PUBLIC NOTICE OF
Utah Communications Authority Governing Board
Wednesday, May 13, 2026
Location: 5215 Wiley Post Way, Suite 550
Salt Lake City, UT 84116

APPROVED MEETING MINUTES

THE MEETING WAS INADVERTENTLY NOT RECORDED UNTIL 12:08pm

Board Members present at UCA office:
Lance Davenport
Kevin VanTassell
Clint Topham
Randy Swalberg
Craig Dearden
Tammy Pearson
Shawn Guzman
Scott Jenkins
Mara Brown
Lisa Kehoe

Non-Voting Board Members:
TJ Brewer-not present
Bryan Low-present in person

1. **Welcome.**
   Chairman Lance Davenport welcomes all to the UCA Governing Board meeting and calls the meeting to order at 12:02pm.

2. **Roll call.**
   Chairman Lance Davenport – Present
   Vice Chairman Criag Dearden – Present
   Randy Swalberg – Present
   Kevin Van Tassell – Present
   Clint Topham – Present
   Tammy Pearson – Present
   Shawn Guzman – Present
   Scott Jenkins – Present
   Mara Brown – Present
   Bryan Low – Present
   TJ Brewer – Absent
   Lisa Kehoe - Present

1. **Motion to approve minutes of March 11, 2026, meeting presented by Chairman Davenport.**

   Chairman Lance Davenport asked for an approval of the March Governing Board meeting minutes that had been distributed to all Board members for review.

   Motion: Craig Dearden motioned to approve the meeting minutes with the changes mentioned.
   Second: Scott Jenkins offered a second to the motion.
   Vote: Motion **passed** with all in favor.

2. **General Public Comments.**

   Mayor Kate Bradshaw of Bountiful City wanted to express the seriousness of the console request that is on the agenda today. She has interacted with various members of the Governing Board and knows they take this responsibility to allocate resources seriously and wanted them to know Bountiful does as well. Bountiful dispatches for several different agencies beyond their borders including Kaysville and South Davis County. She noted that the south end of the county has been quick to consolidate, while the north end has not done so yet. She then introduced Bountiful Police Chief, Edward Biehler, and stated he is here to answer any of those details. She then again reminded the Governing Board of the seriousness of the matter and thanked them for their time. Next, she asked if Chief Biehler could make a comment and the Governing Board deferred to wait until the agenda item.

   There were no other comments.

3. **FY26 Budget to Actual presented by Tina Mathieu.**

UCA's Executive Director, Tina Mathieu, presented the budget to actual to the Governing Board and informed them where UCA is currently at with 75% of the year used. Budgets 4010 and 4100 revenues are low because UCA is still in the process of transitioning to new lease accounting software. Revenue account 4500 is low because this funding should have stopped, Telco's should not be charging for this any longer and are still incorrectly charging their customers. On the other revenue lines, UCA anticipates receiving all funds to be collected and will only be under budget 4500. Expenses are right in line with projections, and the Capital Budget is below and will need some funds rolled over to next fiscal year.

4. **Audit Committee Report presented by Bryan Low.**

UCA Governing Board Member, Bryan Low, informed the Governing Board that they reviewed documents from November 2025 – March 2026. Board Member Low explained what items were reviewed and when they were done everything looked great. He then asked if there were any questions.

UCA Governing Board Member Kevin Van Tassell commented that he appreciated how quickly he receives responses about any questions asked. There were no other comments.

5. **Bountiful City Phone/Radio Console Request presented by Tina Mathieu.**

Bountiful City Chief of Police, Edward Biehler, started by saying that there may be some disagreement but none of this is personal. He then read a letter from the Fire and Police Chiefs of Bountiful Communications Center informing the Governing Board of why they strongly recommend and feel it is essential to add an additional radio symphony console and call taking position. Once the letter concluded Chief Biehler informed the Governing Board this is the second time they have approached the Governing Board and further explained that although statistics won't show that they need additional console, they want another spare.

