PUBLIC NOTICE OF
Utah Communications Authority Governing Board
Wednesday, June 24, 2026
Location: 5215 Wiley Post Way, Suite 550
Salt Lake City, UT 84116

APPROVED MEETING MINUTES

Board Members present:
Lance Davenport
Kevin VanTassell
Clint Topham
Randy Swalberg
Craig Dearden
Shawn Guzman
Scott Jenkins
Mara Brown

Board Members not present:
Tammy Pearson

Non-Voting Board Members:
Lisa Kehoe
TJ Brewer
Bryan Low

1. **Welcome.**
   Chairman Lance Davenport welcomes all to the UCA Governing Board meeting and calls the meeting to order at 12:00 p.m.

2. **Roll call.**
   Chairman Lance Davenport – Present
   Vice Chairman Craig Dearden – Present
   Shawn Guzman – Present
   Randy Swalberg – Present
   Tammy Pearson – Absent
   Clint Topham – Present
   Kevin VanTassell – Present via teams
   Scott Jenkins – Present

Mara Brown – Present
Bryan Low – Absent
TJ Brewer – Present via teams
Lisa Kehoe – Present

3. **Motion to approve minutes of May 13, 2026, meeting presented by Chairman Davenport.**
Chairman Davenport asked for an approval of the May 13, 2026, Governing Board meeting minutes that had been distributed to all Board members for review.

Motion: Scott Jenkins motioned to approve the meeting minutes.
Second: Randy Swalberg 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.

5. **FY26 Budget to Actual presented by Tina Mathieu.**
UCA's Executive Director, Tina Mathieu, presented the FY26 Budget to Actual, reflecting the fiscal year through the end of May (91.78% of the budget year).
Director Mathieu explained that the restricted appropriations revenue line items run approximately one month behind, representing about 83% through the fiscal year, and that UCA still anticipates receiving approximately $16.5 million.
Several line items appear over budget due to planning principles and mid-year changes made on the recommendation of the auditor. For example, the amortization line (6070) is over budget at 217%, but is offset by line 7300 at approximately 50%. Some costs previously shown under 911 network maintenance were moved into amortization - 911 phone system lease and related accounting rule changes.
UCA Governing Board Member Scott Jenkins, clarified why UCA was still anticipating $16.5 million and from whom?
Director Mathieu explained that it's for the 911 fee and it comes from the State Tax Commission. It takes about a month for UCA to receive it after they do.
Director Mathieu emphasized that UCA is not over budget overall; the variance is reflected in a change in accounting principles. Final FY26 budget adjustments to reconcile these line items will be brought back in the next month or two, likely at the August Board meeting.
Total expenses stand at 70.73%, leaving UCA in a good position with respect to expenses versus revenue. Only 19% of the capital budget has been spent, and rollover requests are forthcoming for projects and open purchase orders that will not be completed before the end of the fiscal year.

Motion: Kevin Van Tassell motioned to accept the budget as presented.
Second: Craig Dearden offered a second to the motion.
Vote: Motion passed with all in favor.

6. **Motion to approve FY27 Final Budget presented by Tina Mathieu.**
   Director Mathieu reviewed the FY27 Final Budget, noting that the Board reviewed the budget in detail in the prior month and will highlight the changes from the tentative budget.
   On the revenue side, there were no changes from the tentative to the final budget, with UCA still anticipating just under $30 million from its various sources.
   On operating expenses, administrative costs increased by $15,000 for an additional AI software licenses and the new position previously approved in the tentative budget. Interest increased by $515 to add four additional NetSuite licenses. Radio network maintenance/expansion increased approximately $265,000 - $24,000 for structural analysis, $241,000 for additional antenna mounts and antennas, and a rollover for an open HVAC purchase order that will not be received before June 30. The 911 network maintenance line increased by $150,000 to cover the cost of the consultant for the console allocation project approved at the prior meeting; the RFP is drafted, with funds available beginning July 1.
   On the capital budget, site remediation increased by $170,000 - $120,000 for potential antenna replacements (which must be capitalized because they are reimbursed by L3Harris as a credit against the contract payment) and $50,000 rolled over for a project that will not be completed by July 1. The radio manager satellite boxes and licenses line increased by $100,000 to account for the project manager contract, and an open purchase order for Summit gear that will be rolled over.
   UCA Governing Board Member, Clint Topham, asked when building a new tower, if it receives extra structural strength for future expansion?
   Director Mathieu confirmed they do.
   Director Mathieu then continued to present the FY27 tentative budget. The microwave end-of-life replacement line increased by $346,475 to rollover for microwave hops that will not be completed before June 30. Under other projects, RF test equipment added $30,000 as a placeholder for potential repairs of recently purchased RF testing equipment, and the trucks line increased by $186,000 for open purchase orders not expected to be received before June 30.
   Board Member Jenkins expressed his surprise that trucks are still on back-order, some over 6 months.
   UCA Governing Board Member, Shawn Guzman, also commented that the City of St. Georged purchased Toyota Tundra trucks because they were available.
   Director Mathieu then reviewed what was expected to be received for the PTIF accounts. For the Statement of Fees, the core-connected radio recording item remains shown in red pending further evaluation of core capacity. This concluded her presentation of the FY27 budget.

