



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, February 24, 2026, at 3:00 p.m. at the District's Administration Office located at 3550 Highway K, O'Fallon, Missouri.

Trustees present:

Ms. Linda Wibbenmeyer	Chairperson
Mr. John Harshbarger	Vice-Chairperson
Dr. William Rebore	Board Member
Mr. Bob Schnur	Board Member

Trustees present via Teams:

Mr. Greg Dohrman	Board Member
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Staff Members present:

Mr. Keith Arbuckle	Executive Director
Dr. Luke Kehoe	Director of Engineering and Operations
Ms. Bridget Knudsen	Director of Finance and Administration
Mr. Adam Williams	Manager of Information Systems
Ms. Sarah Marien	HR Generalist, Payroll Specialist
Ms. Krystal Jones	Recording Secretary

CALL TO ORDER:

Chairperson Wibbenmeyer 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 FEBRUARY 24, 2026 BOARD PACKET)

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

- *January 27, 2026 Board of Trustees' meeting minutes*

By roll call vote,

Chairperson Wibbenmeyer – Aye
Vice-Chairperson Harshbarger – Aye
Board Member Rebore – Aye
Board Member Dohrman – Aye
Board Member Schnur – Aye



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Motion passed unanimously.

PUBLIC COMMENTS

None.

OLD BUSINESS

None.

NEW BUSINESS

Resolution 26-04 Approving a Contract with Lochmueller Group for General Engineering Services

The Director of Engineering and Operations presented Resolution 26-04 to the Board. In 2025, the District issued a Request for Qualifications (RFQ) for Engineering Services. A committee of District employees evaluated the submitted Statements of Qualifications, and Lochmueller Group was identified as the most qualified firm based on the District's RFQ criteria. Following this selection, the District entered into negotiations with Lochmueller Group to define the scope of work for the various projects. The Director of Engineering and Operations provided additional details regarding the negotiated tasks associated with each project. The total cost for all projects covered under this resolution amounts to \$196,109.00.

The Director of Engineering and Operations addressed all questions and concerns from the Board.

Vice-Chairperson Harshbarger moved and Board Member Schnur seconded the motion to approve Resolution 26-04 approving the contract with Lochmueller Group for General Engineering Services.

By roll call vote,

Chairperson Wibbenmeyer – Aye

Vice-Chairperson Harshbarger – Aye

Board Member Rebore – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.

2025 Financial Audit Communication with Sikich

The Director of Finance and Administration addressed the FY2025 audit communication documents from Sikich included in the Board packet. One document that was included this year that differs from prior years is the fraud risk inquiry form. She mentioned that no action is required from Board Members unless they are directly contacted by Sikich.

Monthly Financial Reports – Periods Ending January 31, 2026



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The Director of Finance and Administration reviewed the monthly financial reports with the Board. Total combined revenues are at \$1.35M and expenses total around \$1.5M. She noted that any expense variances are due to timing with annual or quarterly payments made in January. A majority of the Sewer Lateral Program revenue was received in January, totaling \$686,187. In addition, the program earned \$4,209 in interest revenue, while year-to-date repair costs amount to \$27,405. The number of active residential customers increased by 87 in January, whereas commercial accounts remained unchanged from December.

The Director of Finance and Administration addressed all questions and concerns from the Board.

Vice-Chairperson Harshbarger moved and Board Member Rebore seconded the motion to approve the monthly financial statements for period ending January 31, 2026 as submitted.

By roll call vote,

Chairperson Wibbenmeyer – Aye

Vice-Chairperson Harshbarger – Aye

Board Member Rebore – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.

DIRECTORS' REPORTS

The Executive Director gave an update on the following:

- Interviewed a candidate for the Project Engineer position and an offer was extended to this individual.

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

- The first review of the Pheasant Grove development, located near the intersection of O'Fallon Road and Highway K, was recently completed. The development will include 64 attached dwelling units and five commercial lots, one of which is the existing Circle K gas station.
- Noted eight backups in January. Six were lateral-related, while the other two were issues not related to a failure of the District's system.
- As of the end of January, the average cost of repairs for the Lateral Program is just under \$7,000.
- Lateral Repair Program Historical Review (2017-2025):
 - Discussed a chart of revenue and expenses for the program.
 - Reviewed the average repair cost and the number of repairs.
 - Noted that the average repair cost throughout the program's history is approximately \$7,000.
 - Reviewed a graph illustrating trends in the number of repairs, average repair costs, and total repair costs.



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

- Procurement activity was high in January, with several RFBs and RFQs issued.
- The District's Sam.gov account was successfully renewed, ensuring continued ability to receive payments from the U.S. Treasury.
- The Customer Service Department was able to reduce the number of disconnects in January from 524 accounts down to four.
- The Finance Department is busy preparing for audit field work that will begin mid-March.

The Human Resource Generalist gave an update on the following:

- Significant time in January was devoted to recruitment efforts. Three Field Services positions are in the process of being filled, with one candidate having an official start date. Additionally, an offer was extended for the Project Engineer role.
- Mony Rawlings, the District's Engineering Assistant, is retiring at the end of February and his position will be posted soon.
- Trained the Accounting Clerk/Admin Assistant on the annual 1099 process.
- Worked with the Director of Finance and Administration to create a process for tracking overtime hours accurately which will make the process much easier next year.

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

- None.

Chairperson Wibbenmeyer entertained a motion to move into Executive Closed Session discussion related to Real Estate and Personnel matters.

Board Member Schnur moved and Board Member Rebore seconded the motion to adjourn Duckett Creek Sanitary District Board of Trustees Public Session and enter into Executive Closed Session to discuss Real Estate/Personnel/Individually Identifiable Personnel Records (MO Sunshine Law - 610.021 (2) Real Estate, (3) Personnel and (13) Individually Identifiable Personnel Records – "Closed meetings and closed records authorized when, exceptions..."

By roll call vote,

*Chairperson Wibbenmeyer – Aye
Vice Chairperson Harshbarger – Aye
Board Member Dohrman – Aye
Board Member Rebore – Aye
Board Member Schnur – Aye*

Motion passed unanimously.

Executive Closed Session opened at 3:53 p.m.



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EXECUTIVE CLOSED SESSION

Real Estate/Personnel/Individually Identifiable Personnel Records

Board Member Rebore moved and Vice-Chairperson Harshbarger 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 4:22 p.m.

Public Session reopened at 4:22 p.m.

OPEN SESSION

There being no further comments, Board Member Rebore moved and Board Member Schnur seconded the motion to close the February 24, 2026 Board of Trustees' meeting.

By roll call vote,

Chairperson Wibbenmeyer – Aye

Vice-Chairperson Harshbarger – Aye

Board Member Rebore – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.

ADJOURNMENT

The board meeting adjourned at 4:22 p.m.

Respectfully Submitted,

K. Jones

Recording Secretary

Duckett Creek Sanitary District