



# Duckett Creek Sanitary District

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, April 25, 2023 at 3:00 p.m. at the District Administration Office located at 3550 Highway K, O'Fallon, Missouri.

## Trustees present were:

Mr. Bob Schnur	Board Member
Mr. Greg Dohrman	Chairperson

## Trustees present by phone:

Dr. William Rebore	Board Member
Ms. Linda Wibbenmeyer	Vice-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
Dr. Luke Kehoe	Director of Engineering and Operations
Mr. Brad Meyers	Manager of Information Systems
Ms. Sarah Marien	Recording Secretary

## Others Present:

Ms. Emily Koncki	Timberland High School, CAPS Program
Ms. Arianna Damron	Troy Buchanan High School, CAPS Program
Mr. Anthony Livia	Fort Zumwalt East High School, CAPS Program
Ms. Nina Hewlett	Francis Howell North High School, CAPS Program

## CALL TO ORDER

Chairperson Dohrman of the Board of Trustees of Duckett Creek Sanitary District called the meeting to order at 3:01 p.m.

## APPROVAL OF MINUTES

**The regular minutes were included in the board packet and the closed session minutes were available in the DCSD drop box.**

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

- *March 28, 2023 Board of Trustees' meeting minutes*
- *March 28, 2023 Executive Closed Session meeting minutes*

*By roll call vote,*



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*Board Member Rebore – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Schnur – Aye*

*Chairperson Dohrman - Aye*

*Motion passed unanimously.*

## **PUBLIC COMMENTS**

The Director of Finance and Administration introduced the visiting students from the CAPS program.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **Rules, Rates and Regulations Discussion**

The Executive Director spoke to the proposed changes in various chapters of the Rules, Rates and Regulations and is looking for guidance from the Board regarding Treatment Plant #4, specifically regarding sewer line extensions. He provided a brief overview of how DCSD previously handled the sewer line extension program, referencing current policy under Chapter 4. The Director of Engineering and Operations explained cost centers, which may be a solution and are already utilized in the Rules, Rates and Regulations under Chapter 12. There was a brief discussion about how our reimbursement program has worked and what may be advantages of changing to cost centers. These updates will be included in the Rules Rates and Regulations update.

The Director of Engineering and Operations stated that the State of Missouri delegates authority to Duckett Creek to issue construction permits for sewer extensions by treatment service area. There are updates to standards of testing being made that will need to be updated in our Rules, Rates and Regulations before they give us the authority to issue the permits. Without that authority, developers and property owners would need to go to the state to apply for a construction permit. He indicated that we've been working with the state for about four months and are in good shape. There were some significant changes, the largest one affecting a majority of agencies on storage rules for lift stations.

### **Monthly Financial Reports - Period Ending March 31, 2023**

**(INCLUDED IN THE APRIL 25, 2023 BOARD PACKET)**

The Director of Finance and Administration gave a brief update on the monthly financial reports for period ending March 31, 2023. Revenues are trending down from year to date budget, however overall revenue is up 3% from last year.. We are looking at Commercial delinquencies, but have not had any large back bills and may just be related to customers behind on payments. The first pay application was submitted for Treatment Plant #4 and should show in expenses for next month. Non harassment and diversity training which occurred last year will occur in May. Although we didn't specifically budget that, we have personnel training budget available for that. We will also hold this training on an annual basis going forward. The Director of Finance and Administration also referenced a detailed report which was included in her monthly memo.



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*Board Member Schnur moved and Chairperson Dohrman seconded the motion to approve the monthly financial statement for period ending March 31, 2023, as submitted.*

*By roll call vote,*

*Board Member Rebore – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Schnur – Aye*

*Chairperson Dohrman - Aye*

*Motion passed unanimously.*

## **DIRECTORS' REPORTS**

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

- Showed an example of the temporary sign that will be at Treatment Plant #4 – designated as a water reclamation site and asked if Board had preference of their names on the sign, a QR code for our website, or any additional information.

### **The Director of Engineering**

- Developments are on pace compared to last year.
- The Riverdale area is expanding with TR Hughes, & Mc Morland Acres.
- 5 backups occurred in the last month. Two backups were caused by roots. One had a higher payout.
- We are on pace with the lateral repair program at an average cost around \$4,000, and should be up to \$100,000 total for the year.

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

- We have a recruitment occurring for two roles in the department. The Customer Service Manager has over 200 applicants so far and we currently have less than 15 applications for Accounting Supervisor role.

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

- Drone footage flyovers of TP4 were shown. He will post snapshots on the District's website showing two-week increments for the construction site. Adam is doing a great job helping with this and with technology updates.

## **OPEN SESSION**



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Chairperson Dohrman noted there was no closed session planned and asked if there was any further discussion for the public session.

*There being no further comments, Vice-Chairperson Wibbenmeyer moved and Board Member Schnur seconded the motion to close the public session of the April 25, 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 3:59 p.m.*

Respectfully Submitted,

*S. Marien*

Recording Secretary

Duckett Creek Sanitary District