



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JUNE 22, 2026

SUBJECT: ADOPTION OF REVISED STANDING RULES AND POLICY GUIDE OF THE BOARD OF PUBLIC UTILITIES

ISSUE:

Consider adoption of revised Standing Rules and Policy Guide of the Board of Public Utilities.

RECOMMENDATION:

That the Board of Public Utilities adopt the updated Standing Rules and Policy Guide incorporating clarifications, corrections, and amendments in the attached redline versions of each document.

BACKGROUND:

The City Manager's Office requests each board and commission to develop an Annual Workplan to ensure the work of boards and commissions align with the City Charter. On January 13, 2024, the Board conducted a workshop to discuss the 2025 Annual Workplan (Workplan) and provided direction to staff regarding the Workplan. At the workshop, the Board discussed the five (5) items to include in the 2025 Workplan. Action item 1 provided review and update of the Board Standing Rules and Board Policy Guide including review of Board duties, administration and engagement.

Pursuant to Charter Section 804, the Board of Public Utilities (Board) maintains the Standing Rules and Policy Guide that governs the Board's structure, duties, meeting procedures, conduct and administrative guidelines. Staff conducted a one (1) year review of the Standing Rules and Policy Guide which included Board review and incorporated necessary updates and recommendations. A redline version was prepared for Board consideration reflecting technical corrections, clarification of procedures and alignment with current City Charter and Council policy requirements.

DISCUSSION:

The redlined and highlighted changes address the following areas:

1. Section 1: Powers, Duties and Functions
 - a. Clarifies the Board's authority for public works contracts, emergency work thresholds and ratification requirements under Charter Section 1202.
 - b. Language updated to be consistent with the City Charter

2. Sections 2, 3, and 4: Members, Term of Office and Compensation; Vacancies
 - a. Corrects references to Charter sections and qualified elector requirements
 - b. Clarifies vacancy procedures, unexcused absence rules and Chair responsibilities for notifying the Clerk.
3. Section 5: Officers and Elections
 - a. Clarifies Chair duties, Vice-Chair succession, and annual March officer election procedures
 - b. Updates process for nominations, tie-breaking, and appointment to ad hoc committees.
4. Sections 6 and 7: Meetings and Conduct of Meetings
 - a. Updates description of regular and special meetings
 - b. Refines public hearing order, oral communication procedures, public testimony time limits, and Board discretion.
5. Section 8, 9, and 10: Committees, Appointments to Outside Organizations, and Reporting to the City were unchanged
6. Section 11: Amendment of Standing Rules
 - a. Clarified legal requirements for the Standing Rules' consistency with City and State rules and laws
7. Section 12: Advocacy and Representation
 - a. Added language from the City Charter regarding advocacy

The Board Policy guide is an administrative document that provides RPU with a road map to conduct business within the utility. The Board accepted RPU staff recommended changes to the Board Policy Guide as reviewed to provide updates as needed with the exception of Policy B-1: Role of the Board Chair. The Board requested the following specific additions to Policy B-1:

1. Collaborates with Management to ensure items requested by Board Members for future meeting discussion are scheduled for discussion in a timely basis.
2. Ensures Management provides the Board with a list of "Items for Future Discussion" that includes a projected date for discussion.

The Board Standing Rules and Policy Guide updates correct typographical and cross-reference errors or consistency with the Charter, Municipal Code, and Board Standing Rules. They improve transparency and clarity in public meeting procedures and provide consistent direction for committee appointments and Board representation. Updates were made to several policies as shown in the attached redline report. The revisions do not expand or reduce the legal authority of the Board; they bring the Standing Rules and Policy Guide into alignment with current Charter, Municipal Code, and Board Standing Rules policy and best practices.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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Attachments:

1. Board Standing Rules – Redline
2. Board Standing Rules – Clean
3. Board Policy Guide – Redline
4. Board Policy Guide – Clean
5. Presentation