



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 25, 2025 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. Greg Dohrman	Board Member

Staff Members present:

Mr. Keith Arbuckle	Executive Director
Mr. Adam Williams	Manager of Information Systems
Ms. Bridget Knudsen	Accounting Supervisor
Ms. Krystal Jones	Recording Secretary
Mr. Keegan Favors	Information Systems and GIS Specialist

Trustees present via Teams:

Mr. Bob Schnur	Board Member
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Staff Members not present:

Dr. Luke Kehoe	Director of Engineering and Operations
Ms. Julie O'Guinn	Director of Finance and Administration

Others present:

Mr. Rex Fennessey	McMahon Berger
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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 25, 2025 BOARD PACKET)

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

- February 25, 2025 Board of Trustees' meeting minutes

By roll call vote,

Chairperson Wibbenmeyer – Aye

Vice-Chairperson Harshbarger – Aye



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*Board Member Rebore – Aye
Board Member Dohrman – Aye
Board Member Schnur – Aye*

Motion passed unanimously.

PUBLIC COMMENTS

None.

OLD BUSINESS

None.

NEW BUSINESS

2025 Audit Communication

The Accounting Supervisor discussed the audit communication letter which is a standard letter that the auditor requires the District to distribute to the Board Members each year. The letter notes the inherent risk of any audit and the controls put in place by auditors to detect things such as management override of controls and improper revenue recognition due to fraud. The Accounting Supervisor clarified that the letter is not stating that these issues have been identified during the course of the District's audit.

Monthly Financial Reports – Period Ending February 28, 2025

The Accounting Supervisor noted that the audit field work ended on March 13, 2025, but we are still in the process of fulfilling the auditor's requests for information and documentation. She noted that the audit will likely be complete around the end of April or beginning of May and then the results will be presented to the Board.

The Accounting Supervisor mentioned that the District is beginning to make more payments to vendors via ACH rather than issuing checks. Many of the District's vendors prefer ACH payments and this also reduces the risk of check fraud. She also noted that the District will soon offer Board Members the option to receive their bi-annual payments via ACH instead of as a check if they prefer.

An arbitrage rebate calculation was done on our 2015 bond series by Amtec Corporation. The results of this annual calculation show a zero-rebate liability.

Year-to-date revenue is just under \$3.2 million and interest revenue is coming in strong at \$225k. Additionally, the District received about \$101k in connection fees in the month of February. The Accounting Supervisor also noted that any variances with expenses and revenue are timing related.

The Accounting Supervisor made note of two large payments made in February that were included in the FY2025 budget. A payment of \$306,567.90 was made to T.G. Rankin Co Inc. for the O'Fallon Hills project and a payment of \$515,612.70 was made to River City Construction for continued work at Treatment Plant No. 4.



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Vice-Chairperson Harshbarger moved and Board Member Dohrman seconded the motion to approve the monthly financial statements for period ending February 28, 2025 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:

- The District recently received odor complaints from several customers just north of Greens Bottom Rd. Upon investigation, it was found that the odor complaints occurred on the same days as the land application process, March 13th-14th and March 17th-18th. After reviewing the weather from these dates, it appears that heavy winds from the south exacerbated the odor issue. The Executive Director plans to work with the Director of Engineering and Operations and the Operations Supervisor to determine what model is being used to predict weather patterns when land applying. He will also be looking into what the District can do to further mitigate these types of odor issues moving forward.
- The District recently sent out a bid for the O'Fallon Hills project. The District had projected the installation of the new pump stations to cost around \$340k. Lamke Trenching & Excavating was the only entity to respond to the bid with an estimated total cost of \$900k. He noted that the District may try to rebid the project or renegotiate with Lamke.
- Treatment Plant No. 4 Update:
 - The plan is to take the Amberleigh pump station offline on April 7th, 2025.
 - Paving at the plant will likely not be done until the end of April.
 - There is still no change order for dirt removal at this time. A retention pond still needs to be built along with other items that may impact the amount of dirt needing to be removed or moved elsewhere on the property.
 - We are still within our contingency budget and the Executive Director hopes to have more solid numbers and dates to present to Board Members at the April meeting.

The Accounting Supervisor gave an update on the following:

- The District's Administrative Analyst, Sarah Beckmann, has been working on RFPs related to uniforms and backflow testing. The backflow testing bid was awarded to Professional Irrigation.
- Recently worked with Missouri State Emergency Management Agency to close out a project from when the District received Covid-19 relief funds.



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- The Customer Service department received a 5-star review from a customer on Google.

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

- Introduced Keegan Favors, the new Information Systems and GIS Specialist with the District.

Chairperson Wibbenmeyer entertained a motion to move into Executive Closed Session discussion related to individually identifiable personnel records and confidential legal communications – 610.021 subsections 3, 13 & 1.

Board Member Dohrman moved and Board Member Schnur seconded the motion to adjourn Duckett Creek Sanitary District Board of Trustees Public Session and enter into Executive Closed Session to discuss Real Estate/Legal Issues/Personnel (MO Sunshine Law - 610.021 (2) Real Estate and (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 Harsbarger – Aye

Board Member Rebore – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.

Executive Closed Session opened at 3:27 p.m.

EXECUTIVE CLOSED SESSION

Legal/ Real Estate/Personnel/Individually Identifiable Personnel Records

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 4:17 p.m.

Public Session reopened at 4:17 p.m.

OPEN SESSION

There being no further comments, Board Member Rebore moved and Vice-Chairperson Harsbarger seconded the motion to close the March 25, 2025 Board of Trustees' meeting.

By roll call vote,



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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 4:18 p.m.

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