



BOARD STANDING RULES AND POLICY GUIDE TOP PRIORITIES REVIEW

Strategic Initiatives

Board of Public Utilities
January 12, 2025

RiversideCA.gov

1

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



2

RiversideCA.gov

2

BACKGROUND

1. 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. Additionally, the Board requested a survey of the members to identify top priorities and on June 9, 2025, directed staff to return at future meetings to discuss the priority items.
2. The first presentation was on November 14, 2025 resulting in modifications to Standing Rules Sections 1 and 7 and Board Policy B-1. No changes were made to B-3.
3. On December 8, 2025, the Board :
 - a. Ratified that red-line amendments resulting from the discussion at the November 14, 2025 meeting; and,
 - b. Reviewed Standing Rules Sections 9 and 12, and Board Policies C-2, A-4, and A-11 with no recommended amendments



3

RiversideCA.gov

3

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



4

RiversideCA.gov

4

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	A-11	Fiscal Policies (Fiscal Policies)
3	B-4	Board Training/Education Policy
2	B-2	Board Committee Structure
2	B-2	Communication and Support of Board



5

RiversideCA.gov

5

BOARD POLICY GUIDE

Count	Sect./#	Policy Title
2	A-10	Customer Care
1	A-1	Standing Rules (Standing Rules)
1	A-2	Mission Statement (Mission, Vision, Core Values, & Strategic Plan)
1	A-6	Energy Delivery System
1	A-9	Water Resources: Rights, Protection & Development (Water Portfolio Management Policy)
0	C-2	Board Interaction with the General Manager and Staff
0	A-5	Property Ownership (Real Property Financial Mngmt. Policy)
0	A-7	Water Delivery System
0	A-8	Electric Resources: Maintain Obligation to Serve Customers



6

RiversideCA.gov

6

SECTION 11: AMENDMENT TO THE STANDING RULES

1. Establishes the Board's process for amending the Standing Rules
 - a. Amendments can be made at any time subject to public noticing upon majority vote of the Board

Board Standing Rules, Section 11

11.AMENDMENT OF STANDING RULES

The standing 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 ~~the Brown Act with State law, the~~ City Charter and Riverside Municipal Code.



7

RiversideCA.gov

7

SECTION 8: COMMITTEES / POLICY B-2

1. Standing Rules Section 8 was most recently amended in March 2025, reconfirming the removal of the standing Board committees and retention of the ability to designate an ad-hoc committee
 - a. Staff does not recommend any changes to this section
2. Policy B-2. Board Committee Structure also identified the Board's standing committees and was not updated when the Standing Rules were updated. Staff recommends:
 - a. Updating the Policy to reflect the current standing rules, and
 - b. Updating the entire policy guide to remove reference to standing committees



8

RiversideCA.gov

8

POLICY B-3. COMMUNICATION AND SUPPORT FOR THE BOARD

1. Establishes guidance for communications from the RPU General Manager to the Board
2. Represents a formal request for the structure and timing of communications of important issues that warrant and/or require Board consideration
3. The policy is consistent with the current practices of the RPU staff
4. Staff recommends minor updates to the policy for consistency with Policy B-2 related to committees



9

RiversideCA.gov

9

POLICY B-4. BOARD TRAINING/EDUCATION POLICY

1. Establishes guidance for Board members and RPU related to training opportunities for Board members
2. Encourages members to attend conferences, seminars and training sessions, particularly new members
3. Establishes parameters around attendance of members and associated budget
4. Staff does not have any recommended amendments for this policy



10

RiversideCA.gov

10

NEXT STEPS

January 26, 2026

- Board Policies
 - A-1. Standing Rules (Standing Rules),
 - A-2. Mission Statement (Mission, Vision, Core Values, and Strategic Plan), and
 - A-10. Customer Care
- Standing Rules Section 10: Report to the City

February 9, 2026

- Board Policies
 - A-6. Energy Delivery System and
 - A-9. Water Resources: Rights, Protection & Development (Water Portfolio Management Policy)
- Adoption/Approval of all revisions to the Board Standing Rules and Board Policy Guide



11

RiversideCA.gov

11

RECOMMENDATIONS

That the Board of Public Utilities:

1. Review and discuss to the Board of Public Utilities Standing Rules and Policy Guide;
2. Recommend amendments to the Board Standing Rules and Policy Guide;
3. 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.



12

RiversideCA.gov

12

RED-LINE: SECTION B-2. BOARD COMMITTEE STRUCTURE

Standing Rule 8 ~~(attached to Policy A-1)~~ outlines the establishment and composition of Committees of the RPU Board. This board policy provides additional detail.

Board committees, when used, will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from the Board to the General Manager. All ~~standing~~ committee activities shall be subject to requirements of ~~state and local regulations and laws. the Ralph M. Brown Act of the State of California.~~ Ad Hoc Committees ~~meet usually meet monthly~~ at a time and place determined by the members.

