



# 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, March 28, 2023 at 3:00 p.m. at the District Administration Office located at 3550 Highway K, O'Fallon, Missouri.

## Trustees present were:

Dr. William Rebore	Board Member
Ms. Linda Wibbenmeyer	Vice-Chairperson
Mr. Bob Schnur	Board Member
Mr. Greg Dohrman	Chairperson

## Trustees not present:

Ms. Anne Ritter	Board Member
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## 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. Sarah Marien	Recording Secretary

## 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 3:04 p.m.

## APPROVAL OF MINUTES

**(INCLUDED IN THE MARCH 28, 2023 BOARD PACKET)**

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

- *February 28, 2023 Board of Trustees' meeting minutes*

*By roll call vote,*

*Board Member Rebore – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Schnur – Aye*

*Chairperson Dohrman – Aye*

*Motion passed unanimously.*



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## **PUBLIC COMMENTS**

None.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

The Executive Director requested an Executive Closed Session to discuss personnel matters and Employee Handbook Revisions. Chairperson Dohrman entertained a movement to move the Employee Handbook Revisions to an Executive Closed Session discussion related to individually identifiable personnel records and other personnel matters under subsections 3 & 13.

*Board Member Schnur moved and Vice-Chairperson Wibbenmeyer seconded the motion to move the Employee Handbook Revisions to an Executive Closed Session discussion related to individually identifiable personnel records and other personnel matters under subsections 3 & 13.*

*By roll call vote,*

*Board Member Rebore – Aye*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer - Aye*

*Board Member Schnur - Aye*

*Motion passed unanimously.*

## **Audit Risk Letter**

***(INCLUDED IN THE MARCH 28, 2023 BOARD PACKET)***

The Director of Finance and Administration explained that this letter was presented at the February 28, 2023 Board of Trustees' meeting and that our auditor, Sikich, wanted to resubmit the Audit Risk Letter updated with their letterhead and to specify the audit year as 2022. The auditor requested mention of the letter in the minutes and for the Board to be informed of the following information: Some risks are inherent to all financial statement audits. They have always been required to apply risk assessment procedures and identify significant areas subject to audit risk. This process is not new and has not changed. The only change is that we are now required to communicate the risks we have identified to those charged with governance.

Sikich, the audit company, has been in our office and also working remotely for the last two weeks and are preparing the audit. They are expected to have the draft in the next few days and present the results in May. If there are any questions about the Audit Risk Letter or the audit in general, board members are welcome to contact Sikich directly. Their phone number is located on the Audit Risk Letter.



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## **Resolution 23-04 Construction Contract for TP4 – East Influent Sewer Project, Lamke Trenching & Excavating**

***(INCLUDED IN THE MARCH 28, 2023 BOARD PACKET)***

The Executive Director briefly discussed the East Influent Sewer Project as the collection system that would take Amberleigh offline, and eventually Wyndgate as well. There will be approximately 4,000 feet of 30-inch sewer main and associated appurtenances constructed. This will also be the main receiver of the Harvest development. We received four bids for the project and Lamke Trenching & Excavating was our lowest bidder with a cost not to exceed \$1.7 million. The Executive Director recommend approval of Lamke for the project and addressed all questions from the board.

*Board Member Rebore moved and Vice-Chairperson Wibbenmeyer seconded the motion to approve Resolution 23-04 awarding a construction contract for the “Treatment Plant No. 4 – East Influent Sewer” project to Lamke Trenching & Excavating for a cost of \$1,542,006.00 with a contingency in the amount of \$157,994.00 for a total not to exceed cost of \$1,700,000.00.*

*By roll call vote,*

*Board Member Rebore – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Schnur – Aye*

*Chairperson Dohrman – Aye*

*Motion passed unanimously.*

## **Monthly Financial Reports - Period Ending February 28, 2023**

***(INCLUDED IN THE MARCH 28, 2023 BOARD PACKET)***

The Director of Finance and Administration discussed the commercial rate increase and monthly billings related to the new rate for the previous year. The Board would like to continue to see the monthly updated data under the new rate effective March 1, 2023. The Director of Finance and Administration gave a brief update on the Monthly Financial Reports – Period Ending February 28, 2023. Total revenues are up almost 9% compared to the prior year, a majority of the increase is related to strong connection fees. Expenses are under budget by \$2.3 million, year to date. Overall everything looks excellent. The Director of Finance and Administration addressed all questions from the board.

