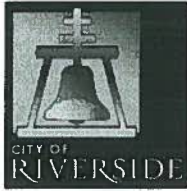


Complete 6-22-17  
an



City of Arts & Innovation

## CODE OF ETHICS AND CONDUCT COMPLAINT

Riverside Municipal Code Chapter 2.78

**RECEIVED**

A Public Document

JUN 20 2017

City of Riverside  
City Clerk's Office

**1. Person filing complaint:**

Name JASON HUNTER Email jehunter51@msn.com  
Address 6185 MAGNOLIA AVE #177, RIVERSIDE, CA 92506  
Phone (702) 321-2630

**2. Official who committed alleged violation:**

Name DAVID AUSTIN  
Position CHAIRMAN, BOARD OF PUBLIC UTILITIES

**3. Date(s) of alleged violation:** 5/22/17

**4. Date you became aware of alleged violation** 5/22/17

*Complaints shall be filed with the City Clerk within 180 calendar days of discovery of an alleged violation, but in no event later than three (3) years from the date of the alleged violation.*

**5. Specific Prohibited Conduct Section of Code of Ethics and Conduct allegedly violated:**

- ☐ Use of Official Title or Position for Personal Gain Prohibited
- ☐ Use or Divulgence of Confidential or Privileged Information Prohibited
- ☐ Use of City Resources for Non-City Purposes Prohibited
- ☐ Advocacy of Private Interests of Third Parties in Certain Circumstances Prohibited
- ☐ Endorsements for Compensation Prohibited
- ☐ Violation of Government Code Sections 87100 et seq., Prohibited (Conflict of Interest)
- ☐ Certain Political Activity Prohibited (Coercion of City employees to participate in election activities)
- ☐ Display of Campaign Materials in or on City Vehicles Prohibited
- ☐ Knowingly Assisting Another Public Official in Violating This Code of Ethics and Conduct Prohibited
- ☐ Negotiation for Employment With Any Party Having a Matter Pending Before City Prohibited
- ☐ Ex Parte Contact in Quasi-Judicial Matters Prohibited
- ☐ Attempts to Coerce Official Duties Prohibited
- ☒ Violations of Federal, State, or Local Law Prohibited

6. Description of the specific facts of the alleged violation (may submit as attached separate sheet):

On Item #19 (DARK FIBER LEASING PROGRAM) FOR THE MAY 22, 2017, BOARD OF PUBLIC UTILITIES MEETING, THE FIRST SPEAKER DURING THE PUBLIC COMMENT PORTION WAS ALLOWED TO OPINE FOR MORE THAN 4 MINUTES, VIOLATING 7B OF THE "STANDING RULES OF THE BOARD OF PUBLIC UTILITIES OF THE CITY OF RIVERSIDE," WHICH LIMITS EACH SPEAKER'S REMARKS TO 3 MINUTES UNLESS THE RPU BOARD ALTERS THE TIME ALLOTTED FOR PUBLIC REMARKS BY MAJORITY VOTE. UNDER RULE 5-A OF THE "STANDING RULES..." THE CHAIR (MR. AUSTIN) SHALL ENFORCE THE STANDING RULES. NO VOTE WAS TAKEN.

ALLOWING A SPEAKER MORE TIME THAN OTHERS (DURING PUBLIC COMMENT) TO EXPRESS A VIEW THAT IS FAVORABLE TO SOME (THE CHAIR, RPU, OR THE CITY PERHAPS) WORKS AGAINST ENSURING THAT

EVERYONE IS TREATED IN A JUST & FAIR MANNER (SECTION 2.78.050 RIVERSIDE MUNICIPAL CODE), ALTHOUGH THIS IS NOT NECESSARY TO PROVE UNDER THE NEW CODE OF ETHICS AND CONDUCT.

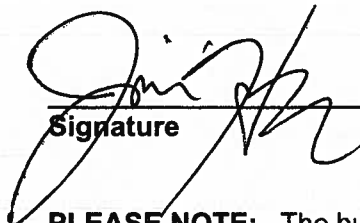
7. Names, addresses, telephone numbers, and email addresses, if known, of each person the complainant intends to call as a witness at the hearing (may identify additional witnesses on a separate sheet):

DAVID R. AUSTIN, [REDACTED]

**8. Attach copies of any and all documents, photographs, recordings, or other tangible materials to be introduced and considered at the hearing.**

*Witnesses, documents, photographs, recordings or other tangible materials, other than those submitted with the complaint or official's reply, shall not be introduced at the hearing or considered by the hearing panel, except upon a finding by the hearing panel that the discovery of the evidence came to the awareness of the proponent after the filing of the complaint or reply and that the proponent disclosed such information to the City Clerk as soon as practicable after becoming aware of its existence. However, the hearing panel may subpoena additional witnesses, documents, photographs, recordings and other tangible evidence to be introduced and considered.*

**9. Signed under penalty of perjury of the laws of the State of California:**

 \_\_\_\_\_  
Signature

6/12/17  
\_\_\_\_\_   
Date

**PLEASE NOTE:** The burden of proof is on the complainant and the complainant must prove the violation by a preponderance of the evidence.

*Failure to complete all sections of this form may result in the filing being deemed incomplete and the complainant will be so notified. Incomplete filings will not be processed.*

File completed form and attachments:

Office of the City Clerk  
City of Riverside  
3900 Main Street  
Riverside, CA 92522  
951-826-5557  
city\_clerk@riversideca.gov

**Please prepare timestamps on the CD at the following points:**

- 1) Beginning of Item #19 (0:37:40 on VTS\_02\_1)**
- 2) Beginning of Public Comment on Item #19 (0:48:40 on VTS\_02\_1)**

## **STANDING RULES OF THE BOARD OF PUBLIC UTILITIES OF THE CITY OF RIVERSIDE**

Pursuant to Section 804 of the Riverside City Charter (Charter), the Board of Public Utilities (RPU Board) hereby prescribes its standing rules, copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection and on the City's website.

### **1. POWERS, DUTIES AND FUNCTIONS (Charter sections 1200 through 1205)**

There shall be a RPU Board which shall have the power and duty to:

- A. Consider the annual budget for the Riverside Public Utilities (RPU) during the process of its preparation and make recommendations with respect thereto to the City Council and the City Manager. (Charter Section 1202(a).)**
- B. Authorize, and let public works contracts in compliance with Charter Section 1109, within the limits of the budget of RPU, any purchase of equipment, materials, supplies, goods or services, or any acquisition, construction, improvement, extension, enlargement, diminution, or curtailment of all or any part of any public utility system when the amount exceeds \$50,000, and authorize the City Manager, or his designee, to execute contracts or issue purchase orders for the same. This amount may be increased in \$1,000 increments by ordinance to account for inflation whenever the cumulative increase in the consumer price index exceeds \$2,000 from the last increase. No such purchase, or acquisition, construction, improvement, extension, enlargement, diminution or curtailment shall be made without such prior authorization.**

Notwithstanding the above, such a purchase, or acquisition, construction, extension, enlargement, diminution or curtailment may be made without prior approval (1) for work done at the request of and at the expense of a customer, pursuant to rules established by the RPU Board and approved by the City Council, or (2) if there is an urgent necessity to preserve life, health or property (i) as determined by the RPU General Manager or, (ii) if the amount exceeds \$100,000 by the RPU General Manager and the City Manager. As soon as practicable thereafter, the RPU General Manager shall take the matter under Charter section 1202(b)(2) to the RPU Board for ratification. (Charter Section 1202(b).)

