
CLEAR CREEK CONSERVANCY DISTRICT – MEETING AGENDA

TO: BOARD OF DIRECTORS **DATE:** OCTOBER 13, 2025
J. DUANE KELLY
CHRIS SCHUBERT
CHRISTINE SCHAFER

RE: REGULAR MEETING

The board of directors will meet **Thursday, October 16, 2025, 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. Sign August and September claims
3. Report – Administrative & Financial Manager
 - a. Budget Adoption
4. Report – Operations Manager
5. Public Forum
6. Next regular meeting will be, November 20, 2025, at the treatment plant office.

September 18, 2025, MINUTES CLEAR CREEK CONSERVANCY DISTRICT

The Clear Creek Conservancy District board of directors met September 18, 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, and Doug Clodfelter

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

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

Administrative & Financial Update

Tiffany discussed the 2026 budget, then presented the August financial statement – CD update, Budget Report, Register of Claims. Chris approved and Christine seconded. Motion carried.

Molli asked for board's approval to sell VH119. Chris approved and Duane seconded. Motion carried.

Tiffany discussed the Open Door Policy, per Duane's request. Christine said she thought everything seemed good per last month's meeting, and Duane agreed. Chris suggested anyone watching to send a message for feedback.

Operations Report

Scott ordered the new Maintenance Truck on September 10, 2025.

Both pumps in Lift Station V5 were having excessive run times, so Michael and Scott did a confined space entry and found that the pump bases on the side rails were out. Scott ordered two new bases and will replace them themselves.

Scott brought his backhoe to the plant and dug a ditch to run conduit for a signal wire from RAS lift station's omni-site to effluent dissolved oxygen meter. He also dug a hole for a concrete pad by the #4 digest tank. The team plans to move digest stairs from tank #1 to #4 to have more room for the portable generator in the blower room.

Doug plans on posting No Hunting, Trapping, discharge of firearms or archery equipment signs on the CD property in the next couple of weeks. The board discussed archery/hunting regulations per POA meeting discussions. The board agreed to follow POA regulations.

New Business

Duane mentioned we needed to lower the lake 4 foot from normal level on 11/3.

Tiffany discussed the changes the board wanted for the 2026 budget. The budget adaptation is set to be held at the regular October meeting.

Public Forum

N/A

With there being no further business, it was motioned to adjourn at 10:44 am. Christine approved, and Chris seconded. Motion carried.

The next regular meeting will be held at 10 a.m. on October 16, 2025, at the district's office at the treatment plant.

Approved by the Board of Directors on 10/16/2025.

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 16, 2025

1. Lake Income 9/01/25 – 9/30/25 was \$64,551.34
 - a. Total lake income YTD is \$686,175.06

2. Billing Updates –
 - a. **1,743** total accounts connected, with **seven** connections added to the billing system (since the last meeting).
 - i. JV196 – 10/3/2025
 - ii. GB393 – 10/7/2025
 - iii. JV189 – 10/2/2025
 - iv. VH032 – 10/8/2025
 - v. JV664 – 9/30/2025
 - vi. JV375 – 10/1/2025
 - vii. VH091 – 10/3/2025

 - b. The August/September bills were sent out 9/4/2025. Late fees will be added 10/15/2025.

