
Southwest Regional Water District
Special Meeting Minutes

A special meeting of the Audit Committee was held on July 19, 2022, at the administrative building.

The meeting was called to order at 6:30 p.m. Trustees present included Mike Egbert, Randy Rolke, and Robert Schmidt. Phil Sackenheim, General Manager, Kenny Hoffman, Finance and Business Manager, and Dustan Marshall, Operations and Maintenance Manager were also present.

The Board's Travel and Training Recommendations require that prior to any Trustee expenses being reimbursed, the Audit Committee shall review the expense statements to ensure conformance with Chapter 6 of the Personnel Policy Manual. The purpose of this meeting was to review the submitted expense reports of those Trustees who attended the Ohio Rural Water Association's Summer Quarterly meeting in Put in Bay, Ohio on July 7, 2022. Expense reports were reviewed for Rob Brehm in the amount of \$192.34, Chad Chenoweth in the amount of \$174.96, Doug Drake in the amount of \$218.90, Mike Egbert in the amount of \$387.33, Clark Kelly in the amount of \$222.44, and Randy Rolke in the amount of \$209.38 and the committee recommended they be forwarded to the General Manager for approval.

Also discussed were the charges incurred by the District for Joe Cook's cancellation of attendance due to a family emergency. A \$135 cancellation fee was quoted by the hotel but a charge of \$305.57 was posted. The committee instructed staff to contact the hotel to correct the charges and if unsuccessful to contest the charge with the credit card company. The committee recommended that if the charges are corrected Mr. Cook will not be liable for the cancellation fees, but if the District must pay the full amount Mr. Cook will be responsible for half of the \$305.57 (\$152.79) which covers the second (optional) night in the hotel.

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,



Phil Sackenheim
General Manager