- C. Within the limits of the budget of the RPU, make appropriations from the contingency reserve fund for capital expenditures directly related to the appropriate utility function. (Charter Section 1202(c).)**

- D. Require of the City Manager monthly reports of receipts and expenditures of RPU, segregated as to each separate utility and monthly statements of the general condition of the department and its facilities. (Charter Section 1202(d).) This information may be conveyed by RPU in any manner as directed by the Board, including (i) periodic summaries and (ii) a mid-year and annual comprehensive financial review.
- E. Establish rates for all utility operations as provided under Charter section 1200 including but not limited to water and electrical revenue producing utilities owned, controlled or operated by the City, but subject to the approval of the City Council. (Charter Section 1202(e).)
- F. Authorize the RPU General Manager to negotiate and execute contracts with individual retail customers for water, electric and any other utility service as provided under Charter section 1200, consistent with rates for such individualized service established pursuant to Charter section 1202(e). (Charter Section 202(f).)
- G. Approve or disapprove the appointment of the RPU General Manager, who shall be the department head. (Charter Section 1202(g).)
- H. Designate its own secretary. (Charter Section 1202(h).)
- I. Make such reports and recommendations in writing to the City Council regarding RPU as the City Council shall deem advisable. (Charter Section 1202(i).)
- J. Exercise such other powers and perform such other duties as may be prescribed by ordinance not inconsistent with any of the provisions of this Charter. (Charter Section 12020).

## 2. MEMBERS (RMC section 2.10.010)

- A. The RPU Board shall be comprised of nine members appointed by the Mayor and City Council. (RMC section 2.10.010.)
- B. Appointments to fill unexpired terms on the board shall be filled in the same manner as original appointments. (Charter section 805.)
- C. Each member must be a qualified elector of the City at the time of the appointment and throughout his/her service on the RPU Board. (Charter section 802.)
- D. Members who fail to maintain qualified elector status must resign from the RPU Board or be removed in accordance with Charter section 802. (Charter section 802.)

- E. The RPU Board shall have at least one member from each Council ward. (Charter section 802.)

3. TERM OF OFFICE (Charter Section 802)

- A. The term of office shall be four (4) years. No member shall serve more than two consecutive full terms. (Charter section 803.) Service of less than one year of an unexpired term shall not be counted as service of one term. (City Council policy.)
- B. In the event that a successor has not been appointed when the term of office of an incumbent member expires, the incumbent member may continue to serve until a successor is appointed. (Charter section 802.)
- C. Members shall be subject to removal by the Mayor and City Council by a motion adopted by five affirmative votes with the mayor entitled to vote. (Charter section 802.)
- D. Members shall be subject to all codes of ethics adopted by City Council resolution and all applicable local, state and federal laws.
- E. Any member may resign from the RPU Board by submitting their written resignation to the Mayor and City Council, as well as to the RPU Board Chair.

4. COMPENSATION; VACANCIES (Charter Section 805)

- A. Members shall serve without compensation for their services on the RPU Board but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council. (Charter section 805.)
- B. The City's Code of Ethics sets forth a set of core values that constitute the guiding principles for the establishment of the code. These core values are expressed in a series of aspirations, one of which is to ensure that members of appointed boards, commissions, and committees make a diligent effort to attend all regularly scheduled meetings of their board, commission, or committee. (City Code of Ethics, Section II.C.9.) The RPU Board Chair is responsible to intervene and provide appropriate guidance to members and, if need be, communicate concerns to the City Council. (City Code of Ethics, Section III.A.5.)

- C. Any vacancies, from whatever cause arising, shall be filled by the Mayor and City Council with the Mayor entitled to vote on any such appointment. Upon vacancy occurring leaving an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term. If a position on the RPU Board has remained vacant for sixty (60) days, the Mayor shall appoint a person to fill the vacancy in accordance with Charter section 803. (Charter section 803.)
- D. As approved by the City Council on May 6, 2014, board members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24 hours advance notice shall not preclude the Board from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

The term of any member of the Board shall expire and the position vacated subject to either of the following conditions:

1. He/she is absent unexcused from three consecutive regular meetings of the board, or
2. He/she is absent, whether excused or unexcused, from more than one-third of the regularly scheduled meetings in any calendar year.

5. OFFICERS (Charter Section 804)

- A. The RPU Board shall have at least two officers, Chair (Charter section 804) and Vice-Chair, and such other officers as it deems necessary.
- B. The Chair shall preside over all meetings of the RPU Board and shall have the same rights as other members (Charter section 805), including the right to make or second a motion. The Chair shall have the right to vote on all matters. The Chair shall sign all documents on behalf of the RPU Board after such documents have been approved by the RPU Board, shall appoint the membership of each committee and the committee chair, shall enforce these standing rules, shall serve on or appoint a member to serve on any ad hoc committees as requested by the City Council, shall consult with Board members that are absent at standing committee meetings and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the RPU Board. The Chair may also be chosen, on a random basis, to serve as a member of an adjudicating body considering a complaint from members of the public regarding elected or appointed officials that the City's Code of Ethics has been violated. The Chair shall submit a request to the City Manager that a Board member participate in the search process and sit on any interview panel when hiring a new RPU General Manager. The Chair or a Board designee may represent the Board on an issue before the City Council.



- C. In the absence of the Chair, the Vice-Chair shall assume all the duties and powers of the Chair. In the absence of the Chair, all actions taken by the Vice-Chair shall have the same force and effect as if taken by the Chair.
- D. The election of officers shall be conducted annually at the first meeting in March. (Charter section 804.)
- E. All officers shall be elected by the members for a term of one year. A member may serve no more than two successive years in the same office.
- F. Election of officers shall be conducted in the following manner:
  - 1. The outgoing chair shall call for nominations. Any member may make a nomination for officers, and such nomination does not need to be seconded by another member.
  - 2. Nominations will be closed only by motion of a member, and seconded by another member.
  - 3. The Board shall then vote for the officer by a hand vote.
  - 4. In the event of a tie, the two members that received the most votes shall have a run-off election, conducted in the same manner.
  - 5. In the event of another tie, the officer shall be selected by a coin toss.
- G. In the event of the resignation or removal of the Chair during the year, the Vice-Chair shall become the Chair and a new election shall be held for Vice-Chair. In the event of the resignation or removal of any other officer, a new election shall be held to fill the vacant office.
- H. If the Chair and Vice-Chair are both absent at any meeting of the RPU Board, the RPU Board shall elect a Chair Pro Tern which shall perform all duties of the Chair.

6. MEETINGS

- A. Regular meetings of the RPU Board shall be held on the second and fourth Monday of each month at 6:30 p.m., in the Art Pick Council Chamber. Committee meeting times will be annually determined by the committee members, at a mutually convenient time.
- B. A special meeting may be called by the Chair or any five members of the RPU Board. Members shall be given at least twenty-four hours notice before any special meeting. The notice and agenda for any special meeting will be distributed in accordance with the Brown Act, Section 54950 *et seq.* of the California Government Code.

- C. All meetings of the RPU Board and its standing Committees shall be open to the public. (Charter section 804.) Notice shall be given to the public prior to convening any meeting in accordance with the Brown Act.
- D. A majority of all members of the RPU Board shall constitute a quorum for the transaction of business. A motion shall carry upon the affirmative vote of the majority of the members present at the meeting.
- E. The RPU Board meeting may be cancelled, continued or adjourned by the Chair, or the Public Utilities General Manager or his designee, due to a lack of a quorum or lack of sufficient agenda items.
- F. The RPU Board has designated the Public Utilities General Manager to act as secretary for the recording of minutes of the RPU Board and for any other duties as delegated by the RPU Board. The minutes shall be kept on file in the Public Utilities Department, City Hall, and shall be available for public inspection.
- G. The RPU Board may promulgate such rules, regulations, policies and procedures for its conduct, as it deems necessary.

