



Duckett Creek Sanitary District

APPROVED AS
SUBMITTED
NOVEMBER 28, 2023

3550 Hwy K, O'Fallon, Missouri 63368-8384

Ph: (636) 441-1244
Customer Service Fax: (636) 498-8100
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The Duckett Creek Sanitary District Board of Trustees held their regular monthly board meeting on Tuesday, October 24, 2023, at 3:00 p.m. at the District Administration Office located at 3550 Highway K, O'Fallon, Missouri.

Trustees present:

Mr. Greg Dohrman	Chairperson
Mr. John Harshbarger	Board Member
Mr. Bob Schnur	Board Member
Ms. Linda Wibbenmeyer	Vice-Chairperson

Trustees present via Zoom:

Dr. William Rebore	Board Member
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Staff Members present:

Mr. Keith Arbuckle	Executive Director
Mr. Brad Meyers	Manager of Information Systems
Ms. Julie O'Guinn	Director of Finance and Administration
Dr. Luke Kehoe	Director of Engineering and Operations
Ms. Sarah Marien	Recording Secretary
Ms. Krystal Jones	CS Utility Billing Specialist
Ms. Sarah Beckmann	Administrative Analyst

Others present:

Ms. Amy Stegman	Marsh McLennan
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CALL TO ORDER

Chairperson Dohrman of the Board of Trustees of Duckett Creek Sanitary District called the meeting to order at 3:02 p.m.

APPROVAL OF MINUTES

(INCLUDED IN THE OCTOBER 24, 2023 BOARD PACKET)

Board Member Schnur moved and Board Member Harshbarger seconded the motion to approve the following board minutes as submitted:

- September 26, 2023 Board of Trustees' meeting minutes

By roll call vote,

Board Member Rebore – Aye

Chairperson Dohrman – Aye

Board Member Harshbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye



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Board Member Schnur - Aye

Motion passed unanimously.

PUBLIC COMMENTS

OLD BUSINESS

2023 Health Insurance Update

Ms. Amy Stegman with Marsh McLennan gave a brief update on our health insurance YTD through September and what to expect for the 2024 renewal with the following comments:

- The monthly experience summary shows claims are leveling off with a small deficit of \$2,284.00.
- The renewal with Delta Dental & Vision for 2024 is recommended due to no comparable options. Vision is receiving an 8% increase with a 2-year rate guarantee and Dental is receiving a 5% increase.
- Rates for life insurance, voluntary life, short-term disability and long-term disability are still incoming and contracts are being reviewed. Results will be shared with the Director of Finance and Administration within the week.
- Marketing results for medical insurance show that United Healthcare came in competitively, but there are plan variations such as UHC will not cover retirees who are a part of our plan. After receiving competitive data from United Healthcare, the rate negotiations with Cigna improved with a new renewal offer close to 5%. Ms. Stegman will share renewal details with staff once the final renewal offer from Cigna is received since the offer was received just before the start of the meeting.

2024 Budget

The Director of Finance and Administration gave a brief update on the 2024 budget. After the staff meeting last week, there were some changes made to the large operations and capital budget with a net increase of \$527,273. She provided a spreadsheet with detailed revisions which included an updated amount for the Hopewell Plant aeration addition which was approved last month as well as revisions to sewer line maintenance, vehicles and lift station improvements. Projections are in line with our original projection from last month. The budget revisions will be given to our rate consultant, Stantec, and they will populate all of our data into the rate projection model and prepare a presentation for next month. The only changes to the budget going forward will be the insurance rates and any changes to the 2023 estimates for current year revenue as well as any expense variations that may occur in the next month. The Director of Finance and Administration offered to be available to answer any questions during or after the meeting.

