

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**

Santa Ynez Community Services District

Monthly Activity Report for December 2024

Report Purpose

This report summarizes District operations and maintenance so that the Board of Directors and ratepayers can reference our performance, ensure regulatory compliance, and plan for future maintenance and operational needs.

- **PERSONNEL**
 - 2 Operators in Training – Studied for CWEA exam to become an operator 1 or 2
 - Operations Supervisor – Vacant, hired a new employee who is starting on February 3 to be on a 6-month path to Supervisor
 - Met with the Office Manager/Board Secretary Weekly
 - Met with the Wastewater Treatment Plant Operator weekly
- **OPERATIONAL DATA**
 - Flow Data
 - December 2024: 5,169,964 gallons
 - December 2023: 5,554,337 gallons
 - System Performance
 - Lift Stations - performed well, nothing beyond regular O&M
 - Smart Covers - performed well, nothing beyond regular O&M
 - Generators - performed well, nothing beyond regular O&M
- **MAINTENANCE ACTIVITIES**
 - Preventive Maintenance
 - Manholes Inspected – MH0126 (Sagunto/Cuest) needs to be exposed and raised. Other than the visual inspection when jetting, there were no recorded / formal manhole inspections in December.
 - Manholes repaired - none, and staff training on raising manholes is scheduled for February. **We are improving the procedure for inspecting and repairing manholes using our work order system.**
 - Mainlines Flushed: This will generally be per the monthly schedule - **see attached or about 8% per month**. This month: 5,224' linear feet.
 - (5) Smart Covers: One needed a minor adjustment.
 - Mainlines Videoed – discussing camera purchase with the finance committee.
 - Repairs
 - Emergency Repairs – no emergency repairs
 - Equipment Failures – no equipment failures
- **ENVIRONMENTAL IMPACT - POTENTIAL**
 - Overflows and Spills – No overflows to report
 - Wastewater Quality – This is not required and is currently not tested.

- **INSPECTIONS AND COMPLIANCE**
 - Inspections
 - Dig Alerts Inspected/Lined: 25
 - Quarterly Fats, Oils, and Grease Inspections: none in December; next inspections scheduled for February.
 - Permit Compliance
 - Permit: Order WQ 2022-0103-DWQ
 - Statewide Waste Discharge Requirements (WDR)
 - Statewide General Order for Sanitary Sewer Systems
 - Sewer System Management Plan (SSMP)
 - Review and Update One Chapter per month and revise as necessary.
- **PUBLIC INTERACTIONS**
 - Number of Customer Service contacts at the counter or online to begin tracking in January, but typically, it is one or two customers at the counter and two or three online per month
 - Contractor contact at the counter or online to begin tracking in January, typically one or two contractors per month.
 - Upcoming Outreach Programs – possible expansion of the system.
- **SAFETY AND TRAINING**
 - Safety Incidents – no incidents
 - Safety Training –
 - Coming Up on January 23, Confined Space and Traffic Control with ID#1
 - Safety Inspections – Eye wash stations, fire extinguishers, and AED monthly
 - Safety handout from our Risk Management Agency - Housekeeping
- **FUTURE PLANNING OR STRATEGIC INITIATIVES**
 - Long-term goals – continue expansion within our sphere of influence
 - Upcoming projects – Ductile Iron Pipelining Project
 - Upcoming SB County road resurfacing projects – Spring of 2025:
 - Tyndall Street
 - Country Road, Country Lane, Country Way and Country Court
 - Remington Road
 - Brandon Road
 - System expansions – discussing County Road, Upper Deer Trail, and Stadium.
- **WWTP**
 - Permit: Order WQ 2022-0103-DWQ
 - Recycled Wastewater
 - Working Under EPA NPDES Permit # CA 0050008
 - Treated Wastewater to Surface Water
 - NPDES = National Pollutant Discharge Elimination System
 - EPA = Environmental Protection Agency
 - Currently in the process of renewing the permit with the EPA

Attachments: 01. Prescribed Monthly Jetting Schedule
02. Typical Work Manhole Work Order using our Work Order System

