
CLEAR CREEK CONSERVANCY DISTRICT – MEETING AGENDA

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

DATE: DECEMBER 17, 2025

RE: REGULAR MEETING

The board of directors will meet **Thursday, December 18, 2025**, at **10:00 a.m.** at the treatment plant. Please contact me if you cannot attend.

TENTATIVE AGENDA:

Regular Meeting

1. Minutes – November
2. Financial Report and Register of Claims
3. Report – Administrative & Financial Manager
4. Report – Operations Manager
5. Public Forum
6. Next regular meeting will be, January 15, **2026**, at the treatment plant office, promptly after the annual meeting.

November 20, 2025, MINUTES CLEAR CREEK CONSERVANCY DISTRICT

The Clear Creek Conservancy District board of directors met November 20, 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: Tiffany Deer, Molli Newby, Doug Clodfelter, Tom Novack, and Darcy Schafer

The meeting was called to order at 10:05 am.

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

Administrative & Financial Update

Tiffany presented the October financial statements.

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

Molli presented the board with an update from October. The board discussed raising the monthly sewer rates. Quick math showed that the Conservancy is negative when looking at operational costs. The board decided to raise the monthly sewer rate \$2.50/month (\$75.00/billing cycle) effective December 1, 2025. Christine approved and Chris seconded. Motion carried. Tiffany is to send Resolution 2025-7 via Docusign to the board for signatures.

Molli then presented the COLA adjustment for salaries and wages for 2026. Chris approved and Christine seconded. Motion carried. The board signed Resolution 2025-6.

Operations Report

The team opened the lakes' Spillway Gate on 11/3/2025 at 10:00 am. 16 days later, the lake was down 4 feet.

They needed a few items before replacing the pump guide rail bases un lift station V5. Michael and Scott purchased two safety harnesses. They ordered and received an electric diaphragm pump for BBC pump. They also purchased multiple banjo quick couplers to make up bypass lines that can be taken apart and reused later.

V4 lift stations' pump 1 tripped the breaker. When Michael and Scott pulled the pump, it was clogged with rags. They cleared the pump and put it back in operation.

Scott used his backhoe to dig up 12-inch effluent pipe exiting the UV building, then tapped it with a 6-inch riser pipe to make a new effluent sampling point for the automatic effluent sampler.

Bakers' Septic used 3 trucks and hauled sludge to Steve Greeson's field.
The new crane truck's ship date is estimated for 12/17/2025.

New Business

N/A

Public Forum

Tom asked questions about the sewer rate increase. Molli is to send a message to the Highlights to publish, and Michael is to post it on the website.

Darcy Schafer presented a document referencing a "Rainbow Bridge" and inquired if she could get volunteers together to paint the bridge by the creek for the community to have a place to rest animal collars/etc. as a place to remember their pets who have passed away. There was a motion to approve. Chris approved and Christine seconded. Motion carried.

With there being no further business, it was motioned to adjourn at 11:05 am. Christine approved, and Chris seconded. Motion carried.

The next regular meeting will be held at 10 a.m. on December 18, 2025, at the district's office at the treatment plant.

Approved by the Board of Directors on 12/18/2025.

J. Duane Kelly

J. Duane Kelly

Christopher P. Schubert

Christopher P Schubert

- Not Present -

Christine A Schafer



Report To: Clear Creek Conservancy District Board of Directors
From: Molli Newby, Admin & Financial Manager
Date: December 18, 2025

1. Lake Income 11/01/25 – 11/30/25 was \$37,258.31
 - a. Total lake income YTD is \$876,887.88
2. Billing Updates –
 - a. 1,752 total accounts connected, with one connection added to the billing system (since the last meeting).
 - i. GB326 – 11/24/2025
 - b. The October/November bills were sent out. Late fees were added 12/15/2025.
3. The lien process has started.

Clear Creek Conservancy District

Budget vs. Actuals

Nov-25

	Nov 2025	YTD	Annual	Annual
	Actual	Actual	Budget	% of Budget
Income				
0200 TAXES		0.00	0.00	
0201 SPECIAL BENEFIT TAX DRAW		122,470.44	106,799.00	115%
Total 0200 TAXES	\$ 0.00	\$ 122,470.44	\$ 106,799.00	115%
6500 MISC REVENUE		0.00	0.00	
6502 OTHER INCOME		0.00	0.00	
Refund		805.21	0.00	
Total 6502 OTHER INCOME	\$ 0.00	\$ 805.21	\$ 0.00	
Sale of Mower		2,500.00	0.00	
Sale of Tax Certificate Lot		80,000.00	0.00	
Total 6500 MISC REVENUE	\$ 0.00	\$ 83,305.21	\$ 0.00	
R413 Lab Rent		0.00	750.00	0%
R420 Sewer Access Fees		0.00	0.00	
Refunds, Liens, Court Costs		-7,225.40	0.00	
Other		-357.00	0.00	
Refund		-140.00	0.00	
Total Refunds, Liens, Court Costs	\$ 0.00	-\$ 7,722.40	\$ 0.00	
Sewer Access Fee Deposits	34,210.13	653,666.03	712,740.00	92%
Total R420 Sewer Access Fees	\$ 34,210.13	\$ 645,943.63	\$ 712,740.00	91%
R902 INTEREST ON INVESTMENTS		0.00	0.00	
Interest	3,048.18	25,168.60	500.00	5034%
Total R902 INTEREST ON INVESTMENTS	\$ 3,048.18	\$ 25,168.60	\$ 500.00	5034%
Total Income	\$ 37,258.31	\$ 876,887.88	\$ 820,789.00	107%
Gross Profit	\$ 37,258.31	\$ 876,887.88	\$ 820,789.00	107%
Expenses				
100 PERSONAL SERVICES		0.00	0.00	
111-Board of Directors	150.00	1,500.00	4,000.00	38%
112-Collection System Operator	16,297.24	181,665.35	188,169.00	97%
113-Beeper	1,040.00	10,360.00	16,266.00	64%
114-Part-time Help		26,634.24	44,592.00	60%
121-Payroll Taxes	1,337.79	16,984.86	19,610.00	87%
Total 100 PERSONAL SERVICES	\$ 18,825.03	\$ 237,144.45	\$ 272,637.00	87%
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		5,987.96	8,500.00	70%
222-Chemicals		0.00	10,000.00	0%

