



# 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 27, 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
Ms. Linda Wibbenmeyer	Vice-Chairperson
Dr. William Rebore	Board Member

## Staff Members present:

Mr. Keith Arbuckle	Executive Director
Dr. Luke Kehoe	Director of Engineering and Operations
Ms. Julie O'Guinn	Director of Finance and Administration
Mr. Brad Meyers	Manager of Information Systems
Ms. Krystal Jones	Recording Secretary
Ms. Justine Glancy	Customer Service Manager

## Trustees not present:

Mr. John Harshbarger	Board Member
Mr. Bob Schnur	Board Member

## Others present via Teams:

Ms. Christine Hall	Marsh McLennan
Mr. Arnie Dienhoff	Public Attendee

## 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

**(THE REGULAR MINUTES WERE INCLUDED IN THE AUGUST 27, 2024 BOARD PACKET)**

Board Member Rebore moved and Vice-Chairperson Wibbenmeyer seconded the motion to approve the following board minutes as submitted:

- June 25, 2024 Board of Trustees' meeting minutes

By roll call vote,

Chairperson Dohrman – Aye

Vice-Chairperson Wibbenmeyer – Aye

Board Member Rebore – Aye



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*Motion passed unanimously.*

## **PUBLIC COMMENTS**

Mr. Dienhoff commended the District for its openness and transparency. He said that he is appreciative that the meeting minutes and board packets are posted to the District's website for public access.

## **OLD BUSINESS**

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

The Executive Director noted that this topic was first discussed and subsequently tabled at the June 2024 Board Meeting. The Director of Engineering and Operations gave a brief recap of the information that was provided at the June meeting. Crawford, Murphy & Tilly's amendment request addressed the fact that their original cost estimate for time and materials for the Treatment Plant 4 project was not sufficient in covering the scope of work and other expenses. At the June meeting, Board Members had requested that the District revisit this conversation with CMT. After further negotiations, the District came back with a revised contract for an additional \$411,375 to be paid to CMT for construction engineering services at Treatment Plant 4. This revision comes at a reduced cost to the District of about \$57,000 compared to the contract amendment presented in June 2024. This revised estimate of additional construction observation engineering services will bring the project to substantial completion in December 2024.

*Board Member Rebore moved and Vice-Chairperson Wibbenmeyer seconded the motion to approve the Crawford, Murphy & Tilly contract amendment in the amount of \$411,375.*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Motion passed unanimously.*

## **NEW BUSINESS**

### **Insurance Renewal Update with Marsh McLennan**

Christine Hill with Marsh McLennan gave the Board a brief update on the written service timeline as renewal season is fast approaching. She noted that Marsh McLennan is currently working with Cigna on the medical renewal and they plan to have this information ready to present at the September 2024 board meeting. Ms. Hill also stated that Cigna provided updates on plan usage. The Director of Finance and Administration noted that the current medical trends are a 13-14% increase but they are suggesting 17% for budgeting purposes at this time. Ms. Hill noted that she will be joining the September 2024 board meeting to provide more information as we get closer to the renewal season.

### **Monthly Financial Reports – Period Ending June 30, 2024 & July 31, 2024**



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The Director of Finance and Administration addressed the June 2024 and July 2024 monthly financial reports. She compared revenues to prior year and budget and noted that trends show commercial revenue tends to increase toward the end of the year. The Director of Finance & Administration also mentioned the ongoing departmental meetings to review each group's budget for the upcoming fiscal year. She advised that the District recently sent out Requests for Proposals (RFP) to 28 financial institutions for banking services. We received responses from three banking institutions. A review of proposals shows that UMB proposal was priced slightly less and offers increased earnings on overnight balances. She will therefore prefer to stay with our current financial institution for banking and lockbox services.

*Board Member Rebore moved and Vice-Chairperson Wibbenmeyer seconded the motion to approve the monthly financial statements for periods ending June 30, 2024 & July 31, 2024 as submitted.*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Motion passed unanimously.*

## **Resolution 24-10 – Treatment Plant 4 Change Order No. 4**

The Director of Engineering and Operations discussed Change Order No. 4 from the District's contractor, River City Construction Company, for ongoing expenses at Treatment Plant 4. The total increase to the contract for the combined change order requests is \$133,872.00. He stated that this increase in costs is a little less than half of a percent of the overall contract and about 15% of the contingency for the project. The change order includes changes to rebar, changes to cables used to connect equipment, gas pipe sizing change, increasing the SCADA system capacity, and extending the water main outside of the adjacent development to the public water line at Hopewell Road.

*Vice-Chairperson Wibbenmeyer moved and Board Member Rebore seconded the motion to approve Resolution 24-10 approving Treatment Plant 4 Improvements Project Change Order No. 4 in the amount of \$133,872.*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Motion passed unanimously.*

## **Resolution 24-11 – Wyndgate Force Main Change Order No. 3**

The Director of Engineering and Operations discussed Change Order No. 3 for the Wyndgate force main project. The City of O'Fallon is requiring sod to be installed at the properties that were impacted by this project. The change



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order is an increase in costs for the District in the amount of \$22,500.20. This amount was not included in the original contract as it was an unknown requirement provided by the City of O'Fallon at a later date and not included in the contractor's original bid.

