



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, May 27, 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. Bob Schnur	Board Member
Mr. Greg Dohrman	Board Member

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. Krystal Jones	Recording Secretary
Ms. Justine Glancy	Customer Service Manager
Ms. Donna Martin	Customer Service Representative I

Trustees present via Teams:

Dr. William Rebore	Board Member
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Trustees not present:

Mr. John Harshbarger	Vice-Chairperson
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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 3:02 p.m.

APPROVAL OF MINUTES

(THE REGULAR MINUTES WERE INCLUDED IN THE MAY 27, 2025 BOARD PACKET)

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

- April 22, 2025 Board of Trustees' meeting minutes

By roll call vote,

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



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Motion passed unanimously.

PUBLIC COMMENTS

Customer Service Manager Justine Glancy introduced Donna Martin, the newly hired Customer Service Representative I, to the Board.

Ms. Glancy and Ms. Martin left the meeting at 3:05 p.m.

OLD BUSINESS

Resolution 25-02 – Bylaws Amendment

The Executive Director addressed the changes made to the Board of Trustees bylaws. The changes include verbiage that explicitly states board meetings may be held virtually.

Board Member Dohrman moved and Board Member Schnur seconded the motion to approve Resolution 25-02 amending the Board of Trustees bylaws.

By roll call vote,

Chairperson Wibbenmeyer – Aye

Board Member Rebore – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.

NEW BUSINESS

Monthly Financial Reports – Period Ending April 30, 2025

The Director of Finance and Administration stated that she has received a draft of the financials from the fiscal year 2024 audit. The audit findings should be ready to be presented at the June board meeting.

The Director of Finance and Administration noted that we have direct deposit forms available for Board Members if they wish to receive their bi-annual payments electronically. Additionally, the expense reports that Board Members sign when they receive their payments will now be sent electronically.

The Director of Finance and Administration reviewed the monthly financial reports. Overall revenue is at 34% of the annual budget, and operating expenses are at 31%. Residential revenue is just under \$4.6 million, while commercial revenue totals approximately \$1.2 million. There was also a large Cigna credit as part of the District's renewal for 2025 that arrived in April. Furthermore, the District's merchant processor has increased fees. The Director of Finance and Administration is currently monitoring this situation to determine if we need to look elsewhere for these services.



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

Board Member Dohrman moved and Board Member Schnur seconded the motion to approve the monthly financial statements for period ending April 30, 2025 as submitted.

By roll call vote,

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

Motion passed unanimously.

Resolution 25-03 – Development Agreement for The Villages at Post Farms

The Director of Engineering and Operations presented proposed Resolution 25-03, which seeks to renegotiate Resolution 25-01, previously reviewed and approved by the Board at the April meeting. Resolution 25-03 proposes the establishment of the Villages at Post Farms Cost Center, which encompasses 9,434 feet of upsized force main designed to support future development in the surrounding area. He stated that Resolution 25-01 did not include material costs in the total force main cost. Additionally, it was determined that the developer could procure materials at a lower cost than the District.

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

Board Member Schnur moved and Board Member Dohrman seconded the motion to order the establishment of Resolution 25-03 for the Villages at Post Farms Cost Center.

By roll call vote,

*Chairperson Wibbenmeyer – 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:

- Discussed updating the rate model with District staff and presenting this to Board Members potentially at the June or August meeting.



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- The Saint Charles County Executive sent an intern to the District last week to review the District's meeting minutes back to 2018. There were concerns voiced to the county about the development of Treatment Plant No. 4, claiming that they had brought these concerns to the District's attention prior to the plant's construction. However, it was determined that no such concerns were ever addressed to the District according to the public comments section within the meeting minutes.
- District-wide harassment training will be completed in the coming months. This will be done in small groups of 15-20 people. The District is also working with a third-party Human Resources entity to update HR policies and procedures.

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

- The District recently received three odor complaints. One was traced to a malfunctioning grease trap at a commercial property. The remaining two originated near Treatment Plant No. 1, where land application had recently taken place. It was noted that the complaints were submitted shortly after the land application occurred; however, recorded wind data during that period indicated that wind was blowing away from the locations of the concerned customers.
- O'Fallon Hills Project: This project involves replacing four of the seven pump stations at O'Fallon Hills and removing the other three and going to gravity. The District had previously received bids from Lamke Construction for the replacement of each of the four pump stations, but the bids were much higher than budgeted. The renegotiated bids, which now include installation costs only, are as follows: \$115,041.00, \$151,627.50, \$143,348.00, and \$120,758.00. The District negotiated an expected cost based on time and materials, with District personnel handling the installation of mechanical and electrical components. As a result, the estimated cost for the installation of the first pump station is reduced to approximately \$86,000.00, compared to the original bid of \$115,041.00.
- The District's field services crew recently completed a 10-hour OSHA construction certification training. There is also an upcoming general industry OSHA training that will include mechanics and supervisors.
- The Industrial Pretreatment Program training will take place in the next few weeks for District operators.
- Displayed several photos of the ongoing updates at Wyndgate. Wyndgate will become a storage facility for the District. Additionally, Kristen Alvey, the Inventory & Procurement Specialist, is working on a plan to determine the most efficient use of storage space within the District.
- Treatment Plant No. 4 (TP4) Update:
 - Showed several photos of the concrete work that has been completed within the last few weeks. There is more concrete work needing to be done and fencing that needs to be put up.
 - Shared several photos and videos of the equipment and buildings throughout TP4.
 - Reviewed several potential upcoming change orders. The most notable change order resulting in additional costs to the District is the excavation spoils removal. He also noted several potential change orders that would result in a credit back to the District.
 - The estimated contingency percentage remaining for the project is 0.37% over budget.
 - The suggested June board meeting at TP4 will likely be rescheduled for August due to continued construction at the site.



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- Presented the results of the Missouri Department of Natural Resources sewer collection system audit at Treatment Plant No. 1 and Treatment Plant No. 2. He noted the varying reports, procedures, and locations that were reviewed. Auditors found no issues to report based on their audit and a Finding of Compliance letter will be issued accordingly.

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

- Reviewed the activities of the District's administration office for the month of April.
- Preparing to report unclaimed properties electronically with the state which will be completed in the fall.
- Recently met with Global Payments to renegotiate merchant services fees due to increasing costs.
- Sarah Beckmann transferred from the Administrative Analyst role to the Accounting Supervisor role. We are looking to see how we can better utilize the Administrative Analyst role moving forward.
- Reviewed and updated administrative and customer service job descriptions.
- Joe Axetell celebrated 35 years with the District during the District's April luncheon.
- Reviewed a variety of activity completed by the Customer Service department throughout April.

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

- None.

OPEN SESSION

There being no further comments, Board Member Schnur moved and Board Member Rebore seconded the motion to close the May 27, 2025 Board of Trustees' meeting.

By roll call vote,

Chairperson Wibbenmeyer – Aye

Board Member Rebore – Aye

Board Member Dohrman – Aye

Board Member Schnur – Aye

Motion passed unanimously.

ADJOURNMENT

The board meeting adjourned at 4:20 p.m.

Respectfully Submitted,

K. Jones

Recording Secretary

Duckett Creek Sanitary District