

HARRIMAN UTILITY BOARD
AGENDA
Monday, July 27, 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. Discussion and possible action to approve Change Order No. 2 with One Call Communications, LLC, for Fiber Drop Construction.
- 2. Discussion and possible action to approve the purchase of one Ring-O-Matic 350VX Vacuum Excavation Trailer from Jet-Vac Equipment Company, LLC.

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 – August 2026
Electric Reliability Statistics – June 2026
Monthly Financial Reports – May 2026

J. Adjournment

Agenda Item F-1:

Administrative/Multi-Department Projects:

HUB Organizational Chart Updates: HUB currently has 80 full-time and 4 part-time employees (excluding Board members). We are seeking to hire the following positions: Fiber Drop Installer, Lead Fiber Installer, and Certified Water Treatment Plant Operator. We will soon post for a new accounting position as well.

Infrastructure Planning Grant (IPG): Frankie Davis and I met with our engineering team on July 8th to review the DRAFT Water Asset Management Plan (AMP) and Capital Plan from Ardurra (formerly Cannon & Cannon). We will have a similar meeting for the Sewer Department in the next few days.

Main Office Exterior Improvements: Work continues on the main office exterior improvements project. Our contractor, Tri-State Roofing Contractors, LLC, has faced challenges repairing the wood columns and dealing with more than expected rainfall; however, work should be completed in August. I have recently authorized a couple of changes to the contract, including window trim repairs to replace broken wood trim as well as modifications to the front columns to close off six gaps. Closing the gaps will prevent bird access inside the columns. These changes combined amount to \$4,470.

Safety Update:

Safety Department Summary: Since last month's meeting, the Safety Department participated in 28 safety and training meetings and conducted 11 field jobsite safety inspections involving GWS, Line, ROW, and Fiber crews. Four new employee safety orientations were completed. In addition, approximately 90% of the required Operator Qualification (OQ) training for Gas and Customer Service employees has now been completed.

Training during the month included hands-on Pole Top and Bucket Truck Rescue, Permit Required Confined Space Entry, Inside Gas Leak Investigations, New Gas Service Inspections, and a Fiber Department Hazard Assessment. On July 7th, Safety Director Jeremy Gibson visited Sevier County Utility District to observe their gas inspection program and gather best practices for inspector training and documentation.

On July 15th, HUB completed its annual TVPPA/DIC Safety Audit. Overall, HUB received a very favorable report, with the only finding being a small number of vehicles that were missing fire extinguishers. The auditor specifically commended the housekeeping and organization at the Water Treatment Plant, Wastewater Treatment Plant, Main Office, GWS Maintenance Facility, and ROW Crew House, as well as the crews' use of appropriate personal protective equipment and work zone traffic control practices. The audit concluded by noting that "HUB is improving their audit scores, keep up the good work."

Employee Accidents / Incidents: Since the last Board meeting, two employees reported work-related soft tissue injuries. Both employees were evaluated by a physician. One employee is currently working modified duty in accordance with medical restrictions, while the second employee has returned to work with no restrictions. Both employees are scheduled for follow-up appointments and additional diagnostic imaging.

HUB Fiber/Broadband Department:

HUB Fiber – Customer Growth:

As of July 23, 2026, HUB Fiber serves 809 active customers, representing an approximate 10.8% take rate toward our long-term goal of 40% (active customers versus total passings). Customer growth remains strong, and staff continues to focus on sustaining an average of 25 or more new customer installations per week while placing increased emphasis on attracting business and enterprise customers.

Operations – Drop Installations & Staffing:

HUB continues making excellent progress toward transitioning all fiber operations in-house. During the month, an additional employee transferred from the Right-of-Way Department to assist with fiber drop installations. To support the growing workload, HUB leased a bucket truck until an existing Electric Department vehicle becomes available later this year and also purchased a gently used fiber splicing trailer from Circet USA.

With these additions, HUB remains on schedule to become fully self-sufficient this fall, performing fiber construction, customer installations, splicing, storm restoration, and maintenance with HUB personnel.

Construction:

Mainline fiber construction is now complete, with remaining work consisting primarily of final splicing, system auditing, and closeout activities. An updated construction progress report is enclosed.

Systems & Process Improvements:

Staff has fully integrated fiber trouble ticket management into HUB's NISC iVue system. Customer trouble tickets are now entered directly into NISC by EPB, allowing HUB technicians to receive, manage, and complete work orders entirely from their iPads. In addition, auto-provisioning has been implemented, enabling installers to process service orders electronically from customer application through billing activation. Customers now receive automated communications throughout the installation process, including application confirmation, installation scheduling, and post-installation follow-up.

Enterprise Services & Market Development:

HUB will issue its first enterprise customer invoice this month (to us). Work continues on a multi-site enterprise deployment for the City of Harriman, which includes eleven locations. Several locations have already been completed. Staff is working on three additional enterprise customers this month as well.

