

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: Board of Directors
FROM: Loch Dreizler, General Manager
DATE: August 21, 2024
SUBJECT: Monthly Operations Updates - Review and discuss including monthly operations updates for future consent items. No formal action is necessary.

Proposed Motion / Recommendation

Review and discuss the reserve policy established in Resolution 15-01 (see attached)

Proposed Motion: No motion is necessary.

Alternative for Consideration: No alternatives.

Policy Implications

There are no Direct Policy Implications; however, it will likely prove valuable in developing future Sewer System Management Plans.

Fiscal Implications

There are no Direct Fiscal Implications; however, it will likely prove valuable in the development of the Capital Improvement Plan

Discussion

The goals would be to keep them to one page or less and to give Directors and the community an insight into the District field operations. An executive-level summary of operations and maintenance.

A monthly operations report has the potential to be a valuable document summarizing the district's daily, weekly, and monthly activities. It can offer insights into progress, challenges, and overall operations and may become an instrument of encouragement.

Attachment:

Draft Monthly Operations Report

What a **DRAFT MONTHLY OPERATIONS REPORT** might include

1. Introduction and Summary
 - a. Monthly Operations Report
 - b. Date
2. Health and Safety
 - a. Safety from the field
 - b. Safety from SDRMA (Risk Management)
 - c. Quarterly Emergency Preparedness Mock Scenario
3. Wastewater Flows with comparison references
4. Collection System
 - a. Jetting
 - b. Manholes Inspected
 - c. Lift Station Maintenance Summary
 - d. Fats, Oils, and Grease Inspections
5. Customer Service interactions or initiatives
6. Operation Staff Updates
 - a. Monthly Operations Staff Meeting
 - b. Certifications