

**CERTIFIED COPY OF RESOLUTION
ADOPTED AT THE REGULAR MEETING OF THE COMMISSIONERS
OF
PUBLIC UTILITY DISTRICT NO. 1 OF THURSTON COUNTY**

We, the undersigned, being the President and Secretary of Public Utility District No. 1 of Thurston County (the District), do hereby certify that the following Resolution was adopted by a majority of the Commissioners of the District in attendance at a meeting held on Tuesday, May 28, 2024. This Resolution has not been revoked.

RESOLUTION NO. 24-21

In 2018, the Commissioners adopted Resolution 18-06 which approved and adopted the role, composition, and duties of the Utility Rates Advisory Committee (URAC), which was modified in 2022 pursuant to Resolution 22-25.

District staff periodically review the bylaws, operations, and duties of the URAC to ensure their applicability, conform with the law, to reflect and align with current practices, and as may be in the best interests of the URAC and the District.

The URAC serves a purely advisory function in providing advice or information to District staff and the Board on rates, fees and charges of the District's water utility.

This resolution modifies Resolution 18-06 and Resolution 22-25 to reflect and align with current practices.

NOW, THEREFORE, THE COMMISSIONERS OF THE DISTRICT DO HEREBY RESOLVE AS FOLLOWS:

Section 1. The Second Section 5 (Meetings, officers, records and quorum) of Resolution 22-25 is hereby deleted in its entirety, renumbered as Section 6, and replaced with the following:

Section 6. Meetings, officers, and quorum. The Committee may elect a chairperson and vice-chairperson annually, or as needed to fill an existing vacancy. The Committee may hold meetings as needed from time-to-time at the request of the Board or as may be called by the Chairperson. A majority of the voting members then serving on the Committee shall constitute a quorum for the purpose of exercising its powers under Section 5.

Section 2. Section 6 (Expenditures and staff assistance) in Resolution 22-25 is be renumbered as Section 7.

Section 3. The revised ordination of the URAC, incorporating the above changes, is set forth in Attachment A.

Section 4. The URAC's Bylaws are hereby modified to conform to this Resolution in the form set forth in Attachment B.

Said Resolution was approved and adopted by a majority vote of the Commissioners present.

We do further certify that said meeting was attended by at least two of the three Commissioners of Public Utility District No. 1 of Thurston County and that the Resolution was adopted by a majority vote of the Commissioners in attendance.

Linda Oosterman
Linda Oosterman (May 31, 2024 12:37 PDT)
Linda Oosterman
Commissioner and President of
Public Utility District No. 1 of Thurston County

ATTEST:

Christopher Stearns
Christopher Stearns (May 29, 2024 16:34 PDT)
Christopher Stearns
Commissioner and Secretary

Attachments:
Exhibit A – URAC Ordination revised 05/2024
Exhibit B – URAC Bylaws revised 05/2024

THE COMMISSION DOES ORDAIN AS FOLLOWS:

Section 1. Formation.

There is created a utility advisory Committee for the District, hereinafter referred to as the URAC or Committee.

- A) The Committee shall consist of a minimum of three and no more than nine voting members who shall be appointed by the Commissioners.
- B) Membership is open to all Thurston PUD customers and requires the approval of the Thurston Board of Commissioners.
- C) The members shall not be Commissioners or employees, volunteers or contractors of the District and shall be customers of the District. Additionally, the President of the Board of Commissioners shall serve as an ex officio, nonvoting member, of the Committee.

Section 2. Membership.

The members of the Committee shall serve without compensation, except for mileage reimbursement to attend the meetings.

- A) A member may be re-appointed and shall hold office until his or her successor has been appointed and has qualified. Members may be removed by the Commissioners by a majority vote of the Commission.
- B) Committee members are not public officers.

Section 3. Vacancies & Removal.

In the event of a vacancy, the Commission may make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the appointment cycle. Unexcused absences by any Committee member from three consecutive meetings shall constitute grounds for removal, and 6 absences by any Committee member, excused or unexcused, occurring within a 24-month period shall likewise be grounds for removal. The Thurston PUD Board of Commissioners reserves the right to terminate the appointment of any member of the URAC.

Section 4. Organization.

The President of the Board of PUD Commissioners serving on the URAC shall make the initial appointment of one voting member of the Committee to serve as chairperson for a one-year term. The URAC members shall make the initial appointment of a vice chairperson. The Committee shall adopt such rules and regulations as are necessary to accomplish the duties prescribed below:

- A) Recommendations on rates, fees, and charges.

