Pigeon Creek Watershed Development Commission

Minutes
September 22, 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. **EXECUTIVE DIRECTOR'S REPORT**
   a. Executive Director Justin Dickson updated the Board on the Indiana Association of Flood Plain & Stormwater Management Conference. He reported that there was a lot of good information given and was a very informative conference. He stated that he attended a workshop on a ditch relocation in the Yellow River Kankakee Basin in St. Joe County. This session provided a lot of good information and was done for a new economic development that was proposing expansion into this area. This project took approximately 2 years and relocated a little over a mile worth of ditch.

   Commissioner Barnhill also stated that she too attended workshops that dealt with log jams and stream bank stabilization. She reported that most of the engineering firms are trying to keep the improvements as natural as possible. No removal of the logs and utilizing the logs as stabilization and very little digging.

   b. Update on .gov website application
   Executive Director Dickson reported that the website application has been filed. He stated that there was an issue with the domain that was requested was a duplicate and needed to be changed. The name that was decided on was ***pcwdcindiana.gov***. We should be hearing back from them soon to finalize.

   c. Update on Computer Hardware/software purchase.

   Executive Director Dickson also reported that the Del Laptop was purchased at the amount of $2,504.14, Carlson Software was purchased in the amount of $3350.00 bringing the total amount of the equipment purchased to $5554.14. He further stated that this should be all he needs at this time to continue in his duties.

   d. Update from Christopher Burke Engineering.

   Executive Director Dickson provided an update on Christopher Burke's progress. The progress update was provided in a monthly progress report dated September 19, 2025 from Christopher Burke Engineering. (Copy on file)

Commissioner Musgrave requested that the Executive Director Report be provided to the Board Members in a written format rather than a verbal report.

5. **Action Items**

   A. **Adoption of budget updates.**

   Chair Linda Freeman stated that the board has received a copy of the updated Budget and there have been six items added and has been arranged in a manner to reflect what the County Budgets are formatted. She further explained that the budget has the following categories; Personal Services, Supplies, Other Services, Projects and Contracts and Capital Outlay.

   Chair Freeman stated that she and the Ex. Director worked on the budget and only added that the only things that were added were Vehicle Purchase, Fuel, Garage & Motor and Vehicle Insurance.

   Chair Freeman also has provided for the Loan with the County Commissioners to be repaid and has it in the expenditures in the 2025 budget. (Copy of the drafted updated budget is on file.) She further stated that the spread sheet that has been provided has shown all 2025 Budgeted items, Expenditures, Receivables, Reserves, Unbudgeted Funds and CD's. This budget reflects everything that was provided in the Secretary/Treasurers first budget that was presented but was updated to cover the new items that are necessary.

   Commissioner Musgrave stated that she was not given the document until today and that she as the Secretary Treasurer did not prepare, review or present the budget and that it was prepared by the Executive Director and the Chair and therefore she will not be supporting it.

   Chair Freeman stated that the Budget was the same as the one that was prepared by Commissioner Musgrave as the Secretary Treasurer and that it was discussed in her office and reflects all the items discussed between the two of them a month ago.

   Commissioner Johnson stated that she too did not have the opportunity to review the budget, but she does see that it appears to be basically the same. Commissioner Johnson asked some questions regarding some items. Discussion was held and her questions were all answered.

   Commissioner Barnhill stated that she would like to proceed with the approval of the budget and that she does not understand the chain of events. She further stated that she understands that the time was not given for all members to review completely however, the changes were minimal and if there are not any glaring issues, she feels that the budget needs to be approved so that we can purchase the vehicle. She further stated that the delay would only cause the Executive Director not to be able to do the field inspections and other necessary work.

   Commissioner Barnhill made a motion to approve the Budget as presented by the Chair and as was discussed with the Secretary/Treasurer. In addition, if any issues that come up in the future those changes can be addressed at that time. Commissioner Johnson seconded the motion. Roll call was taken with Commissioners Barnhill, Johnson and Freeman voting affirmative and Commissioner Musgrave voting against.

Commissioner Musgrave wanted to make a part of the record that the Budget was not presented by the Secretary/Treasurer, nor was it prepared by her. Stating that she had met with the Executive Director and was waiting for him to respond and in addition had reached out to the other members with no response.

B. Indiana Watershed Leadership Academy.

Chair Freeman updated the board on the fees and registration of the Indiana Watershed Leadership Academy. Discussion was held regarding hotel stays and additional funds that were budgeted for in the adopted budget and the deadline is October 20, 2025. Motion was made by Commissioner Johnson to approve the cost of $1450.00 and additional night of hotel if necessary to accommodate travel. Seconded by Commissioner Barnhill with all members voting favorably.

