

INDEPENDENCE TELECOM UTILITY

MINUTES OF BOARD OF TRUSTEES

December 19, 2019

Call to Order: A regular meeting of the Board of Trustees of Independence Telecommunications Utility was called to order at 10:23 a.m. on December 19, 2019 in the administrative office building. Chairman Stephany Harvey presided. Present at the meeting were Trustees Lance Fricke, Mike Lenius and Amber Hunt. Absent: Gerald Stelter. 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 November 21, 2019 public hearing and minutes of the November 21, 2019 regular meeting. Bills #19308-9356, electronic payments #8803016-3042 and direct deposit advice #9902502-2528; Month end and operations reports were approved with a motion by Fricke, second by Hunt.

Business Conducted: 1) No public request or comment. 2) Consensus liaison offer by Mayor Davis not a necessity at this time. 3) Discussion on Bills. 4) Kress reported staff will be viewing a training video provided by Consortia Consulting in December to meet annual Customer Proprietary Network Information [CPNI] certification with the FCC. 5) Hearn reported on Indytel participation in downtown Christmas Event-Jingle on Main held Friday December 6, 2019; Updating Website & applications to reflect upcoming rate changes effective January 1, 2020; Continue to contact & schedule fiber conversions; Working on WiFi in the Gymnasium marketing promotion. 6) Vandenburg reported **Headend** updates: a) C4 Card Replacement – noting an outage occurred on Sunday December 8, 2019 system wide; b) New combining started; **Internet** updates: a) C4 Utilization continues to climb; b) Calix Utilization remains steady; **Cable TV** updates: a) No changes; **Construction** update provided; **Community WiFi:** a) School Gymnasium fully tested. 7) Vandenburg reported upcoming items: **Construction:** a) Finish fiber routes for new 100GB ring; b) Finish fiber conversions; **Headend:** a) Finalize new combining; b) Continue converting from MLX to new edge routers; **Cable TV:** a) Install new Viacom receiver; b) Remove Outside TV and add ESPN Goal Line; **Internet:** a) Review upstream provider contracts; b) Submit case with ARIN to purchase additional IP block. 8) New Business: Financial Audit proposal – Review of audit proposals received for three-year period beginning with fiscal year end December 31, 2019. 9) A motion by Fricke to accept Baker Tilly proposal for three-year audit service for Fiscal Year Ending December 31, 2019 through Fiscal Year Ending December 31, 2021, second by Hunt. 10) IT Support Service discussion. 11) Consensus to continue IT Support Service with City of Independence under current terms. 12) The next regular Board meeting will be Thursday January 23, 2020 at 9:00 a.m.. 13) An upcoming meeting has been set for Thursday February 27, 2020 at 9:00 a.m.. 14) An upcoming meeting has been set for Thursday March 26, 2020 at 9:00 a.m.. 15) Fricke moved to go into closed session at 10:47 a.m. to discuss competitive information, Iowa Code 22.7(6) along with reference to ILP closed session that discussed personnel, Iowa Code 21.5(i), second by Hunt. 16) ITU back into regular session at 10:57 a.m.. 17) A motion by Lenius to approve 2020 salary compensation as follows: Hearn - increase 2.5%; Vandenburg - increase 2.5%, second by Fricke. 18) Moved for adjournment at 10:57 a.m. with a motion by Hunt.

Stephany Harvey, Chairperson

Mike Lenius, Secretary/Treasurer

Date Approved