



**PUBLIC NOTICE OF**  
**Utah Communications Authority Governing Board**  
**Wednesday, April 24, 2024 12:00 noon**

**DRAFT MEETING MINUTES**

**Board Members present at UCA office:**

|                 |               |
|-----------------|---------------|
| Lance Davenport | Craig Dearden |
| Randy Swalberg  | Clint Topham  |
| Travis Trotta   | Scott Jenkins |

**Board Members present via Teams:**

|               |                   |
|---------------|-------------------|
| Mike Phillips | Shawn Guzman      |
| Tammy Pearson | Kevin Van Tassell |

**Board Members not present:**

Bryan Low

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. Shawn Guzman joined at 12:05. Kevin Van Tassell joined at 12:20. Tammy Pearson joined at 1:20.
3. **General Public comments;** Chairperson Davenport asked for any comments from the general public at the beginning of the meeting from anyone as the meetings often go long and there might be some who need to leave early. There were no comments. Comments would be welcomed at the end of the meeting as well, enabling everyone to have the opportunity to express questions or concerns.
4. **Motion to approve minutes from previous Board meeting on February 28, 2024,** presented by Chairperson Davenport. All Board members have received and read through the minutes and were asked to approve said meeting minutes.

**Motion:** Clint Topham motioned to approve the Governing Board minutes.

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

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

5. **Motion to approve Policy 15a-5, Reimbursement for Expense;** presented by Executive Director Tina Mathieu.

UCA employees are reimbursed for mileage and per diem at a different rate than the Board members. The Board members are reimbursed at the State rate. The statute is adjusted to streamline the reimbursements to be the same for all and to reference the State rate as per the attachment.

Scott Jenkins brought up Policy 15b-6 regarding reimbursement of room rate, discussion ensued.

Lance Davenport asked for a motion to approve the policy as written.

**Motion:** Randy Swalberg motioned approve Policy 15a-5 as it is written.

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

**Vote:** Motion passed with Nay from Scott Jenkins.

6. **Motion to approve Resolution #2024-002 – Zions Bancorp signature card;** presented by Executive Director Mathieu; Zions Bank requires a motion when the check signature changes. Director Mathieu read the resolution as per attachment. There will now be four authorized signatures, three will be in house, to alleviate delays.

**Motion:** Craig Dearden motioned to adopt resolution #2024-002.

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

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

7. **Motion for changes to Administrative Rule R174;** presented by Executive Director Mathieu; On March 26, 2024 an anonymous interested party requested a change be made to how many times a person can request public records from UCA not available online. This change will be in accordance with Legislative Rule 63G-3-402.

Recommendation is that a change be made to add 1-10x to the existing rule R174 to state a person can request records no more than twice per month and not more than five public records per semimonthly request from UCA. This amendment will help streamline the requests for public records of UCA not found online.

We will still go through the rule-making process, which is submitted for public comment and then will go back to the Board for consideration and any potential changes. The Rule would then be submitted for change. We had to bring this to the Board meeting today to be in compliance as there is a 45-day time limit to review the request.

Question of what the limit was regarding the GRAMA request prior to this motion. Previously there was no limit which is why the legislative rule was passed.

Question of this rule being prepared by a lawyer. It was prepared by someone with a legal background.

**Motion:** Clint Topham motioned to approve the request to go through the administrative process.

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

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

8. **Motion to appoint Chris Hughes to the UCA Audit Committee;** presented by Executive Director Mathieu; This was originally supposed to be presented by Bryan Low, who was not available today. Chris Hughes is the Administrative Services Division Director and therefore is a good fit to be a part of the audit committee, which is the reason for the motion.

**Motion:** Lance Davenport motioned to appoint Chris Hughes to the UCA audit committee.

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

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

9. **FY24 Budget to Actual;** presented by Executive Director Mathieu; UCA is 75% through the budget on the fiscal year. Attachment 9 was displayed to all to follow along. This shows our fiscal year of July 1 to March 31 of 2024. Explanations were given and clarified by Director Mathieu. Three of our items are showing over budget at this time, however, that will change once the budget is set for the 2025 year. We knew we would have to do a budget amendment and adjustment at the end of the year. Good news is that we are selling the radios at the warehouse and people are liking the L3H radios. Overall, we are within our budget and the final budget will reflect that. Appreciation was expressed for the explanation. There were no questions about the budget at this time.

