

VIA EMAIL

[Al.Zelinka@surfcity-hb.org](mailto:Al.Zelinka@surfcity-hb.org)

Al Zelinka  
City Manager, Huntington Beach, CA

**RE: BOARD CLERK INQUIRY**

Dear Al:

The Orange County Power Authority (OCPA) is considering various options to support our Board Clerk function. While we believe the role will be ultimately best served by a dedicated internal resource, we would also like to explore outsourcing substantial portions of the function to one of our member jurisdictions.

For discussion purposes we offer the following as a high-level scope of service requirements:

**Estimated commitment 15-25 hours per month**

5-10 hours	Agenda creation/assembly
2-4 hours	General coordination with OCPA staff
4-8 hours	Running Board Meetings (in person in Irvine)
2-3 hours	Draft meeting minutes for Board approval

**Minimum requirements**

- Attend in person meetings in Irvine 1-2 per month
- Schedule and manage Zoom platform with little assistance
- Advanced Microsoft Office and Adobe PowerPoint skills
- Always available to work the Friday before Board Meetings (subject to scheduled absences)
- Ability to access OCPA shared folders and workflow tools
- Ability to segment and retain produce OCPA related work product for PRA requests

Please let us know if you have the interest and the capacity to fulfill our Board Clerk function on a contract basis. If you have any questions or need further information, please let us know. We look forward to discussing this opportunity with you and your staff.

Best Regards,



Brian Probolsky  
CEO, Orange County Power Authority



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