CLEAR CREEK CONSERVANCY DISTRICT – MEETING AGENDA

TO: BOARD OF DIRECTORS **DATE:** SEPTEMBER 15, 2025

J. DUANE KELLY

CHRIS SCHUBERT

CHRISTINE SCHAFER

RE: REGULAR MEETING

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

TENTATIVE AGENDA:

Regular Meeting

1. Minutes – August
   a. Sign June minutes
   b. Sign June/July bank statements
2. Financial Report and Register of Claims
3. Report – Administrative & Financial Manager
   a. Approval of sale of VH119 (Impending the sale of VH118)
4. Open Door Policy
5. Report – Operations Manager
6. Public Forum
7. Next regular meeting will be, October 16, 2025, at the treatment plant office.

August 21, 2025, MINUTES
CLEAR CREEK CONSERVANCY DISTRICT

The Clear Creek Conservancy District board of directors met August 21, 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, Tiffany Deer, Doug Clodfelter, Scott Peters, Michael Young and Tom Novak

The meeting was called to order at 10:00 am.

Minutes of the Regular meeting(s) held in June and July 2025. Chris approved and Christine seconded minutes of June 2025 regular meeting. Motion carried. Christine motioned to approve minutes of July 2025 meeting, Chris seconded and motion carried.

Administrative & Financial Update

Tiffany presented the July financial statement – CD update, Budget Report, Register of Claims. Christine approved and Chris seconded. Motion carried.

Tiffany presented the 2026 Budget proposal. The following changes were made to the first draft budget proposal: 313 Engineering & Inspection - $6,000; 364 Operation & Maintenance - $120,000; 393 Sludge & Fecal Analysis - $2,500; 451 Plant & LS Improvements - $60,000; 325 OMNI-Site Monthly Service – TBD. Tiffany and team will research historical annual fees, timing of payment(s), and send out request for finalized appropriation figure.

Operations Report – Doug/Michael

7/1/25 – Replaced the off-float at LSP1
7/7/25 – Tree branches cut at GB447
7/16/25 – JV314 tree branches. Requested proposal from Vondersaar's Tree Service. Contractor was hired at $3,100.
7/18/25 – Start Capacitor at LS M2 on Pump 2 replaced.
8/8/25 – Block heater malfunctioning due to bad GFCI outlet. This has been replaced.

New Crane Truck – Scott presented proposal. Chris motioned to approve moving forward with ordering the crane truck, with the total cost not to exceed $200,000. Christine seconded, and motion carried.

New Business

Duane presented language to be posted, forbidding hunting, trapping, target practice, or discharge of firearms and/or archery equipment. Christine motioned to approve the policy and associated posting. Chris seconded, and motion carried.

Open Door Policy was discussed. Clear Creek Conservancy will comply with this regulation by filming meetings, and posting the video on the Clear Creek Conservancy website (as well as supporting documentation). Christine motioned to approve the current equipment that Michael has placed in-service (phone mount and speaker(s)), as well as the process for compliance. Chris seconded, and motion carried.

Public Forum

A question was raised about total connection count. A question was raised about supporting documentation being attached to the publicly posted minutes.

With there being no further business, Christine motioned to adjourn the meeting. Chris seconded. Motion carried.

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

Approved by the Board of Directors on 9/18/2025.

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: September 18, 2025

1. Lake Income 8/01/25 – 8/31/25 was $98,596.38
   a. Total lake income YTD is $614,421.22

2. Billing Updates –

   a. **1,734** total accounts connected, with **four** connections added to the billing system (since the last meeting).
      i. LH038 – 8/26/2025
      ii. PL211 – 8/29/2025
      iii. MS564 – 8/29/2025
      iv. JV585 – 9/4/2025
   b. VH119 – Sell

