



# 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, August 22, 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. Greg Dohrman	Chairperson
Mr. John Harshbarger	Board Member

## Trustees not present:

Mr. Bob Schnur	Board Member
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## Trustees present via Zoom:

Ms. Linda Wibbenmeyer	Vice-Chairperson
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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
Dr. Luke Kehoe	Director of Engineering and Operations
Ms. Bridget Knudsen	Accounting Supervisor
Ms. Sarah Marien	Recording Secretary

## Others present via Zoom:

Ms. Amy Stegman	Marsh McLennan
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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 3:09 p.m.

## APPROVAL OF MINUTES

**(INCLUDED IN THE AUGUST 22, 2023 BOARD PACKET)**

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

- June 27, 2023 Board of Trustees' meeting minutes

By roll call vote,

Board Member Rebore – Aye

Chairperson Dohrman – Aye

Board Member Harshbarger – Aye



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*Motion passed unanimously.*

## **PUBLIC COMMENTS**

### **OLD BUSINESS**

#### **Health Insurance Update**

Ms. Amy Stegman with Marsh McLennan gave a brief update on our health insurance YTD through July and what to expect with the 2024 renewal which included the following:

- The surplus projection that is monitored monthly shows a small deficit at the moment.
- Written Service Timeline:
  - Likely to receive written renewal information from Cigna by next week with preliminary estimate expected of around 15% increase. They will be negotiating and looking at possible 9-10% range.
  - Delta Dental/Vision renewals are expected to be received by mid-October, with expectation of less than a 6% increase.
  - UNUM Life/Disability will increase but we won't know the renewal information until mid-October.
- She will have the Marsh McLennan renewal forecast ready for the next board meeting in September.

### **NEW BUSINESS**

Chairperson Dohrman officially welcomed new Board Member John Harshbarger. He will be taking a District tour before the next meeting in September.

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

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

#### ***(INCLUDED IN THE AUGUST 22, 2023 BOARD PACKET)***

The Director of Finance and Administration indicated that our May 2023 monthly financial reports were presented and discussed at the June 27, 2023 Board meeting, but not formally voted on. She gave a brief update on the monthly financial reports for period June 1, 2023 through July 31, 2023. Total revenues are experiencing an overall 19% increase with majority due to higher than average connection fees with the remainder being our charge revenue increases. At our last meeting, our capital outlay is expected to be about \$250,000 over budget by year end but with construction of Treatment Plant 4 moving slower than expected, that offset will keep us within our approved expense budget. Interest revenue is notably very healthy for both regular interest and the project account interest. The Director of Finance and Administration addressed all questions from the Board.

*Board Member Harshbarger moved and Board Member Rebore seconded the motion to approve the monthly financial statement for period ending May 31, 2023 and period June 1, 2023 through July 31, 2023, as submitted.*

*By roll call vote,*

*Board Member Rebore - Aye*

*Chairperson Dohrman - Aye*

*Board Member Harshbarger - Aye*



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*Motion passed unanimously.*

## **Resolution 23-06 – Conflict of Interest**

**(INCLUDED IN THE AUGUST 22, 2023 BOARD PACKET)**

The Director of Finance and Administration stated Resolution #23-06 establishes a procedure to disclose potential conflicts of interest and substantial interests for district officials. This agenda item is a routine diligence item and is renewed every two years. The Director of Finance and Administration stated this resolution satisfies the Missouri Ethics Commission requirements applicable to the district. The Director of Finance and Administration addressed all questions from the Board.

*Board Member Rebore moved and Board Member Harshbarger seconded the motion approve Resolution #23-06 regarding Conflicts of Interest and Substantial Interests for Certain Officials for fiscal years 2023 and 2024 as required by R.S.MO.105.485(4).*

*By roll call vote,*

*Board Member Rebore - Aye*

*Chairperson Dohrman – Aye*

*Board Member Harshbarger - Aye*

*Motion passed unanimously.*

## **Resolution 23-07 – Construction Contract for Wyndgate Force Main, K.J. Unnerstall Construction Company**

**(INCLUDED IN THE AUGUST 22, 2023 BOARD PACKET)**

The Director of Engineering and Operations discussed the Wyndgate Force Main project and the installation of approximately 4,900 lineal feet of 8-inch force main using primarily trenchless methods for horizontal directional drilling to be constructed between Wyndgate and Treatment Plant 4 to redirect flow and decommission Wyndgate as a treatment facility. Open cut installation will be allowed in some locations. We received five bids for the project and K.J. Unnerstall Construction Company was our lowest bidder. We did add additional bid items including additional depth of force main for 1,900 lineal feet along Diehr Road and an alternate bid to install Wye and Cap for future connection as well as an alternate bid for Certa-Lok Pipe for HDD Installation. The estimated budget for this project was expected to be higher so the outcome of the bidding process was good for the district. The Director of Engineering and Operations recommended approval of K.J. Unnerstall Construction Company for the project and addressed all questions from the Board.

