



**PUBLIC NOTICE OF  
Utah Communications Authority Governing Board**

**APPROVED MEETING MINUTES**

**Board Members present:**

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

**Board Members not present:**

Tammy Pearson	Mara Brown
---------------	------------

**Non-Voting Board Members:**

Jeremy Hales- in person	TJ Brewer- not present
-------------------------	------------------------

**Treasurer:**

Bryan Low- present via Teams

1. **Welcome:** Chairman Lance Davenport welcomed all to the meeting in the Hilton Garden Inn meeting room in St. George.
2. **Roll call:** Chairman Davenport asked for a verbal confirmation of attendance from each member of the Board.
3. **Motion to approve Meeting Minutes from August 20, 2025 and September 26, 2025:** Chairman Davenport asked for a motion to approve the minutes from the August and September Governing Board meetings, all members have copies of the draft meeting minutes.

**Motion:** Craig Dearden motioned to approve the meeting minutes with the date change from September 25 to September 26.

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

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

4. **General Public Comments:** Kevin Van Tassell thanked and congratulated Emery County on their presentation during the Stakeholders earlier in the day. Praise was given by others to Emery County.
5. **FY26 Budget to Actual:** Executive Director Mathieu presented the spreadsheet. There was explanation of the radio purchases as UCA is still ordering and dispersing radios.

There has been a change in statute as far as the fees collected from \$.34 to \$.27

Overall, expenses are 17% over budget and 19% collected in revenue. We are only a quarter through the fiscal year. Once the radio purchases are completed, the budget adjustment will be presented.

UCA will be spending money on more micro sites-small stations to ensure coverage in more areas. There is constant evaluation where coverage is needed.

Shawn Guzman expressed appreciation in the transparency of the financial reports.
6. **Building Project Update:** Approval of the building architect was given during the September meeting. Discussions with the architect have been on-going as far as essential needs for the new building.
7. **P25 Project Update:** Addressing tickets that are submitted continues to be UCA's top priority and those submissions are less frequent. The software update incorporates the items from the punch list that was created shortly after cutover. These items are non-negotiable with L3Harris, the functionality must be there for the fixes.

There have been software updates that our team successfully tested with L3Harris. The software updates are being applied to the towers. The consoles and towers were converted to Moto mode. With the software update, it will be the best of both Moto mode and Harris mode together. Updates to the consoles will show improvement to the system. Once all radios are on mixed mode, there will be a log off and log back in quickly with one console at a time. Lastly, updating the software that manages the database is needed. UCA does not have a scheduled time for that right now as the priority is getting the consoles and towers update.

Discussion of testing in non-live sites to prevent issues.

Replacing antennas has been very helpful and is almost completed for all sites.

Dead areas are getting smaller and smaller due to setting up micro sites.
8. **Motion to set 2026 Governing Board meeting schedule:** Executive Director Mathieu presented the meeting schedule for the upcoming year. This is a tentative schedule and subject to change with approval.

**Motion:** Shawn Guzman motioned to approve the Governing Board meeting schedule with changes as approved.

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

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

9. **Policies**

- a. **Fund Balance Policy.** As shown in the document, fund balancing is already being done, creating strong financial management. Discussion ensued that overspending cannot happen with this policy in place. Discussion on past problems no longer being an issue.

**Motion:** Kevin Van Tassell motioned to approve the Fund Balance Policy

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

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

10. **Wasatch County Communications Console Request:** A request was made by Wasatch County to add a phone and console radio position. The handout shows the statistics of usage at this time. The suggestion of taking a console from VECC to give to Wasatch County was made. PSAPs create their own policies, UCA does not mandate their policies, however PSAPs have the option to deploy the applications. Growth is happening in Wasatch County, so support is given for Wasatch County. Discussion ensued regarding the future usage of consoles.

Discussion ensued regarding the approval being conditional upon having the employees for the support of the console. Compliments were given approving relocation of consoles vs purchasing new consoles.

**Motion:** Shawn Guzman motioned to give preliminary approval of the Console Request with the final approval in the next budget.

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

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

11. **Motion to appoint members to the PSAP Advisory Committee according to Utah Code 63H-7a-208 (1) subsections (h).** Jenny Swenson from Grand County applied and her submission was presented.

**Motion:** Lance Davenport motioned to appoint members as discussed.

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

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

12. **Motion to appoint members to the Public Safety Advisory Committee according to Utah Code 63H-7a-207 (2) subsections (c), (i), (k), and (3) subsection (a).**

Sheriff Tyson Huntington from Emery County applied and his submission was presented. Eric Hales from Wasatch Fire District applied and his submission was presented. Tyler Rowser from North Summit Fire applied and his submission was presented. Mike Gramse from Motorola Solutions applied and his submission was presented.

**Motion:** Craig Dearden motioned to appoint members as discussed.

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

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

13. **Report from the Public Safety Advisory Committee, TJ Brewer:** Colonel Mike Rapich retired and the vice-chair, TJ Brewer was out of town and unavailable to give a report today.
14. **Report from the PSAP Advisory Committee, Jeremy Hales:** Jeremy did not have anything to present from the committee.
15. **Executive Director's Report:** Director Mathieu is excited about all the participation with the customers and the ability to continue to build relationships. Questions are welcomed and UCA is happy to give updates at any time. Going to chief's and sheriff's meetings as well as any other local customer meetings in vital in communication so please continue to invite UCA for updates and any concerns.

Appreciation for the presentations and the partnerships with Motorola and L3H was given.

The annual financial audit has begun with hard work hard work going into preparation by the financial team. Appreciation to those who work in the office was given. The techs are amazing and always doing the difficult work outside.

Discussion on legislation being presented by Senator Harper and appreciation for his continued support.
16. **Chairman's Report:** Chairman Davenport expressed appreciation to those in attendance for their willingness to drive and take time to participate. Additional thanks was given by multiple board members for the hard work by all UCA staff.
17. **Motion to close the meeting to discuss the character, professional competence, or physical or mental health of an individual or individual(s):**

Chairman Davenport stated there was no need for a closed meeting at this Governing Board meeting.
18. **Motion based on the closed meeting:** As there was no closed meeting, there was no need for a motion.
19. **Motion to adjourn meeting. Next meeting will be held on January 7, 2026:**

**Motion:** Clint Topham motioned to for the meeting to adjourn.

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

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