



# 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 28, 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
Dr. William Rebore	Board Member
Mr. John Harshbarger	Board Member
Mr. Bob Schnur	Board Member

## Trustees present via Teams:

Ms. Linda Wibbenmeyer	Vice-Chairperson
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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. Bridget Knudsen	Accounting Supervisor
Ms. Krystal Jones	Recording Secretary

## Others present:

Mr. Mike Williams	Sikich, LLC
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## Others present via Teams:

Ms. Amy Stegman	Marsh McLennan
Mr. Justin Muehlheausler	Cigna

## 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 3:01 p.m.

## APPROVAL OF MINUTES

**(THE REGULAR MINUTES WERE INCLUDED IN THE MAY 28, 2024 BOARD PACKET)**

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

- April 23, 2024 Board of Trustees' meeting minutes



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*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Board Member Harsbarger – Aye*

*Board Member Schnur - Aye*

*Motion passed unanimously.*

## **PUBLIC COMMENTS**

None.

## **OLD BUSINESS**

### **Duckett Creek Sanitary District Industrial Pretreatment Program**

The Executive Director stated that the District received final approval for the Industrial Pretreatment Program from the Missouri Department of Natural Resources after submitting final revisions. The next step is to have the District's legal counsel provide a recommendation letter stating that the District has the authority to enforce fines and implement the program. The Executive Director stated that we will be asking for formal approval from the board at the next meeting in June 2024. Once approved by the board, the District will reach out to the Department of Natural Resources who will then issue a public notice about the Industrial Pretreatment Program.

Board Member Schnur joined the meeting in person at 3:08pm.

## **NEW BUSINESS**

### **Medical Insurance: 2023 Recap and Report on 2024 Year to Date**

Amy Stegman with Marsh McLennan and Justin Muehlheausler with Cigna gave a recap on our health insurance plan for 2023 and 2024 year to date.

- The District is continuing with a few higher cost trends due to some specialty pharmacy utilizations.
- Duckett Creek Sanitary District received Cigna's 2023 Healthy Workforce Designation Award. The District was one of only eight companies in Missouri to receive this award.
- The plan is currently experiencing a \$40,000 surplus through April 2024.
- Ms. Stegman stated that we should expect the Cigna renewal in late August 2024.

Ms. Stegman and Mr. Muehlheausler addressed all questions from the Board.

### **FY2023 Annual Comprehensive Financial Report – Mike Williams with Sikich LLC**

#### ***(INFORMATION ON THE DCSD WEBSITE)***

- *FY2023 Financial Statement*
- *Compliance Report*
- *Management Letter*



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The Director of Finance and Administration introduced Mr. Mike Williams with Sikich, LLC. She stated that Mr. Williams is here to present the District's 2023 fiscal year financial audit.

Mr. Williams reviewed the 2023 Annual Comprehensive Financial Report, the Independent Auditor's Report and the Management letter with the board. He mentioned that the District received the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended December 31, 2022. Mr. Williams stated that in the opinion of Sikich, LLC the 2023 fiscal year financial statements were presented fairly, in all material aspects. He reviewed the change in financial position of the District as of December 31, 2023 compared to 2022. Mr. Williams also noted the fact that the District implemented a new accounting standard, Government Accounting Standards Board Statement No. 96, Subscription-Based Information Technology Arrangements, for the year ended December 31, 2023. This was recorded as a subscription-based asset for the District in the amount of \$92,753. However, he noted that this amount had no material affect on financials. Mr. Williams addressed all questions and concerns from the Board of Trustees.

The Director of Finance and Administration expressed gratitude to Bridget Knudsen, the Accounting Supervisor, for her diligent efforts throughout the year and her meticulous preparation for the audit. Bridget's exceptional accuracy is highly valued. Additionally, it was noted that work tasks would be adjusted to allow the Accounting Assistant and Analyst to assist with future year-end processes and work papers. The Board of Trustees also extended thanks to Mr. Williams for his report.

## **Monthly Financial Reports – Period Ending April 30, 2024**

The Director of Finance and Administration presented the monthly financial reports to the board. She mentioned that the District had recently purchased a number of new vehicles which has increased insurance expense. The Director of Finance and Administration addressed all questions and concerns from the board.

