



OPERATIONS & PROGRAMS MINUTES

Tuesday, March 10, 2026 at 10:00 AM

1. Call to Order

Chair Charles Cole called the meeting to order at 10:07.

2. Roll Call

Present: Chair, Charles Cole, Vince Ellis, Brian Woodall

Also, Present: Mayor Mike Callis, City Recorder Tracy Kizer, Finance Director Rachel Slusser, Utilities Director Warren Garrett and others

3. Approval of Agenda

Alderman Woodall made a motion to approve the agenda, Alderman Ellis second the motion, unanimous response to approve agenda.

4. Approval of Minutes

A. Minutes - 2-10-26

All agreed minutes were correct and Chair Cole signed the minutes.

5. Public Comment Period

- No one spoke

6. Discussion

A. Consent Order

Director Garret reported that we are currently under the early action plan and still waiting for the state to send paperwork to submit.

Director Slusser advised that the EPA worksheet is being finalized.

B. Rates and Fees

Director Garrett reviewed other cities' rates and advised that cities have differences. Portland city has multiple lift stations where other cities do not.

The committee discussed various aspects related to funding and loan planning, including:

- Approval of a loan amount
- Estimating the potential cost per resident
- Whether to raise rates gradually in annual increments or implement the increase all at once
- Determining a proposed figure to present to the Council

Director Slusser recommended pursuing loans based on specific projects, suggesting multiple smaller loans rather than borrowing the full amount upfront. Greg from OHM concurred, noting that this approach would provide greater flexibility and allow more time to explore financing options.

Mayor Callis stated that there is currently no confirmed amount for repairs. A Resolution will be prepared for engineering point repairs, and once those figures are available, financing options can be evaluated.

The Utilities Assistant Director O'Loughlin, will provide the committee with the cost of the most recent replacement project.

Director Slusser also indicated that she expects to have updated audit figures showing available cash on hand in time for the work study session.

The committee agreed to recommend a fee of **\$25 per month per resident**, with industrial and business consumers calculated based on a usage formula, to take effect on **July 1, 2026**, for Council consideration.

C. General Operations

Director Garrett reviewed the information that had been distributed, along with staffing considerations. The following items were presented:

- Utilities Department Organizational Chart
- Contract vs. In-house repair and replacements
- Operations and maintenance plan for lift stations
- Standard Operating Procedures (SOP), noting that consistent calculations are used for state reporting
- Review of sewer overflows for 2025 and 2024

The committee also discussed several operational topics, including:

- The importance of proactive maintenance practices
- Pump maintenance and replacement planning
- The potential need for a smaller truck to assist with cleaning operations

D. Grants

Director Garrett reported that **March 17** is the deadline for a **\$400,000 grant** that would support sewer and flow monitoring. He also noted that work has begun on the asset management plan.

E. RFPs and RFQs

Director Garrett advised the RFQ on Demase Street will go out next Monday, March 16, 2026.

Alderman Woodall questioned if a rate study had been started. Director Slusser advised an RFP would need to be distributed first.

Director Slusser advised a rate study will take into account all the projects coming up for the next 5 years and can take about 3 months to complete. May not know till August.

Woodall all projects being looked at the insuring the maintenance plan is followed and taken care of.

Discussion of insuring that the Maintenance plan is followed and insuring that it is followed.

F. Additional Items for next meeting.

Discussion of how often to have the meeting led to it every other month, with the next meeting being May 12th with no changes in the agenda.

Discussion was held about fees, the rate study, how the state handles depreciation, charging fees based on if sewer is available and fees calculated per dwelling vs. users. It was suggested to determine the number of users and non-users and having the Fees Ad Hoc Committee review the fee amount and base for charging.

Mayor Callis advised the RFP for rate study to be drafted and could be ready for the April meeting.

Discussion was held about the Hwy 109 corridor and if it can handle the additional approved housing.

