



# 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, January 27, 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. Greg Dohrman      | Board Member     |
| Dr. William Rebore    | Board Member     |
| Mr. Bob Schnur        | 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. 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 3:03 p.m.

## APPROVAL OF MINUTES

**(THE REGULAR MINUTES WERE INCLUDED IN THE JANUARY 27, 2026 BOARD PACKET AND THE CLOSED SESSION MINUTES WERE MADE AVAILABLE IN THE DCSD DROP BOX)**

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

- November 25, 2025 Board of Trustees' meeting minutes
- December 19, 2025 Special Board of Trustees' meeting minutes
- December 19, 2025 Executive Closed session 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**

### **Election of FY2026 Officers, Appointment of Chair and Vice Chair**

*Board Member Schnur moved and Board Member Dohrman seconded the motion to nominate Linda Wibbenmeyer as Chairperson and John Harshbarger as Vice-Chairperson of the Duckett Creek Sanitary District Board of Trustees for 2026.*

*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.*

### **Resolution 26-01 Purchasing Policy Revisions**

The Director of Finance and Administration addressed the proposed revisions to the District's purchasing and bidding policy. The revisions are intended to allow for the timely acquisition of goods and services. The primary change increases the dollar threshold requiring advertisement from above \$25,000 to above \$50,000. This adjustment was applied uniformly throughout the policy to improve clarity and consistency in guidelines. The Director of Finance and Administration noted that the change is largely necessary due to inflation and rising costs of goods and services. She also emphasized that the District remains well below the state requirement, which mandates advertising for projects totaling \$100,000 or more.

Section II, Part D of the purchasing and bidding policy was questioned by Board members due to existing language in the current policy approved in prior years, not part of the proposed amendments, related to purchases made without Board notification. The statement in question reads as follows:

“For purchases over ~~\$25,000~~ \$50,000 that are not included in the annual budget, staff may proceed with the purchase. However, the purchasing documents will be included in the Board's monthly packet for information only.”



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After further discussion, it was determined that this section required revision. The vote was postponed until the end of the meeting when the requested changes could be presented.

The above-mentioned statement was voluntarily removed from the District's purchasing and bidding policy prior to a vote by the Board. This change was made within the document and a physical copy of the updated purchasing and bidding policy was provided to Board Members.

*Board Member Dohrman moved and Board Member Rebore seconded the motion to approve Resolution 26-01 amending the Duckett Creek Sanitary District purchasing and bidding policy as detailed and revised during the meeting to delete two sentences in Section II, Part D effective January 27, 2026.*

*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.*

## **Resolution 26-02 Employee Handbook Revisions**

The Human Resource Generalist addressed proposed revisions to the employee handbook and noted that all changes had been reviewed by the District's legal counsel. The revisions primarily involved rewording or expanding sections related to insurance, short- and long-term disability, health and safety, uniforms, commercial driver's license requirements, and policy objectives. In addition, one new policy addressing unpaid time off was added.

Board Members requested a slight revision to the wording used in the newly added unpaid time off section. The vote was postponed until the end of the meeting when the requested change could be presented.

Revisions were made and a physical copy of the updated employee handbook was provided to Board Members.

*Board Member Schnur moved and Vice-Chairperson Harshbarger seconded the motion to approve Resolution 26-02 amending the Duckett Creek Sanitary District employee handbook as detailed and revised during the meeting to change wording used in the unpaid time off (UTO) section effective January 27, 2026.*

*By roll call vote,*

*Chairperson Wibbenmeyer – Aye*

*Vice-Chairperson Harshbarger – Aye*

*Board Member Rebore – Aye*



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*Board Member Dohrman – Aye*

*Board Member Schnur – Aye*

*Motion passed unanimously.*

## **Monthly Financial Reports – Periods Ending November 30, 2025 and December 31, 2025**

The Director of Finance and Administration reviewed the monthly financial reports with the Board. Year-end total combined revenues exceeded \$20M, including just over \$14M in residential revenue and \$4.2M in commercial revenue. Interest revenue totaled \$1.3M, with 20% of those earnings restricted for Treatment Plant No. 4 construction. Connection fees amounted to close to \$1.093M, while other revenue totaled approximately \$100,000 for the year.

