



BOARD STANDING RULES AND POLICY GUIDE TOP PRIORITIES REVIEW

Strategic Initiatives

Board of Public Utilities
December 8, 2025

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BACKGROUND

City Charter, Article VIII, Section 804 states: **“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.”**

Standing Rules

Establishes the “rules” that the Board will follow – including its roles and responsibilities, meeting conduct, elections and advocacy

1. Last updated on March 10, 2025

Board Policy Guide

Establishes “policies” related to the Board’s interaction with the business functions of RPU, goals, communications, education and more.

1. Last updated in July 2017
2. Incorporates the Standing Rules
3. Should be updated every 2 years



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BACKGROUND

At the April 14, 2025, meeting, the Board of Public Utilities received a presentation providing an overview of the Board's Standing Rules and Policy Guide. After discussion, the Board:

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 top 3 items from the Board Standing Rules, 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.

June 9, 2025, meeting, the Board received results of priority items and decided to review both policy documents at future meetings of the Board.



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BACKGROUND

On October 27, 2025, the Board reviewed and provided their feedback of the following priority items

Reference	Title	Purpose / Key Points	Amendments / Notes
Standing Rules – Section 1	Powers, Duties & Functions	Defines Board authority, responsibilities, and collaboration with City Council.	No changes recommended; remains aligned with City Charter.
Standing Rules – Section 7	Conduct of Meetings	Establishes meeting procedures, order of business, and Brown Act compliance.	Clarify Chair's discretion in managing public comment.
Policy B-1	Role of the Chair for Public Meetings	Outlines Chair's duties in presiding over meetings, maintaining decorum, and ensuring fair participation.	Consider alignment updates with Section 7.
Policy A-3	Annual Goal-Setting Process	Guides annual strategic planning and ties Board goals to RPU priorities.	Clarify process for mid-year review and tracking.
Board Member Survey Input	Amendments Recommended by Board Members	Captures feedback from Board survey on meeting conduct and goal-setting alignment.	Incorporate relevant suggestions in future revisions.



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BOARD STANDING RULES – TOP PRIORITIES

Count	Sect #	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



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BOARD POLICY GUIDE – TOP PRIORITIES

Comprised of three policy sections and 17 policies

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

Count	Sect./#	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 (Fiscal Policies)
3	B-4	Board Training/Education Policy



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SECTION 9: APPOINTMENT TO COMMITTEES OF OUTSIDE ORGANIZATIONS

1. Establishes a transparent, consistent process for appointing Board members to committees or positions in external organizations
 - a. All Board members may express interest in serving
 - b. GM places openings on the next available Board agenda
 - c. Committee roles and responsibilities shared in advanced
 - d. Board formally requests City Council nomination to ensure alignment with City policies
2. No changes recommended at this time



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STANDING RULES SECTION 12: ADVOCACY

1. Board members shall represent the **official policies or positions** of the Board of Public Utilities when designated as delegates for this purpose
2. When expressing **individual opinions or positions**, Board members must clearly state they **do not represent** the Riverside Board of Public Utilities.
3. Members shall not **allow any inference** that their personal views represent the Board
4. Board members shall be **explicit** when representing the **City** or **personal interests** in communications with members of other agencies



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CITY CHARTER SECTION 2.78.060 – PROHIBITED CONDUCT

1. Policy Summary

- a. No appointed member of a board, commission, or committee may appear before their own body representing private third-party interests.

2. Exceptions

- a. Allowed only under limited exceptions provided by the California Fair Political Practices Commission (FPPC) or other applicable law.

3. Purpose

- a. Maintains ethical standards, avoids conflicts of interest, and protects public trust in governance



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POLICY GUIDE C-2 – PRICING OF PRODUCTS AND SERVICES

1. Establishes foundational principles governing **RPU's pricing practices** for products and services
2. Ensures consistency with:
 - a. Electric and Water Rules and Rates
 - b. Bond Covenants and regulatory requirements
 - c. City Purchasing Resolution 24101
3. Maintains fair and sustainable pricing



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POLICY GUIDE C-2 – PRICING OF PRODUCTS AND SERVICES

4. Implementation is reflected through annual rate setting and cost of services reviews
5. Transparency and compliance with Bond Covenants and City financial policies
6. Remains aligned with **industry standards, financial best practices, and City fiscal objectives**
7. No revisions recommended at this time



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POLICY A-4 – PERFORMANCE MEASURE EVALUATION

1. Establishes the framework for developing, monitoring, and reporting **performance measures** that reflect RPU's **success, efficiency, and service quality**.
2. Ensures that metrics remain **relevant, data-driven, and aligned with industry best practices**
3. Remains consistent with **organizational goals, reporting standards, and the City's focus on measurable results**
4. No revisions recommended at this time



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POLICY A-11 – FISCAL POLICIES

1. Defines principles that ensure financial stability, transparency, and accountability in managing RPU's resources
2. Links strategic financial planning to daily operations, reinforcing strong internal controls and sound fiscal stewardship
3. Ensures clear and consistent financial reporting and adherence to established reserve and budgeting policies



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POLICY A-11 – FISCAL POLICIES

4. Equips the Board and City Council with tools to evaluate fiscal performance against benchmarks and parameters
5. Policy continues to provide a comprehensive and effective framework for RPU's financial management
6. No revisions recommended at this time



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NEXT STEPS

January 12, 2026 • Board Policies B-2: Board and Committee Structure, B-3: Communication and Support of the Board and B-4: Board Training and Education

• Standing Rules Sections 11: Amendment of Standing Rules and 8: Committees

January 26, 2026 • Board Policies A-10: Customer Care
• Standing Rules Section 10: Report to the City



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RECOMMENDATIONS

That the Board of Public Utilities:

1. Review and discuss the Board of Public Utilities Standing Rules and Policy Guide
2. Review and approve red-line changes from the Board meeting on November 17, 2025;
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.



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