

**PUBLIC UTILITY DISTRICT NO. 1
OF
JEFFERSON COUNTY**

RESOLUTION No.

2025-008

A RESOLUTION OF PUBLIC UTILITY DISTRICT NO. 1 OF JEFFERSON COUNTY, WASHINGTON, (the “PUD”) ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES.

WHEREAS, RCW 39.04.151-154 and other laws regarding contracting public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, to be able to implement a small works roster and process, the PUD is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS, RCW 39.80 and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF JEFFERSON COUNTY PUD NO. 1 AS FOLLOWS:

Section 1. Purpose of Resolution. To establish a small works roster, a consultant services roster for architectural, engineering, and other professional services and a process by which such contracts are awarded.

Section 2. Basis for Resolution. RCW 54.04.070 and RCW 39.04.151-154 authorize public utility districts to establish small works rosters and to award small works in lieu of formal bidding. RCW 39.80 provide for certain contracts for professional services to be awarded by a consultant roster process.

Section 3. Prior PUD Resolutions. Prior resolutions or portions thereof that conflict with the content or intent of this Resolution shall be considered amended and/or repealed to avoid conflict with this Resolution.

Section 4. MRSC Rosters. The District requests the Board to direct the General Manager to enter into an agreement with MRSC Rosters to have the District's official small works roster, and consulting services roster hosted on its online database for the PUD's use.

Section 5. Small Public Works Roster. The small works roster policies and procedures are established for use by the PUD pursuant to RCW 39.04.151-154 and as further detailed in the PUD's Board approved Procurement Manual.

Section 6. Posting of Awards. In accordance with RCW 39.04.200, all vendor contract awards will be posted to the PUD's website at least every other month. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

ADOPTED by the Commission of Public Utility PUD No. 1 of Jefferson County, Washington, at a regular open public meeting thereof, this 6th day of May 2025.

DocuSigned by:
Jeff Randall
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Jeff Randall, President

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Daniel S. Toepper
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Kenneth Collins Secretary