*Board Member Schnur moved and Board Member Rebore seconded the motion to approve the monthly financial statement for period ending April 30, 2024 as submitted.*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Board Member Harshbarger – Aye*

*Board Member Schnur - Aye*

*Motion passed unanimously.*

## **DIRECTORS' REPORTS**

**Emergency Purchase – For Information Only: \$51,819.19, Flygt 3231 S/N 1951038 Repair**



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The Executive Director discussed a recent emergency purchase for repairs of the Harvest Lift Station pump. The repairs necessary to fix the pump were not covered under warranty and were provided by Vandevanter Engineering for a total estimated cost of \$51,816.19. A spare pump replaced the Harvester Lift Station pump and the rebuilt pump will become the new spare pump for emergencies. The Executive Director addressed all questions and concerns from the board.

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

- The Cuivre River Electric Service Agreement for Treatment Plant #4 was shown to Board Members. The Executive Director will be signing this agreement and wanted to inform the board that the District will also be receiving a KVA credit of \$87,500.
- Geosyntec Consultants will provide their services to assist us in plans for modifying our Treatment Plant #1, #2, and #4 to add landfill disposal of biosolids as a potential cost savings alternative. With a potential wholesale agreement, we would need to purchase another bio-pad, tractor, and spreader which would cost the district around \$1.5 million in additional capital assets. Landfill disposal is a cost-effective alternative.
- River City Change Order #3 includes six change orders for a total of \$61,034. This was provided for informational purposes only.
- KJ Unnerstall Change Order #2 includes four change orders with a price adjustment for the scope of work and materials, which results in a net cost increase of \$29,145.52. This was provided for informational purposes only.
- A video of the construction progress at Treatment Plant #4 was shown to the board.
- We are in the process of using the rate tool to determine what percentage of the \$5.35 rate is treatment cost. The treatment cost may vary depending on the date a wholesale agreement takes effect. The Executive Director plans to provide the board with a more detailed overview of a potential agreement and how the rate tool was used in this process at a later date.
- The District did a test at the Highway K pump station on May 1, 2024 that entailed shutting off the pumps and opening the valves and backflow, routing flow to TP1. The pumps were then turned back on after 14 hours. We determined we could handle the flow for any future testing or repairs and it did not have any major effect on TP#1.

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

- The District hired two summer interns to share the internship and give them each office experience for their future benefit.
- Noted that we will likely have a budget adjustment to present to the board in August. The District spent less money on TP#4 construction last year than we had originally anticipated and that expense rolled over to the 2024 year.
- The Customer Service Manager, Justine Glancy, has been diligently working to catch up on large account balance refunds dating back a few years so we will continue to see those show up in the monthly packet for a few months.

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

- Migrated the District's server from a SQL express to a full SQL enterprise site.



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*Board Member Rebore 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 Real Estate/Legal Issues/Personnel (MO Sunshine Law - 610.021 (2) Real Estate and (3) Personnel and (13) Individually Identifiable Personnel Records – “Closed meetings and closed records authorized when, exceptions...”*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Board Member Harshbarger – Aye*

*Board Member Schnur - Aye*

*Motion passed unanimously.*

*Executive Closed Session opened at 4:23 p.m.*

## **EXECUTIVE CLOSED SESSION**

### **Legal/ Real Estate/Personnel/Individually Identifiable Personnel Records**

*Chairperson Dohrman 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 4:26 p.m.*

*Public Session reopened at 4:26 p.m.*

## **OPEN SESSION**

Chairperson Dohrman asked if there was any further discussion.

*There being no further comments, Board Member Rebore moved and Board Member Schnur seconded the motion to close the May 28, 2024 Board of Trustee meeting.*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Board Member Harshbarger – Aye*

*Board Member Schnur - Aye*

*Motion passed unanimously.*



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## **ADJOURNMENT**

*The board meeting adjourned at 4:26 p.m.*

Respectfully Submitted,  
*K. Jones*  
Recording Secretary  
Duckett Creek Sanitary District