

**SPALDING COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**



**TELEPHONIC
REGULAR MEETING AGENDA
JUNE 19, 2020
3:00 PM**

MEMBERS OF THE BOARD
MIKE ARNOLD, BOARD CHAIR
TED THOMAS, BOARD VICE CHAIR
LARRY DOSS, DIRECTOR
ED LAWSON, DIRECTOR
DARREN READ, DIRECTOR

MEETING ACCESS:
PURSUANT TO GOVERNOR'S ORDER N-29-20
THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE
THE PUBLIC MAY ELECTRONICALLY ATTEND THE MEETING
VIA TELEPHONE: (701)779-9724

VIA WEB: [HTTP://JOIN.FREECONFERENCECALL.COM/EAGLELAKESCS](http://join.freeconferencecall.com/eaglelakescscd)

ONLINE MEETING ID: EAGLELAKESCS

Welcome to the SCSD Board Meeting! Members of the public may provide public comment on any item on the Board's agenda. A person seeking to address the Board may submit their comments via email to Office1@spaldingcscd.org or via telephone at 530-825-3258 at least two hours prior to the start of the meeting. The Board Secretary will read all timely received comments during the board meeting. If your comment is directed to a particular agenda item, please note the item number in your email. Public comments are limited to five (5) minutes, unless the Chairperson of the Board grants a longer period of time. A group representative addressing the Board is limited to fifteen (15) minutes, or longer, as the Chairperson deems necessary. Comments by members of the public on an item that appears on the agenda will only be allowed during consideration of the item by the Board.

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE BROWN ACT AS CURRENTLY IN EFFECT UNDER THE STATE EMERGENCY SERVICES ACT, THE GOVERNOR'S EMERGENCY DECLARATIONS RELATED TO COVID-19, AND THE GOVERNOR'S EXECUTIVE ORDER N-29-20 ISSUED ON MARCH 17, 2020 THAT ALLOWS ATTENDANCE BY MEMBERS OF THE DISTRICT, DISTRICT STAFF, AND THE PUBLIC TO PARTICIPATE AND CONDUCT THE MEETING BY TELECONFERENCE, VIDEOCONFERENCE, OR BOTH.

PUBLIC COMMENTS ON AGENDIZED ITEMS MAY BE SUBMITTED VIA EMAIL TO OFFICE1@SPALDINGCSD.ORG OR VIA TELEPHONE AT 530-825-3258 AT LEAST TWO HOURS PRIOR TO THE START OF THE MEETING.

CALL TO ORDER

ROLL CALL

____ Mike Arnold ____ Ted Thomas ____ Larry Doss
____ Ed Lawson ____ Darren Read

1. **PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF THE AGENDA**
3. **GENERAL MANAGER REPORT TO BOARD**
 - a. None
4. **FIRE CHIEF REPORT TO BOARD**
 - a. Staff Report Attached (Chief Spediacci)
5. **PUBLIC COMMENT** — Any person may submit a comment on any topic that is not listed on this agenda via email at office1@spaldingcsd.org or via telephone at 530-825-3258 at least two hours prior to the start of the meeting. Please note, any topic that requires action will be referred to staff for a report and action at a subsequent meeting. Please wait to speak to items listed on the agenda until their time for discussion. **Presentations are subject to a five-minute limit.**
6. **APPROVAL OF MINUTES**
 - a. Submitted for approval are the minutes from the May 15, 2020 Board of Directors meeting.

Action requested – APPROVE BOARD MINUTES FOR May 15, 2020, AND AUTHORIZE THE BOARD MEMBERS PRESENT TO SIGN
7. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered to be routine by the Board of Directors. There will be no separate discussion on these items. Any member of the public or the Board of Directors may request removal of an item from the consent calendar to be considered separately.

None
8. **PUBLIC HEARING**

None
9. **BOARD MEMBER / COMMITTEE REPORTS / BOARD MEMBER COMMENTS**
(Pursuant to California State law, the Board is prohibited from taking action on any item not listed on the agenda)
TBD
10. **NEW BUSINESS**
 - a. Consider approval of contract with Robert W. Johnson, CPA for annual audit service scheduled for June 30, 2020 for an amount not to exceed \$8,000.00. (Staff Report from GM Wilson)

Action requested – APPROVE THE CONTRACT WITH ROBERT W. JOHNSON, CPA

- b. Consider adoption of preliminary budget that conforms with generally accepted accounting and budgeting procedures for special districts pursuant to California Government Code 61110 (a), (b). Schedule Public Hearing for the July Regular Board of Directors meeting pursuant to California Government Code 61110 (c)-(e). (Staff Report from GM Wilson)

