

SFMTA Bond Oversight Committee

Rudy Nothenberg, Chairman Dan Murphy, Vice Chairman

Leona Bridges, Jose Cisneros, Kathryn How, Nadia Sesay, Stephen Taber

MINUTES— July 22, 2015 - 2:00 p.m.

SFMTA - 1 South Van Ness Avenue, 7th Floor
Union Square Conference Room #7080

1. Call to Order and Roll Call:

Committee Members:

Rudy Nothenberg - Chairman
Daniel Murphy - Vice Chairman
Leona Bridges – (Absent)
Jose Cisneros - (Absent)
Kathryn How
Nadia Sesay
Stephen Taber

A quorum being present, the meeting was called to order at 2:10 p.m. On the roll call, Members Leona Bridges and Jose Cisneros were noted absent; all other members were present. Vice Chairman Murphy was noted present at 2:28 pm.

Others in Attendance:

Lisa Avis – KPMG LLP, Senior Manager
Sonali Bose – SFMTA, Chief Financial Officer
Lucien Burgert – SFMTA, Capital Controls Manager
Paula Florence – SFMTA, Capital Projects and Grants Accounting Manger
Joel Goldberg – SFMTA, Capital Procurement & Management Manager
Ted Graff – SFMTA, Director of Parking
Cindy Gumpal – SFMTA, BOC Secretary
Jie Hua Lee – KPMG LLP, Manager Audit
Tom Maguire – SFMTA, Director of Sustainable Streets
Luis Montoya – SFMTA, Acting Deputy Director, Livable Streets
Kenneth D. Roux – Deputy City Attorney
Viktoriya Wise – SFMTA, Chief of Staff, Sustainable Streets

2. Public Comment:

There was no public comment.

3. Approval of Minutes from May 27, 2015 meeting (Attachment A):

Ms. Gumpal (SFMTA) requested to correct SFMTA staff titles under “others in attendance”.

Motion and second to approve the minutes of the May 27, 2015 meeting: adopted as corrected.

4. Introduction of new member Kathryn How:

Chairman Nothenberg announced that Kathryn How, Interim Assistant General Manager, with Infrastructure of the San Francisco Public Utilities Commission (PUC), has joined the committee to replace Emilio Cruz of the PUC. A copy of the appointment is available on the SFMTA website, link provided:

<https://www.sfmta.com/sites/default/files/agendaitems/2015/Attachment%20B%20-%20SFMTA-BOC%20appointment%20letter%20-%20Kathy%20How.pdf>

5. Review Auditor work plan draft report (Attachment B):

Ms. Florence (SFMTA) explained that there are 17,000 transactions, 40 interdepartmental work authorizations, and \$30 million dollars in total expenditures. Ms. Avis (KPMG) summarized the work plan for Revenue Bond Series 2012, 2013, and 2014 and discussed the work plan procedure based on the sample size selected by the committee.

The BOC members agreed to a sample size of sixty five (65) transactions, to include good coverage of large dollar amounts, small dollar amounts, interdepartmental charges, and other miscellaneous items. SFMTA to follow up with auditors to finalize the work plan.

A copy of the draft Agreed-Upon Procedure work plan is available on the SFMTA website, link provided:

<https://www.sfmta.com/sites/default/files/agendaitems/2015/AUP%20Revenue%20Bonds%20FY15%207-16-2015.Draft%20-%20Attachment%20B.pdf>

6. Review Project presentation calendar (Attachment C):

SFMTA staff provided a summary of the project presentation calendar, the BOC members requested to include a category tab to enable the reader to cross reference and track from the project presentation to the monthly/quarterly expenditure reports. A copy of the calendar is available on the SFMTA website, link provided:

<https://www.sfmta.com/sites/default/files/agendaitems/2015/BOC%20Presentation%20Calendar%20-%20Attachment%20C.pdf>

7. Review Project Reporting Information and Delivery Schedule for Series 2012B , 2013, 2014 Bonds and Monthly Expenditure Report (Attachment D):

Mr. Maguire (SFMTA) the Director of Sustainable Streets and Mr. Montoya (SFMTA), Acting Director of Livable streets summarized key project status updates from April 2015 – June 2015. A copy of the report is available on the SFMTA website, link provided:

<https://www.sfmta.com/sites/default/files/agendaitems/2015/SFMTA%20BOC%20Presentation%20-%20STREETS%20%28Apr%20-%20Jun%202015%29.pdf>

Mr. Goldberg (SFMTA) provided a summary of monthly expenditure report, a copy of the report is available on the SFMTA website link provided:

<https://www.sfmta.com/sites/default/files/agendaitems/2015/Bond%20Expenditure%20Report%20-%20May%202015%20-%20Attachment%20D.pdf>

8. Discussion of upcoming meeting dates:

Due to the year-end close the SFMTA staff would not be able to present a Quarterly presentation from the fiscal year that just closed, Mr. Goldberg (SFMTA) requested to schedule next meeting in October 2015. The members tentatively agreed to meet on either October 9th or October 14th 2015. The members also requested to review a draft of the next annual report, a tentative date of December 9th or December 16th.

BOC secretary to confirm with other members and send out final meeting invitation for meeting in October and December 2015.

9. Adjournment.

The meeting adjourned at 3:22 p.m.

A recording of the meeting is on file with the Secretary of the SFMTA Bond Oversight Committee and can be made available upon request. Please contact Ms. Cindy Gumpal at 415-701-5233 or Email: BOCOversightCommittee@sfmta.com.