

**Pinion Forest Special Service District Meeting Held Monday, December 11, 2023
at Pinon Forest Special Service District 28260 West Koch Road Duchesne, UT 84021**

1. Meeting called to order at 5:16 p.m.

- 2. Present** – PFSSD Chair Melissa Hughes, Duchesne County Commissioner Greg Miles, PFSSD Board Member Corey Biesinger, PFSSD Treasurer Tim Nowacki, PFSSD Vice-Chair Connie Sweat, PFSSD Water Operator Clyde Watkins, PFSSD Secretary Theresa Welborn Horrocks and Jeff Baker Jones & DeMille Representative.

Absent – None

3. Open & Award the Chlorination/Filtration System Bids – Bid submission

- Johansen Construction, Inc. \$40,790.96 – Site Improvement
- Forefront General Contracting, LLC \$55,846.54 – Site Improvement
- Classic Services, Inc. \$96,086.00 – Chlorination

Duchesne County Commissioner Greg Miles made a motion to accept Classic's bid \$96,086.00 for site improvements, contingent upon bid bond being submitted. PFSSD Board member Corey Biesinger seconds motion. Motion passes with no opposing votes.

PFSSD Vice Chairperson Connie Sweat made a motion to accept Johansen's bid \$40,790.00 for Site Improvement, PFSSD Treasurer Tim Nowacki seconds the motion. Motion passes with no opposing votes.

4. Read and Approve the November 13, 2023 Regular Meeting Minutes – Duchesne

County Commissioner Greg Miles made a motion to read and approve October 16, 2023 meeting minutes after the corrections are made; PFSSD Vice Chairperson Connie Sweat seconded the motion. The motion passed with no opposing votes.

- 5. Adoption & Approval of the 2024 Budget** – PFSSD Vice Chairperson Connie Sweat made a motion to accept the 2024 Budget as presented; PFSSD Treasurer Tim Nowacki seconds the motion. The motion passed with no opposing votes.

- 6. Discussion of 2024 Meeting Schedule** - PFSSD meeting schedule will remain the second Monday of every month at 5:00 p.m.

7. Engineering Comments – Jones & DeMille

- a) Jones & DeMille –
- b) Chlorination Filtration System Update

8. Water Operator Report

Clyde Watkins stated everything is going well. He is looking forward to moving forward with the site improvements.

9. Secretary Report –

a) **Status of Accounts –**

PFSSD Secretary Theresa Welborn Horrocks stated the balance of the checking and savings accounts.

b) **Presentation of Bills/Reimbursements –**

PFSSD Secretary Theresa Welborn Horrocks presented the following expenses:

- Moon Lake - Electric \$103.33
- Rural Water - \$350.00
- Strata Networks - Internet \$206.68
- Corey Biesinger – Board Meeting and Wages \$130.00
- Tim Nowacki – Board Meeting \$50.00
- Theresa Welborn – Secretary Wages \$280.00
- Connie Sweat – Board Meeting \$50.00
- Clyde Watkins - Wages - \$853.75
- Sherry Lynn (Refund) - \$45.00

Duchesne County Commissioner Greg Miles made a motion to approve the expenses as presented. PFSSD Vice Chairperson Connie Sweat seconds the motion. The motion passes with no opposing votes.

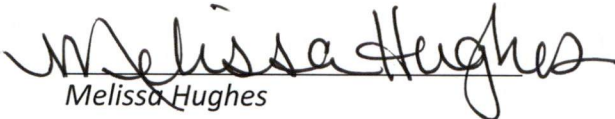
10. Old Business – None at this time

11. New Business – PFSSD Vice Chairperson Connie Sweat proposed a yard light be installed at the PFSSD site, this will increase the safety of the area, and she will research this with Moon Lake Electric.


12. Adjourn Meeting –

Duchesne County Commissioner Greg Miles made a motion to *adjourn the meeting at 6:14 p.m.* PFSSD Chair Melissa Hughes stated *we have reached the end of the agenda; therefore, this motion is uncontestable, and we are adjourned.*

Read and approved this on the 8th day of January, 2024.


Melissa Hughes

Chair


Connie Sweat

Vice-Chair

Minutes of the meeting prepared by PFSSD Secretary Theresa Welborn Horrocks