



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, April 23, 2024 at 3:00 p.m. at the District Administration Office located at 3550 Highway K, O'Fallon, Missouri.

Trustees present:

Mr. John Harshbarger	Board Member
Mr. Bob Schnur	Board Member

Staff Members present:

Mr. Keith Arbuckle	Executive Director
Dr. Luke Kehoe	Director of Engineering and Operations
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:

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

CALL TO ORDER

Vice Chairperson Wibbenmeyer of the Board of Trustees of Duckett Creek Sanitary District called the meeting to order at 3:03 p.m.

APPROVAL OF MINUTES

(THE REGULAR MINUTES WERE INCLUDED IN THE APRIL 23, 2024 BOARD PACKET)

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

- March 26, 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

Motion passed unanimously.

PUBLIC COMMENTS



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None.

OLD BUSINESS

Duckett Creek Sanitary District Industrial Pretreatment Program

The Director of Engineering and Operations stated that the District has submitted plans to the state detailing the proposed Industrial Pretreatment Program parameters and we are awaiting a reply. The state will either approve the plan as submitted or request changes. If approved, the District will ask the Board to adopt the Industrial Pretreatment Program as a new chapter to the District's regulations. The regulations require that the District's legal counsel to submit a statement confirming a review of the program regulations as well as state and federal regulations to affirm the District has the ability to enforce these regulations. This enables the District to assess fines and enforce legal action in addition to disconnection for noncompliance. The cost to implement the program was approximately \$100,000 including consultant fees, sampling and determine the wastewater standards for our area. Moving forward, the annual costs are estimated to be \$23,000 for testing. The Director of Engineering and Operations also discussed the recent visit from the U.S. EPA that was briefly addressed during last month's Board Meeting. The District is still awaiting a formal written review but it seems to have gone well and compliments were given by the U.S. EPA auditor regarding the District's solids handling and record keeping operations. The Director of Engineering and Operations addressed all questions and concerns from the Board.

NEW BUSINESS

Monthly Financial Reports – Period Ending March 31, 2024

The Director of Finance and Administration reviewed the financial report she provided in her memo. She reviewed increased total revenues that are 21% higher than March 2023. Year to date residential revenue is approximately \$3.5 million and 24% higher than last March. Commercial revenue year to date is \$733,000 and 31% higher than last March. Connection fees total \$45,080 year to date which is a 74% decrease compared to prior year at this time. This decrease is expected to continue throughout the remainder of the year. Notable expense variances were addressed which included an increase in vehicle insurance expenses due to new vehicles purchases from the previous and current year. Property and liability insurance expense increases were also noted. The Director of Finance and Administration also mentioned that accounts receivable is higher due to some large unpaid balances on several commercial and residential accounts, and will be corrected at the next quarterly review. She also noted that there will be updates to the treatment plant cost comparison report next month to include insurance and land application expenses.

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

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.

Chairperson Dohrman joined the meeting via Teams at 3:30pm.

DIRECTORS' REPORTS

The Executive Director gave an update on the following:

- We are working on a toggle to show the effect of a wholesale agreement for the District.
- His idea to segregate collection costs to obtain a true wholesale rate of treatment.
- Would like a 20-year capture of connection fees lost that would result from any wholesale agreement.

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

- Reviewed the Engineering Summary and reports included in the April Board Packet.
- The IS Manager showed a video of the ongoing Harvest by McBride and Autumn Harvest by Lombardo developments near Treatment Plant No. 4 and also of the construction progress for Treatment Plant No. 4.
- The IS Manager showed a video of the 30-inch East Influent Interceptor Main construction that is occurring as a part of the Treatment Plant No. 4 project.
- The District's unpaid engineering intern through the Center for Advanced Professional Studies (CAPS) programs made a presentation today to close out his internship with the District. He did a great job with the presentation and throughout his internship.

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

- An opening for Field Services and a summer intern position have been posted online. The District received several applications and currently plans to interview individuals for the intern position.
- Five Missouri American Water accounts are scheduled for disconnects this week due to nonpayment. These customers will not be disconnected and will only receive a door hanger to alert them to the increase in Missouri American disconnect and reconnect fees.
- Stantec rate tool training has been completed. The district requested a change order for a wholesale toggle that will be used to determine how a wholesale agreement would affect the projections. A consultant will also be tasked with a thorough review the projections once completed. The combination of change orders will be an expense of \$12,500. The total amount planned in 2024 including services provided last year as well as the additional training in 2024 will be \$22,200.
- Plan to have the audit report by early May 2024 and will ask the auditors to present their findings at the May 2024 Board Meeting.

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

- Nothing further to report.

OPEN SESSION

Vice Chairperson Wibbenmeyer asked if there was any further discussion.



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There being no further comments, Chairperson Dohrman moved and Board Member Schnur seconded the motion to close the April 23, 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 4:09 p.m.

Respectfully Submitted,

K. Jones

Recording Secretary

Duckett Creek Sanitary District