

COPPER VALLEY COMMUNITY SERVICES DISTRICT
Standard Operating Procedure Manual

PROCEDURE TITLE: Annual Weed Abatement Process

IMPLEMENTED: June 10, 2021

REVISED:

This procedure provides the staff process for consistent and efficient execution of annual weed abatement operations for both vacant lots and Wildlife Habitat Easements. The mowing operation schedule prescribed herein are “Completed By” timeframes based on normal conditions and is subject to change based on weather conditions, staffing, weed growth and fire conditions. The goal is to complete mowing operations in a single mowing, by estimating the end of weed growing season and factoring in the time required to complete the work prior to high fire danger.

Responsibilities:

TASK	SCHEDULE
Site Manager	
Field Verification of Vacant Lots From Prior Year List and Provide to Office Manager	January 30
Mowing Equipment Service and Preparation	February 28
Establish Annual Mowing Schedule	March 30
Communicate Mowing Schedule Internally	March 30
Fire Prevention During Mowing Operations	Continuous
Mowing Operations (Completion of)	May 31
Status Update Reports Via Email to General Manager	Weekly
Status Updates to Board	Monthly
Customer Response and Coordination (Field)	As Needed
Office Manager	
Update Vacant Lot List From Data Provided by Site Manager, Prepare Mowing Notification and Customer Agreement Letter and Mail to Updated Vacant Lot List	February 28
Generate and Distribute Public Notification of Mowing Schedule Via Web and Email Distribution	One Week Post Receipt
Customer Response and Coordination (Related to Office, Accounting, Customer Service)	As Needed
Process Customer Agreements and Payments, Copy to Site Manager	On Receipt
Generate Any Necessary Invoices and Monitor Payments	June 30