Pigeon Creek Watershed Development Commission

Minutes
April 27, 2026 – 10:00 AM CDT
Vanderburgh County Civic Center Complex, Room 311, Evansville, IN

1. Call to Order

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

2. Attendance

   Roll Call was taken with Linda Freeman, Chair, Karan Barnhill, Secretary Treasurer, Kristi Johnson, Member, present and Cheryl Musgrave, Member being absent. Also present was Justin Dickson, Executive Director and Craig Emig, Attorney. See list of the public that was present.

3. Pledge of Allegiance

4. Officer Elections

   A motion was made by Commissioner Barnhill and seconded by Commissioner Johnson to reappoint the slate as it exists. Commissioner Freeman, President, Commissioner Musgrave Vice Chair, Commissioner Barnhill, Secretary/Treasurer and Commissioners Johnson, Member. The motion carried unanimously.

5. Action Items

   A. Bookkeeper Search.

   Chair Freeman stated that the Commission held interviews at an Executive Session on April 21, 2026 utilizing TEAMS. The Commission has interviewed three candidates of 6 – 8 applicants and this morning there was a following Executive Session to allow the Commission to discuss their findings from those interviews. At this time the Commission can either discuss this matter further publicly or can make a motion to hire the Bookkeeper based upon the discussion from the Executive Session.

   Commissioner Johnson made a motion to instruct the Executive Director to proceed with the execution of a contract with Jamie Rutherford for services as the Bookkeeper for the Pigeon Creek Watershed Development Commission. The contract would be very similar to the contract for the previous bookkeeper, with the clause that the services could be changes for the per hour dollar amount and the termination clauses as discussed previously.

Commissioner Barnhill seconded the motion and the motion carried unanimously.

6. New Business

A. Executive Director/Chair monthly invoice payment discretion.

The Executive Director stated he would like to discuss the use of discretion in paying for small incidental items for the office and things that are under a certain threshold so that if there are delays in meetings, if items are needed, he would be able to go ahead and purchase.

Attorney Emig has researched this and there is a very high threshold that could be used. Attorney Emig stated that he would not recommend that high of a threshold but a dollar amount that could be agreed upon.

Commissioner Barnhill stated that she would be in favor of using a threshold of around $500.00 so the items would be purchased and not cause delays.

Commissioner Johnson stated that she is ok with a "discretionary fund/account" but would prefer it to come from the director and his proposal.

Attorney Emig agrees that if the fund or account is set up, then it would have an agreed upon amount and items that could be purchased, in the case that there was some type of disagreement with the use of the funds, it would not be a personal liability against the director for the use of the funds.

Attorney Emig also explained that the vendors are being paid out of public funds and they must be approved by the board in a public meeting. Therefore, these items will need to be voted on publicly, and they will just need to understand that there is a possibility of some delay in payment.

A proposal will be submitted to the Commission to be reviewed regarding the Discretionary Account for further review and discussion.

B. INAFSM 2026 Annual Conference.

Discussion was held regarding the payment for the renewal of the membership and then also for the registration fee for the conference in September.

The Executive Director stated that the renewal of the membership is $50.00 and the early bird registration fee of $325.00 and hotel would be $330.00 for a total of $605.00.

In addition, the Chair stated that in addition Commission Barnhill asked if the board could pay for her hotel as was done in the previous year.

Discussion ensued regarding the conference content and the ability to network is very important.

Commissioner Barnhill made a motion to approve the attendance by the Executive Director of the INAFSM Conference and pay the necessary fees. Commissioner Johnson seconded the motion. The motion carried unanimously.

Discussion was held regarding paying the hotel fees for the Secretary/Treasurer to attend the INAFSM Conference.

Commission Barnhill withdrew her request for the Board to pay for her hotel for the conference.

C. Website email address and commission website update.
Director Dickson explained that he has been working with he has inquired about an email solution through the county's Chief of Information's that would be an outward-facing link to the public to be able to submit questions or concerns published on the commission's website. This be sent to a folder in the inbox of the Executive Director and the County Surveyor to then be able respond to when able. The website is being reviewed still and the color aesthetics changed they did not turn out well for some reason and I am working the vendor at Tyler Technologies to fix it. The Director and Chair have gone through one training to be able edit the site as needed I plan on going through another training course to get more comfortable.
Commissioner Johnson asked if there was a date that this will go live.
Director Dickson stated that he feels it will be available within two weeks.

D. Letter of support for Soil & Water Conservation District 319 Grant.
Executive Director asked the board to consider drafting a letter of support for the SWCD upcoming grant application that is coming in the new grant cycle.
Commissioner Barnhill made a motion to send a letter of support for the 319 Grant for SWCD grant application. The motion was seconded by Commission Johnson and unanimously carried.