Voice Services Progress:

Implementation of HUB's Voice over Internet Protocol (VoIP) service continues, with customer billing expected to begin by the end of September.

Marketing & Community Engagement:

Marketing efforts remain focused on expanding awareness of HUB Fiber services through social media, vehicle branding, and enhanced website content targeting business and enterprise customers. Staff has reallocated portions of the digital advertising budget to maximize marketing effectiveness.

SmartTown:

Lastly, staff continues working with Calix and the City of Harriman to deploy "SmartTown" community Wi-Fi at key locations throughout the city. We anticipate launching this service during the City's Labor Day festival, "Hooray for Harriman." Preparatory work is underway, including installation of fiber drops at select locations to support outdoor Wi-Fi infrastructure. Additionally, our team is meeting with Calix weekly to ensure that we complete all necessary steps for a successful launch.

Electric Projects:

Line Crew Update / New Services & Maintenance: The line crew has installed 9 new electric services this month, bringing the year-to-date total to 85. In addition, the crew is currently completing make-ready work for Comcast in the Armes Chapel area of Morgan County, which includes nine pole change-outs. The crew also installed approximately 2,200 feet of underground primary conductor to serve two new electric customers in Morgan County.

ROW Updates: Right-of-way crews have been focused on responding to storm-related trouble tickets throughout the service territory while continuing hotspot response efforts and completing trimming needed to support line crew make-ready projects. As previously approved by the Board, Dark Horse Electric is scheduled to be fully mobilized at the beginning of September and will begin right-of-way maintenance on the Oakdale Circuit.

TVA Electric Vehicle Fast Charger Network: In June 2026, 58 unique drivers used the charging station, resulting in 185 sessions (up from 150 in May). As of July 23rd, 41 unique drivers have used the charging station this month, for a total of 111 sessions.

Gas Projects:

Gas Maintenance Work: Since last month's meeting, GWS crews completed two new gas taps, repaired one gas main leak, and repaired three gas service line leaks. Crews also completed HUB's annual gas leak survey and continued corrosion inspection activities.

PHMSA NGDISM Grant Application: No update.

Water Projects:

Water Maintenance & Water Loss Updates: GWS crews completed one new water tap during the reporting period. Crews repaired four water main leaks and one water service leak while continuing routine maintenance activities throughout the distribution system. Staff also completed permanent pavement restoration associated with the previous Walden Avenue and Clifty Street water main repair by placing approximately 20 tons of asphalt.

Water Plant Updates: Routine plant operations remain stable and in compliance. During the reporting period, Labtronx completed the biannual calibration of laboratory equipment. HUB also participated in a joint coordination meeting with the EPA, TDEC, and the Roane and Morgan County Emergency Management Agencies regarding the Oakdale train derailment. EPA representatives confirmed that ethanol levels detected in the Emory River posed no risk to finished drinking water. On July 15th, the Water Treatment Plant successfully completed a safety audit with no deficiencies noted. Staff also submitted documentation to the EPA confirming completion of corrective actions identified during the previous inspection. Finally, the telemetry modem serving the Water Treatment Plant failed overnight on July 15th, temporarily preventing remote operation of the raw water pumps. The equipment was quickly replaced, and full functionality was restored.

2022 ARPA Water System Improvements:

Wolfe Branch Water Line: Installation of the new water line has now been completed. Pressure testing and final testing activities are scheduled to begin this week, with project completion anticipated before the end of the month. Overall, the water line portion of the project is approximately 98% complete.

Wolfe Branch Pump Station: Installation of the security fence is substantially complete, with only the second gate remaining. The site has been prepared for final asphalt paving, and the contractor is addressing several remaining punch-list items. Work is expected to be completed before the end of the month. Overall, the pump station portion of the project is approximately 99% complete.

Sewer Projects:

Sewer Maintenance: GWS crews completed one new sewer tap during the reporting period while continuing routine maintenance activities throughout the collection system.

Sewer Plant Update: On June 30th, staff submitted the annual “Operator in Responsible Charge” designation to TDEC. On July 7th, staff completed the Industrial Waste Survey required by HUB’s NPDES permit. Additional work included replacing lighting throughout the laboratory basement and hauling sludge on July 17th. Overall, the Wastewater Treatment Plant continues to operate normally for this time of year.

Agenda Item G-1:

Change Order No. 2 with One Call Communications, LLC, for Fiber Drop Construction: As the Board is aware, HUB has been transitioning fiber drop construction services from outside contractors to in-house crews. This transition is progressing well and remains the most effective long-term approach, providing HUB with greater control over installation quality, scheduling, coordination, customer service, and employee development.

Since approving Change Order No. 1 in May, HUB has made significant progress toward this goal. However, demand for new fiber installations has remained strong, and additional time is needed to complete the hiring and training of employees necessary to fully perform this work in-house. HUB is currently in the process of hiring additional personnel to support fiber drop construction while continuing to train existing staff.

