

# NOTICE OF SPECIAL MEETING

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OF THE  
**AUDIT  
COMMITTEE**

OF THE  
BOARD OF DIRECTORS  
OF THE



IS SCHEDULED FOR  
**TUESDAY, SEPTEMBER 11, 2018**  
**9:00 A.M.**

AT THE ADMINISTRATION HEADQUARTERS  
BARTON CONFERENCE ROOM – BUILDING A  
6075 Kimball Avenue  
Chino, CA 91708



**AGENDA  
SPECIAL AUDIT COMMITTEE MEETING  
OF THE BOARD OF DIRECTORS  
INLAND EMPIRE UTILITIES AGENCY\*  
AGENCY HEADQUARTERS, CHINO, CA 91708**

**TUESDAY, SEPTEMBER 11, 2018  
9:00 A.M.**

**CALL TO ORDER**

**PUBLIC COMMENT**

Members of the public may address the Board on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) of Section 54954.2 of the Government Code. Those persons wishing to address the Board on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Board Secretary a "Request to Speak" form, which is available on the table in the Board Room. Comments will be limited to five minutes per speaker. Thank you.

**ADDITIONS TO THE AGENDA**

In accordance with Section 54954.2 of the Government Code (Brown Act), additions to the agenda require two-thirds vote of the legislative body, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted.

**1. ACTION ITEM**

**A. MINUTES**

The Committee will be asked to approve the Audit Committee meeting minutes of June 11, 2018.

**2. INFORMATION ITEMS**

**A. WAREHOUSE ANNUAL PHYSICAL INVENTORY – INTERNAL AUDIT INVENTORY OBSERVATION REPORT (WRITTEN)**

**B. AGENCY VEHICLE OPERATIONAL FOLLOW-UP AUDIT: AUTOMOBILE INSURANCE REQUIREMENTS AND REVIEW OF VEHICLE SECURITY PROCEDURES (WRITTEN/POWERPOINT)**

- C. INTER-FUND TRANSACTIONS AUDIT REPORT (WRITTEN/ POWERPOINT)
- D. INTERNAL AUDIT DEPARTMENT QUARTERLY STATUS REPORT FOR SEPTEMBER 2018 (WRITTEN)
- 3. GENERAL MANAGER'S COMMENTS
- 4. AUDIT COMMITTEE ADVISOR COMMENTS
- 5. COMMITTEE MEMBER COMMENTS
- 6. COMMITTEE MEMBER REQUESTED FUTURE AGENDA ITEMS
- 7. ADJOURN

\*A Municipal Water District

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary (909-993-1736), 48 hours prior to the scheduled meeting so that the Agency can make reasonable arrangements.

Proofed by: jh

**DECLARATION OF POSTING**

I, April Woodruff, Board Secretary/Office Manager of the Inland Empire Utilities Agency, A Municipal Water District, hereby certify that a copy of this agenda has been posted by 5:30 p.m. in the foyer at the Agency's main office, 6075 Kimball Avenue, Building A, Chino, CA on Thursday, September 6, 2018.

Sally H. Lee  
Sally H. Lee