

HARRIMAN UTILITY BOARD
AGENDA
Monday, February 2, 2026, at 5:30 P.M.

- A. Call to Order**
- B. Prayer / Pledge**
- C. Roll Call**
- D. Adoption of Previous Minutes**
- E. Hearing of Delegations**

F. Old Business

- 1. Status/Update on Ongoing Projects.

G. New Business

- 1. Discuss possible action to award a contract to Tri-State Roofing Contractors, LLC, for the 2026 Exterior Painting of the HUB Main Office Building.
- 2. Discuss possible action to approve the purchase of a 2026 Silverado 2500 4WD Crew Cab Truck for the Electric Department.
- 3. Discuss possible action to approve a proposal by S&C Electric Company for Rapid Reliability Program.
- 4. Discuss possible action to approve updates to the Employee Policy Manual.
- 5. Discuss possible action to adopt new “Purchasing Policies and Procedures”.
- 6. Discuss possible action to adopt a Social Media Policy.
- 7. Discuss possible action to approve a sponsorship request by the United Way of Roane County for the upcoming Roane County Fair.

H. Board Member Comments

General Manager Comments
General Counsel Comments
Staff Comments

I. Informational Items for Board

General Manager’s Activity Report
TVA Total Monthly Fuel Cost – January & February 2026
Electric Reliability Statistics – November & December 2025
Monthly Financial Reports – September, October, and November 2025
Updated Rules & Regulations – per TVA revisions
City of Harriman – Code of Ethics

J. Adjournment

Agenda Item F-1:

Administrative/Multi-Department Projects:

HUB Organizational Chart Updates: A current copy of our Organizational Chart is enclosed. Since our last meeting, we have added three (3) full-time positions, including a WTP Operator, a Network Engineer, and a Network Technician.

Infrastructure Planning Grant (IPG): No significant updates to report.

HUB Fiber Department:

Fiber/Broadband Design and Implementation: Over the past two months, we have successfully transitioned from offering internet service only to non-paying “test” customers to paying “active” customers. We sent bills to customers on December 25th. Billing will continue on the 25th of each month, with due dates 15 days later.

As of January 22nd, HUB had a total of 93 active customers. In addition, HUB had 159 customers who had applied for internet service but had not yet had it installed. Together, this represents ~3% take rate toward the overall goal of 40%. A big concern during the month of January has been the “ramp-up” efforts by our “Drop & Install” contractor (Spriggs Construction) to meet the growing demand of new service applications. Our goal is to install service within about two weeks of receiving a customer’s application; however, in the beginning, this will be longer. As of January 20th, our contractor had been performing four in-home installations per day for most of the month. Following meetings between HUB and Spriggs on January 20th and 21st to discuss the need to increase this number while ensuring quality, it was agreed upon that Spriggs would schedule eight installations per day, beginning the week of February 2nd and then ramp up to 12 installations per day, beginning the week of February 9th. In addition, we have at least two installers ready to supplement those efforts as needed, especially if we see a significant number of cancellations during the week of January 26th due to the winter storm that must be rescheduled.

Other efforts this month include implementing VoIP with Alianza, preparing for HUB Fiber for business customers, and implementing NISC’s Smarthub Order Management (SHOM) and auto-provisioning products, which will greatly improve our efficiency and streamline the application process for HUB customers. Lastly, HUB engaged a marketing company out of Maryville called “Visual Voice”. We will be meeting with them again on February 3rd to discuss research they performed on our area and strategies to most effectively market HUB Fiber.

Construction continues to move along smoothly. We have been very satisfied with our prime contractor One Call Communications, who continues to stay on schedule and be a good partner in working with us. Similarly, Irby Utilities continues to get us the products and materials we need when we need them. Both have been excellent during this entire process. Attached, you will find a table of percentages completed by design area (DA), along with approximate service availability dates for customers in each area.

Electric Projects:

Line Crew Update / New Services & Maintenance: The line crew installed 12 new electric services in December, bringing the total for calendar year 2025 to 173 new services. The Rogers Group sand quarry on Harriman Highway is now online and beginning startup operations. In addition, crews changed three utility poles in support of the fiber project, including two poles at a railroad crossing on Martin Road, which required additional coordination and safety measures. Preventive Power and Maintenance completed a major painting and refurbishment project at the District Substation, which included sanding and painting both power transformers and five breakers. Staff will evaluate budgeting options to allow similar work at another substation in the next budget year as part of ongoing asset management efforts.

