



**MEETING MINUTES OF**  
**The Meeting of the Utah Communications Authority Governing Board**  
**Wednesday, September 21, 2022 at 12:00 p.m.**  
**5215 Wiley Post Way, Suite 550, Salt Lake City, Utah 84116**

**Board Members present via Microsoft Teams**

Craig Dearden  
Kevin VanTassell  
Clint Topham  
Gary Whatcott  
Alicia Gleave  
Mike Mathieu

**Board Members present at UCA Office**

Lance Davenport  
Randy Swalberg  
John Park  
Paige Darrah

**UCA Staff present**

Quin Stephens  
Tina Mathieu

**Board Members Absent**

Dave Crandall  
Bryan Low

1. Welcome;  
Chairman Lance Davenport welcomes all to the UCA Governing Board meeting and calls the meeting to order at 12pm
2. Roll call;  
Chairman Lance Davenport – Present  
Vice Chairman Craig Dearden – Present  
Randy Swalberg – Present  
Kevin Vantassell – Present

Clint Topham – Present  
Dave Crandall – Absent  
Gary Whatcott – Absent  
John Park – Present  
Bryan Low – Absent  
Mike Mathieu – Present  
Alicia Gleave – Present  
Paige Darrah – Present

3. Motion to approve minutes of June 8, 2022 meeting presented by Chairman Davenport;

Vice Chairman Dearden moves to approve the June 8, 2022 Meeting Minutes.  
Kevin VanTassell seconds the motion.  
Motion **passes** with all in favor.

4. Director's report and update presented by Quin Stephens;

Regarding the P25 Project, L3Harris is still installing RF equipment on UCA's remaining sites, completing grounding work, remediating towers, and connecting installed sites to the system cores. UCA is also working closely with L3Harris to finalize the migration plan and the details of the coverage testing that will occur on the new system.

Turning to the NG911 project, all of Utah's PSAPs have NG911 call-handling equipment installed and operational as the primary means of taking 911 calls. Most telephone companies have migrated their 911 calls to the NG911 system, and the entire state has moved to the NG911 ESInet and hosted call handling services. Director Stephens expresses his extreme thanks and appreciation to Melanie Crittenden and to all of Utah's PSAPs who have been instrumental in making this transition happen. There are still a few tweaks and issues being ironed out, and UCA is working with Vesta, Lumen, and PSAPs to coordinate the termination of legacy billing and circuits, but by and large, UCA believes that this migration is an unquestioned success. Utah is excited to see carriers start to support the NG911 functionality such as geospatial routing, real-time text, etc. and are Utah is now prepared for whenever that time comes. We have a system that has built-in redundancy, far exceeding any prior 911 system in Utah. And UCA is doing all of this at a massive cost savings for Utah's taxpayers.

When it comes to radio coverage expansion, UCA is still waiting for circuits to be able to turn on the Castle Gate and Hanksville sites as well as a temporary site in Salina. The off-season will be spent obtaining land rights for another building season next summer, and UCA is hopeful that the P25 project will be in a place that allows UCA to make a strong push on expansion.

As a follow-up on prior matters reported during prior Board meetings, UCA did complete its 2022 Interoperability Exercise, led by Mike Veenendaal. Attendees participated in a table-top exercise to discuss the interoperability approaches and

practices related to a high-speed chase crossing jurisdictional lines. Mike has also been engaged compiling stock radio templates for Utah's agencies based upon the fleet map this Board adopted in December of 2020. These fleet maps have been sent to PSAPs to provide input, especially in mapping current talk-groups to the new fleet map for purposes of the P25 migration. UCA realizes the need to do massive amounts of education and training on this fleet map, a process that will increase in frequency and intensity as we get closer and closer to the P25 migration.

