



Duckett Creek Sanitary District

APPROVED AS
SUBMITTED
APRIL 23, 2024

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, March 26, 2024 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
Dr. William Rebore	Board Member

Staff Members present:

Mr. Keith Arbuckle	Executive Director
Ms. Julie O'Guinn	Director of Finance and Administration
Mr. Brad Meyers	Manager of Information Systems
Ms. Krystal Jones	Recording Secretary

Trustees present via Teams/Telephone:

Ms. Linda Wibbenmeyer	Vice-Chairperson
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Staff members not present:

Dr. Luke Kehoe	Director of Engineering and Operations
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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 3:03 p.m.

APPROVAL OF MINUTES

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

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

- February 27, 2024 Board of Trustees' meeting minutes

By roll call vote,

Chairperson Dohrman – Aye

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

Duckett Creek Sanitary District Industrial Pretreatment Program

The Executive Director noted that the Industrial Pretreatment Program is currently under review by the District's legal counsel. The Director of Operations and Engineering plans to discuss the program further at the April 2024 Board Meeting. The Executive Director addressed all comments and questions from the Board.

NEW BUSINESS

Monthly Financial Reports – Period Ending February 29, 2024

The Director of Finance and Administration reviewed the commercial rate increase activity from March 2023 through March 2024. She also forecasted the March 2024 commercial rate increase for the next 12-month period. She also reviewed with the board the one-year period for the March 2023 residential increase. Total revenues through February total over \$2.84 million which is close to 20% higher than last year or \$471,400. Connection fees have started out slowly, therefore the revenue increase from prior year includes our charge revenue rate increases and growth. Expenses year to date are \$8.267 million including activity for our TP4 projects, engineering and vehicle purchases. The Director of Finance and Administration addressed expense variances detailed in her report and noted that a bill correction was forthcoming from St. Peters for water utility service. She answered all comments and questions from the Board.

Board Member Schnur moved and Board Member Harshbarger seconded the motion to approve the monthly financial statement for period ending February 29, 2024 as submitted.

By roll call vote,

Chairperson Dohrman – Aye

Board Member Rebore – Aye

Board Member Harshbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Schnur - Aye

Motion passed unanimously.

2023 Audit Communication

The Director of Finance and Administration advised the board that the annual audit began March 18, 2024 and was still underway remotely. The auditor plans to present the audit at the May Board Meeting. The Director of Finance and Administration also discussed the audit communication letter which is a standard letter the auditor wants distributed to the board members each year. The board discussed the audit letter.



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Review of the By-Laws of the Duckett Creek Sanitary District Board of Trustees

The By-Laws of the Duckett Creek Sanitary District Board of Trustees were reviewed by the Board Members.

Wyndgate Forcemain – Project Change Order No. 1

The Executive Director informed the Board that the change order is a 90-day time extension due to the City of O'Fallon requesting road changes. There is no increase in project expense with this change order. The Board Members were shown a video of the construction progress on the Wyndgate Force Main project.

DIRECTORS' REPORTS

The Executive Director gave an update on the following:

- Connection fees have been slow so far in 2024.
- The District recently received a 2025 Peterbilt semi-tractor trailer for \$170,000. This item was included in the 2024 budget and the purchase is \$80,000 less than budget.
- The District also received a utility boom truck/mechanics body and crane, which was presented to the board in February 2023. The item was included in the 2023 budget.
- The Highway K pump station renovations are still underway. The District recently awarded a bid to Lamke Trenching & Excavating to aid in isolating the wet well from the system by constructing an 8-foot structure to make the wet well easier to access.
- The lateral program is doing well. The District will continue to evaluate the increased costs and monitor the reserve for the program.
- Treatment Plant No. 4 construction is on schedule and everything is going as planned. Board Members were shown a video of the progress. Substantial completion of 90% is expected in December 2024.
- The annual Missouri Water Environmental Association Conference took place the week of March 18th. The District received the safety award of the year, Treatment Plant No. 2 won the "Plant of the Year" award, and Greg Polumbus received the "Operator of the Year" award.

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

- Stantec rate tool training was postponed due to audit preparation. The District plans to be ready to update the rate tool and commence with training in mid-April.

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

- Reviewed the new database for customer concerns to allow the Board Members to see how the concerns were entered into the system.

OPEN SESSION

Chairperson Dohrman asked if there was any further discussion.



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There being no further comments, Board Member Rebore moved and Board Member Schnur seconded the motion to close the March 26, 2024 Board of Trustee meeting.

By roll call vote,

Chairperson Dohrman – Aye

Board Member Rebore – Aye

Board Member Harsbarger – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Schnur - Aye

Motion passed unanimously.

ADJOURNMENT

The board meeting adjourned at 3:47 p.m.

Respectfully Submitted,

K. Jones

Recording Secretary

Duckett Creek Sanitary District