

# City Administrator's Report



**To:** Mayor Alexander & City Council  
**CC:** Staff  
**From:** R. Scott Dixon, City Administrator  
**Date:** June 05, 2025  
**Re:** City Administrator's Report

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Mayor and Council,

The following items are listed in no particular order. If there is anything that you would like an update on that you do not see listed or you have any additional questions or concerns, please contact me.

## Gas Audit

The City's gas utility was audited by the Railroad Commission this week. This audit is an annual requirement that involves extensive preparation and three days of both field verification, verbal interviews, and an audit of the city's files and records. We will hear the results of the audit next week. In preparation for this audit, our gas utility Superintendent, Javier Jacquez, attended the City of Uvalde's gas utility audit and spent the last six weeks reviewing the city's records and conducting field surveys of the city's distribution system and equipment. Here is a list of SOME of the items covered in the audit:

### Annual Requirements:

- Continuing Surveillance (Line markers & casings)
- Corrosion Control (CP Readings)
- Corrosion Control (Atmospheric Inspections) – every 3 years
- School Pipeline Testing – every 2 years
- OQ Plan & Operator Qualifications
- Leaks
- Regulator/Relief Valve Reports
- Emergency Valve Reports

- Line Locating & Qualifications
- Review Of O&M

#### Quarterly Requirements:

- Patrol Points – rivers, highways, and railroad crossings
- Business District Patrols
- Odorization Testing
- Pipeline Patrolling
- CP Casing Inspections

#### Gravel Disbursement in Medina River at Regional Park

Earlier this year, staff removed some of the gravel from the Medina River in an effort to eliminate debris that had built up over a significant period of time and minimize erosion of the river. This effort was halted once we realized that a permit had to be acquired. The City has obtained permission to resume this effort. Over the coming weeks, our crews will work to re-distribute the large gravel pile that is in the southwest bend of the Medina River in Regional Park.

#### Geneva Drainage Channel

The roadwork on Gentilz at the Geneva intersection has been completed, staff will begin excavating the drainage channel immediately south of the intersection – this effort should take up to 12 weeks to complete.

#### Regional Park Irrigation

Last week, staff met with Michael Persyn of Lochner (formerly KFrieese) and the mayor on-site at the waste water treatment plant (WWTP) to discuss and evaluate the various effluent watering systems that have been identified. Included in this report is an email dated June 5<sup>th</sup> from Michael Persyn that provides his evaluation of the various methods that were discussed.

#### Generator Testing

Pursuant to the direction provided by council during their May 27<sup>th</sup> meeting, over the past week, staff has been testing the water well emergency generators under active load. Previous to these tests, the generators had been routinely tested without the water well in operation. This testing has proved helpful as it has identified the need for minor electrical modifications and improvements which are currently in-process.

### County Participation on Street Maintenance

Staff recently spoke with Commissioner Sittre to confirm the county's willingness to enter into an interlocal agreement for specific roadway improvements within Castroville. Staff has identified several street sections and discussed potential projects with the county. The next step will be to create a formal interlocal agreement for each project. Included with this report are the maps and information that have been provided to the county.

### City Hall Audio/Visual

Unfortunately, the gremlin that is haunting our audio/video system appears to still be active. We lost the last 30 minutes or so of sound during the last council meeting. Staff has worked with VC3 to get the proper Microsoft Teams licensing and installation on the council computer. Included with this report are the instructions for how to use Microsoft Teams Town Hall livestream to YouTube for your reference. It is not a simple process. Staff will work on testing the Teams Town Hall function and will also reach out to Vimeo to try and troubleshoot the issue with them.

There is a lot going on in the City of Castroville! If I have left anything out of this report, it was not intentional. **If there is anything else that is of particular concern to you, please let me know so that I can include it on a future report.** As always, my door is open should you have need to speak with me. It is my pleasure to serve the people of Castroville.

Thank you,

A handwritten signature in blue ink, appearing to read "R. Scott Dixon".

R. Scott Dixon, MPA

City Administrator, Castroville, TX