All adopted rules, regulations, policies, and procedures shall be promptly filed with the City Clerk (Charter section 804), and shall bear the signature of the Chair and the date they were adopted.

## 7. CONDUCT OF MEETINGS

### A. Order of Discussion

The order of discussion after introduction of an item by the presiding Officer will be as follows:

#### 1. Generally

- Staff presentation, information and reports
- Public comments
- RPU Board members, including questions, discussion, motion and action

#### 2. Public Hearings

- Opening of public hearing
- Staff presentation, information and reports
- Public comments
- Closure of public hearing
- RPU Board members, including questions, discussion, motion and action

### **3. Appeals**

- Staff presentation, information and reports
- Appellant presentation, comments and information
- Public comments
- Closing statements by appellant
- Closure of public testimony
- RPU Board members, including questions, discussion, motion and action

Once the agenda item is placed before the RPU Board for questions, discussion, motion and action, no member of the public shall be allowed to address the RPU Board without the consent of the RPU Board

#### **B. Oral Communications from the Audience**

A portion of each agenda of a regular meeting of the RPU Board shall provide an opportunity to members of the public to address the RPU Board on any issue concerning Riverside Public Utilities business, including consent calendar items, or item of interest that is within the subject matter jurisdiction of the RPU Board ("Citizens Participation").

The RPU General Manager and members of the Board of Public Utilities may:

1. Briefly respond to statements made or questions posed by members of the public.
2. Ask questions for clarification.
3. Provide a reference to staff or other resources for factual information.
4. Request staff to report back to the Board at a subsequent meeting on any matter.
5. Take action to direct staff to place a matter of business on a future agenda.

→ Each person desiring to address the RPU Board during Citizens Participation, Board Discussion Items, Workshops, or Public Hearings shall fill out and file a form provided by the RPU Board Secretary. Requests to be heard must be submitted to the RPU Board Secretary any time prior to the conclusion of public comment on the agenda item. Each person speaking shall limit his/her remarks to three (3) minutes. For each and every public speaker, the RPU Board Secretary shall be required to utilize the timing system which provides the speakers with notice of their remaining time to complete their presentations.

→ The RPU Board retains the right, by majority vote, to alter the time allotted for public remarks.

C. Time Limitation for Public Testimony at Public Hearings and Public Discussion

The RPU Board reserves the right to determine the total amount of time for testimony on any particular hearing matter and/or for each individual speaker.

For each and every public speaker, the RPU Board Secretary shall be required to utilize the timing system which provides the public with notice of their remaining time to complete their presentations. In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group. Speakers may not concede any part of their time to another speaker.

D. Decorum and Enforcement of Decorum

The RPU Board hereby incorporates by reference the sections related to decorum and enforcement of decorum as set forth in the City Council Rules of Procedure and Order, as amended from time to time.

8. COMMITTEES

- A. The RPU Board has established the following three standing committees: Customer Relations/Finance, Electric, and Water. Appointments to the committees shall be made annually by the Board Chair, upon consultation with the individual members, concurrent with the election of officers by the first meeting in April. The exception is the Customer Relations/Finance Committee, which shall be composed of at least the Board Chair, the Vice-Chair and the chairs of the remaining two committees.
- B. Each committee shall consist of four members, with a Chair appointed by the Board Chair, except for the Customer Relations/Finance Committee, whose chair shall be the Board Chair. Three members of each committee shall constitute a quorum for the transaction of business. Normally, each committee will meet on a monthly basis.
- C. 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.

**9. APPOINTMENT TO COMMITTEES OF OUTSIDE ORGANIZATIONS**

When openings arise on committees for outside organizations (including but not limited to trade organizations, governmental associations and other outside organizations), the RPU General Manager will agendaize the item on the next scheduled board meeting. Prior to the meeting, the RPU Board will be provided an outline of the duties and responsibilities of the position and be requested to indicate their interest in serving on the committee. At the scheduled board meeting, the RPU Board will request that the City Council nominate a member.

**10. REPORT TO THE CITY**

The RPU Board shall present an annual report of its activities for the past year to the Mayor and City Council, at the direction of the Mayor and City Council.

**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.

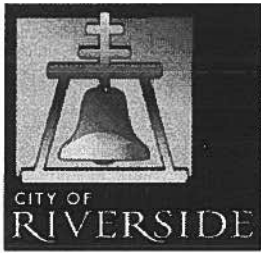
Respectfully Submitted,



Board Chair



Date Approved



# City of Riverside

## Board of Public Utilities

Public Utilities  
Administrative Office  
3750 University Ave. 3 Fl.  
Riverside, CA 92501  
951-826-2135

*City of Arts & Innovation*

### Agenda - Final

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Meeting Date: Monday, May 22, 2017  
Publication Date: Wednesday, May 10, 2017

4:00 PM

Art Pick Council Chamber  
3900 Main Street  
Riverside, CA 92522

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### MISSION STATEMENT

The City of Riverside Public Utilities Department is committed to the highest quality water and electric services at the lowest possible rates to benefit the community

*The City of Riverside wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by 42 U.S.C. §12132 of the Americans with Disabilities Act of 1990. Any person who requires a modification or accommodation in order to participate in a meeting, should direct such request to the City's ADA Coordinator at (951) 826-5427 or TDD at (951) 826-5439 at least 72 hours before the meeting, if possible.*

*SPEAKER CARDS—If you wish to address the Board of Public Utilities, please complete and submit a speaker card to the Secretary. Speaker cards can be found next to the Secretary. Speaker cards will be accepted until conclusion of public comment on the agenda item. In accordance with the Public Records Act, any information you provide on this form is available to the public.*

*Agenda related writings or documents provided to the Board of Public Utilities are available for public inspection in a binder located in the lobby/meeting room while the Board of Public Utilities is in session.*

### PLEDGE OF ALLEGIANCE TO THE FLAG

*The following information and recommendations pertaining to Riverside Public Utilities are submitted for your information and action:*

**4:00 P.M.****CITIZENS PARTICIPATION**

- 1 Public Comment Period - This is the portion of the meeting specifically set aside to invite your comments regarding Consent Calendar items and any matters within the jurisdiction of the Riverside Public Utilities Board - Individual audience participation is limited to 3 minutes and you will be asked to state your name and city of residence. Please complete and submit a speaker card to the Board Secretary.

**WORKSHOP****2 STRATEGIC TECHNOLOGY PLAN UPDATE AND WORKSHOP**

That the Board of Public Utilities receive and file presentation providing an update on the Strategic Technology Plan.

(presentation by Girish, Lea Deesing, & Mujib Lodhi – 1 1/2 hours)

**Attachments:** Report  
Presentation

**6:30 P.M.****PRESENTATIONS****3 EMPLOYEE RECOGNITION AWARD TO THE PROJECT TEAM FOR THE OPERATIONAL DATA MANAGEMENT SYSTEM**

That the Board of Public Utilities recognize CJ Smith, Project Manager, Wes Wisniewski, Senior GIS Analyst for their excellent work and Jennifer Tavaglione, Sr. Project Manager for her leadership in planning, designing, developing and implementing one of the key systems identified in our technology strategic plan, Operational Data Management System (ODMS). This system serves as the foundation for our advanced analytics program providing unified operational, management, and performance information dashboard (operational/executive) across RPU business units to make informed day-to-day operational as well as strategic decisions.

