

**Pinion Forest Special Service District Meeting Held Monday, April 8, 2024 at Pinon Forest
Special Service District 28260 West Koch Road Duchesne, UT 84021**

1. Meeting called to order at 5:00 p.m.

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

Absent – PFSSD Chair Melissa Hughes

3. Read and Approve the March 11, 2024 Meeting Minutes – Duchesne County Commissioner Greg Miles made a motion to approve the meeting minutes as presented. PFSSD Board Member Corey Biesinger seconded the motion. The motion passed with no opposing votes.

4. Engineering Comments – Jones & DeMille

a) Jones & DeMille – Jones & DeMille representative Jeff Baker updated the board on the installation of the chlorination filtration system as well as site improvements. He stated they are right on track with the improvements. Jones & DeMille representative Jeff Baker stated in order to receive the funding for the project PFSSD will need to obtain and hang a American Rescue Plan Act Signage on PFSSD grounds which will state; Project funded by President Joe Biden’s America Rescue Plan. The sign will cost \$350.00 which will be paid from the funding received. Duchesne County Commissioner Greg Miles motioned this under protest as well as PFSSD Board Member Corey Biesinger.

b) Chlorination Filtration System Update

5. Water Operator Report

Clyde Watkins stated everything is going well, and that next quarter’s testing will be the yearly samples.

6. Secretary Report –

a) **Status of Accounts –**

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

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

PFSSD Secretary Theresa Welborn presented the following expenses:

- Moon Lake - Electric \$277.93

- Strata Networks - Internet \$207.38
- Tri County - \$40.00
- Corey Biesinger – Board Meeting & Wages \$250
- Tim Nowacki – Board Meeting \$50.00
- UASD - \$82.00
- Theresa Welborn – Secretary Wages \$520.00
- Connie Sweat – Board Meeting \$50.00

Duchesne County Commissioner Greg Miles *made a motion to approve the expenses as presented.* PFSSD Treasurer Tim Nowacki *seconds the motion.* *The motion passes with no opposing votes*

- 7. Discussion & Consideration of an Annual Auditor** – Discussion was had on retaining an annual auditor. Duchesne County Commissioner Greg Miles stated that he will ask PFSSD Chair Melissa Hughes to post publicly. Duchesne County Commissioner Greg Miles *made a motion to approve of an annual auditor.* PFSSD Treasurer Tim Nowacki *seconds the motion.* *The motion passes with no opposing votes.*
- 8. Conflict of Interest Statements** - Board members filled out and submitted the Conflict of Interest Statement to PFSSD Vice-Chair Connie Sweat
- 9. Old Business** – Moon Lake Electric will be refunding the account with a \$350.00 credit for the light they installed.
- 10. New Business** –
- 11. Adjourn Meeting** –
PFSSD Board Member Corey Biesinger made a motion to adjourn the meeting at 5:49 Duchesne County Commissioner Greg Miles seconds the motion. *The motion passes with no opposing votes*

Read and approved this on the 13th day of May, 2024.

Melissa Hughes

Chair

Connie Sweat

Vice-Chair

Minutes of the meeting prepared by PFSSD Secretary Theresa Welborn