



Exit Recommendations
Scatchet Head Water District
Audit Period Ending: 12/31/2022

We are providing the following exit recommendations for management's consideration. They are not referenced in the audit report. We may review the status of the following exit items in our next audit.

Executive Sessions - Inadequate Documentation

We identified two executive sessions that occurred on 01/21/2021 and 10/18/2022 that did not have adequate documentation, specifically the estimated time the session would last was not addressed, a conclusion/results were not documented, and both were held outside of the regular open public meeting. We further noted that the executive session that occurred on 10/18/2022 did not meet the allowable criteria for excluding the public under the Open Public Meetings Act ("OPMA," RCW 42.30.110).

We recommend the District take steps to ensure it complies with executive sessions requirements and that meeting minutes reflects this compliance, as required by OPMA.

Resources

MRSC, OPMA/PRA Tips and Checklist: <http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/OPMA-and-PRA-Practice-Tips-and-Checklists.aspx>

MRSC - Executive Sessions Checklist: http://mrsc.org/getmedia/be451768-7eb7-4da4-886b-27d61c28ed21/opma_executive%20session_checklist.pdf.aspx

Washington State: Office of the Attorney General, Open Government Training: <https://www.atg.wa.gov/opengovernmenttraining.aspx>

Meeting Minutes: Inadequate Voucher Documentation

We noted that the meeting minutes failed to adequately document voucher approval, as accounts payable vouchers were not approved separate from payroll expenditures.

We recommend the District ensure the meeting minutes address the above item, continue to include the Board-approved voucher numbers and total amount paid, and ensure vouchers for accounts payable are approved separate from payroll related expenditures, as required by the BARS Manual 3.8.5.

Reference

BARS Manual 3.8.5, Voucher Certification and Approval:

https://www.sao.wa.gov/bars_cash/accounting/expenditures/voucher-certification-and-approval/



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No Bidding/Procurement Policy

We identified that the District does not have a written policy governing bidding and procurement activity, including; thresholds for formal bidding and an alternative bid process, such as use of a small works roster.

We recommend the District establish a written competitive procurement policy that establishes the process to meet state bid laws, both below and above statutory thresholds. We believe by creating this policy the District will be aware of and meet the requirements to competitively procure purchases and public works contracts in the future.

Resources

MRSC, Contracting Tool: <http://mrsc.org/Home/Research-Tools/Contracting-Requirements.aspx>

MRSC, “No Responses to Your Bid: What Next?”: <https://mrsc.org/Home/Stay-Informed/MRSC-Insight/January-2022/No-Responses-to-Your-Bid-What-Next.aspx>

The Center, “Buying and Bidding: Washington purchasing laws”:
https://sao.wa.gov/bid_law_guide/