

2022 Rate Advisory Committee Bylaws

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the committee is the San Antonio Water System (SAWS) 2022 Rate Advisory Committee (RAC). The RAC is a special purpose advisory group to the SAWS Financial Services group and the SAWS Board of Trustees. The RAC is purely advisory in nature.

Section 2 — Purpose: The RAC's purpose is to provide rate design recommendations to the Board of Trustees regarding the rate structures for water, wastewater and recycled water services, based on the cost of service approved by the SAWS Board of Trustees. The committee will work closely with the SAWS rate consultant and SAWS staff.

Section 3 – Basis: The RAC recommendations shall be designed to fully recover the revenue requirements identified by SAWS rate consultant. The recommended rate structures shall be in accordance with industry standards and shall be based on the cost of service allocations developed by the SAWS rate consultant and approved by the SAWS Board of Trustees prior to the resumption of the RAC meetings. The 2022 Rate Study will take into consideration the recommendations made by the 2019 RAC as documented in the 2019 Cost of Service and Rate Design Study – Rate Advisory Committee Report dated February 26, 2021.

ARTICLE II – MEMBERSHIP

Section 1 — Membership and role: The RAC will review, discuss and analyze rate design alternatives with the SAWS rate consultant and SAWS staff. Appointment of members to the RAC shall be made by the SAWS Board of Trustees. Each RAC member represents a constituency and shall facilitate the flow of ideas and concerns from the community to SAWS staff and the Board of Trustees.

Section 2 – Eligibility for membership: Membership of the RAC shall be open to:

- Any individual nominated by a member of City Council
- Any ratepayer, resident, property owner, or business operator within the SAWS service area
- Any individual that is a member of a business or civic association representing businesses or citizens operating or living within the SAWS service area

Section 3 — Composition: Membership of the RAC should reflect a representation of the SAWS service area. RAC members are selected from throughout the community. RAC membership should strive to reflect members from each of the following:

- City council districts within the SAWS service area
- Outside the San Antonio city limits within the SAWS service area
- Each water rate class, to include Affordability Program customers and high water use customers
- Neighborhood associations
- Multi-family residential customers
- Recycled water customers
- Major manufacturers, large businesses, small business, and land developers

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- Professional planning, economic development, environmentalist and community advocate groups

Section 4 — Terms: RAC members will serve until the completion or suspension of the 2022 Rate Study, or removal by the SAWS Board of Trustees. RAC members will be eligible to serve no more than two consecutive terms. The SAWS Board of Trustees may reconsider a member who serves a total of two consecutive terms for an additional term after leaving the RAC for at least one term.

Section 5 — Nomination procedures: SAWS staff will conduct a call for nominations which will include nominations from council members; planning, economic development, environmental and community groups; neighborhood associations; major manufacturers; large and small businesses; land developers; and customers of all types and classes; in an attempt to ensure that RAC members meet the composition goals outlined in Section 3. SAWS staff shall be responsible for recommending an official slate of prospective RAC members to the Board for consideration. The Board of Trustees may choose to appoint all, none, or some of the nominees.

Section 6 — Resignation, removal, and absences: Resignation from the RAC must be in writing and provided to the Chairperson of the RAC. A RAC member may be removed from the RAC by the SAWS Board of Trustees due to three total absences from meetings during the term of this RAC. A RAC member may also be removed from the RAC by the Board of Trustees at any time and for any reason.

Section 7 — Vacancies: When a vacancy on the RAC occurs during the term of this RAC, SAWS staff may nominate a replacement to the Board of Trustees, who may approve the individual to serve out the term of the member creating the vacancy.

ARTICLE III — SELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Section 1 — Selection and term of Chairperson: The Chairperson shall be nominated by the President/CEO and appointed by the SAWS Board of Trustees. The Chairperson will serve for the duration of the 2022 Rate Study.

Section 2 — Chairperson Duties: Responsibilities include, but are not limited to, presiding over all RAC meetings; encouraging members to participate in discussions and to arrive at consensus in a timely and democratic manner; undertaking certain administrative duties, such as approving RAC agendas, draft minutes, proposed meeting venues, and dates. The Chairperson may establish rules regarding sign-up, time allotted for public comment, and the total time for discussion and each members time to speak on each item on the agenda, to ensure that the work of the Committee can be completed in a timely fashion. The Chairperson shall also serve as the principal spokesperson for the RAC, maintain communication with SAWS staff, and report on the RAC's progress to the Board of Trustees.

Section 3 — Selection and term of Vice Chairperson: The Vice Chairperson shall be selected by the Chairperson from the general membership of the committee members. The Vice Chairperson will serve for the duration of the 2022 Rate Study, or until replaced by the Chairperson.

Section 4 — Vice Chairperson Duties: The Vice Chairperson is responsible for assisting the Chairperson on all assigned tasks and fills in for the Chairperson when necessary.

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ARTICLE IV — COMMITTEE MEETINGS

Section 1 — Regular meetings: Over the course of the 2022 resumed Rate Study effort, it is anticipated that the RAC will meet between February 2022 and July 2022. Meetings of the RAC may be called as necessary as determined by the Chairperson. A report will be submitted to the Board of Trustees no later than July 31, 2022 that summarizes the consensus of the RAC in its recommendations related to rate design. In the event that the RAC is unable to reach consensus regarding the recommendations, the report will summarize the rate design alternatives considered by the RAC as well as the feedback received from the RAC and SAWS' staff will submit their recommendations related to any rate design changes.

Section 2 — Notice of meetings: A notice of each meeting shall be given to each member, via email, not less than three business days prior to the meeting.

Section 3 – Meeting Agenda: SAWS staff shall draft meeting agendas for review and approval by the Chairperson.

Section 4 — Quorum: More than half of the currently appointed members must be present to constitute a quorum. A meeting may proceed without a quorum; however, no consensus may be finalized without a Quorum.

Section 5 – Decision Making: All decisions shall be made by a consensus of members present at a meeting. If an issue cannot be resolved through consensus, the Chairperson shall strive to achieve consensus, but may make a final note of the various points of view that prevented consensus from being achieved.

ARTICLE V — SUBCOMMITTEES

Section 1 — Subcommittee formation: The Chair may create subcommittees, as needed, to further discuss matters in more detail. If so charged by the Chair, subcommittees shall make recommendations to the RAC, which will in turn make decisions by consensus regarding the recommendations of the subcommittee.

CERTIFICATION

These bylaws, if approved by the SAWS Board of Trustees, will take effect immediately upon approval, and shall continue until amended, dissolved or replaced.