1. **Call to Order and Roll Call**

   Seat 1  Holly Kaufman
   Seat 2  Kevin Cheng, Chair (Holdover status)
   Seat 3  Vacant
   Seat 4  Marina Pelosi
   Seat 5  Eric Sandler
   Seat 6  Chris Godwin
   Seat 7  John Ummel, Vice Chair (Holdover status)

2. **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. (No Action)

4. **Contract for CS-363, “Construction Management Services – Lessons Learned” to RW Block Consultants** (Discussion and Possible Action)

5. **Chair’s Report:**

   A. San Francisco Public Utilities Commission (SFPUC) Staff Report: Construction Management Update (Discussion)

   B. San Francisco Public Utilities Commission (SFPUC) Staff Report: Q2 Update on WSIP-related Performance Audits by City Services Auditor (Attachment) (Discussion)

6. **Election of Officers for the RBOC - 2014** (Discussion and Possible Action)

7. **RBOC Bylaws** (Discussion and Possible Action)
8. **Approval of RBOC Minutes of February 18, 2014** (Attachment) (Discussion and Action)

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

10. **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 Committee Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102 – (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

For information concerning San Francisco Public Utilities Commission please contact by e-mail RBOC@sfgov.org or by calling (415) 554-5184.

Public Comment

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.

Disability Access

RBOC meetings will be held at the Public Utilities Commission, 525 Golden Gate Avenue, San Francisco, CA. The Committee meeting room is wheelchair accessible. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information about MUNI accessible services, call (415) 701-4485.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Mike Brown at (415) 487-5223 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Know Your Rights Under the Sunshine Ordinance

Government’s duty is to serve the public, reaching its decisions 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 more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) 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) 554-7854; or by email at soff@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 37 of the San Francisco Administrative Code on the Internet, at http://www.sfbos.org/sunshine.
Cell Phones, Pagers and Similar Sound-Producing Electronic Devices

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.

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 §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; web site www.sfgov.org/ethics.
Date: January 31, 2014

To: Kevin Cheng, Chair, RBOC
    John Ummel, Vice-Char, RBOC
    Holly Kaufman
    Eric Sadler
    Marini Pelosi
    Chris Godwin

From: Nancy L. Hom, Director, Assurance & Internal Controls

Subject: FY 2013-14, Q2 Update on WSIP-related Performance Audits by City Services Auditor

The following summary provides an update on recently Completed, In Progress, and Planned audits by the Controller’s Office, City Services Auditor (CSA). Performance audits completed in the 2nd Quarter, FY 2013-14 include:

- The SFPUC Complied With All Applicable Close-out Procedures in Its Contract for the Bay Division Pipelines Nos. 3 & 4 Crossover Facilities Project

The above performance audit was a favorable audit by the CSA and contained no recommendations or findings.

Below is a summary of Fiscal Year 2013-14 audit activities by the CSA.

Completed:

1. [new] The SFPUC Complied With All Applicable Close-out Procedures in Its Contract for the Bay Division Pipelines Nos. 3 & 4 Crossover Facilities Project
   - Memo issued, January 8, 2014
   - Objective: Part of a citywide audit program to review compliance to construction contract close-out procedures. Determine whether the SFPUC adequately oversaw compliance with the close-out procedures in the contract.
   - Recommendation: None
   - Notes: The contractor for this project was Shimmick Construction Company, Inc.

In Progress:

1. [new] Change Management Review: Sunol Valley Water Treatment Plant
   - Start Date: Entrance conference 11/12/13
   - Objective: Evaluate change order costs incurred, and review aspects of the change order process.
   - Notes: Fieldwork performed by CSA and McGladrey (3rd party consultant).
2. **Citywide Performance Audit: Construction Contractor Performance Evaluations**
   - Objective: Assess effectiveness of various City departments' Contractor Performance Evaluation (CPE) processes and procedures.
   - Phase: Planning currently in progress for areas of measurement/review, construction contracts to select, and further fieldwork/interviews.
   - Status: Last met with CSA at entrance conference on 6/6/13. Discussion included whether CPEs are completed, what are the challenges, and desired improvements. No updates since.
   - Timeline: Target completion during Q3, FY 2013-14.

**Upcoming:**
1. **Change Management Review: New Irvington Tunnel ($249M original contract)**
   - Anticipated Start Date: Q3, FY 2013-14
   - Compliance audit of the WSIP contract change order administration.

