



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

**Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor,
Yosemite Conference Room
San Francisco, CA 94102**

June 9, 2014 - 9:00 AM

Regular 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)

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. San Francisco Public Utilities Commission (SFPUC) Staff Report:** Quarterly Update on Water System Improvement Project (WSIP) (Discussion)
- 5. RW Block Invoice, CS-363 Contract, March 2014** (Attachment) (Discussion and Action)
- 6. RW Block Invoice, CS-363 Contract, April 2014** (Attachment) (Discussion and Action)
- 7. RW Block Invoice, CS-363 Contract, May 2014** (Attachment) (Discussion and Action)
- 8. Election of Officers for the RBOC - 2014** (Discussion and Action)
- 9. RBOC Bylaws and 2013 Annual Report** (Attachment) (Discussion and Action)
- 10. Approval of RBOC Minutes of April 14, 2014** (Attachment) (Discussion and Action)

11. **Approval of RBOC Minutes of May 12, 2014** (Attachment) (Discussion and Action)
12. **Approval of RBOC Contracting Working Group Minutes of February 5, 2014** (Attachment) (Discussion and Action)
13. **Announcements, Comments, Questions, and Future Agenda Items**
14. **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 sotf@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.

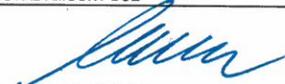
PROFESSIONAL SERVICES INVOICE

Project Description:

EVALUATION SERVICES FOR SSIP

To: San Francisco Public Utilities Commission SFPUC Contract Administration Bureau 525 Golden Gate Ave, 8th Floor San Francisco CA 94102 Contract #: 45936-13/14 Task Order #:	Sequential Statement No.: 1 Consultant's Invoice No.: SFRBOC-0314-01 Consultant's Project No.: Period Ending: 3/31/2014 Date Prepared: 4/2/2014 Date Revised: PO#
From: R. W. Block Consulting, Inc. 871 Outer Road, Suite B Orlando, FL 32814	Payable To: (Show if Different From Left)

LS/NTE	PHASE/COMPONENT	CONTRACT AMOUNT	TOTAL % COMPLETE	TOTAL BILLED TO DATE	PREVIOUSLY BILLED TO DATE	\$ AMOUNT BILLED THIS PERIOD	\$ BALANCE REMAINING
NTE	Professional Fees	\$ 250,000.00	20.22%	\$ 50,540.00	\$ -	\$ 50,540.00	\$ 199,460.00
	Professional Services	\$ 250,000.00		\$ 50,540.00	\$ -	\$ 50,540.00	\$ 199,460.00
	SUBTOTAL	\$ 250,000.00	20.22%	\$ 50,540.00	\$ -	\$ 50,540.00	\$ 199,460.00
	Less Previously Billed		0.00%	\$ -			
	TOTAL AMOUNT DUE		20.22%	\$ 50,540.00		\$ 50,540.00	


 Name: David Benouaich, RWBC, Executive Vice President
 Company: R. W. Block Consulting, Inc.

ATTACHMENT TO PROFESSIONAL SERVICES INVOICE
SUMMARY TIMESHEET FOR NOT-TO-EXCEED SERVICE FEES
PERIOD ENDING: 31-MARCH-2014

INVOICE # SFRBOC-0314-01

PROJECT: EVALUATION SERVICES FOR SSIP
CONSULTANT: R W BLOCK CONSULTING, INC.

	Total Labor Hours to Date	Labor Hours Previously Billed	Labor Hours Billed This Period	Hourly Rate	Total Billed This Period
Roy Block, Principal	110.00	0.00	110.00	\$ 215.00	\$ 23,650.00
David Benouaich, Project Lead	32.00	0.00	32.00	\$ 190.00	\$ 6,080.00
Steve Gardner, Project Lead	63.00	0.00	63.00	\$ 190.00	\$ 11,970.00
Sandi Roneker, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
Dean Fojo, Sr. Associate	52.00	0.00	52.00	\$ 170.00	\$ 8,840.00
Laurel Kokaska, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
Gill Girard, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
TOTAL	257.00	0.00	257.00		\$ 50,540.00

Monthly Description:

Held kick off meeting and issued first document request
Conducted six project site visits
Interviewed WSIP and SSIP executive staff
Commenced document review

Timesheet Report

Project Name

SFORBOC01 - SFORBOC - Chargeable

Time Sheets for the Month of: March, 2014



Description	Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	TOTAL
		Sat 01	Sun 02	Mon 03	Tue 04	Wed 05	Thu 06	Fri 07	Sat 08	Sun 09	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	

fojo	Dean	0	0	0	0	0	1	1	0	0	0	0	0	2	6	0	10
gardner	Steve	0	0	0	0	0	7.5	0	0	0	0	0	0	0	0	4	11.5
benouaich	David	0	6	2	2	2	6	4	0	6	4	0	0	0	0	0	32
block	Roy	0	0	2	2	2	8	8	4	2	1	2	4	4	0	0	40
93.5																	

Description	Code	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30	Day 31	TOTAL
		Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Sun 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Mon 31	

fojo	Dean	0	0	0	1	0	3	0	0	8	8	8	8	6	0	0	42
gardner	Steve	0	8	0	2.5	1	0	0	0	8	8	8	8	0	6	0	51.5
block	Roy	0	8	8	8	8	8	4	4	4	2	2	2	0	0	8	70
163.5																	

Reviewed and Approved by:

Entered By: *Theresa L. King*

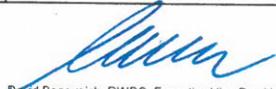
PROFESSIONAL SERVICES INVOICE

Project Description:

EVALUATION SERVICES FOR SSIP

To: San Francisco Public Utilities Commission SFPUC Contract Administration Bureau 525 Golden Gate Ave, 8th Floor San Francisco CA 94102 Contract #: 45936-13/14 Task Order #:	Sequential Statement No.: 2 Consultant's Invoice No.: SFRBOC-0414-02 Consultant's Project No.: Period Ending: 4/30/2014 Date Prepared: 5/4/2014 Date Revised: PO#
From: R. W. Block Consulting, Inc. 871 Outer Road, Suite B Orlando, FL 32814	Payable To: (Show if Different From Left)

LS/NTE	PHASE/COMPONENT	CONTRACT AMOUNT	TOTAL % COMPLETE	TOTAL BILLED TO DATE	PREVIOUSLY BILLED TO DATE	\$ AMOUNT BILLED THIS PERIOD	\$ BALANCE REMAINING
NTE	Professional Fees	\$ 250,000.00	31.46%	\$ 78,645.00	\$ 50,540.00	\$ 28,105.00	\$ 171,355.00
	Professional Services	\$ 250,000.00		\$ 78,645.00	\$ 50,540.00	\$ 28,105.00	\$ 171,355.00
	SUBTOTAL	\$ 250,000.00	31.46%	\$ 78,645.00	\$ 50,540.00	\$ 28,105.00	\$ 171,355.00
	Less Previously Billed		20.22%	\$ 50,540.00			
	TOTAL AMOUNT DUE		11.24%	\$ 28,105.00		\$ 28,105.00	


 Name: David Benouaich, RWBC, Executive Vice President
 Company: R. W. Block Consulting, Inc.

