



The Meeting of the Utah Communications Authority Board

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Anchor Location: Not applicable pursuant to Executive Order of Governor Gary Herbert

Meeting Minutes

June 24, 2020

BOARD PRESENT VIA WEBEX

Lance Davenport
Dave Crandall
John Park
Randy Swalberg
Kevin Van Tassell
Craig Dearden
Gary Whatcott
Bryan Low
Justin Grenier
Babbi Hill

BOARD ABSENT

Clint Topham
Dean Cox
Jim Miguel

STAFF PRESENT VIA WEBEX

Dave Edmunds, Executive Director
Quin Stephens, General Counsel/Deputy Director
Melanie Crittenden, 911 Division Director
Brad Morris, Warehouse Manager



1. WELCOME

Chairman Lance Davenport welcomed those in attendance and called the meeting to order at 12:00 pm.

2. ROLL CALL

Lance Davenport-Joined WebEx
Craig Dearden-Joined WebEx
Clinton Topham-Not on WebEx
Randy Swalberg-Joined WebEx
Kevin Van Tassell-Joined WebEx
Dean Cox-Joined WebEx at 1:12 pm
Gary Whatcott-Joined WebEx
John Park-Joined WebEx
Dave Crandall-Joined WebEx
Bryan Low-Joined WebEx
Jim Miguel-Not on WebEx
Justin Grenier-Joined WebEx
Babbi Hill-Joined WebEx

3. MOTION TO APPROVE MINUTES OF March 24, 2020 MEETING

The minutes for the May 6, 2020 meeting were presented to the Governing Board for approval.

Motion: John Park moved to approve the minutes of the Governing Board's Meeting held on May 6, 2020 meeting.

Second: Craig Dearden

Vote: The motion passed with all in favor.

4. DIRECTOR'S REPORT AND UPDATE;

Director Edmunds reported that he had COVID-19. UCA has been taking necessary precautions to keep the employees from contracting the disease.

Director Edmunds reported that UCA has a contract with Vesta Solutions, a subsidiary of Motorola, Inc. to implement an i3-compliant, NG911 systems for the State of Utah. UCA is pleased with this contract which through negotiations included a \$1.5 million dollar decrease in the overall project price. He reported the timelines for implementation which should be installed by November. Once that system is complete the system will be able to receive and process advanced data. Much appreciation goes to Melanie Crittenden for her efforts in this process.



The P25 upgrade continues to progress in earnest. UCA and L3Harris are in the process of remediating the p25 sites that will have the system installed next summer. This summer 46 sites will be remediated. The detailed design continues to move forward on the other half of the sites. We are very grateful for Harold Clements and his efforts to wrestle this large project into a place of total control.

UCA continues to work on construction of the 25 new sites with all land negotiations that are in conjunction with that. The goal is 5-8 new sites to be completed this build year. Our thanks to Travis Sylvester, Brad Morris, and Mike Lindquist for all their doing to expand or network while maintaining what already exists.

We also continue to try and appropriately respond to the Covid threat. Despite the challenges faced with this, with the great technological tools provided by Steve Ortega we have our home office working mostly from home. Our technicians are still working in the field but with new social distancing policies in place.

We are being financially prudent and cognizant of the situation and the market and are keeping an eye toward the future and where this pandemic may lead.

Dean Cox joined the meeting at 1:12 pm.

5. PRESENTATION OF MAY INCOME STATEMENT;

Director Edmunds: The May Income Statement has been included with your information with the profit and loss statement. We would be happy to entertain any questions.

Chairman Davenport mentioned he thought it was very straight forward.

6. ANNOUNCEMENT OF PRIOR PSAP CPE MAINTENANCE REIMBURSEMENTS AND PURCHASES;

Director Edmunds:

This Board approved UCA to reimburse PSAPs for their purchase of new CPE due to exigent circumstances. Payment pursuant to this direction were as follows:

Summit County Sheriff's Office- \$227,073.45

Wasatch County Sheriff's Office - \$163,622.44



7. MOTION TO AMEND BYLAWS TO CONFORM TO STATUTORY CHANGES IMPLEMENTED BY SB130;

Director Edmunds turned the time to Deputy Director Quin Stephens for comments.

Deputy Director Quin Stephens reported there were not many substantial changes other than to conform the bylaws to the statute:

1. Changes to what is permitted for us when selling or leasing excess capacity.
2. Advisory Committees no longer subject to the Utah Open Public Meetings Act.
3. Minor changes to the UCA Governing Board
4. Trued up the divisions in UCA, the P25 Division was not listed and was not a statutorily created division. It was created with the P25 upgrade.

Those are the amendments. If these are acceptable, they will be our bylaws and distributed to Chairman Lance Davenport and Babbi Hill as our secretary for signature to become our acting Bylaws.

John Park asked about Bylaw Section 1.11.1 if the person stated could also refer to an entity?

Deputy Director Stephens replied that the statute could include an entity when in fact it states a person.

