

Pigeon Creek Watershed Development (PCWDC)
Minutes
May 19, 2025, at 10:00 am
Vanderburgh County Civic Center, Room 301, Evansville, IN

Attendees:

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

Treasurer's Report

Commissioner Musgrave reported the bank balance is \$10,000 unchanged since the prior meeting.

Action Items:

1. Approval of March 25, 2025 Minutes

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

2. Discussion and Award of Consultant for Professional Services

Two submissions were received:

1. Lochmueller Group, Inc partnered with Northwater Consultants, and
2. Christopher B. Burke Engineering, LLC partnered with BF&S Civil Engineers.

Commissioner Musgrave asked the representatives Beth Clanzia and Stephen Wilson from Christopher B. Burke Engineering, LLC if the proposed GIS or its data would be proprietary information. It was confirmed the data are not proprietary and all data belong to the Watershed.

The motion to approve awarding the bid to Christopher B. Burke Engineering, LLC pending a mutually acceptable contract was made by Commissioner Musgrave
Seconded by Commissioner Barnhill
Adopted unanimously

3. Invoices Received

1. Legal Ad – \$894.42. Public Notice: Request for Qualifications Legal Ad in the Evansville Courier in the amount of \$894.42 if paid by Cash/Check/ACH. The amount without the cash discount is \$930.11
2. Legal Services – January through February 2025 - \$5,017.50. Legal services provided by Kahn Dees Donovan & Kahn LLP via Craig R. Emig (CRE) from January 8 through February 27, 2025, via invoice dated March 15, 2025

3. Legal Services – March through April 2025 - \$5,377.00.

The motion to approve payment of all claims and payment by electronic means whenever possible was made by Commissioner Musgrave

Seconded by Commissioner Barnhill

Adopted unanimously

4. Borrow additional funds

Motion to borrow an additional \$10,000 from funds available through the Vanderburgh County Commission was made by Commissioner Musgrave

Seconded by Commissioner Barnhill

Adopted unanimously

5. Stipends for Board Members (\$35 per meeting IC 4-10-11-2.1)

The motion to approve payment for all meetings without additional votes was made by Commissioner Musgrave

Seconded by Commissioner Barnhill

Adopted unanimously

Discussion: Commissioners Johnson (via email) and Barnhill waived payment of meeting stipends.

6. Payment of approved claims using online banking without additional action

The motion to approve paying all applicable future claims using online banking was made by Commissioner Musgrave

Seconded by Commissioner Barnhill

Adopted unanimously

7. Bookkeeping Proposal

Kathy Glaser submitted a proposal for bookkeeping, recordkeeping, and month-end financial statement services monthly for a base fee of \$400.00, which covers up to six (6) hours of services per month. Ms. Glaser agreed to include monthly State Board of Accounts reporting requirements via text message. Mr. Emig will modify the contract.

The motion to approve was made by Commissioner Musgrave

Seconded by Commissioner Barnhill

Adopted unanimously

8. Accounting Services

Heathcotte and Weinzapfel LLC is suggested to prepare quarterly and year end taxes and other necessary forms applicable to the PCWDC.

The motion to authorize Commissioner Freeman to reach out to Heathcotte and Weinzapfel for a proposal was made by Commissioner Musgrave
Seconded by Commissioner Barnhill
Adopted unanimously

9. Bonds and Insurance

Bob Dillow of Torian Insurance presented two separate quotes.

The motion to approve Hanover / Allmerica Financial Benefit Company Crime proposal Option 3 for a total annual fee of \$1,159.00 and effective for one year beginning June 1, 2025, was made by Commissioner Barnhill
Seconded by Commissioner Musgrave
Adopted unanimously

The motion to approve paying the insurance invoice was made by Commissioner Barnhill
Seconded by Commissioner Musgrave
Adopted unanimously

The motion to approve Public Officials Management and Employment Practices Liability insurance for an annual premium of \$2,054.88 beginning June 1, 2025, was made by Commissioner Musgrave
Seconded by Commissioner Barnhill
Adopted unanimously

10. Bylaws

Commissioner Johnson has created draft by-laws. Comments have been offered and revisions are likely. Commissioner Freeman spoke about the need for transparency in the Watershed operations. Commissioner Musgrave referenced that revenue raised within a county is generally expected to be expended within that county. During the pre-formation meetings with Gibson and Warrick Counties, this point was repeatedly raised. Commissioner Freeman spoke about greater detail needed in the Executive Director job description.

