



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JANUARY 12, 2026

SUBJECT: BOARD STANDING RULES AND POLICY GUIDE – UPDATES

ISSUE:

Consider updating the Board of Public Utilities' Standing Rules and Board Policy Guide.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Review and discuss to the Board of Public Utilities Standing Rules and Policy Guide;
2. Recommend amendments to the Board Standing Rules and Policy Guide; and
3. Request staff return to the Board with a red line of recommended changes from this meeting for consideration after priority sections and policies of the Board of Public Utilities Standing Rules and Policy Guide have been reviewed.

BACKGROUND:

The Board of Public Utilities Annual 2025 Work Plan Action Item 1 includes the Board's review of the Standing Rules (Rules) and Board Policy Guide (Policy Guide) over the next year. These are two policy documents adopted by the Board that provide guidance related to the activities of the Board. These documents are attached to the staff report for reference (note that associated and referenced RPU policies are not attached to this report).

The City Charter, Article VIII, Section 804. – Organization; meetings; subpoena power state: "Each board or commission may prescribe its own rules and regulations which shall be consistent with the Charter and copies of which shall be kept on file in the Office of the City Clerk where they shall be available for public inspection." For the Board, its Standing Rules represent these rules and regulations. The Board Standing Rules outline the roles and duties of the Board as well as provide guidance on how the Board conducts meetings, advocates, and holds elections (detailed in the discussion). The Board Policy Guide is a much broader and comprehensive document that provides policies related to RPU's business and operations, board conduct, and provides guidance related to customer relations and finance.

Both the Guide and Rules are to be reviewed and updated by the Board every two years, though they can be amended at any time. The Board Policy Guide was first developed in 2000 and, like

the Rules, has been amended over the years with the last full review and update having been approved by the Board in 2017. The Guide also incorporates the Rules as part of its first policy, Policy A-1. While the Rules were last amended on March 10, 2025, the Board has not undertaken a full review since 2016/2017 when the Guide was last reviewed and amended.

Both policies are due for a full Board review and the Board Work Plan identified the review of these documents as a priority for this next year.

On April 14, 2025, the Board received a presentation providing an overview of both documents. After discussion, the Board unanimously took the following actions:

1. Received and ordered filed a presentation on the Board of Public Utilities Standing Rules and Policy Guide;
2. Requested staff to survey the Board of Public Utilities Members to prioritize the top 3 items from the Board Standing Rules, the top 5 items from the Board Policy Guide, and include any additional policy they would like to discuss; and
3. Requested staff present the priorities at a future Board of Public Utilities meeting.

On June 9, 2025, the Board received a presentation providing the results of the priority times for the review of the Standing Rules and the Board Policy Guide. After discussion, the Board decided to review both policy documents at future meetings of the full Board. The Board's priorities are listed below:

Board Standing Rules

The Board Standing Rules are comprised of twelve sections that address the operational rules of the Board and its members. Board members prioritized their top **three** items to be evaluated and updated, as needed. The following table provides the list with the number of members who voted for each. Top priority sections are highlighted.

Table 2: Survey Results for Top Priority Standing Rule Sections

Count	Section #	Section Title
4	1	Powers, Duties and Functions
4	7	Conduct of Meetings
3	9	Appointment to Committees of Outside Organizations
3	12	Advocacy
2	11	Amendment of Standing Rules
1	8	Committees
1	10	Report to the City
0	2	Members
0	3	Term of Office
0	4	Compensation; Vacancies
0	5	Officers
0	6	Meetings

Board Policy Guide

The Board Policy Guide is comprised of three sections and a total of seventeen policies. Additionally, several RPU policy documents (e.g. RPU Fiscal Policy) are attached by reference to individual policies. Some of the policies are similar to the Rules or provide additional guidance to the Rules. Additionally, the Board Policy Guide is divided into three topical sections. Sections A through C are:

- A. Utility Business Policies
- B. Board Specific Policies
- C. Customer Relations/Finance

Board members prioritized their top **five** items to be evaluated and updated, as needed. The following table provides the list with the number of members who voted for each. Top priority sections are highlighted.

