



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: SEPTEMBER 25, 2023**

**SUBJECT: ABSENCE OF BOARD MEMBER GUJRAL FROM THE AUGUST 14, 2023  
REGULAR MEETING OF THE BOARD OF PUBLIC UTILITIES**

**ISSUE:**

Consider whether to excuse the absence of Board Member Gujral from the August 14, 2023, regular meeting of the Board of Public Utilities.

**RECOMMENDATIONS:**

That the Board of Public Utilities discuss and determine whether to excuse the absence of Board Member Gujral from the August 14, 2023, regular meeting of the Board of Public Utilities.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy in Resolution No. 23976, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Board is required to express in its official minutes if the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

**DISCUSSION:**

Staff did not receive notification that Board Member Gujral would not be in attendance at the August 14, 2023, regular meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Todd M. Corbin, Utilities General Manager  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Certified as to  
Availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer