



Duckett Creek Sanitary District

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, February 27, 2024, at 3:00 p.m. at the District Administration Office located at 3550 Highway K, O'Fallon, Missouri.

Trustees present:

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

Trustees not present:

Mr. Greg Dohrman	Chairperson
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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 AND THE COMMERCIAL RATE PUBLIC HEARING MINUTES WERE INCLUDED IN THE FEBRUARY 27, 2024 BOARD PACKET)

Board Member Schnur moved and Vice-Chairperson Wibbenmeyer seconded the motion to approve the following board minutes as submitted:

- January 17, 2024 6 p.m. Public Hearing meeting minutes
- January 23, 2024 Board of Trustees' meeting minutes

By roll call vote,

Board Member Rebore – Aye

Board Member Harshbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Schnur - Aye



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Motion passed unanimously.

PUBLIC COMMENTS

None.

OLD BUSINESS

Revised Audit Agreement with Sikich

The Director of Finance and Administration discussed the revised audit agreement. Sikich is changing from a limited liability partnership to a limited liability corporation so a new contract and Statement of Work is prepared for signing. The audit firm requested that she inform the board of this change. The District's annual audit is scheduled to begin on March 18, 2024.

NEW BUSINESS

Monthly Financial Reports – Period Ending January 31, 2024

The Director of Finance and Administration gave a brief update on the Financial Report for period ending January 31, 2024. She noted that the residential and commercial rate increase graphs were updated and provided to the Board in the board's packet. The District had previously estimated an additional \$840,000 in commercial revenue as a result of the March 2023 commercial rate increase. The District also estimates that the March 2024 commercial rate increase will yield roughly \$800,000 in additional revenue annually. The residential rate increase through February 2024 yielded \$2.1 million in additional revenue and the full year estimate is \$2.3 million. She reviewed the financials, advising that total revenues equal \$1.348 million for the first month of the year with a slow start on connection fees. The District has received more than half of the Cigna premium offset in January and has had capital expenses for the new treatment plant and the Wyndgate Force Main project. Merchant Services expense and offsets are netted to the expense account so that expense account should adjust in coming months with additional offsets and the adjusted fee increase which starts in April.

Board Member Schnur moved and Board Member Rebore seconded the motion to approve the monthly financial statement for period ending January 31, 2024 as submitted.

By roll call vote,

Board Member Rebore – Aye

Board Member Harsbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Schnur - Aye

Motion passed unanimously.

Duckett Creek Sanitary District Industrial Pretreatment Program

(POSTED SEPARATELY ON THE DCSD WEBSITE)

The Director of Engineering and Operations informed the Board about a letter the District had received from the Missouri Department of Natural Resources. The letter stated that per environmental regulations, the District was



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required to develop an Industrial Pretreatment Program (IPP) which would then need to be approved by the State before implementation. The Industrial Pretreatment Program would become a chapter to the District's regulations and would only apply to industrial users. The District currently has two industrial users with one planning to move out of the District by moving its production to its headquarters in Creve Coeur. Although the District will have only one industrial user, the program still must be implemented and followed. The Director of Engineering and Operations noted that the industrial user classification includes, but is not limited to, the following:

- Wastewater exceeds 25,000 gallons per day.
- Wastewater consists of certain types of pollutants.
- Wastewater would upset plant operations due to constituents of wastewater strain.
- Customer is classified as an industrial user per District parameters.

The Director of Engineering and Operations stated that an assessment was completed prior to the development of the program which included wastewater sampling throughout the District. The data from the samples was used to determine the standard makeup of the wastewater. The assessment also involved taking measurements of the influent and effluent based on efficiency treatment requirements. As a result of these findings, the District developed a list of standards and regulations for the proposed program.

The Director of Engineering and Operations reviewed the program documents with the Board which included the Rules, Rates, and Regulations Pretreatment Chapter, the Enforcement Response Plan, the Industrial Pretreatment Program Implementation Procedures, and the Local Limits Justification. The Industrial Treatment Program was posted separately in the February 27, 2024 web Board Packet. The program proposal will be sent to the District's legal counsel for review prior to sending it to the Missouri Department of Natural Resources for approval if the Board approved. This was provided to the Board for informational purposes only at this time.

