



**PUBLIC NOTICE OF  
The Meeting of the Utah Communications Authority Governing Board  
Monday, May 22, 2023, at 10:00 a.m.  
5215 Wiley Post Way, Suite 550, Salt Lake City, Utah, 84116**

**MEETING MINUTES**

**Board Members present at UCA Office**

Lance Davenport  
Craig Dearden  
Randy Swalberg  
Kevin VanTassell  
Clint Topham

**Board Members present via Teams**

Gary Whatcott  
Dave Crandall  
Bryan Low  
Neil Johnson

**UCA Staff Present**

Tina Mathieu  
Sarah Wetmore

**Board Members Absent**

Tracy Glover

**1. WELCOME.**

Chairman Lance Davenport welcomes all to the UCA Governing Board meeting and calls the meeting to order at 10:04 am.

**2. ROLL CALL.**

Chairman, Lance Davenport – Present  
Vice Chairman, Craig Dearden – Present  
Randy Swalberg – Present  
Kevin VanTassell – Present

Clint Topham – Present  
Dave Crandall – Present via Teams  
Gary Whatcott – Present via Teams  
Bryan Low – Present via Teams; Joined the meeting at 10:40 am.  
Neil Johnson – Present via Teams  
Tracy Glover – Not Present

**3. MOTION TO APPROVE MINUTES OF APRIL 19, 2023 MEETING PRESENTED BY CHAIRMAN DAVENPORT.**

**Motion:** Kevin VanTassell moved to approve the April 19, 2023 Meeting Minutes.

**Second:** Clint Topham offered a second to the motion.

**Vote:** Motion passed with all in favor.

**4. CHAIRMAN REPORT PRESENTED BY LANCE DAVENPORT.**

UCA's Chairman, Lance Davenport, informed the Governing Board that last week he and Interim Executive Director, Tina Mathieu, met with the Retirement and Independent Entities Interim Committee (RIEIC). This meeting was to help them understand the roles and responsibilities of UCA, provide an overview of the history of UCAN/UCA, and the background as to their status as an Independent State Agency. Interim Executive Director Mathieu was the one who gave the presentation and did a good job. At the end they asked a few questions regarding funding, which Interim Executive Director Mathieu was able to inform them on. The purpose of this is because per statute, the Committee is charged with reviewing independent entities every few years. They are charged with reviewing the status of the agency as an independent entity and make recommendations as to whether they should stay as such. Chairman Davenport, then asked Interim Executive Director Mathieu if she had any additional comments. She mentioned that she did receive positive feedback and the overall presentation was well received.

Clint Topham then asked what the review process will look like and how it is done. He also asked if they will be in contact with Interim Executive Director Mathieu during the process or if they do it independently.

Interim Executive Director Mathieu stated that they presented how/why UCAN was created, the transition to UCA and then about the merger with the DTS Radio Shop. She also presented that over the past eleven years, there have been nine bills introduced related to UCA. Since there has been a lot of change within UCA and the Legislature, regarding UCA's mission and what it does, it will take UCA some time to adapt and settle in, which is why UCA is consistently being looked at and audited. In August, UCA will go back in front of the RIEIC to present on topics elected by the committee. In addition to the RIEIC audit, UCA will also be audited by the Legislative Auditor General's Office, who will want to speak with the Governing Board, Employees, and Customers, but this has not been approved by their audit committee yet. Ultimately, UCA is getting audited by two different entities, the RIEIC and the LRGC.

There were no other comments.

**5. MOTION TO APPROVE THE TENTATIVE FY2024 BUDGET PRESENTED BY TINA MATHIEU.**

UCA's Interim Executive Director Mathieu, started by thanking the Governing Board for giving extra time to finish the budget and taking time to come in for an additional Board meeting. She then began to present the tentative FY2024 budget to the Governing Board. It was noted that the budget will change but will be ready to be presented for the next meeting. In addition, UCA did have Patsy Halladay review the tentative budget. Since this is the first time Interim Executive Director Mathieu has created a budget for UCA, along with all the internal changes, there was some growing and learning that came along with process.

Starting with UCA's Revenue there's no major changes or adjustments and should be very similar to budgets presented in the past. She then explained where UCA's Revenue comes from:

- Microwave Circuit Revenue: Circuits that are Leased to customers
- Radio Service Revenue: Customers who pay to be on our Radio System such as Federal agencies and for-profit organizations. A small portion of this comes from Radio Programming fees.
- Rental Revenue: Rental for our tower or building space, which have been long term agreements with companies.
- Appropriations from Utah Statewide Radio System Restricted Account (\$0.18):  
The O&M for UCA
- Appropriations from Utah Statewide Radio System Restricted Account (\$0.34):  
For the P25 Upgrade
- Appropriations from Utah Statewide Radio System Restricted Account (\$0.25):  
Is specific 911

For UCA's Expenses there's not a lot of changes and is like what has been presented in years past, the biggest change is in Depreciation. After consulting with Patsy Halladay, it would be best to start depreciating the L3Harris equipment as it is turned on during this next Fiscal year. For Salary and Benefits, there has been a small increase for insurance and a five percent increase built in for salary increases, depending on what the Governing Board approves next March or April. 911 Network Maintenance is less than previous years because this project has been completed and we are not having to pay for the legacy system.

Mr. Topham then asked with the new 911 system we leased opposed to buying, where do those lease payments show up?

Interim Executive Director Mathieu clarified that it does come out of the 911 Network Maintenance budget. It is for the front-end equipment and ESINet.

