

PUBLIC UTILITIES REVENUE BOND OVERSIGHT COMMITTEE CITY AND COUNTY OF SAN FRANCISCO AGENDA

Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor
Yosemite Conference Room
San Francisco, CA 94102

January 28, 2019 - 12:30 PM

Special Meeting

Mission: The Revenue Bond Oversight Committee (RBOC) monitors the expenditure of revenue bond proceeds related to the repair, replacement, upgrade and expansion of the SFPUC's water, power and sewer infrastructure. The RBOC provides independent oversight to ensure transparency and accountability. The RBOC's goal is to ensure that SFPUC revenue bond proceeds are spent for their intended purposes in accordance with legislative authorization and other applicable laws.

1. Call to Order and Roll Call

Members:

Seat 1	Vacant
Seat 2	Kevin Cheng
Seat 3	Robert Leshner, Co-Chair
Seat 4	Tim Cronin
Seat 5	Travis George, Co-Chair
Seat 6	Christina Tang, Vice Chair
Seat 7	Ashley Clark

2. Agenda Changes (*Discussion and possible action*)

3. **Public Comment:** Members of the public may address the Revenue Bond Oversight Committee (RBOC) on matters that are within the RBOC's jurisdiction but are not on today's agenda.

4. **RBOC: 2019 Strategic Planning, development of audit objective and review of the contracting process** (*Discussion and possible action*)

Potential Audit Topics

- Audit on the use of bond proceeds
- Review of the application of lessons learned, performance of completed projects and development of new questions.
- Review of Lessons Learned from the Water System Improvement Projects (WSIP) project and how it has been applied to Sewer System Improvement Projects (SSIP) and Review of remaining WSIP and the close out of the projects.

5. **Approval of Minutes:** December 17, 2018, Meeting Minutes. (*Discussion and possible action*) (*attachment*)
6. **RBOC: 2019 Meeting Schedule**(*Discussion and possible action*)
7. **Announcements, Comments, Questions, and Future Agenda Items.**
(*Discussion and possible action*)

February 2019

1. SFPUC Staff Report: Sewer System Improvement Program (SSIP) – Quarterly Report Update
2. RBOC Annual Report
3. Comparison of similar Boards and Commissions duties and reports

Pending Issues:

1. Request that SSIP Quarterly reports include information on Stormwater Management System and details on the bidding climate and possible cost increase)
2. Request that the SFPUC provide updates on all water projects that may not be part of SSIP or WSIP.
3. RBOC: Acquiring consultant to examine expected performance of complete projects.
4. SFPUC Staff Report: Environmental Justice
5. SFPUC: Annual Clean Power SF Update (December)
6. RBOC: Review and possible amendments to RBOC Bylaws

8. **Adjournment**

Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these documents, please contact RBOC Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102 – (415) 554-5184.

Audio recordings of the meeting of the Revenue Bond Oversight Committee are available at: http://sanfrancisco.granicus.com/ViewPublisher.php?view_id=97

For information concerning San Francisco Public Utilities Commission please contact by e-mail RBOC@sfgov.org or by calling (415) 554-5184.

Meeting Procedures

Public Comment will be taken before or during the Committee’s consideration of each agenda item. Speakers may address the Committee for up to three minutes on that item. During General Public Comment, members of the public may address the Committee on matters that are within the Committee’s jurisdiction and are not on the agenda.

Procedures do not permit: 1) persons in the audience to vocally express support or opposition to statements by Commissioners by other persons testifying; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) bringing in or displaying signs in the meeting room; and 4) standing in the meeting room.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Peggy Nevin at (415) 554-5184. AVISO EN ESPAÑOL: La solicitud para un traductor debe recibirse antes de mediodía de el viernes anterior a la reunion. Llame a Derek Evans (415) 554-5184. PAUNAWA: Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag kay sa (415) 554-5184.

Disability Access

Revenue Bond Oversight Committee meetings are held at the Public Utilities Commission, 525 Golden Gate Avenue, San Francisco, CA. The hearing rooms at the Public Utilities Commission are specified on the agenda and are wheelchair accessible. To request sign language interpreters, readers, large print agendas or other accommodations, please call (415) 554-5184. Requests made at least 48 hours in advance of the meeting will help to ensure availability.

翻譯 必須在會議前最少四十八小時提出要求
請電 (415) 554-7719

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (San Francisco Administrative Code, Chapter 67) or to report a violation of the ordinance, contact by mail: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; phone at (415) 554-7724; fax at (415) 554-5163; or by email at soff@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing San Francisco Administrative Code, Chapter 67, at <http://www.sfbos.org/sunshine>.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code, Section 2.100, et. seq.] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 581-3100; fax (415) 252-3112; website www.sfgov.org/ethics.

PACKET MATERIALS

DATE January 28, 2019

Item No. 8

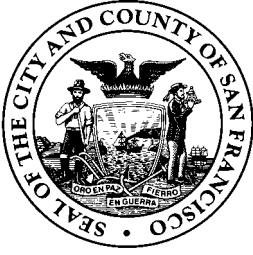
REVENUE BOND OVERSIGHT COMMITTEE AGENDA PACKET CONTENTS LIST

- RBOC December 17, 2019, Meeting Minutes
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Completed by: V Young

Date: January 25, 2019

(This list reflects the explanatory documents provided.)



