

NOVEMBER 2025 BOARD MINUTES

The regular meeting of the Bristol Tennessee Essential Services Board of Directors was held on Wednesday, November 13, 2025, at noon at 2470 Volunteer Parkway, Bristol, Tennessee.

Call to Order

Chairperson Downs called the meeting to order at 12:00 p.m.

Board Members Present

Erin Downs, Jason Booher, Doug Harmon, and John Vann.

Staff Present

CEO Clayton Dowell, Vice President of People Operations Tara Ellis, Vice President of Engineering David Hacker, Vice President of Operations and Safety Steve Craddock, and Supervisor of Accounting Heather Jenkins.

Adoption of Meeting Agenda

Chairperson Downs moved to add Approval of Wholesale IP Services Agreement to the agenda. Mr. Vann seconded. The motion passed.

Public Comment Period

Chairperson Downs called for public comments. There were none.

Minutes

Chairperson Downs asked if there were any corrections to the minutes of the October board meeting, which had been previously distributed. No corrections were noted. Mr. Harmon motioned to approve the minutes as distributed. Mr. Vann seconded. The motion passed.

Safety Report

Mr. Craddock reported 275,587.76 safe working hours from January 12, 2024, to October 31, 2025. The November safety meeting for outside employees took place on November 11th. The topic was “Tool Maintenance and Safety.”

Reliability Report

Mr. Hacker presented the outage data for October 2025. He reported an average of 8.823 customer outage minutes for the month. The year-to-date average, through October 31, 2025, was 51.894 customer outage minutes.

Financial Report

Electric Business Unit

Ms. Jenkins presented the financial reports for October. She reported Electric Sales for October were typical for the month due to mild temperatures. A load factor of 67.69% was experienced in October.

Advanced Broadband Services Business Unit

Ms. Jenkins reported total Fiber customers at the end of October were 17,869 with 17,044 Internet services, 5,146 cable services, and 4,552 telephone services. Mr. Dowell reported that staff are discussing options for Internet speed increases and Internet pricing. There was discussion about strategic approaches to Internet offerings.

	October 2025	YTD Actual	YTD Budget
\$(000)			
Electric Sales	\$ 32,006.3	\$ 28,978.1	
Other Electric Revenue	2,608.8	2,412.8	
Other Income	750.1	864.0	
Total Operating Expense	32,439.3	30,764.7	
Non-Operating Expense	192.3	128.0	
Electric Net Income (Loss)	\$ 2,733.6	\$ 1,362.2	
Operating & Maintenance Expense	\$ 4,781.6	\$ 5,081.4	
Broadband Net Income	\$ 2,193.6	\$ 1,032.1	

TVA Monthly Fuel Cost

TVA did not have the monthly fuel cost available at the time of the board meeting.

Approval of IBEW Agreement Addendum

Mr. Dowell presented a proposed addendum to the Labor Agreement between BTES and the IBEW, outlining provisions related to approved travel for professional development activities, including education, lectures, meetings, conferences, training programs, and similar events. Mr. Booher moved to approve the addendum. Mr. Vann seconded the motion, and it passed unanimously.

Approval of Purchase of Replacement Trucks

Mr. Dowell reported that we have two trucks that need to be replaced. One has reached its end of operational life and the other will soon. One of the trucks is a pickup truck that we had planned to replace with a bucket truck so that fiber work could be done more efficiently. He recommended purchasing two bucket trucks from Altec, Inc. for a total cost of \$418,712. Mr. Booher motioned to approve the purchase of two replacement trucks as recommended. Mr. Harmon seconded the motion, and it passed unanimously.

Proposed 2026 Meeting Dates

Mr. Dowell presented a proposed schedule of meeting dates for 2026, noting that some months included alternative options. Following discussion, Mr. Booher moved to approve the meeting dates as amended. Mr. Harmon seconded the motion, and it passed unanimously.

Wholesale IP Services Agreement

Mr. Dowell led a discussion on the proposal from FiberWise Networks to add two additional 100 Gbps Internet circuits to Atlanta, GA and Ashburn, VA, which had been presented at the October 2025 board meeting. After discussion, Mr. Vann made a motion to rescind the previous action taken at the October board meeting. Mr. Harmon seconded the motion, and it passed unanimously. Mr. Booher made a motion to table the Wholesale IP Services Agreement agenda item pending receipt of additional information. Mr. Vann seconded, and the motion passed unanimously.

CEO Report

Mr. Dowell provided an update on the organization's Strategic Plan, outlining current progress. He also presented the customer communication plan developed in preparation for the enterprise software implementation. Mr. Dowell reported that BTES is exploring options for corporate gym memberships to encourage employee participation in wellness activities, which may support lower health insurance costs and promote a healthier workforce. He also noted that the organization is reviewing its athletic lighting policy. Additionally, Mr. Dowell facilitated a discussion regarding upcoming holiday events and scheduled conferences.

Board Comments

Chairperson Downs invited comments from the Board. Mr. Booher inquired about the status of streetlight replacements along Volunteer Parkway and reported that the Sullivan County Planning Commission continues their work related to property held by BTES for economic development purposes.

Chairperson Downs adjourned the meeting.

Respectfully Submitted,



Doug Harmon, Secretary