

Pinon Forest Special Service District Meeting Held Monday August 11, 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, Commissioner Greg Miles via phone, PFSSD Secretary Theresa Welborn and PFSSD Resident Annie Wardle

Absent –

3. **Read and Approve the July 14, 2025 PFSSD Meeting Minutes** – Commissioner Greg Miles motions to approve minutes as presented. PFSSD Vice Chair Person Connie Sweat seconds the motion. The motion passed with no opposing votes.
4. **Engineering Comments – Chlorination/Filtration System Update**
 - a) Actuator Valve- PFSSD Melissa Hughes stated she would like to make sure the actuator valve is correct prior to her purchasing it. She will be working with PFSSD Water Operator Clyde Watkins and Jones and DeMille Representative Jeff Baker. PFSSD Chair Person Melissa Hughes would also like to look at the booster pump. Making sure they are on separate breakers from the valve.
5. **Water Operator Report** - Water Operator Clyde Watkins has pulled testing samples and it has passed. He stated Division of Drinking Water has paid for the testing. PFSSD passed the January 26th testing. PFSSD Water Operator stated he rekeyed the pump house building and will distribute new keys.

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 - \$220.57
- Streamline - \$70.00
- Clyde Watkins - \$1,537.18
- Strata - \$207.88
- Connie Sweat – Board Meeting \$50.00

- Theresa Welborn – Secretary Wages \$800.00
- Corey Biesinger - \$140.00

PFSSD Vice Chair Person Connie Sweat motions to pay the bills and the review of the financials as presented. Commissioner Greg Miles seconds the motion. The motion passed with no opposing votes.

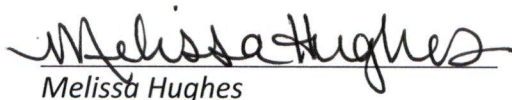
7. Old Business -

- 8. New Business –** PFSSD Resident Annie Wardle gave public comment regarding the speed of the water flow, the location of the key pad at the well house, as well as the weekend condition of the well site, with it being muddy after seasonal customers let water over flow. Annie requested for the well house to be graded and rotomilled, the board responded to the request letting Annie know we have scheduled grading and rotomill with Duchesne County Road Department, the work will be completed at the end of their season.

9. Adjourn Meeting –

PFSSD Vice Chair Person Connie Sweat motions to adjourn the meeting, PFSSD Board Member Corey Biesinger seconds the motion. The motion passed with no opposing votes. Meeting adjourns at 5:53

Read and approved this on the 8th day of September 2025.


Melissa Hughes

Chair


Connie Sweat

Vice-Chair

Minutes of the meeting prepared by PFSSD Secretary Theresa Welborn