



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

Trustees present:

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

Trustees present via Teams:

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| Mr. John Harshbarger | Vice-Chairperson |
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Staff Members present:

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| Mr. Keith Arbuckle | Executive Director |
| 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 |

Staff Members not present:

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| Dr. Luke Kehoe | Director of Engineering and Operations |
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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 MARCH 24, 2026 BOARD PACKET AND THE CLOSED SESSION MINUTES WERE MADE AVAILABLE IN THE DCSD DROP BOX)

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

- *February 24, 2026 Board of Trustees' meeting minutes*
- *February 24, 2026 Executive Closed session meeting minutes*

By roll call vote,

Chairperson Wibbenmeyer – Aye
Board Member Dohrman – Aye
Board Member Schnur – Aye



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Motion passed unanimously.

PUBLIC COMMENTS

None.

OLD BUSINESS

None.

Vice-Chairperson Harshbarger entered the meeting via Teams at 3:09 p.m.

NEW BUSINESS

Resolution 26-05 Awarding Dardenne Lift Station Upgrades Project: SweenCo LLC

The Executive Director presented Resolution 26-05 to the Board. The Dardenne Lift Station Upgrade Project was recently re-advertised for bid after the initial solicitation received no responses. Following the second bid process, the District received two bids last week. After reviewing both submissions, SweenCo LLC was determined to be the best fit for the District's needs. Additionally, the District's engineering consultant, Crawford, Murphy & Tilly, recommended awarding the project to SweenCo LLC following a review of their past work and references.

The Executive Director addressed all questions and concerns from the Board.

Board Member Dohrman moved and Board Member Schnur seconded the motion to award a contract to SweenCo LLC for the construction of the Dardenne Lift Station Upgrade Project at a cost not to exceed \$1,186,407.16 with an additional \$100,000 contingency fund for a total cost not to exceed \$1,286,407.16.

By roll call vote,

Chairperson Wibbenmeyer – Aye

Vice-Chairperson Harshbarger – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.

Monthly Financial Reports – Periods Ending February 28, 2026

The Director of Finance and Administration reviewed the monthly financial reports with the Board. Total combined revenues are at 15.71% of the annual budget, while operating expenses are at approximately 14.13%. Furthermore, non-operating expenses are at 17.95% of the budget. She noted that the financial memo included in the March Board packet provides additional detail on revenues and expenses.

Overtime was slightly elevated due to the timing of land application activities in January. For the Sewer Lateral Program, \$694,000 was collected throughout January and February, which is the majority of the program's annual



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fees. Year-to-date interest revenue for the program is \$10,520, and total repair costs are \$73,755 as of the end of February. In addition, residential customers increased by 40, while commercial customers decreased by two.

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

Board Member Schnur moved and Board Member Dohrman seconded the motion to approve the monthly financial statements for period ending February 28, 2026 as submitted.

By roll call vote,

Chairperson Wibbenmeyer – Aye

Vice-Chairperson Harshbarger – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.

Board Member Rebores arrived at 3:19 p.m.

DIRECTORS' REPORTS

The Executive Director gave an update on the following:

- Crawford, Murphy & Tilly submitted an amendment request for the Dardenne Lift Station Upgrade project. The amendment request is for a total amount not to exceed \$70,000.
- O'Fallon Hills pump station updates are scheduled to begin in April. The project includes replacing four pump stations and removing three others. For the pump stations being removed, the District would like to transition to a gravity system through Public Water Supply District #2 (PWSD2). To facilitate this change, the District will need to negotiate with PWSD2 to modify the language of the existing Sommers Road agreement. That agreement outlines the terms under which PWSD2 pays us. We would like to apply the same terms and framework to the sewer charges that we will pay to PWSD2, applying consistency in these agreements.
- Volkert has been working on easement negotiations for the District in an area north of Treatment Plant No. 4. Negotiations have been delayed due to three of the locations being under contract with a developer.
- Highway K Lift Station Upgrades project has been mobilized.
- Briefly discussed the new Project Engineer who started a few weeks ago and provided an update on the training progress.
- A push trailer that was purchased roughly a year ago was finally delivered this week.

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



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- Auditors were on site in the Administration office last week conducting fieldwork. We are still in the process of answering follow-up question, which is to be expected. The audit presentation will likely take place at the May or June Board meeting.
- As mentioned in previous meetings, the financial conversion to ERP Pro 10 has been scheduled, and we now also have a timeline established for the Utility Billing conversion.
- Several procurement activities were noted, including the bid opening for a mechanics truck body and crane, the annual uniform order, and the issuance of multiple Requests for Bids for sewer line maintenance supplies.
- The Customer Service department recently received several compliments from customers.

The Human Resource Generalist gave an update on the following:

- Three new employees recently joined the District: Emil Fugate as Project Engineer, and Darin Cropper and Damian Powell in the Field Services department.
- Dave Banks, the Operations Supervisor, is planning on retiring in early July. She mentioned that there is an internal candidate who may be interested in this position.
- The DiSC assessment was completed with the Field Services staff, and one-on-one follow-ups will take place soon.
- Annual 1095b forms were mailed to employees in February.
- Medical claims in January and February were about \$9k lower than they were this time last year.

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

- The District's website has recently experienced issues with the current host. The IT Department is rebuilding the site on a new host in an attempt to address and resolve these problems.

OPEN SESSION

There being no further comments, Board Member Rebore moved and Board Member Schnur seconded the motion to close the March 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 3:28 p.m.



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Respectfully Submitted,
K. Jones
Recording Secretary
Duckett Creek Sanitary District