Pigeon Creek Watershed Development Commission

Minutes
February 23, 2026– 10:00 AM CDT
Vanderburgh County Civic Center Complex, Room 307, 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

   The election of officers was tabled until the next meeting in order to allow all members to be present for this action.

5. Action Items

   A. Budget 2026

   The 2026 Budget approval was tabled until the next meeting to allow the Executive Director to finalize and present to the members.

6. New Business

   A. Draft Work Plan presentation.

   Beth Clarizia with Christopher Burke Engineers presented the Draft Work Plan that has been prepared and explained in details elements of the plan. This plan will be put into finalized form. It was further explained that there will be two more public meetings prior to finalization of the Work Plan.

   The consultant recommends that the Board authorize a drone photography of the creek and watershed. This would be necessary prior to the budding of the trees to get the best results. The recommendation would also be that this is done now and then again later to give a comparison of the conditions.

The plan should be finalized by the middle of the summer and ready for public comments. In addition, there should be two more drafts prior to the final Draft.

The next step is to have a Watershed Inventory and have a public meeting to discuss.

Then there will be a Draft Final Work plan and have a final Meeting. However, the executive Director and the consultant have discussed the possibility of having the Inventory done at the end rather than before. This would allow the consultant and the commission to fill in some of the gaps that may exist.

The Commission agreed that it may be better to have more input prior to the finalization.

Commissioner Johnson stated that we will probably want to have a committee to do a review of the plan prior to acting on it.

David Brenner with the Indiana Farm Bureau stated that if there is to be a meeting that the Commission needs to remember that there are farmers who may want to comment and that consideration to the early spring months being the time that the farmers are planting at this time.

It was agreed that the Director should get quotes for a Drone Fly Over to get this started and done before the trees bud.

B. Bookkeeper Search.

Executive Director Dickson explained that we have received one application for the open position. He further explained that this position is a specialty type position because of the need to be able to meet the SBOA regulations and the Granicus filings.

Discussion was held regarding the need to draft an advertisement for the position to get more exposure to more people and get more applications to choose from.

A motion was made by Commissioner Barnhill, seconded by Commissioner Johnson to advertise for a bookkeeper to try to get some qualified individuals for this position. The motion carried unanimously.

C. Project and applications for funding from PCWDC.

Director Justin would like to have some guidance as to what projects to filter through the board and what should be our direction.

The Commission agreed that we would be interested in projects for the future, however, at this time until we get the plan approved, we would stick to smaller projects to utilize the money wisely.

Commissioner Johnson said that this year we have a budget for some small project and since we don't have an immediate work plan this would give the Commission an opportunity to utilize the funds for smaller projects.

D. Possible Tree Planting and/or Tree Swaps projects.

Erin Shoup with the Vanderburgh County Soil and Water Conservation District was present and explained that the Tree Swap program is a project that they are wanting to partner with the Commission on wither this year or next year. She explained that they would put out the advertisement to the public and offer a tree as a replacement for the removal of a tree from their property. This would be offered only to those in Pigeon Creek Watershed, and they would handle all of the notifications, emails, handling of the trees etc. They are just asking for assistance in the purchase of the trees. (proposal available upon request).

Discussion was held on the proposal provided and the number of trees can be reduced if necessary. We would want to make sure that the trees would only be offered to those in the watershed.

Director Dickson stated that there are other tree planings and areas that have and will be presented in the future.

A motion was made by Commissioner Johnson and seconded by Commissioner Barnhill to approve the endorsement and funding of the Tree Swap in the amount of $6000.00 at $45.00 per tree with the option to roll the money over for next year. The motion carried unanimously.

E. Possible Wetland Restoration project with Wesselman Woods.

Director Dickson presented this proposal which consists of Phase I and Phase II. These proposals can be reviewed for future, however, at this time, these projects will require more information and details before being considered.

Director Dickson requested from the Commission direction on what way we should go.

Beth Clarizia with CBBE stated that this Is an area that was reviewed during the site visits.

Commissioner Johnson stated that at this time Phase I with the limited amount of information and the cost being presented seems to be on the high end and she is not in favor at this time. She further stated that she would be more interested in Phase II of the proposal. However, at this time she will need more information.

Director Dickson stated that this project is very preliminary at this point and he would like to meet with them and their design engineer and then come back to the board later.

The Commission agreed that this should be explored and get more information before making any decisions on these projects.

F. Updated Special Assessment Billings.

Director Dickson stated that he has been working with the Auditor's Office for the the parcel information and there were some parcels that were included originally and they needed to be removed. In addition, there were some parcels that did not get into the assessment. The changes were not significant and along with some other splits and additions, the revenue change was minimal (See the Directors Report for the numbers). This will ultimately raise the amount of revenue that will be collected in 2026.

7. Old Business

A. Executive Director Employment Agreement.

Commissioner Barnhill made a motion to approve the Agreement as presented, the motion was seconded by Commissioner Johnson and unanimously approved.

B. Commission Bylaws

Director Dickson stated that he would like to see the Commission make review of the provided last draft of the ByLaws and bring this information back to the next meeting.