Clear Creek Conservancy District Budget vs. Actuals

Sep-25

	Sep 2025	YTD	Annual	Annual
	Actual	Actual	Budget	% of Budget
Income				
0200 TAXES		0.00	0.00	
0201 SPECIAL BENEFIT TAX DRAW		66,330.86	106,799.00	62%
Total 0200 TAXES	\$ 0.00	\$ 66,330.86	\$ 106,799.00	62%
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	20,000.00	80,000.00	0.00	
Total 6500 MISC REVENUE	\$ 20,000.00	\$ 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	-85.00	-8,598.40	0.00	
Other		-357.00	0.00	
Refund		-70.00	0.00	
Total Refunds, Liens, Court Costs	-\$ 85.00	-\$ 9,025.40	\$ 0.00	
Sewer Access Fee Deposits	41,566.33	526,592.31	712,740.00	74%
Total R420 Sewer Access Fees	\$ 41,481.33	\$ 517,566.91	\$ 712,740.00	73%
R902 INTEREST ON INVESTMENTS		0.00	0.00	
Interest	3,070.01	18,972.08	500.00	3794%
Total R902 INTEREST ON INVESTMENTS	\$ 3,070.01	\$ 18,972.08	\$ 500.00	3794%
Total Income	\$ 64,551.34	\$ 686,175.06	\$ 820,789.00	84%
Gross Profit	\$ 64,551.34	\$ 686,175.06	\$ 820,789.00	84%
Expenses				
100 PERSONAL SERVICES		0.00	0.00	
111-Board of Directors	92.36	1,142.36	4,000.00	29%
112-Collection System Operator	8,856.96	142,132.35	188,169.00	76%
113-Beeper	480.00	8,360.00	16,266.00	51%
114-Part-time Help	3,525.12	26,634.24	44,592.00	60%
121-Payroll Taxes	983.95	13,773.12	19,610.00	70%
Total 100 PERSONAL SERVICES	\$ 13,938.39	\$ 192,042.07	\$ 272,637.00	70%
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	1,087.50	5,444.60	8,500.00	64%
222-Chemicals		0.00	10,000.00	0%

223-Lab Supplies	1,881.15	9,262.21	9,500.00	97%
Total 200 SUPPLIES	\$ 2,968.65	\$ 22,233.69	\$ 38,600.00	58%
300 OTHER SERVICES AND CHARGES		0.00	0.00	
311-Legal	88.75	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	67,333.86	90,380.00	75%
316-Adm&Fin Mgmt		36,379.92	54,943.00	66%
317-Billing Services		18,382.85	30,943.00	59%
321-Postage, District		78.00	500.00	16%
322-Bill Production & Postage	776.99	8,165.51	15,000.00	54%
323-Telephone & Internet	144.41	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	63,380.00	64,049.00	52,000.00	123%
342-Bonds		0.00	500.00	0%
351-Electric	6,364.31	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	7,152.77	75,876.31	95,000.00	80%
Reimbursement		458.77	0.00	
Total 364-Operation & Maintenance	\$ 7,152.77	\$ 76,335.08	\$ 95,000.00	80%
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	2.99	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%
Total 300 OTHER SERVICES AND CHARGES	\$ 85,391.76	\$ 395,668.38	\$ 704,266.00	56%
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		22,575.98	200,000.00	11%
451-Plnt & LS Improvements		0.00	35,000.00	0%
Total 400 CAPITAL OUTLAYS	\$ 0.00	\$ 22,575.98	\$ 325,000.00	7%
6999 Uncategorized Expenses		0.00	0.00	
Bank Charge - Service Fee		123.20	0.00	
Total 6999 Uncategorized Expenses	\$ 0.00	\$ 123.20	\$ 0.00	
Total Expenses	\$ 102,298.80	\$ 632,643.32	\$ 1,340,503.00	47%
Net Operating Income	-\$ 37,747.46	\$ 53,531.74	-\$ 519,714.00	-10%

Net Income

- \$ 37,747.46 \$ 53,531.74 - \$ 519,714.00 -10%

Wednesday, Oct 15, 2025 12:03:31 PM GMT-7

Clear Creek Conservancy District

Balance Sheet

As of September 30, 2025

	DEC 31, 2024	JAN - MAR, 2025	APR - JUN, 2025	JUL - SEP, 2025
ASSETS				
Current Assets				
Bank Accounts				
A - FNB Checking	0.00	0.00	0.00	0.00
Cumulative Improvement	395,553.73	395,553.73	477,680.47	477,680.47
Cumulative Maintenance Fund	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
General	64,966.41	-18,117.34	104,117.99	120,718.61
Sewer Renovation Fund	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
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	181,213.57	201,928.71	253,046.16	285,924.24
Total B-Sewer Connect Fund	181,218.68	201,933.82	253,051.27	285,929.35
Cumulative Improvement Funds	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
Total Cumulative Improvement Funds	838,780.71	849,268.61	860,006.19	870,999.51
Settlement Fund	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
Total Settlement Fund	113,212.57	114,590.42	115,924.03	117,288.04
TCU Membership 2 Acct - General	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
Total Current Assets	\$2,032,856.17	\$1,982,353.31	\$2,249,904.02	\$2,311,740.05
TOTAL ASSETS	\$2,032,856.17	\$1,982,353.31	\$2,249,904.02	\$2,311,740.05
LIABILITIES AND EQUITY	\$2,032,856.17	\$1,982,353.31	\$2,249,904.02	\$2,311,740.05

