



BOARD AUDIT COMMITTEE MEETING

# MINUTES

**REGULAR MEETING  
WEDNESDAY, JULY 21, 2021  
2:00 PM**

(Paragraph numbers coincide with agenda item numbers)

**1. CALL TO ORDER:**

A Regular meeting of the Santa Clara Valley Water District (Valley Water) Board Audit Committee (Committee), conducted by Zoom teleconference, was called to order in the District Headquarters Conference Room A-124, 5700 Almaden Expressway, San Jose, California, at 2:00 p.m.

**1.1 Roll Call.**

Committee members in attendance were District 3 Director Richard P. Santos, and District 2 Director Barbara Keegan, Chairperson presiding, with District 7 Director Gary Kremen participating by teleconference, constituting a quorum of the Committee.

District 4 Director Linda LeZotte attended via teleconference.

Staff in attendance were M. Overland. Staff members participating by teleconference were J. Orellana, C. Kwok-Smith, A. Mendiola, S. Tran, D. Wickman, K. Wong, K. Yasukawa, and T. Yoke.

Also, in attendance by teleconference were Ms. Denise Callahan, TAP International, Inc. (TAP).

**2. PUBLIC COMMENT:**

**2.1 Time Open for Public Comment on any Item not on the Agenda.**

Chairperson Keegan declared time open for public comment on any item not on the agenda. There was no one who wished to speak.

### **3. APPROVAL OF MINUTES:**

#### **3.1 Approval of Minutes.**

Recommendation: Approve the minutes.

The Committee considered the attached minutes of the June 16, 2021, Regular Committee meeting.

Move to Approve: R. Santos  
Second: G. Kremen  
Yeas: G. Kremen, R. Santos, B. Keegan  
Nays: None  
Abstains: None  
Recuses: None  
Absent: None  
Summary: 3 Yeas; 0 Nays; 0 Abstains; 0 Absent.

### **4. ACTION ITEMS:**

#### **4.1 Review and Discuss the 2021 Board Audit Committee Work Plan.**

Recommendation: Review and Discuss topics of interest raised at prior Board Audit Committee (BAC) meetings and make any necessary adjustments to the BAC Work Plan.

Mr. Anthony Mendiola, Program Administrator, reviewed the information on this item, per the attached Committee Agenda Memo.

The Committee noted the information without formal action, and staff presented the following changes to the BAC Work Plan:

- Staff informed the Board that on Attachment 1, Page 4, Line Nos, 35 and 36; the Pacheco Project Investigation, and Progress report scheduled for July 21, 2021 has been moved to the August 18, 2021, Committee meeting; and Mr. J. Carlos Orellana, District Counsel, updated the Committee regarding the commencement of interviews of the Water Storage Exploratory Committee members.
- Staff informed the Board that on Attachment 1, Page 7, Line No. 89, Establishment of Additional Board Auditors was moved from the August 18, 2021, regular meeting to the July 21, 2021, regular meeting.

#### **4.2 Discuss and Approve any Updates to the Annual Audit Work Plan.**

Recommendation: Discuss and approve any updates to recommend to the Board, if necessary.

Mr. Mendiola reviewed the information on this item, per the attached Committee Agenda Memo, and per the information contained in Attachment 1.

The Committee noted the information without formal action.

**5. INFORMATION ITEMS:**

- 5.1 Receive an Update on the Status of the On-call Management Services and Board Audit Consultant Services Requests for Proposals.

Recommendation: Receive an update on the status of the On-call Management Services and Board Audit Consultant Services Requests for Proposals.

Mr. Mendiola reviewed the information on this item, per the attached Board Agenda Memo.

The Committee noted the information without formal action.

- 5.2 Receive an Update on the 2021 Risk Assessment.

Recommendation: Receive an update on the 2021 Risk Assessment.

Ms. Denise Callahan, TAP International, Inc., reviewed the information on this item, per the attached Board Agenda Memo.

The Committee noted the information, without formal action, and staff informed the Committee of the following:

- Ms. Callahan confirmed that the Phase 2 of 2021 Audit Planning Assessment: Scope of Work would be Option #1 with two changes:
  - 1) Adding Capital project planning and project management; and
  - 2) Removing Environmental Sustainability (Water Supply).

**6. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS:**

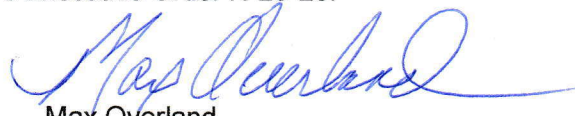
- 6.1 Clerk Review and Clarification of Committee Requests.

Mr. Max Overland, Assistant Deputy Clerk, read the new Committee Member Requests into the record.

**7. ADJOURN:**

- 7.1 Adjourn to Regular Meeting at 2:00 p.m., on August 18, 2021, to be called to order in compliance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20.

Chairperson Keegan adjourned the meeting at 3:00 p.m., to the 2:00 p.m. Regular Meeting on August 18, 2021, to be called to order in compliance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20.



Max Overland  
Assistant Deputy Clerk II