



# 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, June 25, 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

## 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. Krystal Jones	Recording Secretary

## Trustees present via Teams:

Ms. Linda Wibbenmeyer	Vice-Chairperson
-----------------------	------------------

## Staff Members present via Teams:

Dr. Luke Kehoe	Director of Engineering and Operations
----------------	--

## Others present via Teams:

Ms. Carol Malesky	Stantec
-------------------	---------

## CALL TO ORDER

Chairperson Dohrman of the Board of Trustees of Duckett Creek Sanitary District called the meeting to order at 3:06 p.m.

## APPROVAL OF MINUTES

**(THE REGULAR MINUTES WERE INCLUDED IN THE JUNE 25, 2024 BOARD PACKET AND THE CLOSED SESSION MINUTES WERE AVAILABLE IN THE DCSD DROP BOX)**

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

- *May 28, 2024 Board of Trustees' meeting minutes*
- *May 28, 2024 Executive Closed Session meeting minutes*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*



# 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

*Board Member Harshbarger – Aye  
Board Member Schnur - Aye*

*Motion passed unanimously.*

## **PUBLIC COMMENTS**

None.

Chairman Dohrman agreed to change the order of the agenda to allow our guest consultant, Carol Malesky to be first on the agenda.

## **NEW BUSINESS**

### **Stantec Rate Tool Update – Carol Malesky, Stantec**

Carol Malesky with Stantec has been working with Duckett Creek staff members on the rate model tool. Ms. Malesky detailed how the District will be using this tool to calculate a wholesale rate for a potential agreement with PWSD#2. She reviewed the staff assumptions and cost estimates that were used to arrive at an estimated rate of \$3.55 per 1,000 gallons. Ms. Malesky discussed the methodology that was used to determine estimated connection charges for cost of capacity at TP4. She stated that overall, implementing the wholesale agreement in fiscal year 2026 would result in an increase in costs, but would delay and reduce the next rate increase with all other projection information remaining the same. Ms. Malesky addressed all questions and concerns from the board.

The Executive Director asked Board Members if they would like the District to give a similar presentation to PWSD#2 to determine their interest in proceeding with the potential wholesale agreement. The board said that they would like to proceed as mentioned.

### **Monthly Financial Reports – Period Ending May 31, 2024**

The Director of Finance and Administration reviewed the monthly financial reports with the board, reviewing revenues and remarking that connection fees continue to be much lower compared to this time last year. She briefly mentioned a few expense variances and notable equipment and capital expenses outlined extensively in her report. She indicated that she will have a budget adjustment to present to the board during a future meeting.

*Board Member Schnur moved and Board Member Harshbarger seconded the motion to approve the monthly financial statement for period ending May 31, 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*



# 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

*Motion passed unanimously.*

## **Budget and Audit Schedule**

The Director of Finance and Administration briefly discussed next year's budget and audit schedule. The District is in the process of issuing its salary and benefit survey and banking RFP, which will slow the schedule down a little with extra activity for those tasks. She further discussed potential for an audit RFP in May of 2025. She remarked that we have confirmed the financial audit for fiscal year 2024 will take place the second week in March, 2025.

## **Marsh McLennan Written Service Timeline**

The Director of Finance and Administration briefly addressed the Marsh McLennan benefits and insurance timeline with Board Members which is similar to prior year with a proposed date of early October for the final renewal by Cigna.

## **Crawford, Murphy & Tilly Proposed Contract Amendment**

The Director of Engineering and Operations discussed the proposed contract amendment form Crawford, Murphy & Tilly. CMT is requesting an additional \$468,320.00 for construction phase services associated with the Treatment Plant 4 project. This amendment includes on site observation, project documentation, shop drawings, request for information responses, field orders, out of scope items, and bidding phase services. Included in the amendment are spreadsheets provided by CMT that detail their work from 2022 through current day. The estimate established by CMT at the start of the project appears to have had some misjudgments as to how much effort would need to be expended for construction phase services including the need to use two inspectors instead of one, replacement of some roles with higher level personnel, and a failure to allow annual adjustments for increased labor and consultant costs. Board Members requested to postpone any decision at the present time.