(presentation by Girish Balachandran – 10 min)

**Attachments:** Report

**CITIZENS PARTICIPATION**

- 4 Public Comment Period - This is the portion of the meeting specifically set aside to invite your comments regarding Consent Calendar items and any matters within the jurisdiction of the Riverside Public Utilities Board - Individual audience participation is limited to 3 minutes and you will be asked to state your name and city of residence. Please complete and submit a speaker card to the Board Secretary.

**CONSENT CALENDAR**

*All matters listed under the CONSENT CALENDAR are considered routine by the Board of Public Utilities and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Board of Public Utilities votes on the motion to adopt, Members of the Board of Public Utilities or the Public Utilities General Manager, or his designee, request specific items be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after adoption of the balance of the Consent Calendar.*

**Minutes**

- 5 Approval of the minutes from the Board of Public Utilities regular meeting held on April 24, 2017.

**Attachments:** draft 04-24-2017 Minutes

**Board Attendance**

- 6 EXCUSE BOARD MEMBER DAVID CROHN'S ABSENCE FROM THE REGULAR MEETING OF THE BOARD OF PUBLIC UTILITIES ON APRIL 10, 2017

That the Board of Public Utilities excuse Board Member David Crohn's absence from the Board of Public Utilities meeting of April 10, 2017 because of a religious observance.

**Attachments:** Report

- 7 EXCUSE BOARD MEMBER JENNIFER O'FARRELL'S ABSENCE FROM THE REGULAR MEETING OF THE BOARD OF PUBLIC UTILITIES ON APRIL 24, 2017

That the Board of Public Utilities excuse Board Member Jennifer O'Farrell's absence from the Board of Public Utilities meeting of April 24, 2017 because of business.

**Attachments:** Report



Water Items

- 8 CONSTRUCTION OF THE EMERGENCY PAVEMENT REPAIRS FOR THE 12-INCH WATER PIPELINE BREAK AT THE INTERSECTION OF LYON AVENUE AND VICTORIA AVENUE IN THE UNINCORPORATED AREA OF RIVERSIDE COUNTY – RESOLUTION DECLARING THE REPAIR AN URGENT NECESSITY FOR PRESERVATION OF LIFE, HEALTH, AND PROPERTY - PURCHASE ORDER 173999, IN THE AMOUNT OF \$70,697.50, TO ALL AMERICAN ASPHALT FOR THE CONSTRUCTION REPAIRS - WORK ORDER NO. 1724223 FOR \$116,000

That the Board of Public Utilities:

1. Recommend that the City Council:

a. Adopt, by at least five affirmative votes, the attached Resolution declaring the Emergency Pavement Repairs for the Water Pipeline Break at the intersection of Lyon Avenue and Victoria Avenue, in the unincorporated area of Riverside County, are of an urgent necessity for the preservation of life, health, and property, and waiving the formal public bidding requirements in accordance with section 1109 of the City Charter;

b. Approve Purchase Order 173999, in the amount of \$70,697.50, to All American Asphalt for the construction repairs; and

2. Approve the expenditure of \$116,000, which includes all design, construction (All American Asphalt for \$70,697.50), construction management and inspection costs for the Emergency Pavement Repairs for the Water Pipeline Break at the intersection of Lyon Avenue and Victoria Avenue, in the unincorporated area of Riverside County.

Attachments:    Report  
                          Project Photos  
                          Resolution  
                          Emergency Purchase Order No. 173999  
                          Presentation

- 9 DEMOLITION OF THE ABANDONED MARY EVANS BOOSTER STATION – AWARD OF BID NO. RPU-7476 TO BHL INDUSTRIES, INC. OF LYNWOOD, CALIFORNIA, IN THE AMOUNT OF \$63,125 – APPROVE WORK ORDER NO. 1702588 FOR \$112,000

That the Board of Public Utilities:

1. Award a contract for the Demolition of the Abandoned Mary Evans Booster Station – Bid No. RPU-7476 to the lowest responsive and responsible bidder, BHL Industries, Inc. of Lynwood, California, in the amount of \$63,125; and
2. Approve the capital expenditure of \$112,000 for Work Order No. 1702588, which includes all design, construction, contract administration, inspection, and construction contingency costs for the Demolition of the Abandoned Mary Evans Booster Station.

Attachments:    Report  
                          Presentation  
                          Bid Recommendation

- 10 CONSTRUCTION OF THE GLENWOOD DRIVE WATER MAIN RELOCATION PROJECT – WORK ORDER NO. 1718758 FOR \$117,000 – 300 FEET OF PIPELINE BY CITY FORCES

That the Board of Public Utilities approve the expenditure of \$117,000 for Work Order No. 1718758, which includes all design, construction, paving and construction contingency costs for the Glenwood Drive Water Main Relocation Project.

Attachments:    Report  
                          Presentation

- 11 WaterSMART GRANT FROM THE BUREAU OF RECLAMATION APPLICATION - IN THE AMOUNT OF \$74,332 FOR A WATER METER EFFICIENCY PROJECT, AND AUTHORIZE \$74,333 IN FUNDING TO MATCH THE GRANT

That the Board of Public Utilities:

1. Approve the WaterSMART Grant Application; and
2. Recommend that the City Council adopt the attached resolution authorizing funding of \$74,333 to match a grant opportunity from the Bureau of Reclamation.

**Attachments:**    Report  
                          Water Loss Analytics Grant Application  
                          Resolution  
                          Presentation

#### Other Items

- 12 SAS MASTER LICENSE AGREEMENT TO LICENSE THE SAS OFFICE ANALYTICS SOFTWARE PACKAGE IN THE AMOUNT OF \$98,320 FOR ONE YEAR

That the Board of Public Utilities:

1. Approve the Master Software License Agreement and Supplement Agreement with SAS Institute Inc. to license an Enterprise server version of a bundled SAS Office Analytics software platform on behalf of Riverside Public Utilities for an initial amount of \$98,320 which includes the primary software licensing costs (\$65,870), supplemental software installation and training support (\$11,950), and anticipated Innovation and Technology Department hardware costs (\$20,500); and
2. Authorize the City Manager, or his designee, to execute the Master Software License Agreement and Supplement Agreement with SAS Institute Inc.

**Attachments:**    Report  
                          Agreement  
                          Presentation

13 CUSTOMER ENGAGEMENT PROGRAM TASK ORDER WITH SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY FOR SERVICES PROVIDED BY ORACLE, INC. IN THE AMOUNT OF \$250,000 THROUGH JUNE 30, 2018

That the Board of Public Utilities recommend that the City Council:

1. Approve the Task Order for the Customer Engagement Program through June 30, 2018, between Riverside Public Utilities and Southern California Public Power Authority in the amount of \$250,000 for services offered by Oracle Inc. through a Master Professional Services Agreement with Southern California Public Power Authority; and
2. Authorize the City Manager, or his designee, to sign the Task Order for the Customer Engagement Program through June 30, 2018, between Riverside Public Utilities and Southern California Public Power Authority in the amount of \$250,000 for services offered by Oracle Inc. through a Master Professional Services Agreement with Southern California Public Power Authority; and
3. Authorize City Manager, or his designee, to make any minor non-substantive changes to the Customer Engagement Program Task Order without exceeding the previously approved program budget.