Clear Creek Conservancy District

A - FNB Checking, Period Ending 09/30/2025

RECONCILIATION REPORT

Reconciled on: 10/15/2025

Reconciled by: Tiffany Deer

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	1,097,594.08
Checks and payments cleared (37).....	-123,678.71
Deposits and other credits cleared (43).....	64,636.34
Statement ending balance.....	<u>1,038,551.71</u>
Uncleared transactions as of 09/30/2025.....	-1,033.56
Register balance as of 09/30/2025.....	1,037,518.15
Cleared transactions after 09/30/2025.....	0.00
Uncleared transactions after 09/30/2025.....	-2,359.59
Register balance as of 10/15/2025.....	1,035,158.56

Details

Checks and payments cleared (37)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/19/2025	Expense		Joseph Whitaker JR	-70.00
08/19/2025	Expense		Joseph Whitaker JR	-6.00
08/21/2025	Check	12208	Scott E Peters	-5,817.69
08/21/2025	Check	12210	Michael D Young	-4,559.03
08/22/2025	Check	12212	Hattie Hatfield	-70.00
08/25/2025	Expense			-144.33
08/25/2025	Check	12213	Deer Accounting	-7,097.86
08/29/2025	Check	12216	Kirby-Risk	-134.16
08/29/2025	Check	12217	MacAllister Machinery Compa...	-755.46
08/29/2025	Check	12214	Terminal Supply Co.	-382.31
08/29/2025	Check	12215	Vondersaar's Tree Service	-3,100.00
09/02/2025	Check	12218	United States Postal Service	-712.04
09/08/2025	Check	12220	Indiana Underground Plant Pr...	-56.05
09/08/2025	Check	12221	USA BlueBook	-1,040.28
09/08/2025	Expense		Payment Service Network, Inc.	-64.95
09/08/2025	Expense		Waste Management	-137.02
09/08/2025	Check	12225	EPIC Insurance Midwest	-63,380.00
09/08/2025	Check	12224	NAPA Auto Parts Danville	-24.48
09/08/2025	Check	12223	Trojan Technologies	-934.18
09/08/2025	Check	12222	Peter King Law	-88.75
09/08/2025	Check	12219	Cash Concrete	-67.54
09/10/2025	Expense	EFT	PNC Bank	-1,137.92
09/15/2025	Check	12226	Keystone Cooperative - Bainb...	-1,087.50
09/15/2025	Check	12228	JS McCullough Excavating, LLC	-954.23
09/15/2025	Check	12227	Johnny Quick, Inc.	-160.00
09/16/2025	Check	12229	Putnam County Recorder	-50.00
09/18/2025	Check	12231	Douglas Clodfelter	-7,481.54
09/18/2025	Check	12232	Scott E Peters	-7,398.96
09/18/2025	Expense	EFT	ADP Wage Pay	-92.36
09/18/2025	Expense	EFT	ADP Payroll Tax	-3,782.30
09/18/2025	Check	12230	Donald W. Allen	-2,733.90
09/19/2025	Check	12235	Terminal Supply Co.	-130.90
09/19/2025	Expense		Waste Management	-137.02
09/19/2025	Check	12233	Chas F. LaPierre	-35.00
09/19/2025	Check	12234	Straeffer Pump & Supply, Inc.	-3,346.23
09/21/2025	Expense		Hendricks Power	-6,364.31
09/24/2025	Expense		Endeavor Communications	-144.41

