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**CLEAR CREEK CONSERVANCY DISTRICT – MEETING AGENDA**

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**TO:** BOARD OF DIRECTORS  
J. DUANE KELLY  
CHRIS SCHUBERT  
CHRISTINE SCHAFER

**DATE:** NOVEMBER 17, 2025

**RE:** REGULAR MEETING

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The board of directors will meet **Thursday, November 20, 2025**, at **10:00 a.m.** at the treatment plant. Please contact me if you cannot attend.

**TENTATIVE AGENDA:**

**Regular Meeting**

1. Minutes – October
2. Financial Report and Register of Claims
3. Report – Administrative & Financial Manager
  - a. Sewer Rate Increase (?)
  - b. COLA
4. Report – Operations Manager
5. Public Forum
6. Next regular meeting will be, December 18, 2025, at the treatment plant office.

## **October 16, 2025, MINUTES CLEAR CREEK CONSERVANCY DISTRICT**

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**The Clear Creek Conservancy District board of directors met October 16, 2025, at 10 a.m. at the district's office at the treatment plant.**

**Directors Present: J. Duane Kelly  
Chris Schubert  
Christine Schafer**

Director Not Present: N/A

*Also attending: Heather Staebler, Molli Newby, Doug Clodfelter, Tom Novack, and Bennie Routon*

The meeting was called to order at 10:02 am.

Duane started the meeting by mentioning that he told Bennie at the POA meeting we would be lowering the lake Nov. 3.

Minutes of the Regular meeting held in September. Chris approved and Christine seconded. Motion carried.

### **Administrative & Financial Update**

Molli presented the September financial statements. Heather mentioned due to some banking issues the late fees wouldn't be added until 10/17.

Duane mentioned 3 more houses have been approved for building.

A motion to approve the register of claims was made. Chris approved and Christine seconded. Motion carried.

Molli stated this meeting was set to be the 2026 Budget Adoption. A motion was made to approve the 2026 budget. Chris approved and Christine seconded. Motion carried. The board signed the Form 4.

Molli then presented the board with the 2026 dam inspection proposal from Banning Engineering. A motion was made to approve the proposal. Christine approved and Chris seconded. Motion carried. Duane signed the proposal.

### **Operations Report**

The new pump bases for Lift Station V5 came in, but a few more items are still needed. Michael and Scott would like to get safety harnesses that fit them well – the one they have is too big.

Scott ordered signs saying "CCCD Property! No Hunting, Trapping, Discharge of Firearms, or Archery Equipment". He also ordered some without "CCCD Property!" to use on the POA grounds

that lies between the CCCD property and the campground. A few have been installed already; the rest will be installed once vegetation dies out.

Lift Station G5 pump-2 kept tripping out. After a few weeks, Michael discovered the starter contact was jumping voltage inside. He replaced it.

### **New Business**

Duane and Benny discussed the lowering of the lake and about letting everyone know as soon as possible so they could make plans to get their boats off the lake accordingly.

### **Public Forum**

N/A

With there being no further business, it was motioned to adjourn at 10:25 am. Christine approved, and Chris seconded. Motion carried.

The next regular meeting will be held at 10 a.m. on November 21, 2025, at the district's office at the treatment plant.

Approved by the Board of Directors on 11/21/2025.

*J. Duane Kelly*  
J. Duane Kelly

*Christopher P. Schubert*  
Christopher P Schubert

*Christine A. Schafer*  
Christine A Schafer



Report To: Clear Creek Conservancy District Board of Directors  
From: Molli Newby, Admin & Financial Manager  
Date: November 20, 2025

1. Lake Income 10/01/25 – 10/31/25 was \$79,093.60

a. Total lake income YTD is \$758,066.16

2. Billing Updates –

a. **1,751** total accounts connected, with **eight** connections added to the billing system (since the last meeting).

- i. GB335 – 10/20/2025
- ii. MS347 – 10/30/2025
- iii. JV404 – 10/29/2025
- iv. JV168 – 11/14/2025
- v. PL019 – 11/14/2025
- vi. PL260 – 11/7/2025
- vii. MS472 – 11/12/2025
- viii. JV323 – 11/11/2025

b. The October/November bills were sent out. Late fees will be added 12/15/2025.