**Attachments:** Report  
Task Order No. RPU-01  
SCPPA-Oracle Amendment 2017  
SCPPA Customer Engagement Proposal Opower  
Presentation

14 ANNUAL CALIFORNIA ENERGY COMMISSION POWER SOURCE  
DISCLOSURE REPORT, ANNUAL POWER CONTENT LABEL, AND  
ATTESTATION TO THE CALIFORNIA ENERGY COMMISSION

That the Board of Public Utilities:

1. Approve the Annual Power Source Disclosure Report for calendar year 2016;
2. Attest as to the accuracy of the Annual Power Source Disclosure Report;
3. Approve the Annual Power Content Label for calendar year 2016; and
4. Authorize the City Manager, or his designee, to execute and submit the attestation.

**Attachments:** Report

2016 Power Source Disclosure forms

2016 Power Content Label

Report

15 APPROVE EXPENDITURES FOR THE SUPERION, LLC. FINANCIAL AND  
HUMAN RESOURCES SOFTWARE UPGRADE PROJECT FOR ELECTRIC'S  
AND WATER'S SHARE ALLOCATION IN THE AMOUNT OF \$103,017.08 AND  
\$34,339.02, RESPECTIVELY, FOR A TOTAL COST OF \$137,356.10.

That the Board of Public Utilities approve expenditures for the financial and human resources software upgrade and consulting services for an enterprise resource planning project, of which Electric's and Water's share allocation is \$103,017.08 and \$34,339.02, respectively, for a total of \$137,356.10.

**Attachments:** Report

16 RIVERSIDE PUBLIC UTILITIES BOARD POLICY GUIDE – CONTINUED FROM  
FEBRUARY 27, 2017

That the Board of Public Utilities adopt revisions to the Board Policy Guide to incorporate previously approved and adopted policies.

**Attachments:** Report

BOARD-POLICIES redlined

BOARD-POLICIES clean version

**17 RIVERSIDE PUBLIC UTILITIES BOARD COMMITTEE AND OUTSIDE ORGANIZATION ASSIGNMENTS**

That the Board of Public Utilities:

1. Receive assignments for 2017/18 standing committees of the Board of Public Utilities; and
2. Recommend that the City Council appoint representatives to outside organizations as outlined in the report.

**Attachments:** Report

**18 RIVERSIDE PUBLIC UTILITIES WORKFORCE DEVELOPMENT EDUCATION LOAN PROGRAM FOR \$200,000 ANNUALLY**

That the Board of Public Utilities recommend that the City Council:

1. Approve the Riverside Public Utilities Education Loan Program;
2. Approve the Educational Loan Agreement;
3. Authorize the City Manager, or his designee, to execute an Educational Loan Agreement with employee participants of the Riverside Public Utilities Workforce Development Education Loan Program, in a cumulative amount not to exceed \$200,000 annually; and
4. Approve the expenditure, not to exceed \$200,000 annually in tuition payments.

**Attachments:** Report  
Agreement  
Presentation

**DISCUSSION CALENDAR**

*This portion of the Board of Public Utilities Agenda is for all matters where staff and public participation is anticipated. Individual audience participation is limited to 3 minutes.*

- 19 DARK FIBER LEASING PROGRAM INCLUDING ESTABLISHING UNIFORM LEASE RATES FOR THE USE OF THE DARK FIBER INFRASTRUCTURE, PHYSICAL AND CYBER SECURITY POLICIES, A MASTER FIBER LEASE LICENSE AGREEMENT, A NEW COST CENTER WITHIN THE ELECTRIC FUND FOR RELATED EXPENSES AND REVENUE - SUPPLEMENTAL APPROPRIATION OF \$1,800,000 FOR THE DARK FIBER PROGRAM CONSTRUCTION AND MANAGEMENT ACTIVITIES AND TRANSFER OF \$1,800,000 FROM UNDESIGNATED RESERVES TO A FIBER DESIGNATED RESERVE TO FUND LEASED FIBER ACTIVITIES

That the Board of Public Utilities recommend that the City Council:

1. Approve the Dark Fiber Leasing Program;
2. Establish uniform lease pricing for the Dark Fiber Leasing Program;
3. Approve the Technology Physical Security Policy;
4. Approve the Master Fiber Lease License Agreement;
5. Establish a new Dark Fiber Cost Center expense and revenue accounts within the Electric Fund, as determined by the Finance Department, to segregate fiber leasing costs and revenue from other electric fund operating expenses and revenues;
6. Establish a Dark Fiber designated reserve account within the Electric Fund, as determined by the Finance Department, and authorize the transfer of \$1,800,000 for prior years' revenue from dark fiber leasing activities to the designated reserve;
7. Authorize a supplemental appropriation for fiscal year 2017/18 budget in the amount of \$1,800,000 with \$1,200,000 for capital expenditures and \$600,000 for operating costs, to account numbers as determined by the Finance Department for future fiber expansion projects;
8. Authorize the City Manager, or his designee, to execute Fiber Use License Agreements under the terms set forth in this staff report;
9. Direct staff to return every 3 years to update the fiber planned routes, and lease pricing; and
10. Direct staff to return every 12 months with a status update on implementation progress of the Dark Fiber Leasing Program.

(presentation by Kevin Milligan - 10 min)

**Attachments:**    Report  
                          Presentation  
                          Master Fiber Agreement  
                          RPU Physical Security Policy

- 20      CONSTRUCTION OF THE COLORADO AVENUE AND TOYON ROAD WATER DISTRIBUTION MAIN REPLACEMENT PROJECT - 9,160 FEET OF WATER DISTRIBUTION PIPELINE – AWARD OF BID NO. RPU-7475 TO MAMCO, INC. DBA ALABBASI OF PERRIS, CALIFORNIA, IN THE AMOUNT OF \$2,077,777 – APPROVE WORK ORDER NO. 1513392 FOR \$2,978,000

That the Board of Public Utilities:

1.      Award a contract for the construction of the Colorado Avenue and Toyon Road Water Distribution Main Replacement Project – Bid No. RPU-7475 to the lowest responsive and responsible bidder, Mamco, Inc. dba Alabbasi of Perris, California, in the amount of \$2,077,777; and
2.      Approve the capital expenditure of \$2,978,000 for Work Order No. 1513392, which includes all design, construction, paving, contract administration, inspection and construction contingency costs for the Colorado Avenue and Toyon Road Water Distribution Main Replacement Project.

(presentation by Todd Jorgenson – 5 min)

**Attachments:**    Report  
                          Presentation  
                          Bid Recommendation

- 21      RECYCLED WATER PROGRAM UPDATE

That the Board of Public Utilities receive and file an update on the City of Riverside Public Utilities Recycled Water Program.

