
CLEAR CREEK CONSERVANCY DISTRICT – MEETING AGENDA

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

DATE: OCTOBER 12, 2026

RE: REGULAR MEETING

The board of directors will meet **Thursday, October 15, 2026**, at **10:00 a.m.** at the treatment plant. Please contact me if you cannot attend.

TENTATIVE AGENDA:

Regular Meeting

1. Minutes – September
2. Financial Report and Register of Claims
 - a. This meeting serves as the Public Budget Adoption
3. Report – Administrative & Financial Manager
4. Report – Operations Manager
5. Public Forum
6. Next regular meeting will be November 19, 2026, at the treatment plant office.

August 20, 2026, MINUTES CLEAR CREEK CONSERVANCY DISTRICT

The Clear Creek Conservancy District board of directors met September 17, 2026, 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: Molli Newby, Doug Clodfelter, and Tom Novak

The meeting was called to order at 10:04 am.

Minutes of the Regular meeting held in August - Chris approved and Duane seconded. Motion carried.

Administrative & Financial Update

Molli presented the August financial statements and claims Chris approved and Christine seconded.

Molli stated that this meeting serves as the Public Budget Hearing, and asked for questions, comments, and/or concerns. There were none. Christine approved and Chris seconded. Motion carried.

Molli gave the administrative report.

Operations Report

- Banning Engineering started the inspecting the Dam and Spillways on 9/11/2026.
- Bollman Excavating completed the brush and tree trimming below the dam and the concrete spillway. Banning said it looks really good.
- Garage Door Solutions and More replaced a broken spring on the North garage door of the Maintenance Barn. Scott and Doug talked to dan Wager to see if they could remove the two 10x10 doors and install one 24-foot door. He said that he would get an estimate while reusing one of the openers. The estimate given was \$6,829.92.
- Michael has been working on rebuilding the inside of the stainless-steel control cabinet. They are going to use it to replace the control cabinet at Lift Station J2.
- Charissa Widegren, a saleswoman with Evens Time, stopped in to see if they would be interested in a quote for an automatic gate opener for the front gate. She is going to work on sending them a quote.

New Business

N/A

Public Forum

N/A

With there being no further business, it was motioned to adjourn at 10:20 am. Christine approved, and Chris seconded. Motion carried.

The next regular meeting will be held at 10 a.m. on October 15, 2026, at the district's office at the treatment plant.

Approved by the Board of Directors on 10/15/2026.

J. Duane Kelly

J. Duane Kelly

Christopher P. Schubert

Christopher P Schubert

Christine A. Schafer

Christine A Schafer



DEER ACCOUNTING LLC
Serving Putnam County for two generations

Report To: Clear Creek Conservancy District Board of Directors
From: Molli Newby, Admin & Financial Manager
Date: November 18, 2026

1. Lake Income 09/01/26 – 09/30/26 was \$46,922.13
 - a. Total lake income YTD is \$724,348.83 – 86.02% of the budget
2. Billing Updates –
 - a. **1,783** total accounts connected, with **three** connection(s) added to the billing system (since the last meeting).
 - i. **MS268 – 9/22/2026**
 - ii. **PL088 – 9/28/2026**
 - iii. **LH036 – 9/29/2026**
 - b. The August/September bills were sent out 9/01/2026 – Due 10/15/2026.
 - i. Late fees will be added Friday, 10/16/2026

Notes From Tiffany-

Clear Creek Conservancy District

Budget vs. Actuals

January - September, 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
0200 TAXES			
0201 SPECIAL BENEFIT TAX DRAW	80,564.30	128,124.00	62.88 %
Total 0200 TAXES	80,564.30	128,124.00	62.88 %
6500 MISC REVENUE			
6502 OTHER INCOME	866.01		
Sale of Tax Certificate Lot	40,000.00		
Total 6500 MISC REVENUE	40,866.01		
R413 Lab Rent		750.00	
R420 Sewer Access Fees	576,081.74	712,740.00	80.83 %
R902 INTEREST ON INVESTMENTS	26,836.78	500.00	5,367.36 %
Total Income	\$724,348.83	\$842,114.00	86.02 %
GROSS PROFIT	\$724,348.83	\$842,114.00	86.02 %
Expenses			
100 PERSONAL SERVICES			
111-Board of Directors	1,300.00	4,000.00	32.50 %
112-Collection System Operator	117,044.90	192,883.00	60.68 %
113-Beeper	9,463.71	16,266.00	58.18 %
114-Part-time Help	28,759.66	47,078.00	61.09 %
121-Payroll Taxes	12,845.39	20,159.00	63.72 %
Total 100 PERSONAL SERVICES	169,413.66	280,386.00	60.42 %
200 SUPPLIES			
211-Records, Forms & Supplies	104.78	650.00	16.12 %
212-IDEM Permit	7,210.00	10,000.00	72.10 %
221-Gas, Oil & Lubricants	5,516.08	8,500.00	64.90 %
222-UV Light Maintenance	267.45	10,000.00	2.67 %
223-Lab Supplies	6,960.82	9,500.00	73.27 %
Total 200 SUPPLIES	20,059.13	38,650.00	51.90 %
300 OTHER SERVICES AND CHARGES			
311-Legal	271.25	25,000.00	1.09 %
312-Engineering		30,000.00	
313-Engineering, Dam Inspection		6,000.00	
315-Plt Op & Mgmt Services	69,211.02	92,651.00	74.70 %
316-Adm&Fin Mgmt	42,073.38	56,316.00	74.71 %
317-Billing Services	22,112.20	32,239.00	68.59 %
321-Postage, District	604.00	500.00	120.80 %
322-Bill Production & Postage	15,955.83	15,000.00	106.37 %
323-Telephone & Internet	1,305.29	3,800.00	34.35 %
324-Mileage		100.00	
325-OMNI-Site Monthly Service		22,500.00	
331-Publication of Legal Notice		500.00	
341-Insurance	3,403.00	60,000.00	5.67 %