**Clear Creek Conservancy District**  
**Budget vs. Actuals**  
Oct-25

	Oct 2025	YTD	Annual	Annual
	Actual	Actual	Budget	% of Budget
<b>Income</b>				
0200 TAXES		0.00	0.00	
0201 SPECIAL BENEFIT TAX DRAW		66,330.86	106,799.00	62%
<b>Total 0200 TAXES</b>	<b>\$ 0.00</b>	<b>\$ 66,330.86</b>	<b>\$ 106,799.00</b>	<b>62%</b>
6500 MISC REVENUE		0.00	0.00	
6502 OTHER INCOME		0.00	0.00	
Refund		805.21	0.00	
<b>Total 6502 OTHER INCOME</b>	<b>\$ 0.00</b>	<b>\$ 805.21</b>	<b>\$ 0.00</b>	
Sale of Mower		2,500.00	0.00	
Sale of Tax Certificate Lot		80,000.00	0.00	
<b>Total 6500 MISC REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 83,305.21</b>	<b>\$ 0.00</b>	
R413 Lab Rent		0.00	750.00	0%
R420 Sewer Access Fees		0.00	0.00	
Refunds, Liens, Court Costs	-808.50	-6,862.40	0.00	
Other		-357.00	0.00	
Refund	-70.00	-140.00	0.00	
<b>Total Refunds, Liens, Court Costs</b>	<b>-\$ 878.50</b>	<b>-\$ 7,359.40</b>	<b>\$ 0.00</b>	
Sewer Access Fee Deposits	76,823.76	593,669.07	712,740.00	83%
<b>Total R420 Sewer Access Fees</b>	<b>\$ 75,945.26</b>	<b>\$ 586,309.67</b>	<b>\$ 712,740.00</b>	<b>82%</b>
R902 INTEREST ON INVESTMENTS		0.00	0.00	
Interest	3,148.34	22,120.42	500.00	4424%
<b>Total R902 INTEREST ON INVESTMENTS</b>	<b>\$ 3,148.34</b>	<b>\$ 22,120.42</b>	<b>\$ 500.00</b>	<b>4424%</b>
<b>Total Income</b>	<b>\$ 79,093.60</b>	<b>\$ 758,066.16</b>	<b>\$ 820,789.00</b>	<b>92%</b>
<b>Gross Profit</b>	<b>\$ 79,093.60</b>	<b>\$ 758,066.16</b>	<b>\$ 820,789.00</b>	<b>92%</b>
<b>Expenses</b>				
100 PERSONAL SERVICES		0.00	0.00	
111-Board of Directors	92.34	1,234.70	4,000.00	31%
112-Collection System Operator	23,235.76	165,368.11	188,169.00	88%
113-Beeper	960.00	9,320.00	16,266.00	57%
114-Part-time Help		26,634.24	44,592.00	60%
121-Payroll Taxes	1,989.25	15,762.37	19,610.00	80%
<b>Total 100 PERSONAL SERVICES</b>	<b>\$ 26,277.35</b>	<b>\$ 218,319.42</b>	<b>\$ 272,637.00</b>	<b>80%</b>
200 SUPPLIES		0.00	0.00	
211-Records, Forms & Supplies		316.88	600.00	53%
212-IDEM Permit		7,210.00	10,000.00	72%
221-Gas, Oil & Lubricants	1,239.25	5,444.60	8,500.00	64%
222-Chemicals		0.00	10,000.00	0%

