

---

---

**CLEAR CREEK CONSERVANCY DISTRICT – MEETING AGENDA**

---

---

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

**DATE:** JANUARY 10, 2026

**RE:** REGULAR & ANNUAL MEETING

---

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

**TENTATIVE AGENDA:**

**Annual Meeting**

1. Minutes of last annual meeting
2. Annual Report - 2025

**Regular Meeting**

1. Minutes - December
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 February 19, 2026, at the treatment plant office.

## CLEAR CREEK CONSERVANCY DISTRICT MINUTES – ANNUAL MEETING - JANUARY 16, 2025

---

The Clear Creek Conservancy District board of directors conducted their annual meeting JANUARY 16, 2025, at 10 a.m. at the district's office building.

**Directors Present:** Duane Kelly, Chris Schubert, Christine Schaffer  
**Director Not Present:** N/A

*Also attending: Michael Young, Scott Peters, Tiffany Deer, Molli Newby, Tom Novak, Ken Rossel, and Bennie Routon*

Chris Schubert moved the minutes of the previous annual meeting to be approved as presented. Christine Schaffer seconded. Vote unanimous.

The board voted to nominate each other for terms. Christine Schaffer motioned to approve. Chris Schubert seconded. Vote unanimous. The board then signed their Oaths.

Christine Schaffer moved to accept the 2024 Financial Report. Chris Schubert seconded. Vote unanimous.

There being no further business the meeting was adjourned.

*J. Duane Kelly*  
J. Duane Kelly

*Christopher P. Schubert*  
Christopher P. Schubert

*Christine A. Schafer*  
Christine A. Schafer

CLEAR CREEK CONSERVANCY DISTRICT  
ANNUAL REPORT - 2025  
STATEMENT OF INDEBTEDNESS

The district has no debt.

## **December 18, 2025, MINUTES CLEAR CREEK CONSERVANCY DISTRICT**

---

**The Clear Creek Conservancy District board of directors met December 18, 2025, at 10 a.m. at the district's office at the treatment plant.**

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

**Director Not Present:  
Christine Schafer**

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

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

Duane passed out Christmas gift cards to the team and expressed his appreciation.

Duane mentioned that at the POA meeting he discussed issues with ATVs on the spillway hill. Tom Sullivan asked if the Conservancy had any “no vehicle” signs posted. The team is going to look into getting signs to post.

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

### **Administrative & Financial Update**

Molli presented the November financial statements. Heather gave up an update on the lien releases and the next steps.

Chris mentioned asking Michael to update the monthly sewer rates on the website.

The board discussed the sewer hookup dates and how they are set up.

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

### **Operations Report**

11/21/2025 – Scott delivered a check to Andy Mohr Ford for the F600 Chassis.

12/3/2025 – Lift Station P2 had an alarm for pump 1 failure. During trouble shooting Scott discovered leg 1 was pressing low voltage through the starter to the pump. He took the starter apart and found the contacts were burnt and pitted. Since this was a larger starter, he was able to file the contacts and get it working again.

12/14/2025 – At 3:30 am Sunday morning Scott and Michael received 26 Omni-site alarms for connection failures that continued all morning. The team found out later there was an issue with the AT&T tower at the lake.

12/14/2025 – Sunday morning the Wastewater Treatment Plants’ PLC quit communicating with the Oxidation ditch rotors because of the severe cold. Scott came in and turned the rotors on manual. By Monday, it warmed up enough to reboot the PLC – it started working. The team is going to look into stalling a second heater.

Lift Station G2 had 2 floats that went bad, Scott replaced those.

### **New Business**

N/A

### **Public Forum**

N/A

With there being no further business, it was motioned to adjourn at 10:23 am. Chris approved, and Duane seconded. Motion carried.

The next regular meeting will be held at 10 a.m. on January 15, 2026, at the district’s office at the treatment plant, promptly after the annual meeting.

Approved by the Board of Directors on 1/15/2026 .

*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: January 15, 2026

1. Lake Income 12/01/25 – 12/31/25 was \$141,731.07
  - a. Total lake income YTD is \$937,055.54
2. Billing Updates –
  - a. **1,752** total accounts connected, with **zero** connections added to the billing system (since the last meeting).
  - b. The December/January bills were sent out. Late fees were added 2/15/2025. (2/16/2026)
3. The lien letters were sent out on 1/8/2026, and the liens will be processed on 1/19/2026.