ATTACHMENT TO PROFESSIONAL SERVICES INVOICE
 SUMMARY TIMESHEET FOR NOT-TO-EXCEED SERVICE FEES
 PERIOD ENDING: 30-APRIL-2014

INVOICE # SFRBOC-0414-02

PROJECT: EVALUATION SERVICES FOR SSIIP
 CONSULTANT: R W BLOCK CONSULTING, INC.

	Total Labor Hours to Date	Labor Hours Previously Billed	Labor Hours Billed This Period	Hourly Rate	Total Billed This Period
Roy Block, Principal	212.00	110.00	102.00	\$ 215.00	\$ 21,930.00
David Benouaich, Project Lead	54.00	32.00	22.00	\$ 190.00	\$ 4,180.00
Steve Gardner, Project Lead	73.50	63.00	10.50	\$ 190.00	\$ 1,995.00
Sandi Roneker, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
Dean Fojo, Sr. Associate	52.00	52.00	0.00	\$ 170.00	\$ -
Laurel Kokaska, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
Gill Girard, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
TOTAL	391.50	257.00	134.50		\$ 28,105.00

Monthly Description:

Issuance of second document request for documents.
 Conducted additional wship management interviews.
 Data analysis on change orders and soft costs.

Timesheet Report

Project Name SFORBOC01 - SFORBOC - Chargeable

Time Sheets for the Month of:

April, 2014



Description	Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	TOTAL
		Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	
block	Roy	0	4	4	4	4	2	0	0	0	0	5	5	5	8	5	41
gardner	Steve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41																	

Description	Code	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30	Day 31	TOTAL
		Wed 16	Thu 17	Fri 18	Sat 19	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27	Mon 28	Tue 29	Wed 30	Day 31	
benouaich	David	0	0	0	0	0	0	4	2	2	5	0	0	3	2	4	0	22
gardner	Steve	0	0	0	0	0	0	0	0	2	2.5	0	0	0	4	2	0	10.5
block	Roy	5	4	4	4	2	4	0	4	2	8	4	4	4	4	4	0	61
93.5																		

Entered By: *Veronica*

Reviewed and Approved by: *Sam*

PROFESSIONAL SERVICES INVOICE

Project Description:

EVALUATION SERVICES FOR SSIP

To: San Francisco Public Utilities Commission SFPUC Contract Administration Bureau 525 Golden Gate Ave, 8th Floor San Francisco CA 94102 Contract #: 45936-13/14 Task Order #:	Sequential Statement No.: Consultant's Invoice No.: Consultant's Project No.: Period Ending: Date Prepared: Date Revised: PO#
From: R. W. Block Consulting, Inc. 871 Outer Road, Suite B Orlando, FL 32814	Payable To: (Show if Different From Left)

3
SFRBOC-0514-03
5/31/2014
6/2/2014

LS/NTE	PHASE/COMPONENT	CONTRACT AMOUNT	TOTAL % COMPLETE	TOTAL BILLED TO DATE	PREVIOUSLY BILLED TO DATE	\$ AMOUNT BILLED THIS PERIOD	\$ BALANCE REMAINING
NTE	Professional Fees	\$ 250,000.00	47.28%	\$ 118,210.00	\$ 78,645.00	\$ 39,565.00	\$ 131,790.00
	Professional Services	\$ 250,000.00		\$ 118,210.00	\$ 78,645.00	\$ 39,565.00	\$ 131,790.00
	SUBTOTAL	\$ 250,000.00	47.28%	\$ 118,210.00	\$ 78,645.00	\$ 39,565.00	\$ 131,790.00
	Less Previously Billed		31.46%	\$ 78,645.00			
	TOTAL AMOUNT DUE		15.83%	\$ 39,565.00		\$ 39,565.00	


 Name: David Benedach, RWBC, Executive Vice President
 Company: R. W. Block Consulting, Inc.

**ATTACHMENT TO PROFESSIONAL SERVICES INVOICE
SUMMARY TIMESHEET FOR NOT-TO-EXCEED SERVICE FEES
PERIOD ENDING: 31-MAY-2014**

INVOICE # SFRBOC-0514-03

**PROJECT: EVALUATION SERVICES FOR SSIP
CONSULTANT: R W BLOCK CONSULTING, INC.**

	Total Labor Hours to Date	Labor Hours Previously Billed	Labor Hours Billed This Period	Hourly Rate	Total Billed This Period
Roy Block, Principal	356.00	212.00	144.00	\$ 215.00	\$ 30,960.00
David Benouaich, Project Lead	86.00	54.00	32.00	\$ 190.00	\$ 6,080.00
Steve Gardner, Project Lead	85.00	73.50	11.50	\$ 190.00	\$ 2,185.00
Sandi Roneker, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
Dean Fojo, Sr. Associate	54.00	52.00	2.00	\$ 170.00	\$ 340.00
Laurel Kokaska, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
Gill Girard, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
TOTAL	581.00	391.50	189.50		\$ 39,565.00

Monthly Description:

Issuance of second document request for documents.
Conducted additional wship management interviews.
Data analysis on change orders and soft costs.

Timesheet Report

Project Name SFORBOC01 - SFORBOC - Chargeable

Time Sheets for the Month of: May, 2014



Description	Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	TOTAL	
		Thu 01	Fri 02	Sat 03	Sun 04	Mon 05	Tue 06	Wed 07	Thu 08	Fri 09	Sat 10	Sun 11	Mon 12	Tue 13	Wed 14	Thu 15		
benouaich	David	0	0	0	0	0	4	2	2	0	0	0	2	2	3	2	0	
Gardner	Steve	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
block	Roy	0	0	0	0	8	8	8	8	8	0	0	8	8	8	8	0	
fojo	Dean	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
benouaich	David	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
93																		
Description	Code	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30	Day 31	TOTAL
		Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31	
benouaich	David	0	0	0	4	4	1	0	2	0	0	2	2	0	0	0	0	
fojo	Dean	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Hennessey	Derek	0	0	0	0	0	0	0	0	0	0	0	0	0	2	3	1	
Gardner	Steve	0	0	0	0	0	3.5	2	0	0	0	0	0	0	0	2	2	
block	Roy	8	0	0	8	8	8	8	8	0	0	4	4	4	4	4	0	
72																		

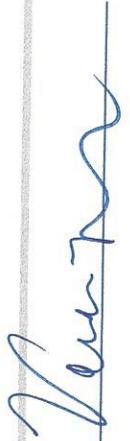
Entered By: David RW

Reviewed and Approved by: _____

Project Name SFORBOC01 - SFORBOC - Chargeable
Time Sheets for the Month of: May, 2014



102.5

Entered By: 

Reviewed and Approved by: 

PUBLIC UTILITIES REVENUE BOND OVERSIGHT COMMITTEE BYLAWS

ARTICLE I Overview

Section 1. Name

The name of this committee is the Public Utilities Revenue Bond Oversight Committee (referred to herein as the "Committee").

Section 2. Authority

The Committee derives its authority from Proposition P, adopted by the voters at the November 5, 2002 election (S.F. Admin. Code, Sections 5A.30 *et. seq.*). Terms contained in these Bylaws are not intended to, and shall not, in any way enlarge or restrict the purposes, powers or authority of the Committee. In the event of any conflict between these Bylaws and the terms of Proposition P as adopted by the voters, the provisions of Proposition P shall control.

