



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: MARCH 9, 2026**

**SUBJECT: ELECTION OF BOARD OF PUBLIC UTILITIES OFFICERS.**

**ISSUE:**

Consider conducting an election for the Board of Public Utilities offices of Chair and Vice-Chair.

**RECOMMENDATION:**

That the Board of Public Utilities conduct an election for the Board of Public Utilities offices of Chair and Vice-Chair.

**BACKGROUND:**

The Board of Public Utilities' (Board) Standing Rules require that the Board conduct elections for the Board offices of Chair and Vice-Chair at their first regularly scheduled meeting in March (Charter section 804). The Board has adopted the following process for elections:

“Rule 5 (F): Election of officers shall be conducted in the following manner:

1. The outgoing chair shall call the 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.”

**DISCUSSION:**

The outgoing chair or member that is chairing the Board at the start of the meeting shall be the one to conduct the election process for the Chair and Vice-Chair. Current Board Policy B-1 (Attachment 2) outlines the role of the Chair for Public Meetings as follows:

The Chair assures the integrity of the Board’s public meeting process.

Accordingly, the Chair shall perform his or her role such that:

1. The Board conducts business consistent with its own rules and those legitimately imposed upon it from outside the organization. The Chair will recognize absences by Board members for inclusion in the minutes and initiate discussions when Board absences impact the ability of the Board to hear adequate opinions and conduct business.
2. The content of the Board meeting discussions is limited to those issues on the agenda which are within the Board’s subject matter jurisdiction.
3. Board meeting deliberations will be fair, open, and thorough, but also timely, orderly, and kept to the point. Public comment should be kept on track and within appropriate time constraints.
4. Each board member has a right to voice his or her opinion about each issue. The Chair has an obligation to call for closure to each topic when adequate time to address concerns has been provided.

At the Board meeting conducted on January 12, 2026, the Board approved the following additions be added to the current policy:

5. Collaborates with Management to ensure items requested by Board members for future meeting discussion are scheduled for discussion in a timely basis.
6. Ensures Management provides the Board with a list of “Items for Future Discussion” that includes a projected date for discussion.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

Prepared & Approved by: David A. Garcia, Utilities General Manager  
Certified as to  
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Approved by: Gilbert Hernandez, Interim Assistant City Manager  
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Standing Rules of the Board of Public Utilities
2. Board Policy B-1