10. **P25 Project Update;** presented by Executive Director Mathieu;

A lot of work has been done and continues to be done on this project. Director Mathieu understands that the financial portion of the project is important for the Board to review and understand. The integration visits have been completed at 25 of the 28 PSAP sites. Final acceptance testing has been completed at 23 of the 28 PSAP sites. Some of the issues being addressed are the older equipment being used by the PSAP's. A punch list is being used by UCA at almost every site to resolve all issues and ensure everything will run smoothly with both L3H and PSAP's. Our goal is to have the punch list items resolved by July before final cutover in August.

There have been some concerns with the new consoles, as always when there is new equipment, things do not work perfectly or exactly the same. There have been meetings with the engineers and product managers of L3H and the sub-committee of the PSAP. The resolution was tested for the PSAP's and they agreed that it was liked and worked for them. The biggest concern was the simul select works and doesn't work on the new system.

At the May PSAP meeting, all PSAPs will be able to weigh in on the consoles, and be able to experience the solution, which UCA feels very good about.

Radio Director, Phil Krebs and Interoperability Director, Mike Veenendaal have been working closely with the PSAPs and have been getting the feedback. It has been an excellent process. The soft cutover with the PSAP's will be completed in May. Box Elder was delayed due to their new building so they will be last cut over completed. We will then move to complete the dispatch centers testing and PSAP cutover beginning next month.

Question asked if there should be any concerns about the console issues. Director Mathieu said no but that she wanted to share transparency in soft cut over concerns being raised by PSAPs that UCA addressed and continued to respond to.

Soft cutover includes UCA going to each PSAP site to ensure consoles work properly, that agencies can log in, talk groups can be added and getting those consoles customized. Each console had VHF resources connected and all talk groups tested to ensure the paging system from Motorola to the L3H language was completed. UCA is ensuring that everyone is comfortable with the new system and that all are ready from the back end. Every radio was tested to ensure all have been translated correctly to the new language ensuring PSAPs are ready and able to train their people on the new system. All can look at and get familiar with the new consoles, change the size of the tiles and take/add talk groups. UCA is making sure to be ready from the back end.

Question regarding using the L3H system right now and it was explained that the agencies cannot use the L3H radios yet until the actual cutover in August. Some who have bought the dual band L3H are able to use those on the VHF side prior to cutover.

Many agencies bought radios without having seen them, and since that time, UCA has received calls to obtain more radios as the agencies have been happy with them.

Question about radio funding for those PSAPs who may need additional radios. Director Mathieu said there are still radios and some money left -stated she was happy to review finances.

There are problems getting to the tower sites due to the weather and unprecedented snowfall so not all expansion sites have been completed. Originally there were 119 sites, and 25 sites were added into the project. Of the 25 expansion sites 11 have been completed. Another 4 sites are scheduled to be completed by May 11<sup>th</sup>. Some of these sites have never used our systems before and these expansion sites create important coverage that has never been available before now. Attached spreadsheets were referenced. Micro sites are being built in the canyons to provide additional coverage to local EMS and troopers, rather than building million dollar sites, micro sites can reach a short distance but provide troopers and local EMS with the coverage they need in the canyons.

The overall cost of the radio group \$28.5 million in radios, which is all legislative money. The total cost of project is \$95.5 million. Director Mathieu is quashing rumors of overspending. Everything we are paying now is coming out of the local match money. This is shown on the spreadsheet. UCA committed to buying extra radios to assist with agencies who did not previously know they needed new radios or needed extra radios. The radios are being sold at this time.

Some of the amendments that are not radios, as shown in the spreadsheet, most of the money is the credit we have. We have a credit of \$500k with L3H that we negotiated will be applied to the final payment, we now have this in writing. UCA has purchased four different consoles as there has been interferences at some of our sites. There has also been a purchase of some different antennas

that will be used, having spare antennas at this time. These things are the reasons for the amendments in the budget. We are not far from the budget created five years ago. The Senators – Harper and Owens are the most engaged with our project and will be shown the amendment changes, and it will be ensured they are comfortable with the changes.

Question regarding how much money has been spent on the expansion sites prior to this year. Director Mathieu will get that information and be able to present it at a later date as she does not have the numbers from early on readily available.

Discussion on network backhaul ensued.

Compliment on how quickly things have gone into place and sticking to the budget as closely as it has been over the past five years. Concerns have been addressed and there have not been the unexpected monetary surprises.

