

**MINUTES OF THE
JOHNSON CITY ENERGY AUTHORITY
D/B/A
BRIGHTRIDGE**

March 24, 2020

PRESENT: Dan Brant
Jenny Brock
Joe Grandy
B. J. King
Gary Mabrey
James Smith
Robert Thomas
Guy Wilson
Jeffrey R. Dykes, Chief Executive Officer
Brian Bolling, CPA, Chief Financial Officer and Chief Customer Officer
Mark Eades, Chief Engineering and Technology Officer
Eric Egan, Chief Data Officer
Stacy Evans, Chief Broadband Officer
Rodney Metcalf, Chief Operations Officer
Tim Whaley, Director of Public and Governmental Affairs
Stephen M. Darden, Attorney
Robert Houk, Johnson City Press

ABSENT: Hal Knight
Connie Crouch, Human Resources Manager
Bonnie Donnolly, Chief Development & Market Strategy Officer
Brian Ellis, Service Department Manager
Donnie Hall, Safety/Environmental Manager
Angela Shrewsbury, Energy Services/Marketing Manager
David Spinnato, Physical Plant/Warehouse Manager
Tiphonie Watson, Customer Support Manager

Chairman B. J. King called the meeting to order.

CEO Jeff Dykes delivered the following statement:

Operating under authority of **Executive Order No. 16** signed on March 20, 2020 by Tennessee Governor Bill Lee, BrightRidge will be conducting all Board of Directors' meetings electronically, at least through the duration of the Order. BrightRidge, organized as a public political subdivision of the State of Tennessee, will conduct its meetings telephonically beginning Tuesday, March 24, 2020 at 4:15 PM. As required under **Executive Order No. 16**, a full audio recording of the meeting will posted at

BrightRidge.com under the "Community" section, along with a meeting agenda, within 48 hours of the meeting.

Area media are being offered the opportunity to listen live, but all follow-up questions should be directed to the BrightRidge Public Affairs Office after the meeting is concluded. Members of the public should also direct any questions to the Public Affairs office.

These measures are temporarily adopted by the BrightRidge Board of Directors to protect the health, safety, and welfare of the general public, staff, and Board members in response to the COVID-19 outbreak. BrightRidge is committed to full transparency and will continue to review the liability of other potential virtual meeting venues moving forward, with authority to conduct meetings electronically set to expire on May 18, 2020, unless renewed.

BrightRidge continues to respect the open meetings and open records laws and will work diligently to continue the free flow of information as protected under the **Tennessee Constitution** and the **Tennessee Open Meetings Act**.

Upon motion of Mr. Smith, seconded by Mr. Thomas, the monthly power distributor's reports submitted to the Tennessee Valley Authority for January and February, 2020 were approved. The motion carried, with Ms. Brock being absent at the time of the vote. In January, year-to-date income was \$1,554,224.88 more than last year's year-to-date figure. Year-to-date actual net income was \$1,906,346.91 more than the budgeted figure. The general fund balance stood at \$28,931,686.17, the reserve fund balance stood at \$6,694,792.20, the special reserve fund balance stood at \$5,955,454.09, the tax equivalent fund balance stood at \$3,296,560.24, the economic development fund balance stood at \$1,643,370.77, the 2017 bond and interest sinking fund balance stood at \$2,241,433.04, the renewal and replacement fund balance stood at \$6,231,914.19, and the self-insurance fund balance stood at \$2,009,224.81. BrightRidge served 79,338 customers in January, which represented an increase of 605 customers since the same time last year.

In February, year-to-date income was \$1,813,850.00 more than last year's year-to-date figure. Year-to-date actual net income was \$3,078,680.46 more than the budgeted figure. The general fund balance stands at \$31,677,057.48, the reserve fund balance stands at \$5,697,174.03, the special reserve fund balance stands at \$5,962,768.23, the tax equivalent fund balance stands at \$3,763,868.49, the economic development fund balance stands at \$1,657,563.50, the renewal and replacement fund balance stands at \$6,239,567.87, and the self-insurance fund balance stands at \$2,010,146.25. BrightRidge served 79,454 customers in February, which was an increase of 505 customers since the same time last year.

Upon motion of Mr. Smith, seconded by Mr. Thomas, the monthly financial statements for January and February, 2019 for the Broadband Division were approved. The motion carried, with Ms. Brock being absent at the time of the vote. In January, the

cash bank balance stood at \$2,687,781.72, and capital projects closed to plant through January totaled \$3,075,477.77 (plus construction work in progress since June, 2019 totaling \$2,802,124.84), with a \$3,045,291.39 capital budget remaining at that time. There were 676 total customers in the Broadband Division in January.

In February, the cash bank balance stands at \$777,392.27, and capital projects closed to plant through February total \$3,114,300.61 (plus construction work in progress since June, 2019 totaling \$3,199,145.61), with a \$2,609,447.83 capital budget remaining at this time. There are presently 809 total customers in the Broadband Division.