Chairman Davenport then asked if there were any comments.

UCA Governing Board Member, Scott Jenkins, commented he has a few questions before Tina presents. He clarified that Chief Biehler was requesting a station and a person and if they needed funding for both? He also asked what the other areas are where they are wanting to provide service to? Discussion then ensued around these questions.

Director Mathieu then commented on some of the concern brought up during the discussion and clarified Layton's consolidation and that the delay has been due to the new PSAP building they are in the process of having built. She then reminded the Governing Board that they did receive the recommendation from the PSAP Advisory Committee to approve and a recommendation from UCA staff to not approve.

Since Bountiful consolidated, they have twenty dispatch positions and are recently fully staffed. She then informed the Governing Board of Bountiful Commutations Center statistics of the consoles and call volume, which includes a 6th console that was used to handle, on average, 8 911 calls per day, and a 7th console that was used to handle three 911 calls for the entire 2025 calendar year. Furthermore, Bountiful has requested for I15 and Hwy 89 throughout Davis County to be geofenced and have the calls from these areas routed to the new Layton PSAP. This will reduce the Bountiful PSAP 911 call volume by another 20%.

Director Mathieu then explained that the recommendations made by UCA staff and herself are based on an equation to determine use of consoles and potential need based on 911 call volume. When the Governing Board approved a statewide phone system it was to reduce costs to taxpayers, duplicity, and put in place to rely on your partners using a feature, System Selector.

If the Governing Board decides to give them an 8th console they will have three extra consoles, with the changes coming in late August to reroute the state road calls to Layton. This would be over 25% extra. If everyone had 25% more it would require UCA to purchase another Core at around $2 million, and then UCA's costs per year would increase over $500,000.00. By utilizing these back up centers that have consoles that are not always being used, it gives PSAPs opportunity to go to another location and be fully functional if their PSAP goes down. UCA is creating a backup center in their new building that will use consoles currently not being used and give all PSAPs, especially larger locations, somewhere to go if they must evacuate, for any reason.

Director Mathieu's recommendation is to not decline the Bountiful request, but to put it on hold and put a temporary moratorium on considering new consoles requests. Furthermore, the Director would like approval to contract a consultant and gather information from the PSAPs, PSAP Advisory Committee, UCA staff, and other states to see what recommendations/best practices they would make for potential changes to how things are being presented currently.

UCA Governing Board Member, Shawn Guzman, asked what a third party would cost?

Director Mathieu responded that within the 911 budget there is a line for consulting fee, although we are not sure how much that would cost yet. If the Governing Board would like to pursue this, we can get an RFP going and come back with quotes if they are within reason. From there discussion ensued on what this process would look like.

Motion: Kevin Van Tassell motioned to hire a third-party contractor to come evaluate the current PSAP console allocations, compare what agencies outside of the state are doing, and give their recommendations.

Second: Shawn Guzman offered a second to the motion.

Before the motion passed, Board Member Jenkins asked where would you find someone to do this?

Director Mathieu responded that are specific public safety consultants out there who can do.

Motion: Kevin Van Tassell motioned to hire a third-party contractor to come evaluate the current PSAP console allocations, compare what agencies outside of the state are doing, and give their recommendations. Until then there will be a moratorium on any other disbursements until this is done.

Before the motion passed Board Member, Shawn Guzman, commented that the prior UCA administration made arbitrary decisions because they did not like St. George, and the city went and got one a backup center on its own. But things are different now with the new administration and so much better that the Governing Board is being frugal with the cores. He is in favor of this motion because it will give guidelines and help us make decisions. But would like to propose that the agenda item be postponed for six months to be addressed in the future, rather than denying it.

Governing Board Member, Randy Swalberg, then asked what kind of consultant we are looking for and from there discussion ensued.

Motion: Kevin Van Tassell motioned to moratorium for six months on any additional consoles until we complete an additional review of our policies, both past, present, and into the future. In addition, to postpone the decision on Bountiful for six months.

Second: Shawn Guzman offered a second to the motion.

