MINUTES
Contracting Working Group
of the
Public Utilities Revenue Bond Oversight Committee

Friday, February 13, 2009
1155 Market Street (between 7th & 8th Streets)
4th Floor Conference Room

Contracting Working Group Members
Patrick Sweetland
Brian Browne
Stan Jones

1. Call to Order and Roll Call

Chair Patrick Sweetland called the meeting to order at 2:10 pm and roll call was taken.
Present: Patrick Sweetland, Brian Browne and Stan Jones.
Absent: None.
There was a quorum.

2. Public Comment: Members of the public may address the RBOC Contracting Working Group on matters that are within the RBOC’s jurisdiction and are not on today’s agenda

There was no public comment

3. Discussion and Possible Action regarding recommendation on the engagement of a consultant for the following:
   a. Review of construction costs on a WSIP completed project
   b. Engagement to ensure uninterrupted water supply
   c. Other committee members issues

Mr. Sweetland presented a report concerning the cost of the completed project CUW35801 Sunset Reservoir Upgrades North Basin to act as a sample test case for various issues.
Based on the report a scope of consultant services contract can be created to review at completed projects. The new consultant services contract’s goal is to assist in forecasting cost and assist in tracking methods used to created accountability and insure the WSIP funds are used correctly.
The scope will be from the time the budget was adopted until completion.
Mr. Sweetland will report back to the RBOC concerning the Contracting Working Group’s recommendation to review two
completed projects with the possibilities of three additional project
review.

Public Comment: None.

4. Discussion and Possible Action regarding the status of the
Robert Kuo Consulting LLC contract

The Robert Kuo Consulting LLC contract was extended but the RBOC
cannot expect any additional services as all services must be
completed before March 2, 2009.

Mr. Brown, SFPUC, will provide a list of possible vendors to the next
RBOC meeting.

Public Comment: None.

5. Discussion and Possible Action regarding SFPUC’s Overhead
Cost Allocation Study

This discussion topic is a duplicate of item No. 6. This item was
tabled.

6. Discussion and Possible Action regarding SFPUC’s Indirect Cost
Plan

The Indirect Cost Plan report is expected to be complete by February
20, 2009. Mr. Brown, SFPUC, will keep the RBOC up to date on the
status of the report.

Public Comment: None.

7. Discussion and Possible Action related to scheduling the next
meeting of the Contracting Working Group

There was no comment.

8. Discussion and Possible Action related to Approval of Draft
Minutes from the 11/21/08 Meeting of the Contracting Working
Group

Mr. Jones moved, seconded by Mr. Browne, to approve the minutes of
November 7, 2008 as amended.
The minutes passed unanimously.
93 Public Comment: None.

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95 9. Adjournment

96 Chair Sweetland adjourned the meeting at 3:10 pm

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100 Approved by the Contracting Working Group on September 11, 2009.