



TO: Brownsville Public Utilities Board Audit Committee  
 FROM: Sandra A. Saenz, Committee Chair  
 SUBJECT: Notice of an Audit Committee Meeting

DATE: January 13, 2022

MEETING DATE: January 20, 2022  
 TIME: 10:00 AM  
 LOCATION: BPUB Administration Building  
 Board Room  
 1- Robin Hood Dr.  
 Brownsville, TX 78521

PURSUANT TO CHAPTER 551.127, TEXAS GOVERNMENT CODE, ONE OR MORE BOARD OF DIRECTORS OR EMPLOYEES MAY ATTEND THIS MEETING REMOTELY USING VIDEOCONFERENCING TECHNOLOGY. THE VIDEO AND AUDIO FEED OF THE VIDEOCONFERENCING EQUIPMENT CAN BE VIEWED AND HEARD BY THE PUBLIC AT THE ADDRESS POSTED ABOVE AS THE LOCATION OF THE MEETING. REASONABLE SPACING BETWEEN ATTENDEES AT THE MEETING WILL BE PROVIDED. ALL ATTENDEES ARE STRONGLY REQUESTED TO WEAR MASKS, BUT ARE NOT REQUIRED BY STATE LAW. ANYONE EXPERIENCING ANY SYMPTOMS OF COVID-19 IS ASKED NOT TO ATTEND THE MEETING IN PERSON, BUT RATHER TO CALL IN TO THE MEETING. BPUB RESERVES THE RIGHT TO REQUEST ANYONE DISPLAYING COVID-19 SYMPTOMS TO LEAVE THE MEETING. IF YOU DO NOT ATTEND THE MEETING IN PERSON, YOU MAY USE THE DIAL-IN PROCEDURE BELOW.

Dial In: 1-408-418-9388  
 Access Code: 2480 459 6108#

Members of the public may listen to the meeting as it is being held by dialing one of the numbers listed below (same access code above). Because of technology limitations, only a limited number of callers will be allowed to call in.

Dial by your location: 1-408-418-9388 (US Toll)	
	1-312-535-8110 (Chicago)
1-469-210-7159 (Dallas)	1-720-650-7664 (Denver)
1-904-900-2303 (Jacksonville)	1-213-306-3065 (Los Angeles)
1-646-992-2010 (New York City)	1-602-666-0783 (Phoenix)
1-206-207-1700 (Seattle)	1-202-860-2110 (Washington, DC)

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MATTERS:

**MEETING AGENDA**

**Call Open Meeting to Order at 10:00 AM**

1. Presentation and Discussion of Follow-Up Audits – All Recommendations Implemented:

- a. Accounting – Accounts Payable
- b. Accounting – Accounts Receivable
- c. Accounting – Bank Reconciliation
- d. Accounting – Capital Assets
- e. Accounting – Corporate Credit Card
- f. Accounting – Procurement Card Transactions
- g. Billing
- h. Customer Information Systems Support
- i. Facility Maintenance
- j. Meter Reading
- k. Natural Gas Utility Management
- l. Resaca Maintenance
- m. Water & Wastewater Operations & Construction
- n. Water & Wastewater Operations & Maintenance
- o. Water Plant I
- p. Water Plant II

2. Presentation and Discussion of Follow-Up Audits – Recommendations in Progress:

- a. Accounting – Training & Travel
- b. Customer Service
- c. Electric Meter Shop
- d. Energy Efficiency & Conservation
- e. Fleet Management
- f. Health & Safety
- g. Information Technology
- h. Key Account Marketing
- i. Purchasing – Contracts
- j. Records Management
- k. Risk Insurance Management
- l. SCADA & Electrical Support Services
- m. Substations & Reliability
- n. Talent Acquisition & Staffing
- o. Water & Wastewater Engineering

Adjournment



Sandra A. Sáenz, Committee Chair

c: John S. Bruciak, PE, General Manager & CEO  
Luis Sáenz, PE, Assistant General Manager & COO  
Miguel A. Pérez, Chief Financial Officer  
File

The Brownsville Public Utilities Board (BPUB) Audit Committee reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code § 551.071 (Consultation with Attorney), § 551.072 (Deliberations about Real Property), § 551.074 (Personnel Matters), § 551.076 (Deliberations about Security Devices), § 551.086 (Public Utility Competitive Matters), § 551.087 (Economic Development), and § 551.089 (Department of Information Resources).

BPUB reserves the right to change the Meeting Room within the BPUB Annex Building. If the specified room in the BPUB Annex Building is changed before the Meeting after posting Notice, the Security Guard on the 1st Floor will direct attendees to the room in which the Meeting will be held.

I certify that a copy of the January 20, 2022 agenda of items to be considered by the BPUB was posted on the BPUB website.

ATTEST:

Norma L. Sanders  
Norma L. Sanders, Recording Secretary