



**PUBLIC NOTICE OF**  
**Utah Communications Authority Governing Board**  
**Wednesday, June 25, 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
Scott Jenkins	Maya Brown	

**Board Members present via Teams:**

**Board Members not present:**

Tammy Pearson

**Non-Voting Board Members:**

Mike Rapich-present in person	Jeremy Hales-present via representative
Bryan Low-present via Teams	

- Welcome;** Chairman Lance Davenport welcomed all to the meeting today.
- 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.
- Motion to approve minutes of May 7, 2025, meeting presented by Chairman Davenport;** Chairman Davenport asked for an approval of the last meeting's minutes that had been distributed to all Board members for review.

**Motion:** Kevin VanTassell motioned to approve the meeting minutes.

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

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

4. **Motion to approve revised 2025 Governing Board meeting schedule;** Director Mathieu asked for approval for a change to the October meeting to be changed to November 5 to coincide with the Stakeholder's meeting in St. George.

**Motion:** Craig Dearden motioned to approve the revised Governing Board schedule.

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

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

5. **FY25 Budget to Actual presented by Tina Mathieu;** We are through 83.3% of the year as shown by the handouts. Expenses overall are at 60.53%. There are many projects budgeted for, however, unexpected projects such as the antenna replacement have arisen so those budgeted projects are still in the works.

The capital budget is 32.35% as we have not yet done anything with the new building. We are five days from the end of the fiscal year so nothing should change with this budget to actual.

6. **P25 Project Update presented by Tina Mathieu;** Our original contract amount is \$50 million plus. Our current contract amount was \$98,013,287. Of that, the radio purchases are almost \$30 million of that money, none of that is appropriated directly to UCA, rather it was appropriated from the legislature to UCA.

An amendment for the 11 sites was signed as discussed at the last Board meeting. Negotiations were made to discount those sites for the L3H equipment.

Using the last of the local match money, an additional bulk radio order was placed, with the majority of those radios already pre-sold.

Network Operations Center (NOC) monitoring services will be monitoring all of our millennium alarming, HVAC units, generators, and so forth for the next two years. This will assist with UCA building our own NOC in future years.

BDA requests are our top priority, correcting and diagnosing the problem. Discussion ensued to include correcting duplicate IDs. The ISSI gateway is near ready to test, it has been delayed to ensure we are on a good baseline.

Antennas throughout the state have been replaced, whether due to issues or due to being under warranty. Discussion ensued regarding multiple antennas per site and reasons for antennas being replaced as well as L3H paying for replacement under warranty. Appreciation for all the techs and their hard work and time was expressed.

7. **Motion to appoint a Statewide Interoperability Coordinator presented by Tina Mathieu;** The position of the Statewide Interoperability Coordinator (SWIC) was explained, including the budget and legislative requirements. Director Mathieu recommended this position be filled outside of UCA, specifically to Scott Saunders

of DPS. DPS would pay and evaluate him as per current statute. Discussion ensued.

**Motion:** Craig Dearden motioned to appoint the Statewide Interoperability Coordinator.

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

**Vote:** After discussion, a substitute motion was offered.

**Motion:** Shawn Guzman motioned to authorize Director Mathieu to appoint Scott Saunders under DPS as the Statewide Interoperability Coordinator

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

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

**8. Motion to appoint new members to the PSAP Advisory Committee presented by Tina Mathieu;** There are four open positions due to the language in statute regarding expired positions.

Kordine Nelson applied for the position of DPS representative with no other applicants.

Discussion regarding the difficulty in picking people for the other positions began. Representation of counties and areas of the state were discussed as well as qualifications of the applicants.

**Motion:** Craig Dearden motioned to approve the unopposed position of DPS -Kordine Nelson

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

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

**Motion:** Shawn Guzman motioned to approve Chad Imlay, Heather Perkins and Jenny Swenson for the other three open positions.

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

**Vote:** After discussion, a substitute motion was offered.

**Motion:** Craig Dearden motioned to approve Chad Imlay for PSAP managed by a county, Laconna Davis for PSAP from a county of the fifth or sixth class, and Heather Perkins for PSAP from a county of the second class.

