

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 2.13
(ID # 20721)

MEETING DATE:

Tuesday, December 13, 2022

FROM : AUDITOR CONTROLLER:

SUBJECT: AUDITOR-CONTROLLER: Internal Audit Report 2023-310 Riverside County Flood Control and Water Conservation District, Follow-up Audit

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file Internal Audit Report 2023-310: Riverside County Flood Control & Water Conservation District, Follow-up Audit

ACTION:Consent

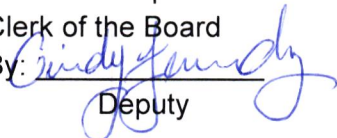

Tanya Harris, Assistant Auditor Controller 12/1/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is received and filed as recommended.

Ayes: Jeffries, Spiegel, Washington, and Hewitt
Nays: None
Absent: Perez
Date: December 13, 2022
xc: Auditor

Kecia R. Harper
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0
NET COUNTY COST	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: n/a	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

We completed a follow-up audit of Riverside County Flood Control & Water Conservation District. Our audit was limited to reviewing actions taken as of August 30, 2022, to correct findings noted in our original audit report 2021-019 dated July 20, 2021. The original audit report contained five recommendations, all of which required implementation to help correct the reported findings.

Based on the results of our audit, we found that of the five recommendations:

- Four of the recommendations were implemented.
- One of the recommendations was partially implemented.

For an in-depth understanding of the original audit, please refer to Internal Audit 2021-019 at www.auditorcontroller.org/Divisions/AuditsandSpecializedAccounting/InternalAuditReports.

Impact on Citizens and Businesses

Provide an assessment of internal controls over the audited areas.

SUPPLEMENTAL:

Additional Fiscal Information

Not applicable

ATTACHMENTS:

A: Riverside County Auditor-Controller - Internal Audit Report 2023-310: Riverside County Flood Control & Water Conservation District, Follow-up Audit.

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA



Stephanie Perez, Principal Management Analyst 12/1/2022

Internal Audit Report 2023-310

**Riverside County Flood Control
& Water Conservation District,
Follow-up Audit**

Report Date: December 13, 2022



**Office of Paul Angulo, CPA, MA
Riverside County Auditor-Controller
4080 Lemon Street, 11th Floor
Riverside, CA 92509
(951) 955-3800**

www.auditorcontroller.org



COUNTY OF RIVERSIDE
OFFICE OF THE
AUDITOR-CONTROLLER

County Administrative Center
4080 Lemon Street, 11th Floor
P.O. Box 1326
Riverside, CA 92502-1326
(951) 955-3800
Fax (951) 955-3802



Paul Angulo, CPA, M.A.
Riverside County Auditor-Controller

Tanya S. Harris, DPA, CPA
Assistant Auditor-Controller

December 13, 2022

Jason Uhley
General Manager - Chief Engineer
Riverside County Flood Control & Water Conservation District
1995 Market St.
Riverside, CA 92501

Subject: Internal Audit Report 2023-310: Riverside County Flood Control & Water Conservation District, Follow-up Audit

Dear Mr. Uhley:

We completed the follow-up audit of Riverside County Flood Control & Water Conservation District. Our audit was limited to reviewing actions taken as of August 30, 2022, to help correct the findings noted in our original audit report 2021-019 dated July 20, 2021.

We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing. These standards require that we plan and perform the audit to obtain reasonable assurance that our objective, as described in the preceding paragraph, is achieved. Additionally, the standards require that we conduct the audit to provide sufficient, reliable, and relevant evidence to achieve the audit objectives. We believe the audit provides a reasonable basis for our conclusion.

The original audit report contained five recommendations, all of which required implementation to help correct the reported findings. Based on the results of our audit, we found that of the five recommendations:

- Four of the recommendations were implemented.
- One of the recommendations was partially implemented.

Internal Audit Report 2023-310: Riverside County Flood Control & Water Conservation District, Follow-up Audit

Summary of the conditions from the original audit and the results of our review on the status of the implementation of the recommendations are provided in this report. For an in-depth understanding of the original audit, please refer to Internal Audit Report 2021-019 at [www.auditorcontroller.org/ Divisions / Audits and Specialized Accounting / Internal Audit Reports](http://www.auditorcontroller.org/Divisions/Audits%20and%20Specialized%20Accounting/Internal%20Audit%20Reports).

