

# INDEPENDENCE TELECOM UTILITY

## MINUTES OF BOARD OF TRUSTEES

January 26, 2017

Call to Order: A regular meeting of the Board of Trustees of Independence Telecommunications Utility was called to order at 8:00 a.m. on January 26, 2017 in the administrative office building. Chairman Amber Hunt presided. Present at the meeting were Trustees Leon Bachman, Gerald Stelter, Stephany Harvey and Lance Fricke. Absent: None. Also, present were Kevin Sidles, Linda Kress, Josh Vandenburg, Melissa Hearn, Lans Flickinger and Steven Smith. Votes were unanimous unless indicated otherwise.

Consent Agenda: Inclusive of the minutes of the December 15, 2016 regular meeting; Bills #17135-7217; electronic payments #8801944-1968 and direct deposit advice #9901818-1844; Month end and operations reports were approved with a motion by Harvey, second by Stelter.

Business Conducted: 1) A motion by Bachman to amend the agenda to begin with New business – The News, on consideration as a designated legal for ILP,T, second by Harvey. 2) Owner/Operator of The News, Steven Smith presented on request for consideration as a designated legal for ILP,T. 3) Consensus to table any action on the request from The News for consideration as a designated legal for ILP,T. 4) Executive discussion held. 5) Meeting reconvened at 8:46. 6) Kress reported City IT Services recap to be presented next month. 7) Hearn reported new website [www.indytel.com](http://www.indytel.com) possibly ready to go live either today or tomorrow; The first technology class has taken place at Independence Public Library. 8) Hearn requested implementation of customer service surveys for new installs and service calls with monthly drawing to include \$20.00 bill credit. 9) A motion by Harvey to implement follow-up customer service surveys with an incentive to offer a monthly drawing with a chance to win \$20.00 credit on next statement, second by Bachman. 10) Hearn reported 2017 scholarship applications are due February 28, 2017 with a commercial on the scholarship offerings starting Monday January 30, 2017; Beginning stages of first Lunch & Learn on Managed Services to be held at Okoboji Grill on March 29, 2017. 11) Vandenburg reported Cable Headend project kickoff timeline set; Internet bandwidth usage at an all-time high; New server installed for fiber mapping software; Temporary line feeding Pries Mfg. due to bad main line; Multiple animal fiber chew incidents; Fiber routes to City Hall, Police Station and Library complete - network transition to Indytel headend started; Help Desk ticketing update. 12) Vandenburg reported upcoming items: Install RF overlay solution for Calix equipment; Pending approval camera system for tree dump to be installed; Performance evaluations in process. 13) Customer concern discussion – consensus ITU terms of service followed. 14) A motion by Harvey to sign Security State Bank Public Funds Banking Resolution on authorized signers for ITU account held at financial institution, second by Stelter. 15) A motion by Harvey to sign Farmers State Bank Depository Resolution on authorized signers for ITU account held at financial institution, second by Fricke. 16) A motion by Harvey on compensation for Network Engineer at \$65,000.00 and compensation for Community Relations & Marketing Program Director at \$48,000.00 effective January 1, 2017, second by Bachman. 17) A motion by Harvey to approve Emergency Battery Backup for Telephone Modems notification with 8 hour battery option billed at cost plus 10%, second by Bachman. 18) The next regular Board meeting will be Thursday February 23, 2017 at 8:00 a.m.. 19) Stelter moved to go into closed session at 10:18 a.m. to discuss competitive information, Iowa Code 22.7(6), second by Fricke. 20) ITU back into regular session at 10:23 a.m.. 21) Moved for adjournment at 10:23 a.m. with a motion by Harvey.

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Amber Hunt, Chairperson

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Leon Bachman, Secretary/Treasurer

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Date Approved