



**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**

**Listen/Public Call-In Phone Number
(415) 906-4659
Conference ID: 407 784 814#**

April 11, 2023 - 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.

Remote Access to Information and Participation

On March 17, 2020, the Board of Supervisors authorized their Board and Committee meetings to convene remotely (via Microsoft Teams) and will allow remote public comment via teleconference.

Members of the public may participate by phone or may submit their comments by email to: RBOC@sfgov.org; all comments received will be made a part of the official record. Revenue Bond Oversight Committee agendas and their associated documents are available at: <https://sfpuc.org/about-us/boards-commissions-committees/revenue-bond-oversight-committee>

As the COVID-19 disease progresses, please visit the Board's website (www.sfbos.org) regularly to be updated on the current situation as it affects the legislative process. For more information contact Assistant Clerk John Carroll at (415) 554-4445, john.carroll@sfgov.org.

1. Call to Order and Roll Call

- Seat 1** Ettore Leale, Chair
- Seat 2** Lars Kamp, Vice Chair
- Seat 3** *Vacant*
- Seat 4** Claire Veuthey
- Seat 5** *Vacant*
- Seat 6** Christina Tang
- Seat 7** Reuben Holober

2. General Public Comment: Members of the public may address RBOC on matters that are within RBOC jurisdiction and not on this agenda.

3. RBOC: Audit Update

Members of RBOC shall discuss the status of ongoing audits.

Continued from the March 14, 2023 regular meeting.

Discussion and possible action.

Attachment: Revenue Bond Audit: Phase II Status Report - HKA Yano, February 2023

(Public Comment)

4. RBOC: Planning for Future Audits

Members of RBOC shall discuss planning for future audits, to evaluate the performance of projects funded by Revenue Bonds.

Continued from the March 14, 2023 regular meeting.

Discussion and possible action.

Attachments: Sample RFP – RFP for Moscone Convention Center Efficiency Assessment Services; Draft Response to CSA’s Questions re: RBOC’s Potential RFP

(Public Comment)

5. SFPUC: Future Site Visits

Members of RBOC shall discuss potential future site visits to SFPUC projects funded by revenue bond proceeds related to the repair, replacement, upgrade and expansion of the SFPUC’s water, power, and sewer infrastructure.

Continued from the March 14, 2023 regular meeting.

Discussion and potential action.

(Public Comment)

6. Approval of Minutes from the March 14, 2023 Regular Meeting

Discussion and action.

Attachment: March 14, 2023 RBOC Regular Meeting Minutes

(Public Comment)

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

Discussion and possible action.

(Public Comment)

RBOC will meet on the following dates:

- *May 9, 2023;*
- *June 13, 2023; and*
- *July 11, 2023.*

RBOC is tracking the following topics and issues as potential Future Agenda Items:

- A. *A Request that Sewer System Improvement Program (SSIP) Quarterly reports include information on the Stormwater Management System, and details on the bidding climate and possible cost increases;*
- B. *SFPUC: Water System Improvement Program Update;*
- C. *SFPUC: Power Enterprise and Clean Power SF Update;*
- D. *SFPUC: State Federal Loan Updates;*
- E. *SFPUC: Staff Report: Environmental Justice;*
- F. *RBOC: Acquiring consultant to examine expected performance of complete projects;*
- G. *RBOC: Discussion on the 2015 report, entitled “[Evaluation of Lessons Learned from the WSIP Program](#),” to identify procedures and reporting processes from the Water System Improvement Program which may be applied to SSIP;*
- H. *SFPUC: Discussion of Finding 2 of the [SFPUC Performance Audit of Select Revenue Bond Expenditures dated December 23, 2021](#)
Finding 2: “The Quality Assurance Audit Function Was Not Operational From June 2017 Through November 2020”
(Stephen Robinson, AGM of Infrastructure, May be scheduled for a regular meeting in May 2023)*
- I. *SFPUC: Update on the Fiscal Year 2023 Annual Capital Financing Plan and the results of the Sale of Wastewater Bonds;
(May be scheduled for a regular meeting in May 2023)*

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
rbooc@sfgov.org
(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

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 Wilson Ng or Arthur Khoo 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 Wilson Ng o Arthur Khoo (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.

Americans with Disabilities Act (ADA)

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.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decision 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 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 sotf@sfgov.org. Citizens may obtain a free copy of the Sunshine Ordinance by printing the San Francisco Administrative Code, Chapter 67, on the Internet at <http://www.sfbos.org/sunshine>.

Ethics 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] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100; fax (415) 252-3112; website <http://www.sfgov.org/ethics>. Under Campaign and Governmental Conduct Code, Section 1.127, no person or entity with a financial interest in a land use matter pending before the Board of Appeals, Board of Supervisors, Building Inspection Commission, Commission on Community Investment and Infrastructure, Historic Preservation Commission, Planning Commission, Port Commission, or the Treasure Island Development Authority Board of Directors, may make a campaign contribution to a member of the Board of Supervisors, the Mayor, the City Attorney, or a candidate for any of those offices, from the date the land use matter commenced until 12 months after the board or commission has made a final decision, or any appeal to another City agency from that decision has been resolved. For more information about this restriction, visit www.sfethics.org.

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.



San Francisco
Water
Power
Sewer

Services of the San Francisco
Public Utilities Commission

Revenue Bond Audit: Phase II

Status Report

February 2023

HK>A

Nano Accountancy Corporation



Services of the San Francisco
Public Utilities Commission

Revenue Bond Audit – Audit Objectives

GAGAS
Performance Audit

*Generally
Accepted
Government
Auditing
Standards*

Audit Objectives:

To determine whether expenditures from project funds are:

- Allowable under the bond resolutions, laws, and regulations.
- Properly supported.
- Assigned or allocated to the correct project(s) within a bond series; and
- Subjected to appropriate cost control measures.