C. Approval of Interlocal Agreement with Vanderburgh County Board of Commissioners

Chair Freeman reported that the Interlocal Agreement with the Vanderburgh County Board of Commissioners which was voted on by the PCWDC and forwarded to the appropriate agency to get this entered into the record and recorded as well.

D. Approval of application for WEX fuel account through State of Indiana QPA

Chair Freeman reported that the application for WEX fuel account through the State of Indiana QPA has been approved. This will allow the staff and board to purchase fuel at a discounted amount. Commissioner Barnhill made a motion to approve the fuel account. The motion was seconded by Commissioner Johnson and unanimously carried.

6. NEW BUSINESS

A. Healthy Waters Coalition

Commissioner Johnson reported that she had sent information about the Healthy Waters Study that was done by the National Wildlife Federation and ORSANCO and this is the next step of the Healthy Waters Coalition initiative, and they are looking for partners. The Ohio River Basin is comprised of several states and receives no funding from the Federal Government for best management practices or watershed limitations. The purpose of the coalition is to bring together approximately 200 partners, currently at 50 partners currently. They are a non-lobbying group. She feels like this is a good fit for this commission to join and there is no obligation to stay if we find it does not meet our goals. If PCWDC chooses to join, we would need to fill out the membership form and there are no costs. We would be listed as a partner for their information.

The board will review the links that were provided, and we will make the decision next month at our meeting.

B. Board Office Discussion

The next order of business was Board Officer Discussion. Chair Freeman referred this discussion to Commissioner Musgrave.

Commissioner Musgrave read a statement regarding what she felt was a mishandling of the budget preparation and in the statement, she requests that the position of Secretary/Treasurer be examined and possibly separated. Commissioner Musgrave further stated that she requests that another Board Member assume these responsibilities as she is resigning the position at this time.

Chair Freeman stated for the record that Commissioner Musgrave has been involved in the creation of the bank account and has been included in the setup of the CD account as well. She further explained that her name and information have been included, and she has access to all of the accounts and account information and has not be excluded from anything.

Commissioner Musgrave stated that there are two signatures required on all checks and this has not happened. Chair Freeman explained that there are no signatures needed for the payments. These accounts are all digital and ACH payments that don't require "signatures" and all payments have been board approved.

Commissioner Barnhill asked for clarification from the attorney on the Board member status and how we should proceed since Commissioner Musgrave is resigning as Secretary Treasurer.

Attorney Emig explained that a new election can be held at any time it does not have to be done at the first meeting of the year. He would suggest that the board make a motion to remove Commissioner Musgrave as Secretary/Treasurer, then make a motion to nominate "different commissioner" to the position and then they would have to make a motion to nominate the "different commissioner" to the position that is left when the positions are vacated.

Commissioner Barnhill stated that she would be glad to take over the Secretary/Treasurer position if the board chooses to nominate her.

A motion to accept the resignation of the Secretary/Treasurer was made by Karan Barnhill and Seconded by Commissioner Musgrave. Roll call vote was taken with Commissioner Barnhill, Musgrave and Johnson voting in the affirmative and Commissioner Freeman abstaining.

A motion to nominate Commissioner Barnhill to fill the vacant position of Secretary/Treasurer was made by Commissioner Johnson and seconded by Commissioner Musgrave and unanimously carried.

A motion to nominate Commissioner Musgrave to fill the vacant position of Vice Chair was made by Commissioner Johnson and seconded by Commissioner Barnhill and unanimously carried.

7. **Old Business**

   A. **Chair Freeman has set up the ACH Bank transactions for the Executive Director's Payroll in the amount of $2,204.33 and the SEP IRA Contribution of $625.00 monthly.**

   Chair Freeman reported that the Bank ACH transactions for the Executive Director's pay and other benefits/deductions that are required for payroll and a lot of moving parts to get this accomplished.

   B. **Executive Director**

      1. **Job Duties**

         Discussion was held regarding the Job Duties/Descriptions/Contract. The Job Description and contract have been provided by the Attorney and will need to be reviewed and can be voted on. Commissioner Musgrave stated that she does not feel that a contract is necessary at this time and would like to see a robust Job Description adopted.

      2. **Contract**

         The attorney pointed out that the Contract would is not a legal requirement but would serve more as a legal binding document with the employees of the Watershed Commission in a way to protect them and the commission as more employees are added.

         The contract will be reviewed and revisited as well as the Job Description. Attorney Emig has provided drafts of these documents and were provided previously.

         Further discussion was held regarding the duty requirements with all board members and the Executive Director all comment and provide input on expectations.