Motion: Randy Swalberg motioned to accept the changes to amend the bylaws to conform with statutory changes implemented by SB 130.

Second: Kevin Van Tassell

Vote: The motion passed with all in favor.

8. MOTION TO AUTHORIZE UCA TO NEGOTIATE A CONTRACT WITH THE SELECTED VENDOR FOLLOWING AN RFP PROCESS PER UCA'S BYLAWS;

Director Edmunds: Pre UCA's bylaws, when we conduct an RFP, we are required to bring the results of that RFP before the Board "for review and approval for the Executive Director to negotiate and execute a corresponding contract with said vendor." We recently conducted an RFP for a consultant to assist us in implementing the NG911 solution discussed above. UCA received two responses and a committee comprised of Harold Clements, Gordy Coles, and Mike Lindquist



selected Federal Engineering. The proposed rate is \$168/hour with a start date set as quickly as we can negotiate a contract (which should be in the very near future). Accordingly, we are seeking the requisite permission to negotiate and enter into a contract with Federal Engineering.

Motion: Craig Dearden made a motion to authorize the negotiation.

Second: Gary Whatcott

Vote: The motion passed with all in favor.

9. REPORT FROM UCA'S AUDIT COMMITTEE;

UCA's Audit Committee, chaired by Treasurer, Bryan Low, reported that due to COVID 19 they have changed the format that they review the material for the audit. In place of a personal meeting format, he collects the documentation for the audit committee to review and then submits any questions and clarifications to Quin and Patsy. Which they in turn respond with answers.

In March the committee reviewed the Pcard statement for December, January, February and March. They also reviewed the PTIF account for the same months. They reported everything was appropriate. The committee had a few questions that were answered. The committee has not physically reviewed the physical receipts for P-cards due to lack of access. But any questions could be followed up with Quin and Patsy for documentation.

In June the committee reviewed the April, May and June P-card statements and also the PTIF account. The committee reviews the statement for each month for the PTIF account and reviews any deposits and withdrawals and then the balance going into the next month. That is compared with the from month to month to ensure consistency. There isn't much activity in many of those accounts. They are consistent for the most part. Once everyone can get back together we will look at the bank statements for the checking account and the operating accounts physically.

Chairman Davenport expressed his appreciation to Bryan Low and the auditing committee.

10. MOTION TO APPROVE FY2021 OPERATING BUDGET, CAPITAL BUDGET, AND STAFFING PLAN;



Director Edmunds reported that the FY2020-2021 Budget is for the Board's review and consideration is a proposed budget.

You will also notice an increase in UCA's Salaries, Benefits, and Payroll Taxes. Of course there is the year over year increase to address merit-based compensation increase, but more importantly, we are requesting two (2) new FTEs beginning in FY2021. Those two positions are: 1) Documentation Specialist; and 2) IT Specialist. These positions are driven largely by the lessons we are learning through the P25 upgrade. Very early in the P25 process L3Harris requested to review all of the documentation for our sites. We provided what we have but found out we were woefully short on-site drawings, tower mapping, network paths, etc. Much of this will be rectified through the P25 upgrade process, but without a dedicated person to maintain the drawings for our approximately 222 sites (and growing) and our hundreds of microwave paths, this data will very quickly become outdated. It is also anticipated that this individual could assist in other document matters including GRAMA requests, document retention policies, and management of contract deadlines and responses. We believe this is a position that is long overdue and will pay dividends for UCA now and in the future. The other position, IT Specialist, is also something UCA has grown to need. Earlier in this memorandum I have referenced Steve Ortega. Steve joined us this last year to help us manage and redesign our backhaul network as a network manager. This is a huge undertaking. Currently, much of our network is utilizing old T1 technology. With the implementation of the P25 system, we are looking to upgrade our backhaul to IP, which includes a significant amount of network redesign. As Steve joined UCA and we became familiar with his breadth of skills, UCA flooded him with tasks beyond his network responsibilities of an IT nature. This has exposed UCA's need for full-time IT assistance to manage hardware upgrades, virus and intrusion protection, server maintenance, and a host of other ongoing and demanding IT needs. It will also free Steve up to address the network demands that still persist. These two positions would take UCA's total employee count to 36 employees which we think is reasonable for a \$32 million organization which is undertaking three of its largest projects to date (P25, NG911, 20% network expansion).

increase from last year in the Administrative Costs budget, most of which is attributable to the new accounting software that



Patsy is implementing. As you will recall, UCA has outgrown its old system, QuickBooks, and is in the process of implementing NetSuite, a product of Oracle. We also see a budget increase for Radio Network Upgrade expenses associated with the implementation of the P25 system as that project starts to take off in earnest. You will also see a substantial increase in the 911 Network Maintenance category as we implement the new NG911 contract. This increase is offset by the funding increases to the 911 account recently passed by the Utah Legislature.

