



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 27, 2023 at 3:00 p.m. at the District Administration Office located at 3550 Highway K, O'Fallon, Missouri.

Trustees present were:

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

Trustees not present:

Ms. Anne Ritter	Board Member
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Staff Members present:

Mr. Keith Arbuckle	Executive Director
Mr. Brad Meyers	Manager of Information Systems
Ms. Julie O'Guinn	Director of Finance and Administration
Mr. Dwayne Wolpers	Maintenance Supervisor
Mr. Todd Rasche	Field Supervisor
Mr. Dave Banks	Operations Supervisor
Ms. Cynthia Vilcek	Accounting Supervisor
Ms. Sarah Marien	Recording Secretary

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 3:05 p.m.

APPROVAL OF MINUTES

(INCLUDED IN THE JUNE 27, 2023 BOARD PACKET)

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

- *May 23, 2023 Board of Trustees' meeting minutes*

By roll call vote,

Board Member Rebore – Aye

Board Member Schnur – Aye

Vice-Chairperson Wibbenmeyer - Aye

Chairperson Dohrman - Aye



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Motion passed unanimously.

PUBLIC COMMENTS

OLD BUSINESS

NEW BUSINESS

Monthly Financial Reports - Period Ending May 31, 2023

(INCLUDED IN THE JUNE 27, 2023 BOARD PACKET)

The Director of Finance and Administration gave a brief update on the Residential and Commercial rate increases. Overall revenues are close to budget with very healthy connection fee revenue year to date. The Director of Finance and Administration addressed all questions from the board.

DIRECTORS' REPORTS

The Executive Director gave an update on the following:

- With Luke on vacation, the review of the new performance evaluation forms will be moved to next month.
- Progress on TP#4 is on schedule and River City Construction has been easy to work with, no change orders to date and no foreseeable delays.
- Tall Tree Development along Hwy DD. Conceptual plans 560 homes with over 1 million in connection fees. If annexed into O'Fallon, TP#4 would be the only viable option for their sewer service with pumping over the ridge. An area wide pump station would be needed. Marked as potential future development.
- Wentzville may want to pass some flow to us. Many ways to handle this but no commitment yet. They would not have to expand and we would only have the flow. This is potentially a beneficial situation and wanted the Board to be aware. We plan to meet with Wentzville and gather more information.
- A chiller for Administration building HVAC system has a 40-week lead time. This was not budgeted until next year, but may need to be purchased this year.

In the absence of the Director of Engineering and Operations, District staff gave an update on the following:

Todd Rasche, Collections Supervisor

Failure of force main (interceptor repair) located south of 364. Still photos and video shown of manhole structure being set. \$120-150k estimate for lining replacement of pipe across Dardenne Creek and will be going out for bid. The farmer at that location has been very nice to work with and will likely have a settlement for crop loss. At the time of failure, flow was diverted to TP#1 with an additional 1 million gallons a day. The cost for emergency repair and resulting project is likely around \$250,000.

Dave Banks, Operations Supervisor



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- Fortunately, the failure of the force main came at a good time. We were able to monitor extra flow and resulting aeration.
- Dwayne's crew did all of the electrical work for disconnection/reconnect for the new aeration project at TP2. Staff showed a video of the replacement of the second set of ditch rotors at TP#2. Project cut run time of introducing oxygen by almost half.
- A draft of the Pretreatment program is in the Board packet and will be sent to the state July 14th. Potential for approval in August.

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

- We have a vacancy for an Administrative Analyst. The recruitment has resulted in 63 applications with the expectation that it will be filled by mid-August.
- Bridget Knudsen will be returning to the District on July 6th as the Accounting Supervisor.
- She and the board thanked Cindy Vilcek for her dedication and hard work on behalf of the District over the past 11.5 years.
- She thanked Sarah Marien who has been doing extra work since the Administrative Assistant's departure in December and fully the dual role since June 9th. We have preliminary interviews scheduled for her replacement as the Customer Service Manager over the next two weeks. There have been 258 applicants for that position to date.
- She received an updated experience summary for the health plan through May including medical & prescription claims. Plan focus will be on prevention and wellness. The schedule is to receive a preliminary renewal in August for presentation at the August or September board meeting.
- The District's Rate Model tool can be something we contract with for Stantec to help update annually however we plan for the Administrative Analyst position to have dual responsibility to update the tool as part of our budget process and the salary range for this position was updated for this responsibility.

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

- Showed rendering of TP#4 and updated video of ongoing work.

OPEN SESSION

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

Board Member Rebore moved and Vice-Chairperson Member Wibbenmeyer seconded the motion to cancel the July 25, 2023 Board of Trustees' meeting.

By roll call vote,

Board Member Rebore – Aye

Board Member Schnur – Aye



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*Vice-Chairperson Wibbenmeyer - Aye
Chairperson Dohrman - Aye*

Motion passed unanimously.

There being no further comments, Board Member Rebore moved and Board Member Schnur seconded the motion to close the public session of the June 27, 2023 Board of Trustee meeting.

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

Motion passed unanimously.

ADJOURNMENT

The public session adjourned at 4:07 p.m.

Respectfully Submitted,
S. Marien
Recording Secretary
Duckett Creek Sanitary District