
CLEAR CREEK CONSERVANCY DISTRICT – MEETING AGENDA

TO: BOARD OF DIRECTORS **DATE:** APRIL 14, 2026
J. DUANE KELLY
CHRIS SCHUBERT
CHRISTINE SCHAFER

RE: REGULAR MEETING

The board of directors will meet **Thursday, April 16, 2026**, at **10:00 a.m.** at the treatment plant. Please contact me if you cannot attend.

TENTATIVE AGENDA:

Regular Meeting

1. Minutes – March
2. Financial Report and Register of Claims
3. Report – Administrative & Financial Manager
 - a. Potential sell of LH246 – Derrick Doty and Stephanie Anderson own LH244/245.
4. Report – Operations Manager
5. Public Forum
6. Next regular meeting will be May 21, 2026, at the treatment plant office.

March 19, 2026, MINUTES CLEAR CREEK CONSERVANCY DISTRICT

The Clear Creek Conservancy District board of directors met March 19, 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, Tom Novak, and Jay Kelly

The meeting was called to order at 10:01 am.

Christine discussed where they were with the "Rainbow Bridge". Asking where the closest water hookup was. Doug is to look into the water tank/pump for pressure washer.

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

Administrative & Financial Update

After discussing the prices of the CCCD owned lots, a motion to sell GB376 was made. Chris approved and Christine seconded. Motion carried.

Molli presented the February financial statements. Doug discussed invoice 12341 for Southern Water Service.

Molli gave the administrative report.

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

Operations Report

2/21/2026 – Alarm at LS G1 for Pump 2 Run Limit – Scott responded and found rags wrapped around the off-float, causing the pumps to not shut off.

2/25/2026 – Alpha Liberty Company performed the annual calibration of the laboratory scales.

3/2/2026 – Michael and Scott removed the Meyers pump from LS J4 and installed the new spare Hydromatic. Since Meyers quit making a replacement propeller in 2019, a new spare Hydromatic pump was ordered from BBC on 3/6.

3/3/2026 – Alarm at LS M1 for #2 VFD Fail. Michael responded later that evening and reset the VFD. He then opened both small Clarifiers at the plant to start receiving flow, while adjusting accordingly. He stayed on site until 4 am discussing conditions with Scott.

3/4/2026 – Alarm for Storm Mode at the plant and they stayed in Storm Mode for 1 hour and 42 minutes. Scott arrived just prior to the alarm at 5 am. He adjusted to handle the eventual peak flow of 1.6 MGD. The plant's design flow is now 3.3 MGD. The 2-day rain total was approx. 3 inches.

3/5/2026 – Alarm at LS G5 for Pump 2 Fail – Scott found high amps, reversing the pump brought the amps back to normal.

3/5/2026 – Alarm at LS P2 for Pump 1 Fail – Scott found high amps, but reversing the pump did not help. He pulled the pump and removed a large number of rags. While lowering the amps back to normal, the overload continued to trip. He then replaced the overload for that pump.

3/16/2026 – Alarm at LS V4 for Pump 1 Fail – Scott responded and found high amps. Reversing the pump brought the amps back down.

3/17/2026 – A spare Myers pump was order for LS P3.

Chris stated that if the guys needed more inventory, they were able to do that as an investment.

New Business

N/A

Public Forum

Tom asked if we could get the website caught up with documents.

With there being no further business, it was motioned to adjourn at 10:31 am. Chris approved, and Christine seconded. Motion carried.

The next regular meeting will be held at 10 a.m. on April 16, 2026, at the district's office at the treatment plant.

Approved by the Board of Directors on 4/16/2026.

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: Mollie Newby, Admin & Financial Manager
Date: April 16, 2026

1. Lake Income 03/01/26 – 03/31/26 was \$36,475.92
 - a. Total lake income YTD is \$179,786.38

2. Billing Updates –
 - a. **1,768** total accounts connected, with **six** connections added to the billing system (since the last meeting).
 - i. JV439 – 3/9/2026
 - ii. JV591 – 3/12/2026
 - iii. MS424 – 3/13/2026
 - iv. MS399 – 3/17/2026
 - v. MS553 – 3/26/2026
 - vi. MS518 – 2/24/2026

 - b. The February/March bills were sent out 3/11/2026 – Due 4/15/2026.
 - i. 4/15 - the auto draft payments drafted \$44,998.77. Late fees will be added 4/16/2026

3. PL278 – Billing Question
 - a. We have added two additional "information" lines to the Sewer Assessment letters. This will help reduce the number of properties who are not receiving their bill. (Hopefully!)

Notes From Tiffany-

- Marsha Bemis payment dispute of her online \$75 payment
- Lien payments are accepted at Deer Accounting now, and homeowners do not have to await the Spring / Fall tax settlement for the lien to be released. It is unknown at this time why Kathy chose not to release liens more than twice per year. We have a notary in-house, and business hours, so there isn't any reason not to.

