

Pinion Forest Special Service District Meeting Held Monday January 13, 2024 at the Pinon Forest Special Service District Building, 28260 West Koch Road, Duchesne, UT 84021

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

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

Absent –

3. Read and Approve the December 09, 2024 PFSSD Budget Hearing Meeting Minutes – PFSSD Vice Chair Connie Sweat motions to approve minutes as corrected Duchesne County Commissioner Greg Miles seconds the motion. The motion passed with no opposing votes.

4. Read and Approve the December 09, 2024 PFSSD Meeting Minutes - PFSSD Vice Chair Connie Sweat motions to approve minutes County Commissioner Greg Miles made a motion to accept the minutes as presented the 2025 Budget as presented. The motion passed with no opposing votes.

5. Discussion of the New Website – Pinonforestssd.gov is up and running, the members discussed having an email created for billing and administration, along with members who do not have a .duchesne.utah.gov email.

6. Discussion & Consideration of the Rural Water Annual Conference – Discussion was had regarding the annual conference in Saint George starting February 26th through the 28th. Duchesne County Commissioner Greg Miles stated he will not be able to attend, PFSSD Vice Chair Connie Sweat will be attending through another water board. Duchesne County Commissioner Greg Miles stated it would be beneficial for PFSSD Chair Melissa Hughes and PFSSD Secretary Theresa Welborn to attend and bring back information to share with the board. Duchesne County Commissioner Greg Miles made a motion to approve sending PFSSD Chairperson Melissa Hughes and PFSSD Secretary Theresa Welborn to the conference. PFSSD Member Corey Biesinger seconded the motion. The motion passed with no opposing votes.

7. Engineering Comments - Jones and DeMille representative Jeff Baker updated the board with information on a preventative valve, the valve will take 2-3 weeks to arrive and should be installed by the end of February. Duchesne County Commissioner Greg Miles made a motion to approve the purchase of the valve. PFSSD Vice Chair Connie Sweat seconds the motion. Motion passes with no opposing votes.

8. Water Operator Report

PFSSD Water Operator Clyde Watkins stated the monthly water samples have passed testing.

9. 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 - \$350.97
- Flow Point - \$1,342.04
- Duchesne City Water - \$10.00
- Streamline - \$70.00
- Tri County - \$20.00
- Clyde Watkins - \$1,545.47
- Strata - \$206.90
- Connie Sweat – Board Meeting \$50.00
- Theresa Welborn – Secretary Wages \$480.00
- Corey Biesinger - \$120.00

PFSSD Vice Chair Connie Sweat motions to pay the bills as presented. Duchesne County Commissioner Greg Miles seconds the motion. The motion passed with no opposing votes.

PFSSD Vice Chair Connie Sweat motions to accept the financial documents as presented. Duchesne County Commissioner Greg Miles seconds the motion. The motion passed with no opposing votes.

10. Old Business - None was had

11. New Business – Duchesne County Commissioner Greg Miles asks for Mike Casper with Duchesne County Road Department to preform the annual generator maintenance.

12. Adjourn Meeting –

Duchesne County Commissioner Greg Miles motions to adjourn the meeting. PFSSD Vice Chair Connie Sweat seconds the motion. The motion passed with no opposing votes.

Read and approved this on the 10th day of February 2025.

Melissa Hughes

Chair

Connie Sweat

Vice-Chair

Minutes of the meeting prepared by PFSSD Secretary Theresa Welborn

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