   Motion: Clint Topham motioned to approve the FY27 Final Budget.
   Second: Scott Jenkins offered a second to the motion.
   Vote: Motion passed with all in favor.

7. **Motion to approve modifications to Policy Statement 8 presented by Tina Mathieu.**
   Director Mathieu presented two modifications consistent with the States practice and from the auditor's recommendations. The first change raises the threshold for items classified as capital assets from more than $5,000 to $10,000. The second adds a right-to-use

assets provision related to subscription-based software with total annual payments exceeding $15,000 per year (ex. UCA's leased 911 phone system).

Motion: Kevin VanTassell motioned to approve the modifications to Policy Statement 8.
Second: Craig Dearden offered a second to the motion.
Vote: Motion passed with all in favor.

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

Director Mathieu reported no substantial change since the prior meeting. The building subcommittee has been working through the RFQ and RFP process for the Construction Manager/General Contractor. Following the RFQ, four companies were invited to submit proposals during the RFP process. The subcommittee will hold a separate meeting immediately following today's meeting to discuss the submissions and next steps. She then reviewed the floor plan drafts, including views of the warehouse.

Director Mathieu thanked UCA’s Chief Financial Officer, Melissa Badger, for her work on the budget and UCA’s Deputy Director of Administrative Services, Chris Hughes, for the legwork on the RFP and RFQ. The Board likewise acknowledged and thanked them.

9. **P25 Project Update presented by Tina Mathieu**

Director Mathieu provided an update on the P25 system, supported by several photographs of UCA sites. She noted that the Eagle Point ski resort burned the previous night; UCA's Eagle Point site remains operational, owing to the work of firefighters who have consistently protected UCA's sites.

Regarding Utah County, UCA hosted a meeting on May 19th with law enforcement chiefs and sheriffs from across the state. L3Harris sent approximately 14 employees, including vice presidents, its entire escalation team, engineers, technicians, and sales staff; UCA's project manager and several key employees also attended. UCA shared drive-test and coverage data focused on Utah and Salt Lake counties and addressed antenna issues affecting both UCA's antennas and end-user portable/in-car radios. Significant concerns were raised by Sheriff, Mike Smith and his undersheriff, regarding the issues Utah County continues to experience. As a result, L3Harris committed a dedicated team that spent multiple days over two weeks in Utah Count; riding with officers, attending SWAT trainings, and recommended changes to site power settings. To address aggressive roaming, L3Harris altered the site adjacency list and logged data, indicating a positive impact. UCA is continuing to fine-tune the system in Utah County and has established a weekly meeting cadence with the Utah County chiefs and sheriff beginning July 9.

Board Member Guzman commented that Sheriff Smith and Chief Beebe of Provo had reached out to him directly and indicated that, even after the BYU site was turned down, they continued to experience some problems. He recommended that Director Mathieu maintain direct one-on-one contact (including periodic phone calls) with the sheriff and chief rather than communicating only through their teams. He noted that both were complimentary of Director Mathieu's responsiveness and acknowledged that she inherited the existing system. From there discussion ensued around this and about the L3Harris handheld radio battery life.

Director Mathieu provided the following additional updates: the ISSI Gateway will begin testing in the Kane County area after July 27. UCA has completed burn-in but has not yet entered system acceptance, as several known issues remain to be resolved. Preventative maintenance (PM) training has been completed, and PMs are being coupled with decommissioning of the legacy system; significant progress has been made, though many towers and 50-plus buildings remain. The STR trailers (mobile sites) are being rebuilt, with one ready to deploy, and could be used to extend coverage if a site were lost to fire.

Regarding the ongoing statewide fires, there was a close call at UCA's site Goslin, owned by Centracom, which has been an excellent partner. The site went offline Saturday night during the Eureka evacuation after a recently replaced generator (installed for another tenant) failed because of the load, causing a temporary outage on portables in the Eureka area. Centracom restored the site, later refueled the generator, installed a secondary power path, and cleared brush within a 50-foot radius of the site. Power loss to the site is considered likely within 24 hours. The Grizzly Ridge site was shown as another example of fire exposure, and BLM has staged a truck to help protect the site.