PUBLIC UTILITIES REVENUE BOND OVERSIGHT COMMITTEE CITY AND COUNTY OF SAN FRANCISCO MINUTES - DRAFT

Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor
Yosemite Conference Room
San Francisco, CA 94102

December 17, 2018 - 9:00 AM

Regular Meeting

Mission: The Revenue Bond Oversight Committee (RBOC) monitors the expenditure of revenue bond proceeds related to the repair, replacement, upgrade and expansion of the SFPUC's water, power and sewer infrastructure. The RBOC provides independent oversight to ensure transparency and accountability. The RBOC's goal is to ensure that SFPUC revenue bond proceeds are spent for their intended purposes in accordance with legislative authorization and other applicable laws.

1. Call to Order and Roll Call

Members:

Seat 1	Vacant
Seat 2	Kevin Cheng
Seat 3	Robert Leshner, Co-Chair
Seat 4	Tim Cronin
Seat 5	Travis George, Co-Chair
Seat 6	Christina Tang, Vice Chair
Seat 7	Jennifer Millman

Co-Chair George called the meeting to order at 9:16 a.m. On the call of the roll, Co-Chair George, Vice Chair Tang, and Members Cronin and Millman were noted present. Co-Chair Leshner and Member Cheng were noted absent.

There was a quorum

2. Agenda Changes

There were no agenda changes.

3. **Public Comment:** Members of the public may address the Revenue Bond Oversight Committee (RBOC) on matters that are within the RBOC's jurisdiction but are not on today's agenda.

Speakers:

None.

4. **SFPUC Staff Report:** Clean Power SF Update.

Michael Hyams and Mike Brown (SFPUC), and Mark Blake (Office of the City Attorney); provided an update on Clean Power SF and responded to questions from the Committee.

Public Comment:

None.

5. **RBOC: Review of RBOC audit topics, previous RBOC Request for Quote, process/procedures for hiring an auditor, and review of the possibility of obtaining a third party contract administrator (City Services Auditor).**

Mike Brown (SFPUC) and Mark Blake (Office of the City Attorney); responded to questions from the Committee.

The Committee discussed the matter and requested that the matter be scheduled at the January 28, 2018, strategic planning meeting and requested the following:

- Consultant/Facilitator be present to assist (Carmen)
- SFPUC contracting representative be present(Christine Anderson)
- City Services Auditor (CSA) be present (Tonia Lediju)
- Create a scope of work

The goals of the strategic planning meeting is to determine a subject matter for the Committee's audit, determine how the CSA and the SFPUC can assist the Committee with contract administration, request for bid process and other issues related to the audit process.

Potential subjects of the audit are as follows:

- Audit on the use of bond proceeds
- Review of the application of lessons learned, performance of completed projects and development of new questions.
- Review of Lessons Learns from the Water System Improvement Projects (WSIP) project and how it has been applied to Sewer System Improvement Projects (SSIP) and Review of remaining WSIP and the close out of the projects.

Co-Chair George request contact information for the CSA and SFPUC staff and volunteered to provide advance information.

The Committee request that staff confirm attendance of the CSA, SFPUC contract representative and any other interested parties by early January 2019.

6. **Approval of Minutes:** November 26, 2018, Meeting Minutes.

Member Cronin requested corrections to Item No. 5 to change ‘outstand’ to ‘outstanding’ and to remove unknown charters from Item No. 7.

Vice Chair Tang, seconded by Member Cronin, move to approve the November 26, 2018, meeting minutes as amended.

Public Comment:
None.

The motion passed without objection.

7. **Announcements, Comments, Questions, and Future Agenda Items.**

The Committee discuss future agenda items and suggested items for future agendas.

Public Comment.
None.

January 28, 2019 12:30 p.m. to 4:30 p.m.

1. Annual Strategic Planning Session
2. RBOC: 2019 Meeting Schedule

February 2019

1. SFPUC Staff Report: Sewer System Improvement Program (SSIP) – Quarterly Report Update
2. RBOC Annual Report
3. Comparison of similar Boards and Commissions duties and reports

Pending Issues:

1. Request that SSIP Quarterly reports include information on Stormwater Management System and details on the bidding climate and possible cost increase)
2. Request that the SFPUC provide updates on all water projects that may not be part of SSIP or WSIP.
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4. SFPUC Staff Report: Environmental Justice
5. SFPUC: Annual Clean Power SF Update (December)
6. RBOC: Review and possible amendments to RBOC Bylaws

8. **Adjournment**

There being no further business, the meeting adjourned at 10:40a.m.

N.B. The Minutes of this meeting set forth all actions taken by the Revenue Bond Oversight Committee on the matters stated but not necessarily in the chronological sequence in which the matters were taken up.

Approved by the RBOC: DRAFT