Respond to RBOC's legislatively mandated responsibilities regarding the status and condition of SFPUC's bond funded capital infrastructure program
(Administrative Code Section 5A.31)



Yano Accountancy Corporation



Services of the San Francisco
Public Utilities Commission

Revenue Bond Audit – Bonds Selected for Evaluation

Water	Wastewater	Power
2016 Series C	2018 Series A	2015 Series A
2017 Series C	2018 Series C	
	2021 Series A	



Nano Accountancy Corporation



Services of the San Francisco
Public Utilities Commission

Revenue Bond Audit – Current Status

- The HKA/Yano Audit Team has provided the draft report to the CSA – Audits Division
- CSA has completed its first review and provided a draft of the report to Member Kamp and SFPUC management
- SFPUC Audits Bureau, CSA and HKA/Yano Audit Team met with Member Kamp, and with SFPUC management
- SFPUC going through its detailed evaluation of the entire report



Yano Accountancy Corporation



Services of the San Francisco
Public Utilities Commission

Revenue Bond Audit – To Dos

- Receive comments on the draft report from CSA and SFPUC
- Receive Views of SFPUC management
- Meet as necessary with SFPUC management
- Incorporate applicable comments into the draft report
- Issue final report



Services of the San Francisco
Public Utilities Commission

Revenue Bond Audit – Observations & Recommendations

Two observations to strengthen the control environment over processes that affect multiple revenue bond series, including all six bond series subject to Phase II audit procedures.

Observations relate to:

- Enhancing internal controls over procurement solicitations
- Enhancing internal controls over project cost components

Three recommendations will be provided to aid RBOC and SFPUC in their responsibilities over revenue bonds.



Nano Accountancy Corporation



San Francisco
Water
Power
Sewer

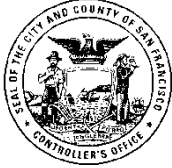
Services of the San Francisco
Public Utilities Commission

Revenue Bond Audit: Phase II

Questions

HK>A

Nano Accountancy Corporation



City and County of San Francisco

Office of the Controller

REQUEST FOR PROPOSALS (RFP) FOR MOSCONE CONVENTION CENTER Efficiency Assessment Services RFP#CON2015-24

CONTACT: Joyce Kimotsuki, joyce.kimotsuki@sfgov.org, (415) 554-6562

Background

The City and County of San Francisco ("City") Controller's Office is soliciting proposals from qualified auditing or consulting firms with recognized experience in the convention industry to conduct an efficiency assessment.

As part of the Controller's Office, the City Services Auditor (CSA) is charged with promoting efficiency and effectiveness of City government. This includes auditing the performance and financial integrity of City departments, leading performance management and measurement efforts citywide, and promoting efficient government through a variety of special projects and initiatives.

CSA's mandated functions require assessment of city services and processes, providing recommendations to improve department operations. The City is the lessor of the George R. Moscone Convention Center ("Center"), which facilities are used for conventions, trade shows, and events of all kinds open to the public and private events. CSA will employ the services of an expert firm to provide an efficiency assessment of the event operations hosted at the Moscone Convention Center (Center). The firm will establish objectives and criteria in consultation with key City stakeholders at the beginning of the project to guide the efficiency assessment. The firm will provide the City with recommendation based on the efficiency analysis and key stakeholder input.

The objectives of the services described in this RFP are to evaluate the Center's labor and operating costs, event staffing, event setup scheduling and marketing/promotion costs to determine whether the Center's operations are effective and efficient.

Anticipated Contract Budget

The estimated budget for this project is anticipated to be in the range of \$200,000 to \$250,000; however proposals outside of this range will be considered. Actual contract budget may vary, at the City's sole and absolute discretion. The City seeks proposals demonstrating an efficient, effective approach with measurable program deliverables and outcomes.

Desired Start Date:

March 1, 2016

Estimated Contract Term:

The anticipated contract term will be 1 year from the start date, with the option to extend the contract for 1 year. Actual contract term may vary, depending upon service and project needs and at the City's sole and absolute discretion. Proposer selected must be available to commence work on or before March 1, 2016. The assessment is expected to be completed in 9 months.

Subcontracting Requirement:

The Local Business Enterprise (LBE) sub-consulting requirement for this Request For Proposal (RFP) and resulting contract(s) has been waived. However, the City strongly encourages responses from qualified LBEs. Pursuant to Admin Code Chapter 14B, rating bonuses will be in effect for any Proposers who are certified as a Small- or Micro-LBE. See the RFP Attachment II for more information.

Schedule*

Solicitation Issued	12-17-2015
Deadline for Questions	01-08-2016 3pm PST
Deadline for Answers	01-14-2016 3pm PST
Deadline for Proposals	<u>02-04-2016 3pm PST</u>
Contract award intent notification	02 24-2016

**Each date subject to change*

RFP Questions and Communications

To ensure fair and equal access to information about this RFP, e-mail your questions to centralcontracts@sfgov.org. Questions must be in writing and received by the Deadline for Questions. No questions will be accepted after this time with the exception of City vendor requirements questions. A summary of the questions and answers pertaining to this solicitation will be posted at the City website: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=10384>

1. Introduction

1.1 General Terms Used in the RFP

The “Proposer” refers to any entity submitting a proposal to this Request for Proposals (“RFP”). The “Contractor” refers to the Proposer awarded a contract for services under this RFP. Other abbreviations used throughout this RFP include:

- **City** – The City and County of San Francisco
- **City Services Auditor (CSA)** – A division of the Controller’s Office
- **Controller’s Office** – The City and County of San Francisco Controller’s Office.
- **General Services Agency (GSA)** - The City and County of San Francisco General Services Agency Department.
- **George R. Moscone Convention Center (Center)** – The City and County of San Francisco’s facilities used for conventions, trade shows, and events of all kinds open to the public and private events.