This new fleet map is what was presented to UCA's stakeholders at UCA's 2020 Annual Stakeholders Meeting. At that time, UCA provided the pros and cons of the status quo versus a new, proposed plan. The new plan was UCA's overwhelming recommendation. It was also the recommendation of two separate consulting firms (SSC Consulting and Federal Engineering) as well as the recommendation of L3Harris and Motorola. After these presentations, agencies were asked to vote on their preference and voted to their preference to be the new fleet map instead of the status quo. The information was then presented to this Board and the Board adopted the new fleet map in late 2020. Beginning in January of 2021, UCA has been working with L3Harris to design the new system according to this new fleet map and we truly believe it is the gold standard for interoperability. It places the PSAP as the central figure in communications and provides for a very manageable and malleable communications plan to address emergencies, day-to-day communications, and growth. Training on this new plan is crucial, and the first large-scale training on this matter will happen at our Annual Stakeholders Meeting in November. Trainings will continue regularly up to migration and, beyond. Last week myself, Mike Veenendaal, Melanie Crittenden, and Senator Derrin Owens were all in Washington D.C. attending a public safety interoperability workshop sponsored by the National Association of 911 Administrators and in conjunction with the United States Cybersecurity & Infrastructure Security Awareness Agency and the United States Homeland Security and Emergency Management Agency. This was a great opportunity to discuss Utah's public safety communications strengths, to hear what other states are doing when it comes to interoperability, and to be able to improve public safety communications in Utah. As of just this morning, we have been made aware that some money has been appropriated to UCA by the legislature to help end users purchase new radios to stay up to date with the new functionality on the new system. In the interim sessions by the Executive Appropriations Committee, an additional 9.5 million was appropriated to UCA along with the previous 5 million from the previous session. By request of the legislature UCA needs to have the details of these purchases decided by the end of the year in case any more funding is needed that they can address in the next session.

Gary Whatcott has joined the meeting via Microsoft Teams.

5. August Income Statement presented by Quin Stephens;

Nothing remarkable to report on this statement. We are currently working on digitizing all our leases so that we can account for them appropriately with the new GASB standards. Our CFO Patsy is confident that we will remain under budget and will have no issues.

6. Audit Committee Report presented by Bryan Low;

Kevin VanTassell presented on behalf of the Committee and reported that the Committee's review looks very good, and any questions were answered. The Committee thanks Patsy and her team for all of their great work.

7. Motion to appoint Tina Mathieu to the UCA Audit Committee presented by Bryan Low;

Kevin Vantassell presented this issue. He noted that with Quin Stephens' recent promotion to Executive Director, it seems to be the appropriate time replace his position on the UCA Audit Committee with our new Deputy Director Tina Mathieu. Tina has a long history of working alongside UCA and is the right person for the role.

Kevin VanTassell moves to appoint Tina Mathieu to the UCA Audit Committee. Chairman Davenport seconds the motion. Motion **passes** with all in favor.

8. Motion to amend FY2023 Budget presented by Quin Stephens;

There are a few changes to UCA's budget that are being requested. The first proposed amendment is proposed to fulfill the commitment UCA made to this Board at the time the FY2023 budget was first introduced. Specifically, capital budgets were approved even though FY2022 had not been completed. To avoid "double dipping," UCA committed to adjust those budgets downward by the amounts spent in the remainder of FY2022. That adjustment is encompassed in the proposed amended budget. The total is a decrease in the capital budget in the amount of \$343,828.98 for FY2023. The second request is for operating budget amendments. The costs of these improvements are spread throughout different budget categories, all of which are shown in Exhibit C of the meeting materials. An explanation of the proposed changes follows.

UCA has tracked its vehicles for several years utilizing Verizon's services. The equipment we have been using is approaching end of life and UCA has done research into replacement equipment and services. Samsara is a vendor with a state contract that provides vehicle tracking and dash cam services. By tracking our vehicles, UCA is able to protect its assets (the service not only provides location but service details as well), provide greater employee safety, provide liability protections, and improve efficiency. The FY2023 cost of the Samsara service is approximately \$14,500.

