

Pinon Forest Special Service District Meeting Held Monday November 18, 2024 at Pinon Forest Special Service District 28260 West Koch Road Duchesne, UT 84021

1. Meeting called to order at 5:01 p.m.

- 2. Present** – PFSSD Chair Melissa Hughes, Duchesne County Commissioner Greg Miles, PFSSD Vice-Chair Connie Sweat, PFSSD Water Operator Clyde Watkins, PFSSD Board Member Corey Biesinger, Jones and DeMille Representatives Jeff Baker, PFSSD Resident Jerry Neilson as well as PFSSD Secretary Theresa Welborn.

Absent –

- 3. Read and Approve the September 9, 2024 PFSSD Meeting Minutes** – PFSSD Vice Chairperson Connie Sweat motioned to approve the meeting minutes, PFSSD Board Member Corey Biesinger seconded the motion. The motion passed with no opposing votes.

4. Engineering Comments – Jones & DeMille

- a) **Chlorination and filtration system update** - Jones & DeMille representative Jeff Baker updated the board, he stated he has sent the operating manual for the water station to the board and they were all able to open and read it. Jeff also mentioned that Dorsett will bring a laminated redline for the well house wall. PFSSD Water Operator Clyde Watkins stated that he still does not have an access for the temperature control in the well house. This was an item on the bid and it needs to be completed in a timely manner due to the weather approaching. Clyde Watkins stated this is one of the most critical components of the process and it needs to be completed. Jones and DeMille representative Jeff Baker will check on the temperature control with Dorset and communicate back with PFSSD Water Operator Clyde Watkins.

5. Water Operator Report

PFSSD Water Operator Clyde Watkins stated he did pull a bacti sample which all passed.

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 - \$197.60
- Duchesne City Water - \$11.00

- Tri County - \$20.00
- Jones & DeMille - \$6,069.82
- Streamline - \$ 500.00
- Clyde Watkins - \$ 3,244.82
- Strata - \$206.90
- Dorsett Technologies - \$ 6,309.33
- Dorsett Technologies - \$20,650.15
- Connie Sweat – Board Meeting \$50.00
- Theresa Welborn – Secretary Wages \$1,020.00
- Corey Biesinger - \$100.00

Duchesne County Commissioner Greg Miles made a motion to approve the expenses as presented excluding Dorsett Technologies in the amount of \$6,309.33. PFSSD Vice Chairperson Connie Sweat seconds the motion. The motion passes with no opposing votes

7. Discussion & Consideration of the 2025 Tentative Budget– PFSSD Chairperson Melissa Hughes, talked on the 2025 tentative budget she will update the budget hearing and present at the meeting in December.

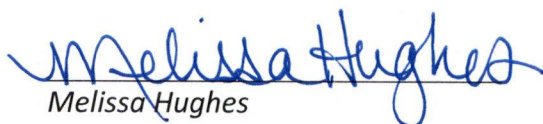
8. Old Business - PFSSD Chairperson Melissa Hughes and PFSSD Secretary Theresa Welborn spoke on their trip to the UASD Conference, they had a very knowledgeable experience learning about new legislative changes and policies. They both thought it would be beneficial to attend every year in order to stay above their educational curve on new information provided by the conference.

9. New Business -

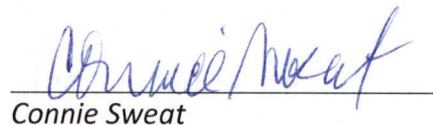
10. Adjourn Meeting –

PFSSD Corey Biesinger motions to close the meeting. The motion is uncontestable.

Read and approved this on the 9th day of December 2024.


Melissa Hughes

Chair


Connie Sweat

Vice-Chair