



To: Governing Board  
From: David Edmunds, Executive Director  
Date: May 22, 2020  
Re: Summary of Issues for June 24, 2020 Board Meeting

---

In an effort to provide a summary of some of the issues being presented at the meeting of UCA's Governing Board scheduled for June 24, 2020, we are providing this memorandum. This document will be part of the materials provided at the meeting and, as such, posted to the Utah Open and Public Meetings Website. As always, we stand ready, willing, and able to answer any questions you may have.

**I. MINUTES OF MAY 6, 2020 MEETING**

A copy of the draft of the above minutes is provided as Exhibit A hereto. Once approved, these minutes will be upload to the OPMA website, along with any materials presented to the Board during the open portion of the meeting.

**II. DIRECTOR'S REPORT AND UPDATE**

I am grateful for the opportunity to provide this brief update. First, I am happy to announce that we have executed a contract with Vesta Solutions, a subsidiary of Motorola, Inc. to implement an i3-compliant, NG911 system for the State of Utah. These negotiations were unique for all parties, having been done exclusively over web-based meetings. We are very pleased with the contract we have reached with Vesta, which through our negotiations, included a \$1.5 million dollar decrease in the overall project price. We are happy to work with Vesta and have already jumped into the implementation with both feet. It is anticipated that the Greater Wasatch Front Multi-node, comprising approximately 65% of the call-taking positions in Utah, will have new equipment installed by the end of October with the expectation that the new ESInet will be operational in November. Additional PSAPs will be migrated to their new equipment and the new ESInet over the months that follow.

It is important to note that with this upgrade, the State of Utah stands ready to receive and process advanced data streams as providers are ready, willing, and able to send them. As carries being to provide latitude and longitude, pictures, real-time text, videos, and other advanced data streams, Utah, through its partner Vesta, will be able to receive and process this information, which provides a huge benefit to

911 callers. We are very excited about this upgrade and the opportunity to be a part of this process. Much appreciation goes to Melanie Crittenden for her efforts in this process.

In addition to this large project, we still have the P25 upgrade project which continues to move forward. We have begun remediating those sites which will have the P25 system installed on them next summer. During this summer, UCA and L3Harris are teaming up to remediate 46 sites which includes ensuring all sites are grounded, towers are structurally sound, shelters have sufficient space and requirements to receive the new equipment. We are also still moving forward with the detailed design of the other half of the sites. Harold Clements, our P25 Division Director has wrestled this large project into a place of total control and we are very grateful for his efforts.

We are also very engaged in the construction of the 25 new sites. One of the hardest parts of building these new sites is obtaining land rights from numerous landholders across the state. We believe we are close to finalizing rights to construct on approximately 8 additional new sites which is in addition to the sites we are already building. Our goal for this build season is between 5 and 8 new sites, which is a large number given the other projects and obstacles (Covid) we are faced with at this time. Our thanks to Travis Sylvester, Brad Morris, and Mike Lindquist for all their doing to expand our network while maintaining what already exists.

We also continue to try and appropriately respond to the Covid threat, and everything that it has brought along with it. For the most part, our office employees continue to work from home. Though this presents some challenges, the resolve our employees, coupled with some great technological tools provided by Steve Ortega, have mitigated the majority of these challenges. Of course, our technicians don't have quite the same luxury to work from home. However, we continue to use mask policies, social distancing policies, and other measures to maintain a safe environment. We are also 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. We very much appreciate the support of our Board in all of these matters.

### **III. MAY INCOME STATEMENT**

Attached hereto as Exhibit B is the Profit/Loss Statement through May of this year. Everything is on track and we are confident in a solid year with no budget overages or financial concerns.

### **IV. ANNOUNCEMENT OF PRIOR PSAP CPE MAINTENANCE REIMBURSEMENTS AND PURCHASES**

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

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

Wasatch County Sheriff's Office - \$163,662.44

### **V. MOTION TO AMEND BYLAWS TO CONFORM TO STATUTORY CHANGES IMPLEMENTED BY SB130**

The statutory changes implemented by SB130 recently took effect. As such, UCA would like to amend its bylaws to conform to those changes. A redline copy of these changes is attached hereto as Exhibit C and an executable copy is attached hereto as Exhibit D.

**VI. MOTION TO AUTHORIZE UCA TO NEGOTIATE A CONTRACT WITH THE SELECTED VENDOR FOLLOWING AN RFP PROCESS PER UCA BYLAWS**

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.

**VII. REPORT FROM UCA'S AUDIT COMMITTEE**

UCA's Audit Committee, chaired by Treasurer, Bryan Low, recently met and Mr. Low will provide an update of its findings.

**VIII. MOTION TO APPROVE FY2021 OPERATING BUDGET, CAPITAL BUDGET, AND STAFFING PLAN**

Presented for your review and consideration is a proposed budget for FY2021. Exhibit E is UCA's proposed FY2021 Operating Budget, Exhibit F is UCA's proposed FY2021 Capital Budget, and Exhibit G is UCA's proposed FY2021 Staffing Plan. Let me take a moment and address a few items. First, you will notice that the majority of our revenue, just over \$28 million, is derived from the service fees generated on phone lines in Utah.

When it comes to our operating budget, let me address a few areas of budget increases. First, there is an 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.

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).

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. 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.

**IX. MOTION TO APPROVE SUBMISSION OF REPEAL AND REENACTMENT OF UCA'S ADMINISTRATIVE RULES TO THE OFFICE OF ADMINISTRATIVE RULES FOR PUBLIC COMMENT, SUBJECT TO TECHNICAL CHANGES**

As you may recall, we previously noted that we were drafting administrative rules to address a number of the subjects and matters we administer. Attached hereto as Exhibit H are proposed administrative 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.

#### **X. REPORT FROM THE PUBLIC SAFETY ADVISORY COMMITTEE**

Jim Miguel, chair of the Public Safety Advisory Committee will be given the opportunity to provide an update on his committee's activities. UCA has not been given notice of any motions, and as such, no motions are anticipated or permitted pursuant to the Utah Open Public Meetings Act.

#### **XI. REPORT FROM THE PSAP ADVISORY COMMITTEE**

Justin Grenier, chair of the PSAP Advisory Committee will be given the opportunity to provide an update on his committee's activities. UCA has not been given notice of any motions, and as such, no motions are anticipated or permitted pursuant to the Utah Open Public Meetings Act.

#### **XII. GENERAL PUBLIC COMMENTS**

As part of our commitment to improve communications with stakeholders, we respectfully that you open each meeting for general public comment. Historically we have provided public comment on a per subject basis which is fine and can be continued, however, we think it advisable to have a general public comments section in each meeting. That said, it is completely within the Board's discretion what to do with public comments. For example, the matters raised can be discussed amongst the Board or the Board may simply listen and move on, at the discretion of the Board Chair. Questions may be raised by the public and it is the prerogative of the Board Chair whether or not those questions will be answered or whether they will simply be rhetorical. The Utah Open Public Meetings Act provides that "at the discretion of the presiding member of the public body, a topic raised by the public may be discussed during an open meeting, even if the topic raised by the public was not included in the agenda or advance public notice for the meeting." However, "a public body may not take final action on a topic in a meeting unless," it was on the agenda included in the advance public notice.

#### **XIII. CONCLUSION**

We hope that this memorandum provides an explanation of the major items to be discussed at the upcoming Board meeting. Thank you.