Pigeon Creek Watershed Development (PCWDC)
Minutes
August 25, 2025, at 10:00 am
Vanderburgh County Civic Center, Room 301, Evansville, IN

Attendees:

Commissioners Linda Freeman, Karan Barnhill, Cheryl Musgrave, Kristi Johnson, and Craig Emig, legal counsel. See attached list for guests.

1. **Executive Director Report**
   - A. Status of Commission computer and software purchases.
     1. The laptop, extra monitor, and docking station were ordered through Vernon Lutz and should arrive sometime around August 27th, 2025. The following software is still needed to be purchased and installed, Microsoft Office, ESRI ArcGIS Pro, and Carlson software products.
   - B. Stream gage update.
     1. Mr. Dickson provided a brief update from the Teams meeting that he and Commissioner Johnson attended with Jeffery Woods of USGS about stream gages.
   - C. Professional stakeholder survey rollout update.
     1. Mr. Dickson provided an update and discussion of the professional stakeholder survey provided by Christopher B Burke Engineering as part of our contract to produce the required Work Plan. The planned rollout will begin by Burke the week of September 1, 2025.
2. **Action Items**
   - A. Stakeholder meeting date and time confirmation.
     1. October 27, 2025, stakeholder meeting discussion on whether it will be held after the PCWDC Board meeting or if we recess the Board meeting and hold the Stakeholder meeting then resume the Board meeting.

        The motion to approve holding the regular meeting at 10 am and the stakeholder meeting at 11 am and recessing the regular meeting to accommodate the stakeholder meeting, if necessary, was made by Commissioner Johnson
        Seconded by Commissioner Barnhill
        Adopted unanimously
   - B. Update of the budget for computer hardware and software.
     1. It was agreed at the July 28, 2025 Board meeting to have a budget of $5,000 for computer hardware and software for use by the Executive Director. The amount needs to be adjusted to $7,500 due to higher than anticipated costs for software.

        The motion to approve transferring $2,500 from Reserves to Hardware and Software and authorize expenditures up to $7,500 was made by Commissioner Johnson

Seconded by Commissioner Barnhill
Adopted unanimously

C. Transportation for the Executive Director.
   1. Mr. Dickson presented three different prices on three different 2023 Ford Ranger XLT trucks. One is the white truck that was presented at the July 28 board meeting from Town and Country Ford, a 2023 White Ford Ranger XLT four-wheel drive with 14,077 miles for a price of $38,189. The other two trucks are from Expressway Ford in Mount Vernon. The first is a 2023 White Ford Ranger XLT four-wheel drive with 12,758 miles for $38,158. The second is a 2023 Gray Ford Ranger XLT four-wheel drive with 19,343 miles for $35,650.
   2. Quotes of three prices for full coverage insurance from three underwriters, two of which are through Torian Insurance and one the Indiana Farm Bureau Insurance. The first through Torian Insurance is underwritten with Berkshire Hathaway for a yearly premium price of $2,979.00 and a $500 comprehensive and $500 collision deductible. The second through Torian Insurance is underwritten with Acuity Insurance for a yearly premium of $2,937.00 and a $500 comprehensive and a collision $1000 deductible. The third is through Indiana Farm Bureau Insurance for a yearly premium of $2,391.00 and a $500 comprehensive and a $1,000 deductible. Specific quotes for the two trucks at Expressway Ford were not sought, but these quotes for the Town and Country Ford truck should give us a close ballpark because the options are almost identical with all three trucks and the model year are all 2023 with miles being between 12,750 to around 19,000 miles.

   No action was taken on this agenda item. A revised budget with all appropriate line items will be presented at the next meeting together with three vehicle quotes, insurance quotes, estimates for title/licensing costs, and any other relevant costs.

3. **New Business**

A. Board meeting dates and times for 2026.
   1. Preliminary dates for 2026 board meetings were presented to continue meetings scheduled from 10:00 AM to 1:00 PM Central Time on the 4th Monday of every month except for May, November, and December when it will occur on the 3rd Monday at 10 AM. The Building Authority finalizes schedules in early October.