To ensure uninterrupted service to our customers during this final transition period, staff recommends approving Change Order No. 2 with One Call Communications, LLC. The proposed change order will allow One Call Communications to complete approximately 100 additional fiber service drops while HUB continues building the staffing and capacity necessary to fully perform this work with in-house crews.

One Call Communications has consistently provided HUB with high-quality workmanship, timely installations, and professional service throughout both the mainline fiber construction project and the recent fiber drop installation work.

Therefore, I recommend that the Board approve Change Order No. 2 with One Call Communications, LLC, for approximately 100 additional fiber service drop installations, in the estimated amount of \$50,954.20. This approval will ensure continuity of customer installations while HUB completes the transition to fully in-house fiber drop construction.

Agenda Item G-2:

Purchase of a Ring-O-Matic 350VX Vacuum Excavation Trailer: The GWS Department is requesting authorization to purchase one Ring-O-Matic 350VX Vacuum Excavation Trailer from Jet-Vac Equipment Company, LLC, competitively procured through the Sourcewell Cooperative Purchasing Program (Contract No. 101221-RGO). The enclosed quotation includes the equipment and accessories necessary to support HUB's gas and water operations. As a reminder, last month, the board approved this item in the FY27 budget, with \$35,000 to be paid by the Gas Department and \$65,000 to be paid by the Water Department.

The equipment uses high-pressure water and vacuum technology to excavate underground facilities without the use of mechanical digging equipment. The trailer will be utilized for locating and exposing underground utilities, valve box cleanout, and other maintenance activities.

The enclosed quotation includes a supplier provision reserving the right to adjust pricing to reflect the impact of any tariffs, duties, or similar governmental charges imposed after

the date of the proposal. Staff will work with the vendor to ensure HUB receives the quoted pricing to the fullest extent possible.

I recommend that the Board approve the purchase of one Ring-O-Matic 350VX Vacuum Excavation Trailer from Jet-Vac Equipment Company, LLC, utilizing Sourcewell Contract No. 101221-RGO, in the amount of \$108,264.40.

Agenda Item H:

TVA Total Monthly Fuel Cost: Enclosed is information from TVA regarding the Total Monthly Fuel Cost (TMFC) adjustments for August 2026. TVA says the August TMFC is 6% higher than the three-year August average, primarily driven by higher sales and natural gas prices combined with sustained drought conditions.

Comparison of TMFC:

<u>Fuel Rate (cents/kWh)</u>	<u>May 2026</u>	<u>June 2026</u>	<u>July 2026</u>	<u>Aug 2026</u>
Standard Service	2.865	2.649	2.679	2.495
Large General Service	2.391	2.385	2.465	2.337
Large Manufacturing Service	2.394	2.400	2.463	2.324

Manager's Activity Report: On July 7th, I attended the Harriman City Council meeting to provide updates on ongoing HUB projects and initiatives. On July 16th and 17th, I attended the TMEPA Annual Meeting in Knoxville. Then on July 19th through 21st, I attended the annual KY/TN Water Professionals Conference in Lexington, KY. On July 22nd, I attended a meeting at TVA's Kingston Energy Complex where the new CEO Mike Skaggs presented to regional LPCs and Direct Serve Customers. During that meeting, we also got a glimpse into the construction of the new gas plant. On July 23rd, I attended the quarterly meeting of the East TN Economic Development Association (ETEDA) as well as a Roane Regional Infrastructure Planning meeting hosted by Roane County Executive Wade Creswell.

Electric Reliability Statistics: The HUB Electric Reliability Statistics for June 2026 are enclosed.

Monthly Financial Reports: Financial reports for the month of May 2026 are enclosed. June 2026 will be on hold for year-end closing activities (i.e., the annual accounting process of reviewing, reconciling, and finalizing a company's financial records for the fiscal year).

Important Dates:

- ❖ **Monday, August 31st** – HUB Board Meeting at 5:30 PM
- ❖ **Monday, September 7th** – HUB Closed for Labor Day Holiday
 - “Hooray for Harriman” street festival in Historic Downtown Harriman

- ❖ **Monday, September 28th** – HUB Board Meeting at 5:30 PM
- ❖ **Monday, October 26th** – HUB Board Meeting at 5:30 PM
- ❖ **Tuesday, October 27th** – Harriman “Trunk or Treat”
- ❖ **Wednesday, November 11th** – HUB Employee “Potluck” Thanksgiving Lunch
- ❖ **Thursday, November 26th** – HUB Closed for Thanksgiving Holiday
- ❖ **Friday, November 27th** – HUB Closed for Thanksgiving Holiday
- ❖ **Monday, November 30th** – HUB Board Meeting at 5:30 PM
- ❖ **Tuesday, December 8th** – “Santa Day”
- ❖ **Thursday, December 17th** – HUB Employee Christmas Party
- ❖ **Thursday, December 24th** – HUB Closed for Christmas Eve
- ❖ **Friday, December 25th** – HUB Closed for Christmas Day