223-Lab Supplies	1,176.05	11,244.43	9,500.00	118%
Total 200 SUPPLIES	\$ 1,176.05	\$ 24,759.27	\$ 38,600.00	64%
300 OTHER SERVICES AND CHARGES		0.00	0.00	
311-Legal	89.65	5,549.67	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	82,296.94	90,380.00	91%
316-Adm&Fin Mgmt		54,569.88	54,943.00	99%
317-Billing Services		27,654.24	30,943.00	89%
321-Postage, District		78.00	500.00	16%
322-Bill Production & Postage	780.57	9,369.23	15,000.00	62%
323-Telephone & Internet	144.47	2,389.65	3,800.00	63%
324-Mileage		0.00	100.00	0%
325-OMNI-Site Monthly Service		0.00	17,500.00	0%
331-Publication of Legal Notice	20.79	41.57	500.00	8%
341-Insurance	1,410.00	65,459.00	52,000.00	126%
342-Bonds	262.50	262.50	500.00	53%
351-Electric	6,487.86	78,216.62	98,000.00	80%
361-Repairs, Trees, Bldg&Drive	811.97	3,911.97	27,500.00	14%
362-Repairs, Equipment	3,228.88	24,527.74	60,000.00	41%
363-Repairs, Truck		0.00	3,500.00	0%
364-Operation & Maintenance	1,898.90	90,743.92	95,000.00	96%
Reimbursement (deleted)		458.77	0.00	
Total 364-Operation & Maintenance	\$ 1,898.90	\$ 91,202.69	\$ 95,000.00	96%
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		8.90	600.00	1%
392-Contingencies		0.00	1,500.00	0%
393-Sludge Hauling	5,562.50	40,572.45	35,000.00	116%
394-Sludge & Fecal Analysis		1,087.00	2,000.00	54%
Total 300 OTHER SERVICES AND CHARGES	\$ 28,179.63	\$ 487,198.05	\$ 704,266.00	69%
400 CAPITAL OUTLAYS		0.00	0.00	
441-Equipment Depreciation Fund		0.00	0.00	
Truck Replacement - 2024 Encumbered		0.00	90,000.00	0%
Total 441-Equipment Depreciation Fund	\$ 0.00	\$ 0.00	\$ 90,000.00	0%
442-Equipment Purchases	66,957.51	89,533.49	200,000.00	45%
451-Pint & LS Improvements	38.72	38.72	35,000.00	0%
Total 400 CAPITAL OUTLAYS	\$ 66,996.23	\$ 89,572.21	\$ 325,000.00	28%
Total Expenses	\$ 115,176.94	\$ 838,673.98	\$ 1,340,503.00	63%
Net Operating Income	-\$ 77,918.63	\$ 38,213.90	-\$ 519,714.00	-7%
Net Income	-\$ 77,918.63	\$ 38,213.90	-\$ 519,714.00	-7%

Clear Creek Conservancy District

Balance Sheet

As of November 30, 2025

	DEC 31, 2024	JAN - MAR, 2025	APR - JUN, 2025	JUL - SEP, 2025	OCT - NOV, 2025
ASSETS					
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	58,130.20
Sewer Renovation Fund	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Total A - FNB Checking	899,639.21	816,555.46	1,020,917.53	1,037,518.15	974,929.74
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	293,902.68
Total B-Sewer Connect Fund	181,218.68	201,933.82	253,051.27	285,929.35	293,907.79
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
Total Cumulative Improvement Funds	838,780.71	849,268.61	860,006.19	870,999.51	870,999.51
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
Total Settlement Fund	113,212.57	114,590.42	115,924.03	117,288.04	117,288.04
TCU Membership 2 Acct - General	5.00	5.00	5.00	5.00	5.00
Total Bank Accounts	\$2,032,856.17	\$1,982,353.31	\$2,249,904.02	\$2,311,740.05	\$2,257,130.08
Total Current Assets	\$2,032,856.17	\$1,982,353.31	\$2,249,904.02	\$2,311,740.05	\$2,257,130.08
TOTAL ASSETS	\$2,032,856.17	\$1,982,353.31	\$2,249,904.02	\$2,311,740.05	\$2,257,130.08
LIABILITIES AND EQUITY	\$2,032,856.17	\$1,982,353.31	\$2,249,904.02	\$2,311,740.05	\$2,257,130.08