Compliment on how far we have come in getting communications active, it is said that 95% of our state will be covered with a handheld despite how mountainous our state is, with all the Geotech problems that could interfere. 5% is still a portion of the state not covered, but work will continue to cover the entire state.

**11. Motion to approve FY25 Tentative Budget Overview;** presented by Executive Director Mathieu;

Director Mathieu presented the UCA FY2025 Tentative Budget spreadsheet. New this year, the 2024 budget was kept on the spreadsheet to enable the Board to see what was approved, adding a column to show the difference in numbers. With regards to revenue, it is projected to increase. Our microwave circuits, our radio service revenue and our rental revenue-all are projected to increase. A large part of this is Chris Hughes and Phil Krebs are working on getting contracts in writing, having a better grasp on what our revenue is, as before we had as many as 200 unpapered contracts. These changes are getting us back to what we need under contract and getting contracts signed in writing, giving us a better grasp on what our revenues are and should be.

A couple of years ago Senator Harper ran a bill that changed funding from \$0.18. The radio restricted account is the overall O&M (operating and maintenance) of all things UCA except P25 and 911. It pays for all our other divisions and everything we have going on. That has been \$0.18 since UCA was created and began receiving that funding source. Working with Senator Harper, UCA got that increase from \$0.18 to \$0.27 taking effect January 1, 2025. That's why it goes from \$8 million to \$15 million in the proposed. That being said, it reflects half a year, January 2025 will start the \$0.27.

The P25 restricted account will go to zero as of January 1<sup>st</sup>, which is why it shows 50% which half of that revenue is July to December. The good news is that when we cutover and make that final payment, that payment will be made in cash. We will have paid off our system with zero interest and we will owe nothing on our project which is very impressive for that big of a project to pay cash and it worked out in the numbers. That explains the dramatic differences in amounts.

The 911 money stays the same at \$10 million. The PSAP money will increase, but that comes straight for the State Tax Commission, not UCA.

Operating expenses spreadsheet shows administrative costs are projecting

lower again, Director Mathieu does not like to pad the budget, so she spent time researching this figure. Depreciation has gone down based on what is on the books and what is in the depreciation schedule. This is based on the work of the CFO. Amortization is where it should be after changing line items for corrections as per the GASB Rules. Insurance has substantially increased, especially property insurance as we have now added the warehouse. The radio division listed UCA assets including towers, equipment on towers, ownership of the site, etc. This is painful but what we should be paying. Auto, liability, and cyber insurance all went up in cost, but property insurance was the biggest increase. Radio network maintenance expansion basically remained the same. Radio network upgrade will be in the capital project, so it will be on the capital project list. Last year's budget for the employees was approved for a 5% increase for COLA and pay for performance. This went into effect April 1, which has been an odd start time due to the fiscal year beginning July 1. This year, when preparing the budget, it was discussed with Chairman Davenport to change this to July 1 moving forward to coincide with our fiscal year budgeting. Small increases in employee insurance and retirement. Professional services went down a bit as we do not need consultants as often. 911 will have the money roll over to the next year. Melanie Crittenden has been in contact with the PSAPs regarding the statute that requires them to meet the guidelines for 911 operations to apply for any extra funding. Lastly, operating expenses are those at the warehouse. Overall, it is a reduction in operating expenses.

Compliment to UCA - seeing the budget go down as most budgets go up in operating expenses.

Question on how insurance works with the State of Utah. Discussion ensued regarding depreciation.

Capital project requests for money are due to non-completed projects. This amount may go up due to any project not being completed. The cost would not necessarily go up, it would switch from 2024 to 2025 budget if we haven't been billed for non-completed work. Site remediation is a rollover of funds as we haven't completed all of the site remediation on our projected projects and tower remediation and replacement. A request for funding for five new sites is being made to hold while we get the system running, when we see where weak points for coverage are, site infrastructure are, then we will have that money. Again, we will roll over any money. We believe we can work with neighboring states to share and have gateways with surrounding states for much cheaper.

Site backhaul has been reduced to project what we will need for next year. Site trunking radio equipment is the cost for five channel sites at \$225,000 per site. We then have planned EOL (end of life) replacement budget, so we do not wait until something fails, creating an outage and a huge cost in one year. We have added emergency spares as a category to continually replace our equipment when it is needed and not require an emergency Board meeting to approve the money needing to buy replacements. The money will not be spent unless it needs to be spent.

We have asked for propane tank upgrades and a propane tank trailer. Discussion ensued regarding buying, filling, replacing propane on our sites.

