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

6 **MINUTES**

7 Friday, November 6, 2009
8 1155 Market Street (between 7th & 8th Streets)
9 4th Floor Conference Room

10
11 Contracting Working Group Members

12 Patrick Sweetland
13 Brian Browne
14 Stan Jones
15

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

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18 Chair Patrick Sweetland called the meeting to order at 2:05 p.m. and roll
19 call was taken.
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21 Present: Patrick Sweetland, Brian Browne, and Stan Jones.
22 Absent: None.
23

24 There was a quorum.
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26 **2. Public Comment: Members of the public may address the RBOC**
27 **Contracting Working Group on matters that are within the RBOC's**
28 **jurisdiction and are not on today's agenda.**
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30 Public Comment: Speakers: None.
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32 **3. Discussion and Possible Action concerning updating the contract**
33 **scope and compensation for the audit of the Water System**
34 **Improvement Program (WSIP) per Contract/Agreement No. CS 983 by**
35 **Robert Kuo Consulting LLC.**
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37 Mike Brown, SFPUC, presented a overview of the Robert Kuo Consulting
38 LLC's request an update to the contract scope and compensation amount
39 for the audit per Contract/Agreement No. CS 983.
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41 The Contracting Working Group requested that Robert Kuo Consulting
42 LLC document and explain the reason for the change to the contract.
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44 *Other Speakers: Mark Blake, Deputy City Attorney*
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46 *Public Comment. Speakers: None.*

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Chair Sweetland moved, seconded by Member Browne, to continue this item to November 16, 2009, at 8:30 a.m.

The motion to continue this item to November 16, 2009 passed by the following vote:

Ayes: Sweetland, Browne and Jones
Noes: None.

- 4. Discussion and Possible Action concerning RBOC contracting procedures:**
- a. Response from the SFPUC Contracting Group concerning questions raised by the Contracting Working Group on September 11, 2009.**
 - b. Review of the current and proposed Contracting Procedures.**
 - c. Possible improvements to RBOC procedures to engage in contracting services.**

Chair Sweetland presented a overview of the response from the SFPUC Contracting Division, concerning the Contracting Working Group's question.

Discussions occurred concerning contracting procedures and possible improvements to the procedure.

Other Speakers: Mike Brown SFPUC; Mark Blake, Deputy City Attorney.

Public Comment. Speakers: None.

- 5. Discussion and Possible Action concerning future consultant work tasks for presentation before the RBOC.**

Discussions occurred concerning methods to scheduled future consultant work task. Questions arose concerning preapproved pools of contractors.

Other Speakers: Mike Brown, SFPUC; Mark Blake, Deputy City Attorney .

Public Comment. Speakers: None.

- 6. Discussion and Review on the status of the Indirect Cost Study.**

Member Jones provided an updated on the status of the Indirect Cost Study.

Other Speakers: Mike Brown, SFPUC; Mark Black, Deputy City Attorney .

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Public Comment. Speakers: None.

7. Discussion and Possible Action related to the approval of draft minutes for the October 13, 2009, meeting of the RBOC Contracting Working Group.

Member Jones moved, seconded by Member Browne, to approve the Contracting Working Group's minutes of October 13, 2009.

The motion passed by the following vote:

Ayes: Sweetland, Browne and Jones

Noes: None.

Public Comment: Speakers: None.

8. Adjournment

Chair Sweetland adjourned the meeting at 3:15 p.m.

The Contracting Working Group adopted the minutes for November 6, 2009, on December 4, 2009.