Total -123,678.71

Deposits and other credits cleared (43)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/02/2025	Deposit		Sewer User Fees	77.00
09/02/2025	Deposit		Sewer User Fees	520.50
09/02/2025	Deposit		Sewer User Fees	225.30
09/02/2025	Deposit		Sewer User Fees	77.00
09/04/2025	Deposit		Sewer User Fees	381.00
09/05/2025	Deposit		Sewer User Fees	389.00
09/08/2025	Deposit		Sewer User Fees	609.00
09/08/2025	Deposit		Sewer User Fees	2,628.00
09/08/2025	Deposit		Sewer User Fees	170.80
09/08/2025	Deposit		Sewer User Fees	1,710.47
09/09/2025	Deposit		Sewer User Fees	146.10
09/10/2025	Deposit		Sewer User Fees	364.00
09/11/2025	Deposit		Sewer User Fees	1,398.00
09/11/2025	Deposit		Sewer User Fees	2,922.00
09/12/2025	Deposit		Sewer User Fees	2,262.50
09/12/2025	Deposit		Sewer User Fees	945.00
09/15/2025	Deposit		Sewer User Fees	598.50
09/15/2025	Deposit		Sewer User Fees	5,337.18
09/15/2025	Deposit		Sewer User Fees	898.00
09/15/2025	Deposit		Sewer User Fees	1,144.00
09/16/2025	Deposit		Sewer User Fees	287.00
09/17/2025	Deposit		Sewer User Fees	497.00
09/18/2025	Deposit		Sewer User Fees	4,302.65
09/18/2025	Deposit		Sewer User Fees	1,400.00
09/19/2025	Deposit		Sewer User Fees	637.00
09/19/2025	Deposit		Sewer User Fees	1,135.00
09/22/2025	Deposit		Sewer User Fees	434.00
09/22/2025	Deposit		Sewer User Fees	364.00
09/22/2025	Deposit		Sewer User Fees	819.00
09/23/2025	Deposit		Sewer User Fees	140.00
09/23/2025	Deposit		Sewer User Fees	2,023.01
09/24/2025	Deposit		Sewer User Fees	225.00
09/25/2025	Deposit		Sewer User Fees	203.00
09/25/2025	Deposit		Sewer User Fees	2,529.00
09/25/2025	Deposit			20,000.00
09/26/2025	Deposit		Sewer User Fees	567.00
09/26/2025	Deposit		Sewer User Fees	175.00
09/29/2025	Deposit		Sewer User Fees	427.00
09/29/2025	Deposit		Sewer User Fees	1,506.00
09/29/2025	Deposit		Sewer User Fees	287.00
09/29/2025	Deposit		Sewer User Fees	570.00
09/30/2025	Deposit			3,070.01
09/30/2025	Deposit		Sewer User Fees	235.32

Total 64,636.34

Additional Information

Uncleared checks and payments as of 09/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/11/2025	Check	12185	Zavvie Power Buyer LLC	-52.50
08/22/2025	Check	12211	Richard Satterfield Jr	-70.00
09/26/2025	Check	12236	USA BlueBook	-840.87
09/26/2025	Check	12237	Mower Zone	-70.19

Total -1,033.56

Uncleared checks and payments after 09/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/02/2025	Expense		Payment Service Network, Inc.	-64.95

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/10/2025	Check	EFT	Paige Hoover	-70.00
10/10/2025	Check	EFT	Paige Hoover	-6.00
10/13/2025	Check	12243	Keystone Cooperative - Bainb...	-482.33
10/13/2025	Check	12242	Johnny Quick, Inc.	-160.00
10/13/2025	Check	12241	Indiana Underground Plant Pr...	-79.80
10/13/2025	Check	12240	Ratcliff Homes	-2,086.00
10/13/2025	Check	12239	Headley Hardware	-463.07
10/13/2025	Check	12238	Peter King Law	-448.40
10/13/2025	Check	12244	H.T.M. Transport (dba Goss Oil)	-756.92
10/15/2025	Check	12245	Nicholas Smith	-105.00
10/15/2025	Check	12246	JB Resources	-70.00
10/15/2025	Check	12247	Ratcliff Homes	-52.50
10/15/2025	Check	12248	Glenn Moore	-231.00
10/15/2025	Check	12249	Immense Impact LLC	-859.00
10/21/2025	Expense		Hendricks Power	-6,027.15
10/24/2025	Expense		Endeavor Communications	-144.47