Action requested – ADOPT THE PRELIMINARY BUDGET

- c. Consider Dissolution of Weed Abatement Commission

Action requested – DISSOLVE THE WEED ABATEMENT COMMISSION

- d. Consider Amendment to Policy #4040.4 Duties of the Board Chairperson

Action requested – APPROVE THE AMENDMENT TO POLICY #4040.4 DUTIES OF THE BOARD CHAIRPERSON

11. CONTINUING BUSINESS

None

12. GENERAL MANAGER'S REPORTS

None

13. CLOSED SESSION –

- a. Public Employment – pursuant to Government CODE 54957:
General Manager

14. ADJOURN

Next regular meeting is scheduled for July 17, 2020 at 3:00 p.m.

Information and Procedures Concerning the Agenda and Board of Directors Meetings

Meeting Information:

Meetings are generally held the third Friday of each month. Meetings start at 3:00 p.m. and are held in the Eagle Lake Community Center, 502-907 Mahogany Way, Susanville. At the end of each year the Board adopts a meeting schedule for the upcoming year. Meeting dates can be changed as a result of holidays or other events so please check the meeting calendar to be certain. Copies of the adopted meeting calendar for the year are available in the District Office or on the District's website.

Agenda Information:

The agenda for every meeting of the Board is posted in front of the District Office at least 72 hours before each meeting (24 hours before a special meeting) and is also available on the District's website. A copy of the agenda and supporting materials provided to the Board of Directors members to explain each agenda item (excluding documents that are not a public record within the meaning of the Public Records Act) are available for your review at the District Office (please do not remove items from these files), and on the District website. Copies of supporting materials can be made for you at a charge to cover costs.

Agenda Format and Meeting Order:

The agenda is usually organized into the following areas and meetings generally proceed in the following order:

1. Pledge of Allegiance.
2. Approval of Agenda.
3. General Manager Report to Board.
4. Fire Chief Report to Board.
5. Public Comment: this is the area of the agenda where members of the audience may address the Board on any matter not listed on the agenda. The Board, by law, cannot take action on any matter not listed on the agenda, but may respond to statements or questions and provide staff direction. Pursuant to Governor's Order N-29-20, public comments may be submitted via email to office1@spaldingcsd.org or via telephone at 530-825-3258 at least two hours prior to the start of the meeting.
6. Approval of Minutes: this is the time for the board to approve the minutes from the previous board meeting.
7. Consent Calendar: these are items that are considered routine and are handled by one motion and vote of the Board. If you wish to discuss any item on the Consent Agenda you can either fill out a speaker card (located in the back of the board room) and give it to the Clerk of the Board (sitting to the left of the Board) or, when the Chair asks if there is anything anyone would like to remove from the Consent Agenda, stand and approach the podium and request the item be removed. The removed items are discussed separately.
8. Public Hearing and Timed Items: this is where items that are required by law to be heard as a public hearing are set. This is the section where appeals before the Board are usually discussed. Hearings may start after the time listed, but will never start before the time listed.
9. Board Members Reports / Committee Reports: this is where board members can speak on any conferences, workshops, meetings or other activities SCSD General Interest including AB1234 travel reports.
10. New Business: this is where presentations to the Board and items that require full discussion are heard.
11. Continuing Business: this is where staff and board can engage on business matters an-going or previously heard.
12. General Managers Report: this is where the GM informs the board on any current activity or situation occurring in the district.
13. Closed Session: The Board is authorized, by law, to meet in a closed session in certain circumstances. This area of the agenda identifies those items that will be discussed during the closed session.

14. **ADJOURNMENT:** this is the time that the board concludes the current meeting and sets the date, time and location for the following special or regular scheduled board meeting.

Public Participation:

It is the policy of the Board of Directors, and a requirement of the California Open Meetings Law, to allow members of the public the opportunity to comment on all matters before the Board. Public participation is limited to matters within the subject matter jurisdiction of the Board pursuant to Government Code Section 54954.3. The Board has adopted policy and procedures to facilitate the meeting process and conduct.

The Board of Directors is committed to making its proceedings accessible to all citizens. Individuals with special needs should call the District Office at 530.825.3258, Tuesday through Friday, 9:30 a.m. to 3:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents should be made 48 hours prior to the meeting to ensure adequate time to provide the requested accommodation. *All accommodation requests will be processed swiftly and resolving any doubt in favor of accessibility.*

I, Mike Arnold, certify that I caused to be posted notice of regular meeting scheduled for June 19, 2020 on Tuesday, June 16th based on current requirements related to COVID-19

AGENDA ITEM 4A

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Mike Wilson, GM

Action Date: June 19, 2020

BOARD OF DIRECTORS AGNDA ITEM

SUBJECT: Fire Chiefs Report for May

PRESENTED BY: Chief Spediacci

SUMMARY: The Spalding Fire Department responded to 5 medical calls for the month of May.