Moving back to the budget, there have been decreases in the following categories: Depreciation, Radio Network Maintenance, Professional Services, 911 Distribution to PSAPs, Interoperability Expenses (FirstNet), Non-network Rents and Leases. All told, UCA is projecting a Net Income of over \$5.6 million. This number, however, is somewhat misleading, as a number of UCA's expenses are found in its Capital Budget. Any asset that UCA purchases over \$5,000 is a capital expenditure which leads to depreciation of the asset. UCA's Capital Budget is projected at around \$34.8 million for FY21. [1]

As you can see on the budget, almost \$28 million of these expenses are associated With the P25 upgrade (which will be funded using money in the P25 account). Another \$5.4 million is related to the 25 site upgrades. Eliminating these from the total means that UCA's "ongoing" capital expenditures, if you will, are only approximately \$1.4 million. When subtracted from UCA's projected Net Income of \$5.6 million, UCA, based on the proposed FY2021 budget, is reserving \$4.2 million for future upgrades or expenses.

We are very comfortable and pleased with these numbers and hope you will be too.

Chairman Davenport expressed his appreciation and efforts. He expressed the budget seems very reasoned.

Motion: Dean Cox moved to approve the year 2021 fiscal year staffing plan.

Second: Craig Dearden

Vote: The motion passed with all in favor.



11. MOTION TO APPROVE THE SUBMISSION OF REPEAL AND REENACTMENT OF UCA'S ADMINISTRATIVE RULES TO THE OFFICE OF ADMINISTRATIVE RULES ("OAR") FOR PUBLIC COMMENT (SUBJECT TO TECHNICAL CHANGES TO COMPLY WITH GUIDANCE OR REQUESTS FROM UCA'S OUTSIDE COUNSEL, OAR, THE GOVERNOR'S OFFICE OF MANAGEMENT AND BUDGET, AND/OR THE LEGISLATURE'S ADMINISTRATIVE RULES REVIEW COMMITTEE);

Quin Stephens reported statutorily we are authorized and instructed to create some administrative rules, additionally the old administrative rules are outdated and obsolete and should be repealed or replaced. The latest legislative audit instructed us to create some of these rules.

These rules cover everything from Board travel reimbursements to the distribution of 911 and radio equipment, to participation on UCA's network, to the radios available for use on UCA's system. The publication of these rules addresses a number of recommendations of the recent legislative audit and answer a number of questions of our stakeholders.

Procedurally we are requesting the Board grant us permission to submit these rules to the Utah Office of Administrative Rules, subject to any technical changes to comply with guidance or requests from UCA's outside counsel, the Office of Administrative Rules ("OAR"), the Governor's Office of Management and Budget, and/or the Legislature's Administrative Rules Review Committee. The process after such permission is granted is that UCA personnel will undergo the process of submitting these rules to the OAR who will publish them for public comment, including from UCA's Advisory Committees.

The areas this would cover would include reimbursement for board members, the new NG911 system, the distribution of CPE under that system for PSAP's and dispatch centers, the cooperative purchase agreements that are in those contracts, how the radio consoles will be distributed, how to address growth of the 911 calls and PSAP's in relation to the CPE's , distributing additional radio consoles as the PSAP's grow, this harmonizes public safety with public works, how to treat tier 1 users vs. tier 2 users in respect to Public Safety.

John Park asked for a 1) definition of P25 within the rules and 2) With the application for participation in dispatch centers he would like to require they share who else they are working with. He asked if D covered that.



Deputy Director responded that it could be included in the recertification rule. With our 25 year old system, this is an opportunity to refresh our information. We can include that they submit any PSAP to PSAP interlocal agreements.

Motion: John Park moved to approve the submission of these rules.

Second: Kevin Van Tassell

Vote: The motion passed with all in favor.

12. REPORT FROM THE PUBLIC SAFETY ADVISORY COMMITTEE;

Jim Miguel, chair of the Public Safety Advisory Committee was not in attendance.

13. REPORT FROM THE PSAP ADVISORY COMMITTEE;

The committee had a 911 call transfer protocol draft until the last meeting. Some PSAP's would be impacted negatively so we tasked VECC with some changes that will lead to the final document. At our next PSAP meeting we hope to have two drafts that can be combined to create a final document.

14. GENERAL PUBLIC COMMENTS; AND

Jill Pender from the University of Utah reported about the University of Utah's situation with using the existing system until they move into their new system in their new building. .

Deputy Director Stephens responded with an explanation of the process and costs related to those changes. [2]

Scott Ruff, VECC Executive Director reported that there are two different issues. 1) If they don't move today what would be the mechanism to move the circuits over in the different platforms to transfer 911. 2) In working with UHP and a local and regional CAD to CAD aggregator as well as options for the University, UCA and some of the school districts in and around Salt Lake County to possibly join the common CAD solution as well.

Chairman Davenport thanked everyone for their participation and to Director Edmunds and Deputy Director Stephens and staff for their support and work.

15. MOTION TO ADJOURN.



Motion: Dean Cox moved to adjourn the meeting.

Meeting Adjourned at 1:05 p.m.