



CITY OF GILLETTE

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City of Gillette Regional Water Panel Minutes October 28, 2025

PRESENT

PANEL MEMBERS	YES	NO
Bill Brewer (WWDC)		X
E. Loren Crain, Board Chairman	X	
Robert Hollander		X
Levi Jensen	X	
Ralph Kingan, Board Vice Chairman	X	
Don McKillop		X
Charles "Pete" LeRoy	X	
MEETING QUORUM	Yes	

STAFF MEMBERS	YES	NO
Joff Pilon, Utilities Director	X	
Howard Jones, Water Manager	X	
Joe Schoen, City Engineer	X	
Sam Proffer (County)		X
Katie Crisp, Admin Coordinator	X	

I. Call Meeting to Order

The meeting was called to order at 12:07 pm by E. Loren Crain.

II. Approval of Minutes (July 10, 2025)

E. Loren Crain requested a motion to approve July 10, 2025, minutes. Ralph Kingan made a motion, seconded by Levi Jensen. All members voted Aye. Motion passed.

III. Engineering Projects Updates (Joe Schoen)

Well Installation Project 2C: (Wells M13, M14, & M15)

All work is complete! Going to City Council for final acceptance in Dec. Waiting on close-out paperwork to be submitted.

Regional Water Ph 3: American Road et al

All work is complete! waiting on close-out paperwork and anticipate to take to City Council for acceptance in December.

Regional Water Ph 4: Fox Ridge

Project is complete and has been accepted by City Council in October.

Regional Water Ph 5: Airport Extension

Project has been awarded to DRM. The work is expected to begin over the winter (Nov) with completion by the end of 2026.

Regional Water Ph 6: Stroup MHP, Eagle Ridge Subd, and People's ISD

All work by the contractor is complete. Waiting on electrical equipment to be delivered. This equipment is on the City to install once it arrives. The material delivery date has been delayed for one month. Once the material is delivered, staff anticipate having it installed and completed within two weeks. Anticipate close-out paperwork and acceptance by Council in January 2026.

Regional Water Ph 7: Hoy Subd, Countryside Subd and Graceland I&S:

No letters requesting the City to submit a WWDC application have been provided yet. Graceland is looking to request an application from WWDC at the next funding application cycle.

Fox Park Monitoring Station Project:

This project is wrapping up. Final tie-ins with the 30" water main are being done this week. All other work is complete (new building, electrical and parking improvements). Anticipate final acceptance in Dec or Jan depending on final closeout paperwork.

Z4R1 Tank replacement:

The City applied for a WWDC grant to replace the existing Red Hills tank (100,000 gallons) with a new water tank (up to 1 million gallons). The grant request is in the amount of \$2.5 mill for the construction and CM services and we will be going to a WWDC meeting next Tuesday (Nov 4). WWDC staff is recommending award of the grant. The design will begin over the winter of 2025 with hopes of bidding it in winter of 2026 and construction in 2027.

Howard Jones mentioned that this tank replacement will increase the supply and water pressure for the area.

Fox Ridge & Piper Acres:

With the acceptance of the Fox Ridge water line project, the Fox Ridge Subdivision is looking at taking continuous water. They have been in contact with customer service to possibly take water full time. The Piper Acres

Subdivision is a newly approved county subdivision. Piper Acres has a water service agreement going to City Council on Nov 18th for approval of taking water full time from the existing water system for up to 27 lots.

IV. Water Operations (Howard Jones)

Howard Jones informed the Panel that he is reaching out to AE2S a firm out of Grand Forks, ND to complete a rate survey.

Howard Jones distributed for informational purposes only WYOWARN and National WARN system handouts.

2025 Sanitary Survey:

The 2025 Sanitary Survey has been completed and all significant deficiencies from the 2022 Sanitary Survey have been cleared.

Well Field Project:

Additional samples will need to be taken before wells will be up and running.

Pump Station #1:

Bid was awarded to S&S Builders and construction has started.

Cathodic Protection: (CP)

Continuing to work on CP rectifier and deep ground anode bed easements. CP surveys have been completed, 2024 to current are stable.

30" Transmission Line CMAR:

The 30" Transmission line is currently not in service due to damage. Bids to replace the damaged portion of the line will be taken in November 2025 and advertised in December 2025. The anticipated completion date for this project is the end of the year 2027.

Donkey Creek/Sunny Slope Road:

Permanent fencing around the high-arc flash area at Donkey Creek has been completed.

Howard Jones informed the Panel that Jim Mitchell has been hired as the new Emergency Manager for Campbell County.

The 3rd Quarter 2025 Water Consumption Report was presented and reviewed. It was noted that the consumption in August was an outlier due to the power outage and restart.


Levi Jensen inquired on the Regional demand compared to the City demand from the outage. Howard Jones responded that it stayed consistent. The regional subdivisions are all on emergency demand.

V. Next Proposed Meeting (TBD) – January 2026 (Send Survey for Optional Dates)

The meeting was adjourned at 12:40 pm

RESPECTFULLY SUBMITTED,

Absent
E. Loren Crain
Board Chairman


Ralph Kingan
Board Vice Chairman

DATE APPROVED: January 20, 2026

ELC/kac