



## **Santa Clara Valley Water District Board Audit Committee Meeting**

Headquarters Building Conference Room A-124  
5700 Almaden Expressway  
San Jose, CA 95118

### **11:00 AM REGULAR MEETING AGENDA**

**Monday, December 16, 2019  
11:00 AM**

**District Mission: Provide Silicon Valley safe, clean water for a healthy life, environment and economy.**

**BOARD AUDIT COMMITTEE**

Barbara Keegan, Chair, District 2  
Nai Hsueh, Vice Chair, District 5  
Gary Kremen, District 7

All public records relating to an item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the Clerk of the Board at the Santa Clara Valley Water District Headquarters Building, 5700 Almaden Expressway, San Jose, CA 95118, at the same time that the public records are distributed or made available to the legislative body. Santa Clara Valley Water District will make reasonable efforts to accommodate persons with disabilities wishing to attend Board of Directors' meeting. Please advise the Clerk of the Board Office of any special needs by calling (408) 265-2600.

DARIN TAYLOR  
Committee Liaison

MAX OVERLAND  
Assistant Deputy Clerk II  
Office/Clerk of the Board  
(408) 630-2749  
moverland@valleywater.org  
www.valleywater.org

**Note: The finalized Board Agenda, exception items and supplemental items will be posted prior to the meeting in accordance with the Brown Act.**

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Board Audit Committee  
11:00 AM REGULAR MEETING  
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**1. CALL TO ORDER:**

1.1. Roll Call.

**2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON THE AGENDA.**

*Notice to the public: This item is reserved for persons desiring to address the Committee on any matter not on this agenda. Members of the public who wish to address the Committee on any item not listed on the agenda should complete a Speaker Form and present it to the Committee Clerk. The Committee Chair will call individuals in turn. Speakers comments should be limited to three minutes or as set by the Chair. The law does not permit Committee action on, or extended discussion of, any item not on the agenda except under special circumstances. If Committee action is requested, the matter may be placed on a future agenda. All comments that require a response will be referred to staff for a reply in writing. The Committee may take action on any item of business appearing on the posted agenda.*

**3. APPROVAL OF MINUTES:**

3.1. Approval of Minutes.

[19-1185](#)

Recommendation: Approve the minutes.

Manager: Michele King, 408-630-2711

Attachments: [Attachment 1: 111819 BAC Minutes](#)

Est. Staff Time: 5 Minutes

**4. ACTION ITEMS:**

4.1. Valley Water Comprehensive Annual Financial Report for the Fiscal Year Ending on June 30, 2019.

[19-1058](#)

Recommendation: Discuss the Valley Water Comprehensive Annual Financial Report (CAFR) for the Fiscal Year (FY) Ending on June 30, 2019, that staff will be recommending for Board acceptance and provide direction as needed.

Manager: Darin Taylor, 408-630-3068

Est. Staff Time: 5 Minutes

4.2. Develop the 2020 Board Audit Committee Work Plan. [19-1149](#)

- Recommendation:      A. Provide feedback and approve the 2020 Board Audit Committee Work Plan.  
                                 B. Confirm 2020 Board Audit Committee monthly meeting schedule selecting the third Wednesday of each month beginning at 12:00 p.m.

Manager:                Darin Taylor, 408-630-3068

Attachments:         [Attachment 1: 2020 BAC Work Plan](#)

Est. Staff Time:      5 Minutes

4.3. Request Board Auditor Activity Report from TAP International, Inc. to Evaluate Board Auditor Performance. [19-1157](#)

- Recommendation: Request Board Auditor Activity Report from TAP International, Inc. to evaluate Board Auditor performance.

Manager:                Darin Taylor, 408-630-3068

Attachments:         [Attachment 1: Annual Performance Report Outline](#)

Est. Staff Time:      5 Minutes

4.4. Quality and Environmental Management System (QEMS) Methodology Benchmarking Analysis. [19-1158](#)

- Recommendation: Discuss Potential Scope of Work for QEMS Methodology Benchmarking Analysis and Provide Staff Feedback.

Manager:                Darin Taylor, 408-630-3068

Attachments:         [Attachment 1: QEMS Methodology Benchmarking Analysis](#)

Est. Staff Time:      15 Minutes

**5. INFORMATION ITEMS:**

5.1. Review and Update 2019 Board Audit Committee Work Plan [19-1150](#)

- Recommendation:      A. Review the 2019 Board Audit Committee Work Plan; and  
                                 B. Discuss topics of interest raised at prior Board Audit Committee Meetings and make any necessary adjustments to the Board Audit Committee Work Plan.

Manager:                Darin Taylor, 408-630-3068

Attachments:         [Attachment 1: 2019 BAC Work Plan](#)

Est. Staff Time:      5 Minutes

5.2. Board Independent Auditor Report Update - TAP International, Inc.

[19-1153](#)

- Recommendation:
- A. Discuss the Annual Audit Work Plan and update, if necessary;
  - B. Discuss the status of on-going audits;
  - C. Discuss the Contract Change Order Audit Management Response to Draft Report; and
  - D. Discuss the scope of work for the ad-hoc review audits of grants, Valley Water hiring practices, and Board Agenda preparation process.

Manager: Darin Taylor, 408-630-3068

Attachments: [Attachment 1: Annual Audit Work Plan](#)

Est. Staff Time: 20 Minutes

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

*This is an opportunity for the Clerk to review and obtain clarification on any formally moved, seconded, and approved requests and recommendations made by the Committee during the meeting.*

**7. ADJOURN:**

7.1. Adjourn to Regular meeting as set by the Committee.

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