

**Pinon Forest Special Service District Meeting Held Monday October 21, 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 as well as PFSSD Secretary Theresa Welborn.

Absent –

3. **Read and Approve the September 9, 2024 PFSSD Meeting Minutes** – PFSSD Vice Chair Person Connie Sweat motioned to approve the meeting minutes, Duchesne County Commissioner Greg Miles 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 on the installation of the chlorination filtration system project; he stated he was close to submitting for a temporary operating permit. He is wrapping up loose ends with Dorset. Kevin with Classic Services will be on site 10/24/2024 to finalize the system is up and running, Dorset is scheduled for October 17th and will possibly have 1-2 hour shut down of the facility to finalize their part.

5. Water Operator Report

Clyde Watkins stated he did pull a bacti sample which all passed, Clyde also states that we need a level sensor in order for the tanks to run correctly. Clyde has asked for the engineering firm Jones and DeMille to initiate the request. Jones and DeMille representative Jeff Baker stated it will take 2-3 weeks for the sensor. PFSSD Chair Person Melissa Hughes stated this needs to be completed

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 - \$164.40
- Postmaster - \$120.00

- Duchesne City Water - \$11.00
- Tri County - \$60.00
- Johansen Construction - \$6.27
- Thatcher \$434.94
- Strata - \$206.84
- Duchesne County \$150.00
- Connie Sweat – Board Meeting \$50.00
- Theresa Welborn – Secretary Wages \$780.00
- Corey Biesinger - \$ 50.00

PFSSD Corey Biesinger made a motion to approve the expenses as presented. PFSSD Vice Chairperson Connie Sweat seconds the motion. The motion passes with no opposing votes

7. ***Old Business – Discussion & Consideration of .gov Website*** – The board spoke about the benefits of having a .gov website along with the eliminated security risks. The cost will be \$70.00 a month and they will work with Streamline to establish a website with email. PFSSD Vice Chair Person Connie Sweat accepts the proposal of Streamline for the \$70.00 a month fee. PFSSD Board Member Corey Biesinger seconds motion. Motion passes with no opposing votes.

8. ***New Business*** - PFSSD Board Member Corey Biesinger & PFSSD Water Operator Clyde Watkins, talks about animals and their effects of urinating close to the well house. PFSSD will post materials, posters and add to the website to keep animals as far away from the well site as possible in order to keep the hose and surrounding areas from being exposed to urination.

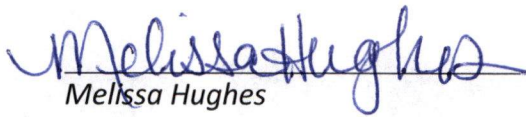
Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation – Duchesne County Commissioner Greg Miles made a motion to go in and out of a closed meeting for a strategy to discuss: Pending or Reasonably Imminent Litigation. PFSSD Vice Chair Person Connie Sweat seconded the motion. The motion passed with no opposing votes. Closed session started at 5:52.

Back in Session 6:02, No action to be taken.

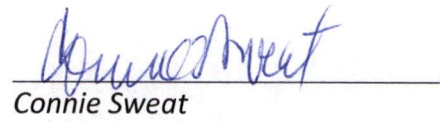
9. ***Adjourn Meeting*** –

Duchesne County Commissioner Greg Miles motions to adjourn the meeting PFSSD Board Member Corey Biesinger seconds the motion and the meeting is adjourned at 6:11.

Read and approved this on the 18st day of November 2024.


Melissa Hughes

Chair


Connie Sweat

Vice-Chair

Minutes of the meeting prepared by PFSSD Secretary Theresa Welborn