

INDEPENDENCE TELECOM UTILITY

MINUTES OF BOARD OF TRUSTEES

July 20, 2017

Call to Order: A regular meeting of the Board of Trustees of Independence Telecommunications Utility was called to order at 8:01 a.m. on July 20, 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 and Lans Flickinger. Votes were unanimous unless indicated otherwise.

Consent Agenda: Inclusive of the minutes of the June 22, 2017 regular meeting; Bills #17553-616 electronic payments #8802106-2128 and direct deposit advice #9901935-1961; Month end and operations reports were approved with a motion by Harvey, second by Bachman.

Business Conducted: 1) Consensus to go into executive session at 8:03 a.m. with General Manger Sidles. 2) ITU back into regular session at 8:56 a.m.. 3) Kress reported in preliminary stages of discussion w/staff regarding cable updates effective September 6, 2017; Staff finalizing information for 2017-2018 Buchanan Community Directory; Streamlining process used for compiling Telecom monthly numbers. 4) Hearn reported digital ready dialog available to assist customers "How to tell if your TV's are digital-ready"; Developing new Indytel Digital TV Programming Guide to go into effect September 6, 2017; Developing correspondence for customer mailing on transition to all-digital cable platform; Signs & More currently developing an A frame sidewalk board promoting time saving payment options available. 5) Upcoming presentation at Rotary meeting August 8, 2017 by Vandenburg. 6) Vandenburg reported **Cable** headend updates: a) DTA's will be available by the end of the month; b) HyperCaster is online; c) Analog signal to be shut off on September 6, 2017; **Rowley** update: a) Conversion from Adtran to Calix complete; **Phone** updates: a) New PBX feature – Voice Operator Panel; **City** updates: a) New cameras placed & running at the City dump; Help Desk activity recap. 7) Vandenburg reported upcoming items: Engineering of RFOG customers to Calix to begin; **Cable** headend: a) New digital packages to be built in billing system; b) Replacement of SD channels with HD; c) Roll out of DTA's to existing analog only TV's; **WiFi in the Parks:** a) Installation of new equipment in Teachers Park and Softball Complex. 8) Stelter moved to go into closed session at 9:39 a.m. to discuss competitive information, Iowa Code 22.7(6), second by Fricke. 9) ITU back into regular session at 9:45 a.m.. 10) The next regular Board meeting will be Thursday August 24, 2017 at 8:00 a.m.. 11) Moved for adjournment at 9:46 a.m. with a motion by Stelter.

Amber Hunt, Chairperson

Leon Bachman, Secretary/Treasurer

Date Approved