

INDEPENDENCE TELECOM UTILITY

MINUTES OF BOARD OF TRUSTEES

March 29, 2018

Call to Order: A regular meeting of the Board of Trustees of Independence Telecommunications Utility was called to order at 8:49 a.m. on March 29, 2018 in the administrative office building. Chairman Stephany Harvey presided. Present at the meeting were Trustees Gerald Stelter, Lance Fricke, Becki Davis and Mike Lenius. 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 February 22, 2018 regular meeting; Bills #18031-8086, electronic payments #8802346-2377 and direct deposit advice #9902097-2114; Month end and operations reports were approved with a motion by Stelter, second by Davis.

Business Conducted: 1) No public request or comment. 2) Chairperson Harvey requested to go into executive session at 8:49 a.m. with Board of Trustees and General Manager. 3) ITU back into regular session at 8:55 a.m.. 4) Hearn reported Independence High School Prom Committee request for support to sponsor Post Prom activities. 5) Consensus to donate to Independence High School Post Prom scheduled for Saturday, April 21, 2018 in goods and services package valued at \$1000.00. 6) Hearn reported first "How To" video in final stages - "How to Scan Your TV" - in preparation of Cable TV maintenance window scheduled for April 17, 2018; Finalizing articles for publication on Telecommunications Data Center Overhaul, Cable TV Maintenance Window, Fiber Build and WiFi in the Parks; Created brochure on "Fiber to the Home" along with door hangers "A Fiber Upgrade is Coming to Your Neighborhood" and "Sorry We Missed You"; Upcoming campaigns to include "Grow Together" and "Where Does Your Money Go"; Getting ready to launch campaign and get the word out on "WiFi in the Parks". 7) Discussion on Administrative Building improvements/additions status. 8) Vandenburg reported **Cable Headend** updates: a) New QAM layout finalized with conversion scheduled for April 17, 2018; b) East Buchanan analog feed shutdown; **Internet** updates: a) Cisco core router replacement scheduled for May 1, 2018; b) Utilization experiencing increases; **Construction** updates: a) Splicing of new main line has started; b) Overhead main line to be completed April 1, 2018; c) Fiber cut on March 1, 2018 repaired and an alternate route to be complete by May 1, 2018; **Help Desk** a) reporting updates; b) Daily management of tickets has been reassigned to Hearn; **WiFi in the Parks:** a) Teachers Park is now live; b) Marketing campaign ready to launch. 9) Vandenburg reported upcoming items: **Internet:** a) DHCP to be moved in-house for Calix deployments; **Cable:** a) Continue HD conversions in anticipation of May 1, 2018 deadline; **Construction:** a) Underground main line to begin April 1, 2018; **Cable Headend:** Duct work to be finished by May 1, 2018. 10) The next regular Board meeting will be Thursday April 26, 2018 at 8:00 a.m.. 11) Fricke moved to go into closed session at 9:55 a.m. to discuss competitive information, Iowa Code 22.7(6), second by Davis. 12) ITU back into regular session at 10:15 a.m.. 13) A motion by Fricke to approve PDCM Insurance renewal proposal effective April 1, 2018 on Property, Workers Comp and Auto Insurance along with realignment of policy year to calendar year effective January 1, 2019, second by Davis. 14) Moved for adjournment at 10:16 a.m. with a motion by Lenius.

Stephany Harvey, Chairperson

Jerry Stelter, Secretary/Treasurer

Date Approved