

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY



BOARD MEMBERS

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ROBERT J. WATKINS*
ANTHONY K. YOUNG
CHARLENE ZETTEL

* EXECUTIVE COMMITTEE
¹ EX OFFICIO BOARD MEMBER

PRESIDENT/CEO
THELLA F. BOWENS

Revised 08-28-09 AUDIT COMMITTEE and SPECIAL BOARD MEETING*

AGENDA

Monday, August 31, 2009
10:00 A.M.

San Diego International Airport
Commuter Terminal -- Third Floor
Board Room
3225 N. Harbor Drive
San Diego, CA 92101

This Agenda contains a brief general description of each item to be considered. If comments are made to the Board without prior notice, or are not listed on the Agenda, no specific answers or responses should be expected at this meeting pursuant to State law.

Staff Reports and documentation relating to each item of business on the Agenda are on file in Corporate Services and are available for public inspection.

PLEASE COMPLETE A "REQUEST TO SPEAK" FORM PRIOR TO THE COMMENCEMENT OF THE MEETING AND SUBMIT IT TO THE AUTHORITY CLERK. ***PLEASE REVIEW THE POLICY FOR PUBLIC PARTICIPATION IN BOARD AND BOARD COMMITTEE MEETINGS (PUBLIC COMMENT) LOCATED AT THE END OF THE AGENDA.***

***NOTE:** This Committee Meeting also is noticed as a Special Meeting of the Board (1) to foster communication among Board members in compliance with the Brown Act; and (2) to preserve the advisory function of the Committee.

Board members who are not members of this Committee may attend and participate in Committee discussions. Since sometimes more than a quorum of the Board may be in attendance, to comply with the Brown Act, this Committee meeting also is noticed as a Special Meeting of the Board.

To preserve the proper function of the Committee, only members officially assigned to this Committee are entitled to vote on any item before the Committee. This Committee only has the power to review items and make recommendations to the Board. Accordingly, this Committee cannot, and will not, take any final action that is binding on the Board or the Authority, even if a quorum of the Board is present.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Committee Members: Buck, Smisek, Tartre, Van Sambeek, Watkins, Young, Zettel

PUBLIC COMMENT

Public Comment is reserved for members of the public wishing to address the Committee on matters for which another opportunity to speak is **not provided on the Agenda**, and which is within the jurisdiction of the Committee. Please submit a completed speaker slip to the Authority Clerk. ***Each individual speaker is limited to three (3) minutes. Applicants, groups and jurisdictions referring items to the Committee for action are limited to nine (5) minutes.***

Note: Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Committee.

NEW BUSINESS

1. **APPROVE MINUTES:**
RECOMMENDATION: Approve the minutes of the May 4, 2009 regular meeting, and the May 27, 2009 special meeting.
2. **EXTERNAL AUDITOR MCGLADREY AND PULLEN'S AUDIT PLAN, QUALITY CONTROL REPORT, PEER REVIEW, AND STATEMENT OF INDEPENDENCE:**
RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.
Presented by: Mark A. Burchyett, Chief Auditor
3. **FISCAL YEAR 2009 – ANNUAL REPORT FROM THE AUDIT COMMITTEE:**
RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.
Presented by: Charlene Zettel, Audit Committee Chair
4. **FISCAL YEAR 2009 – ANNUAL AUDIT ACTIVITIES REPORT FROM THE OFFICE OF THE CHIEF AUDITOR, AND REPORT ON AUDIT RECOMMENDATIONS ISSUED BY THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.
Presented by: Mark A. Burchyett, Chief Auditor, and Fred Bolger, Manager, Audit Services