223-Lab Supplies	420.23	9,682.44	9,500.00	102%
<b>Total 200 SUPPLIES</b>	<b>\$ 1,659.48</b>	<b>\$ 22,653.92</b>	<b>\$ 38,600.00</b>	<b>59%</b>
<b>300 OTHER SERVICES AND CHARGES</b>		0.00	0.00	
311-Legal	448.40	5,460.02	25,000.00	22%
312-Engineering		0.00	30,000.00	0%
313-Engineering, Dam Inspection		0.00	0.00	
315-Plt Op & Mgmt Services	7,481.54	74,815.40	90,380.00	83%
316-Adm&Fin Mgmt	9,094.98	45,474.90	54,943.00	83%
317-Billing Services	4,691.63	23,074.48	30,943.00	75%
321-Postage, District		78.00	500.00	16%
322-Bill Production & Postage	64.95	8,165.51	15,000.00	54%
323-Telephone & Internet	144.47	2,100.71	3,800.00	55%
324-Mileage		0.00	100.00	0%
325-OMNI-Site Monthly Service		0.00	17,500.00	0%
331-Publication of Legal Notice		0.00	500.00	0%
341-Insurance		64,049.00	52,000.00	123%
342-Bonds		0.00	500.00	0%
351-Electric	6,027.15	71,728.76	98,000.00	73%
361-Repairs, Trees, Bldg&Drive		3,100.00	27,500.00	11%
362-Repairs, Equipment		21,173.86	60,000.00	35%
363-Repairs, Truck		0.00	3,500.00	0%
364-Operation & Maintenance	7,805.56	82,120.00	95,000.00	86%
Reimbursement		458.77	0.00	
<b>Total 364-Operation &amp; Maintenance</b>	<b>\$ 7,805.56</b>	<b>\$ 82,578.77</b>	<b>\$ 95,000.00</b>	<b>87%</b>
365-Cum. Maint. Fund		0.00	10,000.00	0%
366-Sewer Renovation Fund		0.00	30,000.00	0%
367-PrinSpillway, Clean & Seal		0.00	20,000.00	0%
391-Subscriptions & Dues		5.91	600.00	1%
392-Contingencies		0.00	1,500.00	0%
393-Sludge Hauling		20,287.90	35,000.00	58%
394-Sludge & Fecal Analysis		1,087.00	2,000.00	54%
<b>Total 300 OTHER SERVICES AND CHARGES</b>	<b>\$ 35,758.68</b>	<b>\$ 423,180.22</b>	<b>\$ 704,266.00</b>	<b>60%</b>
<b>400 CAPITAL OUTLAYS</b>		0.00	0.00	
441-Equipment Depreciation Fund		0.00	0.00	
Truck Replacement - 2024 Encumbered		0.00	90,000.00	0%
<b>Total 441-Equipment Depreciation Fund</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 90,000.00</b>	<b>0%</b>
442-Equipment Purchases		22,575.98	200,000.00	11%
451-Pint & LS Improvements		0.00	35,000.00	0%
<b>Total 400 CAPITAL OUTLAYS</b>	<b>\$ 0.00</b>	<b>\$ 22,575.98</b>	<b>\$ 325,000.00</b>	<b>7%</b>
6999 Uncategorized Expenses		0.00	0.00	
Bank Charge - Service Fee	137.00	254.20	0.00	
<b>Total 6999 Uncategorized Expenses</b>	<b>\$ 137.00</b>	<b>\$ 254.20</b>	<b>\$ 0.00</b>	
<b>Total Expenses</b>	<b>\$ 63,832.51</b>	<b>\$ 686,983.74</b>	<b>\$ 1,340,503.00</b>	<b>51%</b>
<b>Net Operating Income</b>	<b>\$ 15,261.09</b>	<b>\$ 71,082.42</b>	<b>-\$ 519,714.00</b>	<b>-14%</b>

Net Income

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\$ 15,261.09	\$ 71,082.42	-\$ 519,714.00	-14%
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# Clear Creek Conservancy District