ROW Updates: ROW crews have been actively working in the Rankin Chapel Rd area, assisting the line crew with upcoming projects while also addressing single-span notes and clearing danger trees. The mowing crew has completed work along the three-phase circuit from Ruby Tuesdays to the Industrial Park and has now transitioned to the Blair area to continue seasonal maintenance.

Utility-Scale Solar Farm: I spoke with SolAmerica toward the end of December about their latest proposal, which included a significant jump in purchased power rate and an escalator that we had not previously agreed to. At this point, I believe we should wait until after the new TVA Board meets and see if we can get an idea of what to expect for the new year. I am not comfortable bringing SolAmerica's new proposal to the Board until we have explored some other options.

TVA Electric Vehicle Fast Charger Network: In November 2025, 41 unique drivers used the charging station, resulting in 167 sessions (up from 114 in October). In December 2025, 44 unique drivers used the charging station, resulting in 142 sessions (down from 167 in November). As of January 22nd, 19 unique drivers have used the charging station this month, totaling 71 sessions thus far.

Gas Projects:

Gas Maintenance Work: Since the last update, GWS crews installed four new gas taps and repaired nine gas leaks across the system. Additional gas system work included decommissioning one gas service.

Water Projects:

Water Maintenance & Water Loss Updates: GWS crews completed a significant volume of water system work during December and January. A total of 12 new water taps were installed. Crews repaired 16 water main leaks and nine water service leaks, addressing both PVC and galvanized lines of varying sizes.

Major system improvements included extending a water line on Camp Austin Road and installing a new 2-inch blow-off, as well as inserting a new 6-inch valve on

Carter Street to isolate a leaking fire hydrant. Crews also installed the new fire hydrant at that location. Water loss reduction efforts continued with ongoing follow-up on Asterra-identified leaks as time and conditions allowed.

A major milestone was achieved with the completion of the Crab Orchard Pump Station electrical upgrade. The outdated and deteriorated control system was fully removed and replaced from the pole to the pumps, significantly improving reliability, maintainability, and operator usability. This long-planned project enhances both safety and operational efficiency and will serve as a model for future upgrades at Piney and Boswell stations. Before-and-after photos of the electrical panel are included in this packet.

Water Plant Updates: During December and January, the Water Treatment Plant completed several routine operational, maintenance, and compliance activities. Quarterly sampling results for fluoride, Total Organic Carbon (TOC), and Stage 2 Disinfection Byproducts were received from Pace Analytical on November 26, with all results meeting regulatory requirements. Laboratory and monitoring equipment was tested and calibrated by Labtronx on December 2nd and again by FCx Services on January 20th, with all equipment found to be in good working order. Staffing updates included the onboarding of new WTP Operator Sean Freels on December 8, with Daegan Hurst remaining on shift to assist with training until Sean completed training and assumed his own shift on January 10th. Systemwide quarterly flushing was completed by plant staff by the end of December, and the 2025 Source Water Protection Plan update was submitted on December 23rd. Maintenance activities in January included the replacement of Decant Pump #1 by the GWS maintenance crews and routine sludge pumping on January 14th. Overall, the Water Treatment Plant continues to operate reliably and in compliance with regulatory requirements.

2022 ARPA Water System Improvements: For the Wolfe Branch Water Line Replacement Project, approximately 1,300 linear feet of new water main have been installed to date. Encountered rock conditions required additional hammering and gravel, which added both time and material costs to the project. The water line portion of the project is now approximately 50% complete. We are working to negotiate a change order with this contractor to spend any remaining grant funding on additional footage of waterline installed.

Work has also resumed on the Wolfe Branch Pump Station. Since December, the contractor has completed the new concrete pump station pad, performed partial electrical work, and advanced site grading. The intake pipeline for the new pump station has been installed, along with one new isolation valve and one system tie-in. The pump station structure is expected to be delivered by early February; however, the pump station portion of the project remains approximately 25% complete at this time. Some photos of the construction progress are included in this packet.