(presentation by Todd Jorgenson – 10 min)

**Attachments:**    Report  
                          Figure 1 - Jackson Street Phases I II and Arlington Recycled Water Project  
                          Figure 2 - Regional Recycled Water Project  
                          Presentation



**BOARD MEMBER/STAFF COMMUNICATIONS**

- 22 SYSTEMATIC REPORTING ON MEETINGS/CONFERENCES/SEMINARS BY BOARD MEMBERS AND/OR STAFF
- 23 ITEMS FOR FUTURE BOARD OF PUBLIC UTILITIES CONSIDERATION AS REQUESTED BY A MEMBER OF THE BOARD OF PUBLIC UTILITIES

**GENERAL MANAGER'S REPORT**

- 24 Water Highlights – March 2017

**Attachments:** Report

- 25 Monthly Power Supply Report – March 2017

**Attachments:** Report

- 26 Open Work Orders over \$200,000 and Closed Work Orders - Summary Report for April 2017

**Attachments:** Report

- 27 RPU Drought and Conservation Efforts / Groundwater Level Update as of March 2017

**Attachments:** Report

- 28 Electric / Water / Consultant Contract Panel Update as of May 1, 2017

**Attachments:** Contractor Panel ED  
Contractor Panel Water Civil  
Contractor Panel Water Paving  
Contractor Panel Elec Consultant Panel

- 29 SCPPA Monthly Agenda I Minutes – March 16, 2017

**Attachments:** Report

- 30 SCPPA Resolution Tracking - March 2017

**Attachments:** Report

- 31 Financial Statements - March 2017

**Attachments:** Report

- 32 City Council / Committee Agendas – April 25, 2017, May 2, 2017, May 9, 2017, and May 16, 2017

Attachments: [CC Agenda 04-25-17](#)  
[CC Agenda 05-02-17](#)  
[CC Agenda 05-09-17](#)  
[CC Agenda 05-16-17](#)

- 33 Upcoming Meetings

Attachments: [Report](#)

- 34 Electric / Water Utility Acronyms

Attachments: [Report](#)

- 35 One Stop Shop Opening Update

- 36 Northside Visioning and Specific Plan Update

### **MISSION STATEMENT**

The City of Riverside is committed to providing high quality municipal services to ensure a safe, inclusive, and livable community.

**CITY OF RIVERSIDE**

**BOARD OF PUBLIC UTILITIES**

Minutes of: Regular Meeting of the Board of Public Utilities  
Date of Meeting: May 22, 2017  
Time of Meeting: 4:00 p.m.  
Place of Meeting: Art Pick Council Chambers  
3900 Main Street (at Main and Tenth Streets)  
Riverside, California

**PLEDGE OF ALLEGIANCE TO THE FLAG WAS GIVEN**

**Roll Call**

|          |                            |                                 |
|----------|----------------------------|---------------------------------|
| Present: | Dave Austin (Chair)        | Jennifer O'Farrell (Vice-Chair) |
|          | David Crohn                | Kevin Foust                     |
|          | Gil Ocegüera               | Jo Russo-Pereyra                |
|          | Elizabeth Sanchez-Monville | Andrew Walcker (arrived late)   |

Absent: None.

**4:00 P.M.**

**CITIZENS PARTICIPATION**

1 None.

**WORKSHOP**

**2 STRATEGIC TECHNOLOGY PLAN UPDATE AND WORKSHOP**

General Manager Girish Balachandran, Assistant General Manager Mujib Lodhi, and Senior Project Manager Jennifer Tavaglione provided an update presentation on the Strategic Technology Plan including "where we started", "where we are today", "where we are headed" and "what's next".

Following discussion, the Board of Public Utilities received and filed this presentation providing an update on the Strategic Technology Plan.

Ayes: Austin, O'Farrell, Crohn, Foust, Ocegüera, Russo-Pereyra, Sanchez-Monville, and Walcker.

**RECESS**

The Board of Public Utilities recessed at 4:57 p.m. and reconvened at 6:30 p.m. in the Art Pick Council Chamber.

**6:30 P.M.**

**PRESENTATIONS**

- 3 EMPLOYEE RECOGNITION AWARD TO THE PROJECT TEAM FOR THE OPERATIONAL DATA MANAGEMENT SYSTEM

The Board of Public Utilities recognized CJ Smith, Project Manager, Wes Wisniewski, Senior GIS Analyst for their excellent work and Jennifer Tavaglione, Sr. Project Manager for her leadership in planning, designing, developing and implementing one of the key systems identified in our technology strategic plan, Operational Data Management System (ODMS). This system serves as the foundation for our advanced analytics program providing unified operational, management, and performance information dashboard (operational/executive) across RPU business units to make informed day-to-day operational as well as strategic decisions.

**CITIZENS PARTICIPATION**

- 4 Ms. Erin Snider (Ward 1) spoke on the Northside Specific Plan

**CONSENT CALENDAR**

A motion was made to approve the following items on the Consent Calendar, with the exception of Item 9, **DEMOLITION OF THE ABANDONED MARY EVANS BOOSTER STATION – AWARD OF BID NO. RPU 7476 TO BHL INDUSTRIES, INC., OF LYNWOOD, CALIFORNIA, IN THE AMOUNT OF \$63,125 – APPROVE WORK ORDER NO. 1702588 FOR \$112,000**, Item 17, **RIVERSIDE PUBLIC UTILITIES BOARD COMMITTEE AND OUTSIDE ORGANIZATION ASSIGNMENTS**, and, Item 18, **RIVERSIDE PUBLIC UTILITIES WORKFORCE DEVELOPMENT EDUCATION LOAN PROGRAM FOR \$200,000 ANNUALLY**, which were placed on the Discussion Calendar:

Motion – O'Farrell. Second – Ocegüera.

Ayes: Austin, O'Farrell, Crohn, Foust, Ocegüera, Russo-Pereyra, Sanchez-Monville, and Walcker.

Absent: None.

**Minutes**

- 5 The minutes from the Board of Public Utilities regular meeting held on April 24, 2017 was approved as submitted.

**Board Attendance**

- 6 EXCUSE BOARD MEMBER DAVID CROHN'S ABSENCE FROM THE REGULAR MEETING OF THE BOARD OF PUBLIC UTILITIES ON APRIL 10, 2017

The Board of Public Utilities excused Board Member David Crohn's absence from the Board of Public Utilities meeting of April 10, 2017 because of a religious observance.

**7 EXCUSE BOARDMEMBER JENNIFER O'FARRELL'S ABSENCE FROM THE REGULAR MEETING OF THE BOARD OF PUBLIC UTILITIES ON APRIL 24, 2017**

The Board of Public Utilities excused Board Member Jennifer O'Farrell's absence from the Board of Public Utilities meeting of April 24, 2017 because of business.

**Water Items**

**8 CONSTRUCTION OF THE EMERGENCY PAVEMENT REPAIRS FOR THE 12-INCH WATER PIPELINE BREAK AT THE INTERSECTION OF LYON AVENUE AND VICTORIA AVENUE IN THE UNINCORPORATED AREA OF RIVERSIDE COUNTY – RESOLUTION DECLARING THE REPAIR AN URGENT NECESSITY FOR PRESERVATION OF LIFE, HEALTH, AND PROPERTY - PURCHASE ORDER NO. 173999, IN THE AMOUNT OF \$70,697.50, TO ALL AMERICAN ASPHALT FOR THE CONSTRUCTION REPAIRS - WORK ORDER NO. 1724223 FOR \$116,000**

The Board of Public Utilities:

1. Recommended that the City Council:
  - a. Adopt, by at least five affirmative votes, the attached Resolution declaring the Emergency Pavement Repairs for the Water Pipeline Break at the intersection of Lyon Avenue and Victoria Avenue, in the unincorporated area of Riverside County, are of an urgent necessity for the preservation of life, health, and property, and waiving the formal public bidding requirements in accordance with section 1109 of the City Charter;
  - b. Approve Purchase Order 173999, in the amount of \$70,697.50, to All American Asphalt for the construction repairs; and
2. Approved the expenditure of \$116,000, which includes all design, construction (All American Asphalt for \$70,697.50), construction management and inspection costs for the Emergency Pavement Repairs for the Water Pipeline Break at the intersection of Lyon Avenue and Victoria Avenue, in the unincorporated area of Riverside County.

