



**PUBLIC NOTICE OF  
Utah Communications Authority Governing Board  
Wednesday, February 28, 2024 12:00 noon**

**DRAFT MEETING MINUTES**

**Board Members present at UCA office:**

Lance Davenport	Bryan Lowe
Randy Swalberg	Dave Crandall
Kevin Van Tassell	Scott Jenkins
Travis Trotta	

**Board Members present via Teams:**

Craig Dearden	Clint Topham
Mike Phillips	

**Board Members not present:**

Shawn Guzman

1. **Welcome**; Chairperson Lance Davenport called this meeting to order and thanked everyone for joining the meeting.
2. **Roll call**; Chairperson Davenport asked for a verbal confirmation of attendance from each member of the Board. After completing Roll Call, Chairperson Davenport gave his condolences to UCA Governing Board Member, Gary Whatcott, who unexpectedly passed away in February. He recognized the great work Mr. Whatcott did within UCA and the City of South Jordan. He then held a moment of silence for thirty seconds in remembrance and respect for Mr. Whatcott.
3. **Strategic Plan Presentation** presented by Federal Engineering Consultants; Senior Executive Vice President/Owner, John Murry, started by thanking the UCA for the opportunity to provide an update to the Strategic Plans and looks forward to working with UCA in the future. He then introduced Associate Vice President, Rajit Jhaver and Stephen Verbil, who presented the three different Strategic Plans to the UCA Governing Board. Once the presentation concluded, the Governing Board discussed and commented on the plans.
4. **Motion to approve Strategic Plans (NG911, LMR, and Interoperability Divisions);**

**Motion:** Randy Swalberg motioned to approve Strategic Plans (NG911, LMR, and Interoperability Divisions)

**Second:** Kevin Van Tassell offered a second to the motion.

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

5. **Presentation and motion to approve the FY2023 Financial Audit** presented by Alawna Echols, Senior Audit Manager with Eide Bailly; She started by thanking the Governing

Board for allowing her time to present the FY2023 Audit of Utah Communications Authority and gave a brief history of her time with Eide Bailly. She then presented the Report on the Audit of the Financial Statements informed the Governing Board that UCA is in a strong financial position.

Next, she reviewed some Financial Highlights with the Governing Board.

- UCA recognized grant revenue of \$25 million from the State of Utah, partially funded through a federal grant program – the American Rescue Plan Act’s Coronavirus State and Local Fiscal Recovery Fund, which was additional revenue and not in FY2022.
- UCA’s Balance Sheet, the Assets increased significantly, which was mostly related to investments and state funding. The Capital Assets also increased from \$60.4 million to \$77.6 million related to the on-going P25 Upgrade project. Liabilities also had a little bit of an increase related to UCA leases and contracts.
- Operating Revenues and Expenditures the increase is related to the P25 Upgrade with the \$25 million grant.

After reviewing the financial highlights, she then asked if there were any questions. There were none.

Lastly, she went over the report required by Government Auditing Standards, for an audit of the internal controls of Financial Reporting. In FY2023, there were no findings on UCA’s internal controls, resulting in a clean opinion. Thus concluded the presentation of UCA’s FY2023 Financial Audit. She then asked if there were any questions, there were none.

**Motion:** Craig Dearden motioned to approve the FY2023 Financial Audit

**Second:** Scott Jenkins offered a second to the motion.

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

After the motion passed, Scott Jenkins clarified that \$25 million was a Federal Grant?

Executive Director, Tina Mathieu, responded that most of it was ARPA money, but \$5 million was General Funds State Money. UCA has expended all the ARPA funds and has gone through quarterly audits on the funding. UCA prioritized using the APRA money and then started using the General Fund money.

Mr. Jenkins then responded that when you extrapolate that amount of money (i.e. ARPA) across the country, you can see why we (the US) are in trillions of debt.