Section 3. Purpose

The purpose of the Committee is to report publicly to the Mayor, the Public Utilities Commission (hereinafter the "Commission") and the Board of Supervisors regarding the Commission's expenditure of revenue bond proceeds on the repair, replacement, upgrading and expansion of the City's water collection, power generation, water distribution and wastewater treatment facilities. The Committee shall convene to provide oversight to ensure that: (1) revenue bond proceeds are expended only in accordance with the authorizing bond resolution and applicable law, (2) revenue bond proceeds are expended solely for uses, purposes and projects authorized in the bond resolution, and (3) revenue bond proceeds are appropriately expended for authorized capital improvements so that an uninterrupted supply of water and power continues to flow to the City and the Commission's customers.

Section 4. Activities and Powers

In furtherance of its purpose, the Committee may: (1) inquire into the disbursement and expenditure of the proceeds of the Commission's revenue bonds authorized by the bond resolution and other applicable law by receiving any and all reports, financial statements, correspondence or other documents and materials related to the expenditure of revenue bond funds from the Commission; (2) hold public hearings to review the disbursement and expenditure of the proceeds of revenue bonds; (3) inspect facilities financed with the proceeds of revenue bonds; (4) receive and review copies of any capital improvement project proposals or plans developed by the Commission relating to the Commission's water, power or wastewater infrastructure which are to be financed in whole or in part with revenue bonds; (5) review efforts by the Commission to maximize revenue bond proceeds by implementing cost-saving measures including, but not limited to, (a) mechanisms designed to reduce the costs of professional fees and site preparation and project design, (b) recommendations regarding the cost effective and efficient use of core facilities, (c) the development and use of alternate technologies, and (d) the use of other sources of infrastructure funding, excluding bond refunding; and (6) commission review and evaluation of the disbursement and expenditure of the proceeds of such revenue bonds by independent consultants and experts.

The Committee may comment to the Board of Supervisors on the development and drafting of proposed legislation pertaining to Commission revenue bonds prior to a Board

determination regarding whether to submit the measure for voter approval or authorizing the issuance of revenue bonds, if voter approval is not otherwise required.

In addition, if, after reviewing materials provided by the Commission, the Committee, after conducting its own independent audit and after consultation with the City Attorney, determines that the proceeds of a revenue bond program were spent on purposes not authorized by the resolution or otherwise amounts to an illegal expenditure or illegal waste of such revenue bonds within the meaning of applicable law, the Committee, by majority vote, may prohibit the issuance or sale of authorized public utility revenue bonds which have yet to be issued or sold by acting in accordance with the procedures set forth in Article III, Section 11 of these Bylaws. The Committee's decision to prohibit the sale of authorized, unsold revenue bonds may be appealed and overturned, or lifted, in accordance with the provisions of Section 5A.34 of the San Francisco Administrative Code.

Section 5. Restrictions on Activities and Powers

The Committee shall not participate or interfere in the selection process of any vendor hired to execute revenue bond funded projects.

Section 6. Committee Members

The Committee shall consist of seven members: two members appointed by the Mayor; two members appointed by the Board; one member by the Controller; and one member by the Bay Area Water Users Association. The seventh member shall be the Budget Analyst for the Board or his/her representative.

Members appointed by the Mayor and the Board shall, individually or collectively, have expertise, skills and experience in economics, the environment, construction and project management. The member appointed by the Controller shall have background and experience in auditing, accounting and project finance.

Each Committee member will serve for no more than two consecutive terms. Upon their initial appointment, three members of the Committee shall be assigned by lot to an initial term of two and the remaining four members shall have an initial term of four years. Thereafter, each Committee member shall serve a four-year term.

If there is a vacancy on the Committee, the Chair shall promptly notify the appointing authority and request that such vacancy be filled at the earliest possible date. If a Committee member has misses three (3) consecutive duly called meetings of the Committee without informing the Chair as to the reason or cause of the absence, such Committee member shall be presumed to have vacated their position on the Committee. Thereupon the Chair shall place on the next succeeding agenda for the Committee's consideration an item to permit such member to appear and explain his or her absence from Committee meetings. Prior to such meeting, the Chair shall cause to be provided no later than 5 days prior to such meeting notice to the absent Committee member requesting their attendance at such meeting. If such member shall not attend the next succeeding meeting then and in such case the presumption shall become conclusive and such member shall be deemed to have vacated their position on the Committee. Thereafter the Chair shall promptly notify the appointing authority of the presumed vacancy and request that such vacancy be filled at the earliest possible date.

Section 6. Committee Office

For purposes of contacting the Committee, the Committee office will be physically located at ~~1155 Market Street~~ 525 Golden Gate Avenue, 45th Floor. The Committee's mailing address is ~~1155 Market Street~~ 525 Golden Gate Avenue, 45th Floor, San Francisco, California 941013. The Committee's e-mail address is bondoversight@sfgov.org. The Committee's phone number is: (415) 487-5245.

ARTICLE II Officers

Section 1. Officers

There shall be a Chair and a Vice Chair of the Committee.

Section 2. Term of Office

The term of each office shall be one year. Officers serve at the pleasure of the Committee and may be removed from office before expiration of their one-year term by a vote of four members of the Committee.

Section 3. Election of Officers

Elections for officers shall be conducted at the first regular meeting of the Committee in each calendar year, or as soon thereafter as practicable as determined by the Committee. The Chair and Vice Chair shall continue to their respective offices until a new election is conducted.

In the event the Chair is unable to complete his or her term of office, the Vice Chair shall serve as Chair until the next regular meeting. At the next regular meeting, the Committee shall elect a new Chair to fill the vacancy for the balance of the unexpired term. In the event the Vice Chair is elected as Chair, there shall be an election for a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time the Committee shall elect a new Vice Chair.

Section 4. Duties of the Chair

The Chair shall preside at all meetings of the Committee, shall preserve order and decorum, and shall decide all questions of order subject to appeal to the Committee by any member. In addition, the Chair, working with the Committee members and staff, shall oversee the preparation of the agenda for all Committee meetings.

Unless the Committee specifies otherwise, the Chair is empowered to appoint members to standing or special subcommittees formed by the Committee. In addition, as stated in Article III, Section 2, the Chair is empowered to call special meetings.

Section 5. Duties of the Vice Chair

In the absence of the Chair, the Vice Chair shall preside at meetings of the Committee. In addition, as stated in Article II, Section 3, if the Chair is unable to complete his or her term of office, the Vice Chair shall serve as Chair until the next regular meeting.

In the absence of both the Chair and Vice Chair, the members shall select by motion a member to preside over the meeting.

ARTICLE III Meetings

Section 1. Regular Meetings

The first regular meeting of the Committee shall be held on November 12, 2003, at 2:00 p.m. at 1155 Market Street, 4th Floor.

At the first meeting of each calendar year, the Committee shall adopt a schedule specifying the dates, times and locations of the regular meetings for the next year.

Once the dates, times and locations of the regular meetings have been determined, that information shall be promptly posted on the Commission's website, at the San Francisco Main Library, and at the Committee's office.

Section 2. Special Meetings

The Chair or a majority of the members of the Committee may call special meetings at any time by delivering written notice to each member of the Committee and to individuals who have requested such notice in writing.