1.2 Statement of Need and Intent

The City Services Auditor of the San Francisco Controller’s Office (CSA) seeks proposals from qualified Proposers with demonstrated experience in the convention industry.

The outcome of this project would provide the City with an efficiency assessment of the operations at the George R. Moscone Convention Center. The contractor will provide the City with recommendation based on the efficiency analysis and key stakeholder input.

1.3 Background of City and County of San Francisco, City Services Auditor, and General Services Agency

San Francisco is the fourth largest city in California. The City and County of San Francisco established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through an 11-member Board of Supervisors that is elected from the district in which the Supervisor lives. The Board of Supervisors serves as the legislative authority, and the Mayor and other independent elected officials serve as the executive authority.

Proposition C, passed in November 2003, amended City Charter Section 3.105, through the addition of Appendix F, to instruct the City’s Controller to serve as City Services Auditor. This role makes the Controller’s Office responsible for providing objective, rigorous measurement of City service levels and effectiveness and authorizes it to contract with outside, independent experts for a variety of consultant services. For more information regarding CSA roles and responsibilities, visit <http://www.sfgov.org/controller>.

CSA has been engaged by the General Services Agency (GSA) to provide an efficiency assessment of the Center. The majority of the services provided by the GSA are provided to support the effective operations of other city departments. Examples of these functions include maintenance, operations, and management of city-owned buildings and infrastructure; technology and telephony services; design and construction of department’s capital improvements; procurement and contract administration services and others. The George R. Moscone Convention Center is managed by the GSA.

GSA and CSA will work in coordination to develop scope for this assessment, review the RFP responses, and work with the selected Contractor to assess efficiency of Center operations. The Contractor shall provide a report of its assessment and recommendations.

1.4 Background of George R. Moscone Convention Center

The City is the lessor of the George R. Moscone Convention Center, located at 747 Howard Street in San Francisco, California, which facilities are used for conventions, trade shows, and events of all kinds open to the public and private events.

On November 6, 1990 the City contracted with SMG, formerly Facility Management Incorporated of California, to manage, operate and maintain the Center as well as two other public facilities. The City's Convention Facilities Department of the General Services Agency remains responsible for the administration and oversight of the Center.

Under the Management Agreement, SMG submits annual financial statements audited by a public accounting firm of the City's Chief Administrative Officer's choice, accompanied by a management letter covering the effectiveness of the internal accounting controls and any related matters. SMG's books and records devoted exclusively to the operations of the public facilities shall be available for examination by City-authorized personnel.

2. Scope of Work

2.1 Scope of Work

This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future projects, the selected Contractor's findings and data may be shared by the City with other City Contractors, as deemed appropriate by the City.

Each Proposer should demonstrate its capabilities by providing responses to RFP Attachment V, Proposal Template.

Please note that each Task section below includes potential deliverables that correspond to an identified sub-task.

The Contractor will work closely with the City project team, which is composed of staff from CSA and GSA, to perform tasks and develop deliverables pursuant to an agreed-upon scope of work.

Successful completion of the following will be established by a negotiated Agreement between the City and Contractor.

1. Estimated Project Length: 6-9 months, Must be completed by 9/1/2016
2. Estimated Project Budget: The estimated budget for this project is anticipated to be in the range of \$200,000 to \$250,000; however proposals outside of this range will be considered. The City seeks proposals demonstrating an efficient, effective approach with measurable program deliverables and outcomes.

3. Efficiency Assessment : The successful proposer must examine and report on all of the following:
 - a. Assess labor and operating costs (staffing and expenses) at the Center, including a comparison of labor costs at the Center with labor and operating costs at convention centers in California and other states. Labor and operating costs include payroll, benefits, materials, supplies, contractual services, management fees, insurance, utilities, and other related costs;
 - b. Assess event staffing at the Center;
 - c. Assess event set up and break down times and the impact they may have on event scheduling;
 - d. Assess the costs related to promotion, travel, and entertainment for the general benefit of the operation and utilization of the Center;
 - e. Provide improvement or change recommendations in instances where the contractor is managing or operating in a manner that is inconsistent with acceptable or traditional or business best practices;
 - f. Indicate whether the management and/or operation should be improved or changed in any respect in relation to cost efficiency;
 - g. If the Efficiency Assessment indicates the need for improvement or changes, such Efficiency Assessment shall detail all such recommendations; and
 - h. Any other items proposed by the City.
4. Provide at least bi-weekly meetings with CSA and GSA staff on project updates.
5. All developed work products owned by the City and County of San Francisco.

2.2 Assumptions

1. Prior to submitting a Proposal, each Proposer must familiarize itself with all current working conditions, including but not limited to the labor environment and all applicable laws, codes, ordinances, contracts, agreements, rules and regulations that will affect the delivery of the services to be provided by the Proposer.

2.3 Deliverables

1. Task 1: Assessment Planning and Survey

Contractor shall initiate the planning process by obtaining background documents and other relevant information to fully understand the Center, contact GSA to conduct a preliminary survey that includes a risk assessment, establish an appropriate scope and objectives that address engagement objectives and risk, and provide ongoing communication with the City management on engagement status. As part of the planning process, Contractor shall schedule and conduct an Entrance Conference with the GSA and the Audits Unit of CSA.