As service outages have occurred, scheduled or emergency, UCA has done its best to reach out to those who are affected to give notifications. Human error being what it is, these notifications have not always occurred perfectly. UCA would like to utilize a system to automate this process, allowing text messages and emails to be sent to PSAP officials based on whether that tower will have an impact on an agency served by that PSAP. The FY2023 cost is approximately \$2,500.

After reviewing a number of options, UCA would like to utilize NetSuite for its warehouse management services. NetSuite is the software used by UCA's accounting division and utilizing its warehouse management modules is the best option given the seamless integration between the two systems. Warehouse management software will help Taylor Carroll, our warehouse/supply chain manager in maintaining the correct inventory and the correct amounts to minimize costs while ensuring we have the right supplies in the right place at the right time. In addition, UCA would like to use the NetSuite software for field management. This module will allow our dispatcher to manage our personnel, triage outages, appropriately respond, and provide feedback regarding utilization and job tracking. The seamless integration with the accounting software will help with those projects which are billable. The FY2023 cost is approximately \$78,575. A portion of this, \$20,250, will be capital, as identified as NextService Deployment Services.

As noted above, UCA recently migrated to NetSuite from QuickBooks for its accounting services. After using the software for the past period, it has become clear to UCA that we need to upgrade our interface to fully utilize all of the tools. This GUI upgrade will cost a total of \$22,500 for FY2023, with approximately \$8,000 of this cost being for training.

As part of UCA's NG911 upgrade, we had to relocate certain ECaTs hardware to be located in or near the same racks of equipment as the call-handling equipment. Through our negotiations with Motorola/Vesta, UCA agreed to pay these costs. For FY2023, with the necessary accounting changes, this necessitates relocating the \$4,320 out of the 911 Network Maintenance Budget and into Depreciation and Amortization.

In the last budget year, this Board approved certain microwave upgrades to ensure our backhaul was sufficient to carry the new P25 system. These upgrade budgets were only approved after UCA reviewed and compared any fiber quotes for these connections, applying our policy and any necessary net present value analyses necessary. One of these projects should have been rolled over to this year and was not. The remaining budget at the end of the last fiscal year was \$1,441,421.00, however, the final invoice was less than budgeted, at \$1,346,885.40. It is this invoice amount that UCA is requesting be rolled over as a capital budget amount.

UCA did roll over from the last fiscal year to this one, \$24,000 for Genesis Software Upgrades. Genesis is the software used to manage many of our radio usage statistics. Based on the aforementioned new accounting rules, we are requesting this amount be moved from the Capital Budget to the operating Budget, with no adjustment in the amount.

Following some server outages last year, UCA has been improving its IT solutions. Part of this process is a new document management system. Accordingly, we are seeking just under a \$26,000 increase in our operating budget and a capital budget line of \$60,000 for initial implementation and training costs.

We also need to install a new microwave circuit from the Rich County PSAP to the Logan PD. This circuit is necessary as part of the P25 upgrade as new radio consoles will be

installed at the Rich County PSAP. This link was put out for bids by third party providers with no responses. This request is for a capital budget line item of \$53,000.

We are also looking to install a microwave link on West Mountain, which was put out for bid. UCA could install this relatively inexpensively using some repurposed equipment. We received a bid for fiber and the NPV analysis revealed UCA's NPV to install its own link is \$45,000 and the fiber NPV is \$664,000. Accordingly, UCA is seeking a \$10,000 capital budget amendment for this purpose.

We are also looking to update our access card system for here at the office and at our warehouse. Currently the only way to update these access cards is at the warehouse and we want to upgrade to a system that is more digitally accessible. We are looking for a \$9000 capital budget amendment to complete this.

There is currently a capital budget for a key management system in the amount of \$45,000. While we still hope to address and improve our site key management, we are considering better options than what was previously proposed. We are, therefore, requesting this amount be removed from the budget.

