

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Loch Dreizler, General Manager

DATE: January 15, 2025

SUBJECT: Review and discuss the District's Monthly Operations and Maintenance Activity Report

Proposed Motion / Recommendation

There is no proposed motion. This report is an information discussion only. The recommendation is to include the District's Monthly Operations and Maintenance Activity Report in the consent items.

Purpose or Monthly Activity Report

Issue Identification: The report helps identify recurring issues, unexpected downtimes, or inefficiencies, which can be addressed to improve operational reliability and efficiency.

Improvement: The report offers insight into areas where processes can be improved, whether through:

- Training
- Technology adoption, or
- Procedural changes

Communication Tool: Helps Directors and Staff communicate with ratepayers about the state of operations and maintenance.

Accountability: Provides goals to achieve by indicating what the expectations are.

Planning and Forecasting: This position assists in planning future maintenance schedules, budgeting for repairs or upgrades, and forecasting potential issues based on historical data.

Cost Control: By reviewing maintenance and operating costs, preventive versus corrective maintenance helps control and possibly reduce operational costs.

Compliance and Safety: Help ensure that all operation and maintenance activities comply with regulatory and safety standards.

Resource Management: Developing these monthly reports can help optimize resources such as personnel, finances, equipment, materials, and tools.

Performance Monitoring: With additional goals to track the performance of equipment, systems, or facilities, ensuring that maintenance schedules and operational standards are met.

Fiscal Implications

- Providing Monthly O&M Reports helps improve budget preparation
- Providing Monthly O&M Reports helps improve developing a Capital Improvement Plan

Alternatives Considered

None

Attachment(s): **Monthly Activity Report – To be distributed at the Board Meeting**