Commissioner Johnson stated that she will take the comments from Craig and incorporate those into the latest draft and try to have it ready at the next meeting for approval. Director Dickson stated he will also put together comments that he has and incorporate.

C. Stream gage update.

Commissioner Freeman and Director Dickson attended a February 5, meeting with IDEM regarding the coordination of the 205j grant. As an update, there are some forms that need to be prepared and there may be an installation of this spring instead of in the summer 2026. Discussion was held regarding the fact that the Grant is for 2026 and must be installed this year. Since this is a County Bridge, there will need to be discussion with the County Engineer to get the approval to have the stream gage installed.

Discussion ensued regarding operation and maintenance of the gage and other criteria regarding the gage's upgrade through additional funding.

D. Commission Website Update.

Director Dickson explained that the website will be under construction within the next few weeks. There will times for training and input to be presented during this time of construction. It is scheduled to be turned over to the Commission by the end of March, if we are completely pleased with the way it is presented.

E. LARE Grant/Logjam removal update.

Director Dickson stated that he was able to get the application filed and has been speaking with one of the coordinators with the LARE Grant program and there were some forms that were provide and he has been retrofitting them to all the land owners to provide permission for access. At this time, the grant has not been approved but he would like to have some feedback regarding this process. If there are any issues, please let him know.

Justin stated that in his discussion with the coordinator, he was very positive in stating that he felt like this was a very worthy project.

Commissioner Freeman stated that she would like to also like to state for the record, that she was very impressed with the Executive Director taking the initiative to pull the project out of the Plan at the last minute and include the estimate in the Grant Application and get it filed at the last minute.

8. Consent Items

A. Approval of December 15,2025 and December 18, 2025, special meeting, PCWDC Meeting Minutes

Commissioner Barnhill made a motion to approve the December 15, 2025 minutes. The motion was seconded by Commissioner Johnson and unanimously carried.

Commissioners Freeman made a motion to approve the December 18th, 2025 special meeting minutes. The motion was seconded by Commissioners Freeman.

Roll call was taken with Commissioners Freeman and Barnhill voting in favor of the motion with one abstention (Commissioner Johnson).

B. Treasurer/Chair

1. Executive Director's Report

i. Christopher B. Burke Engineering monthly report

2. Treasurer's Report (January 2026 only) 3. Claims Voucher Reports

i. KDDK LLC Legal Fees – December 13, 2025, Statement #569206 for $1,237.50.

Commissioner Johnson stated that she would like to see the KDDK LLC legal fees Statement 570822 in the amount of $1935.00 be added to the consent items. Stating that it appears to have been omitted.

A motion to approve the approval of both of the KDDK statements was made by Comissioner Barnhill, seconded by Commissioner Johnson and unanimously carried.

ii. Stipend for cell phone use – Recurring Payment Allowed at $50 per month to the Executive Director. ($50 for January & $50 for February)
iii. Contractual Services Payments to Christopher B. Burke Engineering for services between November 30, 2025, to December 31, 2025, on invoice #41274 dated January 08, 2026, for $1,627.50.

iv. Monthly Contractual Services Payments to Kathy Glaser for $412.50 paid on January 16, 2026 (For December services). Monthly Contractual Services Payments to Kathy Glaser for $400.00 paid on January 16, 2026 (For January services Final Invoice).

Discussion was held regarding the payments and the dates. It was explained that these were all for services prior to her departure and up until the date of her final date of employment.

v. Accounting services provided by Heathcotte & Weinzapfel, LLC for January in the amount of $400.00.

vi. February invoice for Health Insurance Coverage for the Executive Director from Ambetter Health Solutions on January 09, 2026, for $645.20. March invoice for Health Insurance Coverage for the

Executive Director from Ambetter Health Solutions on February 9, 2026, for $645.20.

vii. February invoice for Vision Insurance Coverage for the Executive Director from Vision Service Provider on January 8, 2026, for $16.94. March invoice for Vision Insurance Coverage for the Executive Director from Vision Service Provider on February 6, 2026, for $16.94.

viii. Indiana Farm Bureau Insurance – Commission Vehicle Insurance (Second Installment of one year insurance policy through September 24, 2026) for $1,199.00 due February 24, 2026.

ix. WEX Fleet Universal – for fuel services Invoice for $66.74 invoiced on January 31, 2026, and due on February 26, 2026.

Commissioner Johnson asked the Commission if we wanted to continue to process and approve the regular occurring consent items at each meeting or would we prefer to make an approval of all the reoccurring items so that we do not have to wait for Board meetings to pay them.

Commissioner Barnhill made a motion to approve the monthly recurring payments. Commissioner Johnson seconded that motion and unanimously carried.

9. Public Comment

David Brenner commented that he would like to bring to the Commission attention that they have received info from Senator Todd Young and they have Ohio River Restoration Act. Justin explained that we were aware of this and he would continue to watch this information as it continued to proceed.

10. Adjournment

Motion was made by Commissioner Barnhill and seconded by Commissioner Johnson to adjourn. Meeting adjourned at 11:56 AM.

Karan Barnhill 3-23-2026

Karan Barnhill, Secretary/Treasurer Date