

Pinon Forest Special Service District Meeting Held Monday December 8, 2025 at 734 North Center Street Duchesne, Utah 84021

- 1. Meeting called to order at 5:45 p.m.**
- 2. Present** – PFSSD Chairperson Melissa Hughes, PFSSD Vice Chairperson Connie Sweat, PFSSD Water Operator Clyde Watkins via zoom, PFSSD Board Member Corey Biesinger via zoom, Commissioner Greg Miles, PFSSD Secretary Theresa Welborn
Absent –
- 3. Read and Approve the November 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. Water Operator Report** - Water Operator Clyde Watkins pulled testing samples, they have passed.
- 5. 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 - \$273.71
- Streamline - \$74.52
- Clyde Watkins - \$1,446.17
- Utah Water Users Association \$250.00
- ETJ -\$4,562.50
- Jones & DeMille - \$1,765.00
- Duchesne County -\$2,500.00
- Strata - \$207.52
- Duchesne Water - \$15.00
- Connie Sweat – Board Meeting \$50.00
- Theresa Welborn – \$780.00
- Corey Biesinger - \$150.00

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.

6. **Discussion & Consideration of Tentative Budget** - PFSSD Chair Melissa Hughes presented the 2026 budget. Commissioner Greg Miles motions to approve the 2026 budget as presented. PFSSD Vice Chair Person Connie Sweat seconds the motion. The motion passed with no opposing votes.
7. **Old Business** – None at this time.
8. **New Business** - PFSSD Board has agreed to have the monthly meetings moved from the 2nd Monday of every month to the 2nd Tuesday of every month.

9. **Adjourn Meeting** –

PFSSD Vice Chair Person motions to adjourn the meeting. The motion is uncontested. Meeting adjourns at 6:16

Read and approved this on the 13th day of January 2025.

Melissa Hughes
Melissa Hughes

Chair

Connie Sweat
Connie Sweat

Vice-Chair

Minutes of the meeting prepared by PFSSD Secretary Theresa Welborn.