2023 Harriman Utility Board & Crab Orchard Utility District Water Systems Interconnection: We are still working with TDEC to close out this project. I spoke with Jeff Dyer of Cumberland Plateau Water Authority. He let me know that his utility had recently announced the consolidation of two neighboring water utility

districts under the CPWA. He also mentioned that the State of TN had taken special interest in the Cumberland Plateau water shortage and planned to form a subcommittee to continue efforts to secure a long-term source(s) of drinking water to benefit the entire region. HUB will likely be involved in some of these discussions, but for now, our work is done.

Sewer Projects:

Sewer Maintenance: Sewer system maintenance remained active during this period. Crews installed three new sewer taps, unstopped 16 sewer services, and cleared four sewer mains. In January, crews replaced broken sewer taps Byrd Avenue and Unaka Street. Sewer lift stations performed well overall, likely aided by drier weather conditions, with no major operational issues reported. Another milestone worth mentioning is that Quick Trip installed an approved grease trap and passed our inspection.

Inflow & Infiltration (I&I) Inspection Work: I&I crews continued manhole inspections, which led to targeted repairs and cleaning of manholes and sewer lines. Implementation of the new IT Pipes CCTV software is still underway and will significantly enhance inspection and investigation capabilities once fully operational.

Sewer Plant Update: The Wastewater Treatment Plant continues to operate normally for this time of year. Operators completed retesting for the DMRQA study on December 5th and continued work on SCADA alarms and communication improvements between the plant and administrative offices. Staff participated in a web meeting with the Tennessee Bureau of Investigation on December 15th regarding a drug testing pilot study, and Arrow completed calibration of all laboratory equipment on December 17th. Maintenance activities included repairing a water leak in the press building and ongoing work by plant staff and GWS personnel on installing the new blower. In January, flow meters were calibrated on January 20th, and staff prepared for additional evaluations, including a meeting regarding the headworks step screen and a scheduled site visit from TDEC staff. Overall, the Wastewater Treatment Plant remains stable, compliant, and operating as expected.

2022 ARPA Sewer System Improvements: No significant updates to report.

2022 ARC Pine Ridge Road Sewer Extension: Initial startup efforts in December were unsuccessful due to the lift station not being fully ready for operation at the time of attempted startup. Those issues have since been addressed, and a new startup date is scheduled for January 27th. Remaining items include final lift station testing and startup, driveway completion, and fencing installation. The project is approximately 99% complete. Some photos of the construction progress are included in this packet.

Agenda Item G-1:

2026 Exterior Painting of the HUB Main Office Building: HUB hosted a public bid opening on January 15th at 10:00 a.m. ET for the painting/repainting of the previously painted exterior surfaces, wood column repairs, and stucco repairs of the HUB main

office building. Four bids were received. Enclosed in your packet is a recommendation of award letter by our design engineer, recommending HUB award the project to Tri-State Roofing Contractors, LLC.

I recommend the Board award a contract to Tri-State Roofing Contractors, LLC of Chattanooga, TN, for the project based upon their base bid of \$100,269.06, without exercising either of the two deductive alternates. As a reminder, we budget \$150,000 for the completion of this project in our FY26 capital budget.

Agenda Item G-2:

2026 Silverado 2500 4WD Crew Cab Truck: The Board packet includes a quote from Wilson County Motors for a 2026 Chevrolet Silverado 2500HD 4WD Crew Cab Custom in the amount of \$49,257.40. This pricing is secured through the pre-bid Statewide Contract #209 (SWC209 – Vehicles). HUB proposes to purchase this vehicle to replace Truck #9, a 2015 Ford F-250 Crew Cab 4WD with approximately 160,000 miles.

This purchase was approved in the FY 2025–2026 budget under the line item “Replace Truck #9 (2015 F-250 move to ROW to replace #27)” with a budgeted amount of \$65,000. Upon replacement, Truck #9 will be reassigned to the Right-of-Way Department to replace Truck #109, a 2008 Ford F-250 4WD Crew Cab with approximately 275,000 miles (odometer inoperable) that is no longer serviceable.

I recommend that the Board approve the purchase of the 2026 Chevrolet Silverado 2500HD 4WD Crew Cab Custom from Wilson County Motors in Lebanon, TN, for \$49,257.40.

Agenda Item G-3:

Proposal by S&C Electric Company for Rapid Reliability Program: Enclosed in your packet is a proposal from S&C Electric Company for participation in the Rapid Reliability Program, which includes the purchase of six (6) new 15.5 kV Intellirupter® PulseCloser® Fault Interrupters and six (6) retrofit communication kits for HUB’s existing Intellirupter devices.