## Balance Sheet

As of October 31, 2025

	DEC 31, 2024	JAN - MAR, 2025	APR - JUN, 2025	JUL - SEP, 2025	OCT 2025
<b>ASSETS</b>					
Current Assets					
Bank Accounts					
A - FNB Checking	0.00	0.00	0.00	0.00	0.00
Cumulative Improvement	395,553.73	395,553.73	477,680.47	477,680.47	477,680.47
Cumulative Maintenance Fund	302,903.49	302,903.49	302,903.49	302,903.49	302,903.49
Equipment Depreciation Fund	86,215.58	86,215.58	86,215.58	86,215.58	86,215.58
General	64,966.41	-18,117.34	104,117.99	120,718.61	136,048.83
Sewer Renovation Fund	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
<b>Total A - FNB Checking</b>	<b>899,639.21</b>	<b>816,555.46</b>	<b>1,020,917.53</b>	<b>1,037,518.15</b>	<b>1,052,848.37</b>
B-Sewer Connect Fund	0.00	0.00	0.00	0.00	0.00
Membership Account	5.11	5.11	5.11	5.11	5.11
Sew. Con. Fund-FNB	181,213.57	201,928.71	253,046.16	285,924.24	286,592.05
<b>Total B-Sewer Connect Fund</b>	<b>181,218.68</b>	<b>201,933.82</b>	<b>253,051.27</b>	<b>285,929.35</b>	<b>286,597.16</b>
Cumulative Improvement Funds	0.00	0.00	0.00	0.00	0.00
EW x2521-11,5.17 APY,2026-0205	838,780.71	849,268.61	860,006.19	870,999.51	870,999.51
<b>Total Cumulative Improvement Funds</b>	<b>838,780.71</b>	<b>849,268.61</b>	<b>860,006.19</b>	<b>870,999.51</b>	<b>870,999.51</b>
Settlement Fund	0.00	0.00	0.00	0.00	0.00
EW CD #16, 1.35 APY 2026-0223	113,212.57	114,590.42	115,924.03	117,288.04	117,288.04
<b>Total Settlement Fund</b>	<b>113,212.57</b>	<b>114,590.42</b>	<b>115,924.03</b>	<b>117,288.04</b>	<b>117,288.04</b>
TCU Membership 2 Acct - General	5.00	5.00	5.00	5.00	5.00
<b>Total Bank Accounts</b>	<b>\$2,032,856.17</b>	<b>\$1,982,353.31</b>	<b>\$2,249,904.02</b>	<b>\$2,311,740.05</b>	<b>\$2,327,738.08</b>
<b>Total Current Assets</b>	<b>\$2,032,856.17</b>	<b>\$1,982,353.31</b>	<b>\$2,249,904.02</b>	<b>\$2,311,740.05</b>	<b>\$2,327,738.08</b>
<b>TOTAL ASSETS</b>	<b>\$2,032,856.17</b>	<b>\$1,982,353.31</b>	<b>\$2,249,904.02</b>	<b>\$2,311,740.05</b>	<b>\$2,327,738.08</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$2,032,856.17</b>	<b>\$1,982,353.31</b>	<b>\$2,249,904.02</b>	<b>\$2,311,740.05</b>	<b>\$2,327,738.08</b>



RESOLUTION 2025-7

RE: SEWER RATE  
ENACTED: November 20, 2025

BE IT RESOLVED that pursuant to authority of the District Plan of this District, as approved by the Putnam Circuit Court on July 24, 1973, for the implementation of the District purpose of providing for sewage collection and disposal, and pursuant to Indiana Code 14-33-5-21, the Board adopts the following schedule of monthly fees for sewer services to become effective **December 1, 2025:**

Sewer Collection System Access	\$ 37.50
Heritage Lake Club House	\$ 150.00
Heritage Lake Campground	\$ 375.00 (April through November only)

Supplemental Connections Fee \$ 113.84

(The Supplemental Connections Fee is a charge to treat groundwater from illegal connections. The fee shall be in addition to the monthly sewer access fee and shall be added for any month until the property is in compliance. In addition, the fee shall be assessed the first full billing cycle after notification of a required Inflow/Infiltration inspection has not been completed).

Sewer Inflow/Infiltration Inspection \$291.86

DELINQUENT CHARGE: 10% if received after due date.

RETURNED CHECK/ACH FEE: \$25.00 per check

CREDIT CARD PROCESSING FEE: paid by customer as assessed by PSN.

BE IT FURTHER RESOLVED that sewer access fees are to be assessed once connection to the sewer system has been made regardless of use or occupancy. Disconnection from the sewer collection system of any abandoned sewer lateral will be at the owner's expense at the road easement only by the district's contractor upon the approval of the board of directors.

J. Duane Kelly  
J. Duane Kelly

Christopher P. Schubert  
Christopher P. Schubert

Christine A. Schafer  
Christine A. Schafer