Stacy Evans, Chief Broadband Officer, advised the Board that the current Broadband Division customer base is as follows:

Jonesborough Fiber:	56
Johnson City Fiber:	786
Fixed Wireless:	84
Managed WiFi	458
IPTV Video	80
Telephone VoIP	113

The current most popular product packages are as follows:

Residential Fiber, 200 Mbps	455
Residential Fiber, 500 Mbps	270
Residential Fiber, 1 Gbps	75

Mr. Evans stated that the current "take rate" for residential marketed customers is 20% and the current "take rate" is 12% for business marketed customers.

Upon motion of Mr. Thomas, seconded by Mr. Grandy, the following items were approved on the Electric Division Consent Agenda:

- (a) The minutes of the February 18, 2020 Board meeting.
- (b) The low evaluated bid of ERMCO in the amount of \$207,100.00 for 100 15 KVA 1-phase CSP transformers (\$74,200.00), 100 25 KVA 1-phase CSP transformers (\$80,000.00), and 50 37.5 KVA 1-phase CSP transformers (\$52,900.00).
- (c) The reallocation of budgeted funds in the amount of \$16,876.22 in the line item for a pole trailer to the line item for wire reel trailers, for the purchase of two Roose RR-185 wire reel trailers from Vermeer Heartland for the low bid of \$16,876.22 (\$8,438.11 each).

The motion carried, with Ms. Brock being absent at the time of the vote.

Upon motion of Mr. Mabrey, seconded by Mr. Grandy, the Board approved the following retirement resolution:

On April 1, 2017, the Johnson City Power Board was renamed Johnson City Energy Authority; on October 3, 2017, Johnson City Energy Authority announced their D/B/A name as BrightRidge.

WHEREAS, Patricia Franklin was employed by the Johnson City Power Board on October 25, 2010 until retiring from BrightRidge on April 1, 2020; and

WHEREAS, during her nine years and five months of service with the Johnson City Power Board, Johnson City Energy Authority, and BrightRidge, she served as Customer Service Representative, Billing Clerk, Billing and Data Control Coordinator, and Billing and Data Control Specialist; and

WHEREAS, the Board of Directors of BrightRidge wishes to recognize Mrs. Franklin for her outstanding service to the customers and staff of BrightRidge by her years of dedication and loyalty;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of BrightRidge, meeting in regular session on the 24th day of March, 2020, that Patricia Franklin be, and hereby is, officially commended for her nine years and five months of service to the customers of BrightRidge.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to Mrs. Franklin and be spread in full on the minutes of the proceedings of this meeting.

The motion carried, with Ms. Brock being absent at the time of the vote.

Upon motion of Mr. Thomas, seconded by Mr. Smith, the Board approved the following retirement resolution:

On April 1, 2017, the Johnson City Power Board was renamed Johnson City Energy Authority; on October 3, 2017, Johnson City Energy Authority announced their D/B/A name as BrightRidge.

WHEREAS, Regina G'Fellers was employed by the Johnson City Power Board on April 30, 1997 until retiring from BrightRidge on April 30, 2020; and

WHEREAS, during her twenty-three years of service with the Johnson City Power Board, Johnson City Energy Authority, and BrightRidge, she served as Customer Service Representative, Customer Service Representative/Hearing Officer, Billing Clerk, Billing Department Supervisor, and Billing and Data Control Supervisor; and

WHEREAS, the Board of Directors of BrightRidge wishes to recognize Mrs. G'Fellers for her outstanding service to the customers and staff of BrightRidge by her many years of dedication and loyalty;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of BrightRidge, meeting in regular session on the 24th day of March, 2020, that Regina G'Fellers be, and hereby is, officially commended for her twenty-three years of service to the customers of BrightRidge.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to Mrs. G'Fellers and be spread in full on the minutes of the proceedings of this meeting.

The motion carried, with Ms. Brock being absent at the time of the vote.

CEO Jeff Dykes advised the Board that a local company, BioPure, had been engaged to perform additional fogging and misting deep cleaning and sanitation of the BrightRidge Boones Creek Road facility to protect the health and safety of the employees working at the facility. He also informed the Board of additional pandemic measures taken such as closing the facility to customers and handling business through the drive-thru windows and extension of operating hours to accomplish this; the staggering of schedules and meetings for service and line crews; allowing those employment positions who are able to work at home to do so; and reviewing all job descriptions to determine whether more work-at-home positions could be established. Mr. Dykes complimented the managers and staff of BrightRidge for their dedication in serving the utility's customers under these unusual circumstances, and specifically commended Human Resources Manager Connie Crouch for her hard work in this regard.

Board member Dan Brant notified CEO Dykes that he wished to decline payment for his service as a Board member for the remainder of the year in light of the community job losses caused by the COVID-19 pandemic.

There being no further business, the meeting was adjourned.