- B) The Chair will serve a term of one year and after completion of his/her term, the Vice Chair will assume the duties of Chair.
- C) The Committee will then select and vote on a new Vice Chair.

Section 5. Powers and duties.

The Committee shall act in an advisory capacity to the District's Board of Commissioners for recommendations on rates, fees and charges of the District's water utility. The Committee shall not supplant administrative advice on rates, fees and charges to the Commission, but shall be in addition to staff advice. The Committee shall not interfere with the administrative staff functions involving day to day operation of the utility. In its advisory capacity, the Committee shall:

- A) Consult with and make recommendations to the Commission regarding utility rates, rate structures, fees and other charges made to water utility customers.
- B) Report annually to the Commission at the first meeting in July beginning in 2019.

Section 6. Meetings, officers, and quorum.

The Committee may elect a chairperson and vice-chairperson annually, or as needed to fill an existing vacancy. The Committee may hold meetings as needed from time-to-time at the request of the Board or as may be called by the Chairperson. A majority of the voting members then serving on the Committee shall constitute a quorum for the purpose of exercising its powers under Section 5.

Section 7: Expenditures and staff assistance.

The expenditures of the Committee, exclusive of donations, shall be limited to authorizations by the General Manager.



UTILITY RATE ADVISORY COMMITTEE BYLAWS AND DUTIES

SECTION 1: COMMITTEE FORMATION

1. The Committee shall consist of a minimum of three and no more than nine voting members who shall be appointed by the Thurston PUD Board of Commissioners.
2. Membership is open to all Thurston PUD customers and requires the approval of the Commissioners.
3. The members shall not be Commissioners, employees, volunteers, or contractors of the District and shall be customers of the District. Additionally, the President of the Board of Commissioners shall serve as an ex officio, nonvoting member, of the Committee.

SECTION 2: MEMBERSHIP

1. The members of the Committee shall serve without compensation, except for mileage reimbursement to attend the meetings.
 - a. A member may be re-appointed and shall hold office until his or her successor has been appointed and has qualified.
 - b. Members may be removed by the Commissioners by a majority vote of the Commission.
 - c. No member shall serve more than three consecutive terms as chairperson or vice chairperson unless the Commission determines that special expertise is required, or there are no other qualified applicants.
 - d. Committee members are not public officers.

SECTION 3: VACANCIES

1. In the event of a vacancy, the Commission may make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the appointment cycle.
2. Unexcused absences by any Committee member from three consecutive meetings shall constitute grounds for removal, and six absences by any Committee member, excused or unexcused, occurring within a 24-month period shall likewise be grounds for removal.
3. The Thurston PUD Board of Commissioners reserves the right to terminate the appointment of any member of the URAC.



SECTION 4: ORGANIZATION

1. The President of the Board of PUD Commissioners serving on the URAC shall make the initial appointment of one voting member of the Committee to serve as chairperson for a one-year term, or as voted on by the committee.
2. The URAC members shall make the initial appointment of a vice chairperson.
3. The Committee shall adopt such rules and regulations as are necessary to accomplish the duties prescribed below:
 - a. Recommendations on rates, fees, and charges.

SECTION 5: POWERS AND DUTIES

1. The Committee shall act in an advisory capacity to the District's Board of Commissioners for recommendations on rates, fees and charges of the District's water utility.
2. The Committee shall not supplant administrative advice on rates, fees and charges to the Commission, but shall be in addition to staff advice.
3. The Committee shall not interfere with the administrative staff functions involving day to day operation of the utility. In its advisory capacity, the Committee shall:
 - a. Consult with and make recommendations to the Commission regarding utility rates, rate structures, fees and other charges made to water utility customers.
 - b. Report recommendations annually to the Commission at the first meeting in July, or before the designated annual budget hearings.

SECTION 6. MEETINGS, OFFICERS, AND QUORUM

1. The Committee may elect a chairperson and vice-chairperson annually, or as needed to fill an existing vacancy.
2. The Committee may hold meetings as needed from time-to-time at the request of the Board or as may be called by the Chairperson.
3. A majority of the voting members then serving on the Committee shall constitute a quorum for the purpose of exercising its powers under Section 5.

SECTION 7: EXPENDITURES AND STAFF ASSISTANCE

1. The expenditures of the Committee, exclusive of donations, shall be limited to authorizations by the General Manager.
2. Staff supporting the Committee shall be assigned by the General Manager and shall provide assistance to the Committee.



3. Except for purposes of inquiry, the Committee and its members shall deal with employees of the District only through the General Manager or administrative staff assigned by the General Manager for that purpose.









Resolution 24-21

Final Audit Report

2024-05-31

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