



**PUBLIC NOTICE OF
Utah Communications Authority Governing Board
Wednesday, March 11, 2026
Location: 5215 Wiley Post Way, Suite 550
Salt Lake City, UT 84116**

APPROVED MEETING MINUTES

Board Members present at UCA office:

Scott Jenkins Kevin VanTassell
Randy Swalberg Craig Dearden
Shawn Guzman

Board Members present via Teams:

Mara Brown

Board Members not present:

Lance Davenport Clint Topham
Tammy Pearson

Non-Voting Board Members:

TJ Brewer-present via Teams Lisa Kehoe-present in person
Bryan Low-present in person

1. **Welcome;** Vice-Chair Craig Dearden welcomed all to the meeting today and excused Chairman Lance Davenport.
2. **Roll call;** Vice-Chair Dearden asked for 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 January 7, 2026, meeting presented by Vice-Chair Dearden;** Vice-Chair Dearden asked for an approval of the January Governing Board meeting minutes that had been distributed to all Board members for review. There were two changes requested.

Motion: Randy Swalberg motioned to approve the meeting minutes with the changes mentioned.

Second: Kevin VanTassell offered a second to the motion.

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

4. **General Public Comments.** There were no comments from the General Public.

Motion to move agenda items 15 & 16 to occur after agenda item 6 – this was requested by Randy Swalberg to enable those involved with items 16 & 16 to leave early if need be.

Motion: Randy Swalberg motioned to move the agenda items.

Second: Shawn Guzman offered a second to the motion.

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

5. **FY25 Audit Presentation presented by Paul Skeen, CPA, Eide Bailly;** Mr. Skeen began with explaining the audit is independent and there is no conflict of interest. He expressed thanks for UCA being easy to work with and that everything is provided to obtain a thorough audit.

The emergency services telecommunications surcharge was discussed, questions were asked and answered.

Discussion of lease standards as it relates to state statute and UCA's new building.

Questions regarding the funds were answered and it was reiterated that the audit process is going more smoothly in recent years.

Motion: Scott Jenkins motioned to approve the audit as presented.

Second: Randy Swalberg offered a second to the motion.

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

6. **FY25 Budget Amendments presented by Tina Mathieu;** Document was provided to discuss the amortization of the fiscal year 2025. Reclassification of some items to ensure an accurate presentation of the budget.

Motion: Kevin Van Tassell motioned to accept the budget amendments as presented.

Second: Scott Jenkins offered a second to the motion.

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

Springville City 911 Phone Console Request presented by Tina Mathieu; Springville City asked for one phone console and one radio console to be purchased and paid for

by UCA to add to their 911 center. Discussion of why this request was denied. Denial was based on the recommendations of the PSAP committee as well as Melanie-the 911 SME and Phil-deputy director of operations.

Discussion ensued as to why this decision was made.

Motion: Randy Swalberg motioned to accept UCA's recommendation of no extra consoles at this time.

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

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

Layton City 911 Communications Phone/Radio Console Request presented by Tina Mathieu; Layton City made a request for 12 consoles and were approved for 11. Layton City is in the final stages of building their new PSAP. Agreements with Davis County Sheriff's office PSAP are being formalized. Cutover to the new building will occur around July. Consolidation planning has been ongoing. Statistical numbers were shared to explain the support of the new consoles. Discussion ensued as to the needs and moving of consoles from other agencies.

Motion: Kevin Van Tassell motioned to approve the recommendations of UCA to approve 11 consoles, contingent upon the consolidation of Layton completion.

Second: Shawn Guzman offered a second to the motion.

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

7. **FY26 Budget to Actual presented by Tina Mathieu;** A spreadsheet was presented. UCA is 58.9% through the year. UCA is in a good position. Total expenses will have to be adjusted at the year-end related to lease agreements. Radio spending was explained. Discussion ensued regarding the radio monies and how it is dispersed.

8. **FY26 Budget Amendments presented by Tina Mathieu;** A spreadsheet was presented. Explanation of the difference in Motorola radios and code plugs developed into a discussion regarding old firmware and reprogramming. UCA will now be able to track firmware and push updates. This is invaluable to the operations of the radios. The boxes to code all radios were discussed and an example box was shown. Director Mathieu emphasized the importance of these boxes and reiterated the time and cost saving measures of these boxes, as well as the frustration saved by having the programming done.

Motorola has negotiated the cost of licenses and UCA will do the hardware, which will save money. Discussion ensued regarding L3H radios vs Motorola radios-it is a preference and customers can choose which radio is preferred.

The budget amendment specifically asks to add two items to the capital budget. First, for the boxes for \$125,000, including all the gear needed for the boxes and license fees. Second, for the Motorola radio manager, not to exceed 1.575 million. This money is in the P25 budget. This will be a one-time purchase. Praise was given regarding the box already purchased in Ogden, that it was efficient and time saving for the officers to upgrade when needed. Discussion ensued regarding mandatory updates on the radios.

Motion: Shawn Guzman motioned to accept the two budget amendments as presented.

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

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

9. **Resolution #2026-001 – Zions Bancorporation Signature Card presented by Tina Mathieu;** Director Mathieu stated there was an account that needed a name removed.

Motion: Kevin Van Tassell motioned to approve the deletion of the person from the accounts.

Second: Scott Jenkins offered a second to the motion.

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

10. **Administrative Rule R174-1 Five Year Review presented by Tina Mathieu;** The document provided to comply with statute.

Motion: Scott Jenkins motioned to approve the review as highlighted.

Second: Randy Swalberg offered a second to the motion.

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

11. **Motion to approved policy updates;**

- a. 11.d 401(K) Match Program: As shown in the provided document, changes were requested to the match program with URS investments.