**9 MOVED TO DISCUSSION CALENDAR**

**10 CONSTRUCTION OF THE GLENWOOD DRIVE WATER MAIN RELOCATION PROJECT – WORK ORDER NO. 1718758 FOR \$117,000 – 300 FEET OF PIPELINE BY CITY FORCES**

The Board of Public Utilities approved the expenditure of \$117,000 for Work Order No. 1718758, which includes all design, construction, paving and construction contingency costs for the Glenwood Drive Water Main Relocation Project.

- 11     **WaterSMART GRANT FROM THE BUREAU OF RECLAMATION APPLICATION - IN THE AMOUNT OF \$74,332 FOR A WATER METER EFFICIENCY PROJECT, AND AUTHORIZE \$74,333 IN FUNDING TO MATCH THE GRANT**

The Board of Public Utilities:

1.     **Approved the WaterSMART Grant Application; and**
2.     **Recommended that the City Council adopt the attached resolution authorizing funding of \$74,333 to match a grant opportunity from the Bureau of Reclamation.**

**Other Items**

- 12     **SAS MASTER LICENSE AGREEMENT TO LICENSE THE SAS OFFICE ANALYTICS SOFTWARE PACKAGE IN THE AMOUNT OF \$98,320 FOR ONE YEAR**

The Board of Public Utilities:

1.     **Approved the Master Software License Agreement and Supplement Agreement with SAS Institute Inc. to license an Enterprise server version of a bundled SAS Office Analytics software platform on behalf of Riverside Public Utilities for an initial amount of \$98,320 which includes the primary software licensing costs (\$65,870), supplemental software installation and training support (\$11,950), and anticipated Innovation and Technology Department hardware costs (\$20,500); and**
2.     **Authorized the City Manager, or his designee, to execute the Master Software License Agreement and Supplement Agreement with SAS Institute Inc.**

- 13     **CUSTOMER ENGAGEMENT PROGRAM TASK ORDER WITH SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY FOR SERVICES PROVIDED BY ORACLE, INC. IN THE AMOUNT OF \$250,000 THROUGH JUNE 30, 2018**

The Board of Public Utilities recommended that the City Council:

1.     **Approve the Task Order for the Customer Engagement Program through June 30, 2018, between Riverside Public Utilities and Southern California Public Power Authority in the amount of \$250,000 for services offered by Oracle Inc. through a Master Professional Services Agreement with Southern California Public Power Authority; and**
2.     **Authorize the City Manager, or his designee, to sign the Task Order for the Customer Engagement Program through June 30, 2018, between Riverside Public Utilities and Southern California Public Power Authority in the amount of \$250,000 for services offered by Oracle Inc. through a Master Professional Services Agreement with Southern California Public Power Authority; and**
3.     **Authorize City Manager, or his designee, to make any minor non-substantive changes to the Customer Engagement Program Task Order without exceeding the previously approved program budget.**

**14 ANNUAL CALIFORNIA ENERGY COMMISSION POWER SOURCE DISCLOSURE REPORT, ANNUAL POWER CONTENT LABEL, AND ATTESTATION TO THE CALIFORNIA ENERGY COMMISSION**

The Board of Public Utilities:

1. Approved the Annual Power Source Disclosure Report for calendar year 2016;
2. Attested as to the accuracy of the Annual Power Source Disclosure Report;
3. Approved the Annual Power Content Label for calendar year 2016; and
4. Authorized the City Manager, or his designee, to execute and submit the attestation.

**15 APPROVE EXPENDITURES FOR THE SUPERION, LLC. FINANCIAL AND HUMAN RESOURCES SOFTWARE UPGRADE PROJECT FOR ELECTRIC'S AND WATER'S SHARE ALLOCATION IN THE AMOUNT OF \$103,017.08 AND \$34,339.02, RESPECTIVELY, FOR A TOTAL COST OF \$137,356.10**

The Board of Public Utilities approved expenditures for the financial and human resources software upgrade and consulting services for an enterprise resource planning project, of which Electric's and Water's share allocation is \$103,017.08 and \$34,339.02, respectively, for a total of \$137,356.10.

**16 RIVERSIDE PUBLIC UTILITIES BOARD POLICY GUIDE – CONTINUED FROM FEBRUARY 27, 2017**

The Board of Public Utilities adopted revisions to the Board Policy Guide to incorporate previously approved and adopted policies.

**17 MOVED TO DISCUSSION CALENDAR**

**18 MOVED TO DISCUSSION CALENDAR**

**DISCUSSION CALENDAR**

**9 DEMOLITION OF THE ABANDONED MARY EVANS BOOSTER STATION – AWARD OF BID NO. RPU 7476 TO BHL INDUSTRIES, INC., OF LYNWOOD, CALIFORNIA, IN THE AMOUNT OF \$63,125 – APPROVE WORK ORDER NO. 1702588 FOR \$112,000**

Board Member David Crohn requested this item be placed on the Discussion Calendar for more information regarding the hazards of the abandoned booster station. Assistant General Manager Todd Jorgenson reported that the sides of the original booster station have tall walls which could create a potential fall hazard for those who have illegally placed graffiti on them and since a new booster station was constructed in 2004, it is best to demolish the abandoned Mary Evans Booster Station.

Following discussion, the Board of Public Utilities:

1. Awarded a contract for the Demolition of the Abandoned Mary Evans Booster Station – Bid No. RPU-7476 to the lowest responsive and responsible bidder, BHL Industries, Inc. of Lynwood, California, in the amount of \$63,125; and
2. Approved the capital expenditure of \$112,000 for Work Order No. 1702588, which includes all design, construction, contract administration, inspection, and construction contingency costs for the Demolition of the Abandoned Mary Evans Booster Station.

Motion – Crohn. Second – O'Farrell.

Ayes: Austin, O'Farrell, Crohn, Foust, Oceguela, Russo-Pereyra, Sanchez-Monville, and Walcker.

Absent: None.

17 RIVERSIDE PUBLIC UTILITIES BOARD COMMITTEE AND OUTSIDE ORGANIZATION ASSIGNMENTS

Board Chair Dave Austin requested this item be placed on the Discussion Calendar to make the following revision to the committee assignments:

Gage Canal Company Board of Directors

Appoint Elizabeth Sanchez-Monville instead of David Crohn to the committee

Following discussion and the assignment revision to the Gage Canal Company Board of Directors, the Board of Public Utilities:

1. Received assignments for 2017/18 standing committees of the Board of Public Utilities; and
2. Recommended that the City Council appoint representatives to outside organizations as outlined in the report.

Motion – Walcker. Second – Oceguela.

Ayes: Austin, O'Farrell, Crohn, Foust, Oceguela, Russo-Pereyra, Sanchez-Monville, and Walcker.

Absent: None.

18 RIVERSIDE PUBLIC UTILITIES WORKFORCE DEVELOPMENT EDUCATION LOAN PROGRAM FOR \$200,000 ANNUALLY

Board Chair Dave Austin requested this item be placed on the Discussion Calendar because it is an interesting subject and the Board could discuss more in detail the education loan program.

Deputy General Manager Kevin Milligan gave an overview of the importance of a workforce development education loan program to encourage higher learning to help meet our organization's growing talent needs and partner in the professional growth of staff to help prepare for the Utility workforce of the future.



Following discussion, the Board of Public Utilities recommended that the City Council:

1. Approve the Riverside Public Utilities Education Loan Program;
2. Approve the Educational Loan Agreement;
3. Authorize the City Manager, or his designee, to execute an Educational Loan Agreement with employee participants of the Riverside Public Utilities Workforce Development Education Loan Program, in a cumulative amount not to exceed \$200,000 annually; and
4. Approve the expenditure, not to exceed \$200,000 annually in tuition payments.

