
Southwest Regional Water District Special Meeting Minutes

A special meeting of the Audit Committee was held on September 20, 2022, beginning at 5:30 p.m. at the administrative building.

The meeting was called to order at 5:30 p.m. Trustees present included: Bob Schmidt, Michael Egbert, and Randy Rolke. Phil Sackenheim, General Manager and Kenny Hoffman, Business and Finance Manager were also present.

The tap fee audit covering the period of 05/11/2022 – 09/16/2022 was presented; all deposits were made timely. Thirty-two taps were collected during the period audited.

ACH authorizations were reviewed. An additional ACH for Voyager Fuel Cards was added.

The District's quarterly Credit Card Report was reviewed. There are seven active accounts, six of which are currently carrying charges. The Staples Card is currently near its limit but this is unusual and there is no need to increase the limit.

The District's Cash Detail was reviewed as of 08/31/2022. A review of the District's investments was provided. Interest rates are currently over 2% and expected to increase to 3.0 – 3.25% later this month. First Financial rates are still very low while Star Ohio is paying 2.45%. The Committee instructed Mr. Hoffman to transfer \$250,000 from First Financial to Star Ohio to take advantage of the higher interest earnings.

A Voyager Fuel Card Update was presented. We have issued twenty-seven fuel cards. One card was lost, deactivated, and replaced. The number of daily transactions was increased from three to four. We are in compliance with the Auditor of State's Technical Bulletin. Our on-site gas tanks will be removed as soon as all have been emptied. Mr. Rolke and Mr. Egbert mentioned that off-road diesel can be purchased from specific vendors in order to avoid the baked-in sales tax. District staff will investigate.

An updated Miscellaneous Fee Schedule was presented. A number of fees have been recalculated to account for increased costs. The Committee recommended taking the updated schedule to the full Board for approval for a 01/01/2023 effective date.

The District's Financial Forecast was reviewed. Inflation continues to drive expenses up while our revenue holds flat. An 8% water rate increase was presented with the intention of meeting expenses while holding the District's cash reserves stable in 2023. The Committee recommended presenting this information to the full Board at the 09/20/2022 meeting so there is enough time for them to consider options before voting on the proposal, or amendments, at the 10/25/2022 meeting.

Mr. Schmidt's review of weekly invoices revealed nothing of interest to report.

The next meeting of the Audit Committee is tentatively scheduled for November 15, 2022, at 5:30 p.m. in the Roger S. Gates Meeting Room.

The meeting was adjourned at 6:22 p.m.

Respectfully submitted,



Phil Sackenheim
General Manager

Attachments:

- New Tap Fees Audit – May 11, 2022 to September 16, 2022
- Review of ACH Authorizations
- Quarterly Credit Card Current Balance Report
- August 2022 Investment Portfolio Review
- 08/31/2022 Cash Detail
- Interest Rate Information
- Fuel Card Program Update
- Miscellaneous Fee Schedule
- Financial Forecast
- Financial Project Highlights and Assumptions
- Rate Schedule Increase of 8%