All fire department apparatus have been serviced and repaired by the mechanic and should be in ready condition for the upcoming year.

The Memorial Day pancake breakfast had to be cancelled due to the COVID-19 and unfortunately the July 4th Breakfast will have to be cancelled as well. The department hopes to be able to have a September pancake breakfast and asks the community for your understanding as we get through this critical time.

ACTION REQUESTED: Information Only

**SPALDING COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
May 15, 2020**

APPROVED BY DIRECTORS:

MEETING ACCESS: EAGLE LAKE COMMUNITY CENTER, SPALDING (WITH LIMITED SEATING); THE MEETING WAS ALSO CONDUCTED VIA TELECONFERENCE; THE PUBLIC COULD ELECTRONICALLY ATTEND THE MEETING VIA TELEPHONE: (707) 779-9724

BOARD MEMBERS/STAFF PRESENT: MIKE ARNOLD, CHAIRPERSON (BY PHONE), TED THOMAS, VICE-CHAIRPERSON, DARREN READ (BY PHONE), ED LAWSON **ABSENT:** LARRY DOSS

MEETING CALLED TO ORDER BY Mike Arnold at 3:00 p.m.

1. **PLEDGE OF ALLEGIANCE** dispensed with due to the telephonic meeting.

2. **APPROVAL OF THE AGENDA**

Motion: Approve the agenda

First: Ed Lawson Second: Ted Thomas

Roll Call: Darren Read – yes; Mike Arnold – yes; Ted Thomas – yes; Ed Lawson - yes

3. **GENERAL MANAGER'S REPORT TO THE BOARD**

Available on line under Board Meeting May 15, 2020 Agenda or by request at the district office.

4. **FIRE CHIEF'S REPORT TO THE BOARD**

Available on line under Board Meeting May 15, 2020 Agenda or by request at the district office.

5. **PUBLIC COMMENT**

None

6. **APPROVAL OF MINUTES**

Motion: Approve the April 17, 2020 minutes.

First: Ed Lawson Second: Mike Arnold

Roll Call: Darren Read – yes; Ted Thomas – yes; Ed Lawson - yes

7. **CONSENT AGENDA**

There were no items on the consent agenda.

8. **PUBLIC HEARING**

There were no public hearings.

9. **BOARD MEMBER / COMMITTEE REPORTS / BOARD MEMBER COMMENTS**

* Ed Lawson asked what process the community has for getting rid of e-waste. Mike Wilson will look into getting e-waste disposal at the transfer station.

* Ed Lawson reported that there has been illegal dumping of green waste on the lakeside of the strand between Hickory and Hemlock. Mike Wilson will look into it.

* Ed Lawson would like to see the Marina yearly Parking Pass be discounted from \$75 to \$50 for anyone who pays taxes here. He would also like to see volunteer community members;

such as firefighters, receive a free pass for their volunteer work. This item will be agendized for action at the next meeting.

11. NEW BUSINESS

a. Consider Approval of Contract for Chief Sewer Plant Operator Steve Stump

Steve Stump, who has been filling the requirements as a certified Waste Water Chief Plant Operator has been providing his services to the SCSD for over a year at a monthly cost of \$1,000 to oversee the on the job training (OJT) of SCSD employee Robert Whitworth who is an operator in training. Mr. Stump's previous contract expired and through a negotiated agreement, Mr. Stump has agreed to continue to provide his service to the district at a reduce rate of \$333.33 per month to continue to oversee the OJT requirements to finish Operator in Training Whitworth's certification.

The contract and scope of work are available on line under Board Meeting May 15, 2020 Agenda or by request at the district office

Motion: Approve the Contract for Chief Sewer Plant Operator Steve Stump

First: Ted Thomas

Second: Ed Lawson

Roll Call: Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson - yes

b. Consider Rescinding Resolution 2019-5 (A Resolution of the Board of Directors of the Spalding Community Services District Declaring Weeds, Rubbish, and/or Debris on Private Property to Be A Public Nuisance.)

