

UTAH TELECOMMUNICATION OPEN INFRASTRUCTURE AGENCY (UTOPIA)

BOARD MEETING MINUTES

February 10, 2025

10:00 AM

UTOPIA FIBER OFFICES
5858 SOUTH 900 EAST
MURRAY, UTAH 84121

Board Members Present:

Board Members Joining Electronically:

Alex Jensen – Chair, Layton City
Adam Cowie – First Vice Chair, Lindon City
Matt Dahl – Third Vice Chair, Midvale City
Doug Hill – Fourth Vice Chair, Murray City
Mayor DJ Bott – Brigham City
Bill Cobabe – Tremonton City
Ifo Pili – West Valley City
Councilmember Robyn Mecham – Centerville City
Bob Barnhill – Perry City
Tom Macdonald – Orem City

Board Members Absent:

Councilmember Brett Christensen – Payson City
Jason Sant – Alternate, Payson City
Mayor Denise Anderson – Cedar Hills, *Non-Pledging*

Officers Present:

Roger Timmerman – UTOPIA Executive Director
Jason Roberts – UTOPIA Chief Financial Officer
Christa Evans – UTOPIA Secretary
Nicole Cottle – UTOPIA Government Affairs Director
Jeff Erwin – UTOPIA Chief Operating Officer
Aaron Leach – UTOPIA Chief Technology Officer
Blaine Clegg – UTOPIA IT Manager
Laura King – UTOPIA Chief Project Officer

Others Joining Electronically:

Laura Lewis – Financial Advisor, Lewis Robertson & Burningham
Ben Bailey – Auditor, Keddington & Christensen

1. WELCOME AND INTRODUCTIONS

The UTOPIA Board of Directors held a board meeting on February 10, 2025. The meeting was live streamed to allow public viewing. UTOPIA Chair, Alex Jensen (Layton City), called the meeting to order at 10:01 AM and welcomed all attendees. He introduced Tom Macdonald as the new Orem Board Member.

UTOPIA Total Votes Present: 428

UTOPIA Majority Vote: 279

UTOPIA 2/3 Vote: 371

Financial Decision Votes Present: 428

Financial Decision Total Votes: 452

Financial Decision 2/3 Vote: 301

February 10, 2024

2. APPROVAL OF MINUTES – DECEMBER 9, 2024

- [LINK: Substance of matters proposed, discussed or decided](#)
- There were no changes to the minutes presented

ACTION: Mayor DJ Bott (Brigham City) MOVED to approve the minutes from the UTOPIA Board Meeting held December 9, 2024. Doug Hill (Murray City) SECONDED the motion. A voice vote was taken - vote was unanimous.

3. ELECTION OF 2025 UTOPIA BOARD OFFICERS

- [LINK: Substance of matters proposed, discussed or decided](#)
- Mr. Jensen presented this item
- The following nominations were made: Chair – Alex Jensen (Layton City), 1st Vice Chair – Adam Cowie (Lindon City), 2nd Vice Chair – Tom Macdonald (Orem City), 3rd Vice Chair – Matt Dahl (Midvale City) & 4th Vice Chair – Doug Hill (Murray City)

ACTION: Adam Cowie (Lindon City) MOVED to approve the 2025 UTOPIA Board Leadership as follows: Chair – Alex Jensen (Layton City), 1st Vice Chair – Adam Cowie (Lindon City), 2nd Vice Chair – Tom Macdonald (Orem City), 3rd Vice Chair – Matt Dahl (Midvale City) & 4th Vice Chair – Doug Hill (Murray City). Doug Hill (Murray City) SECONDED the motion. A roll call vote was taken - vote was unanimous.