2025 SYCSD CLEANING SCHEDULE MAINLINE COLLECTION SYSTEM BRANCHES

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
UPPER WESTSIDE	LOWER WESTSIDE	CALZADA PINE CUESTA	OLD CALZADA OFF-TRACK	COLLEGE ESTATES SOUTHBOUND	UPPER MEADOWVALE CATARINA & OLIVE	FARADAY	EDISON TIVOLA SAGUNTO	LONGHORN OFF-TRACK	HWY 246	CHUMASH RESERVATION	RIVER COURSE
C/O0025	C/O0034	MH0157	C/O0014	C/O0020	MH0005	MH0046	C/O00056	MH0012	MH0285	R1	MH0265
C/O0024	MH0170	MH0158	MH0197	MH0135	MH0035	MH0045	MH0109	MH0202	MH0287	R2	MH0264
MH0024	MH0172	MH0161	MH0168	MH0134	MH0034	C/O0007	MH0110	MH0203	MH220	R3	MH0263
MH0146	C/O0054	MH0164	MH0169	MH0130	MH0033	MH0048	C/O0052	MH0093	MH0288	R4	MH0262
C/O0023	MH0172	MH0165	C/O0033	MH0128	MH0032	MH0047	MH0111	MH0094	MH0221	R4A	MH0261
MH0145	MH0191	MH0167	MH0127	C/O0019	MH0031	MH0046	MH0112	MH0092	MH0286	R5	MH0260
MH0143	C/O0028	MH0166	C/O0018	MH0132	MH0037	MH0051	C/O0044	MH0091	MH0223	R6	MH0259
MH0144	MH0152	MH0173	MH0122	MH0131	MH0036	MH0050	MH0113	MH0090	MH0224	R7	MH0258
C/O0022	MH0153	MH0174	C/O0058	MH0128	C/O0006	C/O0048	MH0064	MH0002	MH0222	R8	MH0257
MH0142	MH0154	MH0175	MH0123	MH0100	C/O0005	MH0054	MH0115	MH0001	MH0225	R9	FJORD
MH0141	MH0155	MH0096	MH0124	C/O0012	MH0044	MH0053	MH00656	MH0089	MH0226	R10	MH0256
MH0146	MH0156	MH0095	MH0198	MH0105	MH0052	MH0055	C/O0044	MH0088	MH0227	R11	MH0255
MH0140	C/O0029	MH0071	MH0187	MH0204	C/O0047	MH0057	MH0113	MH0087	MH0228	R12	MH0253
MH0139	MH0192	MH0117	C/O0036	MH0107	MH0201	MH0058	MH0064	MH0086	MH0229	R12A	MH0252
MH0136	MH0159	MH0037	MH0186	MH0108	MH0043	MH0056	MH0115	MH0085	MH0230	R13	MH0251
C/O0051	MH0160	MH0118	MH0188	MH0104	MH0038	MH0059	MH0065	MH0084	MH0231	R14	MH0250
MH0055	MH0162	MH0119	MH0189	C/O0049	MH0038	C/O0008	C/O0045	SUNNY FIELDS OFF-TRACK	MH0232	R15	MH0249
LONGHORN OFF-TRACK	MH0163	MH0114	MH0083	C/O0011	MH0040	MH0062	MH0029		MH0233	R16	MH0248
MH0012	MH0207	MH0072	LONGHORN OFF-TRACK	MH0103	MH0041	LONGHORN OFF-TRACK	MH0028	MH0234	R17	MH0279	
MH0202	C/O0032	MH0075	MH0012	MH0101	MH0060	MH0012	MH0027	MH0236	R18	MH0247	
MH0203	VALLEY GARDENS	MH0126	MH0202	MH0102	MH0200	MH0026	MH0026	MH0276	MH0235	R18	MH0246
MH0093		MH0120	MH0203	MH0100	MH0030	MH0202	MH0025	MH0274	MH0237	R19	MH0245
MH0094	VG1	C/O0015	MH0093	RESERVATION PARK	MH0061	MH0203	C/O0004	MH0273	MH0238	R20	MH0244
MH0092	VG2	C/O0017	MH0094	RP1	MH0062	MH0093	MH0024	MH0271	MH0239	R21	LONGHORN OFF-TRACK
MH0091	VG3	MH0121	MH0092	RP2	CHUMASH CASINO	MH0094	MH0023	MH0270	MH0240	R22	MH0012
MH0090	VG4	C/O0038	MH0091	RP3	CHC1	MH0091	MH0021	MH0268	MH0241	R24	MH0202
MH0002	VG5	MH0076	MH0090	RP4	CHC2	MH0090	MH0020	MH0267	MH0243	R25	MH0203
MH0001	VG6	MH0077	MH0002	RP5	CHC3	MH0002	C/O002	MH0266	MH0282	R26	MH0093
MH0089	VG7	MH0078	MH0001	RP6	CHC4	MH0001	MH0011	HORIZON DRIVE	MH0281	R27	MH0094
MH0088	VG8	MH0079	MH0089	RP7	CHC5	MH0089	MH0010		MH0280	R28	MH0092
MH0087	VG9	MH0199	MH0088		CHC6	MH0088	MH0009	HD215	MH278	R30	MH0091
MH0086	VG10	MH0125	MH0087		CHC7	MH0087		HD216	GOLDEN INN	R31	MH0090
MH0085	VG11	C/O0016	MH0086		CHC8	MH0086		HD217		G11	R32
MH0084	VG12	MH0080	MH0085		CHC9	MH0085		HD218	G12		MH0001
		MH0081	MH0084		CHC10	MH0084		HD214	G13		MH0089
		MH0082			CHC11			C/O0057			MH0088
		MH0083			CHC12			HD212			MH0087
								HD211			MH0086
								HD211			MH0085

*****CLEAN ALL WET-WELLS & LEVEL CONTROLS EVERY FRIDAY*****