Resolution No. 2019-5 was presented, discussed and tabled to a "future meeting" during the November 22, 2019 Board of Directors Meeting. As a result of this action, there has been significant communication to the district both supporting and criticizing the proposed resolution. It is proposed the resolution be rescinded in order to explore the intent of the proposed resolution further and to provide a workshop to solicit additional information from the public, as well as, professional resources to determine a path forward which will include additional public education and options for property owners. Mike Wilson read two public comments (available at the district office) as well as the above staff report. He felt that a lot of work was done by volunteers but as a district, the district needs to follow a more legal route including education, community by-in, and create a new ordinance that is useful and has community input the community can get behind. Darren Read shared that CalFire is moving forward with updating their standards to include abatement of vacant properties.

Motion: Rescind Resolution 2019-5 (A Resolution of the Board of Directors of the Spalding Community Services District Declaring Weeds, Rubbish, and/or Debris on Private Property to Be A Public Nuisance.)

First: Ted Thomas

Second: Ed Lawson

Roll Call: Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson - yes

c. Consider Appointing a Budget Ad Hoc Committee

In preparation of the 2020/2021 Fiscal Year Budget, it is recommended that two members of the Board of Directors be appointed as Ad Hoc Committee Members.

Motion: To appoint Darren Read to the 2020/2021 Fiscal Year Budget Ad Hoc Committee

First: Mike Arnold

Second: Ted Thomas

Roll Call: Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson - yes

Motion: To appoint Mike Arnold to the 2020/2021 Fiscal Year Budget Ad Hoc Committee

First: Darren Read

Second: Ed Lawson

Roll Call: Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson - yes

12. **CONTINUING BUSINESS**

a. Fee Study Update – Mike Wilson will contact Mark Mark Adams from NorthStar to see where the project stands. After 2 years with no outcome, Mr. Wilson would like to move forward with another company if NorthStar has not completed the project.

b. Marina Camera and Weather Station Update – Currently they are up and running but there continues to be issues. Mike Wilson is working with the internet provider to get consistent coverage.

13. **GENERAL MANAGER'S REPORT**

a. Website Update – All staff and Board Members have received a new district email and can be contacted at the new emails. Contact district office for emails.

b. Green waste pile - Mike Wilson read an email from Kari Graton (available at the district office). Due to a complaint the district received when volunteers tried to separate and burn small piles from the larger pile, the district has become eligible for grant money to obtain dumpsters to haul the green waste pile off. Mr. Wilson is working with C and S Waste Solutions of Lassen County to have a green waste dumpster at the transfer station which they will be responsible for.

14. **CLOSED SESSION**

None

ADJOURN

Motion to adjourn the meeting

First: Ed Lawson

Second: Darren Read

Roll Call: Darren Read – yes; Mike Arnold - yes; Ted Thomas – yes; Ed Lawson - yes

The meeting was adjourned at 3:57.

The next regular meeting scheduled for June 19, 2020 at 3:00pm

Respectfully submitted by: Sharon Moats

AGENDA ITEM 10A

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Mike Wilson, GM

Action Date: June 19, 2020

BOARD OF DIRECTORS AGNDA ITEM

SUBJECT: Consider approval of contract with Robert W. Johnson, CPA for annual audit services scheduled for June 30, 2020 for an amount not to exceed \$8,000.00

PRESENTED BY: Mike Wilson, GM

SUMMARY: The District's annual audit is due for the fiscal year 2019/2020 and should be scheduled and take place near the end of the current fiscal year and prior to the next calendar year. Robert W. Johnson has submitted a cost estimate to complete the audit. The proposed costs will not exceed \$8,000 per the attached agreement.

ACTION REQUESTED: By motion authorize the approval of the attached contract.



Robert W. Johnson
an accountancy corporation

6234 Birdcage Street, Citrus Heights, California 95610 | robertwjohansoncpagroup@gmail.com | 916.723.2555
www.bob-johnson-cpa.com

June 5, 2020

Board of Directors
Spalding Community Services District
502-907 Mahogany Way
Susanville, CA 96130

Dear Members of the Board:

We appreciated the opportunity to perform your June 30, 2019 audit and are taking this opportunity to provide a bid on your June 30, 2020 audit.

Our maximum fee for your audit is:

Year ended June 30, 2020	\$8,000
--------------------------	---------

This 2020 fee estimate represents a big increase over the prior year. The reason for the increase results from both an increase in our operating expenses and the costs of keeping up to date professionally.

Please let us know the Board's wishes. If everything is in order, please sign and return the second copy of this letter.

Sincerely,

Robert W. Johnson, CPA

RWJ:mcc

Approved Contract

By: _____

Title: _____

Date: _____

AGENDA ITEM 10B

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Mike Wilson, GM

Action Date: June 19, 2020

BOARD OF DIRECTORS AGNDA ITEM

SUBJECT: Consider adoption of preliminary budget that conforms with generally accepted accounting and budgeting procedures for special districts pursuant to California Government Code 61110 (a),(b). Schedule Public Hearing for the July Regular Board of Directors meeting pursuant to California Government Code 61110 (c)-(e).