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

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

9. **Motion to Approve FY25 Budget Adjustments presented by Tina Mathieu;**  
There were no adjustments required.

10. **Motion to approve FY26 Final Budget presented by Tina Mathieu;** Director Mathieu presented the handouts. Everything that has changed is highlighted. Operating expenses for amortization have increased to \$1,588,500 to account for some software changes-explanations ensued.

Radio network Maintenance expense increased to \$2,364,500 to enable the purchase of additional spare parts for the P25 system. We do have a warranty on the system, we want to ensure we can replace anything immediately.

Explanation of interest expense was explained by CFO Melissa Badger. Further explanation will be presented with the audit committee.

Capital budget on the site remediation for P25 Solar Civil Consolidation has reduced to \$431,350 due to obtaining additional bids and paring down the project. Alarm systems and the cost of an additional module needed for the Megasys system are in this budget with the amount still down from the original.

Site trunking radio equipment shows a reduction to \$2,167,000 due to renegotiation of the six new sites.

**Motion:** Clint Topham motioned to approve the FY26 Final Budget.

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

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

11. **Report from the Public Safety Advisory Committee presented by Mike Rapich;**  
Colonel Rapich spoke of the BeOn licenses, radio alias IDs and resolution of issues. Encouragement to committee members to report issues has shown an improvement in communication and radio function being improved. Another committee meeting will be scheduled soon.

12. **Report from the PSAP Advisory Committee Presented by Jeremy Hales;** As Chief Hales was unavailable today, co-chair, Lisa Kehoe was present to give a report. She is thankful for the new PSAP members and welcomes them. A meeting will be scheduled soon as it has been a busy time for all.

13. **Executive Director's Report presented by Tina Mathieu;** Solicitation on the new building closed yesterday as well as on multiple tower sites. Agreements and contracts have been negotiated, BeOn users have been put into place, and a new PPE reimbursement program has been put into place for the technicians.

The IT department is working on multiple things to create an easier process for our customers.

The budget has been a huge undertaking and the admin team has worked really hard to ensure the budget is correct and updated. Upgrades to the 911 system have been made to allow the PSAPs to have more freedom to allow dispatchers to utilize virtual assistance for non-emergency calls. Discussion ensued regarding the amount of non-emergency calls to the PSAPs.

The interoperability division continues to program radios and change code plugs, assisting all agencies who make a request.

Network engineering has rerouted and reconfigured microwave rings to ensure all sites are backed up which would eliminate most outages. Discussion ensued regarding insurance on properties and being able to fix problems quickly.

Director Mathieu then reiterated that the Stakeholder's Meeting would be November 4-5 and have the Governing Board meeting coincide with the annual meeting.

14. **Chairman's Report presented by Chairman Davenport;** Chairman Davenport expressed his gratitude on behalf of all the Board for work being done by Director Mathieu as well as her staff. Public safety is one of the primary responsibilities of the government to ensure the safety and security of the citizens.
15. **General public comments;** Chairman Davenport gave time for the public to voice any questions or concerns. There were none.
16. **Annual Board training: Utah Open & Public Meetings Act presented by Chris Hughes.** This agenda item was originally #19 on the agenda. The training was moved by the Governing Board for presentation prior to the closed meeting. Chris Hughes presented the UOPM act as required by Legislation to be completed annually.
17. **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:** Randy Swalberg offered a second to the motion.  
**Vote:** Motion was passed with a verbal yes from each voting member of the Governing Board.
18. **Motion based on the discussion held in the closed portion of the meeting.** The motion for the discussion held during the closed meeting is presented in #19 for the Governing Board to authorize the discretionary bonus for Director Mathieu.
19. **Motion:** Chair Davenport moves to authorize a discretionary bonus for the Executive Director in recognition of her outstanding performance, with the amount to be determined by the Board Chair in consultation with the Board.

The bonus will be completed under UCA's internal process and documentation. Justification: Tina is eligible for bonuses as specified in her contract. UCA follows the process to document all pay raises and bonuses.

Additionally, pay for UCA employees is posted on Transparency Utah to ensure transparency.

**Motion:** Shawn Guzman motioned to approve the discretionary bonus.

**Second:** Mara Brown offered a second to the motion.

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

20. **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 August 20, 2025**