

SFMTA Bond Oversight Committee

Rudy Nothenberg, Chairman Dan Murphy, Vice Chairman

Leona Bridges, Kathryn How, Pauline Marx, Nadia Sesay, Stephen Taber

MINUTES— August 17, 2016 - 2:05 p.m.

MEETING LOCATION--SFMTA - 1 South Van Ness Avenue, 3rd Floor
Civic Center Conference Room # 3074

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

Committee Members:

Rudy Nothenberg - Chairman
Daniel Murphy - Vice Chairman
Leona Bridges
Kathryn How
Pauline Marx
Nadia Sesay
Stephen Taber

A quorum being present, the meeting was called to order at 2:01 p.m. On the roll call, committee members Leona Bridges were noted absent. Committee member Leona Bridges arrived at 2:20 pm.

2. **Public Comment:**

None.

3. **Approval of Minutes for June 1, 2016 Meeting (Action):**

On motion to approve the minutes of the June 1, 2016 meeting minutes: unanimously approved. (Member Leona Bridges absent)

Public comment: None.

4. **Project Presentation - Streets Projects and Quarterly Progress Report (Information):**

Mr. Luis Montoya (SFMTA) summarized key project reporting information and delivery schedule, links provided below:

Streets presentation available at the following link: [SFMTA Streets PPT Presentation](#)

BOC members requested SFMTA staff to include an encumbered column to the PowerPoint presentation.

Member Stephen Taber commented that Emily Harrold, the President of Russian Hill Neighbors, inquired about the status of the Polk Streetscape project timeline. Following the meeting, SFMTA staff member Mr. Luis Montoya arranged for the project manager to provide Ms. Harrold and Member Stephen Taber the requested information.

Ms. Monique Webster (SFMTA) provided a summary of the quarterly progress reports, link provided: [SFMTA Quarterly report](#)

BOC members requested that monthly reports be annotated with notes for projects when funding for such projects may be reallocated to other bond eligible projects.

BOC members raised the concern that the Quarterly Report information does not align with the monthly reports due to different reporting periods presented in the respective reports. BOC members suggested to eliminate the financial information on the quarterly report and to provide financial information only on the monthly reports. Members requested that SFMTA staff continue to provide these monthly reports on a timely basis, the 21st of each month.

Public comment: None.

5. Review and Approve Revision to Revenue Bond Policies and Procedures – Interest Earnings and Close-out Procedures (per June 2016 meeting follow up): (Action)

Ms. Monique Webster provided a summary of the Procedures to Issue, Transfer, and Close-out Revenue Bond funds.

BOC members are satisfied with the procedures and commented that if the schedule changes, it should be communicated to the BOC members.

Public comment: None.

6. Discussion of Next Audit Report (Agreed-Upon Procedures (AUP) for Revenue Bonds for FY 2016 (Discussion) – (Note: reference Item #8 on agenda)

Ms. Jie Hua Lee (KPMG) provided a summary of the next audit report.

BOC members agreed to audit the top 20 large dollar amount transactions and randomly select 20 smaller dollar amount transactions not selected last year.

SFMTA to follow up with auditors to finalize the audit work plan and present to Members for approval during the next scheduled meeting.

7. Review and approve revised bylaws (per June 2016 meeting follow up): (Action) – (Note: reference Item #6 on agenda)

Members approved changes to Section 3 as recommended by Mr. Mark Blake (Deputy City Attorney).

Motion by: Member Leona Bridges
Second by: Vice Chairman Daniel Murphy
Ayes- Unanimous consent

Public comment: None.

Mr. Blake to provide BOC members final clean copy of bylaws.

8. Memorandum to SFMTA Board – (Series 2013 – Reallocation of Proceeds sent to BOC members 6/23/2016) – (Information): (Note: reference Item #7 of agenda)

BOC members had no comment.

Public comment: None.

9. Update on new issuance (Information): (Note: not an item on the agenda)

Ms. Sonali Bose (SFMTA) provided a summary of the next issuance of \$190 million in revenue bonds that will consist of three projects: 1) Mission Bay Transportation Improvements around the Warriors Arena; 2) Procurement of new light rail vehicles; 3) and Van Ness Improvement project. Ms. Bose also mentioned the team is working to determine cash flow needs and has not yet identified a timeline for issuance.

Public comment: None.

10. Scheduling of upcoming meeting date (Administration):

BOC members tentatively agreed to meet on October 5, 2016.

Ms. Sonali Bose requested the BOC members review and approve the schedule for production of the next Annual Report. BOC members agreed to discuss timeline during next scheduled meeting in October.

BOC members requested to include a discussion of the frequency of meetings as an item on the next agenda.

11. Adjournment:

The meeting adjourned at 3:51 p.m.

An audio recording of this meeting is on file with Ms. Cindy Gumpal, Coordinator for the SFMTA Bond Oversight Committee. Please contact Ms. Gumpal at 415-701-5233 or email: BOCOversightCommittee@sfmta.com if there are any questions or comments.