Section 3. Notice and Agendas of Meetings

Agendas of all regular and special meetings shall be posted at least 72 hours prior to the meeting at the meeting site, at the Committee's office, at the San Francisco Main Library, and on the Commission's website. If a special meeting will be at a site other than 1155 Market Street, notice of the special meeting shall be given at least 15 days prior to said special meeting. Agendas and notices shall be mailed to each Committee member and to individuals who have requested such agendas and notices in writing.

Section 4. Cancellation of Meetings

The Chair may cancel a meeting if he or she is aware that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Committee members. Notices of cancellations shall be posted at the meeting site, at the Committee's office, at the San Francisco Main Library, and on the Commission's website. If

time permits, notice of meeting cancellations shall be mailed to all members of the public who have requested in writing to receive notices and agendas of Committee meetings.

If a regular meeting is cancelled, the Chair shall reschedule the regular meeting at a date and time that is after the originally scheduled date and time, that is reasonably close to the originally scheduled date and time, and that is calculated to result in the greatest number of Committee members in attendance at the rescheduled meeting.

Section 5. Conduct of Meetings

All Committee meetings shall be held in compliance with all applicable laws, including but not limited to, the Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 *et. seq.*), the California Public Records Act (Cal. Gov. Code, Sections 6250 *et. seq.*), the San Francisco Charter, the San Francisco Sunshine Ordinance (S.F. Admin. Code, Chapter 67), the Ordinance establishing the Committee (S.F. Admin. Code, Sections 5A.30 *et. seq.*), and these Bylaws. Except where state or local laws or other rules provide to the contrary, the Committee, at the discretion of the Chair, may use Robert's Rules of Order as a guide to the conduct of meetings.

When a member desires to address the Committee, he or she shall seek recognition by addressing the Chair. When recognized, the member shall proceed to speak. The member shall confine his or her remarks to the question before the Committee.

Section 6. Setting Agendas

Committee staff, at the direction of the Chair, shall prepare the agenda for meetings. The Chair will, as practicable, place any item requested by a member of the Committee on the agenda provided that it is generally received no less than five days prior to a regular meeting. Each agenda of all regular meetings shall contain an item during which members may request items for the Committee to consider at future meetings.

Section 7. Quorum

Four members of the Committee shall constitute a quorum for all purposes.

Section 8. Required Vote For Approval of a Matter

The affirmative vote of four members of the Committee shall be required for the approval of any matter, except that the affirmative vote of a majority of the members present is sufficient for the approval of any procedural or parliamentary matter.

Section 9. Voting and Abstention

Each member present at a Committee or subcommittee meeting shall vote "yes," "no" or "abstain" when a question is put, unless the member has a conflict of interest that legally precludes participation in the vote. The determination of whether a Committee member has a conflict of interest that precludes participation in a matter shall be determined by the individual member in consultation with the City Attorney.

The Committee may take action on items on the agenda by roll call vote, voice vote, or show of hands. The minutes shall reflect how each Committee member voted on each item.

Section 10. Public Comment

Agendas for regular meetings shall provide an opportunity for members of the public to directly address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee.

Each person wishing to speak on an item before the Committee at a regular or special meeting shall be heard once for up to three minutes, unless extended by the Chair. The Chair may limit the time for public comment consistent with state and local law.

Section 11. Process for Prohibiting Issuance of Revenue Bonds Upon Determination That Revenue Bond Proceeds Were Spent on Unauthorized Purposes

If the Committee prohibits the issuance of bonds for any remaining revenue bond authorization in accordance with Section 5A.34 of the San Francisco Administrative Code, it shall do so only after proceeding as follows. At a regular or special meeting of the Committee, the Committee, after having conducted its own independent audit and after consultation with the City Attorney, may make a finding that the Commission has spent revenue bond proceeds on purposes not authorized by the authorizing resolution or otherwise amounts to an illegal expenditure or illegal waste under applicable law. At such meeting, the Committee may determine, by majority vote, whether to prohibit the further issuance of revenue bonds pursuant to the powers granted to the Committee by Section 5A.34 of the San Francisco Administrative Code. If the Committee makes a finding of illegal expenditure or illegal waste, or makes a decision to prohibit revenue bond sales, notification shall be delivered simultaneously to each member of the Board of Supervisors, the President of the San Francisco Public Utilities Commission, the Mayor's Office of Public Finance, the City Controller and the City Treasurer.

The Committee's decision to prohibit the sale of authorized, unsold revenue bonds may be appealed and overturned, or lifted, in accordance with the provisions of Section 5A.34 of the San Francisco Administrative Code.

ARTICLE IV Maintenance of Committee Records and Issuance of Reports

Section 1. Meeting Minutes

Minutes shall be taken at every regular and special meeting. The minutes shall reflect how each Committee member voted on each item of business before the Committee. Minutes shall be approved by the Committee and be made available at the Committee's office, on the Commission's website, and at the San Francisco Public Library.

Section 2. Reports

The Committee shall issue an annual report ~~by January 30 of~~ each year on the results of its activities for the preceding year (the "Reporting Period"), and such ~~—A~~ report shall be ~~issued at least once a year and~~ delivered to the Mayor, the Commission and the Board of Supervisors. The report shall be delivered no later than 90 days following the end of the Reporting Period. All reports issued shall be placed on file at the Committee's office, the Commission's website, at the Clerk of the Board of Supervisors, and at the San Francisco Public Library.

ARTICLE V Subcommittees

Section 1. Standing Subcommittees

Upon approval of four members of the Committee, the Committee may form standing subcommittees at any time to give advice on its ongoing functions. The standing subcommittees shall be composed of members of the Committee. Unless otherwise specified by the Committee, the Chair shall select each subcommittee's members and officers, if any, at the time the subcommittee is formed and again at the first regular meeting of the Committee in each calendar year. The Chair shall name members whose qualifications meet the needs of the subcommittee to which that member is appointed. Members and officers appointed by the Chair to serve on a standing subcommittee shall serve at the pleasure of the Chair. The Chair may remove at any time a member from a subcommittee and appoint a replacement member or officer

Section 2. Special Subcommittees

Upon approval of four members of the Committee, the Committee may form special subcommittees. Special subcommittees shall be formed for a specific purpose and cease to exist after completion of a designated task. Special subcommittees may be composed of members of the Committee and/or the public. Unless otherwise specified by the Committee, the Chair shall name the subcommittee's members and officers.

Section 3. Conduct of Subcommittee Meetings; Reports

All subcommittee meetings shall be held in compliance with all applicable laws, including but not limited to, the Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 *et. seq.*), the California Public Records Act (Cal. Gov. Code, Sections 6250 *et. seq.*), and the San Francisco Sunshine Ordinance (S.F. Admin. Code, Chapter 67).

All subcommittees shall maintain minutes in the manner set forth in these Bylaws. All subcommittees shall report to the Committee, as frequently as requested by the Chair.

Section 4. Abolishing Subcommittees

Any subcommittee formed by the Committee may be abolished upon approval by four members of the Committee.

ARTICLE VI Bylaws

Section 1. Amendment of Bylaws

After presentation of a proposed amendment of the Bylaws as a scheduled agenda item at a meeting of the Committee, the Bylaws may be amended by a vote of a majority of the members.

Section 2. Public Notice of Bylaws

These Bylaws, and any amendments thereto, shall be available to the public at the Committee's office, the Commission's website, and at the San Francisco Public Library.