# Clear Creek Conservancy District

## Budget vs. Actuals

Dec-25

	Dec 2025	YTD	Annual	Annual % of Budget
	Actual	Actual	Budget	
<b>Income</b>				
0200 TAXES		0.00	0.00	
0201 SPECIAL BENEFIT TAX DRAW	56,139.58	122,470.44	106,799.00	115%
<b>Total 0200 TAXES</b>	<b>\$ 56,139.58</b>	<b>\$ 122,470.44</b>	<b>\$ 106,799.00</b>	<b>115%</b>
6201 Misc Rental	1,400.00	1,400.00	0.00	
6500 MISC REVENUE		0.00	0.00	
6502 OTHER INCOME		0.00	0.00	
Refund		346.44	0.00	
<b>Total 6502 OTHER INCOME</b>	<b>\$ 0.00</b>	<b>\$ 346.44</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>\$ 82,846.44</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	-503.00	-7,365.40	0.00	
Other		-357.00	0.00	
Refund	-140.00	-280.00	0.00	
<b>Total Refunds, Liens, Court Costs</b>	<b>-\$ 643.00</b>	<b>-\$ 8,002.40</b>	<b>\$ 0.00</b>	
Sewer Access Fee Deposits	81,406.36	708,826.79	712,740.00	99%
<b>Total R420 Sewer Access Fees</b>	<b>\$ 80,763.36</b>	<b>\$ 700,824.39</b>	<b>\$ 712,740.00</b>	<b>98%</b>
R902 INTEREST ON INVESTMENTS		0.00	0.00	
Interest	3,428.13	28,596.73	500.00	5719%
<b>Total R902 INTEREST ON INVESTMENTS</b>	<b>\$ 3,428.13</b>	<b>\$ 28,596.73</b>	<b>\$ 500.00</b>	<b>5719%</b>
R913 Other Receipts		917.54	0.00	
<b>Total Income</b>	<b>\$ 141,731.07</b>	<b>\$ 937,055.54</b>	<b>\$ 820,789.00</b>	<b>114%</b>
<b>Gross Profit</b>	<b>\$ 141,731.07</b>	<b>\$ 937,055.54</b>	<b>\$ 820,789.00</b>	<b>114%</b>
<b>Expenses</b>				
100 PERSONAL SERVICES		0.00	0.00	
111-Board of Directors	103.83	1,603.83	4,000.00	40%
112-Collection System Operator	18,900.12	194,114.27	188,169.00	103%
113-Beeper	980.00	11,340.00	16,266.00	70%
114-Part-time Help	2,004.48	35,089.92	44,592.00	79%
121-Payroll Taxes	1,678.00	18,662.86	19,610.00	95%
<b>Total 100 PERSONAL SERVICES</b>	<b>\$ 23,666.43</b>	<b>\$ 260,810.88</b>	<b>\$ 272,637.00</b>	<b>96%</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	1,348.69	6,793.29	8,500.00	80%
222-Chemicals		0.00	10,000.00	0%
223-Lab Supplies	385.94	11,244.43	9,500.00	118%
<b>Total 200 SUPPLIES</b>	<b>\$ 1,734.63</b>	<b>\$ 25,564.60</b>	<b>\$ 38,600.00</b>	<b>66%</b>
<b>300 OTHER SERVICES AND CHARGES</b>		0.00	0.00	
311-Legal		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	89,778.48	90,380.00	99%
316-Adm&Fin Mgmt	9,094.98	54,569.88	54,943.00	99%
317-Billing Services	4,579.76	27,654.24	30,943.00	89%
321-Postage, District		78.00	500.00	16%
322-Bill Production & Postage	1,577.35	10,777.63	15,000.00	72%
323-Telephone & Internet	144.47	2,389.65	3,800.00	63%
324-Mileage		0.00	100.00	0%
325-OMNI-Site Monthly Service	17,639.00	17,639.00	17,500.00	101%
331-Publication of Legal Notice	36.74	57.53	500.00	12%
341-Insurance		65,459.00	52,000.00	126%
342-Bonds		262.50	500.00	53%
351-Electric	6,184.13	84,400.75	98,000.00	86%
361-Repairs, Trees, Bldg&Drive		3,911.97	27,500.00	14%
362-Repairs, Equipment	125.00	24,527.74	60,000.00	41%
363-Repairs, Truck		0.00	3,500.00	0%
364-Operation & Maintenance	7,247.90	91,695.57	95,000.00	97%
365-Cum. Maint. Fund	10,000.00	10,000.00	10,000.00	100%
366-Sewer Renovation Fund	30,000.00	30,000.00	30,000.00	100%
367-PrinSpillway, Clean & Seal		0.00	20,000.00	0%
391-Subscriptions & Dues	2.99	8.90	600.00	1%
392-Contingencies		0.00	1,500.00	0%
393-Sludge Hauling	14,722.05	40,572.45	35,000.00	116%
394-Sludge & Fecal Analysis		1,087.00	2,000.00	54%
<b>Total 300 OTHER SERVICES AND CHARGES</b>	<b>\$ 108,835.91</b>	<b>\$ 560,419.96</b>	<b>\$ 704,266.00</b>	<b>80%</b>
<b>400 CAPITAL OUTLAYS</b>		0.00	0.00	
441-Equipment Depreciation Fund		0.00	0.00	
Truck Replacement - 2024 Encumbered		66,337.55	90,000.00	74%
<b>Total 441-Equipment Depreciation Fund</b>	<b>\$ 0.00</b>	<b>\$ 66,337.55</b>	<b>\$ 90,000.00</b>	<b>74%</b>
442-Equipment Purchases		23,195.94	200,000.00	12%
451-Pint & LS Improvements		38.72	35,000.00	0%
<b>Total 400 CAPITAL OUTLAYS</b>	<b>\$ 0.00</b>	<b>\$ 89,572.21</b>	<b>\$ 325,000.00</b>	<b>28%</b>
<b>Total Expenses</b>	<b>\$ 134,236.97</b>	<b>\$ 936,367.65</b>	<b>\$ 1,340,503.00</b>	<b>70%</b>
<b>Net Operating Income</b>	<b>\$ 7,494.10</b>	<b>\$ 687.89</b>	<b>-\$ 519,714.00</b>	<b>0%</b>
<b>Net Income</b>	<b>\$ 7,494.10</b>	<b>\$ 687.89</b>	<b>-\$ 519,714.00</b>	<b>0%</b>



