



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

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

Wednesday, December 19, 2012 - 9:30 AM

Special Meeting

1. Call to Order and Roll Call

Seat 1 Holly Kaufman
Seat 2 Kevin Cheng, Chair
Seat 3 Karen Donovan
Seat 4 Larry Liederman
Seat 5 Vacant
Seat 6 Ian Hart
Seat 7 John Ummel, Vice Chair

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 not on today's agenda. (No Action)

3. Chair's Report:

A. San Francisco Public Utilities Commission (SFPUC) Staff Report: RBOC Account Statement. (Discussion)

4. Update: Progress of RBOC Evaluation of WSIP by RW Block Consulting, Inc., (CS-254). (Discussion)(Attachment)

5. RBOC Meeting Schedule for 2013. (Discussion and Action)
(Attachment)

6. Approval of RBOC Minutes of November 19, 2012. (Discussion and Action)
(Attachment)

7. Announcements, Comments, Questions, and Future Agenda Items.
(Discussion and Action)

8. Adjournment.

Agenda Item Information

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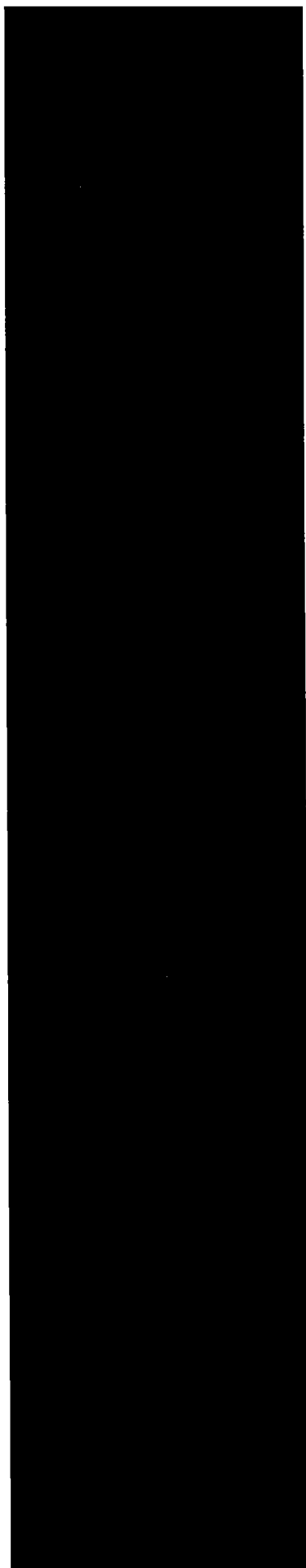
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R. W. Block Consulting, Inc. (RWBC) was engaged by the Revenue Bond Oversight Committee (RBOC) to perform a review of the WSIP program under two tasks:

TASK A - Cost and Schedule at Completion Analysis (CAC, SAC).

Issue Being Addressed: Validation of the SFPUC's cost and schedule projections for five major projects as well as the overall WSIP program; is the program on time, on schedule?

TASK B - Review of program delivery costs (soft costs).

Issue Being Addressed: Verification that remaining delivery costs reflect the phasing out of resources as the WSIP program winds down.

Total fee to provide these services: \$285,000



The agreed-upon work plan consists of the following deliverable schedule

- Oct 30: Kick-off Meeting
- Dec 17: First oral progress report to RBOC**
- Jan 28: Second oral progress report to RBOC
- Feb 15: Preliminary Draft Report to RBOC/SFPUC for review
- Feb 27: Questions/comments on draft report sent to consultant
- Mar 14: Final draft report delivered to RBOC for agenda packet
- Mar 18: Final Report discussed/accepted before RBOC
- Mar 25: Final Report Issued/Released

To date, the work is proceeding on time and within budget



Activities performed to date (October 30-December 17, 2012)

1. Identification and gathering of program and project documentation
 - Contractor, project and program schedules (native files)
 - Construction drawings, specifications, construction contracts
 - Cost reports (change orders, risks, trends, summaries)
 - Contractor applications for payment
 - Program policies and procedures
 - Project progress photos
 - Program soft costs (staffing plans, spend plans)

2. RWBC has been provided access to CMIS, WSIP's program controls portal
 - Commenced data extraction



Activities performed to date (October 30-December 17, 2012)

3. During the period 12/2 – 12/13 RWBC performed site visits of each project to be evaluated (CAC and SAC)
 4. RWBC conducted interviews with each project team, general contractor and also attended a weekly project meeting (18 staff interviewed to date)
- Work performed to date is focused on discovery: understanding existing practices, tools, processes and systems used to prepare SAC , CAC and those used to manage soft costs
 - Upcoming activities will be focused on data validation and analysis