Table 1: Survey Results for Top Priority Board Policies

Count	Section & Policy #	Policy Title
4	B-1	Role of the Chair for Public Meetings
4	A-3	Annual Goal Setting Process
3	C-2	Pricing of Products and Services
3	A-4	Performance Measure Evaluation
3	A-11	Fiscal Policies
3	B-4	Board Training/Education Policy
2	B-2	Board Committee Structure
2	B-3	Communication and Support of Board
2	A-10	Customer Care
1	A-1	Standing Rules (Standing Rules)
1	A-2	Mission Statement (Mission, Vision, Core Values, and Strategic Plan)
1	A-6	Energy Delivery System
1	A-9	Water Resources: Rights, Protection & Development (Water Portfolio Management Policy)
0	C-2	Board Interaction with the General Manager and Staff
0	A-5	Property Ownership (Real Property Financial Management Policy)
0	A-7	Water Delivery System
0	A-8	Electric Resources: Maintain Obligation to Serve Customers

On November 17, 2025, the Board reviewed and provided their feedback for priority items from the Board Standing Rules, Section 1, Powers, Duties and Functions and Section 7, Conduct of meetings. From the Board Policy Guide, policies B-1: Role of the Chair for Public Meetings, A-3: Annual Goal Setting process and amendments recommended by a Board member during the survey process.

On December 8, 2025, the Board concurred with the red-lines representing approved amendments to the Standing Rules and Policy Guide from the November 17, 2025 meeting. The Board also reviewed and provided their feedback for priority items from the Board Standing Rules, Section 9, Appointment to Committees of Outside Organizations and Section 12, Advocacy. Also, the Board also reviewed the Board Policies C-2, Pricing of Products and Services, A-4, Performance Measure Evaluation, and A-11, Fiscal Policies. No amendments were recommended though the Board did request more information on the Performance Measures and the outside organizations that the Board members may opt to participate in.

DISCUSSION:

This report and presentation will provide information to facilitate a discussion and recommendation for any amendments to the Board Standing Rules and Policy Guide related to the priorities identified by the Board pursuant to the survey.

From the Board Standing Rules, the priorities for this report are Section 11: Amendment of Standing Rules and Section 8: Committees. From the Board Policy Guide, policies B-2: Board Committee Structure, B-3: Communication and Support of Board and B-4: Board Training/Education Policy.

Board Standing Rules, Section 11: Amendment of Standing Rules

This policy simply specifies that the Board may amend its standing rules at any regular meeting by majority vote as long as it is in compliance with noticing requirements.

Staff has reviewed this policy and recommend that it be amended as shown below to ensure consistency with the City's adopted Sunshine noticing requirements which provide more time for the public to review agenda items.

Board Standing Rules, Section 11

11. AMENDMENT OF STANDING RULES

The standing rules may be amended at any regular meeting of the RPU Board by majority vote of the RPU Board, provided that notice of such amendment was provided in accordance ~~the Brown Act,~~ with State law, the City Charter and Riverside Municipal Code.

Board Standing Rules, Section 8, Committees and Board Policy B-2 Board Committee Structure

Section 8 of the Standing Rules and Board Policy B-2 both address the Board's committee structure. The Board may have committees and, in the past, did utilize a committee structure for the review of items related to specific topics. The purpose of the committees was to review and provide input on items that required in depth consideration and to streamline Board meetings.

Board committees must provide public notice in accordance with the City and State rules and regulations and thus are treated similarly to Board resulting in significant additional time for the consideration of items and administrative time of staff. In 2022, the Board determined that the committee structure and the additional time it added to projects and staff administration was not providing sufficient benefit for Board members or the public. Additionally, the committee structure hindered Board member participation in training, tours and other events since a majority of a committee's members could not attend these events at the same time.

The Board took action to remove the committee structure in 2022. However, an administrative error resulted in the committee structure being included in language in 2024 – hence adding them back into the Standing Rules. The Board then reconfirmed in March 2025 that the Committees be removed and amended the rules as stated below. The Board retains the ability to appoint an ad hoc committee as specified. Staff do not recommend any amendments to Standing Rule Section 8.

