

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

MINUTES

Friday, September 11, 2009
1155 Market Street (between 7th & 8th Streets)
11th Floor Conference Room B

Contracting Working Group Members

Patrick Sweetland

Brian Browne

Stan Jones

1. Call to Order and Roll Call

Chair Patrick Sweetland called the meeting to order at 1:35 p.m. and roll call was taken.

Present: Patrick Sweetland, Brian Browne, and Stan Jones.

Absent: None.

There was a quorum.

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

Public Comment: None.

3. Discussion and Review regarding the scope of work outlined in Agreement No. CS 983 for audit services of the Water System Improvement Program (WSIP) with Robert Kuo Consulting LLC.

Robert Kuo, Larry Doyle and Bill Sever, representing Robert Kuo Consulting LLC, presented an overview of their proposed approach to the audit outlined in Agreement No. CS 983.

Mr. Browne stated that the contract for audit services signed by Robert Kuo Consulting LLC (Agreement No. CS 983) has not yet been approved by the Revenue Bond Oversight Committee (RBOC) and any work to date cannot be charged to RBOC funds.

Pending approval of the contract by the RBOC, Robert Kuo Consulting LLC will be providing an initial report to the RBOC on September 21, 2009.

Public Comment: None.

4. Discussion and Possible Action regarding contracting provisions available to the Revenue Bond Oversight Committee (RBOC).

Mike Brown, SFPUC, Ivy Fine, Director of Contracts Administration, SFPUC, and Stacy Camillo, Deputy Director of Contracts Administration, SFPUC, presented an overview of the procurement process and contracting provisions available to the RBOC.

The SFPUC will provide feedback on the following issues at a future meeting:

- a. Can the RBOC make use of the state pool of approved audit consultants?
- b. Can the RBOC issue a purchase order for auditing services instead of going through the Request for Proposal process?
- c. Is the RBOC required to select the highest scoring applicant or can the RBOC select among the pool of qualified consultants?

Other Speaker: Mark Blake, Deputy City Attorney.

Public Comment: Bob Coleman, Social Responsibility Consultant and Public Interest Attorney; expressed concern with public transparency in the RBOC's contracting process. Mr. Coleman appreciates the SFPUC role in providing support to the RBOC; however, The RBOC should be independent.

5. Discussion and Possible Action related to approval of draft minutes from the February 13, 2009 meeting of the Contracting Working Group.

Mr. Sweetland moved, seconded by Mr. Jones, to approve the Contracting Working Group's minutes of February 13, 2009.

The motion passed by the following vote:

Ayes: Chair Sweetland, Browne, Jones
Noes: None.

Public Comment: None.

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6. Adjournment

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Chair Sweetland adjourned the meeting at 3:05 p.m.

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The RBOC Contracting Working Group approved the minutes for

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September 11, 2009 on October 13, 2009.