

Project Progress

Project Name: Performance Audit of Valley Water District Counsel’s Office

Date: March 16, 2019 – July 9, 2020

Summary narrative –	<p><u>Key Activities Completed during the Period</u></p> <ul style="list-style-type: none"> ◆ Summarized meetings from District Counsel staff, confirming understanding of conditions. ◆ Summarized meetings with District Counsel internal customers identified during follow up meetings with District Counsel staff. ◆ Conducted peer review of similar agencies: City of San Jose, Valley Transportation Authority, S. CA Municipal Water District, San Diego County Water Agency, East Bay Municipal Utility District. Responses received from City of San Jose and S. CA Municipal Water District. Other agencies either declined to participate or did not respond to repeated requests. ◆ Completed data analysis of District Counsel Office internal customer interview results. ◆ Completed analysis of District Counsel budgets to develop trend of expenses for legal services within the District Counsel Office (Unit 112 and 113) as well as throughout Valley Water’s other units. ◆ Completed analysis of 23 CAS agreements, analyzing turnaround times and attorney comments. ◆ Developed preliminary findings results. ◆ Coordinated with District Counsel for preliminary results meeting (6/26/20). No response from District Counsel on meeting date. <p><u>Key Activities Planned for July 9, 2020 to July 31, 2020</u></p> <ul style="list-style-type: none"> ◆ Conduct results meeting with District Counsel Office (if responsive) ◆ Complete draft report. <p><u>Outstanding Item to Discuss with BAC</u></p> <ul style="list-style-type: none"> • none
---------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Updated Timeline – Performance Audit of District Counsel Office

Audit Activity	Estimated Due Date
Complete Data Collection and Analysis	4/30/2020
Preliminary Results Meeting	TBD
Technical Review of Preliminary Draft Report	Aug. 2020
Draft Report Submittal to Audit Committee	Aug, 2020
Draft Report Response by Valley Water Management	Sept, 2020
Final Report	Oct. 2020

THIS PAGE INTENTIONALLY LEFT BLANK