Board Standing Rules, Section 8

8. COMMITTEES

- A. The RPU Board or the Board Chair may appoint an ad hoc committee as needed. Each ad hoc committee shall consist of an appointed Chairperson and at least two other RPU Board members. Ad hoc committees serve a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed.

While the Board Standing Rules were amended, the Board Policy Guide, Policy B-2, Board Committee Structure was not. Staff recommend that the Board Policy Guide be updated to be consistent with the Standing Rules, including reference to them being subject to requirements of state and local laws and regulations. A red-line of the staff recommended amendments is shown in the table below.

Additionally, each section (A, B or C) of the Policy Guide was intended to be reviewed by a specified committee. If the Policy Guide is amended to remove the committee structure, staff recommend that all policies also remove the reference to committees for review.

Board Policy Guide, Policy B-2

BOARD POLICY GUIDE: POLICY B-2. BOARD COMMITTEE STRUCTURE

Standing Rule 8 ~~(attached to Policy A-1)~~ outlines the establishment and composition of Committees of the RPU Board. This board policy provides additional detail.

Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from the Board to the General Manager. All ~~standing~~ committee activities shall be subject to requirements of ~~state and local regulations and laws. the Ralph M. Brown Act of the State of California.~~ Ad Hoc Committees ~~meet usually meet monthly~~ at a time and place determined by the members.

Accordingly:

1. Board ~~ad hoc~~ committees are to help the Board do its job. Committees ordinarily will assist the Board by preparing policy alternatives, implications, and direction for Board deliberation.
2. Board ~~ad hoc~~ committees only meet when there are topics or issues that need further deliberation by the committee to benefit the Board as a whole. ~~It is normal for scheduled committee meetings to be cancelled when it is determined further discussion on individual items will not benefit the Board in their advisory or decision-making policy.~~

- ~~3. The only Board committees are those which are set forth in the Standing Rules.~~
 - ~~a. Customer Relations/ Finance Committee~~

~~The Customer Relations/Finance Committee will review financial results, rates, financings and strategies related to both the electric and water utilities. The Customer Relations/ Finance Committee is composed of the Board members as discussed in the Standing Rules.~~

- ~~b. Electric Committee~~

Board Policy Guide, Policy B-2

~~The Electric Committee will review financial results, rules, rates and strategies related exclusively to the electric utility. The chair of this committee serves on the Customer Relations/Finance Committee.~~

~~c. Water Committee~~

~~The Water Committee will review financial results, rules, rates and strategies related exclusively to the water utility. The chair of this committee serves on the Customer Relations/Finance Committee.~~

- ~~3.~~ 4. The Board Chair may appoint other ad hoc committees, on an as needed, temporary basis.
4. ~~5.~~ This policy applies to any ad hoc committee which is formed by Board action.

Board Standing Rules, Example Policy heading

Title: Board Committee Structure	Date Last Approved: <u>XXX 2026</u>
Category: Board Specific Policies	Date of Next Review: <u>XXX 2028</u>
<u>Review Committee: Customer Relations/Finance</u>	Policy No: B-2

Board Policy Guide, Policy B-3: Communication and Support for the Board

Board Policy B-3 provides general guidance for communications from RPU General Manager to the Board. The policy represents a formal request for the structure and timing of communications of important issues that warrant and/or require Board consideration.

All policies and processes identified in this policy are already followed and staff is not recommending any amendments. However, because this policy also references Board committees, staff does recommend amendments that align Policy B-3 with the amendments staff proposes for Policy B-2 discussed earlier in this report.

Board Policy Guide, Policy B-3

BOARD POLICY GUIDE: POLICY B-3. COMMUNICATION AND SUPPORT FOR THE BOARD

In order to make fully informed decisions, the RPU Board should be informed and supported in its work.

Accordingly, the Board may request that the General Manager:

1. Submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies.
2. Apprise the Board of major and unusual land acquisition, contracts, unusual or exceptional purchases, relevant trends, significant public reaction, material external and internal changes, particularly changes in the assumptions upon which any Board policy

Board Policy Guide, Policy B-3

has previously been established.

