Pigeon Creek Watershed Development Commission

Minutes
November 17, 2025 – 10:00 AM CDT
Vanderburgh County Civic Center Complex, Room 301, Evansville, IN

1. Call to order

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

2. Attendance

Roll Call was taken, and all members were present. In addition, Attorney Craig Emig and Executive Director, Justin Dickson were also present. See list of the public that was present.

3. **Pledge of Allegiance.**

4. **Action Items**

A. Old National Bank Certificate of Deposit – Chair Linda Freeman explained that the CD that we currently have, and Old National Bank is set to mature on November 29, 2025, with a balance of $101,422.87. She stated there are three options; The existing CD can be renewed at the same institution; the funds can be withdrawn and moved into the commission checking account or roll the funds into a new CD at another financial institution or the same institution but a new term to attempt to secure a higher rate.

She further explained that the Executive Director Justin Dickson has researched the rates and Old National Bank currently has a 5-month term at a "special" interest rate of 3.93% and a 4-month term at an interest rate of 3.78%. His recommendation would be to roll the existing CD over at the same institution.

Commissioner Musgrave stated that in reviewing the Certificate of Deposit Term and Rates for November 2025 that was provided by Executive Director Dickson that United Fidelity Bank offers a 6-month term at an interest rate of 4.25%. She further asked for an explanation as to why the Director recommends leaving it at the present location.

Executive Director Dickson stated that it was his thoughts that since the money was there already it would just be easier to roll it over. Further discussion was held regarding the funds and interest rates and the fact that the funds are needed at this time since we do not have a plan in place for a project at this time with the Special Assessment being due in December, which will add more to our cash on hand.

After discussion regarding the reinvestment of funds. Attorney Craig Emig stated that there should be two motions regarding the investment/reinvestment of the funds. One motion for the reinvestment and one motion for the new investment.

Commissioner Musgrave made a motion to reinvest the existing CD including interest in a CD with a range from 4 to 6 months with the highest interest rate available after researching the local financial institutions previously identified. Commissioner Barnhill Seconded the motion and carried it unanimously.

Commissioner Musgrave asked that the CD for the Special Assessment that will be received in December be placed on the next agenda for discussion of the investment of some of those funds as well.

5. **New Business.**
   A. Executive Director's Insurance for 2026.

   Executive Director Dickson explained that he has just received information from the current provider that his insurance was going to increase to $913.95 from $632.48. After finding this information, he has solicited quotes from Torian for health, Vision and Dental.

   Discussion ensued regarding the insurance rates provided by Torian and the fact that the insurance will not be renewed at the end of the year and to keep him insured we will need to decide what we need to do.

   Commissioner Johnson stated that she is agreement with the quotes that have been provided by the executive director.

   Commissioner Musgrave stated her concerns for not having three quotes. However, it was explained that there are three quotes on the information provided.

   Commissioner Barnhill stated that she too agrees with the quotes that have been provided by the executive director.

   Further discussion was held on the quoted prices and the provided elements.

   Commissioner Barnhill made a motion to approve the purchase of health, vision and dental (if that is included) from Ambetter Health for $776.14. The motion was seconded by Cheryl and unanimously carried.

   B. Cheryl Musgrave stated that she has been in contact with Shawn Dickerson who is the City's Arborist, and she was discussing with him the fact that the PCWCD has budgeted funds for Trees. She stated that she has worked with Shawn in the past and she would like to have the blessing of the board to invite him to attend one of our meetings to discuss and provide information that could be vital in making decisions in the future regarding tree plantings. Discussion was held regarding the mitigation site where the City of Evansville planted trees for the Weinbach or Oak Hill Road improvements and regarding the 319 Grant.

Commissioner Freeman stated that she also is aware that the SWCD also had planted some trees in the Pigeon Creek Watershed as well.

Commissioner Johnson stated that she has thoughts regarding tree plantings. She stated that for any of our projects she would like to see it related to our purposes. She further stated that she isn't going to be in favor of "random" tree planting it will need to be related to one of our purposes such as reduction of flood waters.

Commissioner Musgrave stated that she would like to see the Board revisit this at our next meeting and asked that it be placed on the agenda as well as the Budget Line Items that will need to be encumbered.

Commissioner Barnhill stated that in her experience, this Board is not required to encumber funds since it is a cash account.

Attorney Craig Emig explained that to encumber funds there must be a place to encumber them. Since there is no reversion of funds there is no need to encumber.

The Board agreed that the budget would be reviewed for 2026 and ensure that the accounts are brought up to date with the amount spent and then roll all other accounts over to the new year.

C. Justin Dickson stated that he would like to report that he spoke with Beth Clarizia this morning and she will be providing a draft work plan that they would like to present to the Board at the December meeting for the Boards review and would subsequently be following up in January to discuss at the January Board meeting. This plan will consist of short-term goals as well as some longer-term ideas and plans.

D. Justin Dickson stated that he has also received confirmation from the Building Authority that the meeting dates that were previously approved by the board have been approved of by the Building Authority. The dates are provided in the "Meeting Packets". Outlook Invitations have also been sent to all the Board members.

E. Kristi Johnson stated that the deadline for LARE Grants are coming up in January and she just wanted to check with the Executive Director to see if he has any ideas for projects that we could potentially request Grants for.
Justin explained that he has been giving some thought to some ideas and Stringtown Road area to the mouth of the creek at the river was one of the short-term goals and he is interested in exploring these areas and possibly placing those areas as priority and possible grant funded projects.
Discussion was held regarding the possibility of using flap gates on some of the structures.
The Executive Director will place the LARE Grant Application on the Agenda for action at the next meeting.