   The motion to approve the meeting dates subject to Building Authority room approval was made by Commissioner Barnhill
   Seconded by Commissioner Johnson
   Adopted unanimously

B. Memorandum of understanding with Vanderburgh County.

1. Mr. Emig presented a memorandum of understanding between the Commission and Vanderburgh County for permission to use Vanderburgh County computer resources, other services, and office space.

   The motion to approve sending the Interlocal Agreement for the Provision of Administrative Support to the Vanderburgh County Commission was made by Commissioner Barnhill
   Seconded by Commissioner Johnson
   Adopted unanimously

C. Indiana Watershed Leadership Academy
   1. This training is in conjunction with Purdue University and Extension Office. It is three in-person workshops, two of which are two-day workshops. The regular registration fee is $1,450 but offer a reduced fee of $950 on a limited basis to some qualifying attendees. Travel may cost $200 more for hotel, not including vehicle costs.

      No action was taken on this item

D. Letter of Support for the Vanderburgh County Soil and Water Conservation District
   1. This letter offers in-kind support for a grant application,

      The motion to approve was made by Commissioner Barnhill
      Seconded by Commissioner Johnson
      Adopted unanimously

E. INAFSM Conference
   1. Commissioner Freeman asked the board to approve $179.64 for Commissioner Barnhill's hotel costs for the INAFSM conference.

      The motion to approve was made by Commissioner Musgrave
      Seconded by Commissioner Barnhill
      Adopted unanimously

4. **Old Business**
   A. Executive Director
      1. Job description
      2. Copies of the proposed Executive Director's job description and duties were distributed for action at a future meeting.
         i. Copies of the proposed Contract between the Board and the Executive Director were distributed for action at a future meeting.
   B. Property Acquisition
      1. Discussion of prospective properties available for acquisition were discussed. Commissioner Johnson asked that a purpose for the prospective properties be identified.

5. **Consent Items**
   A. Approval of July 28, 2025, PCWDC Meeting Minutes
   B. Treasurer/Chair
      1. Treasurer's Report
      2. Claims Voucher Reports
         i. KDDK LLC Legal Fees – July 19, 2025, Statement #561526 for $3,026.50.
         ii. Stipends for Meeting – Recurring Payments Allowed at $35 per meeting.
         iii. Contractual Services Payments to Christopher B. Burke Engineering for services between June 29, 2025, to July 26, 2025, on invoice no. 39316 dated August 7,2025,5 for $1,935.00.
         iv. Contractual Services Payments to Kathy Glaser for Bookkeeping services paid on August 5, 2025, in the amount of $400.00.
         v. Reimburse Executive Director Justin Dickson for paying fee for the 2025 Indiana Farm Bureau Drainage School for $25.00.
         vi. Item paid by Chair Freeman Executive Director Dickson's Health insurance premium for September of 2025 for $632.48 paid on August 18, 2025. This item has also been setup on the Auto Bill Pay for the 18th of every month through the end of 2025.
         vii. Reimburse Vanderburgh County Surveyor's office for purchase of a desk chair for the Executive Director from Staples on July 31, 2025, in the amount of $173.46.

6. **Public Comment**
   A. Dave Ballew, Flood Plain Administrator for Chandler and subcontracted also to Gibson County introduced himself.
   B. Susan Harp, President of Oak Hill Road Neighborhood Association introduced herself and discussed the importance of a gully that absorbs flood waters and the need to preserve its status.

7. **Adjournment**

   The motion to approve was made by Commissioner Musgrave
   Seconded by Commissioner Barnhill
   Adopted unanimously

The next meeting will be on September 22, 2025, at 10:00 a.m. in Room 301 of the Civic Center, 1 NW MLK, Jr. Blvd, Evansville, Indiana

PIGEON CREEK WATERSHED DEVELOPMENT COMMISSION
August 25, 2025 - Sign In Sheet ~ PLEASE PRINT NEATLY

	NAME	PHONE	ADDRESS or E-Mail Address
1	ELdoN MAASberg	812 965044	
2	Susan Harp	812-455-5292	labladyl3@aol.com
3	David Ballew	812 483-5630	dballew0320@gmail.com
4	Megan Klenck	812-618-3643	
5	Stephen Wilson	225-931-4788	swilson@bfsengr.com
6			

X Cheryl Musgrave 9-22-2025
Cheryl Musgrave
PCWDC Secretary/Treasurer