Task 1 deliverables may include, but are not limited to, the following:

- a. Entrance Conference agenda and meeting notes
- b. Information request to the GSA
- c. Statement of Scope and Objectives
- d. Post-survey briefing slides, including oral presentation to Controller's staff, highlighting results of the planning and survey phase
- e. Assessment Plan

2. Task 2: Assessment Analysis

Contractor shall submit a detailed assessment work plan to the City for approval. Once the plan is approved, Contractor shall gather and analyze data and information based on the procedures detailed in the field work plan to address objectives identified in the audit's survey phase. The work conducted during this phase shall produce audit evidence that Contractor will use to formulate findings, conclusions, and recommendations.

Task 2 deliverables may include, but are not limited to, the following:

- a. Detailed assessment work plan
- b. Assessment work briefing slides, including oral presentation to City staff, highlighting results of the assessment work phase
- c. Findings sheet produced at the end of field work

3. Task 3: Draft Report

Based on the collected information and analyses performed, Contractor shall develop a comprehensive draft assessment report, which will assess the effectiveness, efficiency, and economy of the Center's processes for operating events, including recommendations as appropriate. Contractor shall provide a draft report to CSA and GSA for review and approval. CSA and GSA may suggest revisions to Contractor. The GSA will be given an opportunity to provide a written response. Contractor will include the GSA's response in the final report. As part of the reporting and quality control review process, Contractor shall schedule and conduct an exit conference with the GSA and CSA Audits Unit.

The timely submission of all reports is an essential and material term and condition of this Agreement. The reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

Task 3 deliverables may include, but are not limited to, the following:

- a. Draft assessment report
- b. Exit conference agenda and meeting notes

4. Task 4: Final Report

Contractor shall provide a final report, which will include all agreed-upon revisions suggested to Contractor by the CSA Audits Unit, which will issue the report. Contractor shall prepare final deliverables and work papers in accordance with this Agreement. Contractor shall provide the report to the City in an electronic format that will allow the City to issue the report under the City's cover, with the City's summary. Upon completion of the project, Contractor shall provide all final work papers and documentation to the City.

Contractor shall also be expected to participate in a presentation of results to the GSA, if necessary, and possibly one or more presentations to a committee of the City's Board of Supervisors.

Task 4 deliverables may include, but are not limited to, the following:

- a. Final report
- b. Final work papers
- c. Presentation of findings to the GSA if necessary, and possibly one or more presentations to a committee of the City's Board of Supervisors.

5. Task 5: Meetings, Negotiations, and Service Coordination

Contractor shall participate in all meetings and negotiations related to the scope of services provided herein, as requested by the City, and keep the City appropriately informed of the status, issues, and any information impacting the status of the project. Contractor shall take such steps as are appropriate to ensure that the scope of services described herein is properly coordinated.

In addition to the reports specified above, Contractor shall provide written status reports as requested by the City. The City will determine the format for the content of any as-needed reports.

Task 5 deliverables may include, but are not limited to, the following:

- a. Biweekly written status reports, including tasks performed, actual and milestone dates, and any performance/completion issues
- b. Agendas, materials, and notes for each meeting, as requested by the City.

3. City-Proposer Communications

Proposers are specifically directed NOT to contact any employees or officials of the City other than those specifically designated in this RFP and its Attachments. Unauthorized contact may be cause for rejection of Proposals at the City's sole and absolute discretion.

3.1 Questions and Answers

The City will compile all questions and answers and post them on the City's website: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=10384>

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RFP, please e-mail any questions to centralcontracts@sfgov.org. No oral questions will be accepted. Questions, in accordance with the above schedule, must be in writing and received before **3:00 pm PST on January 8, 2016**. No questions will be accepted after this time with the exception of City vendor compliance.

3.2 Summary of Information Requested and Presented

A summary of all questions and answers pertaining to this RFP will be posted on the City's website: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=10384> It is the Proposers' responsibility to check this Website for any updates. The City recommends that Proposers check the Website for updates on a daily basis at a minimum.

3.3 City Communication Following Receipt of Proposals

The City may contact the Proposers for clarification or correction of minor errors or deficiencies in their Proposals prior to deeming a Proposal as non-responsive. Clarifications are "limited exchanges" between the City and a Proposer for the purpose of clarifying certain aspects of the Proposal, and do not give a Proposer the opportunity to revise or modify its Proposal. Minor errors or deficiencies are defined as those that do not materially impact the City's evaluation of the Proposal; for example, failing to label the "original" Proposal as an "original". For information regarding the City's Evaluation Process, See RFP Section 5.0 - Evaluation Criteria.

4. Proposal Submission Requirements

4.1. Time and Place for Submission of Proposals

Proposals and all related materials must be received by **3:00 pm PST on February 4, 2016.**
Proposals must be delivered to the following:

Attention: Joyce Kimotsuki
Office of the Controller
City Hall, Room 306,
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted by e-mail or fax will not be accepted. Late submissions will not be considered, including those submitted late due to postal or delivery service failure. Note that Proposers hand-delivering Proposals to City Hall may be required to open and make packages accessible for examination by security staff.

