



memo

To: Scott Dixon
From: John Gomez
Date: 12/09/2025
Re: Public Works Monthly Staff Report – November 2025

Department monthly highlights:

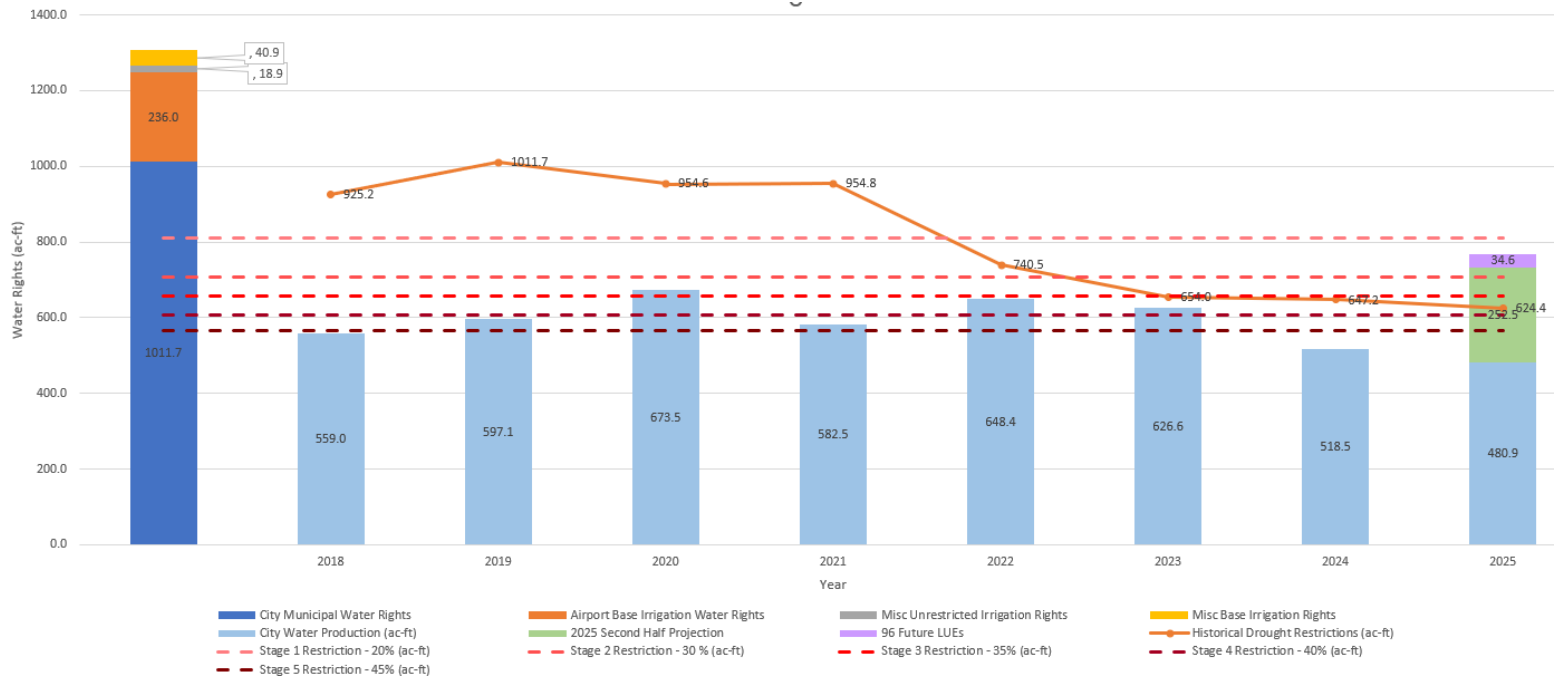
- **Work Order Activity:** Staff received a total of 89 service requests across all departments during the reporting period.

Work Orders

Department	Issued	Closed	Open (at month end)
Electric	19	19	0
Water	21	20	1
Streets	47	47	0
Gas	2	2	0
TOTAL	89	88	1

Newly Hired Staff Updates

- **Natural Gas Supervisor** – Successfully onboarded to oversee system operations, field activities, and compliance functions within the natural gas division.
- **Gas Service Technician** – Hired to support service calls, maintenance tasks, and customer-facing operational needs.
- **Water Service Apprentice** – Added to the team to assist with water service installations, maintenance, and training under senior staff guidance.