Requests for a telehandler forklift w/ bucket, dump trailer for mini-ex, snowcat repair, glass for Polaris General, replacement snowcat trailers, replacement enclosed construction trailers, two season wheeled off road vehicle (aka fat truck), two trucks with shells, bumpers, winches, samsara.

Discussion of safety of where towers are located and the seasonal elements that the radio techs are subjected to when going to those tower sites.

The Board has never seen the current warehouse so the next meeting will be at the warehouse. We have discussed having all employees at the same facility and not paying rent to have separate offices. Adding a second story to the current warehouse, as originally planned, would be much more expensive than originally thought. Therefore, property has been looked at and a site has been found, just west of the current site. The state – DFCM gave statistics and breakdown of what is needed in terms of amount of property, coverings, storage, offices, etc. Many other sites were looked at, prior to presenting the current site for sale that best fits UCA needs. Director Mathieu presented a five-year plan regarding the budget for a new building comparing the current rent and operating expenses.

Scott Jenkins proposed a sub-committee to evaluate and construct the buildings rather than accept the budget that DFCM has presented. This was accepted by all. Kevin Van Tassell mentioned the extra costs of water levels in the west where the building is being proposed. That is another reason to have the sub-committee looking into budgeting for a building.

Discussion on getting the building started as soon as possible as well as the sub-committee being formed.

**Motion:** Craig Dearden motioned to approve the tentative budget with the inclusion of the sub-committee.

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

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

12. **Report from the Public Safety Advisory Committee** presented by Mike Phillips; Mike stated that the committee had not met this year. The committee has been waiting for the soft cutover to be completed. The cutover has been a good process, and the committee is happy with it.
13. **Report from the PSAP Advisory Committee** presented by Travis Trotta; Travis stated many things have been accomplished. Many of those things are with the help of Melanie in getting training for the dispatchers. Some upgrades to the next generation 911 have been put in place to help future. Explanation of the multiple trainings given. Soft cutover is happening, after which all are gearing up with the programming for the radios. All the logistics for that transition are ready, it is a big lift that the PSAPs are ready for.
14. **Executive Director's Report** presented by Executive Director Mathieu; Director Mathieu stated we have hired our last open position, the radio tech position and explained a bit about the new hire.  
The administrative division has been busy with yearly evaluations, helping

the radio division with multiple site build procurements. Having an in-house procurement expert has been invaluable with the 2025 fiscal budget and five-year plan. E-signature processes have been initiated for agreements and fully executed signed contracts.

The 911 division sponsored courses for the PSAPs in St. George. The 911 division will have those courses in Davis County in the next couple of weeks.

Melanie Crittenden, Mike Veenendaal, Danny Switzer, Carl Bohling, Justin Grenier, and Bryan Low attended SISA cybersecurity symposium representing UCA. They learned about PSAPs being impacted by ransomware attacks and how crippling it is to a city as well as how expensive.

As per statute, UCA will be hosting a statewide public safety answering point training. SISA will be training about the cyber security elements of things.

The 911 division has been assisting with the P25 project, setting up meetings with dispatch centers.

Interop Division has been busy with twelve-to-thirteen-hour days to complete the radio programing during soft cutover. Soft cutover has been beneficial for the PSAPs and UCA, enabling the agencies to figure out what radios work for us to get all their code plugs and personalities built.

Radio Division has made significant progress on the expansion sites as indicated in the P25 project update. Every one of the P25 expansion sites have been officially licensed with the FCC.

Director Mathieu again compliments her team and expressed gratitude for the work they have done.

15. **Chairperson's Report** presented by Lance Davenport; Chairperson Davenport expressed his own along with the entire Board's gratitude regarding the progress. The Board only gets a glimpse of what is being done and the details that go into making this work. He is gratified to hear of the progress being made and the positive reports from the soft cutover. He can see, in his interactions, the improvements that have happened since hiring Chris Hughes as well as others. He would like to acknowledge the great work being done. He feels a great spirit of teamwork, not only within UCA but with stakeholders and those we are doing business with. Everything is moving in a positive direction, it's hard to believe we are at this point, but here we are.
16. **Additional offer of General Public comments**; Chairperson Davenport offered an additional opportunity for comments from the general public. There were none.
17. **Motion to Adjourn**; The next meeting is June 18, 2024 to be held at the UCA warehouse 31 N. Cutler, NSL, UT 84054.

**Motion:** Clint Topham motioned to adjourn.

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

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