

# Agricultural Water Rates Task Force

## Draft Guidelines and Participation Rules

### **1. TASK FORCE MISSION, DELIVERABLES, AND GOALS**

- A. The mission of the Agricultural Water Rates Task Force (Task Force) is to develop WA-3 and WA-9 rate recommendations for the Board of Public Utilities (Board) and City Council consideration by July 1, 2019.
- B. The Task Force shall provide:
  - i. Monthly updates to the Board.
  - ii. Quarterly updates to the City Council Utility Services/Land Use/Energy Development Committee.
  - iii. Final rate recommendations to the Board of Public Utilities by June 3, 2019.
  - iv. Final rate recommendations to the City Council by July 1, 2019.
- C. The Task Force shall endeavor to consider the fair and equitable distribution of water system costs for all Public Utilities water customers while promoting local agriculture and land use policies consistent with Proposition R, Measure C, California law and the GrowRIVERSIDE movement.
- D. The Task Force shall seek and hear input from the public and stakeholders.
- E. The Task Force shall endeavor to arrive at a consensus in completing its mission.

### **2. MEMBERSHIP**

- A. The Task Force shall be comprised of sixteen (16) community members appointed by the Board of Public Utilities.
- B. The Task Force shall have two (2) members representing each City Council ward and two (2) members at large.
- C. The Task Force shall have one (1) Chair and one (1) Vice-Chair as nominated and appointed by the Board of Public Utilities.

### **3. PERFORMANCE OF DUTIES**

- A. Members shall serve without compensation for their services on the Task Force.
- 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 Task Force Chair is responsible to intervene and provide appropriate guidance to members regarding the Code of Ethics and, if need be, communicate concerns to the Board of Public Utilities. All members of the Task Force are expected to conduct themselves in an appropriate and ethical manner compliant with the City's Code of Ethics during all Task Force meetings and related business.
- C. Task Force members shall make every effort to notify the Chair or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting.
- D. The term of any member of the Task Force shall expire and the position vacated subject to any one of the following conditions:
  - i. Two consecutive absences.
  - ii. More than three total absences.
- E. Task Force members may nominate an alternate to attend in their absence. This cannot exceed three (3) times. Attendance of a designated alternate does not constitute an absence.

### **4. OFFICERS**

- A. The Task Force shall have two officers: Chair and Vice-Chair. RPU staff shall act as Secretary for the Task Force.
- B. The Chair shall preside over all meetings of the Task Force and shall have the same rights as other members, 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 Task Force after such documents have been approved by the Task Force, shall enforce these guidelines and participation rules, and shall perform other such duties and delegated responsibilities as may be imposed upon the Chair by the Task Force or the Board. The Chair shall represent the Task Force in providing all required updates and recommendations (see Section 1.B).

- 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. If the Chair and Vice-Chair are both absent at any meeting of the Task Force, the Task Force shall elect a Chair Pro Tem who shall perform all duties of the Chair.
- E. Public Utilities staff shall act as Secretary for the recording of minutes of the Task Force and for any other duties as delegated by the Task Force. The minutes shall be kept on file in the Public Utilities Department and shall be available for public inspection.

## **5. MEETINGS**

- A. All meetings of the Task Force shall be open to the public. Notice shall be given to the public prior to convening any meeting in accordance with the Brown Act.
- B. A majority of all appointed members of the Task Force 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.
- C. The Task Force meeting may be cancelled, continued or adjourned by the Chair, or the Public Utilities General Manager or his/her designee, due to a lack of a quorum or lack of sufficient agenda items.
- D. Task Force meetings shall be conducted in an efficient manner. Task Force members shall not speak until called upon by the Chair. Task Force members shall endeavor to focus discussion on the Task Force mission (see Section 1.A).
- E. The order of discussion after introduction of an item by the Chair shall be as follows:
  - i. Staff presentation, information and reports.
  - ii. Public comments.
  - iii. Task Force members, including questions, discussion, motion, and action.

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

- F. A portion of each agenda of a regular meeting of the Task Force shall provide an opportunity to members of the public to address the Task Force on any issue

concerning Task Force business, including consent calendar items, or item of interest that is within the subject matter jurisdiction of the Task Force ("Citizens Participation").

Members of the Task Force may:

- i. Briefly respond to statements made or questions posed by members of the public, or direct the Public Utilities General Manager, or his/her designee, to so respond.
- ii. Ask questions for clarification.
- iii. Provide a reference to staff or other resources for factual information.
- iv. Request staff to report back to the Task Force at a subsequent meeting on any matter.
- v. Take action to direct staff to place a matter of business on a future agenda.

Each person desiring to address the Task Force during Citizens Participation shall fill out and file a form provided by the Secretary. Requests to be heard must be submitted to the 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 Secretary shall be required to utilize a timing system and provide the speakers 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. The Task Force retains the right, by majority vote, to alter the time allotted for public remarks. The Task Force reserves the right to determine the total amount of time for testimony on any particular hearing matter and/or for each individual speaker.

- G. The Task Force 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.

## **6. AMENDMENT OF RULES**

- A. These 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 with the Brown Act.