

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Michael Lee

DEPARTMENT

Oper II

MONTH

March 2026

TASKS COMPLETED

- Routine sewer labs and opening/cleaning park's bathroom
- Progress in organizing/cleaning shop and office
- Started to create a wish list, waiting on form from office to forward the list.
- Continued to fill up the SDS booklet
- Started to "clean out" drainage system in town – would like to find maps for different aspects of town, (drainage, sewer, water, ...) need parts
- Snow removal, redoing drainage around town and in front of shop
- Holiday lights down per Julie, also other Julie projects
- service air blowers for sewer,
- Meter reads
- Road pot holes ○ Monthly safety meeting

PROJECTS IN PROGRESS

- Organizing shop
- Still gathering and identifying equipment of New Meadows
- SDS SHEETS
- Locating and inspecting sewer manholes
- Checking 2016 grounds inspection to see what else needs completing
- Other items on list

CHALLENGES / ISSUES

- Waiting on snow
- Communication – Working on it
- Ink to run acquired printer
- One room with table to look at all maps of water system, sewer system, drainage system and ...
- Equipment all over the place, still looking for items and finding other
- Relying on personal lab equipment or old equipment to do labs needed by DEQ – am working to get rectified

COMMUNITY INPUT & COMMENTS

- Happy to get snow
- 'Doing a good job' to both Hunter and I