3. Advise the Board if, in the General Manager's opinion, the Board is not in compliance with its own policies, particularly in the case of Board behavior that is detrimental to the relationship between the Board and General Manager.
4. Marshal for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices.
5. Present information in a form that effectively communicates and is not unnecessarily complex or lengthy.
6. Provide a mechanism for official Board, officer, or **ad-hoc** committee communications.
7. Interact with the Board as a whole through ~~both the committee structure and~~ board meetings **and ad hoc committees when appointed by the Board.**
8. Report in a timely manner an actual or anticipated noncompliance with any policy of the Board.
9. Agendize for Board review and/or approval any issue within the Board's subject matter jurisdiction subject to the discretion of the General Manager.

Board Policy Guide: Policy B-4. Board Training/Education Policy

Board Policy B-4 establishes the Board's policy for training and education from conferences, seminars, and events. It addresses budget, attendance limitations, and encourages new members of the Board to attend such events.

Staff provides opportunities throughout the year for Board members to consider attending various events and budgets for Board member attendance at events. While it has not been highlighted in recent years, the budget for events is included in the Administrative budget for RPU.

Staff has reviewed this section of the Policy Guide and believes that the policy is consistent with current practice and City policy. No amendments are recommended by staff.

Board Policy Guide, Policy B-4

BOARD POLICY GUIDE: POLICY B-4. BOARD TRAINING/EDUCATION POLICY

It is expected that RPU Board members shall need to travel to various conferences, seminars and training sessions. The Board shall annually establish the total amount budgeted for training and education for all Board members, and include in the overall annual Utility budget for council consideration. New board members shall be encouraged to attend training seminars offered by electric and water associations specifically aimed at recently appointed board members. No limit will be placed upon the number of board members attending conferences in state. It is expected that no more than four board members will attend the same conference, seminar or training event out of state. In the event that more than four members would like to attend, the Board Chair shall provide specific approval for expanded attendance.

Some of the organizations that offer training that might be beneficial to board members are:

Board Policy Guide, Policy B-4

American Public Power Association
 California Municipal Utilities Association
 Association of Metropolitan Water Agencies
 Association of California Water Agencies

Board members must follow the state law (Gov. Code Section 53232.2) and report back to the full board a summary of their attendance. Board travel is encouraged so that board members can share increased knowledge of utility related issues with fellow board members.

Tours of facilities are available and recommended for all board members. These can be scheduled through the General Manager.

Reimbursement for travel costs follows normal City policy. No expenditures for spouses or partners who attend meetings with board members is reimbursable.

Next Steps

The following is the anticipated schedule for the Board's review of the prioritized Standing Rules and Board Policy items:

January 26, 2026	<ul style="list-style-type: none"> Board Policies A-1. Standing Rules (Standing Rules), A-2. Mission Statement (Mission, Vision, Core Values, and Strategic Plan), and A-10. Customer Care Standing Rules Section 10: Report to the City
February 9, 2026	<ul style="list-style-type: none"> Board Policies A-6. Energy Delivery System and A-9. Water Resources: Rights, Protection & Development (Water Portfolio Management Policy) Adoption/Approval of all revisions to the Board Standing Rules and Board Policy Guide

Review of the Standing Rules and Board Policy items not prioritized will be reviewed, if requested, at future Board meetings in 2026.

FISCAL IMPACT:

There is no fiscal impact from this item.

Prepared by:	Tracy Sato, Utilities Assistant General Manager/Strategic Initiatives
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Certified as to availability of funds:	Kristie Thomas, Chief Financial Officer
Approved by:	Gilbert Hernandez, Interim Assistant City Manager
Approved as to form:	Rebecca Mckee-Reimbold, Interim City Attorney

Attachments:

1. Board Standing Rules, Amended March 10, 2025
2. Board Policy Guide, Amended May 22, 2017
3. Red-line Board Standing Rules, November 17, 2025
4. Red-line Policy Guide, November 17, 2025
5. Presentation