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

**Public Utilities Commission Building
525 Golden Gate Ave., 4th Floor, San Joaquin Conference Room
San Francisco, CA 94102**

April 14, 2014 - 9:00 AM

Regular 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 9:06 a.m. On the call of the roll, Members Godwin and Ummel were noted absent; all other members were noted present. There was a quorum.

2. Agenda Changes

Item No. 4 was called after Item No. 6.

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.

Public Comment. Speakers: None.

4. Status Report of Contract CS-363, "Construction Management Services – Lessons Learned" by RW Block Consultants

Roy Block (RW Block Consulting, Inc.) provided a progress report and updated the Committee on next steps for the evaluation of lessons learned from the WSIP program that could be applied to the SSIP program, and further requested an extension of the review period. Dan Wade, Director of Water System Improvement Program (SFPUC) raised various concerns on the hearing matter.

Public Comment. Speakers: None.

The Committee unanimously agreed to extend the review period, with the first draft being due on June 9, 2014, and the final report presentation to the Committee on July 14, 2014, and continued the item to the call of the Chair without objection.

5. **San Francisco Public Utilities Commission (SFPUC) Staff Report:** Summary of Audits by City Services Auditor Relevant to Water System Improvement Program (WSIP) and Sewer System Improvement Project (SSIP) - April 1, 2014

Committee members reviewed the attachment and thanked Nancy Hom, Director, Assurance & Internal Controls (SFPUC) for providing the report per Member Sandler's request.

Public Comment. Speakers: None.

6. **San Francisco Public Utilities Commission (SFPUC) Staff Report:** Impact of a Completed Water System Improvement Program (WSIP), Ongoing Operating Costs

David Briggs (SFPUC) presented information concerning the matter and answered questions raised during the hearing. Mike Brown (SFPUC); Mark Blake (City Attorney's Office); and Rich Morales (SFPUC); shared various concerns on the matter.

Public Comment. Speakers: None.

7. **San Francisco Public Utilities Commission (SFPUC) Staff Report:** Sewer System Improvement Program (SSIP) Quarterly Update

Karen Kubick, Director of Sewer System Improvement Program (SFPUC) presented information concerning the matter and answered questions raised during the hearing. Roy Block (RW Block Consulting, Inc.) raised various concerns on the hearing matter.

Public Comment. Speakers: None.

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

The Committee, by unanimous consent, moved to continue this item to next RBOC meeting, to allow for all members to be present.

Public Comment. Speakers: None.

The motion passed without objection.

9. **RBOC Bylaws and 2013 Annual Report**

Mark Blake (City Attorney's Office); presented information concerning the matter. Mr. Blake provided a copy of the current bylaws and further agreed to provide a draft amendment to be included in the next agenda packet.

Public Comment. Speakers: None.

The item was continued to next RBOC meeting by unanimous consent.

10. **Approval of RBOC Minutes of March 10, 2014.**

Member Cheng, seconded by Member Kaufman, moved to adopt the RBOC March 10, 2014, meeting minutes.

Public Comment. Speakers: None.

The motion passed without objection.

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

Election of Officers is continued to the RBOC May 12, 2014, meeting.

RBOC meeting and Southeast Facility site visit is tentatively scheduled for May 12, 2014.

Public Comment. Speakers: None.

12. **Adjournment.**

The meeting adjourned at 10:53 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 sotf@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.

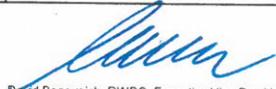
PROFESSIONAL SERVICES INVOICE

Project Description:

EVALUATION SERVICES FOR SSIP

To: San Francisco Public Utilities Commission SFPUC Contract Administration Bureau 525 Golden Gate Ave, 8th Floor San Francisco CA 94102 Contract #: 45936-13/14 Task Order #:	Sequential Statement No.: 2 Consultant's Invoice No.: SFRBOC-0414-02 Consultant's Project No.: Period Ending: 4/30/2014 Date Prepared: 5/4/2014 Date Revised: PO#
From: R. W. Block Consulting, Inc. 871 Outer Road, Suite B Orlando, FL 32814	Payable To: (Show if Different From Left)

LS/NTE	PHASE/COMPONENT	CONTRACT AMOUNT	TOTAL % COMPLETE	TOTAL BILLED TO DATE	PREVIOUSLY BILLED TO DATE	\$ AMOUNT BILLED THIS PERIOD	\$ BALANCE REMAINING
NTE	Professional Fees	\$ 250,000.00	31.46%	\$ 78,645.00	\$ 50,540.00	\$ 28,105.00	\$ 171,355.00
	Professional Services	\$ 250,000.00		\$ 78,645.00	\$ 50,540.00	\$ 28,105.00	\$ 171,355.00
	SUBTOTAL	\$ 250,000.00	31.46%	\$ 78,645.00	\$ 50,540.00	\$ 28,105.00	\$ 171,355.00
	Less Previously Billed		20.22%	\$ 50,540.00			
	TOTAL AMOUNT DUE		11.24%	\$ 28,105.00		\$ 28,105.00	


 Name: David Benouaich, RWBC, Executive Vice President
 Company: R. W. Block Consulting, Inc.

ATTACHMENT TO PROFESSIONAL SERVICES INVOICE
 SUMMARY TIMESHEET FOR NOT-TO-EXCEED SERVICE FEES
 PERIOD ENDING: 30-APRIL-2014

INVOICE # SFRBOC-0414-02

PROJECT: EVALUATION SERVICES FOR SSIIP
 CONSULTANT: R W BLOCK CONSULTING, INC.

	Total Labor Hours to Date	Labor Hours Previously Billed	Labor Hours Billed This Period	Hourly Rate	Total Billed This Period
Roy Block, Principal	212.00	110.00	102.00	\$ 215.00	\$ 21,930.00
David Benouaich, Project Lead	54.00	32.00	22.00	\$ 190.00	\$ 4,180.00
Steve Gardner, Project Lead	73.50	63.00	10.50	\$ 190.00	\$ 1,995.00
Sandi Roneker, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
Dean Fojo, Sr. Associate	52.00	52.00	0.00	\$ 170.00	\$ -
Laurel Kokaska, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
Gill Girard, Sr. Associate	0.00	0.00	0.00	\$ 170.00	\$ -
TOTAL	391.50	257.00	134.50		\$ 28,105.00

Monthly Description:

Issuance of second document request for documents.
 Conducted additional wship management interviews.
 Data analysis on change orders and soft costs.

Timesheet Report

Project Name SFORBOC01 - SFORBOC - Chargeable

Time Sheets for the Month of:

April, 2014



Description	Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	TOTAL
		Tue 01	Wed 02	Thu 03	Fri 04	Sat 05	Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12	Sun 13	Mon 14	Tue 15	
block	Roy	0	4	4	4	4	2	0	0	0	0	5	5	5	8	5	41
gardner	Steve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41																	

Description	Code	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28	Day 29	Day 30	Day 31	TOTAL
		Wed 16	Thu 17	Fri 18	Sat 19	Sun 20	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27	Mon 28	Tue 29	Wed 30	Day 31	
benouaich	David	0	0	0	0	0	0	4	2	2	5	0	0	3	2	4	0	22
gardner	Steve	0	0	0	0	0	0	0	0	2	2.5	0	0	0	4	2	0	10.5
block	Roy	5	4	4	4	2	4	0	4	2	8	4	4	4	4	4	0	61
93.5																		

Entered By: *Veronica*

Reviewed and Approved by: *[Signature]*

PUBLIC UTILITIES REVENUE BOND OVERSIGHT COMMITTEE BYLAWS

ARTICLE I Overview

Section 1. Name

The name of this committee is the Public Utilities Revenue Bond Oversight Committee (referred to herein as the "Committee").

