

APPROVED AS
SUBMITTED
MAY 26, 2026



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, April 28, 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
Mr. Bob Schnur	Board Member

Trustees present via Teams:

Dr. William Rebore	Board Member
Mr. Greg Dohrman	Board Member

Staff Members present:

Mr. Keith Arbuckle	Executive Director
Ms. Bridget Knudsen	Director of Finance and Administration
Dr. Luke Kehoe	Director of Engineering and Operations
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 2:57 p.m.

APPROVAL OF MINUTES

(THE REGULAR MINUTES WERE INCLUDED IN THE APRIL 28, 2026 BOARD PACKET)

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

- *March 24, 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

Motion passed unanimously.



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PUBLIC COMMENTS

None.

OLD BUSINESS

None.

NEW BUSINESS

Monthly Financial Reports – Periods Ending March 31, 2026

The Director of Finance and Administration reviewed the monthly financial reports with the Board. At the end of the first quarter, total combined revenues were at 25% of the annual budget, while operating expenses were at 20% and non-operating expenses at 26%. She noted that the previously discussed variances are expected and consistent with projections.

As of the end of the first quarter, the Sewer Lateral Program totaled \$697,037, with \$134,311 paid out in repairs to date. In March, three large purchases were made: two submersible pumps for the Dardenne Lift Station Upgrade project, a new Ford Transit video van, and the final payment (Pay Application #32) for Treatment Plant No. 4.

Customer growth included an increase of 97 residential accounts and 5 commercial accounts. The Director of Finance and Administration also highlighted that the quarterly report includes an accounts receivable aging analysis, as detailed in the accompanying memo. While accounts receivable rose during the quarter, the balance decreased on April 1, 2026, following a substantial payment from a newer apartment complex within the District. She further noted that the Accounting Supervisor updated several graphs in the accounting reports to improve clarity and presentation.

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

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

By roll call vote,

Chairperson Wibbenmeyer – Aye

Vice-Chairperson Harsbbarger – Aye

Board Member Rebore – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.



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Resolution 26-06 John Deere Tractor Purchase for Land Application (Unbudgeted Item)

The Director of Engineering and Operations discussed the District's interest in purchasing a used John Deere tractor to support Land Application Program activities. The District has recently received odor complaints near Greens Bottom Road following biosolids application, which can occur when the material is not incorporated into the soil quickly enough. Acquiring an additional tractor would reduce reliance on a third-party and allow for more efficient incorporation of biosolids into the soil, helping to mitigate these concerns. The equipment would also provide greater flexibility should the District need to conduct land application at other locations in the future. He added that, if approved, the tractor would be procured through the State cooperative purchasing agreement.

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

Board Member Dohrman moved and Vice-Chairperson Harshbarger seconded the motion to approve Resolution 26-06 for the purchase of a used John Deere Tractor for land application at a cost not to exceed \$400,000.00.

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:

- Commended District staff for performing well with the ongoing workload and projects going out.
- Stated that the District's succession planning seems to be working well with all of the individuals retiring this year.

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

- The District has ordered five trucks and a mechanics truck cab and chassis. A second video truck has also recently been acquired. In addition, two push-out trailers ordered in early 2025 have been delivered. These new pushout trailers will replace existing trailers that have exceeded their useful life.
- The District is employing the prequalified electrical contractor to complete the electrical panel design and manufacturing for the SPIRAC biosolids conveyor system at Treatment Plant No. 1. Installation of the conveyor system will be done by the District's prequalified mechanical contractor. A notice to proceed was given on Phase 1 of the installation process.
- Treatment Plant No. 4 Pump System for Disc Thickener:



