



# Duckett Creek Sanitary District

**APPROVED AS  
SUBMITTED  
JANUARY 28, 2025**

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

Ph: (636) 441-1244  
Customer Service Fax: (636) 498-8100  
Engineering Fax: (636) 498-8150

The Duckett Creek Sanitary District Board of Trustees held their regular monthly board meeting on Tuesday, November 26, 2024 at 3:00 p.m. at the District's Administration Office located at 3550 Highway K, O'Fallon, Missouri.

### Trustees present:

Ms. Linda Wibbenmeyer	Vice-Chairperson
Dr. William Rebore	Board Member
Mr. John Harshbarger	Board Member

### Staff Members present:

Mr. Keith Arbuckle	Executive Director
Ms. Julie O'Guinn	Director of Finance and Administration
Dr. Luke Kehoe	Director of Engineering and Operations
Mr. Brad Meyers	Manager of Information Systems
Ms. Krystal Jones	Recording Secretary
Ms. Justine Glancy	Customer Service Manager
Ms. Kristen Alvey	Inventory, Procurement and Asset Specialist

### Others present:

Mr. Arnie Dienoff	Public Attendee
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### Trustees not present:

Mr. Greg Dohrman	Chairperson
Mr. Bob Schnur	Board Member

### CALL TO ORDER

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

### APPROVAL OF MINUTES

**(THE REGULAR MINUTES WERE INCLUDED IN THE NOVEMBER 26, 2024 BOARD PACKET)**

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

- *October 22, 2024 Board of Trustees' meeting minutes*

*By roll call vote,*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Board Member Harshbarger – Aye*



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*Motion passed unanimously.*

## **PUBLIC COMMENTS**

Mr. Arnie Dienoff was in attendance to address a few items with the Board. He first stated that he would like the District to provide virtual meeting links on the agenda to allow members of the public to attend meetings virtually. He noted that this is important for openness and transparency within the District. Mr. Dienoff also requested that the District archive past board meeting minutes for public access on the website.

## **OLD BUSINESS**

### **Employee Insurance Renewal Update – Life Insurance Update**

The Director of Finance and Administration stated that the District currently has \$50,000 in life insurance for each employee. The District proposed changing this benefit to one time the annual salary up to \$200k. This updated benefit would cost the District an additional \$5,660.00 per year. This proposal was included within the 2025 budget for approval.

### **2025 Budget – Updates to Capital and Sewer Lateral**

The Director of Finance and Administration addressed the revisions made to the 2025 budget draft after the last board meeting in October. She mentioned the added expense of \$2,700.00 for Tyler Connect training as part of administration expenses. There were also updates to capital expenses including the purchase of a new company vehicle for the new Inventory, Procurement and Asset Specialist in the amount of \$8,500.00. Furthermore, the O'Fallon Hills equipment budget was moved from 2024 to 2025 because the equipment will not be delivered until next year. The contingency budget for treatment plant improvements in the amount of \$320,000.00 was removed from the 2025 budget because all projects for next year have been identified. She also noted that the budget for paving and sidewalk maintenance at the administration office was moved to 2025 and the budgeted amount has increased by \$15,000.00 from 2024 to 2025. The Director of Finance & Administration addressed all questions and concerns from the Board and asked for their approval of the 2025 budget.

*Board Member Rebore moved and Board Member Harsbarger seconded the motion to approve Duckett Creek Sanitary District's 2025 budget.*

*By roll call vote,*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Board Member Harsbarger – Aye*

*Motion passed unanimously.*

## **NEW BUSINESS**

### **Monthly Financial Reports – Period Ending October 31, 2024**



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The Director of Finance and Administration reviewed the monthly financial reports with Board Members. The District recently evaluated merchant fees and it appears that we are slightly ahead. However, the merchant has informed us that there will be some expense increases for the coming year in addition to annual fees that will need to be paid in December 2024. She stated that she will have more information for the Board in January 2025.

*Board Member Harshbarger moved and Board Member Rebore seconded the motion to approve the monthly financial statements for period ending October 31, 2024 as submitted.*

*By roll call vote,*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Board Member Harshbarger – Aye*

*Motion passed unanimously.*

## **DIRECTORS' REPORTS**

### **The Executive Director gave an update on the following:**

- The District has calculated a potential wholesale rate for the City of Wentzville based on our rate model. The rate is for the proposed plan in which the District would service the Dove Meadows and Twin Fawn subdivisions but the customers would remain customers of the City of Wentzville. The District would charge the City the wholesale rate plus a percentage of the collection fee costs. Using the rate tool, it was determined that the calculation would be as follows:  $\$3.55 + (35\%) \$1.80 = \$4.17$  per 1,000 gallons. Since these service areas are residential, the fee would be a flat rate of  $\$4.17 (5,000/1,000) = \$20.85$  per property. This was presented to Board Members for informational purposes only.
- Discussed the potential for a grand opening at Treatment Plant 4 sometime in in the first or second quarter of 2025.

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

- Change Order No. 6 for Treatment Plant 4:
  - Total increased cost to the contract of \$95,668.00
  - Substantial completion is now scheduled for February 17, 2024 and final completion is scheduled for April 4, 2024 with this change order.
  - The Board does not need to vote on this as we are still well within contingency for the project.
- Engineering Reports:
  - 624 lots at Treatment Plant 4 have been added to sanitary sewer service and there has been 1,083 residential connections within the District year to date.
  - The District has collected about \$1.6 million in connection fees year to date.
  - Addressed the backups that were handled in October 2024; three were caused by lateral concerns, four were caused by an unknown source, two were caused by debris, and one was reported as other.
  - Discussed several basement backup reimbursements from October 2024.
  - The average lateral repair cost has doubled over the last few years with an average of about \$6,900.00.



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- Industrial Pretreatment Program Update:
  - We had been expecting to receive commissioning from the state to move forward with the Industrial Pretreatment Program, but the District has yet to receive this due to delays with the state. However, they are hoping to get this to us within the next couple of weeks.

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

- Property and casualty insurance total increases should be available soon, but the District appears to be in a good position.
- There is a rate lock for property and liability insurance, but not for automobile insurance which has the potential to fluctuate. However, we should be well within the 5% as budgeted.
- The District plans to have a celebration for Brad Meyers in January 2025 to celebrate his upcoming retirement.

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

- Introduced Adam Williams, the District's Information Systems Specialist, who will be taking over for him after he retires in January.
- Mr. Williams noted that IS has started the process of moving a subset of active engineering project files over to Microsoft Cloud. This was done to test the process before moving more items over to the Cloud.

## **OPEN SESSION**

The Directors and Board Members decided that there is no need to have an official board meeting in December.

*There being no further comments, Board Member Rebore moved and Board Member Harsbarger seconded the motion to close the November 26, 2024 Board of Trustees' meeting.*

*By roll call vote,*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Board Member Harsbarger – Aye*

*Motion passed unanimously.*

## **ADJOURNMENT**

*The board meeting adjourned at 3:50 p.m.*

Respectfully Submitted,

*K. Jones*

Recording Secretary

Duckett Creek Sanitary District