



memo

To: Scott Dixon
From: John Gomez
Date: 06/19/2025
Re: Public Works Monthly Staff Report – May 2025

Department monthly highlights/accomplishments:

- **Work Order Response:** Staff responded to a total of **112 work requests** across all departments.
- **Gas Department Audit Preparation:** Conducted a pre-audit with Simon Pena, Pipeline Safety Compliance Consultant, in preparation for the upcoming Railroad Commission audit scheduled in June.
- **Customer Service Initiative:** Public Works administrative staff began making daily courtesy calls to residents with high water usage. Most cases were due to leaky toilets. Residents expressed appreciation for the proactive outreach and assistance.
- **Social Media Engagement:** The Public Works Facebook page saw an increase in followers, reflecting improved community engagement.

Work Orders

Department	Issued	Closed	Open (at month end)
Electric	26	26	0
Water	27	27	0
Sewer	1	1	0
Streets	50	48	2
Gas	8	8	0
TOTAL	112	110	2

Project Updates:

AMI Meter Project

- Received **169 STRATUS IQ+2S 200A electric meters**.
- Final shipment of 7 meters expected in the second week of July.
- Tentative completion date for remaining electric and water meter installations: **July 14, 2025**.

Waste Water Plant

- Staff is filling ponds with select materials
- Regional pumps are in use due to a backup being offline
- Backup pump is being worked on to replace impeller.

SCADA Project

- Project awarded at the June 10, 2025, council meeting.
- Purchase order issued; contractor has ordered the automatic transfer switch and parts for Water Wells 2 & 3.

Gas System

- Ongoing efforts to locate and verify gas line specifications
- Received and currently reviewing the gas capacity analysis
- Continued preparation for the Railroad Commission audit

CDBG Water Line Replacement Project

- Contract awarded to **Aetos Construction** on March 17, 2025
- AETOS Construction has submitted materials list for approval
- Survey has been scheduled

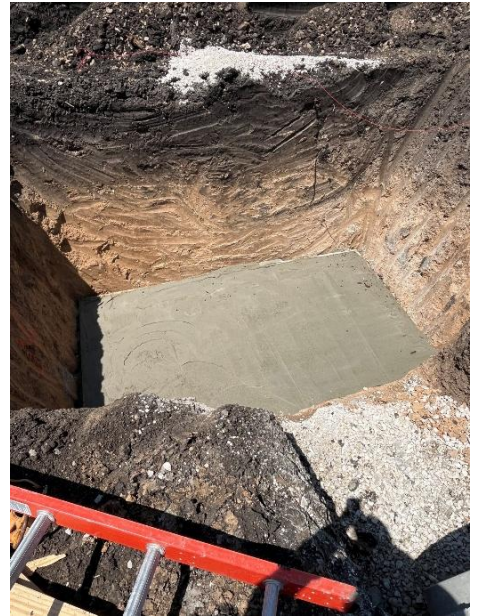
Castroville Community Building

- The utility crew is nearly finished installing the sewer lines.
- Plumbers have been on site, have laid out their plans, and are currently working on the interior plumbing of the building.



Flat Creek Subdivision

- Trencher on-site navigating rocky terrain.
- Crews actively installing manholes and piping.
- Foam fill added to manholes and retaining wall construction underway.
- Mud slabs poured for storm drain inlets and additional materials delivered.



Geneva Drainage Channel- Streets Project

- The streets crew removed 10 inches of existing roadway at the intersection of Geneva and Gentilz.
- Adjusted manholes and water valve to match new street grade.
- Upcoming work: base material installation and asphalt paving



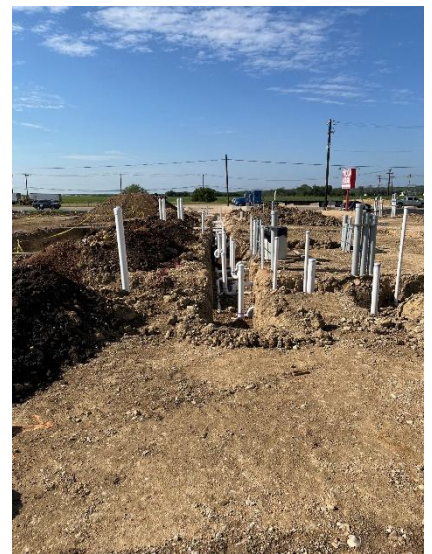
Country Village Lift Station

- Gas riser installed by Mears for future generator connection.
- Site visit scheduled with Keeley Construction and Big State Electric to plan old generator removal.



Pumphouse No. 5

- Interior plumbing for car wash installed.
- Precast oil and water separator successfully installed.





Town East Crossing Retail

- Exterior wall sheathing installation in progress.
- Final 10–15 feet of sewer line being hand-excavated due to communication wiring.
- Welders installing structural bracing; retaining wall and metal stud installation ongoing.
- Dirt crew working on roadway along the bank side.



Challenges

- **Staffing Shortages:** Three vacancies in the Electric Department.
- **Recruitment Efforts:** Positions are currently being advertised.
- **Contractor Support:** Outside contractors engaged as needed to maintain service levels.