Motion – Ocegüera. Second – O'Farrell.

Ayes: Austin, O'Farrell, Crohn, Foust, Ocegüera, Russo-Pereyra, Sanchez-Monville, and Walcker.

Absent: None.

Board Member Walcker recused himself from the dais for Item 19.

- 
- 19 DARK FIBER LEASING PROGRAM INCLUDING ESTABLISHING UNIFORM LEASE RATES FOR THE USE OF THE DARK FIBER INFRASTRUCTURE, PHYSICAL AND CYBER SECURITY POLICIES, A MASTER FIBER LEASE LICENSE AGREEMENT, A NEW COST CENTER WITHIN THE ELECTRIC FUND FOR RELATED EXPENSES AND REVENUE - SUPPLEMENTAL APPROPRIATION OF \$1,800,000 FOR THE DARK FIBER PROGRAM CONSTRUCTION AND MANAGEMENT ACTIVITIES AND TRANSFER OF \$1,800,000 FROM UNDESIGNATED RESERVES TO A FIBER DESIGNATED RESERVE TO FUND LEASED FIBER ACTIVITIES

Deputy General Manager Kevin Milligan gave an overview of the proposed fiber leasing program as RPU operates an advanced broadband fiber-optic cable based network to communicate between its substations and control centers for the operation of our electric grid but RPU has many locations and paths throughout the City where it owns excess fiber that could be leased to third parties.

Following discussion, the Board of Public Utilities recommended that the City Council:

1. Approve the Dark Fiber Leasing Program;
2. Establish uniform lease pricing for the Dark Fiber Leasing Program;
3. Approve the Technology Physical Security Policy;
4. Approve the Master Fiber Lease License Agreement;
5. Establish a new Dark Fiber Cost Center expense and revenue accounts within the Electric Fund, as determined by the Finance Department, to segregate fiber leasing costs and revenue from other electric fund operating expenses and revenues;
6. Establish a Dark Fiber designated reserve account within the Electric Fund, as determined by the Finance Department, and authorize the transfer of \$1,800,000 for prior years' revenue from dark fiber leasing activities to the designated reserve;
7. Authorize a supplemental appropriation for fiscal year 2017/18 budget in the amount of

\$1,800,000 with \$1,200,000 for capital expenditures and \$600,000 for operating costs, to account numbers as determined by the Finance Department for future fiber expansion projects;

8. Authorize the City Manager, or his designee, to execute Fiber Use License Agreements under the terms set forth in this staff report;
9. Direct staff to return every 3 years to update the fiber planned routes, and lease pricing; and
10. Direct staff to return every 12 months with a status update on implementation progress of the Dark Fiber Leasing Program.

Motion – Foust. Second – Russo-Pereyra.

Ayes: Austin, O'Farrell, Crohn, Foust, Ocegüera, Russo-Pereyra, and Sanchez-Monville

Abstained: Walcker (recused himself)

Absent: None.

Board Member Walcker returned to the dais at this time.

- 20 CONSTRUCTION OF THE COLORADO AVENUE AND TOYON ROAD WATER DISTRIBUTION MAIN REPLACEMENT PROJECT - 9,160 FEET OF WATER DISTRIBUTION PIPELINE – AWARD OF BID NO. RPU-7475 TO MAMCO, INC. DBA ALABBASI OF PERRIS, CALIFORNIA, IN THE AMOUNT OF \$2,077,777 – APPROVE WORK ORDER NO. 1513392 FOR \$2,978,000

Assistant General Manager Todd Jorgenson gave an overview of the water distribution main replacement project of the Colorado Avenue and Toyon Road project and answered questions.

Following discussion, the Board of Public Utilities:

1. Awarded a contract for the construction of the Colorado Avenue and Toyon Road Water Distribution Main Replacement Project – Bid No. RPU-7475 to the lowest responsive and responsible bidder, Mamco, Inc. dba Alabbasi of Perris, California, in the amount of \$2,077,777; and
2. Approved the capital expenditure of \$2,978,000 for Work Order No. 1513392, which includes all design, construction, paving, contract administration, inspection and construction contingency costs for the Colorado Avenue and Toyon Road Water Distribution Main Replacement Project.

Motion – Ocegüera. Second – Sanchez-Monville.

Ayes: Austin, O'Farrell, Crohn, Foust, Ocegüera, Russo-Pereyra, Sanchez-Monville, and Walcker.

Absent: None.

**21 RECYCLED WATER PROGRAM UPDATE**

Assistant General Manager Todd Jorgenson gave a status update of the various components of the recycled water project and a review of a potential opportunity for a regional recycled water project.

Following discussion, the Board of Public Utilities received and filed an update on the City of Riverside Public Utilities Recycled Water Program.

Motion – Crohn. Second – Russo-Pereyra.

Ayes: Austin, O'Farrell, Crohn, Foust, Ocegüera, Russo-Pereyra, Sanchez-Monville, and Walcker.

Absent: None.

**BOARD MEMBER/STAFF COMMUNICATIONS**

**22 SYSTEMATIC REPORTING ON MEETINGS/CONFERENCES/SEMINARS BY BOARD MEMBERS AND/OR STAFF**

Board Members Elizabeth Sanchez-Monville and Gil Ocegüera reported that they attended the 2017 ACWA Spring Conference in Monterey, California, with Board Chair Dave Austin and staff from May 9-12, 2017.

**23 ITEMS FOR FUTURE BOARD OF PUBLIC UTILITIES CONSIDERATION AS REQUESTED BY A MEMBER OF THE BOARD OF PUBLIC UTILITIES**

- RTRP Update

**GENERAL MANAGER'S REPORT**

24 Water Highlights – March 2017

25 Monthly Power Supply Report – March 2017

26 Open Work Orders over \$200,000 and Closed Work Orders - Summary Report for April 2017

27 RPU Drought and Conservation Efforts / Groundwater Level Update as of March 2017

28 Electric / Water / Consultant Contract Panel Update as of May 1, 2017

29 SCPPA Monthly Agenda I Minutes – March 16, 2017

30 SCPPA Resolution Tracking - March 2017

31 Financial Statements - March 2017

32 City Council / Committee Agendas – April 25, 2017, May 2, 2017, May 9, 2017, and May 16, 2017

33 Upcoming Meetings

34 Electric / Water Utility Acronyms

35 One Stop Shop Opening Update

General Manager Balachandran invited the Board to attend the opening of the One Stop Shop on May 30, 2017 @ 3:00 pm

36 Northside Visioning and Specific Plan Update

Community & Economic Development Sr. Planner David Murray reported on the Northside Visioning and Specific Plan update and invited the Board and public to attend the Community Workshops on the following dates:

- June 7 @ 6:00-9:00 pm at the Springbrook Clubhouse
- June 10 @ 9:00-12:00 at the Fremont Elementary School Multi-Purpose Room
- June 12 @ 2:00-6:30 pm at the Ruth Lewis Community Center Reid Park

**UPCOMING MEETING**

Chair Dave Austin adjourned the meeting at approximately 8:16 p.m. The next scheduled meeting of the Board of Public Utilities is to be held on Monday, June 12, 2017 at 6:30 p.m. in the Art Pick Council Chamber, Riverside, California.

By: 

Girish Balachandran, Secretary  
Board of Public Utilities

Approved by: City of Riverside Board of Public Utilities

Dated: June 12, 2017