

## SANTA YNEZ COMMUNITY SERVICES DISTRICT MEMORANDUM

**To:** Board of Directors  
**From:** Loch, General Manager  
**Date:** February 18, 2026  
**Subject:** Retirement and Transition Plan – Update for February 18, 2026 Board Meeting

After 4 years of dedicated service as General Manager, I announced my retirement, effective **July 3, 2026**. To support an orderly transition and allow time for knowledge transfer, team support, and any necessary adjustments, I will shift to a part-time role starting **March 9, 2026**. In this capacity, I will work approximately 24 hours per week on random days Monday through Friday, focusing primarily on high-priority completion items, mentoring, and advisory support as needed.

This phased approach will enable me to complete key responsibilities while empowering the team and any incoming leadership to assume full operational control by my retirement date.

### Transition Timeline Summary

- **March 9, 2026:** Transition to part-time status (24 hours/week).
- **March 9 – July 3, 2026:** Period focused on completing priority tasks, documentation, and knowledge transfer.
- **July 3, 2026:** Official retirement date.

### Overview of Priority Tasks (March 9 – July 3, 2026)

During the board meeting on February 18, I will present a summary of the tasks I intend to complete or advance during this transition period. These tasks are organized into three main categories:

#### 1. Technical

- Capital projects, system upgrades, infrastructure improvements, compliance-related technical deliverables, and any ongoing initiatives Directors would like me to pursue.

## 2. Managerial

- Leadership transition support, staff development, process documentation, performance reviews/handovers, and operational continuity measures.

## 3. Financial

- Budget development, finalize rate study, audit preparation/support, funding or contract obligations, and any fiscal year-end responsibilities.

This memo serves as a **placeholder** in the board packet to provide early notice of my plans. An itemized list of tasks, including timelines and status updates, will be discussed during the meeting. I will distribute materials at the meeting.

I remain committed to the organization's success through this transition and beyond. I welcome any questions, suggestions, or input from the Board regarding succession planning, priorities, or additional support needed during this period. Ensuring continuity and long-term stability remains my top priority.