5. **STATUS UPDATE ON SUSTAINABILITY EFFORTS REGARDING THE DISTRIBUTION OF BOARD AND COMMITTEE AGENDA PACKETS:**
RECOMMENDATION: Receive the report.
Presented by: Tony R. Russell, Director, Corporate Services/Authority Clerk
6. **UPDATE ON THE AUDIT OF THE TERMINAL DEVELOPMENT PROGRAM:**
RECOMMENDATION: Information item only.
Presented by: Scott Thein, Senior Auditor – Construction
7. **UPDATE ON THE ETHICS PROGRAM AND CONFIDENTIAL HOTLINE:**
RECOMMENDATION: Information item only.
Presented by: Christy Carlson, Ethics Compliance Coordinator/Auditor
8. **REVISE THE JOB TITLE OF A POSITION WITHIN THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: Staff recommends that the Audit Committee endorse changing the position title “Ethics Compliance Coordinator/Auditor” to “Senior Auditor – Ethics”, and forward this item to the Board for approval.
Presented by: Mark A. Burchyett, Chief Auditor
9. **REVISION TO THE FISCAL YEAR 2010 AUDIT PLAN OF THE OFFICE OF THE CHIEF AUDITOR:**
RECOMMENDATION: Staff recommends that the Audit Committee forward this item to the Board for information.
Presented by: Mark A. Burchyett, Chief Auditor
10. **BUSINESS, TRAVEL, AND LODGING REIMBURSEMENT POLICIES:**
RECOMMENDATION: Forward the revisions to Authority Policies 3.30 and 3.40 to the Board for action.
Presented by: Bob Watkins, Board Chair

CLOSED SESSION

11. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION GOAL SETTING FOR FISCAL YEAR 2010:**
(Government Code Section 54957):
Title: Chief Auditor

COMMITTEE MEMBER COMMENTS

ADJOURNMENT

Policy for Public Participation in Board and Board Committee Meetings (Public Comment)

- 1) Persons wishing to address the Board shall complete a "Request to Speak" form prior to the initiation of the portion of the agenda containing the item to be addressed (e.g., Public Comment and General Items). Failure to complete a form shall not preclude testimony, if permission to address the Board is granted by the Chair.
- 2) The Public Comment Section at the beginning of the agenda is limited to eighteen (18) minutes and is reserved for persons wishing to address the Board on any matter for which another opportunity to speak is not provided on the Agenda, and on matters that are within the jurisdiction of the Board. A second Public Comment period is reserved for general public comment later in the meeting for those who could not be heard during the first Public Comment period.
- 3) Persons wishing to speak on specific items listed on the agenda will be afforded an opportunity to speak during the presentation of individual items. Persons wishing to speak on specific items should reserve their comments until the specific item is taken up by the Board. Public comment on specific items is limited to twenty (20) minutes – ten (10) minutes for those in favor and ten (10) minutes for those in opposition of an item. Each individual speaker will be allowed three (3) minutes, and applicants and groups will be allowed five (5) minutes.
- 4) If many persons have indicated a desire to address the Board on the same issue, then the Chair may suggest that these persons consolidate their respective testimonies. Testimony by members of the public on any item shall be limited to **three (3) minutes per individual speaker and five (5) minutes for applicants, groups and referring jurisdictions.**
- 5) Pursuant to Authority Policy 1.33 (8), recognized groups must register with the Authority Clerk prior to the meeting.
- 6) After a public hearing or the public comment portion of the meeting has been closed, no person shall address the Board without first obtaining permission to do so.

Additional Meeting Information

NOTE: This information is available in alternative formats upon request. To request an Agenda in an alternative format, or to request a sign language or oral interpreter, or an Assistive Listening Device (ALD) for the meeting, please telephone the Authority Clerk's Office at (619) 400-2400 at least three (3) working days prior to the meeting to ensure availability.

For your convenience, the agenda is also available to you on our website at www.san.org.

For those planning to attend the Board meeting, parking is available in the public parking lot located directly in front of the Commuter Terminal. Bring your ticket to the third floor receptionist for validation.

You may also reach the Commuter Terminal by using public transit via the San Diego MTS system, Route 992. For route and fare information please call the San Diego MTS at (619) 427-6438.

UPCOMING MEETING SCHEDULE				
Date	Day	Time	Meeting Type	Location
November 2, 2009	Monday	10:00 a.m.	Regular	Board Room

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)
SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY)

I, Linda Gehlken, Assistant Authority Clerk I, of the San Diego County Regional Airport Authority, hereby certify that at the hour of 8:45 a.m. I caused the posting of this notice on the bulletin board located on the first floor of the San Diego International Airport, Commuter Terminal.

DATE: 08/28/09

SIGNATURE: 