   C. **Transportation for the PCWDC personnel**

      1. **Use Policy.**

         Chair Freeman reported that a "Use Policy" and for the vehicle would have to be prepared for the use of the new vehicle. This will be provided at the next meeting to have it voted on.

         Discussion was held regarding the provisions that are to be included. Attorney Emig, stated that normally it states that all State and Federal Laws be adhered to. Include some wording outside of the State/Federal Laws that we would include acknowledgement of leaving the Pigeon Creek Watershed and other events that are approved by the Board.

      2. **Purchase of a vehicle**

         Chair Freeman stated that all the vehicles are still available as of this morning. Commissioner Barnhill made a motion to approve the purchase of the 2023 Ford Ranger XLT four-wheel drive with 12,758 miles for the purchase price of $38,158. If this vehicle is not available, then purchase the 2023 Ford Ranger XLT four-wheel drive with 14,077 miles for the purchase price of $38,189.

         Commissioner Musgrave was not supportive of this motion.

The motion was seconded by Commissioner Johnson. Roll call vote was taken with Commissioners Barnhill, Freeman and Johnson voting affirmatively and Commissioner Musgrave voting against.

3. Insurance and License
Discussion was held regarding the purchase of insurance and that the insurance be purchased with a yearly premium and to assure that all board members can drive the vehicle. Discussion was held to make sure the coverage numbers are large enough to be covered for any type of accident.

A motion was made by Commissioner Musgrave that Chair Freeman purchase Vehicle Insurance from Indiana Farm Bureau with appropriate coverage for all categories up to the limit of the amount in the budget. Commissioner Barnhill seconded the motion. Motion carried unanimously.

8. Consent Items

Commissioner Barnhill stated that she would like a policy made regarding the way that items are handled with respect to attorney fees. She stated that she feels like many of our items should run through the Executive Director and have him reach out to the attorney.

Motion to approve the consent agenda items was made by Commissioner Musgrave and Seconded by Commissioner Barnhill and unanimously carried.

Attorney Emig will make a document detailing the direction the board will take in the future regarding attorneys' actions, board member interactions and other details regarding communication between board members, executive director and the attorney.

9. Public Comment

Discussion was held regarding the Amax refuse pile/pit. It was determined that this matter would be examined by the board but at this time the proper agencies have been made aware and our input at this time is not necessary.

The Board requested that the Executive Director place this area of concern into the Study Discussion for Christopher C. Burke Engineering.

10. Adjournment

A motion to adjourn the PCWDC meeting was made by Commissioner Musgrave and Seconded by Commissioner Barnhill and unanimously carried.

The next meeting will be held on October 27th, at 10:00 AM in Room 301 of the Civic Center, 1 NW MLK Jr. Blvd. Evansville, Indiana.

x Karan Barnhill 9/22/2025

Karan Barnhill

PCWDC Secretary/Treasurer

The motion was seconded by Commissioner Johnson. Roll call vote was taken with Commissioners Barnhill, Freeman and Johnson voting affirmatively and Commissioner Musgrave voting against.

3. Insurance and License
Discussion was held regarding the purchase of insurance and that the insurance be purchased with a yearly premium and to assure that all board members can drive the vehicle. Discussion was held to make sure the coverage numbers are large enough to be covered for any type of accident.

A motion was made by Commissioner Musgrave that Chair Freeman purchase Vehicle Insurance from Indiana Farm Bureau with appropriate coverage for all categories up to the limit of the amount in the budget. Commissioner Barnhill seconded the motion. Motion carried unanimously.

8. Consent Items

Commissioner Barnhill stated that she would like a policy made regarding the way that items are handled with respect to attorney fees. She stated that she feels like many of our items should run through the Executive Director and have him reach out to the attorney.

Motion to approve the consent agenda items was made by Commissioner Musgrave and Seconded by Commissioner Barnhill and unanimously carried.

Attorney Emig will make a document detailing the direction the board will take in the future regarding attorneys' actions, board member interactions and other details regarding communication between board members, executive director and the attorney.

9. Public Comment

Discussion was held regarding the Amax refuse pile/pit. It was determined that this matter would be examined by the board but at this time the proper agencies have been made aware and our input at this time is not necessary.

The Board requested that the Executive Director place this area of concern into the Study Discussion for Christopher C. Burke Engineering.

10. Adjournment

A motion to adjourn the PCWDC meeting was made by Commissioner Musgrave and Seconded by Commissioner Barnhill and unanimously carried.

The next meeting will be held on October 27th, at 10:00 AM in Room 301 of the Civic Center, 1 NW MLK Jr. Blvd. Evansville, Indiana.

X Karan Barnhill
10.27.2025

Karan Barnhill

PCWDC Secretary/Treasurer