



CITY OF GILLETTE

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City of Gillette Regional Water Panel Minutes January 20, 2026

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 12:04 pm by Ralph Kingan.

II. Approval of Minutes (October 28, 2025)

Ralph Kingan requested a motion to approve the October 28, 2025, minutes. Levi Jensen made a motion, seconded by Robert Hollander. All members voted Aye. Motion passed.

III. Annual Election of Officers

- a. **Elect Chairman** – E. Loren Crain was nominated by Levi Jensen. With no other nominations or objections E. Loren Crain was appointed unanimously.

- b. **Elect Vice Chairman** – Ralph Kingan was nominated by Levi Jensen. With no other nominations or objections Ralph Kingan was appointed unanimously.

IV. Engineering Projects Updates (Joe Schoen)

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

Council acceptance is complete. Working through SEO and Board of Control paperwork and finalizing record drawings.

Levi Jensen questioned the grant status. Joe Schoen will bring the final details to the next meeting.

Regional Water Ph 3: American Road et al

Council acceptance is complete. Final record drawings to be submitted soon.

Regional Water Ph 5: Airport Extension

DRM started work and is approximately 50% complete with the water main installation. Work is anticipated to be completed by the end of 2026.

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

Electrical equipment was delivered and installed. Final testing will be completed before the end of the week. Anticipating final paperwork and acceptance by City Council in February.

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

Reaching out to each district to see if they want to move forward. Meeting is scheduled with Graceland I&S later this week to determine if going for a grant or not in August 2026 for design and easement negotiations (next available WWDC funding cycle) will be necessary.

Fox Park Monitoring Station Project:

This project is completed and accepted by the City Council. Currently working on final record drawings.

Z4R1 Tank replacement:

The project is going to City Council 1/20/2026 for plan approval. The grant application has been approved by WWDC. Morrison-Maierle has been hired to complete the design. It is anticipated that the project will be completed by the end of 2027.

The Panel briefly discussed elevated storage.

Fox Ridge & Piper Acres:

Phase I has been approved for Piper Acres to take water full time from the existing water system for up to 27 lots.

V. Water Operations (Howard Jones)

Howard Jones informed the Panel that he attended a regional technical conference and briefly discussed regionalization specifically noting that smaller regional systems are merging into larger single systems.

ISO has been completed and a water model has been updated. CCFD will be able to see which fire hydrants have the best flows. It is anticipated this will reduce our ISO rating which is currently a "4."

Howard Jones informed the panel he is working on the '26-'27FY CIP plans and the Water Operators are completing their training hours.

Well Field Project:

Wells M-9 and M-10 are off and sending for 5-yr plan, also new VFD's are being installed. Backup generators are being added to Zone 3 (Westover). The anticipated total cost is \$75k and will be budgeted for the next fiscal year. Wells M13-15 are waiting on fiber.

LCRR:

EPA approved the acceptance of random statistical data to remove unknown service line material for non-lead in all rural water systems.

30" Transmission Line CMAR:

A project meeting is scheduled for 1/21/26.

Pump Station #1:

Completion is anticipated sooner than projected. A progress meeting is scheduled to address drainage and service lines.

The 4th Quarter 2025 Water Consumption Report was presented and reviewed.

VI. Next Proposed Meeting (TBD) – April 2026 (Send Survey for Optional Dates)

The meeting was adjourned at 12:44 pm

RESPECTFULLY SUBMITTED,

ABSENT

E. Loren Crain
Board Chairman


Ralph Kingan
Board Vice Chairman

DATE APPROVED: April 14, 2026

ELC/kac

H:/WA/Howard/RegionalWaterPanel/RWP Meetings (Agenda & Minutes)/2025-07.10.2025