Water consumption and projection data:**Project Updates:****Flat Creek Subdivision**

Miller Bros. has mobilized on site and begun trenching for dry utilities, including electric, natural gas, and telecommunications infrastructure. One concrete crew has started setting forms and placing rebar for sidewalks, driveways, and ADA-compliant ramps throughout the subdivision, and has begun concrete pours in these areas. A second concrete crew is focused on surface preparation, including asphalt removal and cutting diamond-shaped openings around manhole lids to accommodate upcoming adjustments.

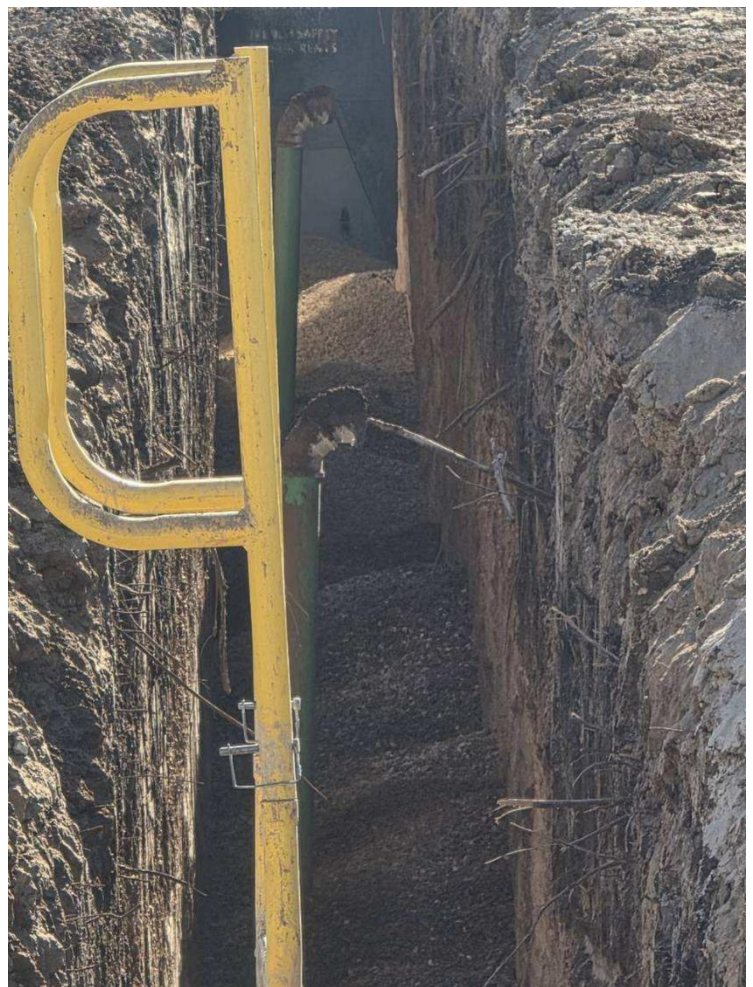
Pumphouse No. 5

The welding crew installed and painted two sets of gates—one at the facility entrance and another at the vacuum area. Electricians continued pulling wiring through conduit throughout the building, progressing toward final terminations in the electrical room. Meanwhile, the mechanical team advanced work in the conveyor tunnel, installing key components and preparing for upcoming system integration.



Alsatian Oaks Phase II

The televising crew cleaned Sewer Line A and completed its inspection, which passed successfully. The civil team has finalized work on the channel bridge. Utility Crew A continues installing sewer lines and manholes, while Utility Crew B is progressing with water line installation at the south end of the subdivision. The dirt crew is actively raising site elevation and refining overall grading. Daily soil deliveries—ranging from approximately 250 to 400 truckloads—along with other essential materials, continue to support steady advancement of site development activities.



Country Village Lift Station

Keeley initiated system startup on November 3rd following installation of the automatic transfer switch (ATS) and the addition of a “no neutral kit” in the panel box. During startup, the lift station remained on bypass because the pumps were not operating correctly due to issues within the control panel. PSI technicians engaged engineering support to determine why the pumps were repeatedly tripping the breaker.

On November 7th, a PSI technician returned to the site, installed a replacement component in the control panel, and successfully restored proper operation of both pumps later that evening.



Town East Crossing

The dirt crew is continuing to build the pad for the upcoming construction project and is actively grading the site in preparation for a future roadway. This work remains on schedule and supports the next phases of development.



Geneva Drainage Channel

The street crew applied water to aid in the compaction of the roadway.



Keeping Our City Moving: Public Works in Action

Water & WWTP Crew



Electric Crew



Electric Crew Working at Gentilz



Keeping Our City Moving: Public Works in Action

Water & WWTP Crew



**Water & Electric Crew Working
on the MV Well**



**Electric Crew Working
at the Pumphouse**

