



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

February 19, 2019 – 9:00 AM

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 9:14 a.m. On the call of the roll, Chair George, Vice Chair Tang, and Members Cheng, Cronin and Clark were noted present.

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: Development of audit objective and procedure.**
 - a. Memorandum of Understanding with the City Services Auditor
 - b. Audit topics and procedure
 - c. Selection process for an audit contractor
 - d. Other issues related to the audit project

The RBOC reviewed proposed Memorandum of Understand with the City Services Auditor and suggested amendments. The RBOC also discussed other issue related to the audit objective and procedure.

Speakers: Mike Brown (SFPUC); and Mark Blake (Office of the City Attorney); provided information regarding the audit/procedure and responded to questions from the Committee.

It was noted that Chair George was previously authorized to discuss and possibly approve the MOU with City Services Auditor Division and to provide any information needed on behalf of the RBOC (01/28/19).

Public Comment:
None.

The matter was continued to the next meeting of the RBOC without objection.

5. **RBOC: 2018 Annual Report**

The RBOC reviewed the 2018 draft Annual Report and proposed amendments. The RBOC requested an updated Appendix 4 (Certification from the SFPUC) and other documents be inserted into the report.

Speakers: Mike Brown (SFPUC); and Mark Blake (Office of the City Attorney); provided information regarding the audit/procedure and responded to questions from the Committee.

Public Comment:
None.

Member Cronin, seconded by Member Clark, moved to authorize Chair George to modify and finalize the RBOC 2018 Annual Report and present it to the Public Utilities Commission.

6. **Approval of Minutes:** January 28, 2019, Meeting Minutes.

The RBOC review the draft minutes for January 28, 2019.

Speakers: Mike Brown (SFPUC); and Mark Blake (Office of the City Attorney); provided information regarding the audit/procedure and responded to questions from the Committee.

Member Cronin, seconded by Member Tang, moved to approve the January 28, 2019, Meeting Minutes.

Public Comment:
None.

The Motion passed without objection.

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

Upon Discussion the RBOC tentatively set the following meeting schedule:

March 11, 2019 9:00 a.m.

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

April 15, 2019 9:00 a.m.

May 20, 2019 9:00 a.m.

June 17, 2019 9:00 a.m.

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

Public Comment:
None.

8. Adjournment

There being no further business, the meeting adjourned at 10:10 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 by the RBOC: draft