



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

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	Vacant
Seat 4	Tim Cronin
Seat 5	Travis George, Chair
Seat 6	Christina Tang, Vice Chair
Seat 7	Ashley Clark

Chair George called the meeting to order at 1:01 p.m. On the call of the roll, Chair George, Vice Chair Tang, and Members Cronin and Clark were noted present. Member Cheng were noted absent.

It was noted that Member Robert Leshner submitted his resignation on January 27, 2019.

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. **RBOC: 2019 Strategic Planning, development of audit objective and review of the contracting process**

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.

Chair George provided a summary of the RBOC audit objective and history of the recent action to create an audit objective and hire a contractor.

Speakers:

Mike Brown (Public Utilities Commission); Chief Audit Executive Tonia Lediju and Winnie Woo (City Services Auditor Division – Office of the Controller); Carmen Clark; provided information/advice regarding RBOC audit objective and contracting process and responded to questions from the Committee.

Upon discussion the RBOC stated their intention to implement and Memorandum of Understanding (MOU) with the City Services Auditor Division for assistance with selecting a contractor from the Controller’s list and assisting with administering the contract.

Member Tang, seconded by Member Cronin, moved to authorize Chair George to discuss and possibly approve the MOU with City Services Auditor Division and to provide any information needed on behalf of the RBOC.

Public Comment:

None.

The Motion passed without objection.

5. **Approval of Minutes:** December 17, 2018, Meeting Minutes.

Member Cronin, seconded by Member Tang, moved to approve the December 17, 2018, Meeting Minutes.

Public Comment:

None.

The Motion passed without objection.

6. RBOC: 2019 Meeting Schedule

Upon Discussion the RBOC tentatively set the following meeting schedule:

February 19, 2019, 9:00 a.m.

March 18, 2019, 9:00 a.m.

April 15, 2019, 9:00 a.m.

May 20, 2019, 9:00 a.m.

Public Comment:

None.

The Motion passed without objection.

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

The RBOC discussed future agenda items and set the following tentative schedule:

February 19, 2019 9:00 a.m.

1. RBOC: Development of audit project pursuant to Administrative Code, Sections 5.30 through 5.36:
 - a. Memorandum of Understanding with the City Services Auditor
 - b. Audit topics and procedure
 - c. Selection process for an audit contractor
 - d. Other issue related to the audit project
2. RBOC Annual Report

March 11, 2019 9:00 a.m.

1. SFPUC Staff Report: Sewer System Improvement Program (SSIP) – Quarterly Report Update

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
7. Comparison of similar Boards and Commissions duties and reports

8. Adjournment

There being no further business, the meeting adjourned at 3:01p.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: 02/19/19