

Carol E. Strickland
3122 Aster Street
Anderson, California 96007
(916) 365-4763

February 16, 1982

Mr. Richard Sims
P.O. Box 2705
Kodiak, Alaska 99615

Re: Alaska Water Resources Board Minutes

Dear Mr. Sims:

I have been transcribing the tapes of the Alaska Water Resources Board since the spring meeting 1979. I have been transcribing the tapes under the business name of Administrative Services Unlimited, a business owned and operated by myself, my mother and my sister. I have transcribed the tapes for every meeting with the exception of the July 1981 meeting, at which time it was decided that Word Processing of DNR should do them. I have just completed the tapes from the December 1981 meeting, which were sent to me on January 28, 1982 and returned to DNR on February 16, 1982. I was contacted the week of January 25th about transcribing the tapes because they had not been started by Word Processing at that time.

As you may have noted, I now reside in California, however, the business is still in effect in Alaska under my mother. The reason for this letter is to ask your assistance in obtaining either a contract to transcribe the tapes of the meetings or at least an assurance from DNR that I will be transcribing them in the future. The reason I need the contract or the assurance is that I have to purchase Lanier transcribing equipment to match the recording system that is now being used to record the meetings. Obviously, I would not want to make such a purchase if I will not be receiving the tapes in the future. I was fortunate in transcribing the December 1981 minutes in that Lanier in Sacramento was generous in loaning me the equipment necessary. However, should I need the equipment again, I will have to make the purchase. There has been some confusion in the past year or so each time the minutes are to be transcribed as to whether I will be doing them, as there will be in April, if this is not resolved. I would hate to turn down doing the tapes because I could not obtain the equipment or plan ahead to make the time it takes to do the work.

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The AWRB tapes and I go back three years, and I have a concern that they be done, and at the earliest possible time to enable the summary to be completed and the minutes sent to the Board members within a reasonable time after the meeting takes place. I would consider 40 days to be a reasonable time period to accomplish this. I also gather, from your comments from the last AWRB meeting that you would also like to see the minutes completed and distributed at an earlier time. This problem has been evident to me for sometime; however, I have been unable to change circumstances, except to transcribe the tapes as rapidly as possible, two weeks, and return them Special Delivery to Water Management for the summary to be done. If the tapes are sent to me immediately following the meeting by Special Delivery mail, I can guarantee that I could and would have them transcribed within two weeks of receipt and return them Special Delivery back to Alaska. Mailing time is about two days each way. Of course, I would have no impact on when the transcription was summarized and finalized for the Board.

I realize that there are businesses in the Anchorage area that could just as easily transcribe the tapes, and they wouldn't have to be sent out-of-state. However, these tapes are very difficult to transcribe, time-consuming and at times frustrating. I am familiar with the members and the format of the meetings, and believe that it is beneficial to have the same person transcribing the minutes each time. For a person not familiar with the members and the Board format, it would be even more frustrating and time-consuming. The transcription averages approximately 350-400 pages for each meeting. However, I think this rough transcription is important, should a Board member ever want to go back to see exactly what was said, or promised.

I, therefore, am asking your assistance in contacting DNR to see if there is a possibility of a contract or assurances that I transcribe the minutes for a period of time to be later specified. I also would be appreciative of your thoughts on my doing the summary, in draft or final form for DNR's review, as I spend approximately 14 days of concentrated time on these tapes and am aware of what happened at the meeting and it would be relatively easier for me to draft a summary, than someone at DNR who either did not attend the meeting, or is unfamiliar with the important matters discussed there. This would also expedite getting the minutes to the Board members.

It may seem odd to you that I have by-passed DNR in sending this letter to you, as Chairman of the AWRB, however, in the interests of getting this matter resolved for both you and me, I thought it would be more effective. The idea of having me under contract to do the minutes has been discussed in the Water Management Section of DNR, but to date a decision has not been made, and I cannot wait until after the April meeting to

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know whether or not I will be transcribing the tapes as I have to arrange for the equipment, and arrange my time, as I indicated above.

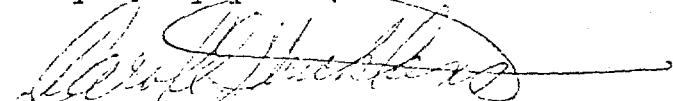
I am presently employed as a legal secretary for an attorney here in Redding, California on an independent contractor basis, and have discussed the matter of taking time off to transcribe the tapes. We are both waiting for a definite answer so that we can plan accordingly.

Finally, I would just like to say that I have enjoyed transcribing the tapes and seeing what the AWRB has been doing in the three years that I have been involved with the minutes and would like to be of service to the AWRB in providing my service and, as I mentioned, possibly of further assistance in completing the summary or draft thereof.

I look forward to hearing from you or DNR on this matter, as we are both aware that the April meeting is fast approaching. I hope that this can be resolved and we can work together in getting the minutes done expeditiously and properly. I would also appreciate working with Water Management in getting the final minutes distributed. As you will note, I have sent a copy of this letter to the Director of DNR for his information and possible response. Should I be awarded the contract, or be given assurances of future work, the details of such can be worked out with DNR and Water Management, which is why I have not included the details of my arrangement with them in this letter.

Thank you for your time and patience in reading this rather lengthy letter. And, should it not be possible for me to obtain what I have requested above, it has been a pleasure "attending" your meetings.

Very truly yours,



Carol E. Strickland

cc: Jack Sedwick
Director, DNR