



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JUNE 9, 2025

SUBJECT: BOARD STANDING RULES AND POLICY GUIDE – BOARD TOP PRIORITIES FOR DETAILED REVIEW

ISSUE:

Consider receiving a presentation on the Board of Public Utilities' top priorities for reviewing the Board's Standing Rules and Board Policy Guide and consider forming an ad hoc committee to review and recommend amendments to the Board Standing Rules and Policy Guide over the next year.

RECOMMENDATION(S):

That the Board of Public Utilities:

1. Receive a presentation on the top priorities for review of the Board of Public Utilities Standing Rules and Policy Guide;
2. Form an ad hoc committee comprised of three Board members appointed by the Board Chair to review and recommend amendments to the Board Standing Rules and Board Policy Guide for the term of 12 months.

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.

DISCUSSION:

This report provides results of the Board survey and provides options for how the Board may proceed with their review of the policy priorities. Six of the seven Board members responded to the survey. Additionally, while the priorities identified may be the items taken first, all the topics may be discussed throughout the year; priority topics are those that will be addressed first in the process determined by the Board.

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 1: 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.

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	B-4	Board Training/Education Policy
3	A-11	Fiscal Policies (Fiscal Policies)
2	B-2	Board Committee Structure
2	B-2	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

Additional Items for Board Consideration

Board members requested that the survey prioritize policies for discussion and provide the opportunity to identify additional topics for discussion. Not all members provided a response in this section. Of the three who did, they all requested a discussion on customer/community engagement. One member also requested that the following be considered to addition to Board Policy B-1: Role of the Chair for Public Meetings:

1. Collaborates with Management to ensure items requested by Board Members for future meeting discussion are scheduled for discussion on a timely basis.
2. Ensures Management provides the Board with a list of “Items for Future Discussion” that

includes a projected date for discussion.

3. If the Board decides to conduct a Workshop on a particular topic, the Chair may choose to expand Public Comment to provide the public the opportunity to comment both after a staff presentation as well as after Board discussion.

Ad Hoc Committee to review and recommend updates/amendments

To fully review these documents with Board input requires substantial time due to the complexity and length of each document. Most current Board members have also not been part of the process for comprehensively updating these documents so there may be limited familiarity with the content and history. To facilitate the discussions and streamline the process at formal Board meetings, Board Standing Committees, historically, completed the reviews and made recommendations for updates and amendments. Because the Board does not have Standing Committees, staff recommends that the Board form one or more Ad Hoc Committee to undertake an in-depth review of each document and set of policies. Updates from the Committee could be provided to the full Board throughout the year.

The Board may establish an ad hoc committee in compliance with the Standing Rules and with the Ralph M. Brown Act (Brown Act) (California Government Code 54950 et seq) for open and public meetings of legislative bodies, commissions and boards. Ad Hoc Committees may be formed to handle more complex tasks that cannot be accomplished during a single meeting of the Board. Under the Standing Rules, 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.

To support this purpose, staff recommends that one or more Ad Hoc committees of 2-3 members be formed for a limited term of 12 months from the committee's first meeting, to review and recommend amendments to the Standing Rules and the Board Policy Guide, prioritizing policies identified by the Board member's survey results. The Ad Hoc committee could provide verbal updates throughout the year or ask for those items to be agendaized for full Board consideration. At the end of the 12 months, the committee will provide a final report inclusive of any recommended amendments to both documents for the full Board's consideration.

Ad Hoc committees may be open to the public, at the discretion of the Board. They may also include an agenda and materials that are not required to be posted pursuant to the City's sunshine ordinance or the requirements of the Brown Act. The purpose of these discussions is to facilitate complex discussions that cannot or are difficult to address during the formal business meeting of the Board at which the intent is to conduct business. Ad Hoc committees allow for in-depth discussion between the committee members of the items being considered. While staff is not required to attend the Ad Hoc committee meetings, RPU staff will be available to the committee to assist with their review of the documents.

STRATEGIC PLAN ALIGNMENT:

This item contributes to:

Strategic Priority #1 – Arts, Culture & Recreation

Goal 1.5 – Support programs and amenities to further develop literacy, health, and education of children, youth and seniors throughout the community.

Strategic Priority #2 – Community Well-Being

Goal 2.1 – Facilitate the development of a quality and diverse housing supply that is available and affordable to a wide range of income levels.

Goal 2.2 – Collaborate with partner agencies to improve household resiliency and reduce the incidence and duration of homelessness.

Goal 2.4 – Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.

Goal 2.5 – Foster relationships between community members, partner organizations, and public safety professionals to define, prioritize, and address community safety and social service needs.

Goal 2.6 – Strengthen community preparedness for emergencies to ensure effective response and recovery.

Strategic Priority #3 – Economic Opportunity

Goal 3.1 – Facilitate partnerships and programs to develop, attract and retain innovative business sectors.

Goal 3.3 – Cultivate a business climate that welcomes innovation, entrepreneurship and investment.

Goal 3.4 – Collaborate with key partners to implement policies and programs that promote local business growth and ensure equitable opportunities for all.

Strategic Priority #4 – Environmental Stewardship:

Goal 4.1 – Rapidly decrease Riverside's carbon footprint by acting urgently to reach a zero-carbon electric grid with the goal of reaching 100% zero-carbon electricity production by 2040 while continuing to ensure safe, reliable, and affordable energy for all residents.

Goal 4.2 – Sustainably manage local water resources to maximize reliability and advance water reuse to ensure safe, reliable, and affordable water to our community.

Goal 4.6 – Implement the requisite measures to achieve citywide carbon neutrality no later than 2040.

Strategic Priority #5 – High Performing Government and the following goals:

Goal 5.1 – Attract, develop, engage, and retain a diverse and highly skilled workforce across the entire City organization.

Goal 5.2 – Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

Goal 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

Strategic Priority #6 – Infrastructure, Mobility & Connectivity, and the following goal:

Goal 6.3 – Identify and pursue new and unique funding opportunities to develop, operate maintain, and renew infrastructure and programs that meet the community's needs.

This item aligns with EACH of the five Cross-Cutting Threads based as follows:

1. **Community Trust** – The Board Standing Rules and Policy Guide provide a transparent view of RPU's standing policies and Board procedures and are discussed in a forum that accommodates community engagement and the involvement of Board of Public Utilities.
2. **Equity** – The Board Standing Rules and Policy Guide are available to all members of the public via the City website, and the presentation of these documents in a public forum accommodates community engagement from all members of the public.
3. **Fiscal Responsibility** – The Board Standing Rules and Policy Guide demonstrate the Utility's commitment to responsible management of the Utility's resources and commitment to customers.
4. **Innovation** – The Board Standing Rules and Policy Guide provide guidance related to how RPU will meet the community's changing needs as the Utility's infrastructure, financial and community needs.
5. **Sustainability & Resiliency** – The Board Standing Rules and Policy Guide demonstrate the Utility's commitment to sustainability, resiliency and the long-term health of the Utility and preservation of Utility services.

FISCAL IMPACT:

There is no fiscal impact from this item.

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Attachments:

1. Board Standing Rules, Amended March 10, 2025
2. Board Policy Guide, Amended May 22, 2017
3. Presentation