



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

DATE: December 1, 2022

MEETING DATE: **December 6, 2022**  
TIME: **10:00 AM**  
LOCATION: **BPUB Annex Building  
Board Room  
1425 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 MUST USE THE DIAL-IN PROCEDURE BELOW.

**Dial In: 1-408-418-9388**  
**Access Code: 2480 396 0455#**

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)**  
1-617-315-0704 (Boston)  
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)

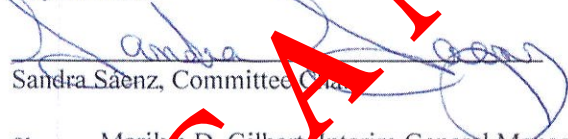
DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MATTERS:

### MEETING AGENDA

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

1. Presentation and Discussion of Audit Reports with No Findings:
  - Accounting – Accounts Payable
  - Accounting – Petty Cash Count #2
  - Asset Management
  - Calpine Hidalgo Energy Center Review
  - Oklaunion Billing Review
  - Unannounced Cash Count #7 & #8 (FY 2021-2022)
  - Unannounced Cash Count #1 (FY 2022-2023)
2. Presentation and Discussion of Audit Reports with Findings:
  - Communications & Public Relations
  - Compensation & Benefits
  - Facility Maintenance – Annex
  - Overtime – Company Wide
  - Purchasing – Contracts
  - Training & Organizational Development
3. Presentation and Discussion of Follow-Up Audits – All Recommendations Implemented:
  - Analytical Laboratory Review
  - Environmental Compliance
  - Meter Services
  - Pre-treatment
  - Raw Water Supply
4. Presentation and Discussion of Follow-Up Audits – Recommendations in Progress:
  - Cross Connection Control

Adjournment

  
Sandra Saenz, Committee Chair

c: Marilyn D. Gilbert, Interim General Manager & CEO  
Miguel A. Pérez, Chief Financial Officer  
File

The Brownsville Public Utilities Board (BPUB) 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 Administration Building. If the specified room in the BPUB Administration 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 December 6, 2022 agenda of items to be considered by the Brownsville Public Utilities Board was posted on BPUB website.

ATTEST:



Rosie Buitron,  
Recording Secretary