



OPERATIONS AD HOC MINUTES

Tuesday, February 10, 2026 at 10:00 AM

1. Call to Order

Chair Charles Cole called the meeting to order at 10:05 AM.

2. Roll Call

Present: Chair Cole, Vince Ellis, Brian Woodall

Also, present: Mayor Mike Callis, City Recorder Tracy Kizer, Finance Director Rachel Slusser, Interim Director Warren Garrett, Greg with OHM.

3. Approval of Agenda

Agenda approved as written.

4. Public Comment Period

- No one spoke

5. Discussion

A. Consent Order - Mayor Callis started the meeting with updates on the Consent Order and discussions he has had with various individuals and Greg Young with Bass, Berry and Simms. Mayor Callis pointed out the following:

- The EPA Consent order letter has been signed and returned to the EPA.
- Once the consent order letter has been signed by EPA and returned to the City of Portland, the clock starts for the three-year time frame. As of today, 2/10/26, it has not been returned.
- The request for extension has information to be completed by February 20th, 2026.
- The extension request is being worked on by several departments.

Greg with OHM distributed sheet 5. A.- 1 and advised the following:

- The point repair project has been sent to CSR for design.
- RFQ for Demase St. Sewer Line Design and Bid services went out today.
- Capacity issues are on the 109 corridor.
- Need to know how the City wants to handle capacity.
- Part of the EPA order may affect some new developments.
- Checking with TDEC to see if connections will be approved upstream.
- New developments will add funds for improvements in some areas.
- The City has been awarded 2 grants of \$200,000 each. One for flow metering and one for updates.
- Grants cannot be used for items already in progress.
- On March 4, 2026, there will be a webinar on the 2 awarded grants.

The Council members expressed concerns about not being told about the issues in the sewer and concerns that the approved developments may cause additional issues. The members also expressed that moving forward they want to stay up to date.

Discussion was held about the budget for repairs and what was completed. Director Garrett and Director Slusser will get numbers together of the completed projects.

Mayor Callis reminded everyone that the EPA order purpose is not to fix Portland's sewer system, it is to stop the overflows.

B. Rates and Fees - The following was discussed:

- Other municipalities' fees.
- Mayor Callis advised he has the RFP for rate study that is ready for council approval.
- Funding including bonds, loans and when funds will be needed.
- Would like an estimate of cost presented to Council in April.

C. General Operations - Warren Garrett distributed information regarding maintenance logs and current maintenance schedules.

The following items were discussed:

- Maintenance crew staffing
- Purchasing an additional truck/CCTV equipment
- Outsourcing maintenance services

It was agreed that Director Slusser and Director Garrett would bring cost estimates for additional staffing, truck and contract pricing.

D. Grants

- The City has received two grants totaling \$400,000 for repairs. Mayor Callis is checking to see exactly what the funds can be used for.

E. RFPs and RFQs

- The committee will work with the Mayor on releasing the RFP/RFQ for the rate study and determine at a later time who will serve on the selection committee.

F. Additional Items for next meeting.

1. How many overflows have been improved or fixed in the last five (5) years?
2. What is in place to insure we are not adding to the overflows.
3. How much was spent on repairs in the last five years vs. budgeted amount.
4. Can any new developments add to overflows?
5. New projects in the 109 corridor area and how they will affect that area.
6. Mapping of flows to lift stations and how many lift stations lost power during the 2026 Fern ice storm. Also, provide the closest gas line (to be completed by Eli in the Utilities Department)
7. An update from the dashboard showing improvements.
8. Update at the next Operations Ad Hoc meeting with map and visuals giving updates and anticipated developments.
9. Information or estimates of Pipe Check completed in-house vs. contacting out. (related to discussion of purchasing an additional truck and if additional employees are needed)
10. Commercial, residential and industrial fees.
11. Rates from other cities of similar size to Portland and include customer base information.
12. Cost of fixing private lines by the City and insurance coverage.

By April, we have numbers to present to the full Council.

April 16th Council Agenda item — Update from Operations & Programs Ad Hoc Committee.

Alderman Cole will meet with Mayor Callis, Director Garrett and others after Monday's Staff meeting, to pre-pair for the next meeting agenda.

For the next City Council Meeting Agenda, add: Discussion — EPA Rate Repair fee.

Adjournment

Motion to Adjourn by Alderman Ellis; Second by Alderman Cole;

Motion passed by voice vote to **adjourn at 12:05 PM.**



Charles Cole, Chair



Attest: Tracy Kizer, City Recorder