The proposed equipment includes upright-crossarm disconnect style Intellirupters with standard controls, polymer-housed metal-oxide surge arrestors, integrated dual-source power modules, wildlife protection, and enhanced communication capabilities. The retrofit kits will convert HUB’s six existing Intellirupters to updated Ethernet-based communication modules, enabling us to connect them to our new fiber system and improve visibility and operational reliability.

The total cost of the proposal is \$328,104. Due to an approximate six-month equipment lead time, this purchase is planned for inclusion in the FY 2026–2027 capital budget for the electric system. While HUB previously budgeted for the purchase of three Intellirupters in FY 2025–2026, those units have not yet been ordered.

This investment supports HUB’s long-term self-healing, “smart grid” strategy, with a goal of installing at least six Intellirupters per year until we’ve added approximately 38 to our system. These devices significantly enhance outage management by automatically isolating faulted sections of line and restoring service to unaffected customers, with the potential to reduce customer outage durations by up to 70% once we’ve built out our entire design. You may recall this plan was submitted as part of a DOE grant application a couple of years ago, but was unfortunately not funded.

This equipment was not competitively bid because HUB has previously standardized on S&C Electric Company Intellirupter® technology as part of its long-term self-healing, “smart grid” strategy. HUB currently has six Intellirupter devices already installed and operating on the system, and these devices are designed to function together as an integrated network. For compatibility, communication, system coordination, and reliability purposes, additional devices must be of the same manufacturer, model family, and control platform. Procuring dissimilar equipment would compromise system integration, increase operational complexity, and negate the reliability and outage-reduction benefits of the existing infrastructure. For these reasons, HUB determined that a sole-source purchase is in the best interest of the electric system and its customers.

I recommend that the Board approve the proposal from S&C Electric Company in the amount of \$328,104, contingent upon final inclusion in the FY 2026–2027 electric system capital budget.

Agenda Item G-4:

Updates to the HUB Employee Policy Manual: You may recall that the Pine Ridge Road Sewer Extension Project was funded by the Appalachian Regional Commission (ARC). As part of a routine audit review, HUB was requested to provide documentation confirming that HUB Board Members are subject to a conflict-of-interest policy. While such provisions already exist in the HUB Employee Policy Manual, it was not sufficiently clear to the funding administrator that the policy applies to Board Members as well as employees.

To address this, staff have proposed a clarifying revision to the applicable policy language to explicitly reflect this intent. In addition, staff used this opportunity to add Martin Luther King Jr. Day to the official list of HUB-recognized holidays and to clarify language surrounding “bereavement leave”, as these omissions were identified during the manual review. You may see these changes clearly on pages 18, 56, and 66 of the document.

I recommend that the Board approve the enclosed updates to the HUB Employee Policy Manual.

Agenda Item G-5:

Updated Purchasing Policies and Procedures: The Board packet includes a proposed “Purchasing Policies and Procedures” document for the Harriman Utility Board, developed with assistance from legal counsel to replace the Board’s existing purchasing

policy, which dates back to the early 1990s. The proposed document is developed pursuant to Tennessee Code Annotated § 7-52-117(d) and is intended to govern the procurement of goods and services necessary for the operation of HUB.

The updated policy modernizes HUB's procurement framework by clearly outlining purchasing methods designed to promote fairness, competition, transparency, and fiscal responsibility, while ensuring that quality and performance standards are met. It also incorporates statutory exceptions to competitive bidding requirements where permitted by law, as amended from time to time, and appropriately delegates limited contracting and purchasing authority to the General Manager to allow for efficient day-to-day operations.

Overall, adoption of this updated policy will provide HUB with greater flexibility, clearer guidance, and improved alignment with current statutory requirements and best practices, while maintaining strong oversight and accountability.

I recommend that the Board adopt the enclosed Purchasing Policies and Procedures document as presented.

Agenda Item G-6:

Adoption of a Social Media Policy: The Board packet includes a proposed Social Media Policy. While HUB has actively used social media as a communication tool for several years, the Board has not previously adopted a formal policy governing its use. This proposed policy establishes clear guidelines for HUB's official social media presence and reflects current best practices for public-sector communication.

