

**LETTER OF AGREEMENT**

First District Association  
of Local Governments  
POB 1207  
Watertown, SD 57201

Kingsbury County  
POB 196  
DeSmet, SD 57231

\_\_\_\_\_  
Referred to as District

\_\_\_\_\_  
Referred to as County

The COUNTY hereby enters into an agreement with the District

**I. THE DISTRICT**

- A. This agreement shall commence on or about January 1, 2026 and end on December 31, 2026.
- B. The District agrees to perform work activities as described in "First District Association of Local Governments Proposed Scope of Work for County Director of Equalization Parcel Update Needs".

**III. THE COUNTY**

- A. The COUNTY will make payment of two thousand five hundred dollars (\$2,500) for work activities as identified in the proposed scope of work.
- B. Total agreement amount (not to exceed) two thousand five hundred dollars (\$2,500).



12/31/2025

\_\_\_\_\_  
District Signature

Date

\_\_\_\_\_  
Date

**First District Association of Local Governments Proposed Scope of Work for  
County Director of Equalization Parcel Update Needs**

**Task 1: Data Maintenance**

**Work Activities:**

**A. Monthly Plat and Ownership Parcel Sets Update**

1. District Staff will receive all new parcel splits/transaction data from the County Director of Equalization on the first Monday of the month.
2. District Staff will update the Plat and Parcel data sets.
3. District Staff will work with DOE staff to reconcile discrepancies in the datasets.
4. District Staff will join parcel data received from DOE with updated GIS data.
5. District Staff will provide DOE the updated parcel dataset.
6. District Staff will work with County CAMA/Assessment Software provider to ensure data is in the proper format for seamless data transfer and use.