Motion: Kevin Van Tassell motioned to approve the requested change to the 401(k) Match Program.

Second: Randy Swalberg offered a second to the motion.

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

- b. Technical Support Specialist II: This job position was created as a more accurate job title and description from the prior site engineer. It will be more efficient and less money.

Motion: Randy Swalberg motioned to approve the requested new job position as presented.

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

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

12. **Motion to appoint members to the Public Safety Advisory Committee (PSAC) according to Utah Code 63H-7a-207(2) subsection(k);** The PSAC committee needed a new representative from the Public Safety Communications Industry as the former representative had moved to a different job. Deb Burton-Howell submitted a letter of interest and will bring her knowledge to the group.

Motion: Randy Swalberg motioned to approve Deb Burton-Howell to be appointed to the Public Safety Advisory Committee.

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

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

13. **Building Project Update presented by Tina Mathieu;** The blueprint of the building was shown. The architects will begin implementing the structure to enable the foundation to begin. Each room was explained and discussion ensued regarding the PSAP center.

14. **P25 Project Update presented by Tina Mathieu;** Newsletter is sent out monthly and mentioned as it includes updates regarding the system. Public safe radio talk has moved from Phase 2 to Phase 1. Discussion of missed and clipped audio fixes-reports, finding the problem, reproducing the problem to get it corrected. There have been no further tickets submitted regarding radio issues since changing to Phase 1. The radios now have double the capacity. Compliments to the staff who have been tracking and validating the way the system is working. Again, interference is difficult to track as it is intermittent.

Burn-in began yesterday and should be completed by March 24th. Then system acceptance will begin. UCA and L3H have full access to the escalation team and the engineers. The project manager is in office three days per week, which is invaluable. Database scrubbing and deleting old IDs from the radio system has begun. Implementation of the radio manager system will help with this as it will immediately identify active radios.

An agency outside of the state of Utah will be taking components from our legacy system, UCA has a zero-cost agreement to gift this agency all the parts needed to keep that system operational.

Expansion sites include the cutover of Phelps, Jacks Peak, and Henderson Point. Clay Hill and San Juan will be cutover soon. Tucker still needs to have agreements

in place. Blue Mountain and Hanna are near completion of the co-location process. Geyser Park and Parker Mountain are planned for the summer. Birch Creek is in the initial application process with BLM. Navajo Mountain is still in negotiation. The first micro-site was received and will be in place in the next couple of weeks. This will be a gamechanger in being able to cover small areas such as canyons, and small gaps to provide coverage where an entire site is not needed.

15. **Springville City 911 Phone Console Request presented by Tina Mathieu; moved to just after item 6, with #16**
16. **Layton City 911 Communications Phone/Radio Console Request presented by Tina Mathieu; moved to just after item 6, with #15**
17. **Report from the Public Safety Advisory Committee presented by TJ Brewer;** Chief Brewer had an emergency and needed to leave the meeting early and therefore was unavailable to provide a report.
18. **Report from the PSAP Advisory Committee Presented by Lisa Kehoe;** Ms. Kehoe stated the committee is getting ready for the exercises in May. Also, the vice-chair put together a subcommittee to go over best practices annually.
19. **Executive Director's Report presented by Tina Mathieu;** Director Mathieu mentioned the legislative session is over and we had no bills that were sponsored. She expressed thanks to Deputy Director Hughes for watching the sessions to obtain information to better serve UCA employees.
Praise was given to the new property manager for documenting sites as he has traveled to over 40 sites for auditing. This is a new position that has enabled UCA to ensure the sites are in compliance and have all the gear that is needed as well as checking that the sites are being used appropriately. He also has established a consistent naming structure to enhance the data control and improve our contract quality assurance program.
A new NOC technician has been hired to enable UCA to be fully staffed.
ACH payments have been initiated to enable UCA to stop sending paper checks.
The UCA website has been updated to comply with the privacy laws of the state.
Compliments to the hard work for the solar sites, collaborating with vendors to ensure that the sites are operating optimally by implementing the appropriate firmware and software for effective monitoring. We've implemented a wireless access point at the solar sites so UCA can maintain and manage the system. The techs now

have a solid Internet connection to use for screen sharing and Wi-Fi calling for solar sites.

The 911 division has been working on future vision of 911. UCA sponsored at no cost to the PSAPs a training course through the National Emergency Number Association for center training officers and PSAP workforce development course.

30 new and existing replacement paths of microwave backhaul have been designed, including four expansion sites. Towers for three new expansion sites and closed co-location agreements have been ordered.

The operations team attended an L3H users' group, enabling the team to design and deploy a key-up tester that allows us to use radios to establish how well the system and radios are working together in a particular area. Now we are able to track missed calls, partial calls, denied calls, latency, and location of where those issues are.

The network engineering team has worked on Starlink integration, successfully deploying the first Starlink terminal on the production network and configured and deployed new routers to extend network services via tunnels to remote regions of Utah, including the STR trailers.

Discussion ensued regarding safety.

20. **Chairman's Report presented by Vice-Chair Dearden;** Craig Dearden offered his thanks to the Board members for their participation and thanks to the hard work by UCA staff.

21. **Motion to close the meeting to discuss the character, professional competence, or physical or mental health of an individual or individual(s);**
There was no need for a closed meeting at this time.

22. **Motion(s) based on the discussion held in the closed portion of the meeting;**
As there was no closed meeting, and therefore no need for a motion.

23. **Motion to adjourn.** Vice-Chair Dearden asked for a motion to adjourn the meeting.

Motion: Kevin VanTassell motioned to for the meeting to adjourn.

Meeting adjourned.

Next meeting will be held on May 13, 2026.