

**Pinon Forest Special Service District Meeting Held Monday September 8, 2025 at the
734 North Center Street, 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 zoom and PFSSD Secretary Theresa Welborn

Absent –

- 3. Read and Approve the August 11, 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. Engineering Comments – Chlorination/Filtration System Update**
 - a) Actuator Valve- PFSSD Melissa Hughes talked with the board, stating she purchased the actuator valve in the amount of \$9,165.53 and it will have a 6-week lead time.
- 5. Water Operator Report** - Water Operator Clyde Watkins pulled testing samples and they have passed. Clyde requested pulling yearly water samples that would be a little more expensive. PFSSD Chair Person Melissa Hughes said that we have the money now, please take care of the yearly samples.
- 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 - \$222.49
 - Dorsett - \$1,860.00
 - UASD -\$86.00
 - Utah Division of Finance -\$22,345.00
 - Utah Division of Finance - \$10,425.01
 - Streamline - \$70.00
 - Clyde Watkins - \$1,337.68
 - Strata - \$207.42

- Duchesne Water - \$30.00
- Connie Sweat – Board Meeting \$50.00
- Theresa Welborn – Secretary Wages \$820.00
- Corey Biesinger - \$120.00

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.

7. **Old Business** - PFSSD Board Member Corey Biesinger is continuing to work at the facility, cleaning and picking up trash.

8. **New Business** – None at this time.

9. **Adjourn Meeting** –

PFSSD Board Member Corey Biesinger motions to adjourn the meeting, PFSSD Vice Chair Person Connie Sweat seconds the motion. The motion passed with no opposing votes. Meeting adjourns at 5:33

Read and approved this on the 14th day of October 2025.

Melissa Hughes

Chair

Connie Sweat

Vice-Chair

Minutes of the meeting prepared by PFSSD Secretary Theresa Welborn