



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

Public Utilities Commission Building  
525 Golden Gate Ave., 2<sup>nd</sup> 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.
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**

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: 01/28/19