of oversight   |
|-----------------------|-----------------------------------|--|
| <b>I (Gabel)</b>      | Sheriff's Office                  | Law Enforcement, Warrants,   |
|                       | Detention Center                  | Jail, 24/7 Alternatives  |
|                       | States Attorney's Office          | Prosecutor, Victim Assistance                                      |
| <b>II (Waterman)</b>  | Emergency Management Office       | Emergency Management, Dive Rescue                                  |
|                       | Highway Dept.                     | Road/bridge construction & maintenance                             |
|                       | Maintenance Dept.                 | Buildings, Grounds, Memorial Park                                  |
|                       | Weed Supervisor                   | Weed and Pest control  |
| <b>III (Johnson)</b>  | Health Nurses Office              | Immunizations, wellness, WIC, Dietician                            |
|                       | Welfare Office                    | Care of Poor, Indigent Burials                                     |
|                       | Veteran's Service Office          | Veterans' Claims Assistance  |
|                       | County Extension Office           | Extension Activities   |
| <b>IV (VanDusen)</b>  | Emergency Management Office       | Emergency Management, Dive Rescue                                  |
|                       | Treasurer's Office                | Tax Collection, Vehicle Licenses & Titles                          |
|                       | Director of Equalization's Office | Real Property Assessments/Valuation                                |
| <b>V (Hanten)</b>     | Auditor's Office                  | Voter Registration, Elections, Budgeting, Payments, County records |
|                       | Register of Deed's Office         | Vital/property records, Marriage Licenses                          |

### **County/Community Board Assignments and other duties**

| Board/Duty  | Frequency/Term     | Appointees                      |
|---|--------------------|---------------------------------|
| Aging Council   | Annual             | Troy VanDusen                   |
| Americans with Disabilities Act Coordinator             | Annual             | Myron Johnson                   |
| Behavioral Health and Justice Working Group             | Biennial, even yrs | Lee Gabel, Myron Johnson        |
| Codington County Home Health                            | Annual             | Troy VanDusen                   |
| Codington County Human Resource Committee               | Ex Officio         | Current Chair, Vice Chair       |
| Codington County Justice Advisory Committee             | Biennial, odd yrs  | Troy VanDusen, Lee Gabel        |
| County/City Committee                                   | Ex Officio         | Current Chair and Vice Chair    |
| E-911   | Annual             | Brenda Hanten                   |
| First District Assoc. Local Govts.                      | Annual             | Brenda Hanten                   |
| Glacial Lakes & Prairies Tourism Assn                   | Annual             | Lee Gabel                       |
| Housing and Redevelopment Board                         | 4-year (up 2022)   | Brenda Hanten                   |
| Inter Lakes Community Action Program                    | Annual             | Brenda Hanten                   |
| Juvenile Detention Alternative Initiative Committee     | Annual             | Lee Gabel, Troy VanDusen        |
| Legislative contact                                     | Annual             | Myron Johnson                   |
| Local Emergency Planning Committee                      | Annual             | Charlie Waterman, Brenda Hanten |
| Planning Board  | Annual             | Myron Johnson                   |
| Watertown Area Transit                                  | Annual             | Brenda Hanten                   |
| Watertown Volunteer Center                              | Annual             | Brenda Hanten                   |
| Watertown-Codington County Regional Rail Road Authority | 3-year (up 2021)   | Charlie Waterman, Myron Johnson |
| Weed Board  | Annual             | Charlie Waterman                |

### **State Board Appointments**

| Board   | Frequency/Term |               |
|---|----------------|---------------|
| Catastrophic Legal Expense Relief Program (CLERP) | Indefinite     | Lee Gabel     |
| SD Association of County Commissioners, Treasurer | Annual         | Brenda Hanten |
| Catastrophic Poor Relief Fund                     | Indefinite     | Myron Johnson |
| SDSU Ag & Bioscience Advisory Board               | Indefinite     | Myron Johnson |
| SD Retirement System (SDRS)                       | 4-yr (up 2019) | Myron Johnson |

Codington County Depositories

Reliabank Dakota Bank will continue to be used for Checking and the depositing of cash and the other banks listed will be authorized to sell the county certificates of deposit and for investments at competitive bids. The banks are: Dacotah Bank, First Bank & Trust, First Premier Bank, Great Western Bank, Minnwest Bank, Plains Commerce Bank, Reliabank Dakota, SD Fit, and Wells Fargo Bank.

Authorized Signers on the Reliabank Dakota Bank Checking Account are as follows:

CODINGTON COUNTY  
WATERTOWN, SD 57201-3611

\* \* \* \* \*

| Invoice # / Description     | Account #            | From Budget     | Amount    |
|-----------------------------|----------------------|-----------------|-----------|
| MUNI LEASE - 0030-191099AC4 | 101 - 111.0 - 429.00 | COMMISSIONERS   | 6,600.34  |
| MUNI LEASE - 0030-191099AC4 | 101 - 161.0 - 441.00 | GOVERNMENT BUIL | 39,468.56 |

TOTAL: 46,068.90

Claim Of:  
WELLS FARGO BANK, NA  
LEASE ACCOUNTING  
NW-8210 PO BOX 1450  
MINNEAPOLIS, MN 55485-8210

Amount Allowed: \$ 46068.90

<- VOUCHER #

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Claimant

Date

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payment on this day 12/31/2019 .

Chairman / authorized agent

Authorized Official

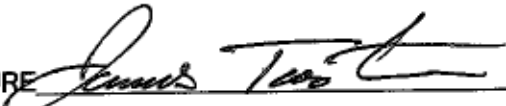
Date

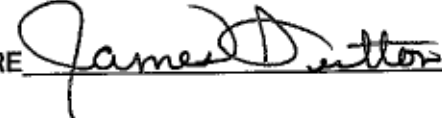
*[Signature]*

155377

# PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

|                                     |  |                        |
|-------------------------------------|--|------------------------|
| EMPLOYEE NAME :<br>James Torstenson |  | DATE:<br>1/1/2020      |
| EFFECTIVE DATE:<br>1/1/2020         | POSITION TITLE:<br>Emergency Management Dir. | DEPARTMENT:<br>Em Mgmt |
| CURRENT STEP:<br>New Hire           | NEW STEP:<br>Step 12                         |                        |
| CURRENT PAY RATE:<br>New Hire       | NEW PAY RATE:<br>\$30.42/\$5293.08           |                        |
| REASONS FOR CHANGE:<br><br>New Hire |  |                        |

EMPLOYEE SIGNATURE 

DEPARTMENT HEAD SIGNATURE 

DATE 01-02-20

COUNTY COMMISSIONERS \_\_\_\_\_

DATE \_\_\_\_\_

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.