6. **Motion to approve meeting minutes** of January 10, 2024 meeting presented by Chairperson Davenport;

**Motion:** Kevin Van Tassell motioned to approve the January 10, 2024, Meeting Minutes.

**Second:** Scott Jenkins offered a second to the motion.

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

7. **Policies/Guidelines:**

- a. **Guidelines for the General Emergency Leave Bank (reference 7-0 Working Conditions);**

Executive Director Mathieu reminded the Governing Board that at the last meeting they approved a policy that allowed UCA to change the General Emergency Leave Bank Policy. The Governing Board asked Mathieu to bring back some guidelines of how the account would be managed and a maximum number of hours that would be in that account. Mathieu presented a guideline of having 1,000 maximum of hours donated, that would come from the end of the year when the employee must choose to use or lose, they could also choose to donate. UCA has also provided guidelines on how an employee could qualify to use this leave.

Last year UCA did have an employee who had two separate incidents, and this

helped. This leave bank can make a difference with someone becoming homeless, food insecurities, etc.; and is a nice safety net for the employees if they have a catastrophic illness or major event in their family.

Chairperson Davenport clarified that if employees want to donate, they may?

Executive Director Mathieu responded yes. If an employee had a situation and needed employees to donate, they could do so, and it would be anonymous. From there discussion then ensued about the leave bank.

Kevin Van Tassell complimented the staff on all the work they have done and through lively discussion is happy with the results of this policy.

**Motion:** Kevin Van Tassell motioned to approve the Policy and Guidelines for the General Emergency Leave Bank (7-0 Working Conditions).

**Second:** Lance Davenport offered a second to the motion.

Mr. Jenkins commented before the motion passed that after discussions last month, he was going to vote no on this. Coming from the Private sector, this is something he does not agree with, but it is voluntary and only under certain circumstances can it be used. His wife told him that he needs to be more flexible and that he would like to support this.

Chairperson Davenport also commented that after twenty-five years with the state, this policy is not new. He watched it bless many people and their families and this is something they can do to make this place the best place in town to work. In the current environment, anything we can do to take care of the employees, I am in support of. He does understand how this could be strange to the private sector, but overall, this should not create a problem for UCA.

**Motion:** Kevin Van Tassell motioned to approve the Police and Guidelines for the General Emergency Leave Bank (7-0 Working Conditions).

**Second:** Lance Davenport offered a second to the motion.

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

**8. Audit Committee Report** presented by Bryan Low;

Mr. Low started by thanking everyone who participated in the meeting this morning and for providing the needed documents. The Audit Committee reviewed PTIF accounts, employee reimbursements, p-card statements, accounts receivable, and the bank statements for October 2023 – January 2024. There were some questions about the employee reimbursements and the p-cards. UCA's CFO, Tyson Montoya, said that during UCA's next staff meeting they will be going over per diem vs reimbursement so that it's crystal clear for reimbursement. That was most of their meeting, but they did go through all the other items as well, which seem to be in order.

Mr. Van Tassell stated that Mr. Montoya will be doing the training himself, which is a good thing to do every so often with new people coming in and old people getting lax. As an Audit Committee we've done our job of watching things and taking care of things. He also said Mr. Montoya is well in hand.

**9. FY2024 Budget to Actual** presented by Tina Mathieu;

Executive Director Mathieu presented the budget-to-actual report which represented the budget through January 2024, which reflects 58.9% through the fiscal year. Overall, the year-to-date revenues are 6% above budget, with operating expenses below budget on every account. Aside from the Radio Network Upgrade, which is inflated due to the radio purchases and is currently at \$10.9 million. Overall, UCA is doing good, receiving more revenue and spending less on expenses. Discussion then ensued about a few of the line items.

**10. P25 Project Update** presented by Tina Mathieu;

Executive Director Mathieu reminded the Governing Board that last month she reported that UCA had started the backhaul and redundancy testing. Currently, there are

three sites that UCA is unable to get to. The lines are providing the reliability that we expect, but UCA Network Engineers are working on it.

Mr. Van Tassell asked where the three sites are that we cannot get to.

Executive Director Mathieu responded she did not have them but will let him know after the meeting. Discussions then ensued. She then continued with her update.

L3H training has begun again, which UCA employees have been attending. UCA is also getting ready to start scheduling Logger Recorder training for the PSAP Directors and Employees.