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

- O'Fallon Hills Improvements
 - Removing/replacing old and outdated pump stations.
 - The District put out bids for 4 above-ground pump stations. Fabrication is estimated to be \$306,000 which is under budget and leaves funds for installation expense
 - The District has obtained all except one easements necessary to advance the process.
- Change Order No. 2 for Treatment Plant No. 4
 - **(POSTED SEPARATELY ON THE DCSD WEBSITE)**
 - Includes 9 change order requests from the contractor with a net increase of \$85,579.00.
 - Crawford, Murphy & Tilly has approved the change order as submitted.

Board Member Schnur moved and Board Member Harsbarger seconded the motion to approve the terms outlined in Change Order 2 for Treatment Plant No. 4.



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By roll call vote,

Board Member Rebore – Aye

Board Member Harsbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Schnur - Aye

Motion passed unanimously.

- Highway K Pump Station Renovations to Expand the Highway K Pump Station and put in new controls.
 - Will evaluate the wet-well and pump bases to determine if any need to be replaced during the project.
 - Received recommendation from Crawford, Murphy & Tilly to accept bid from Eaton for new equipment including the switchboard and automatic transfer switch for a total equipment cost of \$74,460.
- Dardenne Pump Station Renovations
 - Received recommendation from Crawford, Murphy & Tilly to accept the bid for the Kohler generator and automatic transfer switch for a total equipment cost of \$63,790.00.

Resolution 24-02 Purchasing Policy Revisions

(INCLUDED IN THE FEBRUARY 27, 2024 BOARD PACKET)

The Executive Director discussed the updates made to the District's purchasing and bidding policy. The monetary limits were updated to reflect the current cost of living and buying power. The rules and regulations outlined in the policy will remain the same.

Board Member Schnur moved and Board Member Rebore seconded the motion to approve Resolution 24-02 amending the District's Purchasing and Bidding Policy effective February 27, 2024.

By roll call vote,

Board Member Rebore – Aye

Board Member Harsbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Schnur – Aye

Motion passed unanimously.

DIRECTORS' REPORTS

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



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- The Manager of Information Systems discussed the new database that he has developed to make filing reported concerns more efficient.
 - Converted previous data listed in an Excel spreadsheet to a data set that would be applied to the newly developed database.
 - Field Services will have the ability to add points directly to the mapped database based on the reports in an effort to make reporting concerns and noticing trends more efficient for the District.
 - Database will aid Field Services Supervisors by allowing them to review and edit the concerns in a standard and more organized manner.
- Presented a video of the construction progress for Treatment Plant No. 4.
- Presented a video of the work being done on the Wyndgate Force Main.

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

- The District's quarterly luncheon for staff members will be held on March 8, 2024.
- Annual Ethics and Anti-Discrimination training will be held on May 9, 2024 at Treatment Plant No. 1.
- Rate Setting Tool training should be completed in the next few weeks.

The Executive Director gave an update on the following:

- The District is still conversing with the City of Wentzville about procuring easements and providing service to the Dove Meadows subdivision.
- Received updated information regarding the potential agreement with PWSD #2 which he expects will be presented to the board at the March meeting.
 - The daily average flows are roughly 2 million gallons.
 - Discussed having a Parshall flume meter installed by PWSD2 and for connection fees to be paid over a 20-year period as a capacity charge.
 - Considering the addition of a maintenance shed and bio pad on 2 acres located at Treatment Plant No. 1 to handle the additional solids that would result as part of this agreement.
 - Waiting for an updated rating on Treatment Plant No. 4 from Crawford, Murphy & Tilly. Once the updated rating is received, the Directors will discuss potential costs associated with the agreement between the District and PWSD #2.

OPEN SESSION

Vice Chairperson Wibbenmeyer asked if there was any further discussion.

There being no further comments, Board Member Rebore moved and Board Member Schnur seconded the motion to close the February 27, 2024 Board of Trustee meeting.

By roll call vote,

Board Member Rebore – Aye

Board Member Harshbarger – Aye



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*Vice-Chairperson Wibbenmeyer – Aye
Board Member Schnur - Aye*

Motion passed unanimously.

ADJOURNMENT

The board meeting adjourned at 4:34 p.m.

Respectfully Submitted,
K. Jones
Recording Secretary
Duckett Creek Sanitary District