11. Executive Director

Commissioner Freeman stated that Justin Dickson is already well-versed in the PCWDC, understands watersheds, and technical aspects of the position. Discussion included the presentation of salary and benefit recommendations at the next meeting.

The motion to approve moving forward to hire Vanderburgh Surveyor staff member Justin Dickson was made by Commissioner Musgrave
Seconded by Commissioner Barnhill
Adopted unanimously

Discussion continued regarding the adopted budget and the need to make applicable revisions now that revenue and expenses are becoming known figures.

Informational

Commissioner Freeman completed the Vanderburgh County Treasurer's ACH/Wire request form to have the spring and fall special assessment revenues transferred to the PCWDC bank account. The spring revenues (June settlement) should be finalized by June 30th with the ACH transfer completed within one or two business days.

Old Business

1. The previously submitted Indiana Department of Environmental Management 205J grant has been awarded to the PCWDC. This grant is for a stream gage with a value of \$22,500. Funds will be released in October 2026.
2. The date for the logjam presentation by Indiana University expert Bob Barr is set for the PCWDC regular meeting of July 28, 2025, at 10:00 a.m. The format is a live, interactive virtual presentation. It will be the first item on the agenda, and all interested parties are invited to attend.

New Business

Discussion of a three-minute time limit for Public Comment included hopes that business would be brought to the Chair's attention prior to meetings so that facts are gathered, and recommendations prepared as appropriate.

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

Chair Freeman asked all interested persons or parties be added to the email list.

Mr. Dickson stated the website is under construction and will have a link to Granicus recordings when it is completed.

Public Comment

John Bassemier, citizen, came to speak on his experience with Pigeon Creek. Willard Library has many resources including a knowledgeable staff member Stan Schmitt. Mr. Bassemier stated he is elated that the Pigeon Creed Watershed Development Commission has been formed.

Warrick County Surveyor Dennis Wilzbacher asked for a log jam removal update. Chair Freeman asked if Surveyor Wilzbacher has created a plan. Attorney Craig Emig said the legal responsibility for logjam removal is the adjacent landowners; Commissioner Freeman offered assistance with permits. Attorney Emig asked Surveyor Wilzbacher what efforts have been made in Warrick County to mitigate the situation. Emig talked about the many steps needed to approach a log jam. Commissioner Musgrave talked about the need to gather facts and come up with a recommendation.

Commissioner Barnhill asked that the farmers involved come to the Commission and work directly with the property owners. Commissioner Freeman discussed the need to have a written agreement to have access to the property and the Commission various steps that would be needed in order to accomplish a log jam removal.

Attorney Emig discussed the long-standing nature of the logjam and the many steps that would need to take place prior to a removal. Mr. Emig stated the Commission is taking the appropriate steps and we are eager to address this problem in an appropriate manner.

Commissioner Barnhill asked how many complaints Surveyor Wilzbacher has received. Surveyor Wilzbacher stated he has not been in contact with the adjacent landowners since approximately March. Surveyor Wilzbacher said it is not about the number of complaints, but that it is about his own knowledge of a drainage problem and his pursuit of a solution.

Commission members expressed that the logjam issue is known, and steps have begun to solve the issue.

Adjournment

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

The next meeting will be on June 23, 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 May 19, 2025 - Sign In Sheet ~ PLEASE PRINT NEATLY

	NAME	PHONE	ADDRESS or E-Mail Address
1	Stephen Wilson		swilson@bfsengr.com
2	Beth Clarizia	765-894-1882	bclarizia@cbbel-in.com
3	John Bassimien	812-453-2277	drgrill@aol.com drgrill@calson
4	Bob Wilcox	812-740-1011	bob@torianmagare.com
5	Dennis Wilzbacher		