Director Mathieu provided the following expansion-site updates:

- Tucker: the backhaul P25 system, P25 racks, and UPS have been installed, with the site on target to be online by mid-July.
- Blue Mountain: the final lease agreement has been received and the backhaul and P25 antenna system are out for bid, with the UPS and P25 rack installation in queue.
- Geyser Peak: construction is underway, with the tower and shelter foundations poured and the solar bases complete; construction is targeted for completion by the end of July and online by mid-September, though crews recently had to leave the site due to wildfire smoke.
- Hanna: the final bid agreement has been received and the backhaul P25 system is out for bid, with the UPS and P25 rack installation in queue.
- Birch Creek: UCA continues to have difficulty securing land rights with BLM and likely will not be able to begin the site this calendar year unless an agreement is reached soon.
- Navajo Mountain: UCA is still determining a co-location partner (Verizon or Arizona DPS).
- Parker Mountain: the final lease agreement has been received, construction has been awarded, and a pre-construction walkthrough is scheduled for next week, with construction targeted for completion by mid-to-late August and online by mid-October.

Director Mathieu reported that the micro-site unit installed up American Fork Canyon is working and providing extended coverage; it initially performed too strongly, causing interference with the American Fork sites, and was dialed back. UCA is awaiting one final piece of equipment to complete the project and, after validation, plans to order additional units after July 1 to extend coverage into other hard-to-cover areas.

UCA Governing Board Member, Mara Brown, asked whether there were any lessons learned or structural advancements that make towers more fire-resistant.

Director Mathieu noted that UCA has not lost a site, owing to the work of firefighters, and agreed to look further into the question.

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

Chief Brewer reported that there was little to share, as the last PSAC meeting had to be canceled. He noted positive feedback throughout the state that Director Mathieu and her team are responsive in addressing issues.

11. **Report from the PSAP Advisory Committee presented by Lisa Kehoe.**
Ms. Kehoe reported that there was little to share and that the committee looks forward to guidance on console utilization frameworks. She expressed appreciation for the Board's approach to that effort.

12. **Executive Director's Report presented by Tina Mathieu.**
Director Mathieu reported on a series of improvements delivered by the Administrative Services Division over the past month. The team completed the design and configuration of the new remote circuit infrastructure for the STR trailers; the circuits are fully configured, tested, and deployment-ready. IT designed and built a virtual server and database environment to support the new Motorola Radio Management System using existing virtualization infrastructure, avoiding tens of thousands of dollars in dedicated server costs. Procurement created an automate way to purchase and loan of radio management boxes and the related customer documentation; completed more than 25 improvements to the ticketing system, including an operations dashboard and auto-keyed data to streamline the scheduler workflow; modified NetSuite to accept multiple files per ticket so customers can upload photos and supporting documents; and built an API integration with BambooHR to automate time-off requests within the FSM scheduler. Accounting finalized its new lease accounting system, reducing accounting time by roughly 50%.

The records team established a filing and naming structure for documents in SharePoint, with the radio contracts folder now complete. Deputy Director, Hughes and UCA's IT Manager, Danny Switzer, completed the website compliance audit for uca911.org, bringing UCA into compliance with federal and state law, with implementation beginning in July. A live dashboard was created using public data sources to identify, in real time, wildfires and flash floods occurring near UCA sites to help keep technicians safe.

Within the Operations Division, technicians traveled to the L3Harris facility in Las Vegas to address connector build issues found at sites across the state. Preventative maintenance has been a major focus, with work substantially complete in Utah and Salt Lake counties and underway in Davis County, and antenna testing and replacements performed. Working with the Blue Creek Communications team, UCA has built many radio management boxes and will hold final internal training the second week of July. Wasatch County will serve as the test bed for the radio management system, with the first major rollout to Utah County law enforcement beginning on August 17th; Utah County agencies must reprogram their radios in connection with an added law channel. UCA continues to hire open positions and will conduct interviews next Monday for positions created in the recent restructuring.

Director Mathieu thanked UCA staff for their commitment and acknowledged UCA Financial Specialist, Sarah Wetmore, for her help in setting up the meeting.

Board Member Guzman, asked if all the features on the Motorola radios available to us on the new system?

Director Mathieu confirmed that not all features of Motorola radio are available on the system because UCA operates a Harris core but noted that nothing critical is affected. She reported that she has been in contact with a Motorola vice president regarding radio-over-LTE options that would not require purchasing a separate core; Motorola is preparing a presentation outlining several approaches. Director Mathieu noted that UCA maintains a strong relationship with Motorola, which is UCA's 911 provider and the provider of approximately 75% of the radios on the system. Discussion ensued regarding agency preferences and pricing between Motorola and L3Harris radios.

13. **Chairman's Report presented by Chairman Davenport.**
    Chairman Davenport expressed thanks to Financial Specialist, Wetmore, and to UCA's staff for their excellent workday in and day out, as well as to UCA's partners and stakeholders. He emphasized the importance of open communication and praised Director Mathieu and her staff for setting a high standard of listening and responsiveness.

14. **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.

15. **Motion(s) based on the discussion held in the closed portion of the meeting.**
    As there was no closed meeting, no motion was needed.

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

    Motion: Craig Dearden motioned to adjourn the meeting.

    Second: Scott Jenkins offered a second to the motion.

    Vote: Motion passed with all in favor.

Next meeting will be held on August 12, 2026.