Before the motion passed Chairman Davenport thanked Mayor Bradshaw and Chief Biehler. He really appreciates the request, they make some very valid points, and he can understand what they are going through with planning for the future. He also appreciates the PSAP Advisory Committee for their review and recommendations because this is not an easy process. Hopefully this motion will help with and create opportunities for the future.

Motion: Kevin Van Tassell motioned to moratorium for six months on any additional consoles until a complete and additional review of the policies, both past, present, and into the future. In addition, to postpone the decision on Bountiful for six months.

Second: Shawn Guzman offered a second to the motion.
Vote: Motion **passed** with all in favor.

6. **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 meeting
Second: Tammy Pearson offered a second to the motion.
Vote: Motion **passed** with all in favor.
Lance Davenport – Yea
Criag Dearden – Yea
Randy Swalberg – Yea
Kevin Van Tassell – Yea
Clint Topham – Yea
Tammy Pearson – Yea
Shawn Guzman – Yea
Scott Jenkins – Yea
Mara Brown – Yea

[CLOSED MEETING]

Motion: Kevin Van Tassell moved to reopen meeting.
Second: Craig Dearden offered a second the motion.
Vote: Motion passed with the all in favor.

7. **Motion(s) based on the discussion held in the closed portion of the meeting.**
No motion needed from the closed meeting

8. **Motion to approve FY27 Tentative Budget presented by Tina Mathieu.**
Director Mathieu presented the FY27 budget to the Governing Board. Microwave and circuit revenue will be going down next year because of contract loss/review.
Board member Jenkins asked why was their contract loss?
Director Mathieu responded that they were no longer using the equipment and reviewing old agreements.
She then continued presenting the budget and informed the Governing Board of how much UCA can expect in appropriations next year and that in the future allocations may need to change.
Board Member Swalberg then clarified if the State Tax Commission ever requires money to be returned?

Director Mathieu stated UCA has never had to but a few years ago some PSAPs did have to and told the Governing Board about the situation. From their discussion ensued about the appropriations.

After, Director Mathieu continued to tell the Governing Board about the appropriations and then followed with an overview of miscellaneous revenue. Next, she explained the different expenses UCA is planning on accruing next year, highlighting administration costs, depreciation, amortization.

Board Member Kevin Van Tassell asked what budget gas and diesel are within?

Director Mathieu stated that they are within radio maintenance line item and they will be reviewing it next.

Director Mathieu continued with the budget and highlighted gas/diesel, payroll items, professional services, 911 network maintenance, and non-network utilities. She also explained a few budgets that will be removed from next year's budget and why. Overall, there will be a 3.78% increase in expenses, however, if UCA did not have to include the depreciation for the budget would be 16.55% lower and explained what was causing the difference.

Director Mathieu then informed the Governing Board about FY27 capital budget and highlighted the following P25 project contract payments, P25 lab, Motorola radio manager project, expansion sites - site infrastructure/site backhaul/ site trucking radio equipment, planned EOL replacements & emergency spares, Tellenium software, snowmobiles and trailer, snowcat repair, and trucks. Overall, the capital budget is reduced by 43% without the new building. Leading into the next budget item to review, the new UCA building. Once concluded, overall, the capital budget will have gone down just under 1%.

The next budget Director Mathieu informed the Governing Board about the PTIF accounts and then the Tentative Statement of Fees.

Board Member Jenkins clarified if that is why UCA spent all that money on the regular manager box?

Director Mathieu confirmed it was and then continued going over the Tentative Statement of Fees, once completed, this concluded the budget presentation.

Motion: Craig Dearden motioned to approve the FY27 Tentative Budget
Second: Tammy Pearson offered a second to the motion.

Before the motion passed Clint Topham requested the font to be larger on the handouts for the next Governing Board meeting.

Director Mathieu agreed.

Tammy Pearsons clarified if the motion needed to include the reference to any other personnel or any other changes.

Director Mathieu stated no because she presented the budget with an extra person.