The policy recognizes the importance of social media in improving communication with customers, stakeholders, and the broader community, while ensuring that HUB's content remains professional, accurate, transparent, and legally compliant. It affirms that HUB's social media platforms exist to support the utility's mission, operations, projects, and customer service objectives, and that these platforms operate independently from the City of Harriman's communication channels.

Adoption of this policy will provide clarity and consistency in how HUB communicates emerging issues, outages, infrastructure projects, and community investments, while encouraging appropriate two-way engagement with customers. The policy also establishes appropriate boundaries by clarifying that it does not apply to the personal social media use of individual employees or officials.

I recommend that the Board adopt the enclosed Social Media Policy, effective January 26, 2026.

Agenda Item G-7:

Sponsorship of the "Roane County Fair": Enclosed in the Board packet is a Roane County Fair Sponsorship Packet presented by the Roane County United Way for the

upcoming fair scheduled for May 12–17, 2026, to be held at Roane State Community College.

HUB has already provided its annual \$1,500 contribution to the Roane County United Way. For this reason, I recommend that the Board consider supporting the fair through a sponsorship funded from the HUB Fiber advertising budget, rather than from the other four departments. This approach would demonstrate continued goodwill toward United Way, support a community event, and provide an opportunity to promote HUB Fiber services to a broad local audience.

Agenda Item H:

TVA Total Monthly Fuel Cost: Enclosed is information from TVA regarding the Total Monthly Fuel Cost (TMFC) adjustments for January and February 2026. TVA adjusts its fuel rates monthly based on a board-approved formula and provides advance notification to local power companies.

For January 2026, the TMFC for Standard Service customers was 2.294 cents per kilowatt-hour, 2.221 cents per kilowatt-hour for Large General Service, and 2.233 cents per kilowatt-hour for Large Manufacturing Service customers. TVA reports that the January fuel rate was approximately 8% below the three-year January average, driven primarily by higher expectations for nuclear generation, which reduced reliance on higher-cost purchased power and natural gas resources.

For February 2026, the TMFC increased slightly to 2.397 cents per kilowatt-hour for Standard Service customers, 2.293 cents per kilowatt-hour for Large General Service, and 2.287 cents per kilowatt-hour for Large Manufacturing Service customers. TVA reports that the February fuel rate remains approximately 5% below the three-year February average, due to continued strong nuclear performance combined with higher hydro generation, allowing TVA to further limit use of higher-cost generation sources.

Manager’s Activity Report: Since our last meeting, HUB experienced a busy and meaningful holiday season. I sincerely appreciate the Board’s continued support throughout this time. Our employees enjoyed the Thanksgiving holiday and actively participated in several community and employee-focused events, including the Harriman Christmas Parade—where HUB was honored with the “Best Overall” award—the employee Christmas party, and our annual community appreciation Christmas breakfast. Employees also enjoyed time off for Christmas and New Year’s Day. They were especially grateful to have the day after Christmas off this year, as Christmas fell on a Thursday, which made planning easier and allowed for more meaningful time with family.

On January 5, we returned to full operations with significant momentum, particularly on our fiber project. At our last meeting, HUB was serving 36 test customers. Since then, we have transitioned to live service, finalized installation procedures, and actively worked through our fiber interest list to encourage customers in the first five design areas to submit full applications. Throughout much of January, we received 10 to 20 new service applications per day for HUB Fiber. I am proud to report that we now have 93 active, live

fiber customers, with that number continuing to grow. I want to once again commend our team of dedicated employees for their hard work and commitment during this demanding and exciting period.

In addition, I attended a Tennessee Association of Utility Districts (TAUD) Board Meeting in Murfreesboro on December 10th and represented HUB at Harriman City Council meetings on December 16th and January 6th.

Electric Reliability Statistics: The HUB Electric Reliability Statistics for November and December 2025 are enclosed.

Monthly Financial Reports: Financial reports for the months of September, October, and November 2025 are enclosed.

Board Member Training Update: Our Board Secretary will give an update and share some reminders on board member training as required by the TN Comptroller.

Important Dates:

- ❖ **Monday, February 23rd** – HUB Board Meeting at 5:30 PM
- ❖ **Monday, March 30th** – HUB Board Meeting at 5:30 PM
- ❖ **Monday, March 30th** – HUB Board Meeting at 5:30 PM
- ❖ **Friday, April 3rd** – HUB Closed for Good Friday Holiday
- ❖ **Monday, April 27th** – HUB Board Meeting at 5:30 PM