Total -12,106.59

Uncleared deposits and other credits after 09/30/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/02/2025	Deposit		Sewer User Fees	1,198.00
10/02/2025	Deposit		Sewer User Fees	2,565.00
10/03/2025	Deposit		Sewer User Fees	427.00
10/06/2025	Deposit		Sewer User Fees	2,219.00
10/06/2025	Deposit		Sewer User Fees	896.00
10/06/2025	Deposit		Sewer User Fees	567.00
10/06/2025	Deposit		Sewer User Fees	846.00
10/08/2025	Deposit		Sewer User Fees	140.00
10/09/2025	Deposit		Sewer User Fees	434.00
10/10/2025	Deposit		Sewer User Fees	455.00

Total 9,747.00



An Agreement for the Provision of Limited Professional Engineering Services

Civil Engineer (“BE”): Banning Engineering, Inc.
853 Columbia Road, Suite 101
Plainfield, IN 46168

Client: Clear Creek Conservancy District
4939 N. Heritage Drive
Fillmore, IN 46128
Attn: Molli Newby
Phone: 765-246-6585
E-mail: billing.clearcreek@gmail.com

Date: 10/06/2025 Expected Time Frame _____ Project No 23186

Project Name: Heritage Lake – 2026 Dam Inspection BE Project Manager: Josh Selig

Project Location: _____ Total Acreage: _____

City/Town: Fillmore County Putnam Section: _____ Township: _____ Range: _____

Scope of Services (“Services”):

2026 Dam Safety Inspection

Perform on-site observation of existing dam and spillway systems.

- Perform interview with client on maintenance activity.
- Review client file of information, studies, and previous reports to establish status of recommended maintenance.
- Complete embankment and spillway checklist required for Indiana Department of Natural Resources IDNR inspection report.
- Complete IDNR required inspection documents and reports in accordance with the “Indiana Dam Safety Inspection Manual”.
- Develop reports containing condition documentation and recommended maintenance actions and activities.
- Work will be performed by Indiana licensed Professional Engineer(s) experienced in the design, construction, maintenance and inspection of dams.

Cost: \$5,500

Offered by (BE):

Accepted by (Client):

(signature)

(date)

Joe Miller, V.P., Water Resources and Municipal Services
(printed name/title)

J. Duane Kelly 10-16-2025
(signature) (date)

J. Duane Kelly - President
(printed name/title)

It has been requested by our errors and omissions insurance carrier that we receive a signed contract for all work we perform. This also includes any preliminary work for a Project. The attached terms and conditions along with the scope and cost above constitute an integrated Agreement. Therefore, we need you to provide the requested information by completing this form. Our receipt of the signed agreement will represent the Client’s notice to proceed, approval and assent to these terms. This proposal is valid for sixty (60) days from the date listed above.



30 Years of Making Your Project Our Priority

Schedule of Fees

As of September 1, 2025

Engineer – 1	\$265 / hour
Engineer – 2	\$225 / hour
Engineer – 3	\$190 / hour
Engineer – 4	\$170 / hour
Engineer – 5	\$140 / hour
Engineer Technician	\$90/ hour
Project Manager	\$210 / hour
Planner – 1	\$140 / hour
CADD – 1	\$150 / hour
CADD – 2	\$130 / hour
CADD – 3	\$100 / hour
GIS Manager	\$175 / hour
GIS Tech 1	\$135 / hour
GIS Tech 2	\$90 / hour
Survey – 1	\$265 / hour
Survey – 2	\$200 / hour
Survey – 3	\$165 / hour
Survey – 4	\$130 / hour
Utility Coordinator	\$125 / hour
Crew Chief	\$140 / hour
Jr. Crew Chief	\$110 / hour
Survey Field Tech	\$90 / hour
Scan Crew – 2 Man	\$240 / hour
Scan Crew – 1 Man	\$200 / hour
Observation – 1	\$165 / hour
Observation – 2	\$145 / hour
Observation – 3	\$125 / hour
Observation – 4	\$105 / hour
Admin Staff – 1	\$125 / hour
Admin Staff – 2	\$100 / hour

Note: Fees above are subject to change with 30-day written notice from ENGINEER to CLIENT.