6. **Old Business.**
   A. Executive Director Contract/Job Description. A motion was made by Commission Barnhill to approve the Job Description as presented in our "Packet". The motion was seconded by Commissioner Johnson and unanimously approved.
   Another ADHOC meeting will be scheduled to discuss and finalize the Contract and bring it back to the Board for approval at the December Meeting.
   B. Healthy Waters Coalition. Director Dickson stated that he attended a Zoom meeting and we have been added to the membership list and stated that the Coalition is going to proceed at a Federal Level to get legislation to provide 350 million dollars within the whole Ohio River Valley Basin.
   C. Commission Website Update. A Teams meeting was attended by the Executive Director and the Chair. The director stated that they discuss what they wanted the site to look like, and they offered different templates for the sites, and they have agreed that the "ADAPTIVE TEMPLATE" was the one that they chose due to the menu selection.
   Commissioner Musgrave made a motion that we give the Director access to set up a Facebook Page and other social media sites to make our Commission more visible to the public but to limit the access to not allow the public to make comments. The motion was seconded by Chair Freeman and unanimously carried.
   Director Dickson stated that the following has been assigned Pigeoncreekwcd.in.gov is the official domain name. All web sites will be linked to the site and there will be no e-mail addresses provided. Director Dickson was instructed by the board to proceed with getting e-mail addresses for the board members, so personal email addresses don't have to be used.

D. Burke GIS Mapping Update. A Teams meeting was held with the Executive Director, Laura Gillespie and ANCS, Beth Clarizia, and Matt Rummel of Burke Engineering. The Director explained that discussion on how the data can be shared and a group has been established to allow the consultants to access the layers that are needed that are not on the other shared sites can be shared through the group.

E. Truck Title/Registration Update. The registration and licenses have been sent to the state and were returned with some confusion. It was explained that they now have 21 days to process the packet and application and return it to the commission, but the Director has received a temporary replacement plate for the truck.

F. WEX Fuel Program. The WEX fuel account has been approved and is open. Director Dickson stated that the account has been approved and that the Director, Chair, Secretary/Treasurer and the Bookkeeper (Kathy Glasar) have all been added to the account.

G. Office Supply Purchase Update. All items discussed at the previous meeting have been purchased and the purchases all came in under the approved amount to be spent.

H. IDEM 205j Stream Gage Grant Agreement. The Grant Application was sent by IDEM for the 205j Grant for the commission to install the stream gage. (Copy was included in the "PACKET".) Attorney Emig stated that the Grant Application is pretty much Standard Grant that has standard language that is used throughout the State. The wording in the Grant was explained by Commissioner Johnson that it is being used for all the Projects in the State.

Commissioner Musgrave stated that she would like the Director to try to obtain records regarding the Slurry Pit that was the concern of the Warrick County Surveyor, at previous meetings.

7. **Consent Items.**
   A. Approval of October 27, 2025, PCWDC Meeting Minutes.
   B. Treasurer/Chair
      1. Executive Directors Report
         i. Christopher Burke monthly report.
      2. Treasurer's Report
         i. KDDK LLC Legal Fees – October 18, 2025, Statement #566197 for $1,575.00
         ii. Stipends for meeting – Recurring Payments Allowed at $35 per meeting.

iii. Contractual Services Payments to Christopher B. Burke Engineering for services between September 28, 2025, to October 25, 2025, on invoice no. 40455 dated October 29, 2025, for $11,680.97.

iv. Monthly Contractual Services Payments to Kathy Glaser for $550.00 paid on November 6, 2025 (For October Services).

v. Monthly Contractual Services Payments to Heathcotte & Weinzapfel, LLC for $200. For September and $200. For October, paid on November 6, 2025.

vi. Recurring Payment for Executive Director Dickson's Health Insurance premium for November of 2025 for $632.48 paid on November 18, 2025.

vii. Invoice for Indiana Watershed Leadership Academy registration and hotel fees, dated October 27, 2025, for $1133.00.

viii. Invoice for three drawer locking file cabinet, paper and desk supplies from Amazon.com for $162.66 on November 7, 2025

ix. Invoice for a box of 8.5" x 11" Copy paper from Amazon.com for $46.99 on November 7, 2025.

x. Receipt for truck license and registration packet to Indiana BMV for $11.90 to USPS on October 24, 2025. A resubmission of the packet was required due to an Indiana BMV error – they sent it back. Debit of $11.90 to USPS on November 13, 2025.

xi. Application fee and Speed Title fee for truck license and registration packet to Indiana BMV for $40 ($15 applications fee and $25 speed title fee). This has not been processed by the IN BMV due to their error and resubmittal of packet.

A motion was made by Commissioner Musgrave and seconded by Commissioner Johnson and unanimously carried.

Commissioner Musgrave asked if we were a way that we should not be able to have a monthly meeting if some of the contractual and recurring payments could go ahead and be made without the board approval. She stated that she feels this needs to be addressed and a decision is made with regard the payment of some of these items.

Discussion was held regarding this and Attorney Emig stated that he would suggest that on the side of caution all items be placed on the agenda to be discussed and approved but he would reach out to the SBOA to see if there are some items that can be paid without Commission approval.

Commissioner Barnhill stated that she too would like to state that all bills be placed on the agenda and voted on.

8. Public Comment. None
9. Adjournment.
   A motion to adjourn the PCWDC Meeting was made by Commissioner Barnhill, seconded by Commissioner Johnson and unanimously carried.

Karan Barnhill   12-15-2025

Karan Barnhill, Secretary/Treasurer   Date