The Soft Cut-Over started on February 12<sup>th</sup> and has been incredibly successful. There were several hiccups, which were expected, but it has been a great learning experience. Our customers, the PSAP, have been great to work with, and we have completed the following:

- Sevier County
- Piute County
- Wayne County
- San Juan County
- Carbon County

UCA will be completing Grand and Emery County today and tomorrow. Something that Mr. Jenkins asked was how are we going to get all these radios programmed. UCA has had points of contact with the Agencies who have been bringing the radios in, we've programmed them, and been able to take opportunities to teach them how to program their radios. Overall, it's been a great learning process.

As seen on the strategic plan there are approximately 40,000 radios on our system right now and we thought everyone would bring most of those radios to the new system. What we have found is that only 20% of their legacy radios are going to be transferred over to our new system. A lot of these customers bought L3H radios and a lot of them haven't been lifelong UCA members.

It's also been great to be with our agencies face to face and listening to their concerns. UCA's Radio Division Director, Phil Krebs, was down in Piute County and they were telling him about areas they don't have coverage. Mr. Krebs went and drove all the areas and emailed them back and provided a map stating that he tested it, and they should now have coverage in those areas. There still will be areas where there is no coverage, but that is what the next few years are for, to continue to grow our coverage. Overall, we have learned a lot and received great feedback about our employees and the process.

Yesterday, L3H's third party vendor, began working on our sites that need to have the P25 equipment installed and optimized. These are the nine expansion sites that are ready. Any sites that are not finished yet are expansion sites. The 190 legacy sites are complete, optimized, and the filled acceptance test has been performed. While they work on the expansion sites, UCA is continuing to work on the eleven sites that are under construction. There are three or four sites that are close to being completed and our goal is to stay ahead of L3H. There are also three expansion sites that are still under contract, which takes time depending on various things. Discussion then ensued about the opportunities UCA runs into when building a new site.

UCA continues to work on drive testing. There are four legacy towers that have some interference and being are worked through with L3H. Frequently, Executive Director Mathieu asks those hard questions, there are some concerns with the interference, but since have come up with some great solutions. Other than that, there are no concerns that UCA won't hit the August 1<sup>st</sup> go live date.

UCA's Deputy Director, Brad Hannig, circled back to Mr. Van Tassell's question

about what three sites UCA cannot get to. The sites are Grand, Bruin, and Yellow Lake. From there discussion ensued about the employees and sites.

From the discussion, Executive Director Mathieu expressed how great it has been to have the PSAP's so involved with the P25 process. Ultimately it is a system for them that they must use, and UCA wants them to be involved in the creation of it as much as possible.

**11. Report from the Public Safety Advisory Committee** presented by Mike Phillips;

Chief Mike Phillips informed the Governing Board that the Public Safety Advisory Committee met in January. They received some project updates from the UCA staff, and no action was taken at that meeting. He then thanked Executive Director Mathieu for the newsletter because it has helped with a lot of the issues. This concluded his update and then asked if there were any questions.

Chairperson Davenport asked about PSAP relations and if aligns with what's been discussed? Are things are good?

Chief Phillips responded that things are good, and people are being heard. The UCA staff is very committed to making this work. I can call Executive Director Mathieu at any hour or send her a text and she will get back to me quickly. It's been great.

**12. Report from the PSAP Advisory Committee** presented by Travis Trotta;

Captain Trais Trotta reiterated what Executive Director Mathieu had mentioned about the PSAP Committee meeting more frequently to be involved with the soft cutovers. Everything UCA has changed for the PSAPs has been good and things are progressing. During the PSAP meeting, they went over the strategic plans and were able provide feedback and give it their approval. The PSAP Committee also asked for some training and UCA's 911 Division Director, Melanie Crittenden, has stepped up and provided them with dates and times.

The PSAP P25 subcommittee was able to go over some of the new consoles and see how they are set up. Some of the biggest worries are the newness because everyone is used to the 2001 system. If the Dispatchers don't like something they will tell you, but if they understand it, they are more willing to accept it. UCA provided a training video to help as a refresher and help with the transition. Overall, the subcommittee and PSAP committee are very happy with the openness UCA has been providing. This completed his update and then he asked if there were any questions. Discussion then ensued about Dispatchers and the changes to the PSAPs.