**RBOC 2013 Meeting Dates
(DRAFT)**

9:00 AM start time

Monday, January 28, 2013

Monday, February 25, 2013

Monday, March 18, 2013

Monday, April 15, 2013

Monday, May 13, 2013

Monday, June 10, 2013 or June 17, 2013

Monday, July 15, 2013

Monday, August 12, 2013

Monday, September 16, 2013

Monday, October 21, 2013

Monday, November 18, 2013

Monday, December 16, 2013



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

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

Monday, November 19, 2012 - 9:30 AM

Regular Meeting

1. Call to Order and Roll Call (00:00:00 - 00:01:02)

- Seat 1 Holly Kaufman
- Seat 2 Kevin Cheng, Chair
- Seat 3 Karen Donovan
- Seat 4 Larry Liederman
- Seat 5 Vacant
- Seat 6 Ian Hart
- Seat 7 John Ummel, Vice Chair

The meeting was called to order at 9:39 a.m. On the call of the roll Members Cheng, Donovan, Liederman, and Ummel were noted present.

Member Kaufman was excused.

At the hour of 9:47 a.m. Member Hart was noted present.

2. Public Comment: (00:01:02 - 00:03:30)

Public Comment: Steve Lawrence provided various comments concern the Calaveras Dam.

3. Chair's Report:

A. San Francisco Public Utilities Commission (SFPUC) Staff Report: Water System Improvement Program Update (WSIP). ((00:03:30 - 00:57.32)

Julie Labonte (SFPUC); provided information and responded to question raised through the discussion.

Public Comment: Steve Lawrence provided questions concerning different site condition. Additional question will be submitted in writing.

B. San Francisco Public Utilities Commission (SFPUC) Staff Report: WSIP Bioregional Habitat Restoration Update. (00:57:32 - 01:24:00)

Greg Lyman and Julie Labonte (SFPUC); provided information and responded to question raised through the discussion.

Public Comment: Steve Lawrence provided question on the Bioregional Habitat and Bond Funding - Spending of Bond Funds for other unrelated projects and who benefits from the projects? How are the project chosen?

C. San Francisco Public Utilities Commission (SFPUC) Staff Report: City Services Auditor (CSA) Annual Audit Plan concerning the SFPUC. (01:24:00 - 01:30:00)

Matt Lum and Charles Perl (SFPUC); provided information and responded to question raised through the discussion.

Public Comment: None.

D. San Francisco Public Utilities Commission (SFPUC) Staff Report: Update on Wastewater Revenue Bonds. (01:30:00 - 01:42:00)

Richard Morales and Charles Perl (SFPUC); provided information and responded to question raised through the discussion.

Public Comment: None.

E. San Francisco Public Utilities Commission (SFPUC) Staff Report: RBOC Account Statement. (01:42:00 - 01:44:30)

Mike Brown (SFPUC); Mark Blake (City Attorney's Office); provided information and responded to question raised through the discussion.

Public Comment: None.

Member Donovan noted absent at 11:05 a.m.

4. Update: Progress of RBOC Evaluation of WSIP by RW Block Consulting, Inc., (CS-254). (01:44:30 - 01:47:00)

Member Ummel provided and updated on the progress of the RBOC evaluation of WSIP by RW Block Consulting., Inc.

Public Comment: None.

5. **RBOC Meeting Schedule for 2013.** (01:47:00 - 01:53:00)

The RBOC members discussed various options for meetings in 2013 included the possibility of night meeting and changing the start time of the meetings to 9:00 a.m.

Public Comment: None.

Continued to next RBOC meeting by the following vote:

Ayes: Cheng, Liederman, Hart, and Ummel.

Noes: None.

Excused: Donovan and Kaufman

6. **Approval of RBOC Minutes of October 1, 2012.** (01:53:00 - 01:54:00)

Member Liederman, seconded by Member Ummel, moved to approve the RBOC October, 19, 2012, Meeting Minutes as amended.

The motion passed by the following vote:

Ayes: Cheng, Liederman, Hart, and Ummel.

Noes: None.

Excused: Donovan and Kaufman

Public Comment. None.

7. **RBOC Member Information Requests Raised at Today's Meeting and Future Agenda Items.** (Discussion and Action) (01:54:00 -)

Updated on possible audits by the he City Services Auditor to be scheduled in January.

RW Block evaluation on WSIP Update in December.

WSIP Updated in January.

Progress on Annual Report and Bios.

Possible rescheduled of the December 17, 2012, meeting to December 19, 2012. The clerk will poll the RBOC members.

Public Comment. None.

8. **Adjournment.**

The meeting adjourned at 11:45 a.m.

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