*Board Member Schnur moved and Vice-Chairperson Wibbenmeyer seconded the motion to approve the monthly financial statement for period ending February 28, 2023, as submitted.*

*By roll call vote,*

*Board Member Rebore – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Schnur – Aye*

*Chairperson Dohrman - Aye*



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*Motion passed unanimously.*

## **DIRECTORS' REPORTS**

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

- Potential to look at CMT utilizing electronic bids in the future (we currently utilize electronic bids in house).
- The Director of Engineering and Operations is attending the 2023 MWEA conference this week.
- We experienced three backups, one caused by DCSD – and paid the maximum of \$5000.00. May look at increasing the max if a trend of higher payouts continues.
- Connection fees are increasing with commercial mainly due to apartment complexes. Riverdale brought in \$100,000.00. TR Hughes will bring in another 200 homes with that expansion.
- Updates for TP4 will be shown by drone footage.
- Wentzville is now saying they may send some flow to us for TP4 and Harvest development connecting may be expanded.

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

- Currently recruiting for Accounting Assistant and Field Services positions.
- Working on a recap of the 2022 health insurance experience and the report shall be given at the May board meeting.

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

- Introduced click share and new microphones, projector for meetings
- Showed drone footage for TP4 including Hopewell Rd at start of construction and will fly same mission with each update.
- Progress photos and footage can be added to website for customers to view.

Chairperson Dohrman entertained a motion to move into Executive Closed Session discussion related to individually identifiable personnel records and other personnel matters – 610.021 subsections 3 & 13.

*Vice Chairperson Wibbenmeyer moved and Board Member Schnur seconded the motion to adjourn Duckett Creek Sanitary District Board of Trustees Public Session and enter into Executive Closed Session to discuss MO Sunshine Law - 610.021 subsections (1) Legal – “Closed meetings and closed records authorized when, exceptions...”*

*By roll call vote,*

*Board Member Rebore – Aye*

*Board Member Schnur – Aye*

*Vice-Chairperson Wibbenmeyer - Aye*

*Chairperson Dohrman - Aye*

*Motion passed unanimously.*



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*Executive Closed Session opened at 3:39 p.m.*

Sarah Marien and Brad Meyers left the meeting at 3:39 p.m.

## **EXECUTIVE CLOSED SESSION**

610.021 RSMo subsection (1) Legal and (2) Real Estate and (3) Personnel (13) – “Closed meetings and closed records authorized when, exceptions...”

*Vice Chairperson Wibbenmeyer moved and Board Member Schnur seconded the motion to close the Executive Session and reenter open session. By roll call vote, the motion carried unanimously.*

*Executive Closed Session closed at 3:47 p.m.*

*Public Session reopened at 3:48 p.m.*

Sarah Marien and Brad Meyers returned to the meeting at 3:49 p.m.

## **OPEN SESSION**

### **Employee Handbook Revisions**

***(INCLUDED IN THE MARCH 28, 2023 BOARD PACKET)***

The Director of Finance and Administration reviewed the proposed revisions to the DCSD Employee Handbook.

Changes to the handbook:

- Probationary period increases from 90 days to 180 days.
- New employees to receive their prorated personal leave at hire (.5834 per month) rather than waiting for end of probation period.
- Under promotional pay adjustments, we are removing the 5% and 7% increases for grade range changes and update wording. Pay increases will be subject to acquiring skill in the new position.
- Annual salary increases will be limited to one step unless approved as an exception by the Executive Director.
- The buyback provision of personal leave hours will occur when there is an excess of 114 hours, removing the one year wait to qualify.
- Boot replacement provision amount increases from \$225.00 to \$250.00 and we will add policy back to handbook.

The Director of Finance & Administration addressed all questions and concerns from the Board of Trustees.



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*Board Member Schnur moved and Board Member Rebore seconded the motion to approve the Employee Handbook Changes.*

*By roll call vote,*

*Board Member Rebore – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Schnur – Aye*

*Chairperson Dohrman - Aye*

*Motion passed unanimously.*

Chairperson Dohrman asked if there was any further discussion for the public session.

*There being no further comments, Vice-Chairperson Wibbenmeyer moved and Board Member Rebore seconded the motion to close the public session of the March 28, 2023 Board of Trustee meeting.*

*By roll call vote,*

*Board Member Rebore - Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Schnur – Aye*

*Chairperson Dohrman - Aye*

*Motion passed unanimously.*

## **ADJOURNMENT**

*The public session adjourned at 3:54 p.m.*

Respectfully Submitted,

*S. Marien*

Recording Secretary

Duckett Creek Sanitary District