Section 2. Authority

The Committee derives its authority from Proposition P, adopted by the voters at the November 5, 2002 election (S.F. Admin. Code, Sections 5A.30 *et. seq.*). Terms contained in these Bylaws are not intended to, and shall not, in any way enlarge or restrict the purposes, powers or authority of the Committee. In the event of any conflict between these Bylaws and the terms of Proposition P as adopted by the voters, the provisions of Proposition P shall control.

Section 3. Purpose

The purpose of the Committee is to report publicly to the Mayor, the Public Utilities Commission (hereinafter the "Commission") and the Board of Supervisors regarding the Commission's expenditure of revenue bond proceeds on the repair, replacement, upgrading and expansion of the City's water collection, power generation, water distribution and wastewater treatment facilities. The Committee shall convene to provide oversight to ensure that: (1) revenue bond proceeds are expended only in accordance with the authorizing bond resolution and applicable law, (2) revenue bond proceeds are expended solely for uses, purposes and projects authorized in the bond resolution, and (3) revenue bond proceeds are appropriately expended for authorized capital improvements so that an uninterrupted supply of water and power continues to flow to the City and the Commission's customers.

Section 4. Activities and Powers

In furtherance of its purpose, the Committee may: (1) inquire into the disbursement and expenditure of the proceeds of the Commission's revenue bonds authorized by the bond resolution and other applicable law by receiving any and all reports, financial statements, correspondence or other documents and materials related to the expenditure of revenue bond funds from the Commission; (2) hold public hearings to review the disbursement and expenditure of the proceeds of revenue bonds; (3) inspect facilities financed with the proceeds of revenue bonds; (4) receive and review copies of any capital improvement project proposals or plans developed by the Commission relating to the Commission's water, power or wastewater infrastructure which are to be financed in whole or in part with revenue bonds; (5) review efforts by the Commission to maximize revenue bond proceeds by implementing cost-saving measures including, but not limited to, (a) mechanisms designed to reduce the costs of professional fees and site preparation and project design, (b) recommendations regarding the cost effective and efficient use of core facilities, (c) the development and use of alternate technologies, and (d) the use of other sources of infrastructure funding, excluding bond refunding; and (6) commission review and evaluation of the disbursement and expenditure of the proceeds of such revenue bonds by independent consultants and experts.

The Committee may comment to the Board of Supervisors on the development and drafting of proposed legislation pertaining to Commission revenue bonds prior to a Board

determination regarding whether to submit the measure for voter approval or authorizing the issuance of revenue bonds, if voter approval is not otherwise required.

In addition, if, after reviewing materials provided by the Commission, the Committee, after conducting its own independent audit and after consultation with the City Attorney, determines that the proceeds of a revenue bond program were spent on purposes not authorized by the resolution or otherwise amounts to an illegal expenditure or illegal waste of such revenue bonds within the meaning of applicable law, the Committee, by majority vote, may prohibit the issuance or sale of authorized public utility revenue bonds which have yet to be issued or sold by acting in accordance with the procedures set forth in Article III, Section 11 of these Bylaws. The Committee's decision to prohibit the sale of authorized, unsold revenue bonds may be appealed and overturned, or lifted, in accordance with the provisions of Section 5A.34 of the San Francisco Administrative Code.

Section 5. Restrictions on Activities and Powers

The Committee shall not participate or interfere in the selection process of any vendor hired to execute revenue bond funded projects.

Section 6. Committee Members

The Committee shall consist of seven members: two members appointed by the Mayor; two members appointed by the Board; one member by the Controller; and one member by the Bay Area Water Users Association. The seventh member shall be the Budget Analyst for the Board or his/her representative.

Members appointed by the Mayor and the Board shall, individually or collectively, have expertise, skills and experience in economics, the environment, construction and project management. The member appointed by the Controller shall have background and experience in auditing, accounting and project finance.

Each Committee member will serve for no more than two consecutive terms. Upon their initial appointment, three members of the Committee shall be assigned by lot to an initial term of two and the remaining four members shall have an initial term of four years. Thereafter, each Committee member shall serve a four-year term.

If there is a vacancy on the Committee, the Chair shall promptly notify the appointing authority and request that such vacancy be filled at the earliest possible date. If a Committee member has misses three (3) consecutive duly called meetings of the Committee without informing the Chair as to the reason or cause of the absence, such Committee member shall be presumed to have vacated their position on the Committee. Thereupon the Chair shall place on the next succeeding agenda for the Committee's consideration an item to permit such member to appear and explain his or her absence from Committee meetings. Prior to such meeting, the Chair shall cause to be provided no later than 5 days prior to such meeting notice to the absent Committee member requesting their attendance at such meeting. If such member shall not attend the next succeeding meeting then and in such case the presumption shall become conclusive and such member shall be deemed to have vacated their position on the Committee. Thereafter the Chair shall promptly notify the appointing authority of the presumed vacancy and request that such vacancy be filled at the earliest possible date.

Section 6. Committee Office

For purposes of contacting the Committee, the Committee office will be physically located at ~~1155 Market Street~~ 525 Golden Gate Avenue, 45th Floor. The Committee's mailing address is ~~1155 Market Street~~ 525 Golden Gate Avenue, 45th Floor, San Francisco, California 941013. The Committee's e-mail address is bondoversight@sfgov.org. The Committee's phone number is: (415) 487-5245.

ARTICLE II Officers

Section 1. Officers

There shall be a Chair and a Vice Chair of the Committee.

Section 2. Term of Office

The term of each office shall be one year. Officers serve at the pleasure of the Committee and may be removed from office before expiration of their one-year term by a vote of four members of the Committee.

Section 3. Election of Officers

Elections for officers shall be conducted at the first regular meeting of the Committee in each calendar year, or as soon thereafter as practicable as determined by the Committee. The Chair and Vice Chair shall continue to their respective offices until a new election is conducted.

In the event the Chair is unable to complete his or her term of office, the Vice Chair shall serve as Chair until the next regular meeting. At the next regular meeting, the Committee shall elect a new Chair to fill the vacancy for the balance of the unexpired term. In the event the Vice Chair is elected as Chair, there shall be an election for a new Vice Chair at that meeting. If the office of Vice Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time the Committee shall elect a new Vice Chair.

Section 4. Duties of the Chair

The Chair shall preside at all meetings of the Committee, shall preserve order and decorum, and shall decide all questions of order subject to appeal to the Committee by any member. In addition, the Chair, working with the Committee members and staff, shall oversee the preparation of the agenda for all Committee meetings.

Unless the Committee specifies otherwise, the Chair is empowered to appoint members to standing or special subcommittees formed by the Committee. In addition, as stated in Article III, Section 2, the Chair is empowered to call special meetings.