NEW BUSINESS

Monthly Financial Reports - Period Ending September 30, 2023

(INCLUDED IN THE OCTOBER 24, 2023 BOARD PACKET)

The Director of Finance and Administration referred to an overview of the medical insurance history in her memo to familiarize and refresh new and existing Board members with information. She gave a brief update on the monthly financial reports for period ending September 30, 2023, stating that the rate increase yielded a little over \$1 million in revenue for commercial accounts or \$1,059,000 and \$448,000 in revenue for residential accounts through



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September. The Director reviewed receivables, noting that residential delinquencies decreased slightly with \$29,705 aging over 12 months including well and condo accounts with continuing delinquency which are under review. She stated that commercial receivables have increased by 6% or \$1,594 to \$24,368.

Overall revenues are higher than the YTD budget with the majority of the increase due to connection fees. She referred to her report which gives a thorough overview of expense activity through September indicating one surprise variance in recent months for merchant processing services which is greatly over budget due to a recent increase in processing fees. She provided reports for the Board displaying fees charged by comparable utility companies as well as what the District is currently being charged for the varying transaction types. She is requesting fee relief from Open Edge, our current processor, and has planned meetings with vendors who may offer the District decreased processing fees. She will report back to the Board next month on her findings. One board member indicated he was in favor of passing fees on to customers. Linda Wibbenmeyer was interested in knowing the number of customers utilizing credit as a payment method and the Director will provide that information next month. The Director of Finance and Administration addressed all questions from the Board.

Board Member Harshbarger moved and Vice-Chairperson Wibbenmeyer seconded the motion to approve the monthly financial statement for period ending September 30, 2023, as submitted.

By roll call vote,

Board Member Rebore – Aye

Chairperson Dohrman – Aye

Board Member Harshbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Schnur - Aye

Motion passed unanimously.

DIRECTORS' REPORTS

Emergency and Informational Purchases

The Director of Engineering and Operations gave a brief description of the informational purchase of a new diesel mower and Emergency purchase referencing contractor cost for the manhole failure at the Eastern end of the South Interceptor at Dardenne Creek and Missouri Route 364.

The Executive Director gave an update on the following:

- The District received a new contract for MOAM disconnects and reconnects with significant increased shut off fees effective for January 2024. The Director of Finance and Administration has been working on this and we are now having a legal representative from the Association of Missouri Cleanwater Agencies investigate a possible reconsideration of the proposed fees.
- We had a successful Employee Appreciation Event in September.

The Director of Engineering and Operations gave an update on the following:



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- Summary of developments near Treatment Plant No. 4 site.
- New Dardenne Prairie apartment complex with 190 units interconnected with commercial lots has been approved for build.
- Kinetic park expansion with kitchen and future splash pad.
- Zachary's playground back-up.
- Longview Estates smoke testing to investigate issues near Dardenne Pump Station.
- Site visit by the Department of Natural Resources for Treatment Plant No. 4 site. Complaint of oil sheen pollution making way down to Dardenne creek. Representative took samples and was directed to similar issues upstream from our site. Appears to not be related to our construction.

The Director of Finance & Administration gave an update on the following:

- She introduced Krystal Jones, our Customer Service Utility Billing Specialist, that is training with Sarah Marien today for the Board secretarial duties. The Customer Service Manager, Justine Glancy, will also be learning the role as a back-up.
- She also expressed thanks to Administrative Analyst, Sarah Beckmann, for her help with the budget. She has also been working with supervisors and learning our procurement procedures.

The Manager of Information Systems gave an update on the following:

- Showed latest time lapse video of Treatment Plant No. 4 construction over the last 7 months.

OPEN SESSION

Chairperson Dohrman asked if there was any further discussion.

There being no further comments, Board Member Schnur moved and Vice-Chairperson Wibbenmeyer seconded the motion to close the October 24, 2023 Board of Trustee meeting.

By roll call vote,

Board Member Rebore – Aye

Chairperson Dohrman – Aye

Board Member Harsbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Schnur - Aye

Motion passed unanimously.

ADJOURNMENT

The board meeting adjourned at 3:53 p.m.



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Respectfully Submitted,
S. Marien
Recording Secretary
Duckett Creek Sanitary District