

Policy Number: 8.0.0

Title: LONG RANGE PLANNING COMMITTEE POLICY OF OPERATION

Introduction:

This policy has been developed to establish the scope of the Committee's operation.

The Long Range Planning Committee (LRPC) of the Alpine Springs County Water District (ASCWD) is a volunteer-appointed advisory committee established to support the District's strategic planning efforts. Its primary purpose is to provide informed community feedback to the Board of Directors concerning long-term capital improvement planning and to assist in the periodic review and prioritization of District infrastructure needs and initiatives.

Responsibility:

A. Annual Capital Projects Review

- Review the District's proposed capital improvement projects included in the annual budget.
- Focus specifically on projects not covered under the District's existing Master Plan, assessing their necessity, community impact, and strategic alignment.
- Provide non-binding recommendations and feedback to the ASCWD Board of Directors to inform its deliberations and final decisions during the budget process.

B. Master Plan 5-Year Review Kickoff (Performed in conjunction with the five-year Master plan update once every Five Years)

- Initiate the 5-year cycle review of the District's Master Plan by:
Receiving a presentation from District staff or a contracted planning consultant that outlines:
 - The proposed methodology for the Master Plan update.
 - The criteria and framework for prioritizing capital projects.
 - Key questions or assumptions to be addressed during the review.
- Participate in a structured discussion to ensure:
 - The methodology aligns with community needs and Board guidance.
 - The Board's prioritization criteria are clearly understood and integrated into the planning process.

C. Review of Updated Master Plan Draft

- After the draft Master Plan update is prepared, the LRPC shall:
 - Conduct a review of the update to verify that the stated methodology and Board-directed project prioritization criteria were correctly followed.
 - Provide feedback to the Board regarding the integrity of the process and the community's perspective on the outcomes and recommendations.

Meeting Frequency:

- The Committee shall convene once annually, scheduled prior to the formal adoption of the District's annual budget.

- Meetings may also be held at the direction of the President of the Board of Directors and scheduled by the Chair of the Committee.

Committee Composition:

The Committee may have a total of up to ten members including:

1. Two members of the District Board of Directors (Required)
2. The General Manager of the District (Required)
3. Seven members of the public

The Chair shall make an effort to include valley-wide representation on the Committee. All meetings of the LRPC are open to the public and conducted in accordance with the Brown Act, ensuring transparency and encouraging community involvement in long-range infrastructure planning.

Reporting:

It is the further responsibility of the Chair of the Committee to preside over Committee meetings and to prepare a written report of the meeting, to be included in the agenda package for the next District Board of Directors meeting. The report shall include a summary of any recommendations and or suggested board action, alternative views if appropriate may also be summarized and included.