Paul Angulo, CPA, MA
Riverside County Auditor-Controller



By: René Casillas, CPA, CRMA
Deputy Auditor-Controller

cc: Board of Supervisors
Jeff A. Van Wagenen, County Executive Officer
Dave Rogers, Chief Administrative Officer
Grand Jury

Internal Audit Report 2023-310: Riverside County Flood Control & Water Conservation District, Follow-up Audit

Table of Contents

	Page
Results:	
Employee Certification and Training.....	4
Equipment and Vehicle Inspections.....	5
Payment Collection Process	7
 Attachments:	
A. Internal Audit Report 2021-019	
B. Status of Findings as Reported by Riverside County Flood Control & Water Conservation District on August 30, 2022	

Internal Audit Report 2023-310: Riverside County Flood Control & Water Conservation District, Follow-up Audit

Employee Certification and Training

Finding 1: Employee Certification

Three (21%) out of 14 employees did not receive training for heavy equipment operation as required by department policies. Flood Control's, *Special Purpose Vehicle Program*, states, "prior to permitting a District employee to operate a powered industrial truck or forklift, each employee must successfully complete specialized training that includes formal classroom training and a driving evaluation to certify that they can safely operate a forklift." Flood Control is not verifying that certifications and trainings are complete before signing off on an employees' training record. It is essential that every operator or driver is thoroughly and properly trained on the equipment they use. It is also important for employees to stay on top of department policies, changing regulations and guidelines, and to keep certifications up to date. Much of the risk in heavy equipment operation stems from improper use of machinery, or equipment.

Recommendation 1

Ensure all required trainings are complete as required by Flood Control's Safety Operations Manual-9, *Special Purpose Vehicle Program*.

Current Status 1: Implemented

Internal Audit Report 2023-310: Riverside County Flood Control & Water Conservation District, Follow-up Audit

Equipment and Vehicle Inspections

Finding 2: Equipment and Vehicle Inspections

In our review of 15 of Flood Control's inspection records, we noted the following:

- Fourteen (93%) equipment and vehicle inspections were not signed by department personnel with supervisor capacities. Supervisory review and sign-off of inspection reports ensures the integrity of the department's equipment safety program is maintained as it reassures inspections are completed and documented.
- Four (27%) vehicles contained partially completed driver's inspection reports. This is an indication that the operators did not fully go through the inspection process to ensure the safe operation of the respective equipment.
- Two (13%) vehicles had small engine oil leaks, but maintenance action was not scheduled as of the time of the audit procedures.

Flood Control's Safety Operations Manual-9, *Special Purpose Vehicle Program, Section 8*, states, "operators of all commercial vehicles and heavy construction type equipment perform a daily "walk around" safety inspection to ensure it is in safe operating condition." The manual further states, "all vehicle system discrepancies will be documented on Driver's Inspection Report and operators will notify their supervisor who will determine if the vehicle can be operated safely or if the vehicle should be taken out of service." Additionally, *Federal Motor Carrier Safety Administration, Title 49 Code of Federal Regulation (CFR), Section 396.13*, requires that the vehicle inspection reports are to be signed which acknowledges and certifies that requiring repairs have been performed. Maintaining the integrity of the department's safety inspection program for the operation of their equipment, helps Flood Control in the event of any equipment issues or accidents as it provides evidence of timely and consistent equipment inspections in case of any investigations. Furthermore, it ensures compliance with *Federal Motor Carrier Safety Administration, Title 49 Code of Federal Regulation (CFR), Section 396.13*.

Internal Audit Report 2023-310: Riverside County Flood Control & Water Conservation District, Follow-up Audit

Recommendation 2.1

Ensure vehicle inspection reports are completed in accordance with Flood Control's *Special Purpose Vehicle Program, Section 8, and Federal Motor Carrier Safety Administration, Title 49 Code of Federal Regulation (CFR), Section 396.13.*

Current Status 2.1: Implemented

Recommendation 2.2

Ensure vehicle inspection reports are signed off by a designated reviewer on the same day to ensure inspections are completed accurately and heavy equipment is safe for operation.

Current Status 2.2: Partially Implemented

Flood Control's updated policies and procedures do not require a supervisor to sign-off and approve equipment and vehicle inspections. Although a supervisor's specific review and approval are not legally mandated, it ensures that the equipment and vehicle inspection reports are completed as required by law and that any mechanical issues are addressed timely. Alternatively, the department made changes to their Safety Operations Manual-9, *Special Purpose Vehicle Program*, to clarify proper use of the equipment and vehicle inspection forms. Additional training was provided to maintenance supervisors and equipment operators to reemphasize proper equipment and vehicle inspection procedures. Although we were unable to verify whether the additional training was actually performed, this recommendation's implementation will not be verified any further.