4.2 Proposal Package

4.2.1 The following items must be included in your Proposal and packaged in a box or envelope clearly marked **RFP# CON2015-24 Moscone Center Efficiency Assessment Services.**

Complete, but concise Proposals, are recommended for ease of review by the Evaluation Team. Proposals should provide a straightforward description of the Proposer's capabilities to satisfy the requirements of the RFP. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

A. One (1) original printed Proposal (with original signatures) labeled as "Original."

RFP Attachment I Acknowledgement of RFP Terms and Conditions

RFP Attachment II Contract Monitoring Division's Local Business Enterprise Forms

RFP Attachment III City's Administrative Requirements

RFP Attachment IV City's Agreement Terms and Conditions

RFP Attachment V Proposal Template

B. One (1) flash drive or CD-ROM containing entire contents of Proposal, including all RFP Attachments. CD-ROM/flash drive and all files must be labeled with the Proposer's name. All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable.

C. Seven (7) complete printed copies of RFP Attachment V. Proposers are advised to review RFP Attachments I through IV before beginning work on the Proposal template in RFP Attachment V to ensure that City requirements can be met.

5. Evaluation Criteria

This section describes the guidelines used for analyzing and evaluating the Proposals. It is the City's intent to select Proposer(s) for contract negotiations that will provide the best overall service package to the City inclusive of fee considerations. Proposers selected for contract negotiations are not guaranteed a contract. This RFP does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the Proposals submitted in response to this RFP are inadequate to satisfy its needs. There are two phases to the evaluation process. City staff shall first perform an Initial Screening process as described in Section 5.1. Proposals that pass the Initial Screening process will proceed to the Evaluation Process described in Section 5.3.

5.1 Initial Screening; Minimum Qualifications

Proposals are not scored during the Initial Screening process. Initial Screening is simply a pass/fail determination as to whether a Proposal meets the threshold requirements described above. A Proposal that fails to meet these requirements **will not** be eligible for consideration in the Evaluation Process described in Sections 5.3 below. The City reserves the right to request clarification from Proposers prior to rejecting a Proposal for failure to meet the Initial Screening requirements. Clarifications are "limited exchanges" between the City and a Proposer for the purpose of clarifying certain aspects of the Proposal, and will not give a Proposer the opportunity to revise or modify its Proposal. Proposals that meet the Initial Screening requirements shall proceed to the Evaluation Process.

5.1.1 The Proposer certifies that it meets the following Minimum Qualifications:

The Minimum Qualifications are used by the City to determine whether the Proposer and the proposed staff identified to complete all tasks specified in the scope of work have had experience on projects comparable to the services the City is requesting. Any Proposal that does not demonstrate that the Proposer meets these minimum qualifications by the Proposal deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s).

Minimum Qualifications:

A. QUALIFICATIONS:

Proposer has submitted two (2) Prior Project Descriptions in accordance with RFP Attachment V, Section B, each clearly demonstrating successful completion of a minimum of one (1) efficiency assessment of convention facilities or significantly similar large event facilities within the last five (5) years of the date of this RFP (successful completion means project outcomes have been assessed by client).

If Proposal includes a partner or subcontractor, Proposer has submitted at least two (2) Prior Project Descriptions, similar to that proposed by the City, in accordance with RFP Attachment V, Section B, for each proposed partner or subcontractor clearly demonstrating successful completion of a minimum of one (1) project in the last five (5) years of the date of this RFP.

Proposer has submitted two (2) sample efficiency assessments or analyses of convention facilities or significantly similar large event facilities that include detailed project summary, approach, and outcomes for a completed efficiency project similar to that requested by the City within the last five (5) years of the date of this RFP (successful completion means project outcomes have been assessed by client). If more than two (2) sample efficiency assessment or analyses are included, only the first two (2) will be reviewed.

B. STAFFING:

The project manager and/or technical lead proposed to be assigned to the City's project individually has had a similar role in a minimum of two (2) of the Prior Project Descriptions for the Proposer (or proposed partner, if applicable).

5.2 Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating Proposals according to the Proposal Evaluation Criteria in Section 5.3. Specifically, the team will be responsible for the evaluation and rating of the Proposals and for performing reference checks.

5.3 Proposal Evaluation Criteria (100 points)

Proposals will be evaluated in accordance with the information provided by the Proposer in RFP Attachment V and the criteria below.

1 Proposer and Partner (if applicable) Firm Qualifications – 25 points

- a) Appropriateness of Proposer's firm history and structure, including total staff size and composition, to services under this RFP;
- b) Proposer's experience providing efficiency assessment services for municipal organizations and/or private convention facilities;
- c) Relevance of Proposer's Prior Project Descriptions to services under this RFP; and
- d) Proposer's capacity and resources to provide the services under this RFP.

2 Proposed Staff Qualifications – 20 points

- a) Clarity and appropriateness of proposed staffing structure, including proposed project team organization chart;
- b) Clarity and appropriateness of proposed staff roles and responsibilities;
- c) Applicability of proposed staff qualifications and education, including partners and sub-consultants; and
- d) Commitment to provide continuity of qualified staff through completion of services.

3 Project Approach and Schedule – 40 points

- a) Work plan/approach demonstrates understanding of the project and the tasks to be performed;
- b) Has developed a detailed yet realistic project methodology to meet the goals for each task listed in Section 2 – Scope of Work of this RFP.
- c) Project schedule demonstrates ability to complete project in a timely and appropriate manner;
- d) Has appropriate expectations of client involvement or level of effort and knowledgeable questions and data/resource requests; and
- e) Has developed sufficient expertise or methodology to create competitive differences that will be beneficial to the City.

4 Project Cost – 15 points

- a) Cost proposal is sufficiently detailed (see RFP Attachment V – Proposal Template);
- b) Cost proposal is reasonable and appropriate for the work involved; and
- c) Proposed staff hourly rates are consistent with market standards.

