

Pitkin Thomas I Manager Report I March 2024

Monthly Duties:

- Pay Invoices
- Produce Monthly Newsletter
- Website Updates
- EMC Mail
- Deliver Checks to Bradshaw's Office
- Collect EMC Dues and Fees
- Maintain EMC Membership Contact Information
- Preserve EMC Records
- Assist HOs with Problems and Concerns
- Produce Monthly Manager's Report
- Regular Communications to Membership regarding roads and infrastructure
- Prepare Expense Requests for EMC Staff and Volunteers
- Work with Contractors to provide EMC services

Additional Work Performed:

- Met with ACC
- Performed Water Testing
- Met with Roads Committee
- Filed Annual Report
- Picked up E4 Keys
- Meeting with Jeremy and Nicki
- Visited Sod Hut to inventory needed improvements
- Met with USFS regarding Road Use Permit
- Met with Postmaster to address package delivery policy
- Scheduled Lignin Treatment
- Scheduled road grading
- Purchased shelving for Sod Hut
- Developed updated package delivery policy
- Purchased supplies for Sod Hut improvements
- Attended RCAC online course for Water Cert continuing education
- Started Sod Hut renovations
- Met with locksmith for mailbox issues

Next Steps:

- Pursue Estimates for Road Improvements
- Assist the Garbage Facility Committee in Furthering the Project
- Assist Roads Committee in furthering road improvements and policies
- Provide Assistance to Other EMC Committees, as Needed
- Prepare for April board meeting

- Process Checks for EMC Dues
- Work with Jeremy to improve EMC functions
- Complete Sod Hut Renovations
- Inspect Cattle Fence

Jeremy Sisneros | Manager Report | March 2024

Monthly Duties:

- Water testing
- Read Water Meters
- Road Maintenance
- Campground Maintenance
- Accessory Building Maintenance
- Inventory Review
- Transfer files from previous Ops Manager
- Water Distribution Certificate Class
- Prepare winter equipment for storage

Additional Work Performed:

- Repair Eagles Nest Water Line (Palm Construction)
- Paint Sod Hut Interior

Next Steps:

- Pursue Estimates for Road Improvements
- Assist Roads Committee in furthering road improvements and policies
- Provide Assistance to Other EMC Committees, as Needed
- Prepare for April board meeting
- Continue with Water Distribution Certification classes
- Prepare all equipment for use