4. DISCUSSION OF UTOPIA POLICIES

- [LINK: Substance of matters proposed, discussed or decided](#)
- Item presented by Mr. Jason Roberts, UTOPIA Chief Financial Officer
- Ms. Nicole Cottle aided in drafting after reviewing similar policies of several UTOPIA member cities and curating them to function effectively for UTOPIA
- Written policies to increase Fraud Risk Assessment Score:
 - Reporting Fraud & Abuse Policy
 - Fraud can be reported to multiple people
 - There is currently a link on the website to the fraud reporting hotline
 - Investigation and resolution procedures
 - Periodic training for employees
 - Cash Receipting & Deposits
 - UTOPIA is significantly different from cities regarding cash, very rare to receive cash payments
 - Conducting random audits will be done moving forward
 - Credit & Purchasing Card Policy
 - Similar to cities
 - Prohibited: personal purchases, cash advances or withdrawals & alcohol, tobacco, and any other non-business-related items
 - Monthly reconciliation and supervisor approval
 - Consequences of misuse

February 10, 2024

- Statement of Ethical Behavior will be sent to all board members and employees to sign which will increase fraud risk assessment score
 - Request from UIA meeting – add that State Auditor training has been completed

ACTION: Tom Macdonald (Orem City) MOVED to approve the UTOPIA policies presented – Reporting Fraud & Abuse, Cash Receipting & Deposits and Credit & Purchasing Card Policy. DJ Bott (Brigham City) SECONDED the motion. A voice vote was taken - vote was unanimous.

5. UTOPIA FINANCIAL AUDIT FY2024

- [LINK: Substance of matters proposed, discussed or decided](#)
- Item presented by Mr. Jason Roberts, UTOPIA Chief Financial Officer & Ben Bailey, Auditor with Keddington & Christensen
- Financial Highlights:
 - Average monthly recurring subscriber revenue increased by 5.0%
 - Average monthly recurring network operations revenue increased by 9.8%
 - Consulting & construction contract revenue increased by 124%
 - Number of subscribers on UIA/UTOPIA network increased by 13.1%
 - Operating revenue increased by 42.6%
- Questions were raised about fund balances; cash reserves would be used if needed
- Financials of UTOPIA were audited to obtain reasonable assurance, clean opinion
- No issues with UTOPIA internal controls or State Compliance
- UTOPIA has reliable accounting systems and sound accounting policies

6. UTOPIA FINANCIAL UPDATE

- [LINK: Substance of matters proposed, discussed or decided](#)
- Item presented by Mr. Jason Roberts, UTOPIA Chief Financial Officer
- Projected budget vs. adopted budget as of December 31, 2024
 - Difference in projections vs. budgeted is mostly due to timing in the year
 - Payroll expenses trending low because it has taken time to fill open positions
- Financial charts
 - 10 Year Monthly Recurring Revenue (Combined UIA & UTOPIA)
 - Steep revenue increase due to fee increase
 - UIA Revenue v. Bond Obligation
 - Gap between bond payments and revenue continues to widen

7. UTOPIA NETWORK UPDATE

- [LINK: Substance of matters proposed, discussed or decided](#)
- Item presented by Mr. Roger Timmerman, UTOPIA Executive Director
- Reviewed subscriber report
 - Generally, things are slow in January and February

February 10, 2024

- Correction made to how addresses are reported which caused an increase in take rate
- Layton has the highest rate - contributed to always having positive support for UTOPIA and promoting in the city
- Door to Door Sales going well in West Valley City. Mr. Jeff Erwin, UTOPIA Chief Operations Officer, provided data related to the effectiveness of the effort.
- Mr. Erwin provided a network usage report and was pleased to share there were no issues during the large usage event from the Superbowl

8. ADJOURN

- [LINK: Substance of matters proposed, discussed or decided](#)

There being no further business of the UTOPIA Board of Directors, the meeting on Monday, February 10, 2025, was adjourned at 11:03 AM.

I hereby certify the foregoing to be a true and accurate record of the proceedings of this meeting of the UTOPIA Board of Directors.

Christa Evans, UTOPIA Secretary

Approved this 14th day of April, 2025