Motion: Craig Dearden motioned to approve the FY27 Tentative Budget
Second: Tammy Pearson offered a second to the motion.
Vote: Motion **passed** with all in favor.

9. **Building Project Update presented by Tina Mathieu.**

Director Mathieu updated the Governing Board about few adjustments that have been made to the new building's new floor plan.

Board Member Jenkins asked where the loading docks and drive through bays were.

Director Mathieu then showed him the warehouse layout.

She then continued to go over the new building plans. After she concluded with the floor plan, she gave an update about where they are in the RFQ process for a General Contractor.

Board Member Jenkins then asked about possibly leaving some of the second floor unfinished.

Director Mathieu stated that they had decided to finish it and discussion ensued about the plans for the new building.

10. **P25 Project Update presented by Tina Matheiu.**

Director Mathieu informed the Governing Board that UCA is on Maintain Phase 1 Status and has not changed for the foreseeable future. ISS Gateway has had no movement and are continuing to work with Nevada and Arizona. The Burn-in Status has been completed and are working on our punch list to try to get to System Acceptance. UCA has successfully decommissioned equipment out of 63 shelters with 68 remaining and removed equipment from 37 towers with 109 remaining. UCA is continuing to work on chasing BDAs/Interference and will be an ongoing project.

She then gave an update for each of expansion sites:

- Clay Hills cut-over the week before the Governing Board Meeting.
- Tucker's bid is out and has been scheduled to install the UPSs next week and will be online by mid-July.
- Blue Mountains final location document has been signed and is being reviewed by site owner.
- Geyser Parks targeted construction completion is for July 31st and online by mid-September.
- Hannah site is waiting for a final contract from the site owner.
- Brich Creek site is working on land rights with BLM

- Navajo Mountain is in discussion with Verizon and Arizona Public Safety for possible co-location at one of their sites. UCA Will not be building our own site there.
- Parker Mountain site plans and scope are near completion, and the plans will go out for bid next week. Targeting completion for mid-August and online by mid-October
- UCA's BDA has been installed and is waiting on fiber connection from UDOT/Utah County. Once this is completed, we will be testing it.

    Board Member Swalberg asked how much the BDA's cost?

    Director Mathieu said about $40,000.00 compared to a $1millon site.

  Discussion then ensued about the BDA boxes.

11. **Report from Public Safety Advisory Committee presented by TJ Brewer.**

    Director Mathieu informed the Governing Board that TJ Brewer was teaching a class and unable to attend the meeting today. Vice Chair, Chief Brady Cotton from Taylorsville had an unexpected event come up, so he also was unable to attend. They asked Director Mathieu to inform the Governing Board that they did meet, and they got a meeting schedule moving forward. They also wanted to express a big thanks from the chiefs and they are very excited about the approval of the radio management project and possibilities for Motorola users.

12. **Report from the PSAP Advisory Committee presented by Lisa Kehoe.**

    Chair Lisa Kehoe had to leave early and did not present.

13. **Executive Director's Report presented by Tina Mathieu.**

    Director Mathieu decided to email the Governing Board the update instead of presenting it because of time. She did mention thanks to UCA's CFO, Melissa Badger; Deputy Director of Administrative Service, Chris Hughes; and Deputy Director of Operations, Phil Krebs; for all of work on the budget and all the employees who weighed in and for everything they do. She especially showed appreciation to Chris and Phil.

14. **Chairman's Report presented by Chairman Davenport.**

    Chairman Lance Davenport expressed thanks on behalf of the Governing Board to Chris and Phil for all their hard work and dedication on fulfilling UCA's mission. He also thanked Director Mathieu for her leadership, foresight, and vision to keep everyone in line and informed.

    Chairman Davenport then confirmed the next UCA Governing Board Meeting will be June 24th, 2026.

15. **Motion to adjourn. The next meeting is on June 24, 2026.**
   Motion: Craig Dearden motioned to adjourn

Next meeting will be held on June 24, 2026.