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- A work order for this project was prepared, and a notice to proceed was sent to a District prequalified electrical contractor to perform an electrical rough-in installation and electrical supply conduit installation for the new sludge pump.
- This hose pump was purchased along with two identical pumps that will be installed for pumping sludge at Treatment Plant No. 1.
- Engineering Projects with Lochmueller Group:
 - A notice to proceed has been issued to Lochmueller Group for the oxygen generator design at the Highway DD Pump Station. The District is currently evaluating various installation options.
 - Lochmueller Group is also performing engineering design for the Missouri Research Park N Pump Station replacement project.
 - Lochmueller Group is also providing engineering services for the replacement of 11 gates at the control structure at Treatment Plant No. 1. A site meeting will be held at that plant this week to coordinate with the District's operations personnel for this project.
 - An assessment of the Riverdale building is currently underway by Lochmueller Group. The structure is approximately 20 years old and has experienced significant moisture exposure over its use. The engineering services provided by Lochmueller Group will include the evaluation of the building structure itself and the internal supports of the bridge crane.
- Installed unleaded & diesel fuel tanks at Treatment Plant No. 2 and Treatment Plant No. 4. This project is close to completion.
- Cured in Place Pipe (CIPP) Project will likely be going out for bid later this week. The project involves lining roughly 24,000 linear feet of mostly 8-inch sewer mains that have been identified as deficient.
- Discussed potential negotiations with Public Water Supply District No. 2 (PWSD2) to transition three pump stations in the O'Fallon Hills service area to become gravity flow.
- Collection System Expansion:
 - The District is currently working on the extension of the Treatment Plant No. 4 West Influent Sewer, which is a 36-inch line that comes from the west.
 - Bax Engineering has completed a preliminary analysis on how the District could complete the expansion.
 - There are four parcels that the District would need to cross to extend the West Influent Sewer approximately one mile. Three of the four parcels are under contract with a developer. The District has had some conversations with the developer to determine their easement requirements.
 - The fourth parcel's property owner has not had much ongoing contact with the District after initial conversations regarding easement dedications.
- There has been one change order processed through contingency funds due to an increase in pricing for variable frequency drives, totaling approximately \$45,000, for the Highway K Pump Station Rehabilitation project.
- Notice of Award was given to SweenCo, LLC for the Dardenne Pump Station Upgrade project and the contract is in the process of being signed.



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- Engineering Reports;
 - There were 11 backups reported in March, with none of them reported as District system defects.
 - Lateral Program: Year-to-date repairs total \$161,695, with an average repair cost of just over \$8,000.
 - Jeff Finn has taken over the Lateral Program following the retirement of Mony Rawlings, and was commended for his strong customer service skills.

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

- Spent March finalizing the FY2025 audit and answering follow up questions. Hoping to get the final draft soon.
- Procurement has been busy issuing work orders and participating in on bid openings.
- Administration staff is working on training videos for the upcoming software update to ERP Pro 10.
- Provided an update on the activities of the Customer Service department throughout March.
- Mentioned that we received a large stack of damaged bills back from the post office that did not get delivered to customers. A notice was put on the District's website to make customers aware of this situation in the event they have not received their bill.

The Human Resource Generalist gave an update on the following:

- Greg Polumbus, the Plant Operator Lead, was promoted to the Operations Supervisor role pending Dave Bank's retirement in late June of this year.
- The Plant Operator Lead position was filled by Kenneth Spencer.
- John Worley was hired in April for the Field Services department.
- There is one position open in Field Services for summer help.
- Based on employee feedback and prior Board discussions, the District has introduced a new employee recognition program. Employees are encouraged to email Human Resources to recognize coworkers for noteworthy contributions. At quarterly luncheons, a drawing for a small gift will be held based on submitted recognition emails.

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

- None.

Board Member Schnur left the meeting at 3:47 p.m.

Chairperson Wibbenmeyer entertained a motion to move into an Executive Closed Session discussion related to Real Estate and Documents Related to Contract Negotiations.

Board Member Dohrman moved and Vice-Chairperson Harshbarger seconded the motion to adjourn Duckett Creek Sanitary District Board of Trustees Public Session and enter into Executive Closed Session to discuss Real Estate/ Documents Related to Contract Negotiations (MO Sunshine Law - 610.021 (2) Real Estate, (12) Documents Related to Contract Negotiations – "Closed meetings and closed records authorized when, exceptions..."



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By roll call vote,

*Chairperson Wibbenmeyer – Aye
Vice Chairperson Harsbarger – Aye
Board Member Dohrman – Aye
Board Member Rebore – Aye*

Motion passed unanimously.

Executive Closed Session opened at 3:48 p.m.

EXECUTIVE CLOSED SESSION **Real Estate/Documents Related to Contract Negotiations**

Vice-Chairperson Harsbarger moved and Board Member Dohrman 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 4:10 p.m.

Public Session reopened at 4:10 p.m.

OPEN SESSION

There being no further comments, Board Member Rebore moved and Vice-Chairperson Harsbarger seconded the motion to close the April 28, 2026 Board of Trustees' meeting.

By roll call vote,

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

Motion passed unanimously.

ADJOURNMENT

The board meeting adjourned at 4:13 p.m.

Respectfully Submitted,
K. Jones
Recording Secretary



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