Pigeon Creek Watershed Development Commission

Minutes
October 27, 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. **Healthy Waters Coalition**
   Kristi Johnson explained that the only action needed in this case is to sign the Pledge that we would like to be a member of the coalition and there is no cost. She further stated there is also a conflict-of-interest form that we would need to sign as members to sign the Pledge. Commissioner Johnson further explained they are trying to grow their membership, so they do not expect anything currently, they just want the membership growth with their goal is to get funding from the Congress for the Ohio River Watershed. Further discussion was held regarding the conflict-of-interest form and regarding the funding that can may be available in the future.

   Commissioner Musgrave made a motion to join the Healthy Waters Coalition, the motion as seconded by Commissioner Barnhill and unanimously carried.

   b. **Fuel Purchases**

   Chair Freeman stated that to gain approval of the WEX account Is to either get a letter of credit from the bank or enter into a deposit agreement. This would allow the holder of the card to purchase fuel at different locations. In addition, Chair Freeman stated that she believes after a period of us building a good credit history, they will then open a "credit" card.

   Commissioner Musgrave made a motion to enter into the deposit agreement for $500.00 fuel, and in addition to that the deposit can be a recurring $500.00 deposit when necessary to keep the account active without further board approval. The motion was seconded by Commissioner Barnhill and unanimously carried.

c. Purchase of Office Items.
   Commissioner Freeman stated that the Surveyors Office has been subsidizing and funding the Commission with the use of the office supplies and paper etc. She is requesting the approval of a cost not to exceed $500.00 for the purchase of a filing cabinet to fit under the desk and some other office supplies to reimburse them and get the Executive Director the items needed for the office.
   Commissioner Musgrave suggested trying to find a surplus cabinet.
   Commissioner Freeman stated that herself and Executive Director had looked for a suitable cabinet but none had been able to be obtained at this time.
   Commissioner Johnson stated that there is $826.00 left in that line item.
   Commissioner Freeman stated that since we are at the end of the year, we are probably not going to need anything else.
   Commissioner Barnhill made the motion to approve the purchase of necessary office supplies including a filing cabinet in the not to exceed amount of $500.00 The motion was seconded by Commissioner Johnson and unanimously carried.
d. PCWDC Website.
   Commissioner Freeman stated that she and Justin Dickson have been working on the domain and have been searching the "FREE" domains. She further explained that they have already acquired the **.gov** and are going to have a meeting on November 7th with the host to obtain all the information and get questions answered. The Board further discussed the importance of getting approval of the **in.gov** domain.
   Commissioner Musgrave made a motion to allow the Executive Director and Chair Freeman to make the decision on the domain but to try to keep the **in.gov domain.** The motion was seconded by Commissioner Barnhill and unanimously carried.

5. **Old Business.**
   No Old Business was presented.
6. **New Business. (Inadvertently left off the agenda).**
   No New Business was presented.
7. **Consent Items.**
   a. Approval of September 22, 2025 PCWDC Meeting Minutes.
   b. Treasurer/Chair

1. Executive Director's Report – was emailed to board members prior to the meeting.
2. Treasurer's Report – was emailed to board members prior to the meeting.
3. Claims Voucher Reports
    i. KDDK LLC Legal Fees – September 20, 2025, Statement #565104 for $1,440.00
    ii. Stipends for meeting – Recurring Payments Allowed at $35.00 per meeting.
    iii. Contractual Services Payments to Christopher B. Burke Engineering for Services between August 31, 2025, to September 27, 2025, on Invoice no. 40218 dated October 6,2025, for $5,481.25.
    iv. Monthly Contractual Services Payments to Kathy Glaser for $400.00 paid on October 9, 2025 (for August services).
    v. Monthly Contractual Services Payments to Kathy Glaser for $450.00 paid on October 10, 2025 (for September services).
    vi. Monthly Contractual Services Payments to Heathcotte & Weinzapfel LLC for $200.00.
    vii. Recurring Payment for Executive Director Dickson's Health insurance premium for October of 2025 for $632.48 paid on October 17, 2025.
    viii. Invoice #7148 from Torian Insurance for General Liability Insurance policy paid on October 15, 2025, for $1,332.50.

