PICKEREL LAKE SANITARY DISTRICT

2908 Peabody Ave

### Grenville, SD 57239-8305

**Email: info@plsdistrict.org Telephone-FAX: 605-486-0069**

##### District Clerk Duties

###### Monthly – April thru December

1. Solicit topics from Trustees and prepare meeting agenda.
2. Post Meeting agenda on PLSD website, and at local establishments open for business within the District. NOT LESS THAN 48 HOURS PRIOR TO MEETING
3. Prepare meeting information packets for Trustees, Legal Counsel, Auditor, Treasurer, Office

copy and Maintenance Personnel consisting of:

* 1. Agenda
	2. Minutes of last Trustee Meeting
	3. Financial Reports provided by Treasurer
	4. Expenses and Accounts Payable
	5. Accounts Receivable
	6. Information pertinent to Old Business
	7. Information pertinent to New Business
1. Distribute Meeting Information Packets electronically prior to the meeting, work with Treasurer to print out materials, if needed.
2. Confirm meeting time and date scheduled for the meeting.
3. Attend Trustee Meeting, taking complete and adequate notes to compile minutes of the meeting.
4. Compose minutes for the meeting; email information copy to Trustees for their review and recommendations prior to publishing.
5. Electronically submit Trustee Meeting minutes to the Reporter & Farmer for publishing as soon as practical (usually within ten (10) days)
6. Compose correspondence as requested by the Trustees

August, September and October

1. Publish legal notices in Reporter & Farmer as required for Trustee Vacancy as required by State

Code.

* 1. Notice of Vacancy—shall be published once each week for two consecutive weeks; The **first notice shall be published not less than thirty (30) days prior to the deadline for filing nominating petitions.** (SDCL 34A-5-21.3)
	2. Nominating Petitions—any trustee to be elected at a subsequent election shall be

nominated by filing with the District Clerk, **not more than forty nor less than twenty days before any subsequent election.** (SDCL 34A-5-21)

* 1. Notice of Voter Registration—shall publish the notice of voter registration deadline at

least once each week **for two consecutive weeks, the last publication to be not less than twenty-five (25) nor more than thirty (30) days prior to the election. The last publication to be not less than four (4) nor more than ten (10) days before the election. (SDCL 6-16-4)**

D Notice of Election—Notice of election shall be published **once each week for two consecutive weeks, the first publication may not be less than ten (10) days prior to the election.** A facsimile of the official ballot shall be published at least **four (4) days** prior to each election. (SDCL 9-13-13)

* 1. Notice of Cancellation of Election—If no election is to be held, Notification of Cancellation of Election shall be published in accordance with the provisions for Notice of Election (Item D above)
1. Make Arrangements for Election (if needed)
	1. Polling Place must be within the Sanitary District boundaries and must be open and

Attended during the hours prescribed by state code.

* 1. Arrange for three (3) poll workers.
	2. Have ballots and other materials available for the election. Ballots to be prepared in accordance with SDCL 9-13-21.
	3. Obtain Ballot Box and Registered Voter List from Day County Auditor.
	4. Check the Polling Place periodically during the day in the event assistance is needed.
	5. Arrange for the Trustees to serve as an Election Canvas Committee following the close of balloting and the final tally by the poll workers.
	6. Return the Ballot Box and tally sheets to the Day County Auditor.
	7. Notice to persons elected—The Clerk **within two (2) days after the result of the election is declared,** shall notify each person elected to office of the person’s election.
	8. Qualifying for the Office—If a person **does not qualify within ten (10) days** after the first meeting next succeeding the election, the office shall become vacant. (SDCL 9-13-28)

September

1. Certify delinquent accounts to the Day County Auditor for inclusion on the Tax Roll.
2. Letter requesting allocation of funds from taxes as provided for in the upcoming year budget to the Day County Auditor and SD Department of Revenue along with a copy of the budget approved by the Trustees at the September meeting.

As needed items throughout the year:

1. Maintain and update the PLSD website as needed to include news items, meeting agendas, and meeting minutes.
2. Assist the Treasurer with financial duties, as needed.
3. Provide New Owner Information Packet to party purchasing property currently served by the

Sanitary District.

1. Provide New User Information Packet to party purchasing property to be connected to the

Sanitary System.

1. Draft new or amended Ordinances and/or Resolutions as directed by the Trustees.
2. Other duties as assigned and directed by the Trustees.