Section 5. Duties of the Vice Chair

In the absence of the Chair, the Vice Chair shall preside at meetings of the Committee. In addition, as stated in Article II, Section 3, if the Chair is unable to complete his or her term of office, the Vice Chair shall serve as Chair until the next regular meeting.

In the absence of both the Chair and Vice Chair, the members shall select by motion a member to preside over the meeting.

ARTICLE III Meetings

Section 1. Regular Meetings

The first regular meeting of the Committee shall be held on November 12, 2003, at 2:00 p.m. at 1155 Market Street, 4th Floor.

At the first meeting of each calendar year, the Committee shall adopt a schedule specifying the dates, times and locations of the regular meetings for the next year.

Once the dates, times and locations of the regular meetings have been determined, that information shall be promptly posted on the Commission's website, at the San Francisco Main Library, and at the Committee's office.

Section 2. Special Meetings

The Chair or a majority of the members of the Committee may call special meetings at any time by delivering written notice to each member of the Committee and to individuals who have requested such notice in writing.

Section 3. Notice and Agendas of Meetings

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The affirmative vote of four members of the Committee shall be required for the approval of any matter, except that the affirmative vote of a majority of the members present is sufficient for the approval of any procedural or parliamentary matter.

Section 9. Voting and Abstention

Each member present at a Committee or subcommittee meeting shall vote "yes," "no" or "abstain" when a question is put, unless the member has a conflict of interest that legally precludes participation in the vote. The determination of whether a Committee member has a conflict of interest that precludes participation in a matter shall be determined by the individual member in consultation with the City Attorney.

The Committee may take action on items on the agenda by roll call vote, voice vote, or show of hands. The minutes shall reflect how each Committee member voted on each item.

Section 10. Public Comment

Agendas for regular meetings shall provide an opportunity for members of the public to directly address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee.

Each person wishing to speak on an item before the Committee at a regular or special meeting shall be heard once for up to three minutes, unless extended by the Chair. The Chair may limit the time for public comment consistent with state and local law.

Section 11. Process for Prohibiting Issuance of Revenue Bonds Upon Determination That Revenue Bond Proceeds Were Spent on Unauthorized Purposes

If the Committee prohibits the issuance of bonds for any remaining revenue bond authorization in accordance with Section 5A.34 of the San Francisco Administrative Code, it shall do so only after proceeding as follows. At a regular or special meeting of the Committee, the Committee, after having conducted its own independent audit and after consultation with the City Attorney, may make a finding that the Commission has spent revenue bond proceeds on purposes not authorized by the authorizing resolution or otherwise amounts to an illegal expenditure or illegal waste under applicable law. At such meeting, the Committee may determine, by majority vote, whether to prohibit the further issuance of revenue bonds pursuant to the powers granted to the Committee by Section 5A.34 of the San Francisco Administrative Code. If the Committee makes a finding of illegal expenditure or illegal waste, or makes a decision to prohibit revenue bond sales, notification shall be delivered simultaneously to each member of the Board of Supervisors, the President of the San Francisco Public Utilities Commission, the Mayor's Office of Public Finance, the City Controller and the City Treasurer.

The Committee's decision to prohibit the sale of authorized, unsold revenue bonds may be appealed and overturned, or lifted, in accordance with the provisions of Section 5A.34 of the San Francisco Administrative Code.

ARTICLE IV Maintenance of Committee Records and Issuance of Reports

Section 1. Meeting Minutes

Minutes shall be taken at every regular and special meeting. The minutes shall reflect how each Committee member voted on each item of business before the Committee. Minutes shall be approved by the Committee and be made available at the Committee's office, on the Commission's website, and at the San Francisco Public Library.

Section 2. Reports

The Committee shall issue an annual report ~~by January 30 of~~ each year on the results of its activities for the preceding year ~~(the "Reporting Period"), and such~~ report shall be issued at least once a year and delivered to the Mayor, the Commission and the Board of Supervisors. The report shall be delivered no later than 90 days following the end of the Reporting Period. All reports issued shall be placed on file at the Committee's office, the Commission's website, at the Clerk of the Board of Supervisors, and at the San Francisco Public Library.

ARTICLE V Subcommittees

Section 1. Standing Subcommittees

Upon approval of four members of the Committee, the Committee may form standing subcommittees at any time to give advice on its ongoing functions. The standing subcommittees shall be composed of members of the Committee. Unless otherwise specified by the Committee, the Chair shall select each subcommittee's members and officers, if any, at the time the subcommittee is formed and again at the first regular meeting of the Committee in each calendar year. The Chair shall name members whose qualifications meet the needs of the subcommittee to which that member is appointed. Members and officers appointed by the Chair to serve on a standing subcommittee shall serve at the pleasure of the Chair. The Chair may remove at any time a member from a subcommittee and appoint a replacement member or officer

Section 2. Special Subcommittees

Upon approval of four members of the Committee, the Committee may form special subcommittees. Special subcommittees shall be formed for a specific purpose and cease to exist after completion of a designated task. Special subcommittees may be composed of members of the Committee and/or the public. Unless otherwise specified by the Committee, the Chair shall name the subcommittee's members and officers.

Section 3. Conduct of Subcommittee Meetings; Reports

All subcommittee meetings shall be held in compliance with all applicable laws, including but not limited to, the Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 *et. seq.*), the California Public Records Act (Cal. Gov. Code, Sections 6250 *et. seq.*), and the San Francisco Sunshine Ordinance (S.F. Admin. Code, Chapter 67).

All subcommittees shall maintain minutes in the manner set forth in these Bylaws. All subcommittees shall report to the Committee, as frequently as requested by the Chair.

Section 4. Abolishing Subcommittees

Any subcommittee formed by the Committee may be abolished upon approval by four members of the Committee.

ARTICLE VI Bylaws

Section 1. Amendment of Bylaws

After presentation of a proposed amendment of the Bylaws as a scheduled agenda item at a meeting of the Committee, the Bylaws may be amended by a vote of a majority of the members.

Section 2. Public Notice of Bylaws

These Bylaws, and any amendments thereto, shall be available to the public at the Committee's office, the Commission's website, and at the San Francisco Public Library.



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

**Public Utilities Commission Building
525 Golden Gate Ave., 4th Floor, San Joaquin Conference Room
San Francisco, CA 94102**

April 14, 2014 - 9:00 AM

Regular 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 9:06 a.m. On the call of the roll, Members Godwin and Ummel were noted absent; all other members were noted present. There was a quorum.

2. Agenda Changes

Item No. 4 was called after Item No. 6.

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.

Public Comment. Speakers: None.

4. Status Report of Contract CS-363, "Construction Management Services – Lessons Learned" by RW Block Consultants

Roy Block (RW Block Consulting, Inc.) provided a progress report and updated the Committee on next steps for the evaluation of lessons learned from the WSIP program that could be applied to the SSIP program, and further requested an extension of the review period. Dan Wade, Director of Water System Improvement Program (SFPUC) raised various concerns on the hearing matter.

Public Comment. Speakers: None.

The Committee unanimously agreed to extend the review period, with the first draft being due on June 9, 2014, and the final report presentation to the Committee on July 14, 2014, and continued the item to the call of the Chair without objection.