*Board Member Rebore moved and Board Member Schnur seconded the motion to table the discussion regarding the Crawford, Murphy & Tilly proposed contract amendment until the next board meeting in August 2024.*

*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.*

**Resolution 24-03 Expansion of District Boundaries (Grove at Riverdale Service Area)**

**Resolution 24-04 Expansion of District Boundaries (McMorland Acres Service Area)**

**Resolution 24-05 Expansion of District Boundaries (Montage at Hawk Ridge Acres Service Area)**

**Resolution 24-06 Expansion of District Boundaries (Highlands at Busch Wildlife Service Area)**



# 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

## **Resolution 24-07 Expansion of District Boundaries (Post Farms, Dove Meadows & Twin Fawn Service Area)**

The Director of Engineering and Operations reviewed the proposed boundary expansions noted in Resolution's 24-03 through 24-07 that were included in the June 2024 board packet. He discussed the location of each proposed expansion in addition to the number of residential or commercial properties that are included with each expansion.

*Board Member Schnur moved and Board Member Harshbarger seconded the motion to approve Resolution 24-03, 24-04, 24-05, 24-06 & 24-07 to expand the Duckett Creek Sanitary District boundaries as outlined in each resolution.*

*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.*

## **Resolution 24-08 Establishing the Rules, Rates & Regulations for Pretreatment**

The Director of Engineering and Operations reviewed the Rules, Rates, and Regulations for the proposed Industrial Pretreatment Program. He made note of the final revisions, enforcement measures, and general requirements as they pertain to the program. If approved by the board, Resolution 24-08 and the letter from the District's legal counsel stating the enforceability of the program will be sent to the Missouri Department of Natural Resources (Missouri DNR). The Missouri DNR would then issue a public notice and open a public comment period. The District will also be issuing a public notice as well as notify industrial users within the District.

*Board Member Rebore moved and Board Member Schnur seconded the motion to approve Resolution 24-08 to amend Duckett Creek's existing Rules, Rates, and Regulations to include a chapter pertaining to the Industrial Pretreatment Program.*

*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.*

## **Resolution 24-09 Chapter 12 Amendment**

The Director of Engineering and Operations discussed the proposed amendment to the Rules, Rates, and Regulations of Chapter 12. This proposed amendment includes modifying developer reimbursements for system



# 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

upsizing agreements to include a requirement for submission of bids for upsized systems. There is also a modification to allow District supplied materials and upsized equipment in lieu of reimbursement by the District for some of the upsizing costs.

*Board Member Rebore moved and Board Member Schnur seconded the motion to approve Resolution 24-09 to amend Chapter 12 of Duckett Creek Sanitary District's Rules, Rates & Regulations as it pertains to upsizing pump stations and/or sanitary sewer pipes to support future development.*

*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**

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

- Asked Board Members if they would like to cancel the July 2024 board meeting.

*Board Member Schnur moved and Board Member Rebore seconded the motion to cancel the July 23, 2024 Board of Trustees' 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.*

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

- The District is currently working on replacing the manhole structures that are downstream from the Harvest pump station outfall which leads to Treatment Plant #1.
- The sewer lateral repair program is under budget as it stands halfway through 2024.
- Brennen Wibbenmeyer has transitioned from an unpaid internship to a paid intern position with the District within the Engineering department.

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



# 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 Customer Service department has been working on making updates to payment options. Text-to-pay and the Tyler mobile payment application are new options for payment.
- She recognized Amber Groeper, Customer Service Representative II, who was present in the meeting. Ms. Groeper works diligently to contact delinquent customers and help them get their accounts current. Her efforts have dramatically reduced the number of shut offs starting with hundreds of delinquent accounts and ending with very few actual shut offs. The chair and board thanked Ms. Groeper for her efforts which are greatly appreciated.

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

- The District is in the process of implementing a purchase tracking automated system which will be followed up on at a later date.

## **OPEN SESSION**

Chairperson Dohrman asked if there was any further discussion.

*There being no further comments, Board Member Harshbarger moved and Board Member Rebore seconded the motion to close the June 25, 2024 Board of Trustees' 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.*

## **ADJOURNMENT**

*The board meeting adjourned at 5:07 p.m.*

Respectfully Submitted,

*K. Jones*

Recording Secretary

Duckett Creek Sanitary District