



BOARD AUDIT COMMITTEE MEETING

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# MINUTES

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**Monday, April 26, 2021  
11:00 AM**

(Paragraph numbers coincide with agenda item numbers)

**1. CALL TO ORDER:**

A Rescheduled Regular meeting of the Santa Clara Valley Water District (Valley Water) Board Audit Committee (Committee) was called to order in the District Headquarters Conference Room A-124, 5700 Almaden Expressway, San Jose, California, at 11:04 a.m.

1.1 Roll Call.

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

Staff in attendance were M. Overland. Staff members participating by teleconference were R. Blank, U. Chatwani, M. Cook, A. Fraumeni, A. Gschwind, B. Hopper, C. Houston, A. Mendiola, D. Taylor, K. Wong, E. Serrano, S. Tippets, T. Trieu, D. Wickman, K. Yasukawa, and T. Yoke.

Also, in attendance by teleconference were D. Callahan, and K. Kousser, 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 March 17, 2021, Committee meeting. It was moved by Director Santos, seconded by Director Kremen, and unanimously carried that the minutes be approved.

**4. INFORMATION ITEMS:**

4.1 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. Darin Taylor, Chief Financial Officer, reviewed the information on this item, per the attached Committee Agenda Memorandum, and per the information contained in Attachment 1.

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

- Jackson Lewis is the firm that District Counsel selected to investigate the Pacheco Project;
- Mr. Hopper will provide a confidential memo for the next Committee meeting; and
- The CI Team will create the Legistar shell for Mr. Hopper's use.

4.2 Review and Approve the Updated 2021 Board Audit Committee Work Plan.

Recommendation: A. Review and Discuss topics of interest raised at prior Board Audit Committee (BAC) Meetings and make any necessary adjustments to the BAC Work Plan; and  
B. Approve the updated 2021 BAC Work Plan.

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

The Committee noted the information, and requested the following:

- Staff to bring back the Updated 2021 Board Audit Committee Work Plan for discussion at the May 19, 2021 Board Audit Committee meeting.

It was moved by Director Santos and seconded by Director Kremen, and unanimously carried that the Committee approved the Updated 2021 Board Audit Committee Plan without any changes.

4.3 Receive and Discuss the Permitting Best Practices Audit Draft Report.

- Recommendation:
- A. Receive and discuss the Permitting Best Practices Audit Draft Report; and
  - B. Approve issuance of Permitting Best Practices Audit Draft Report for formal comment.

Ms. Kate Kousser, TAP International, Inc., reviewed the information on this item, per the attached Committee Agenda Memorandum, and per the information contained in Attachment 1.

The Board noted the information and requested the following:

- The Committee requested that staff bring back this item to the May Committee meeting for further discussion regarding the following:
  - Staff to provide a report regarding how to speed up a process and provide plans in an electronic form that is readable on small-screen devices;
  - Staff to set a goal for the Digitization of Documentation; and
  - Staff to include a status report to gauge progress for online portals and dashboards.

It was moved by Director Kremen and seconded by Director Santos and unanimously carried that the Committee approve staff's Recommendation B. Approve issuance of Permitting Best Practices Audit Draft Report for formal comment.

**5. INFORMATION:**

5.1 Receive an Update on the Status of the 2021 Risk Assessment.

Recommendation: Receive an update on the status of the 2021 Risk Assessment.

Ms. Denise Callahan, TAP International, Inc., and Ms. Kousser, reviewed the information on this item, per the attached Board Agenda Memorandum, and per the information contained in Attachment 1.

Director Kremen left the meeting and did not return.

The Board noted the information without formal action.

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

6.1 Clerk Review and Clarification of Committee Requests.

None.

**7. ADJOURN:**

- 7.1 Adjourn to Regular Meeting at 2:00 p.m., on May 19, 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 1:00 p.m., to the 2:00 p.m. Regular Meeting on May 19, 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 of the Board