Clear Creek Conservancy District

Budget vs. Actuals

January - September, 2026

	ACTUAL	TOTAL	
		BUDGET	% OF BUDGET
342-Bonds		500.00	
351-Electric	57,631.59	98,000.00	58.81 %
361-Repairs, Trees, Bldg&Drive	10,675.42	27,500.00	38.82 %
362-Repairs, Equipment	15,499.66	60,000.00	25.83 %
363-Repairs, Truck		3,500.00	
364-Operation & Maintenance	62,144.31	120,000.00	51.79 %
365-Cum. Maint. Fund		10,000.00	
366-Sewer Renovation Fund		30,000.00	
367-PrinSpillway, Clean & Seal		20,000.00	
391-Subscriptions & Dues	1,058.01	600.00	176.34 %
392-Contingencies		1,500.00	
393-Sludge Hauling	23,767.90	60,000.00	39.61 %
394-Sludge & Fecal Analysis	1,360.15	2,500.00	54.41 %
Total 300 OTHER SERVICES AND CHARGES	327,073.01	778,706.00	42.00 %
400 CAPITAL OUTLAYS			
442-Equipment Purchases	147,813.92	376,804.06	39.23 %
451-Plnt & LS Improvements		60,000.00	
Total 400 CAPITAL OUTLAYS	147,813.92	436,804.06	33.84 %
Total Expenses	\$664,359.72	\$1,534,546.06	43.29 %
NET OPERATING INCOME	\$59,989.11	\$ -692,432.06	-8.66 %
NET INCOME	\$59,989.11	\$ -692,432.06	-8.66 %

Clear Creek Conservancy District

Balance Sheet

As of September 30, 2026

	DEC 31, 2025	JAN - MAR, 2026	APR - JUN, 2026	JUL - SEP, 2026
ASSETS				
Current Assets				
Bank Accounts				
A - FNB Checking	0.00	0.00	0.00	0.00
Cumulative Improvement	547,189.02	547,189.02	646,938.74	646,938.74
Cumulative Maintenance Fund	312,903.49	312,903.49	312,903.49	312,903.49
Equipment Depreciation Fund	86,215.58	86,215.58	86,215.58	86,215.58
General	65,654.30	-60,299.88	93,813.71	125,643.41
Sewer Renovation Fund	80,000.00	80,000.00	80,000.00	80,000.00
Total A - FNB Checking	1,091,962.39	966,008.21	1,219,871.52	1,251,701.22
B-Sewer Connect Fund	0.00	0.00	0.00	0.00
Membership Account	5.11	5.11	5.11	5.11
Sew. Con. Fund-FNB	299,031.81	316,647.46	347,761.83	379,883.98
Total B-Sewer Connect Fund	299,036.92	316,652.57	347,766.94	379,889.09
Cumulative Improvement Funds	0.00	0.00	0.00	0.00
EW x2521-11, 3.75 APY, 01052027	882,133.36	891,422.93	899,783.12	908,314.74
Total Cumulative Improvement Funds	882,133.36	891,422.93	899,783.12	908,314.74
Settlement Fund	0.00	0.00	0.00	0.00
EW CD #16, 4.65 APY 10232026	118,668.10	120,033.93	121,430.88	122,859.68
Total Settlement Fund	118,668.10	120,033.93	121,430.88	122,859.68
TCU Membership 2 Acct - General	5.00	5.00	5.00	5.00
Total Bank Accounts	\$2,391,805.77	\$2,294,122.64	\$2,588,857.46	\$2,662,769.73
Total Current Assets	\$2,391,805.77	\$2,294,122.64	\$2,588,857.46	\$2,662,769.73
TOTAL ASSETS	\$2,391,805.77	\$2,294,122.64	\$2,588,857.46	\$2,662,769.73
LIABILITIES AND EQUITY	\$2,391,805.77	\$2,294,122.64	\$2,588,857.46	\$2,662,769.73