*Vice-Chairperson Wibbenmeyer moved and Board Member Rebore seconded the motion to approve Resolution 24-11 approving the Wyndgate Force Main Project Change Order No. 3 in the amount of \$22,500.20.*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Motion passed unanimously.*

## **Resolution 24-12 – Harvest at Hopewell Cost Centers A & B**

The Director of Engineering and Operations addressed the proposed Harvest at Hopewell Cost Centers A & B to upsize gravity mains, force mains, pump station capacity, and pump station storage capacity to accommodate future development of adjacent land. Exhibit A is a map of the area of both Cost Center A & Cost Center B. The attributed cost to upsize the system for Harvest at Hopewell Cost Center A is \$581,443 and for Cost Center B is \$199,477, for a total additional cost to the District of \$780,920. Also included in Exhibit A is the per-acre special assessment connection fees for these offsite lands. These calculations were performed on a per acre basis pursuant to District regulations as the densities of these future development areas are currently unknown. The District will recoup special assessment fees from future developments within each cost center on a per acre basis in addition to fees and charges as described in the District's Rules, Rates, and Regulations. He also mentioned that upsizing the systems now is advantageous to both the District and developers as it reduces the need for additional work and costs in the future such as upsizing facilities within an already developed neighborhood or the need for another pump station.

The Director of Engineering and Operations also discussed Exhibit B, which is the proposed Development Agreement Addendum between the developer, Harvest at Hopewell, LLC, and the District to upsize the various parts of the sanitary sewer system as described in Exhibit A. The agreement addendum discusses the additional costs associated with system upsizing. As noted by the Director of Engineering and Operations, the total additional cost to upsize the system for both Cost Center A & B is \$780,920. This cost would be paid by the District as a reimbursement to the developer for installing the upsized system only after the developer invoices the District for this reimbursement following the District acceptance of the public dedication of these constructed facilities. The Director of Engineering and Operations addressed all questions and concerns from the Board.

*Vice-Chairperson Wibbenmeyer moved and Board Member Rebore seconded the motion to approve Resolution 24-12 determining the advisability and ordering the establishment of the Harvest at Hopewell Cost Center A and the Harvest at Hopewell Cost Center B.*

*By roll call vote,*

*Chairperson Dohrman – Aye*



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*Vice-Chairperson Wibbenmeyer – Aye  
Board Member Rebore – Aye*

*Motion passed unanimously.*

## **Resolution 24-13 – Autumn Hollow Cost Center**

The Director of Engineering and Operations addressed Resolution 24-13 for the establishment of the Autumn Hollow Cost Center to upsize gravity mains and manholes to accommodate the future development of lands adjacent to the Autumn Hollow Development. The additional cost to the developer for this project is \$38,284 which would be reimbursed by the District if approved.

Exhibit B is the proposed Development Agreement between the District and the developer, Lombardo Homes of St. Louis, detailing the additional cost associated with the proposed sanitary sewer system upsizing within the Autumn Hollow development to accommodate future sanitary sewer flows generated by the development of lands within the Autumn Hollow Cost Center.

*Board Member Rebore moved and Vice-Chairperson Wibbenmeyer seconded the motion to approve Resolution 24-13 determining the advisability and ordering the establishment of the Autumn Hollow Cost Center.*

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

*Motion passed unanimously.*

## **DIRECTORS' REPORTS**

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

- Relocated discharge in the Windcastle subdivision as an alternative to diluting the system with water for odor control. No odor complaints were received from any of the homeowners in the Muirfield neighborhood after relocating this low-pressure system discharge point. This completed project will save the district about \$45,000 per year.
- The District issued a recruitment for a new asset management position.

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

- Briefly reviewed the engineering summary reports from June and July 2024.
- Made note of one backup and a few issues regarding odor that was mentioned in the field services report.
- Emergency repair of deteriorated manhole on Crosswoods Court- in the amount of \$54,407.
- A sludge spreader was recently purchased which came in slightly under budget at \$166,000. This had previously been approved and was shared with the Board for informational purposes only.





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- Discussed the Volkert Amendment Agreement for two easements for the TP-4 project water main extension in the amount of \$3,000 for right-of-way negotiation services.

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

- Discussed the customer service department and some of their recent achievements.
- Employee Appreciation Day on October 11<sup>th</sup>, 2024.

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

- Shared a drone video displaying the progress of the new developments off of Hopewell Rd. as well as a video of the progress at Treatment Plant No. 4.
- Discussed the new purchase tracking program that will streamline the process of purchasing requests and reduce human errors. He also gave a brief demonstration utilizing the program.

## **OPEN SESSION**

Chairperson Dohrman asked if there was any further discussion.

*There being no further comments, Board Member Rebore moved and Vice-Chairperson Wibbenmeyer seconded the motion to close the August 27, 2024 Board of Trustees' meeting.*

*By roll call vote,*

*Chairperson Dohrman – Aye*

*Vice-Chairperson Wibbenmeyer – Aye*

*Board Member Rebore – Aye*

*Motion passed unanimously.*

## **ADJOURNMENT**

*The board meeting adjourned at 4:18 p.m.*

Respectfully Submitted,

*K. Jones*

Recording Secretary

Duckett Creek Sanitary District