E. PCWDC CD investment maturity.
Director Dickson stated he would like the board to consider the reinvestment of the principal and interest of the Certificate of Deposit currently at Old National Bank.
Discussion was held regarding staggering the CDs and splitting them up so that we don't have all the money tied up into one CD just in case there are some expenses that may come up. This would allow more cash on hand if needed for payment of fees for upcoming projects.
A motion was made by Commissioner Barnhill to allow the Executive Director to split the CDs into two $50,000 each including the interest that has been earned. The motion was seconded by Commissioner Johnson and unanimously carried.

Commissioner Johnson made a second motion to have the Executive Director to open another CD for $50,000 (including any interest earned) for a three month term at a rate of 3.6 or higher with one of the financial institutions that were presented to the Commission. The motion was seconded by Commissioner Barnhill and unanimously carried.

F. PCWDC/Vanderburgh County/City of Evansville Impacted Drainage Area and Septic/Grease Trap Dump Sites.
Executive Director Dickson stated that he would like the board to discuss what if any jurisdiction PCWDC has, to push for a change in the Impacted Drainage Area that is located on the east side of Evansville. This area really affects the water that drains into Pigeon Creek and the area in question will continue to be developed in various ways as time moves forward. Additionally, I feel that we need to have a discussion and a voice in the potential Septic/Grease trap Dump sites that could arise from the closing of EWSU's disposal site.
Commissioner Johnson stated that these issues are all through IDEM and she is not fully aware of the circumstances, but she does not feel like this is a matter that this Commission has any jurisdiction over.
Commissioner Barnhill stated that she can provide contact information with IDEM to discuss this and to get further information and no other action is required by the Commission at this time.

G. Future Meeting Attendance.
Chair Freeman stated we have a couple meetings coming up that both board members and Attorney Emig will not be attending. Commissioner Johnson will not be available for the May and June meetings. A decision needs to be made as to if the meeting needs to be cancelled/rescheduled. Also, Craig has given these options for when he will be on vacation in June. There are 3 options: 1. The director can provide another attorney from my firm or outside at your discretion. 2. We could proceed without the attorney present and defer any action needing to be reviewed by legal. 3. Reschedule the meeting.
The decision was made to have the June Meeting on June 15th, 2026 if the room is available if the room is not available it would be in any available room. A motion was made by Commissioner Barnhill, Seconded by Commissioner Johnson and unanimously carried.

H. Commission Insurance Policy renewal.

Director Dickson stated that the Commission needs to decide if the board agrees with the renewal terms on the Crime and EPLI Insurance policies with Torian Insurance. These are set to be renewed on June 1, 2026

A motion was made by Commissioner Johnson to approve the policies for 1 year. The motion was seconded by Commissioner Barnhill and unanimously carried.

7. Old Business

A. Update on Tree Swap Program with SWCD.

Director Dickson stated that he would like to update the status of the tree swap program with SWCD. He further stated that we currently have around 60 trees allocated, 30 of which are going to Shawn Dickerson for planting at Wesselman Woods.

B. Update on Aerial Mapping Project.

Director Dickson stated that fieldwork has been completed and most of the processing is done. I have part of the tiles in possession and am working with Philip Bernard on a few spots and the overall mosaics that are being stitched together.

8. Consent Items

A. Approval of March 23, 2026, PCWDC Meeting Minutes

B. Treasurer/Chair

1. Executive Director's Report

i. Christopher B. Burke Engineering monthly report

2. Treasurer's Report (per Executive Director's Report)

3. Claims Voucher Reports

i. KDDK, LLC Legal Fees – March 14, 2026, Statement #573995 for $2,475.00.

ii. Contractual Services Payments to Christopher B. Burke Engineering for services between March 1, 2026, to March 28, 2026, on invoice #42481 dated April 2, 2026, for $1,411.25.

iii. Contractual Services Payments to Frontier Geospatial, LLC for services on invoice #773 for $2,400.00. (Aerial Flight Control) iv. Contractual Services Payments to Frontier Geospatial, LLC for services on invoice #774 for $3,200.00.

9. Claims Paid

A. Stipend for cell phone use – Recurring Payment Allowed at $50 per month to the Executive Director. ($50 for April 2026)

B. Board Member Meeting Stipend for Linda Freeman on April 9, 2026, for $35.

C. May invoice for Health Insurance Coverage for the Executive Director from Ambetter Health Solutions on April 9, 2026, for $645.20.

D. May invoice for Vision Insurance Coverage for the Executive Director from Vision Service Provider on April 7, 2026, for $16.94.

E. Loan repayment to the Vanderburgh County Commissioners April 1, 2026, for

$20,000.00. F. Registration fee for the Indiana MS4 Annual Meeting on March 30, 2026, for $175.00.
A motion as made by Commissioner Barnhill and Seconded by Commissioner Johson to approve the Consent Items. The motion carried unanimously.

1. Adjournment

Motion was made by Commissioner Barnhill and seconded by Commissioner Johnson and unanimously carried to adjourn. Meeting adjourned at 11:53 AM.

Karan Barnhill 6/15/2026

Karan Barnhill, Secretary/Treasurer Date