6. Terms and Conditions for this Solicitation

As stated in RFP Attachment V, *Section B. Minimum Qualifications 2. Prior Project Description*, “Client Contacts are required and may serve as references for the Proposer. The City will not inform Proposers when references will be contacted. The Proposer should ensure that client contact information listed in the response is up-to-date and should notify clients that the City may be contacting them. See RFP Attachment I, Section 14.”

Prior to contract award, reference checks may be used to determine the applicability of Proposer experience to the services the City is requesting; the quality of services and staffing provided to prior clients; adherence to schedules/budgets; and the Proposer’s problem-solving, project management, and communication abilities.

There is no guarantee of a minimum amount of work or compensation for any Proposer selected for contract negotiations.

The City reserves the right to accept other than the lowest price offer and to reject all proposals.

The selection of any Proposer for contract negotiations shall not imply acceptance by the City of all terms of the Proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm’s projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines, and deliverables.

If a satisfactory contract cannot be negotiated in a reasonable time with the selected Proposer, then the Controller’s Office, in its sole discretion, may terminate negotiations and utilize additional contractor solicitation and/or selection methods, or it may determine that no contract or project will be pursued.

Sunshine Ordinance: In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors’ bids, responses to solicitations and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person or organization’s net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request. Proposer understands that any writing presented under this RFP may be subject to public disclosure.

7. Protest Procedures

7.1 General

Failure of a Proposer to comply with the protest procedures set forth in this section will render a protest inadequate and non-responsive, and will result in rejection of the protest.

7.2 Protest of Non-Responsiveness Determination

By 5:00 p.m. PST on the fifth (5th) working day of the City's issuance of a notice of non-responsiveness, any Proposer that has submitted a Proposal and who believes that the City has incorrectly determined that its Proposal is non-responsive, may submit a written notice of protest by e-mail (fax is not acceptable) as directed in Section 6.4. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

7.3 Protest of Contract Award

By 5:00 p.m. PST on the fifth (5th) working day of the City's issuance of a notice of intent to award a contract under this RFP, any Proposer that has submitted a responsive Proposal and who believes that the City has incorrectly selected another Proposer for award may submit a written notice of protest by e-mail (fax is not acceptable) as directed in Section 7.4. Such notice of protest must be received by the City on or before 5 p.m. PST of the fifth (5th) working day after the City's issuance of the notice of intent to award a contract.

The notice of protest must include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

7.4 Delivery of Protests

All protests must be received by the specified date and time deadline. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that objectively will establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered.

Protests must be delivered to:

E-mail:Joyce.Kimotsuki@sfgov.org

Mail:

Attention: Joyce Kimotsuki
Office of the Controller
City Hall, Room 306
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

7.5 Protest Review

The Controller's Office will confirm receipt of notice of protest by Proposer.

If a Proposer submits a complete and timely protest, the Controller's Office will review notice of protest soon after receipt of the protest to determine validity of notice, including, but not limited to: (a) receipt by due date; (b) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (c) signed by an individual authorized to represent the Proposer; (d) citation of the law, rule, local ordinance, procedure or RFP provision on which the protest is based; and (e) specification of facts and evidence sufficient for the City to determine the validity of the protest. The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Proposer who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence. The review shall be an informal process conducted by the Controller's Office or its designee and will be based upon the information submitted by the Respondent in its protest letter. The Controller's Office will notify the Respondent in writing of its decision at the conclusion of the review. The decision of the Controller's Office is final. Protests not received within the time and manner specified will not be considered.

8. Vendor Compliance

Proposer must fulfill the City's administrative requirements for doing business with the City and become a compliant vendor prior to contract award. Fulfillment is defined as completion, submission and approval by applicable City agencies of the forms and requirements.

From: [Carroll, John \(BOS\)](#)
To: [RBOC, \(BOS\)](#); [Ettore Leale](#); lars.kamp@gmail.com; [Claire Veuthey](#); ctang@bawsca.org; [Holober, Reuben \(BUD\)](#)
Subject: FW: Next Steps re: RFP Process for RBOC's Potential Performance Audit
Date: Wednesday, January 18, 2023 3:09:26 PM
Attachments: [RFP#CON2015-24 Moscone Center - Request for Proposals - posted 2015.12.17.pdf](#)
[image001.png](#)

RBOC Members. Please find and review the message below and the attachment, related to yesterday's agenda item number 5.

Best to you,

John Carroll
Assistant Clerk

Board of Supervisors
San Francisco City Hall, Room 244
San Francisco, CA 94102
(415) 554-4445

(VIRTUAL APPOINTMENTS) To schedule a virtual meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.

Due to the current COVID-19 health emergency and the Shelter in Place Order, the Office of the Clerk of the Board is working remotely while providing complete access to the legislative process and our services.

 Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation and archived matters since August 1998.

Disclosures: *Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.*

From: Woo, Winnie (CON) <winnie.woo@sfgov.org>
Sent: Tuesday, December 13, 2022 8:15 PM
To: Christina Tang <CTang@bawsca.org>
Cc: Djohns, Massanda (CON) <massanda.djohns@sfgov.org>; Wang, Hunter (CON)

[<hunter.wang@sfgov.org>](mailto:hunter.wang@sfgov.org)

Subject: RE: Next Steps re: RFP Process for RBOC's Potential Performance Audit

Hi Christina,

I hope you're well. Attached is an example of a prior RFP solicitation for Efficiency Assessment Services that our office conducted to provide RBOC an idea of the contents needed for the RFP. This RFP may have some similarities as your requested project. I will check in with our Contracts team tomorrow see if there's a more recent RFP for format purpose. For planning purpose, it would be helpful to start discussing and thinking about the following.