PRESENTED BY: Mike Wilson, GM

SUMMARY: The District's preliminary budget is being presented at this regular scheduled Board of Directors meeting for June 17, 2020 and should be adopted.

A public meeting needs to be scheduled prior to adopting the final 2020/2021 final budget and a notice of that meeting needs to be posted in a newspaper which is circulated within the district. Because the Lassen County Times is currently not publishing a newspaper, the district must post the public hearing in either the Modoc newspaper, Redding newspaper or the Reno newspaper to comply with the Government Code.

ACTION REQUESTED: By motion adopt the preliminary budget for the 2020/2021 fiscal year and schedule a Public Hearing for the July Regular Board of Directors Meeting in preparation of adopting the final budget prior to September 1, 2020 Pursuant to the matrix posted on the next two pages:

DEADLINE	ACTION
July 1 st	<p>The board of directors <i>may</i> adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts. The board of directors <i>may</i> divide the preliminary budget into categories, including, but not limited to, the following:</p> <ul style="list-style-type: none"> (1) Maintenance and operation. (2) Services and supplies. (3) Employee compensation. (4) Capital outlay. (5) Interest and redemption for indebtedness. (6) Designated reserve for capital outlay. (7) Designated reserve for contingencies. <p>Cal. Gov't Code § 61110 (a), (b).</p>
July 1 st	<p>The board of directors shall publish a notice stating all of the following:</p> <ul style="list-style-type: none"> (1) Either that it has adopted a preliminary budget (as indicated above) or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice. (2) The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items. <p>The board of directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Section 6061 (<i>i.e.</i>, one time). At the time and place specified for the hearing, any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The hearing on the budget may be continued from time to time.</p>

	<p>Cal. Gov't Code § 61110 (c)-(e).</p>
<p>September 1st</p>	<p>The board of directors shall adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts. The general manager shall forward a copy of the final budget to the auditor of each county in which the district is located.</p> <p>Cal. Gov't Code § 61110 (f).</p>

AGENDA ITEM 10C

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Mike Arnold, Board Chairperson

Action Date: June 19, 2020

BOARD OF DIRECTORS AGNDA ITEM

SUBJECT: Dissolution of Weed Abatement Commission

PRESENTED BY: Mike Arnold, Board Chairperson

SUMMARY: The Spalding Community Board of Directors appointed Commissioners to the Weed and Rubbish Abatement Commission. The purpose of the commission was to investigate and report back to the District Board of Directors any properties in the District subject to abatement of weeds and/or rubbish pursuant to Spalding Chapter 6.02, Health and Safety Code section 14875 through 14922 and Government Code section 61100(t). This task has been completed and the Board of Directors would like to dissolve the Commission.

ACTION REQUESTED: By motion dissolve the Weed and Rubbish Abatement Commission

AGENDA ITEM 10C

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Mike Arnold, Board Chairperson

Action Date: June 19, 2020

BOARD OF DIRECTORS AGNDA ITEM

SUBJECT: Amendment to Policy #4040.4 Duties of the Board Chairperson

PRESENTED BY: Mike Arnold, Board Chairperson

SUMMARY: After conferring with the district lawyers, the following changes were made to Policy #4040.4 which allow the Board Chairperson to legally be responsible for the General Manager's duties whenever the General Manges is unavailable or absent from the District.

ACTION REQUESTED: Approve the amendment to Policy #4040.4 Duties of the Board Chairperson

Spalding Community Service District

POLICY HANDBOOK

POLICY TITLE: Duties of the Board Chairperson
POLICY NUMBER: 4040

4040.1 The Chairperson of the Board is the Executive Officer of the District and shall serve as the chair at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing/make a motions, resolutions and ordinances, and any discussion of questions that follow said actions.

4040.2 In the absence of the Chairperson, the Vice Chairperson shall serve as the chair over all meetings of the Board. If the Chairperson and Vice Chairperson are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

4040.3 DUTIES Regarding Meetings of the Board

The Chairperson shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

4040.4 RESPONSIBILITIES

Responsibilities of the Chairperson include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the minutes of the Board meeting following their approval;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the preparation of meeting agendas with the General Manager;
6. Confer with the General Manager on crucial matters which may occur between Board of Directors meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board; and

9. Perform other duties as authorized by the Board.
10. Be the responsible person for the General Manager's duties whenever the General Manager is [unavailable or] absent from the District. ~~during an emergency situation.~~ This policy is not to prohibit the Chairperson from communicating with the General Manager on any issue.