2. **WSIP: Consultant Multiple Billing and Other Issues Audit.**
   - Anticipated Start Date: Q3, FY 2013-14
   - Objectives: Determine whether,
     - Duplicate consultant billings exists between Construction Management and professional services contracts.
     - City employees are also being compensated under City contracts.
     - Any conflict of interest or other issues arising from these contracts (i.e. City employees supervising the work of consultant relatives).

If you have any questions or comments you would like to discuss, please contact me at (415) 487-5229.
Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Conference Room
San Francisco, CA 94102

February 18, 2014 - 9:00 AM

Special Meeting

1. Call to Order and Roll Call

   Seat 1  Holly Kaufman
   Seat 2  Kevin Cheng, Chair (Holdover status)
   Seat 3  Vacant
   Seat 4  Marina Pelosi
   Seat 5  Eric Sandler
   Seat 6  Chris Godwin
   Seat 7  John Ummel, Vice Chair (Holdover status)

   The meeting was called to order at 9:07 a.m. On the call of the roll, Members Kaufman and Sandler were noted absent; all other members were noted present. There was a quorum. Member Kaufman was noted present at 9:15 a.m.

2. 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.

   There was no public comment.

3. Consideration and Possible Approval of Award of Contract for CS-363, “Construction Management Services – Lessons Learned” to RW Block Consultants

   Member Cheng, seconded by Member Kaufman, moved to approve the selection of the Evaluation Panel’s designated winner, RW Block, regarding CS-363 at a not-to-exceed budget of $250,000 and authorize the Chair (Ummel) of the Contracting Working Group to finalize the contract, issue a notice to proceed, and serve as the liaison between RBOC and the consultant during the term of the engagement.

   There was no public comment. The motion passed without objection.
4. **Chair’s Report:** San Francisco Public Utilities Commission (SFPUC) Staff Report: Quarterly Report on Water System Improvement Program (WSIP).

Dan Wade, Director of Water System Improvement Program (SFPUC); presented information concerning the matter and answered questions raised during the hearing.

There was no public comment.

5. **Election of Officers for the RBOC - 2014**

Member Cheng, seconded by Member Kaufman, moved to continue this item to next RBOC meeting, to allow for all members to be present.

There was no public comment. The motion passed without objection.

6. **RBOC 2013 Annual Report**

Mark Blake (City Attorney’s Office); Charles Perl, Deputy Chief Financial Officer (SFPUC); presented information concerning the matter.

There was no public comment. The item was continued to the call of the chair by unanimous consent.

7. **Approval of RBOC Minutes of January 13, 2014.**

Member Kaufman, seconded by Member Ummel, moved to adopt the RBOC January 13, 2014, meeting minutes.

There was no public comment. The motion passed without objection.

8. **Announcements, Comments, Questions, and Future Agenda Items.**

Election of Officers is scheduled for the RBOC March 10, 2014, meeting.

Charles Perl, Deputy Chief Financial Officer (SFPUC) requested clarification for the title, calendar, and topics for discussion for the RBOC 2013 Annual Report. Member Kaufman suggested the RBOC release a draft report preceding the final report.

Member Cheng scheduled a discussion and possible action regarding the RBOC bylaws for the RBOC March 10, 2014, meeting.

Charles Perl, Deputy Chief Financial Officer (SFPUC) requested members’ biographical information for the PUC website and further reminded members and attendees of the committee vacancy.

Dan Wade, Director of Water System Improvement Program (SFPUC) confirmed further WSIP updates tentatively scheduled for the RBOC May, June, and July 2014 meetings.
Member Ummel reminded the Committee of his tentative departure at the end of June 2014, and overlap for his tentative replacement, Christina Tang.

RBOC site visit logistics and information is forthcoming.

There was no public comment.

9. **Adjournment.**

   The meeting adjourned at 10:15 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.*
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 document, please contact RBOC Committee Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102 – (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

For information concerning San Francisco Public Utilities Commission please contact by e-mail RBOC@sfgov.org or by calling (415) 554-5184.

Public Comment

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.

Disability Access

RBOC meetings will be held at the Public Utilities Commission, 525 Golden Gate Avenue, San Francisco, CA. The Committee meeting room is wheelchair accessible. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information about MUNI accessible services, call (415) 701-4485.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Mike Brown at (415) 487-5223 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Know Your Rights Under the Sunshine Ordinance

Government’s duty is to serve the public, reaching its decisions 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 more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) 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) 554-7854; or by email at sof@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 37 of the San Francisco Administrative Code on the Internet , at http://www.sfbos.org/sunshine.
Cell Phones, Pagers and Similar Sound-Producing Electronic Devices

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.

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 §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; web site www.sfgov.org/ethics.