



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, May 23, 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

Trustee(s) present via Zoom:

Dr. William Rebore	Board Member
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Trustees not present:

Ms. Anne Ritter	Board Member
Ms. Linda Wibbenmeyer	Vice-Chairperson

Staff Members present:

Mr. Keith Arbuckle	Executive Director
Dr. Luke Kehoe	Director of Engineering and Operations
Mr. Brad Meyers	Manager of Information Systems
Ms. Cindy Vilcek	Accounting Supervisor
Ms. Sarah Marien	Recording Secretary

Staff Members not present:

Ms. Julie O'Guinn	Director of Finance and Administration
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Others Present:

Ms. Isabelle Cotner	Francis Howell Central High School, CAPS Program
Ms. Amy Stegman	Marsh McLennan
Ms. Christine Delworth	Marsh McLennan
Mr. Michael Williams	Sikich LLP

CALL TO ORDER

Chairperson Dohrman of the Board of Trustees of Duckett Creek Sanitary District called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

(INCLUDED IN THE MAY 23, 2023 BOARD PACKET)

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

- April 25, 2023 Board of Trustees' meeting minutes



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*By roll call vote,
Board Member Rebore – Aye
Board Member Schnur – Aye
Chairperson Dohrman - Aye*

Motion passed unanimously.

PUBLIC COMMENTS

The Executive Director introduced Isabelle Cotner, a visiting student with the CAPS program.

OLD BUSINESS

Rules, Rates and Regulations Revisions, Resolution 23-05

(INCLUDED ON THE DCSD WEBSITE)

The Executive Director gave a brief explanation of the proposed changes to the Rules, Rates and Regulations. The Director of Operations and Engineering led a discussion regarding the various minor changes to wording, removal of Chapter four, and highlighted the changes required to meet standards for the Districts' issuance of construction permits related to sewer extensions by authority of the State of Missouri. A brief explanation was given of changes to Chapter 12 regarding the utilization of cost centers for future expansions. Not included in the presented proposed changes is a need to correct wording within Chapter twelve regarding low pressure systems from the current wording of Low Pressure Sewer System Design to Low Pressure Sewer System Design Requirements. All questions and concerns from the Board of Trustees were addressed.

Board Member Schnur moved and Board Member Rebore seconded the motion to approve Resolution 23-05 updating the Rules, Rates and Regulations as submitted with the addition of the verbiage change regarding Low Pressure System within Chapter 12.

*By roll call vote,
Board Member Rebore – Aye
Board Member Schnur – Aye
Chairperson Dohrman - Aye*

Motion passed unanimously.

NEW BUSINESS

DCSD 2022 and 2023 YTD Health Insurance Plan Review – Christine Delworth and Amy Stegman with Marsh McLennan.

(INCLUDED IN THE MAY 23, 2023 BOARD PACKET)

Ms. Stegman and Ms. Delworth with Marsh McLennan gave a brief recap of the 2022 Health Insurance Plan and provided information for 2023 YTD which included the following:

- The plan is experiencing a higher utilization, indicating that participants are getting their preventative care and coming back to missed visits post pandemic, which they are seeing across the board with other clients.
- 2022 ended with about a \$120,000 deficit.



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- For YTD 2023, plan is currently in a surplus of about \$33,600 with four months of data and will continue to be monitored throughout the year.
- Participants are doing everything right, staying in network, completing well visits, and utilizing low cost care.

Ms. Stegman congratulated the District in utilizing preventative care, which is significantly higher than the normal. Ms. Delworth indicated that renewals will start coming in mid to late August and will be in provided as soon as possible. All questions and concerns from the Board of Trustees were addressed.