Commissioner Musgrave had questions regarding the Burke report stating that it appears there were some services that were not being included in their contract and requested clarification.

Beth Clarizia, Project Manager for Christopher Burke Engineering, stated that there were items that were provided by a sub-contractor have not completed and are totally under the existing contract but were included on this billing, but that adjustment would be made on the next invoice.

Commissioner Musgrave would like to reiterate that the documents to be discussed should be provided prior to the meeting and at least one week prior to the meeting.

Commissioner Johnson stated that she will be abstaining from voting on these items since she did not receive the information prior to the meeting for review.

Discussion was held regarding the Attorney's policy on reviewing items for the agenda.

It was agreed that the Attorney has the authority to review items for the meeting that need to be acted on or discussion. Commissioner Barnhill explained that her concern in the previous meeting was regarding the Commissioners' meeting and instructing the Attorney to prepare documents and or have private meetings that were not approved by the Board as a whole and therefore running the attorney's charges up.

Discussion was held regarding how to proceed with some documents that were being created (job description and contract for the executive director) and that these documents need to be finalized. Attorney Craig Emig stated that it may be advantageous for the Board to form an ad hoc committee that could be created to discuss and finalize the documents.

Commissioner Barnhill made a motion to create an ad hoc committee to discuss and provide input to the attorney to finalize this and get this issue resolved. The ad hoc committee would consist of Commissioner Musgrave and Commissioner Freeman. The motion was seconded by Commissioner Musgrave and unanimously carried.

Commissioner Musgrave made a motion to approve the Consent Items; the motion was seconded by Commissioner Barnhill. Commissioner Johnson abstained and the motion carried with 3 voting in favor of the motion and one abstaining.

A motion to recess the PCWDC Meeting was made by Commissioner Musgrave, seconded by Commissioner Barnhill and unanimously carried.

The meeting was recessed until 11:00 AM.

STAKEHOLDERS MEETING

The Pigeon Creek Watershed Development Commission Reconvened at 11:00 AM for the Stakeholders Meeting.

Commissioner Freeman called the meeting to order.

Justin Dickson, Executive Director of PCWDC, introduced the consultants that have been contracted by the commission to provide a work plan. He stated that the consultants are a team of Christopher Burke Engineering and BF&S.

Beth Clarizia with Christopher Burke Engineering stated that this is the Stakeholders meeting in which citizens can provide public input for the Work Plan that they are working on. She further stated that the purpose is to provide information and have begun working on the Flood Damage Reduction and Drainage Work Plan. In addition to also provide you with a chance to provide information to the Commission.

At this time a presentation was given by Beth Clarizia, consultant with details of some of the items that have been discovered, observed and will be considered during the preparation of the Plan. (Slideshow of presentation is available upon request.)

John Bassemeier, 4220 East Morgan Avenue -Wanted to bring to the board's attention that there is a Canoe Launch that was located at the First Avenue bridge over Pigeon Creek. He would like to see this launch rebuilt or reinstalled.

Tom Gretler 12338 Oak Gate Road (Camp Reveal area). – provided concerns regarding a culvert that backs up and may be blocked. He stated that the culvert needs to be bigger so the water will not back up. He has contacted the County Highway and County Engineer's Office. The Commission will reach out to the County Drainage Board and Highway Department and find out what if anything has been done to address this issue. However, this commission does not have jurisdiction.

James R. McDaniel 2949 Acorn Court provided information regarding some debris that is blocking two culverts and causes the creek to back up (Licking Creek). All the water from Oak Hill Road and through Keystone and drains to two 90 degrees turns and to a retention area and then backs up around the houses there. He stated that there are trees that need to be cleaned out and are obstructing the flow.

Commissioner Barnhill stated that Tim Mosbey, property owner in Warrick County, had to leave and stated he would like it on record that they would like to see the log jam removed from the Wagner Property that was discussed at a previous meeting.

Next Steps were provided by Beth Clarizia.

Discussion was held regarding the incorporation of the GIS data.

Commissioner Musgrave made a motion to adjourn the meeting; the motion was seconded by Commissioner Johnson and unanimously carried.

Karan Barnhill 11-17-2025

Karan Barnhill, Secretary/Treasurer Date