



BOARD STANDING RULES AND POLICY GUIDE TOP PRIORITIES REVIEW

Strategic Initiatives

Board of Public Utilities

October 27, 2025

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BACKGROUND

City Charter, Article VIII, Section 804 states: **“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.”**

Standing Rules

Establishes the “rules” that the Board will follow – including its roles and responsibilities, meeting conduct, elections and advocacy

1. Last updated on March 10, 2025

Board Policy Guide

Establishes “policies” related to the Board’s interaction with the business functions of RPU, goals, communications, education and more.

1. Last updated in July 2017
2. Incorporates the Standing Rules
3. Should be updated every 2 years



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BACKGROUND

At the April 14, 2025, meeting, the Board of Public Utilities received a presentation providing an overview of the Board's Standing Rules and Policy Guide. After discussion, the Board:

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 top 3 items from the Board Standing Rules, 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.

June 9, 2025, meeting, the Board received results of priority items and decided to review both policy documents at future meetings of the Board.



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BOARD STANDING RULES – TOP PRIORITIES

Count	Sect #	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



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BOARD POLICY GUIDE – TOP PRIORITIES

Comprised of three policy sections and 17 policies

- A. Utility Business Policies
- B. Board Specific Policies
- C. Customer Relations / Finance

Count	Sect./#	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)



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SECTION 1: POWERS, DUTIES AND FUNCTIONS

1. Section 1 mirrors sections of the Charter that define the Board's powers, duties and functions
2. Minor differences include
 - a. Difference between Charter language and Standing Rules is General Manager referred as the Director of Public Utilities in the Charter
 - b. Standing Rules add clarification for how monthly reports of receipts and expenditures may be conveyed to the Board
3. **Amendments to this section could require amendments to the City Charter**
 - a. Recommended changes from the Board will be forwarded to the City Manager for review
4. Staff recommends that the section be updated to either reference the Director of Public Utilities, consistent with Charter or Public Utilities General Manager(same position)



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STANDING RULES SECTION 7 AND POLICY GUIDE B-1

1. Comments from a Board member were to include in review of Board Policy Guide, Policy B-1: Role of the Chair for Public Meetings:

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

2. Request C above addresses public comments during Workshops for the Board.

- a. Public comment during meetings is addressed in the Board Standing Rules, Section 7, Conduct of Meetings in subsections A, B, and C
- b. Staff recommends that these sections and the Board member comment be considered together



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STANDING RULES SECTION 7 AND POLICY GUIDE B-1

Staff recommend amending Standing Rule, 7.B. to reflect both current practice and for consistency with the City Council's procedures

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. Each person desiring to address the RPU Board shall fill out and file a form with the RPU Board Secretary. **Requests to be heard may be submitted to the RPU Board Secretary any time prior to the conclusion of public comment on the agenda item.** ~~must be submitted to the RPU Board Secretary before the scheduled meeting time. Requests will not be accepted during the meeting so as not to disrupt the meeting.~~ Each person speaking shall limit his/her remarks to three 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.

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.



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POLICY A-3 – ANNUAL GOAL SETTING PROCESS

1. This policy provides direction for the Board's annual goal setting process
2. Recommends how the process should be conducted
3. For the last two years, this process was aligned with the City's Annual Work Plan process for each Board and Commission
4. Staff does not have any recommendations for the amendment of this policy



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NEXT STEPS

- November 17, 2025**
- Board Policies C-2: Pricing of Products and Services and A-4: Performance Measure Evaluation
 - Standing Rules Sections 9: Appointment to Committees of Outside Organizations and 12: Advocacy

- December 8, 2025**
- Board Policies B-2: Board and Committee Structure, B-3: Communication and Support of the Board and B-4: Board Training and Education
 - Standing Rules Sections 11: Amendment of Standing Rules and 8: Committees

- January 2026**
- Board Policies A-11: Fiscal Policies and A-10: Customer Care
 - Standing Rules Section 10: Report to the City



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RECOMMENDATIONS

That the Board of Public Utilities:

1. Review and discuss the Board of Public Utilities Standing Rules and Policy Guide
2. Request staff return to the Board with a red-line of recommended changes from this meeting for consideration after priority sections and policies of the Board of Public Utilities Standing Rules and Policy Guide have been reviewed.



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