Presentation of the 2022 Audit – Mike Williams with Sikich LLP

(INFORMATION ON THE DCSD WEBSITE)

Mr. Williams reviewed the 2022 Annual Comprehensive Financial Report, the Independent Auditor's Report and the Management letter with the Board. He stated that in the opinion of Sikich, LLP the financial statements were presented fairly, in all material aspects. He reviewed the financial position of the District as of December 31, 2022 compared to 2021 indicating the overall improvement of the total net position over last year. The District implemented GASB statement No. 87, Leases. With the implementation, the District is required to record the beginning net position of lease receivables and deferred in-flow related to leases. Lease receivables were restated for 2021 and lease payables now included. He reviewed the changes in the net pension liability and schedule of liability listed in the financial statement related to participation in LAGERS. There were no significant comments or recommendations that resulted from the 2022 audit. Mr. Williams thanked the District staff for their help during the auditing process. All questions and concerns from the Board of Trustees were addressed.

Monthly Financial Reports - Period Ending April 30, 2023

(INCLUDED IN THE MAY 23, 2023 BOARD PACKET)

In the absence of the Director of Finance and Administration, Ms. Vilcek asked if there were any questions or concerns regarding the monthly financial statement for period ending April 30, 2023. All questions and concerns from the Board of Trustees were addressed.

Board Member Schnur moved and Board Member Rebore seconded the motion to approve the monthly financial statement for period ending April 30, 2023, as submitted.

By roll call vote,

Board Member Rebore – Aye

Board Member Schnur – Aye

Chairperson Dohrman - Aye

Motion passed unanimously.

Hwy K Pump Station Renovations – Professional Services Contract with Crawford, Murphy, & Tilley

(INCLUDED IN THE MAY 23, 2023 BOARD PACKET)



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The Director of Operations and Engineering gave a brief explanation of the planned renovations to the Highway K pump station involving the controls room. The pump station goes into the ground about 40' and renovation will entail expanding the building by about 10' and installation of new controls. The Highway K pump station is the largest in the district, handling up to 5 million gallons a day without a current way for bypass pumping. The overall project will include a method for bypassing the pump station, utilizing unused volume within the south interceptor line along Highway 364 during non-peak times. Seven qualification packets were received and Crawford, Murphy & Tilley was selected with a fee estimate of \$195,000. The estimate is well within budget for design then preparation of bid documents. The Director of Operations and Engineering requested approval of the professional services contract with Crawford, Murphy, & Tilley.

Board Member Schnur moved and Board Member Rebore seconded the motion to approve the requested contract with Crawford, Murphy & Tilley for analysis and design of renovations for the Highway K Pump Station, for a total cost of \$195,000.00.

By roll call vote,

Board Member Rebore – Aye

Board Member Schnur – Aye

Chairperson Dohrman - Aye

Motion passed unanimously.

DIRECTORS' REPORTS

The Executive Director gave an update on the following:

- Rotor repair at TP2 estimated to take 2 weeks only took 4 days.
- Performance review revamp is mostly complete and will be shown to the Board next month.

The Director of Engineering

- Reports of water in 10 basements, all 10 were private matters.
- Average of lateral repairs is increasing, with a handful of recent larger repairs.
- Emergency repair on the South Interceptor – Water in a basement within an adjacent neighborhood at the same time a sinkhole in field was reported. Flow was diverted to TP#1 and everything is stabilized and handling the flow while they work on the repair.
- Showed image of the new sludge spreader for land application of our solids recently delivered that was ordered last year.

In the absence of the Director of Finance & Administration, Cindy Vilcek gave an update on the following:

- Interviews scheduled for the Accounting Supervisor position with 6 candidates.
- Cindy's last day will be July 28th with the hope of a period of cross training with her replacement.



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- The Customer Service Manager position has received a significant number of applicants that the Director of Finance and Administration is working through.

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

- Website is hosted by Network Solutions with a cost of about \$500 annually. Streamline is significantly more expensive as the fee is based on revenue of the organization.
- Showed updated TP4 drone footage and progression photos.
- Showed photos and video of rotor repair at TP2.

OPEN SESSION

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

There being no further comments, Board Member Schnur moved and Board Member Rebore seconded the motion to close the public session of the May 23, 2023 Board of Trustee meeting.

By roll call vote,

Board Member Rebore - Aye

Board Member Schnur - Aye

Chairperson Dohrman - Aye

Motion passed unanimously.

ADJOURNMENT

The public session adjourned at 4:38 p.m.

Respectfully Submitted,

S. Marien

Recording Secretary

Duckett Creek Sanitary District