Clear Creek Conservancy District

Budget vs. Actuals

January - March, 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
0200 TAXES			
0201 SPECIAL BENEFIT TAX DRAW		128,124.00	
Total 0200 TAXES		128,124.00	
R413 Lab Rent		750.00	
R420 Sewer Access Fees	172,309.96	712,740.00	24.18 %
R902 INTEREST ON INVESTMENTS			
Interest	7,476.42	500.00	1,495.28 %
Total R902 INTEREST ON INVESTMENTS	7,476.42	500.00	1,495.28 %
Total Income	\$179,786.38	\$842,114.00	21.35 %
GROSS PROFIT	\$179,786.38	\$842,114.00	21.35 %
Expenses			
100 PERSONAL SERVICES			
111-Board of Directors	450.00	4,000.00	11.25 %
112-Collection System Operator	41,381.70	192,883.00	21.45 %
113-Beeper	2,253.00	16,266.00	13.85 %
114-Part-time Help	6,419.99	47,078.00	13.64 %
121-Payroll Taxes	4,714.65	20,159.00	23.39 %
Total 100 PERSONAL SERVICES	55,219.34	280,386.00	19.69 %
200 SUPPLIES			
211-Records, Forms & Supplies	88.53	650.00	13.62 %
212-IDEM Permit	7,210.00	10,000.00	72.10 %
221-Gas, Oil & Lubricants	1,204.91	8,500.00	14.18 %
222-UV Light Maintenance	267.45	10,000.00	2.67 %
223-Lab Supplies	1,539.33	9,500.00	16.20 %
Total 200 SUPPLIES	10,310.22	38,650.00	26.68 %
300 OTHER SERVICES AND CHARGES			
311-Legal	177.50	25,000.00	0.71 %
312-Engineering		30,000.00	
313-Engineering, Dam Inspection		6,000.00	
315-Plt Op & Mgmt Services	23,071.02	92,651.00	24.90 %
316-Adm&Fin Mgmt	14,024.46	56,316.00	24.90 %
317-Billing Services	7,496.72	32,239.00	23.25 %
321-Postage, District	448.00	500.00	89.60 %
322-Bill Production & Postage	9,612.63	15,000.00	64.08 %
323-Telephone & Internet	433.38	3,800.00	11.40 %
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 %
342-Bonds		500.00	
351-Electric	20,681.69	98,000.00	21.10 %

Clear Creek Conservancy District

Budget vs. Actuals

January - March, 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
361-Repairs, Trees, Bldg&Drive	52.42	27,500.00	0.19 %
362-Repairs, Equipment	1,934.40	60,000.00	3.22 %
363-Repairs, Truck		3,500.00	
364-Operation & Maintenance	27,512.08	120,000.00	22.93 %
365-Cum. Maint. Fund		10,000.00	
366-Sewer Renovation Fund		30,000.00	
367-PrinSpillway, Clean & Seal		20,000.00	
391-Subscriptions & Dues	740.49	600.00	123.42 %
392-Contingencies		1,500.00	
393-Sludge Hauling		60,000.00	
394-Sludge & Fecal Analysis	1,174.65	2,500.00	46.99 %
Total 300 OTHER SERVICES AND CHARGES	110,762.44	778,706.00	14.22 %
400 CAPITAL OUTLAYS			
442-Equipment Purchases		200,000.00	
Truck Replacement - 2025 Encumbered	129,448.56	176,804.06	73.22 %
Total 442-Equipment Purchases	129,448.56	376,804.06	34.35 %
451-Plnt & LS Improvements		60,000.00	
Total 400 CAPITAL OUTLAYS	129,448.56	436,804.06	29.64 %
Total Expenses	\$305,740.56	\$1,534,546.06	19.92 %
NET OPERATING INCOME	\$ -125,954.18	\$ -692,432.06	18.19 %
NET INCOME	\$ -125,954.18	\$ -692,432.06	18.19 %

Clear Creek Conservancy District

Balance Sheet

As of March 31, 2026

	DEC 31, 2025	JAN - MAR, 2026
ASSETS		
Current Assets		
Bank Accounts		
A - FNB Checking	0.00	0.00
Cumulative Improvement	547,189.02	547,189.02
Cumulative Maintenance Fund	312,903.49	312,903.49
Equipment Depreciation Fund	86,215.58	86,215.58
General	65,654.30	-60,299.88
Sewer Renovation Fund	80,000.00	80,000.00
Total A - FNB Checking	1,091,962.39	966,008.21
B-Sewer Connect Fund	0.00	0.00
Membership Account	5.11	5.11
Sew. Con. Fund-FNB	299,031.81	316,647.46
Total B-Sewer Connect Fund	299,036.92	316,652.57
Cumulative Improvement Funds	0.00	0.00
EW x2521-11, 3.75 APY, 01052027	882,133.36	891,422.93
Total Cumulative Improvement Funds	882,133.36	891,422.93
Settlement Fund	0.00	0.00
EW CD #16, 4.65 APY 10232026	118,668.10	120,033.93
Total Settlement Fund	118,668.10	120,033.93
TCU Membership 2 Acct - General	5.00	5.00
Total Bank Accounts	\$2,391,805.77	\$2,294,122.64
Total Current Assets	\$2,391,805.77	\$2,294,122.64
TOTAL ASSETS	\$2,391,805.77	\$2,294,122.64
LIABILITIES AND EQUITY	\$2,391,805.77	\$2,294,122.64