



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

DATE: August 21, 2024

MEETING DATE: **August 21, 2024**
TIME: **12:00 PM**
LOCATION: **BPUB Annex Building
Board Room
1425 Robinhood Drive
Brownsville, TX 78521**

Dial In: 1-408-418-9388
Access Code: 2489 821 3264 # #

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 RECOMMENDATION ON THE FOLLOWING MATTERS:

MEETING AGENDA

Call Open Meeting to Order at 12:00 PM

PUBLIC COMMENTS

Please note the following:

PUBLIC COMMENTS WILL ONLY BE ACCEPTED IN WRITING NO LATER THAN ONE (1) HOUR IN ADVANCE OF THE MEETING BY SENDING THEM TO PublicComments@brownsville-pub.com. In the body of the email please include date, your name, your address, phone number, agenda item number, if applicable, or subject of discussion, and your comments.

- **THERE IS A THREE (3)-MINUTE TIME LIMIT PER SPEAKER.** THE PRESIDING OFFICER MAY, BUT IS NOT REQUIRED TO, ALLOW ADDITIONAL TIME TO A SPEAKER.
- **THE SPEAKER MUST IDENTIFY BY NAME, ADDRESS, AND ORGANIZATIONAL AFFILIATION (IF ANY) BEFORE SPEAKING.**
- **QUESTIONS AND COMMENTS SHOULD BE ADDRESSED TO THE BOARD AS A WHOLE, NOT TO INDIVIDUAL BOARD MEMBERS, THE CEO, OR MEMBERS OF THE AUDIENCE.**
- **IF AN ISSUE ADDRESSED IS NOT INCLUDED ON THE AGENDA, NO FORMAL ACTION WILL BE TAKEN.**

ITEMS FOR PRESENTATION AND DISCUSSION

1. Presentation, Discussion, and Possible Recommendation to Review and Update the Audit Committee Charter – Melida R. Pinales
2. Presentation, Discussion, and Possible Recommendation to Review and Update the Internal Audit Charter – Melida R. Pinales
3. Presentation, Discussion, and Possible Recommendation to Review and Update the Fiscal Year 2024-2025 Annual Audit Plan – Melida R. Pinales
4. Presentation and Discussion of Audit Reports with No Findings:
 - a. Billing
 - b. CIS Support
 - c. Environmental Services
 - d. Financial Services – Grants
 - e. Geographic Information Systems
 - f. Meter Reading
 - g. Natural Gas Management
 - h. Operations
 - i. Unannounced Cash Count 4th – 6th
5. Presentation and Discussion of Audit Reports with Findings:
 - a. Accounting & Treasury – Training & Travel
 - b. Collections
 - c. Customer Service
 - d. Electric Meter Shop
 - e. Energy Efficiency & Conservation
 - f. Fleet Management
 - g. Talent Acquisition & Staffing
 - h. Warehouse Annual Inventory Count
6. Presentation and Discussion of Follow-up Audits – All Recommendations Implemented:
 - a. Accounting & Treasury – Accounts Payable
 - b. Accounting & Treasury – Accounts Receivables
 - c. SCADA & Electrical Support Services
 - d. Water & Wastewater Operations & Maintenance
7. Presentation and Discussion of Follow-up Audit – Recommendations in Progress:
 - a. Legal Services – Contracts
 - b. Safety & Security Operations
 - c. Warehouse Annual Inventory Count
 - d. Water Plant I
 - e. Water Plant II
 - f. Water & Wastewater Operations & Construction

RECESS TO CLOSED MEETING to Consider Matters Pursuant to Tex. Government Code Chapter 551, et seq.

CLOSED MEETING

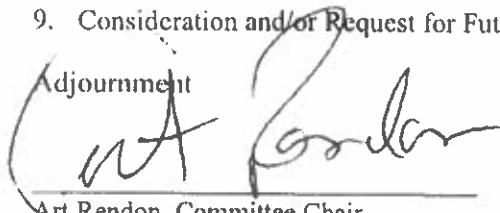
At this time the items on the Agenda designated for Closed Meeting will be considered. If there is an approved motion to go into Closed Meeting the listeners will be placed on "hold" until the Board returns to Open Meeting.

1. Discussion regarding the Fiscal Year 2022/2023 Performance Evaluation for the Director of Internal Audit (Sec. 551.074).
2. Discussion and Update on other Internal Audit Services:
 - a. Special Reviews (Sec. 551.071).
 - b. Activity on Fraud, Waste & Abuse Hotline Submissions (Sec. 551.071).

RECONVENE OPEN MEETING

8. Discussion and Possible Recommendation on Closed Meeting Items
9. Consideration and/or Request for Future Agenda Items

Adjournment



Art Rendon, Committee Chair

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 Facilities. If the specified room in BPUB Facilities is changed before the Meeting time and after posting the 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 forgoing agenda of items to be considered by the BPUB was posted on 8/16/24.

ATTEST:


Rasie Bultron, Recording Secretary