   c. 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
Aug-25

	Aug 2025 Actual	YTD Actual	Annual Budget	Annual % 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	169.98	805.21	0.00	
Total 6502 OTHER INCOME	**$ 169.98**	**$ 805.21**	**$ 0.00**	
Sale of Mower		2,500.00	0.00	
Sale of Tax Certificate Lot	20,000.00	20,000.00	0.00	
Total 6500 MISC REVENUE	**$ 20,169.98**	**$ 23,305.21**	**$ 0.00**	
R413 Lab Rent		0.00	750.00	0%
R420 Sewer Access Fees		0.00	0.00	
Refunds, Liens, Court Costs	-249.00	-5,968.90	0.00	
Other	-357.00	-357.00	0.00	
Refund	-70.00	-70.00	0.00	
Total Refunds, Liens, Court Costs	**-$ 676.00**	**-$ 6,395.90**	**$ 0.00**	
Sewer Access Fee Deposits	75,893.70	515,278.98	712,740.00	72%
Total R420 Sewer Access Fees	**$ 75,217.70**	**$ 508,883.08**	**$ 712,740.00**	**71%**
R902 INTEREST ON INVESTMENTS		0.00	0.00	
Interest	3,208.70	15,902.07	500.00	3180%
Total R902 INTEREST ON INVESTMENTS	**$ 3,208.70**	**$ 15,902.07**	**$ 500.00**	**3180%**
Total Income	**$ 98,596.38**	**$ 614,421.22**	**$ 820,789.00**	**75%**
Gross Profit	**$ 98,596.38**	**$ 614,421.22**	**$ 820,789.00**	**75%**
Expenses				
100 PERSONAL SERVICES		0.00	0.00	
111-Board of Directors	150.00	1,050.00	4,000.00	26%
112-Collection System Operator	11,651.12	133,275.39	188,169.00	71%
113-Beeper	1,120.00	7,880.00	16,266.00	48%
114-Part-time Help	3,778.56	23,109.12	44,592.00	52%
121-Payroll Taxes	1,277.55	12,789.17	19,610.00	65%
Total 100 PERSONAL SERVICES	**$ 17,977.23**	**$ 178,103.68**	**$ 272,637.00**	**65%**
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		3,117.85	8,500.00	37%
222-Chemicals		0.00	10,000.00	0%

223-Lab Supplies	191.55	7,381.06	9,500.00	78%
Total 200 SUPPLIES	**$ 191.55**	**$ 18,025.79**	**$ 38,600.00**	**47%**
300 OTHER SERVICES AND CHARGES		0.00	0.00	
311-Legal	710.00	4,922.87	25,000.00	20%
312-Engineering		0.00	30,000.00	0%
313-Engineering, Dam Inspection		0.00	0.00	
315-Plt Op & Mgmt Services	7,481.54	59,852.32	90,380.00	66%
316-Adm&Fin Mgmt	4,547.49	36,379.92	54,943.00	66%
317-Billing Services	2,550.37	18,382.85	30,943.00	59%
321-Postage, District	78.00	78.00	500.00	16%
322-Bill Production & Postage	88.95	7,323.57	15,000.00	49%
323-Telephone & Internet	144.33	1,811.83	3,800.00	48%
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		669.00	52,000.00	1%
342-Bonds		0.00	500.00	0%
351-Electric	7,703.93	59,337.30	98,000.00	61%
361-Repairs, Trees, Bldg&Drive	3,100.00	3,100.00	27,500.00	11%
362-Repairs, Equipment	755.46	21,173.86	60,000.00	35%
363-Repairs, Truck		0.00	3,500.00	0%
364-Operation & Maintenance	1,715.63	67,161.67	95,000.00	71%
Reimbursement		458.77	0.00	
Total 364-Operation & Maintenance	**$ 1,715.63**	**$ 67,620.44**	**$ 95,000.00**	**71%**
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	2.92	2.92	600.00	0%
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	**$ 28,878.62**	**$ 302,029.78**	**$ 704,266.00**	**43%**
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	117.20	117.20	0.00	
Total 6999 Uncategorized Expenses	**$ 117.20**	**$ 117.20**	**$ 0.00**	
Total Expenses	**$ 47,164.60**	**$ 520,852.43**	**$ 1,340,503.00**	**39%**
Net Operating Income	**$ 51,431.78**	**$ 93,568.79**	**-$ 519,714.00**	**-18%**

Net Income	**$ 51,431.78**	**$ 93,568.79**	**-$ 519,714.00**	**-18%**

Clear Creek Conservancy District

Balance Sheet

As of August 31, 2025

	DEC 31, 2024	JAN - MAR, 2025	APR - JUN, 2025	JUL - AUG, 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	158,535.20
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**	**1,075,334.74**
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	265,351.61
Total B-Sewer Connect Fund	**181,218.68**	**201,933.82**	**253,051.27**	**265,356.72**
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	867,399.21
Total Cumulative Improvement Funds	**838,780.71**	**849,268.61**	**860,006.19**	**867,399.21**
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	116,841.48
Total Settlement Fund	**113,212.57**	**114,590.42**	**115,924.03**	**116,841.48**
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**	**$2,324,937.15**
Total Current Assets	**$2,032,856.17**	**$1,982,353.31**	**$2,249,904.02**	**$2,324,937.15**
TOTAL ASSETS	**$2,032,856.17**	**$1,982,353.31**	**$2,249,904.02**	**$2,324,937.15**
LIABILITIES AND EQUITY	**$2,032,856.17**	**$1,982,353.31**	**$2,249,904.02**	**$2,324,937.15**