Accordingly:

1. Board ~~ad hoc~~ committees are to help the Board do its job. Committees ordinarily will assist the Board by preparing policy alternatives, implications, and direction for Board deliberation.



13

RiversideCA.gov

13

RED-LINE: SECTION B-2. BOARD COMMITTEE STRUCTURE

2. Board ~~ad hoc~~ committees only meet when there are topics or issues that need further deliberation by the committee to benefit the Board as a whole. ~~It is normal for scheduled committee meetings to be cancelled when it is determined further discussion on individual items will not benefit the Board in their advisory or decision making policy.~~

~~3. The only Board committees are those which are set forth in the Standing Rules.~~

~~a. Customer Relations/ Finance Committee~~

~~The Customer Relations/Finance Committee will review financial results, rates, financings and strategies related to both the electric and water utilities. The Customer Relations/ Finance Committee is composed of the Board members as discussed in the Standing Rules.~~

~~b. Electric Committee~~

~~The Electric Committee will review financial results, rules, rates and strategies related exclusively to the electric utility. The chair of this committee serves on the Customer Relations/Finance Committee.~~



14

RiversideCA.gov

14

RED-LINE: SECTION B-2. BOARD COMMITTEE STRUCTURE

- ~~c. Water Committee~~
The Water Committee will review financial results, rules, rates and strategies related exclusively to the water utility. The chair of this committee serves on the Customer Relations/Finance Committee.
- ~~3. 4.~~ The Board Chair may appoint other ad hoc committees, on an as needed, temporary basis.
- ~~4. 5.~~ This policy applies to any ad hoc committee which is formed by Board action.



RED-LINE: SECTION B-2. BOARD COMMITTEE STRUCTURE

Board Standing Rules, Example Policy heading			
Title: Board Committee Structure		Date Last Approved: <u>XXX 2026</u>	
Category: Board Specific Policies		Date of Next Review: <u>XXX 2028</u>	
Review Committee: <u>Customer Relations/Finance</u>			Policy No: B-2



RED-LINE: SECTION B-3. COMMUNICATIONS AND SUPPORT FOR THE BOARD

In order to make fully informed decisions, the RPU Board should be informed and supported in its work.

Accordingly, the Board may request that the General Manager:

1. Submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies.
2. Apprise the Board of major and unusual land acquisition, contracts, unusual or exceptional purchases, relevant trends, significant public reaction, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Advise the Board if, in the General Manager's opinion, the Board is not in compliance with its own policies, particularly in the case of Board behavior that is detrimental to the relationship between the Board and General Manager.



17

RiversideCA.gov

17

RED-LINE: SECTION B-3. COMMUNICATIONS AND SUPPORT FOR THE BOARD

4. Marshal for the Board as many staff and external points of view, issues and options as needed for fully informed Board choices.
5. Present information in a form that effectively communicates and is not unnecessarily complex or lengthy.
6. Provide a mechanism for official Board, officer, or **ad-hoc** committee communications.
7. Interact with the Board as a whole through ~~both the committee structure and~~ board meetings **and ad hoc committees when appointed by the Board.**
8. Report in a timely manner an actual or anticipated noncompliance with any policy of the Board.
9. Agendize for Board review and/or approval any issue within the Board's subject matter jurisdiction subject to the discretion of the General Manager.



18

RiversideCA.gov

18

RED-LINE: SECTION B-4. BOARD TRAINING/EDUCATION POLICY

It is expected that RPU Board members shall need to travel to various conferences, seminars and training sessions. The Board shall annually establish the total amount budgeted for training and education for all Board members, and include in the overall annual Utility budget for council consideration. New board members shall be encouraged to attend training seminars offered by electric and water associations specifically aimed at recently appointed board members. No limit will be placed upon the number of board members attending conferences in state. It is expected that no more than four board members will attend the same conference, seminar or training event out of state. In the event that more than four members would like to attend, the Board Chair shall provide specific approval for expanded attendance.

Some of the organizations that offer training that might be beneficial to board members are:

- American Public Power Association
- California Municipal Utilities Association
- Association of Metropolitan Water Agencies
- Association of California Water Agencies



19

RiversideCA.gov

19

RED-LINE: SECTION B-4. BOARD TRAINING/EDUCATION POLICY

Board members must follow the state law (Gov. Code Section 53232.2) and report back to the full board a summary of their attendance. Board travel is encouraged so that board members can share increased knowledge of utility related issues with fellow board members.

Tours of facilities are available and recommended for all board members. These can be scheduled through the General Manager.

Reimbursement for travel costs follows normal City policy. No expenditures for spouses or partners who attend meetings with board members is reimbursable.



20

RiversideCA.gov

20