

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 4

TO: Valley Clean Energy Alliance Board of Directors
FROM: Mitch Sears, Interim General Manager, VCEA
SUBJECT: Appointment of Secretary for Valley Clean Energy Alliance
DATE: June 6, 2018

RECOMMENDATION

Appoint Alisa Lembke, who is VCEA’s Board Clerk/Administrative Analyst as Secretary to Valley Clean Energy Alliance Joint Powers Authority (JPA).

BACKGROUND

Per Section 3.9.2 Selection of Board Officers, Secretary, of the Joint Exercise of Powers Agreement dated June 13, 2017, the Board has the authority to appoint a Secretary “who shall be responsible for keeping the minutes of all meetings of the Board and all official records of VCEA”. Currently, Zoe Mirabile, the City of Davis Board Clerk serves in this role as VCEA’s Secretary. With the hiring of Alisa Lembke, it is recommended that she be appointed Secretary of the VCEA JPA.