5. **San Francisco Public Utilities Commission (SFPUC) Staff Report:** Summary of Audits by City Services Auditor Relevant to Water System Improvement Program (WSIP) and Sewer System Improvement Project (SSIP) - April 1, 2014

Committee members reviewed the attachment and thanked Nancy Hom, Director, Assurance & Internal Controls (SFPUC) for providing the report per Member Sandler's request.

Public Comment. Speakers: None.

6. **San Francisco Public Utilities Commission (SFPUC) Staff Report:** Impact of a Completed Water System Improvement Program (WSIP), Ongoing Operating Costs

David Briggs (SFPUC) presented information concerning the matter and answered questions raised during the hearing. Mike Brown (SFPUC); Mark Blake (City Attorney's Office); and Rich Morales (SFPUC); shared various concerns on the matter.

Public Comment. Speakers: None.

7. **San Francisco Public Utilities Commission (SFPUC) Staff Report:** Sewer System Improvement Program (SSIP) Quarterly Update

Karen Kubick, Director of Sewer System Improvement Program (SFPUC) presented information concerning the matter and answered questions raised during the hearing. Roy Block (RW Block Consulting, Inc.) raised various concerns on the hearing matter.

Public Comment. Speakers: None.

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

The Committee, by unanimous consent, moved to continue this item to next RBOC meeting, to allow for all members to be present.

Public Comment. Speakers: None.

The motion passed without objection.

9. **RBOC Bylaws and 2013 Annual Report**

Mark Blake (City Attorney's Office); presented information concerning the matter. Mr. Blake provided a copy of the current bylaws and further agreed to provide a draft amendment to be included in the next agenda packet.

Public Comment. Speakers: None.

The item was continued to next RBOC meeting by unanimous consent.

10. **Approval of RBOC Minutes of March 10, 2014.**

Member Cheng, seconded by Member Kaufman, moved to adopt the RBOC March 10, 2014, meeting minutes.

Public Comment. Speakers: None.

The motion passed without objection.

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

Election of Officers is continued to the RBOC May 12, 2014, meeting.

RBOC meeting and Southeast Facility site visit is tentatively scheduled for May 12, 2014.

Public Comment. Speakers: None.

12. **Adjournment.**

The meeting adjourned at 10:53 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

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Disability Access

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

**Public Utilities Commission Building
525 Golden Gate Ave., Lobby
San Francisco, CA 94102**

May 12, 2014 - 8:30 AM

Rescheduled 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 8:30 a.m. On the call of the roll, Members Pelosi, Sandler, and Godwin were noted absent; Members Kaufman, Cheng, and Ummel were noted present. There was no quorum. Due to a lack of quorum, the Committee then recessed for an off-site tour of the Southeast Wastewater Treatment Plant. All items will appear on the next RBOC meeting agenda on June 9, 2014.

2. Agenda Changes

Due to a lack of quorum, Items 3 through 8 will appear on the June 9, 2014, agenda.

- 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.

Public Comment. Speakers: None.

4. RW Block Invoice for CS-363 Contract

Public Comment. Speakers: None.

There was no discussion and no action was taken. This item will appear on the next RBOC meeting agenda for June 9, 2014.

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

Public Comment. Speakers: None.

There was no discussion and no action was taken. This item will appear on the next RBOC meeting agenda for June 9, 2014.

6. **RBOC Bylaws and 2013 Annual Report**

Public Comment. Speakers: None.

There was no discussion and no action was taken. This item will appear on the next RBOC meeting agenda for June 9, 2014.

7. **Approval of RBOC Minutes of April 14, 2014.**

Public Comment. Speakers: None.

There was no discussion and no action was taken. This item will appear on the next RBOC meeting agenda for June 9, 2014.

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

Public Comment. Speakers: None.

There was no discussion and no action was taken. This item will appear on the next RBOC meeting agenda for June 9, 2014.

9. **Off-site Visit of Sewer System Improvement Project (SSIP):**

Members Kaufman, Cheng, and Ummel convened in the 525 Golden Gate Ave. lobby, then recessed, and departed by van to 750 Phelps Street, Southeast Wastewater Treatment Plant. Member Pelosi joined the tour group at 750 Phelps Street. Karen Kubick, Director of Sewer System Improvement Project (SFPUC), led a tour of the facility. Richard Morales, Mike Brown (SFPUC); Christina Tang (Bay Area Water Supply and Conservation Agency); participated in the facility tour. At 11:05 a.m., Member Pelosi departed the facility, and the rest of the group returned by van to 525 Golden Gate Ave. The meeting reconvened at 11:26 a.m., without a quorum, and then adjourned. There was no discussion or action taken on agenda items.

10. **Adjournment.**

The meeting adjourned at 11:29 a.m.

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**PUBLIC UTILITIES
REVENUE BOND OVERSIGHT COMMITTEE
CONTRACTING WORKING GROUP
CITY AND COUNTY OF SAN FRANCISCO
MINUTES - DRAFT**

**Public Utilities Commission Building
525 Golden Gate Ave., 2nd Floor, Yosemite Room
San Francisco, CA 94102**

February 5, 2014 - 10:30 AM

Special Meeting

If a quorum of the Public Utilities Revenue Bond Oversight Committee (RBOC) members is present, the chair will hold a Special Meeting of the RBOC to discuss items on this Contracting Working Group Agenda.

1. Call to Order and Roll Call

John Ummel, Chair
Kevin Cheng
Holly Kaufman

The meeting was called to order at 10:30 a.m. On the call of the roll, Members Ummel, Cheng, and Kaufman were noted present. There was a quorum.

RBOC Member Chris Godwin was noted present and the RBOC Contracting Working Group Meeting, constituting a quorum of the Public Utilities Revenue Bond Oversight Committee. A Special Meeting of the Public Utilities Revenue Bond Oversight Committee was convened at the hour of 10:30 a.m.

Present: Members Ummel, Cheng, Kaufman, and Godwin

2. Public Comment: Members of the public may address the Revenue Bond Oversight Committee Contracting Working Group on matters that are within the RBOC's jurisdiction but are not on today's agenda.

Public Comment: None.

3. **Evaluation of Requests for Proposals, CS-363 Construction Management Services - Lessons Learned.**

Kofo Domingo and Grace Tang (Public Utilities Commission); presented information concerning the matter and answered questions raised during the hearing. The evaluation team, comprised of Irella Blackwood (Controller's Office) and Members Kaufman, Cheng, and Godwin, scored and ranked the proposals per the RFP.

Public Comment: None.

4. **Approval of RBOC Contracting Working Group Minutes of December 9, 2013.**

Member Kaufman, seconded by Member Cheng, moved to approve the RBOC Contracting Working Group Minutes of December 9, 2013.

The motion passed by the following vote:

Ayes: Ummel, Cheng, Kaufman

Noes: None.

Public Comment: None.

5. **Future Agenda Items/Meeting Dates.**

The proposer with the highest total score will be identified as the highest-ranked proposer and eligible to proceed with award of contract with RBOC, scheduled to be announced at the February 18, 2014, meeting of RBOC.

6. **Adjournment**

Member Cheng was noted absent at 11:40 a.m. for the remainder of the meeting.

The meeting adjourned at 12:05 p.m.

N.B. The Minutes of this meeting set forth all actions taken by the Revenue Bond Oversight Committee Contracting Working Group on the matters stated but not necessarily in the chronological sequence in which the matters were taken up.

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