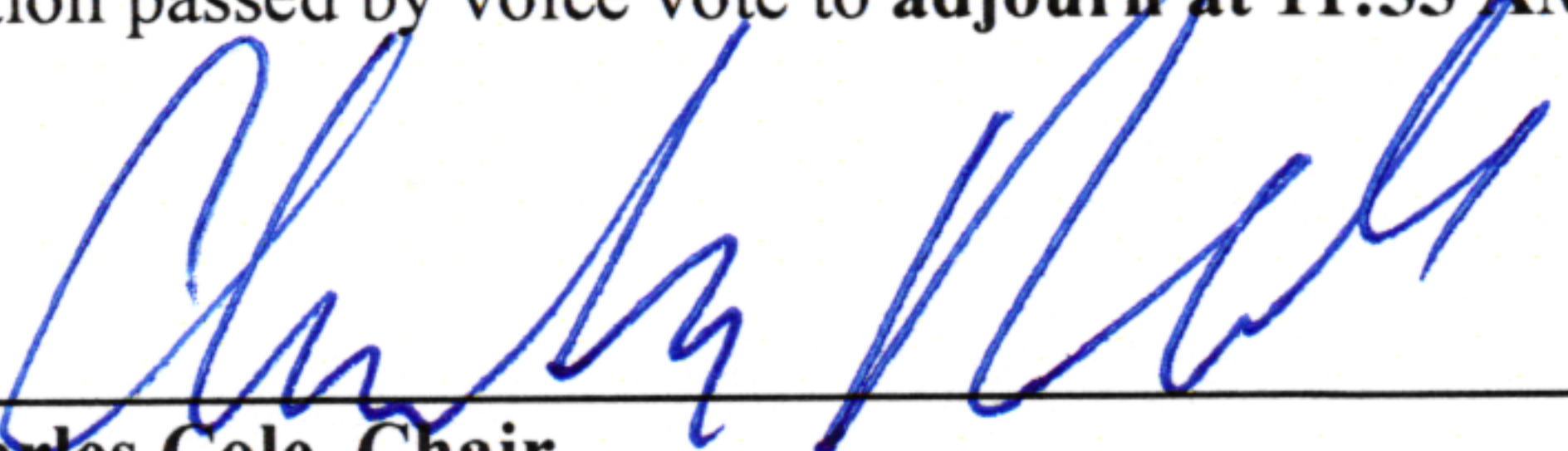
Discussion about whether all lift stations should be upgraded, if improvements need to be made in specific sections of the City, Rockland Estates building a new pump station, and specifics about station #3.

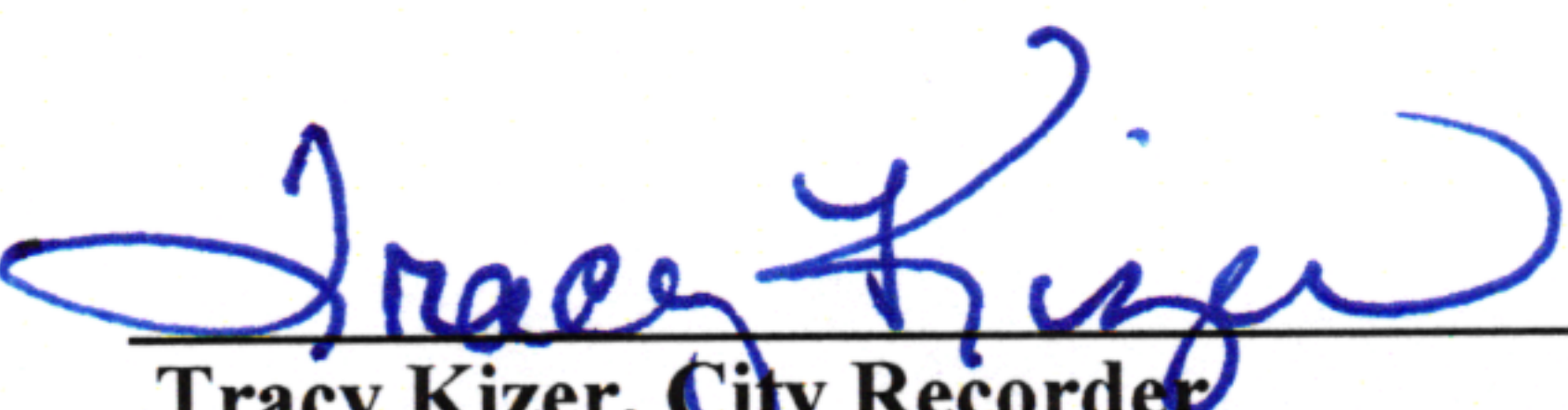
Discussion of TGT and 109 connection and possible changes to the area.

Adjournment

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

Motion passed by voice vote to **adjourn at 11:55 AM.**


Charles Cole, Chair


Tracy Kizer, City Recorder

City of Portland Public Comment Sign-In Sheet

- In accordance with Resolution #25-41, public comments are allowed when those comments are germane to agenda items (*this includes public hearings*), except where otherwise prohibited.
- Comments are limited to a maximum of 5 minutes per individual, and the number of speakers and/or allotted time may be limited by the presiding officer to ensure opposing views are heard.

Sign up before the start of the meeting to speak on public hearings and other agenda items.

Speaker Information		List which public hearing and/or agenda item you would like to speak on.
<i>Print Name</i>		
<i>Address</i>		
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The Following Is To Be Filled Out By The Presiding Meeting Clerk

Board/Committee Operations Ad Hoc Meeting Meeting Date: MARCH 10, 2026 Page Number: 1 of 1