*Board Member Harshbarger moved and Board Member Rebore seconded the motion to approve Resolution 23-07 awarding a construction contract for the “Wyndgate Force Main” project to K.J. Unnerstall Construction Company for a base cost of \$709,893.00 with an additional three alternate bid items, as detailed above, in the amount of \$91,600.00 for a project cost of \$801,493.00, adding a 10% contingency of \$80,149.30, for a total not to exceed cost of \$881,642.30.*

*By roll call vote,*



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*Board Member Rebore - Aye  
Chairperson Dohrman - Aye  
Board Member Harshbarger - Aye*

*Motion passed unanimously.*

## **DIRECTORS' REPORTS**

### **Contract Modification – Crawford, Murphy & Tilly**

***(INCLUDED IN THE AUGUST 22, 2023 BOARD PACKET)***

The Director of Engineering and Operations discussed a contract modification with Crawford, Murphy & Tilly for an additional scope of work related to Wastewater Treatment Facility #4 – Task 4 – Bidding & Construction Services estimated to be \$175,285.00. This would be an adjustment related to local permitting efforts above and beyond what was anticipated and included in the original agreements. The Director of Engineering and Operations recommended approval for contract modification to amend the existing contract with Crawford, Murphy & Tilly and addressed all questions from the Board.

*Board Member Rebore moved and Board Member Harshbarger seconded the motion to approve the contract modification with Crawford, Murphy & Tilly related to Treatment Plant #4 – Task #4 Bidding and Construction Services for a total not to exceed cost of \$175,285.00.*

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

*Motion passed unanimously.*

### **Emergency and Informational Purchases**

***(INCLUDED IN THE AUGUST 22, 2023 BOARD PACKET)***

The Director of Finance and Administration gave brief update of informational only purchases, budgeted and over \$100,000.00. In addition, a request was made to purchase an unbudgeted 8” diesel pump on the state procurement list, originally rented through United Rentals during the repair of a manhole failure at the Eastern end of the South Interceptor at Dardenne Creek and Missouri Route 364. This portable pump can subsequently be used for the Highway K project and many other future needs. The cost is \$122,711.14 for the pump and related hoses and fittings. The Executive Director and the Director of Engineering and Operations addressed all questions from the Board.

*Board Member Harshbarger moved and Board Member Rebore seconded the motion to approve the purchase of an 8” diesel pump and fittings for a total cost of \$122,711.14.*



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*By roll call vote,*

*Board Member Rebore - Aye*

*Chairperson Dohrman - Aye*

*Board Member Harsbarger - Aye*

*Motion passed unanimously.*

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

- Looking at expanding to the next phase of Treatment Plant No. 4 and would like to speak about that during the executive closed session.

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

- He mentioned 3 large developments. Grove at Riverdale, McMoreland Acres in St. Paul, and Harvest at Hopewell off of Hopewell Rd in O'Fallon.
- The sewer lateral repair program through August 14, 2023 spent a little over \$314,000. Amounts on average are increasing and will be monitored.
- The District received reauthorization from the State of Missouri to run our own program to extend sewer lines through our own permitting process, inspections and testing. This is reauthorized on a five-year basis.
- Treatment Plant No. 4 project is on budget and on schedule since the start of the project. There was a slight delay with recent rain, but the developer prepped the site and weather has not had a large impact.
- Purchase of aeration equipment at Treatment Plant #1 was approved in January 2023. We are in the process of installing the equipment and it was turned on and tested today. It is showing a lot of promise.

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

- She welcomed Bridget Knudsen as our Accounting Supervisor, introducing her to the Board. Bridget returned to the district after an eleven year absence and we are excited for her to return to the same role.
- Our budget process is moving a little behind due to activities related to our recruitment and staffing changes.
- She gave an update on recruitment efforts. Justine Glancy is our new Customer Service Manager coming to us from UMB Bank and started on August 1st. Sarah Beckmann, an accountant, will be joining us as the new Administrative Analyst on August 28th. Both will be introduced at next month's board meeting.

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

- Showed most recent video of Treatment Plant No. 4 construction progression.



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Chairperson Dohrman entertained a motion to move into Executive Closed Session discussion related to real estate & negotiated contract discussions– 610.021 subsection 2 & 12.

*Vice Chairperson Rebore moved and Board Member Harshbarger seconded the motion to adjourn Duckett Creek Sanitary District Board of Trustees Public Session and enter into Executive Closed Session to discuss MO Sunshine Law - 610.021 subsections (1) Legal – “Closed meetings and closed records authorized when, exceptions...”*

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

*Motion passed unanimously.*

*Executive Closed Session opened at 4:06 p.m.*

## **EXECUTIVE CLOSED SESSION**

610.021 RSMo subsection (2) Real Estate and (12) Contract Negotiation – “Closed meetings and closed records authorized when, exceptions...”

Linda Wibbenmeyer joined the meeting via Zoom at 4:20 p.m. during closed session.

*Vice Chairperson Wibbenmeyer moved and Board Member Rebore 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 4:45 p.m.*

*Public Session reopened at 4:45 p.m.*

## **OPEN SESSION**

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

*There being no further comments, Board Member Harshbarger moved and Board Member Rebore seconded the motion to close the August 22, 2023 Board of Trustee meeting.*

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



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*Motion passed unanimously.*

## **ADJOURNMENT**

*The public session adjourned at 4:45 p.m.*

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