Pigeon Creek Watershed Development Commission

Minutes
December 18, 2025 – 1:00 PM CDT
Vanderburgh County Civic Center Complex, Room 318, Evansville, IN

NOTE: *This meeting was not recorded due to technical issues. PCWDC's normal meeting room was unavailable. The system in* ***Room 318*** *was not functioning, and despite several minutes of troubleshooting by Executive Director, Justin Dickson, the issue could not be resolved. The meeting began at approximately* ***1:20 pm****. Legal counsel was present. Board Member, Kristi Johnson, attempted to join virtually and called Chair Freeman's personal cell phone; however, since the system would not allow her to be seen as required by IC, she declined to remain on the call.*

1. Call to order

The meeting was called to order by Chair, Linda Freeman.

2. Attendance

Roll Call was taken, with Chair Linda Freeman, Vice Chair Cheryl Musgrave and Secretary Treasurer Karan Barnhill all Present, Absent was Member Kristi Johnson. A quorum was present. In addition, Attorney Craig Emig and Executive Director, Justin Dickson were also present. There were no members of the public present.

3. Purpose of the meeting.

Chair Linda Freeman explained the purpose of the meeting was to approve the Transfer of funds to bring the 2025 Budget to balance.

The following "REQUEST FOR TRANSFER" was submitted:

FUND NAME	DEPT #	LINE ITEM #	LINE-ITEM DESCRIPTION	AMOUNT REQUESTED
From:				
Data Management	PCWDC		Hardware/Software	$1000.00
TO:				
Employee Health Insurance	PCWDC		Health Insurance	$900.00
Vehicle Insurance	PCWDC		Vehicle Insurance	$100.00

BALANCE OF ACCOUNTS:

LINE-ITEM NUMBER	AMOUNT BUDGETED	EXPENDED	BALANCE	BALANCE AFTER TRANSFER
Data Management	$7,500.00	$5,854.14	$1,645.86	$645.86
Health Insurance	$3,705.42	$3,811.82	($106.40)	$793.60
Vehicle Insurance	$1,200.00	$1,231.50	($31.50)	$68.50

A motion was made by Vice Chair Musgrave to approve the transfer of funds, seconded by Secretary Treasurer Karan Barnhill and unanimously carried.

4. Discussion was held at this time regarding meeting with Kathy Glaser after the first of the year to discuss and adopt changes in the way the bills are processed. This should include a "Claims" Process, forms that will describe the claims, what line item it is being used as well as a policy of submission and payment with the Secretary Treasurer and Executive Director working together to have the claims paid.

   A meeting with Craig Emig, Secretary Treasurer Barnhill, Executive Director Dickson and Kathy Glaser, will be scheduled in January to discuss and prepare a Standard Operating Procedure for Claim Processing.

5. Secretary Treasurer Barnhill stated that the first year has been tasking for all. She stated that the board needs to move past these hurdles and work together in the upcoming year to get on track of making some good changes and providing the necessary improvements that this Board was appointed to make.
6. **Public Comment.** None
7. **Adjournment.**

   A motion to adjourn the PCWDC Special Meeting was made by Commissioner Barnhill, seconded by Commissioner Musgrave and unanimously carried. The meeting adjourned at 1:45 PM.

Karan Barnhill 2-23-26

Karan Barnhill, Secretary/Treasurer Date