1. Scope of work:
 - a. RBOC's objectives for this project- What do you want the consultant to help determine or answer? (*General and specific objectives*)
 - b. Description of project and tasks you would like consultant to perform.
 - c. Population of capital projects and the respective costs of each of these projects
 - d. List of areas/functions that you want the consultant to review with order of priority.
 - e. Project length- Is there a time when this project must be completed or is it flexible??
 - f. Benchmarking studies - Do you want any best practices or comparison to other jurisdictions?
2. Deliverables:
 - a. What would you like to see as the final product or interim reporting? Report with findings and recommendations?
 - b. What are the expectations of this project from a reporting aspect?
3. Cost:
 - a. What is the not to exceed amount for this project?
4. Minimum Qualifications:
 - a. Qualifications you would like in the consultant.
 - i. Experience with capital projects in government environment?
 - ii. Size of firm, years of experience
 - iii. Specific experience in type of capital projects?
5. Evaluation Criteria
 - a. Factors used to rate the consultants – what is most important? Cost, experience?

I hope this helps and I'm happy to discuss further if you have any questions.

Winnie

Winnie Woo

City Services Auditor

Office of the Controller

City and County of San Francisco

(415) 554-7652 | winnie.woo@sfgov.org

1) Scope of work:

a. RBOC's objectives for this project- What do you want the consultant to help determine or answer? (*General and specific objectives*)

1. Is the infrastructure financed by revenue bonds performing as designed?

The committee expects the consultant to identify the most appropriate SFPUC documents (i.e. CIP, capital project descriptions...) to be used as a reference in order to address this question. The committee also expects the consultant to explain their approach to assessing the performance of said infrastructure (i.e. performance tests...)

2. Is the infrastructure financed by revenue bonds properly maintained to ensure that it performs as designed over its intended lifespan?

The committee expects the consultant to determine:

- a description of the infrastructure's intended lifespan,
- a description of the infrastructure's expected performance,
- whether there is a documented maintenance plan at the SFPUC,
- whether there is a track record of maintenance, and whether actual maintenance matches the plan for maintenance.

The committee also expects the consultant to determine whether the maintenance plan, if available, is sufficient. If there is no documented maintenance plan, we expect the consultant to suggest one, including important elements that the consultant considered in putting together this suggested plan (e.g. industry standards, special considerations based on usage, geography, etc, as appropriate.)

3. Are ratepayers receiving good return on their investment in capital improvement projects?

The committee deems this question to be qualitatively different from questions 1 and 2, and therefore best addressed in a separate audit and RFP.

b. Description of project and tasks you would like consultant to perform.

The project should assess SFPUC infrastructure financed by revenue bonds. The committee expects the consultant to make recommendations based on various criteria (i.e. amounts being bond funded, significant of the infrastructure's impact to the SFPUC's system...) after their initial assessment.

c. Population of capital projects and the respective costs of each of these projects

See the response above.

d. List of areas/functions that you want the consultant to review with order of priority.

The main purpose of this assessment is to review the performance and the maintenance records of an infrastructure financed by revenue bonds. The committee expects the consultant to come up with a/several metrics to help us achieve these goals.

e. Project length- Is there a time when this project must be completed or is it flexible? The committee would like this project to be completed in 6-18 months starting from the date when the contract is awarded, but is open to an alternate timeframe as recommended by the consultant.

f. Benchmarking studies - Do you want any best practices or comparison to other jurisdictions?

Ideally, yes. The committee expects the consultant to make recommendations as to comparatives (i.e. industry standards, other jurisdictions to be used as peer comparisons...)

2) Deliverables:

a. What would you like to see as the final product or interim reporting?

At least one interim report with a project progress update and a final report with findings and recommendations.

b. What are the expectations of this project from a reporting aspect?

See above. In addition, the committee expects the consultant to ask for feedback and direction from the committee through the interim reporting process before the project is completed.

3) Cost:

a. What is the not to exceed amount for this project?

The committee hopes that CSA can make a suggestion.

4) Minimum Qualifications:

a. Qualifications you would like in the consultant.

i. Experience with capital projects in government environment?

Yes, definitely.

ii. Size of firm, years of experience

No preference on the size of the firm, but maybe a firm with at least three years of experience in assessing infrastructure projects.

iii. Specific experience in type of capital projects?

Water/wastewater/power capital projects

5) Evaluation Criteria

a. Factors used to rate the consultants – what is most important?

Qualifications 30-40%, Experience 30-40%, Cost 20-40%



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

DRAFT MINUTES

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

March 14, 2023 - 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, Roll Call, and Agenda Changes

Chair Leale called the meeting to order at 9:20 a.m. On the call of the roll, Chair Leale and Members Kamp, Veuthey, Tang, and Holober were noted present.

There were no agenda changes.

2. Public Comment

David Pilpel suggested that RBOC consider meeting less frequently than once per month, reminded the committee that RBOC has a sunset date in 2025, and suggested that RBOC streamline audit functions in the event that the committee is not extended beyond 2025.

3. RBOC: Election of Officers, Recruitment and Roles of Members

Chair Leale noted that RBOC has not conducted officer elections since the beginning of the shelter in place orders due to the COVID-19 pandemic, and highlighted the utility of selecting a vice chair, to conduct RBOC business in the even that the Chair is unavailable.

The Chair opened nominations for the offices of Chair and Vice Chair. Member Tang, seconded by Member Holober, moved to nominate Member Leale and Member Kamp as the Chair and Vice Chair of RBOC, respectively.