The next Expense budget to be reviewed was the 911 Distributions to PSAPs (CAD). Interim Executive Director Mathieu reminded the Governing Board that the CAD fund was created about ten years ago. Some PSAPs received money, but Salt Lake County received a substantial amount of money. Executive Director, Scott Ruff from SLVECC has written a letter to UCA stating that the project has been completed, resulting in money being left over for other PSAPs to use. If this money is not used before July 1, 2024, per statute, it will roll over into the 911 budget PTIF account. UCA would like to distribute the money to PSAPs and will work with the PSAP Advisory Committee to get the word out and find out who may need the funds for CAD projects. Conversation then ensued about the left-over funds in the 911 Distributions to PSAP (CAD) account.

Interim Executive Director Mathieu then reviewed the last Expense budget line, Section 304.5 Remaining Funds. In previous years this amount has been less, however the way the statute is written, it's the remaining funds that are allocated to 911 vs. what is spent. This year the max amount a PSAP can receive is 20%, this was increased from 15% in SB212 this past session. With the successes the PSAPs are seeing with Location Based Routing, it is likely we will begin to see more and more PSAPs qualify for this reimbursement.

Kevin VanTassell asked what can the money be used for?

Interim Executive Director Mathieu answered that it can be used for similar purposes that they receive their seventy-one cents, such as 911 related expenses for the PSAP or Dispatch personnel, this is articulated in statute as well.

Next Interim Executive Director Mathieu reviewed the Capital Budget with the Governing Board. She noted that anything highlighted in blue is roll-over funds that were approved for this year's budget, but UCA was unable to finish this year. With the new fiscal year UCA would like to go out for RFP for a lot of these new sites to be completed by a third party due to the amount of work and upcoming training the technicians have. Maintaining the current system, working on the new system and completing the training for the new system is an extensive amount of work. A lot of the rollover happened not just because we have had so much going on this past year, but it is also the issue of getting to the sites, P25 upgrade issues, or contractual hold ups. In addition to the rollovers funding, we are having to increase some of the amounts originally as for as we have seen costs increase. UCA would also like to add the following equipment to our fleet:

- New Snowcat
- New Trailer
- New Snow Thrower for Big Red

Going forward UCA would like to strategically place Snowcats throughout the State so that technicians will have better access to them. By adding an additional Snowcat, it will allow Technicians to complete repairs and maintenance with a quicker turnaround time. In addition to the fleet equipment, UCA would like to add spare consoles because we own all the PSAP consoles, so it would be wise to have a spares on hand in case one breaks. With some of the other replacement spares the logic behind this is to make replacements instead of trying to put out the fires.

Next Interim Executive Director Mathieu introduced the FY2024 Staffing Plan, UCA will still have thirty-seven employees, but she is requesting to change some of the positions. At the last meeting it was decided to split the CFO and Administrative Service Director positions. The Administrative Service Director would be responsible for human resources, act as the risk manager and safety officer, among other things. Currently there are two positions for Interoperability Strategic Relationship Mgr, they would go out and meet with UCA customers and build relationships. Since UCA's Technicians have already established relationships with our customers, we would like to empower them to answer questions and help relay when there are issues. Since Interim Director Mathieu has been with UCA these positions have not been filled and since they have been created, only one position was filled for about six months. Instead of these two positions, UCA would like to add another RF Technician and Asst. Resource Coordinator/Mechanic. The Asst. Resource Coordinator/Mechanic would be responsible for changing fuel filters, oil changes, etc. and would also help UCA's Resource Coordinator Manager who creates the schedule for the technicians and keeps track of them safety wise.

Finally, the Statement of Fees for FY2024 was presented to the Governing Board. Nothing really changed with this from last year with the following being requested:

- Radio Service for federal/private radios: \$29/month
- Radio Programming: \$10/radio
- Technician Services (business hours): \$110/hour
- Technician Services (after hours): \$155/hour
- All other services are negotiated based on market and other variables.

Once Interim Executive Director Mathieu finished presenting the FY 2024 budget to the Governing Board, conversation ensued around the budget changes and getting rid of the Interoperability Strategic Relationship Mgr. and replacing them with the new Ass. Resource Coordinator/Mechanic.

**Motion:** Clint Topham moved to approve the tentative FY 2024 budget.

**Second:** Craig Dearden offered a second to the motion.

**Vote:** Motion **passed** with all in favor.

#### **6. GENERAL PUBLIC COMMENTS; AND.**

Chief Jeff Carr with South Jordan Police Department, Chief Brady Cottam with Taylorsville City Police, and Executive Director Scott Ruff with SLVECC, informed the Governing Board their concerns over the new naming system for the fleet map. Conversation then ensued about the fleet map. It was decided to task the PSAP Advisory Committee to come up with a proposal for the naming system within the fleet map.

#### **7. MOTION TO CLOSE THE MEETING FOR THE PURPOSE OF DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL OR INDIVIDUAL(S).**

**Motion:** Lance Davenport moved to close the meeting.

**Second:** Kevin VanTassell offered a second to the motion.

**Vote:** Motion **passed** with all in favor and the vote as followed:

- Lance Davenport – Yes
- Craig Dearden – Yes
- Randy Swalberg – Yes
- Clint Topham – Yes
- Kevin VanTassell – Yes
- Dave Crandall – Yes
- Gary Whatcott – Yes

**[CLOSED MEETING]**

#### **8. MOTION(S) BASED ON THE DISCUSSIONS HELD IN THE CLOSED PORTION OF THE MEETING.**

**Motion:** Kevin VanTassell moved to approve empowering Chairman Davenport to negotiate and adjust the salary for the Interim Executive Director.

**Second:** Randy Swalberg offered a second to the motion.

**Vote:** Motion passed with all in favor.

**9. MOTION TO ADJOURN.**

**Motion:** Craig Dearden moved to adjourn

**Second:** Kevin VanTassell offered a second to the motion.

**Vote:** Motion passed with all in favor.

The meeting adjourned at 11:54 am.

DRAFT