

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Loch Dreizler, General Manager  
**DATE:** January 17, 2024  
**SUBJECT:** *Maintain X* – A presentation showing our computerized maintenance management system (CMMS) Program for Work Orders and Tracking

**Recommendation / Proposed Motion**

Review and discuss *Maintain X* presentation.

Proposed Motion #1: Not necessary for this Action Item

**Policy Implications**

Our Sewer System Management Plan (SSMP) indicates that SYCSD does not currently use a CMMS to schedule and track line cleaning or normal or hot spot maintenance.

**Fiscal Implications**

The program has an annual cost of about \$3,000.

**Alternatives Considered**

Not Applicable for this Action Item

**Discussion**

Review and discuss *Maintain X* presentation.

From the District's 2020 Sewer System Management Plan:

SYCSD does not currently use a computerized maintenance management system to schedule and track line cleaning or normal or hot spot maintenance. SYCSD has developed a Sewer Line Cleaning Schedule and EXCEL spreadsheet that identifies monthly line segments that are cleaned and/or inspected.

The ultimate goal of a work order system is to plan recurring maintenance tasks before they result in downtime.