Public Comment: David Pilpel shared support for the nominations.

Member Tang, seconded by Member Holober, moved to nominate Member Leale and Member Kamp as the Chair and Vice Chair of RBOC, respectively. The motion PASSED by the following vote:

Ayes: 5 - Leale, Kamp, Veuthey, Tang, Holober

4. RBOC: Audit Update

Hunter Wang (City Services Auditor, Office of the Controller); Paul Pocalyko and Eugene Yano (HKA Associates); provided updates and responded to questions from the committee.

Public Comment: None.

Chair Leale, seconded by Member Tang, moved to continue the agenda matter to the April 11, 2023, RBOC meeting. The motion PASSED by the following vote:

Ayes: 5 - Leale, Kamp, Veuthey, Tang, Holober

5. RBOC: Planning for Future Audits

RBOC discussed questions related to the scope and objectives for future audit proposals, with a focus on the question: “are ratepayers receiving good return on their investment in capital improvement projects?” Mark Blake (Office of the City Attorney), and Massandra D’Johns and Hunter Wang (City Services Auditor, Office of the Controller); provided updates and responded to questions from the committee. Member Tang requested that RBOC members address their concerns with the question before the next RBOC meeting.

Public Comment: David Pilpel provided suggestions on the development of the request for proposal for audit services.

Member Tang, seconded by Member Veuthey, moved to continue the agenda matter to the April 11, 2023, RBOC meeting. The motion PASSED by the following vote:

Ayes: 5 - Leale, Kamp, Veuthey, Tang, Holober

6. RBOC: Draft Annual Report

Chair Leale provided a summary on the progress of the Annual Report and recommended approval.

Public Comment: David Pilpel offered brief formatting and structural suggestions.

Vice Chair Kamp, seconded by Member Veuthey, moved to approve the Fiscal Year 2022 RBOC Annual Report . The motion PASSED by the following vote.

Ayes: 5 - Leale, Kamp, Veuthey, Tang, Holober

7. SFPUC: Future Site Visits

Chair Leale requested that RBOC members indicate their individual preferences for scheduling a future site visit. RBOC members unanimously indicated a preference for scheduling an overnight site visit over Tuesday through Wednesday, May 30-31, 2023. Chair Leale highlighted the logistical challenges of conducting RBOC business during an overnight site visit. Nikolai Sklaroff and Betsy Lauppe Rhodes (SFPUC); responded to questions raised throughout the discussion.

Public Comment: David Pilpel shared a desire to attend a future site visit.

Member Veuthey, seconded by Member Tang, moved to continue the agenda matter to the April 11, 2023, RBOC meeting. The motion PASSED by the following vote:

Ayes: 5 - Leale, Kamp, Veuthey, Tang, Holober

8. Approval of January 17, 2023 RBOC Meeting Minutes

John Carroll, Clerk, indicated he would make a clerical corrections to the January 17, 2023 meeting Minutes.

Public Comment: David Pilpel provided suggestions regarding the form of meeting minutes.

Vice Chair Kamp, seconded by Member Veuthey, moved to approve the January 17, 2023, meeting minutes with clerical changes. The motion PASSED by the following vote:

Ayes: 5 - Leale, Kamp, Veuthey, Tang, Holober

9. Announcements, Comments, Questions, and Future Agenda Items

RBOC will meet on the following dates:

- April 11, 2023;
- May 9, 2023;
- June 13, 2023; and
- July 11, 2023.

Vice Chair Kamp indicated that he would be unavailable to attend the July 2023 meeting. Nikolai Sklaroff (SFPUC); indicated SFPUC availability to present on the fiscal year 2023 Annual Capital Financing Plan and the upcoming sale of wastewater bonds, and responded to questions from the Committee. This topic may be heard by RBOC during a regular meeting in May. Member Veuthey asked follow-up questions related to the existence of an SFPUC staff report on environmental justice, found below as item E. Chair Leale highlighted that the RBOC Performance Audit Quality Assurance Program item will be heard on April 11, 2023.

Public Comment: David Pilpel suggested that RBOC consider removing several items from the future agenda items tracking, particularly items E, F, and G from the chart below.

RBOC is tracking the following topics and issues as potential Future Agenda Items:

- A. *A Request that Sewer System Improvement Program (SSIP) Quarterly reports include information on the Stormwater Management System, and details on the bidding climate and possible cost increases;*
- B. *SFPUC: Water System Improvement Program Update;*
- C. *SFPUC: Power Enterprise and Clean Power SF Update;*
- D. *SFPUC: State Federal Loan Updates;*
- E. *SFPUC: Staff Report: Environmental Justice;*
- F. *RBOC: Acquiring consultant to examine expected performance of complete projects;*
- G. *RBOC: Discussion on the 2015 report, entitled “[Evaluation of Lessons Learned from the WSIP Program](#),” to identify procedures and reporting processes from the Water System Improvement Program which may be applied to SSIP;*
- H. *SFPUC: Discussion of Finding 2 of the [SFPUC Performance Audit of Select Revenue Bond Expenditures dated December 23, 2021](#)
Finding 2: “The Quality Assurance Audit Function Was Not Operational From June 2017 Through November 2020”
(Stephen Robinson, AGM of Infrastructure)*
- I. *SFPUC: Discussion of the Fiscal Year 2023 Annual Capital Financing Plan and Upcoming Sale of Wastewater Bonds;
(May be scheduled for a regular meeting in May 2023)*

10. Adjournment

There being no further business, the meeting adjourned at 10:30 a.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: Draft
Public Utilities Revenue Bond Oversight Committee**