Lastly, we have received very recently an additional 9.5 million dollars from the Legislature to be used to purchase end user radios for local agencies. We are requesting a budget amendment to capture this additional revenue. In addition, we need to account for the anticipated expense. We currently have capital line item for the 15.4 million that was originally given in the last legislative session but after speaking with accounting we need to move those funds to operating budget rather than capital budget and add the additional \$9.5 million that is anticipated to be spent.

Kevin VanTassell asks Executive Director Stephens about our compliance with state procurements codes and purchasing policies. Mr. Stephens ensures that UCA is meticulous with the procurement and purchasing codes and utilize all resources necessary to remain in compliance.

Randy Swalberg asks about the new inventory system and is curious about the workload of a new system on UCA staff. Mr. Stephens conveys just how eager our warehouse team is to have this system in place as they have been hopeful for a system like this since we first move into the warehouse. It will take some time to implement but the benefits from having it place are worth the time and effort. The same can be said of our implementation of the new documentation software, it will take time and effort to get out in place but will be incredibly helpful to UCA.

John Park moved to approve the amended FY2023 Budget.

Randy Swalberg seconds the motion.

Motion passes will all in favor.

9. Motion to Amend Interoperability Strategic Plan presented by Tina Mathieu;

At our last Governing Board meeting, this Board approved UCA's Strategic Plans but expressed concerns about some language that incorrectly made it sound like UCA would only do the "minimum required" for cybersecurity. UCA committed to provide improved language. The prior sentence in the Interoperability Strategic Plan stated, "System capabilities should reflect ongoing work to plan for setting, testing, and maintaining cybersecurity minimum standards." The proposed replacement language is, "System capabilities should reflect ongoing work to plan for setting, testing, and maintaining/exceeding industry cybersecurity standards."

Randy Swalberg moved to approve the amended Interoperability Strategic Plan.

Kevin VanTassell seconds the motion.

Motion passes with all in favor.

10. Report from the Public Safety Advisory Committee presented by Mike Mathieu;

First, the Public Safety Advisory Committee just conducted two successful vendor demonstrations and I believe it was extremely helpful for end users. We had 3 predominant vendors come and present the best features of their equipment. It was an opportunity for users to ask questions and decided which vendor/equipment would be best for their agency and for their needs. However, with the recent news of the newly appropriated money to UCA, some people feel it is unfortunate that users cannot use this money to purchase radios from any vendor. Committee members understand that they are free to purchase from any of the brands using their own funds, but wish they could use funds from appropriated to UCA to purchase from the vendor of their choice. I would like to be able to understand the why behind this choice so I can be able to explain to other end users. Second, we will be having discussions around the new fleet map. We will have questions around this topic, it can be confusing and we will definitely need training but I do think that it will be successful.

Director Stephens responds to Chief Mathieu's question around the purchase of radio equipment. He highlighted that L3Harris was offering the best pricing, allowing more radios to be purchased using the funds. Director Stephens also noted that features such as in-band GPS and voice over LTE will only work on an L3Harris radio since UCA is installing an L3Harris system. Director Stephens indicated that it was the Utah Legislature who directed these funds be spent only on L3Harris equipment, but also noted that if he had to choose a product, he would choose L3Harris because of the price and features.

11. Report from PSAP Advisory Committee presented by Alicia Gleave;

First, we are working towards the proper discontinuation of Lumen billing and contract items with Century Link/Lumen. Second, the Rapid SOS System has come online for anyone who activates the 911 system. It gives us a more accurate location and live location updates for traveling incidents and has been fully integrated into the NG911 system.

12. General public comments; and

No public comments at this time.

13. Motion to adjourn;

Chairman Davenport thanks UCA for their work and shares his excitement for how well these projects are coming and how close we are to finishing some of them. Our next meeting will be our Annual Stakeholders Meeting taking place in St. George.

John Park moves to adjourn to the meeting.

Randy Swalberg seconds the motion.

The meeting is **adjourned**.

DRAFT