**13. Executive Director's Report** presented by Tina Mathieu;

Executive Director Mathieu announced that since our last meeting UCA has hired a Resource Fleet Maintenance Coordinator and a Radio Technician. The only open position is for another radio technician, which we are actively hiring for.

The Administrative Division has drafted a safety manual, organized a safety training calendar, and completed a procurement for individual CO2 detectors for our techs to wear as they visit the different sites. The Finance team has reorganized the p-card process, which will require additional training. The IT team did a January Cyber month which was a success, with the employees doing the training and helping stop phishing emails. UCA will be doing our evaluation process and be completed by the third week of March. Lastly, we are underway on our fiscal year 2025 budget and will be presenting the tentative budget to the Governing Board in the April Board Meeting.

The 911 Division has gone through and done site visits at almost every PSAP, if not every PSAP with Motorola, who have performed some upgrades and some maintenance. She has also put together the PSAP Training and the CTO training which will be coming up. It is part of our mission for the 911 Division to have training. There will be in-person training in the South and in the North, in addition some online versions will be provided.

The Interoperability Division has completed all the hybrid programming for the following:

- Wasatch County

- Garfield County
- Summit County
- San Juan County
- Piute County

Per our contract with L3H, UCA will be bringing in some L3H Techs to help program radios for when we get to the Wasatch Front, Weber, Davis, and Salt Lake County. They will help with all the radios both during the soft cutover and the final cutover. This will help greatly because these counties have the most radios and the least number of L3H radios purchased. UCA's Interoperability Director, Michael Veenendaal, has been working with PSAPs to get the needed information. The Interoperability Division has also been doing some L3H training and providing training.

The Radio Division has received all the radios that were ordered from the \$25 million, which was 331 individual orders and over 150 pallets of radios that were at the warehouse at one time. About 75% of the orders have been picked up and most of those radios have been programmed for the new system. They have also been doing soft cutovers, getting more training, working on our new sites, and working on the backhaul sites.

Executive Director Mathieu also informed the Governing Board that the legislative session ends on February 29<sup>th</sup>. It has been the least busy session in the past thirteen years regarding 911 bills and UCA bills. UCA's bill did pass early in the session. This was our cleanup bill that we got to help write and was based on the audit done by the Retirement and Independent Entities Committee. There are a few other bills that we have been watching. Based on those bills we may have some policy adjustments that will then be brought to the Governing Board.

UCA has also been doing more outreach with the three newsletters and the two Chats with the UCA team. We are hoping to get more people involved, with the first meeting having thirty-two people attending. But the conversations were good and very informative. Overall, UCA is constantly working on making things better and trying to evolve. This completed her update, and it was asked if there were any questions. There were none.

**14. Chairperson's Report** presented by Chairperson Davenport;

Chairperson Davenport wanted to express how appreciative he is for the great work that UCA does. He appreciates the increased efforts over the last year by the employees to try to be more accessible and open. He also wanted to recognize those who've been willing to come forward and inform UCA of things they can help with. We like the feedback. UCA serves a very big geographical area, which is very different from East to West and North to South. It feels like we have made tons of progress over the past year and would like to express gratitude to Tina and the staff for all their hard work. He was happy to hear that almost all the positions are filled, except for one for the Radio Technician. He then asked Executive Director Mathieu what the market is like for that position.

Executive Director Mathieu responded, there are lots of applicants but not a lot that qualify. UCA is picky, but the people we have hired have been exceptional.

**15. General public comments;**

Mr. Van Tassell requested that this item be moved to the top of the agenda in case people who need to make a comment must leave early.

Chairperson Davenport agreed.

**16. Motion to adjourn.** The next meeting is April 24, 2024.

**Motion:** Kevin Van Tassell moved to adjourn the meeting.

**Second:** Craig Dearden offered a second.

Meeting adjourned at 1:40 pm.