



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: JUNE 24, 2024**

**SUBJECT: RECORD EXCUSED ABSENCE OF BOARD MEMBER MELENDEZ FROM THE BOARD OF PUBLIC UTILITIES MEETING ON MAY 13, 2024**

**ISSUE:**

Recommend excusing the absence of Board Member Melendez from the Board of Public Utilities meeting on May 13, 2024.

**RECOMMENDATIONS:**

That the Board of Public Utilities excuse the absence of Board Member Melendez from the Board of Public Utilities meeting held May 13, 2024.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy in Resolution No. 23976, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his-her intent not to attend said meeting. The Board is required to express in its official minutes if the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

**DISCUSSION:**

Staff received advanced notification that Board Member Melendez would not attend the May 13, 2024, Board of Public Utilities meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: David A. Garcia, Interim Utilities General Manager  
Approved by: Rafael Guzman, Assistant City Manager  
Certified as to  
Availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved as to form: Phaedra A. Norton, City Attorney