

**Pinon Forest Special Service District Meeting Held Monday July 14,2025 at the 28260 West Koch Road, Duchesne, Utah 84021**

- 1. Meeting called to order at 5:00 p.m.**
- 2. Present** – PFSSD Chairperson Melissa Hughes PFSSD Vice Chairperson Connie Sweat, PFSSD Water Operator Clyde Watkins, PFSSD Board Member Corey Biesinger, PFSSD Secretary Theresa Welborn

**Absent** – Commissioner Greg Miles

- 3. Read and Approve the June 9,2025 PFSSD Meeting Minutes** – PFSSD Board Member Corey Biesinger motions to approve minutes as presented. PFSSD Vice Chair Person Connie Sweat seconds the motion. The motion passed with no opposing votes.
- 4. Discussion & Consideration of New Actuator Valve** - After the board speaking on the importance of procuring a new actuator, PFSSD Chair Person Melissa Hughes will research the bylaws & procurement statutes for the purchase. PFSSD Board Member Corey Biesinger motions to purchase the new actuator if needed before the next meeting in order to maintain the well. PFSSD Vice Chair Person Connie Sweat seconds the motion. The motion passed with no opposing votes.
- 5. Engineering Comments – Chlorination/Filtration System Update**  
Water Operator Clyde Watkins spoke on the importance of the PFSSD booster pump and what it means when it trips. He is pleased at the current usage and how well the PFSSD system is keeping up.
- 6. Water Operator Report** - Water Operator Clyde Watkins has pulled testing samples and it has passed.
- 7. 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 - \$227.34
    - Duchesne City Water - \$15.00
    - Streamline - \$70.00

- Clyde Watkins - \$1,828.65
- Strata - \$207.91
- Connie Sweat – Board Meeting \$50.00
- Theresa Welborn – Secretary Wages \$840.00
- Utah Local Government Trust - \$1,735.23
- Utah Local Government Trust - \$3,500.00
- Corey Biesinger - \$80.00

PFSSD Vice Chair Person Connie Sweat motions to pay the bills and the review of the financials as presented. PFSSD Board Member Corey Biesinger seconds the motion. The motion passed with no opposing votes.

- 8. Old Business** - PFSSD Board member Corey Biesinger stated the CCR Water report is on the website for public reference.
- 9. New Business** – The board talked about procuring 3 signs, a “No Water Sharing” “Do Not Enter” and “Pick Up After Your Pet”. PFSSD Secretary Theresa Welborn will source the signs and email the proofs to PFSSD Chair Person Melissa Hughes. PFSSD Secretary Theresa Welborn spoke regarding Brandon Peck Duchesne County Fire Warden would like to come to our next meeting and discuss Emergency Water if needed in the event of a fire.

**10. Adjourn Meeting –**

PFSSD Board Member Corey Biesinger motions to adjourn the meeting, PFSSD Vice Chair Person Connie Sweat the motion. The motion passed with no opposing votes. Meeting adjourns at 5:46

*Read and approved this on the 11<sup>th</sup> day of August 2025.*

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Melissa Hughes

Chair

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Connie Sweat

Vice-Chair

*Minutes of the meeting prepared by PFSSD Secretary Theresa Welborn*