

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Loch Dreizler, General Manager  
**DATE:** February 19, 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 a District 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 the Capital Improvement Plan preparation.

**Alternatives Considered**

None

**Attachment(s): Monthly Activity Report**

Santa Ynez Community Services District

**Monthly Activity Report for January 2025**

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 on February 3
- Met with the Office Manager/Board Secretary Weekly
- Met with the Wastewater Treatment Plant Operator weekly

• **OPERATIONAL DATA**

- Flow Data
  - January 2025: 179,343 average daily flow in gallons
  - January 2025: 31,601 average daily flow Chumash recycled to Solvang
  - January 2024: 177,422 average daily flow in 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
  - 31 Manholes Inspected – See attached graphic (distributed at Board Mtg.)
  - Zero manholes repaired. Staff training on raising manholes is scheduled for late February.
  - Mainlines Flushed: See attached graphics (distributed at Board Mtg.)
  - (5) Smart Covers: no additional repairs needed this month.
  - Mainlines Videoed – discussing camera purchase at the March Board Meeting.
- 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.

• **PUBLIC INTERACTIONS**

- Number of Customer Service contacts: two at the counter and one online
- Contractor contact at the counter or online: one contractor
- Upcoming Outreach Programs – possible expansion of the system.
- Phone calls – 33 inbound, 12 outbound, average per day 1.5

- **INSPECTIONS AND COMPLIANCE**
  - Inspections
    - 24 Dig Alerts Inspected
    - Quarterly Fats, Oils, and Grease Inspections: none in January; next quarterly inspections are scheduled for March.
  - 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.
- **SAFETY AND TRAINING**
  - Safety Incidents – no incidents
  - Safety Training –
    - 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 – Slips and Falls
- **FUTURE PLANNING OR STRATEGIC INITIATIVES**
  - Long-term goals – continue expansion within our sphere of influence
  - Upcoming projects – Ductile Iron Pipelining Project late March, early April
  - 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 – Meeting March

**Attachments:** Maintenance Graphic will be distributed at the meeting.