

NCORPE

Manager's Report –

November 1st, 2018 – November 30th, 2018

Bill Sellers – Range Manager

Activities (*on-going*):

- *Property recon/field operations (F/O); seeding development, noxious weeds, invasive plants, fencing conditions, stock wells, leased property, wildlife habitat and wildlife surveys, overall land/circle conditions, overall security duties; access points/roads, and review security cameras, clean and maintain operational status of rain gauges.*
- *Recycle Program.*
- *NERain Program.*
- *Public Access Program & Report*
- *Pasture Deferment Program.*
- *Property trash collection.*
- *Overall correspondence of range management inquires.*
- *Administrative duties.*
- *Electrical billing (augmentation billing), and invoice processing.*
- *Revision of scientific publications.*
- *Purchase and maintain equipment and/or supplies.*
- *Maintain Land associated tabs on NCORPE website.*
- *Photography for presentations, articles, and other PR aspects.*
- *General fence repairs.*
- *Waypoint management.*
- *Assume GM role in absence of GM.*
- *Record Dist. 42nd Rep. news program.*
- *Back-up electronic files.*
- *Manager's Report.*
- *General equipment maintenance schedule.*

Accomplishments:

Created summer invoices and finished leases

Archived land data from field

Repaired genera/property signs

Turned electrical submersible wells off, list for spring repair

Continued working on 2019 summer grazing plan

Assisted with board meeting prep and land trade

Took minutes at board meeting

Create a power point of Boy Scout tour

Gave Boy Scout tour

Winterized equipment and sprayer

Deer rifle season prop, signs and locks

Cut cedars

Fielded public access questions

Created finished and announced advertisement for public spring grazing

Summarized motion request for Jack Russell

Started planning for 2019 watering needs

Assisted Kyle with maps and tables

Started land status tour for generic circle ratings

Started 2019 weed control plan

Fixed minor repairs around shop and office

Hours by week:

1. 40
2. 37
3. 42
4. 42

Kyle Shepherd - Manager

Activities (*on-going*):

- *Property recon/field operations (F/O); seeding development, noxious weeds, invasive plants, fencing conditions, stock wells, leased property, overall land/circle conditions, overall security duties; access points/roads.*
- *Property trash collection.*
- *Overall correspondence of management inquires.*
- *Administrative duties.*
 - *Emails, Payables, Calls, Cleaning*

- *Review publications.*
- *Purchase and maintain equipment and/or supplies.*
- *Manager's Report.*
- *Maintain Facebook page.*
- *Communicate with NARD on PR issues.*
- *Prepare for board meetings.*
- *Prepare for managers meetings.*
- *Attend meetings and conferences.*
- *Log employee time. Log manager's time and tasks across District projects.*
- *Attend committee meetings.*
- *Attend public service meetings.*
- *Mailings and Post Office.*
- *General paperwork.*
- *General errands.*

Accomplishments:

Continued with buildings tenants. Kept in contact with tenants. Created invoices and finished leases. Dealt with problems with the feedlot tenant.

Cleaned and organized the shop and made supplies list

November board meeting, prepared for December board meeting

Land trade

Attended the KS water conference with Jim S.

Meeting prep: Board meeting. Assisted by Pierre and Bill

Travel for meetings and land management

Coordinated trash removal for north pipeline

Took after hour calls and meetings for land trade

Annual report

State Auditor's Office follow up

Tumble weed recon

Boy Scout tour of NCORPE

After hour problems with MW and Dawson during snow storms

Report preparation and research

Assisted by Pierre

Hours by week:

1. 56
2. 54
3. 22
4. 31

Mike Keller – Operations Manager

Activities (*on-going*):

- *Property recon/field operations (F/O); seeding development, noxious weeds, invasive plants, fencing conditions, stock wells, leased property, overall land/circle conditions, overall security duties; access points/roads.*
- *Property trash collection.*
- *Purchase and maintain equipment and/or supplies.*
- *General fence repairs.*
- *Assume GM role in absence of GM.*
- *Manager's Report.*
- *General equipment maintenance schedule.*
- *Repair of equipment.*
- *Maintenance of roads.*
- *Check roads, wells and creek.*
- *Check computer system daily.*
- *Building upkeep and repair.*

Accomplishments:

Graded main road

Maintained auto gates

Worked on removing silt fence on the north pipeline

Cleaned and organized the shop

Repaired power line on 29

Tested pumping with Glenn, HOA, Miller

Did maintenance on F-350, skid steer, dump truck and excavator

Built and welded hitches for solar trailers

Cleaned up iron pile and scrap iron pile

Cleaned up trees at Kason

Moved snow

Was assisted by Bob and Hunter

Hours by week:

1. 40
2. 40
3. 16
4. 40