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Southwest Regional Water District  
Special Meeting Minutes

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A special meeting of the Audit Committee was held Tuesday, September 28, 2021, at the District office.

The meeting was called to order at 6:30 p.m.

Committee members in attendance included Chairman Bob Schmidt, Randy Rolke, and Bo Copeland. Staff members Sue Vance and Kenny Hoffman participated in the meeting.

The Board's Travel and Training Recommendations require that prior to any expenses being reimbursed, the Audit Committee shall review the expense statements to ensure conformance with District policy. The sole purpose of this meeting was to review the submitted expense reports of those Trustees who attended the National Rural Water Association's WaterPro Conference in Milwaukee, WI from September 12-16, 2021, to ensure conformance with Chapter 6 of the Personnel Policy Manual. One deviation was identified in the amount of \$13.20, a revision was noted, and will be brought to the attention of the General Manager prior to her approval and payment of the expense reports.

Expenses related to tolls in the state of Illinois were not available for inclusion in the expense reports as the Illinois Tollway website takes 30+ days to post charges to drivers' credit cards. The General Manager will approve those expenses as they are submitted.

The expense report of the General Manager was reviewed prior to its consideration by the full Board.

Bo Copeland moved to adjourn the meeting, seconded by Bob Schmidt, and the meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Bo Copeland  
Audit Committee