

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM**

TO: Board of Directors
FROM: Loch Dreizler, General Manager
DATE: November 20, 2024
SUBJECT: Discuss the *Operations and Maintenance Activity Report* - Develop a template and the frequency with which the activity report will be presented to the Board in future consent items.

Proposed Motion / Recommendation:

Staff recommendation is to continue to collectively move toward determining the best format and frequency.

Proposed Alternative Motions:

A motion is not necessary.

Policy Implications

There are no direct policy implications; however, the activity report can provide a good overview of monthly operations that benefit the Board, constituents, and a regulatory requirement reference.

Fiscal Implications

No Fiscal implications

Discussion

The General Manager proposed including monthly operations activity reports for future consent items at the August 2024 Board meeting. He provided a draft monthly operations activity template for reference. The template was also shared and discussed at the September wastewater committee meeting for review before the October Board meeting.

President Redfern expressed interest in seeing a different format at the October Board meeting. At my pre-agenda meeting with him, I shared some other formats the staff already uses so that he might see something closer to his expectations. He reviewed and liked the typical weekly schedule field staff uses for reference.

Attachment(s):

1. Typical Weekly Schedule – Board President favored at the pre-agenda meeting.
2. September DRAFT Activity Report for reference
3. Sample of Staff Daily Log

THIS IS GENERIC, CAN BE ADAPTED, AND ALWAYS WORK SAFE

This is conceptual; change as needed - tasks determine priorities, but this is a good template - based on the whiteboard in the shop when I first started working here. (Plus our SSMP)

Monday (Check Maintain X)	Tuesday, Wednesday & Thursdays (Check Maintain X for Dig Alerts)			Friday (Check Maintain X)
Clean & Prep on the road by 7:15/7:30	7:00 7:15/7:30	Clean & Prep, Review Maintain X with Supervisor, Safely Design the Days Activities	15	Clean & Prep on the road by 7:15/7:30
Misc. & Lift/Pump Station Maintenance List	7:15/7:30 9:15	Supervisor & Staff in the field Jet & Camera Wednesday/Thursday FOG Tuesdays – 3rd of each month	120	Misc. & Lift Station Maintenance List
Break	9:15 9:30	Break It does not have to be exactly at this time, depending on what you are working on	15	Break
Misc. & Lift/Pump Station Maintenance List + Flows	9:30 11:30	Supervisors & Staff in the field Jet & Camera Wednesday/Thursday FOG Tuesdays – 3rd of each month	120	Lift Stations, Wet Wells, Level Controls Maintenance List
Clean & Prep	11:30 12:00	Clean & Prep from the morning or task prep for tomorrow	30	Clean & Prep for the weekend
Lunch	12:00 12:30	Lunch It does not have to be precisely at this time, depending on what you are working on	30	Lunch
Clean and Prep	12:30 12:45	Clean & Prep for the next task, including Safety	15	Weekend Prep
Tree/Shrub Trim, Leaf Blow, Water, Sweep Sidewalk, Weed, etc.,	12:45 2:45	Misc. District, WWTP, Reservation, Casino, or other tasks as required Supervisor in Office Staff in the Field	120	Vehicle and Equipment Inspection List. Continue Weekend Prep or Study for Tests
Break	2:45 3:00	Break It does not have to be exactly at this time, depending on what you are working on	15	Break
Study, Timesheet, Prep Meet w/ Sup	3:00 3:30	Clean/Prep for tomorrow, Wednesday is Trash Day, Study Give the Supervisor the day tasks	30	Study, Complete Timesheet Meet w/ Sup

Operations and Maintenance Monthly Activity Report

09. September 2024

NOTE: This is the reintroduction of Activity Reports based on last month's Board discussion items. This report will improve as we move forward with additional input from staff, administration, and the wastewater committee.

1. Health and Safety

- a. Safety from the field – Confined space review, language and equipment
- b. Safety from SDRMA (Risk Management) – Heat Illness Prevention (August)
- c. **Quarterly** Emergency Preparedness Mock Scenario
 - i. There was no mock scenario planned or executed for July/August/September
 - ii. The October/November/December planned quarterly mock emergency response will include a sewer system overflow, the response, and reporting or something similar.

2. Number of Dig Alerts Responses: 24

3. Wastewater Average Daily Flows with comparison references.

- a. September 2024: 166,641 gallons
- b. July 2024: 165,682 gallons
- c. September 2014: 139,798 gallons

Additional time is needed for a representative comparison reference that adds value, which will be discussed further at the next wastewater committee meeting.

4. Collection System

- a. Jetting – 5% of the system for a yearly total of 28% 3 months in (starting in July)
- b. Manholes Inspected: \approx 75

5. Quarterly Fats, Oils, and Grease (FOG) Inspections

- a. There were no FOG inspections in September, but outreach was completed recently.
- b. The October/November/December planned quarterly FOG inspections will focus on 6 grease traps/interceptors (6 per quarter = 24 per year)

6. Operation Staff Updates

- a. Monthly Operations Staff Meeting – Staff meetings are planned monthly, usually on the Wednesday before the board meeting.
- b. Certifications - Current staff continues to prepare for the California Water Environment Association (CWEA) 2 test in March 2025.

Anthony**Keon**

7:00 to 7:15/:30	Morning Preparation for the day	Morning Preparation for the day
7:15/:30 to 8:00	Check Mission Flow/Pump Portal/Smart Covers	Same
8:00 to 8:30	Check in with WWTP	
8:30 to 9:00	Clean Wet Wells	
9:00 to 9:30		
9:30 to 10:00		
10:00 to 10:30		
10:30 to 11:00		
11:00 to 11:30	Lunch	
11:30 to 12:00	Check Lift Stations	
12:00 to 12:30		
12:30 to 1:00		
1:00 to 1:30		
1:30 to 2:00	Dig Alerts & Vehicle and Equipment Inspection List	
2:00 to 2:30		
2:30 to 3:00		
3:00 to 3:30	Meet with GM – to discuss Day Tracker	Meet with GM – to discuss Day Tracker
Today's Date <u>10/25/24</u> Friday	Notes:	Notes: