PUBLIC NOTICE OF
Utah Communications Authority Governing Board
Wednesday, May 7, 2025 12 noon
Location: 5215 Wiley Post Way, Suite 550
Salt Lake City, UT 84116

APPROVED MEETING MINUTES

Board Members present at UCA office:

Lance Davenport	Randy Swalberg	Kevin VanTassell
Clint Topham	Craig Dearden	Shawn Guzman

Board Members present via Teams:
Tammy Pearson

Board Members not present:
Scott Jenkins　　Mara Brown

Non-Voting Board Members:
Mike Rapich-present in person　　Jeremy Hales-present via Teams

Treasurer:
Bryan Low- present via Teams

1. **Welcome;** Chairman Lance Davenport welcomed all to the meeting today.

2. **Roll call;** Chairman Davenport asked for a verbal confirmation of attendance from each member of the Board as well as the non-voting members of the Board.

3. **Motion to approve minutes of March 12, 2025, meeting presented by Chairman Davenport;**. Chairman Davenport asked for an approval of the last month's minutes that had been distributed to all Board members for review.

    Motion: Craig Dearden motioned to approve the meeting minutes.
    Second: Randy Swalberg offered a second to the motion.
    Vote: Motion **passed** with all in favor.

4. **Audit Committee Report presented by Bryan Low;** The report covers October 2024 - January of 2025. Random employee reimbursement and per diem requests were reviewed along with p-card statements from October 2024 to January 2025. Questions were asked of the expenses and documentation was provided. The accounts receivable report was reviewed with requests to write off certain debt from the Utah Army National Guard and the Federal Reserve Bank. Reason and explanation were given and discussion ensued.

    Motion: Craig Dearden motioned to accept the Audit Committee Report and to write off bad debt as presented.
    Second: Lance Davenport offered a second to the motion.
    Vote: Motion **passed** with all in favor.

5. **FY25 Budget to Actual presented by Tina Mathieu;** We are 78.1% through the fiscal year. Our revenue is 74.93%, and our overall expenses are 55.14%. The Capital Budget expenses are at 32.19%. The expenses are low as there has not been as much time for projects. Therefore, some of the projects will be included in the FY26 budget request.

6. **Motion to approve RFQ for Architectural and Engineering Design Services for the UCA building project, presented by Tina Mathieu.** The scope of services outlined in the RFQ includes: programming and conceptual design, schematic design, design development, construction documents, post-construction services, and engineering coordination. The timeline outlined in the RFQ is: construction documents completed by Fall 2025; construction commencement by Winter 2025; and substantial completion by Winter 2026.

    Motion: Randy Swalberg motioned to approve the RFQ.
    Second: Kevin VanTassell offered a second to the motion.
    Vote: Motion **passed** with all in favor.

7. **Motion to approve FY26 Tentative Budget presented by Tina Mathieu;** Presented with spreadsheets to demonstrate and explain the changes in the budget requests overall.
    The FY26 Tentative budget shows an overall decrease in revenue of 2.46%. The decrease is due to changes in contracts due to having cut over the new system and having sold all L3H radios in stock.
    Overall Operating Expenses are up by less than 1%. The biggest changes are in the following line items:
    Depreciation + 12.24%
    Amortization +41%
    Radio Network Maintenance Expense +37.32%
    Non-Network Utilities +13.64%
    The largest decreases projected are in the following line items:
    Administration Costs -22.2%
    Insurance -58.73%
    Professional Services -26.85%

The salaries and benefits line items include a 2.5% COLA and a 1.5% average pay for performance increase. The amounts budgeted also reflect the changes in the organizational chart that was presented.
The FY26 capital budget requests were down, overall, compared to FY25 by -20.68%. The capital budget includes the construction of a building and six new radio sites.
Tina expressed appreciation for the excellent work done by those who contributed to the budget, as well as to Chris and Melissa for their outstanding efforts.

Motion: Craig Dearden motioned to approve the FY26 budget and organizational structure as discussed tentatively.
Second: Clint Topham offered a second to the motion.
Vote: Motion **passed** with all in favor.

8. **P25 Project Update presented by Tina Mathieu;** A massive improvement in the project was expressed. Discussion on the ticketing system being utilized. Chat with UCA will continue for customers to continue to understand the system and answer questions. Director Mathieu continues to meet with chiefs around the state to answer questions and obtain feedback to continue to improve the system. L3Harris will continue to be involved for as long as necessary to assist.
   Antenna and BeOn license discussion ensued. Discussion of duplicate IDs and how to fix that ensued.

9. **Report from the Public Safety Advisory Committee presented by Mike Rapich;** Colonel Rapich stated that the committee last met in April. Discussion on how to best obtain information from UCA for the public safety partners. Several members of the PSAC board participated in a town hall type of meeting with a local news station to put the project into perspective. Things are continuing to improve with fewer problems to report about the system.

10. **Report from the PSAP Advisory Committee Presented by Jeremy Hales;** A meeting is scheduled in June and he had nothing new to report.

11. **Executive Director's Report presented by Tina Mathieu**; The Administrative Services Division has been working on the budget and drafting contracts, offering continued cybersecurity training. The 911 division has been working on an amendment to add additional features for the next Gen911 statewide phone system. The Interoperability Division has been authoring code plugs and personalities and reprogramming. Discussion of reprogramming radios throughout the state ensued.
    On the back end, upgrades to the backhaul, changing out generators and HVAC units, and basic maintenance is always happening. Again, UCA will always be tweaking the system. Meeting with different chiefs and seeing people in person really seems to help create a better working relationship and shows that UCA may be housed in Salt Lake but we are willing to travel to other areas.

12. **Chairman's Report presented by Chairman Davenport;** Additional appreciation to the UCA staff. Thank you to the leadership. Progress is nice to see and understand of continued work in the future.

13. **General public comments;** Chairman Davenport gave time for the public to voice any questions or concerns. There were none.

14. **Motion to close the meeting to discuss the character, professional competence, or physical or mental health of an individual or individual(s);**

    Motion: Craig Dearden motioned to close the meeting.
    Second: Kevin Van Tassell offered a second to the motion.
    Vote: Motion **passed** with a roll call vote of all voting members.

15. **Motion based on the discussion held in the closed portion of the meeting.** There was no motion made by the Governing Board, as no action was taken during the closed portion of the meeting. There was a motion to reopen the meeting to the public.

    Motion: Shawn Guzman motioned to reopen the meeting to the public.
    Second: Randy Swalberg offered a second to the motion.
    Vote: Motion **passed** with all in favor.

16. **Motion to adjourn meeting**. Chairman Davenport asked for a motion to adjourn the meeting.

    Motion: Craig Dearden motioned to for the meeting to adjourn.

Meeting adjourned.

Next meeting will be held on June 25, 2025.