# Clear Creek Conservancy District

## Balance Sheet

As of December 31, 2025

	DEC 31, 2024	JAN - MAR, 2025	APR - JUN, 2025	JUL - SEP, 2025	OCT - DEC, 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	547,189.02
Cumulative Maintenance Fund	302,903.49	302,903.49	302,903.49	302,903.49	312,903.49
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	65,654.30
Sewer Renovation Fund	50,000.00	50,000.00	50,000.00	50,000.00	80,000.00
<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>1,091,962.39</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	299,031.81
<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>299,036.92</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	882,133.36
<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>882,133.36</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	118,668.10
<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>118,668.10</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>\$2,391,805.77</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>\$2,391,805.77</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>\$2,391,805.77</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>\$2,391,805.77</b>

CLEAR CREEK CONSERVANCY DISTRICT  
ANNUAL REPORT - 2025  
TRANSFERS, INCOME AND EXPENSES TO FUNDS

GENERAL FUND

Beginning Balances 01/01/25	64,966.41		
Income		937,055.54	
Expenses		(936,367.65)	
Ending Balance 12/31/25			65,654.30

CUMULATIVE IMPROVEMENT FUND

Beginning Balance 01/01/25	1,234,334.44		
Tax Draw		151,635.29	
Interest		43,352.65	
Ending balance 12/31/25			1,429,322.38

SEWER CONNECTION FUND

Beginning Balance 01/01/25	181,218.68		
Sewer Connection Deposits		111,134.00	
Interest		6,684.24	
Ending balance 12/31/25			299,036.92

CUMULATIVE MAINTENANCE FUND

Beginning Balance 01/01/25	302,903.49		
Annual Appropriation to Fund		10,000.00	
Interest		-	
Ending balance 12/31/25			312,903.49

SEWER RENOVATION FUND

Beginning Balance 01/01/25	50,000.00		
Interest		-	
Annual Appropriation to Fund		30,000.00	
Ending balance 12/31/25			80,000.00

CLEAR CREEK CONSERVANCY DISTRICT  
ANNUAL REPORT - 2025  
TRANSFERS, INCOME AND EXPENSES TO FUNDS

EQUIPMENT DEPRECIATION FUND

Beginning Balance 01/01/25	86,215.58		
Interest		-	
Ending balance 12/31/25			86,215.58

SETTLEMENT FUND (DAMAGES TO SEWER LINES)

Beginning Balance 01/01/25	113,217.57		
Interest		5,455.53	
Ending balance 12/31/25			118,673.10

<b>TOTAL ALL FUNDS</b>	<b>1,919,638.60</b>		<b>2,391,805.77</b>
------------------------	---------------------	--	---------------------