Total expenses ended at nearly \$26,683,541, representing roughly 80% of the approved budget. Each department remained within budget. Debt service totaled just under \$5M, and the District made the final payment on the 2015 bond series at the end of December. While a few line items exceeded budget at year-end, these variances were addressed and adjusted in the FY2026 budget. The Director of Finance and Administration also noted several large purchases made in November and December and provided a brief recap of capital equipment purchases and major capital project spending throughout the year. A report of the Sewer Lateral Fund revenues and program repairs as of the fiscal year-end on a cash basis was presented as well.

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

*Board Member Rebore moved and Board Member Schnur seconded the motion to approve the monthly financial statements for periods ending November 30, 2025 and December 31, 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**



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## **The Executive Director gave an update on the following:**

- The current Engineering Supervisor, Mike Merkt, plans on retiring at the end of March 2026. It was determined that a Project Engineer would better fit this position, so the existing job description was revised to better align with District needs. A salary evaluation was done to determine what a fair salary range would be for the position. The salary range determined for this position is within 75% of the marketplace. A proposed organizational chart was also shown to Board Members.

*Board Member Schnur moved and Vice-Chairperson Harshbarger seconded the motion to approve revision of the Engineering Supervisor role to a Project Engineer role.*

*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.*

- We received Statements of Qualifications from several vendors for Mechanical, Electrical and Sewer Contractor Services. This will now allow the District to move forward more efficiently on projects planned for 2026.

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

- Rules, Rates & Regulations:
  - Discussed potential upcoming changes to the District's Rules, Rates, and Regulations, including escrow management, lateral connection restrictions, and force main construction.
  - This topic will be discussed in more detail at a later date for Board action.
- Emergency, Backup, and Overflow Policies Update:
  - Provided an overview of the District's emergency, backup, and overflow policy manual.
  - Presented Board Members with the brochure provided to customers when responding to a backup. The brochure outlines backup prevention methods, the District's backup policy, cleanup guidance following a backup, and additional related information.
  - Presented the Sanitary Sewer Backup Claims and Loss Report form and noted that it has been vetted by the District's legal counsel.
- Engineering Reports:
  - Reviewed the Lateral Repair Program as of year-end, noted several backups that occurred in November and December, and shared new residential developments around TP1, TP2 and TP4.



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

- The District's Finance Department will undergo a software conversion from ERP Pro 9 to ERP Pro 10 during the first half of 2026. Following the Finance Department's conversion, the Customer Service & Billing Department will transition to the new software as well. The overall conversion process is expected to be completed by year-end.
- Met with Marsh McLennan and received the final premium for the December 2025–2026 Property and Casualty Insurance coverage period. The total premium is \$364,227.
- Accounts Payable issued numerous payments in December in an attempt to get all 2025 invoices paid out before year-end.
- Several Requests for Qualifications (RFQs) were advertised for procurement during the month.
- Attended the GFOA fall seminar and noted new NACHA rules that require a review of District policies to ensure compliance.
- The Customer Service department was busy throughout December with phone calls, reducing the number of customers on the disconnect list, and setting up new customer accounts.

## **The Human Resource Generalist gave an update on the following:**

- The new Utility Billing Specialist, Alainna Laffleur, started on January 12, 2026.
- Current employee Todd Czapliskie was promoted from Field Services to the newly created Plant Operator position.
- The District currently has three open Field Services positions; however, one position has been offered to an applicant who is in the pre-employment screening process.
- Worked closely with the Director of Finance and Administration to determine overtime compensation totals in compliance with the One Big Beautiful Bill passed in July 2025.
- Open enrollment was successful in December and all changes for 2026 were made.

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

- None.

## **OPEN SESSION**

*There being no further comments, Board Member Dohrman moved and Vice-Chairperson Harshbarger seconded the motion to close the January 27, 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*



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*Motion passed unanimously.*

## **ADJOURNMENT**

*The board meeting adjourned at 4:35 p.m.*

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