

# Pitkin Thomas I Manager Report I March 2025

## 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
- Assist Realtors in Sales and Transfers
- Coordinate Snow Removal Efforts
- Provide EMC Keys to members, as needed

## Additional Work Performed:

- Meeting with residents of River Road regarding frozen waterlines.
- Pursued estimates for road grading and waterline upgrades, and obtained a few estimates for review.
- Dropped off Taxes and other documents for Tax Filing to Bart's office.
- Met with OCEC regarding the fiber optic installation and our waterline project.
- Zoom meeting with the residents of River Road, we developed a plan to address the water outage and steps to prevent this from reoccurring.
- Started a series of daily communications with the residents of River Road regarding the water outage.
- Researched options for an auxiliary water source for those without water.
- Met with Bradshaw regarding possibilities for Tax Exemption.
- Traveled to Omak to purchase an auxiliary water tank for the residents of River Road.
- Began the process of extending our Water Rights beyond 2025.

## Next Steps:

- Pursue Competitive Estimates for Waterline Project, *I reached out to a dozen contractors now waiting for replies.*
- Assist Roads Committee in furthering road improvements and policies
- Provide Assistance to Other EMC Committees, as Needed
- Collect Late EMC Dues, *two members are completely unresponsive.*

- Work with Jeremy to improve EMC functions
- Work with Garbage Facility Committee to further project.

## **Jeremy Sisneros | Manager Report | March 2025**

### Monthly Duties:

- Water testing. Monthly samples sent to OK County Public Health
- Read Water Meters. Monthly water usage recorded per meter/owner
- Road Maintenance.
- Campground Maintenance. Cleaning of Sod Hut
- Accessory Building Maintenance. Check pumps, equipment, valves, etc for req maintenance

### Additional Work Performed:

- Daily road condition check, sanding and plowing as necessary
- Investigating no water issue at sod hut
- Water restored on River Road

### Next Steps:

- Pursue Estimates for Road Improvements
- Provide Assistance to Other EMC Committees, as Needed