

**UTAH INFRASTRUCTURE AGENCY (UIA)**

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BOARD MEETING MINUTES  
FEBRUARY 10, 2025  
8:30 AM

UTOPIA FIBER OFFICES  
5858 SOUTH 900 EAST  
MURRAY, UTAH 84121

**Board Members Present:**

**Board Members Joining  
Electronically:**

Derek Oyler – Brigham City, Chair  
Brant Hanson – Centerville City, First Vice Chair  
Brenda Moore – Murray City, Second Vice Chair  
Zach Bloxham – Layton City, Third Vice Chair  
John Flores – West Valley City  
Nate Rockwood – Midvale City  
Mayor Carolyn Lundberg – Lindon City  
Brenn Bybee – Orem City

**Board Members Absent:**

Brett Christensen - Payson City  
Jason Sant – Alternate, Payson City

**Officers Present:**

Roger Timmerman – UIA Chief Executive Officer  
Jason Roberts – UIA Secretary/Treasurer  
Nicole Cottle – UIA General Counsel

**Others Present:**

Christa Evans – UTOPIA Board Secretary  
Jeff Erwin – UTOPIA Chief Operations Officer  
Blaine Clegg – UTOPIA IT Manager  
Laura King – UTOPIA Chief Project Officer

**Others Joining  
Electronically:**

Aaron Leach – UTOPIA Chief Technology Officer  
Jarett Waite – Councilmember, Santa Clara City  
Laura Lewis – Financial Advisor, Lewis Robertson & Burningham  
Ben Bailey – Auditor, Keddington & Christensen

**1. WELCOME AND INTRODUCTIONS**

The UIA Board of Directors held a board meeting on Monday, February 10, 2025. The meeting was live streamed to allow public viewing. UIA Chair Derek Oyler (Brigham City) called the meeting to order at 8:46 AM and welcomed all attendees.

UIA Total Votes Present: 420  
UIA Majority Vote: 220

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UIA 2/3 Vote: 293

## **2. APPROVAL OF MINUTES – DECEMBER 9, 2024**

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

**ACTION: Brenda Moore (Murray City) MOVED to approve the minutes from the UIA Board Meeting held December 9, 2024. Carolyn Lundberg (Lindon City) SECONDED the motion. A voice vote was taken - vote was unanimous.**

## **3. ELECTION OF 2025 UIA BOARD OFFICERS**

- [LINK: Substance of matters proposed, discussed or decided](#)
- Mr. Oyler presented this item
- The following nominations were made: Chair – Derek Oyler (Brigham City), 1<sup>st</sup> Vice Chair – Brant Hanson (Centerville City), 2<sup>nd</sup> Vice Chair – Brenda Moore (Murray City) & 3<sup>rd</sup> Vice Chair – Zach Bloxham (Layton City)

**ACTION: Brant Hanson (Centerville City) MOVED to approve the 2025 UTOPIA Board Leadership as follows: Chair – Derek Oyler (Brigham City), 1<sup>st</sup> Vice Chair – Brant Hanson (Centerville City), 2<sup>nd</sup> Vice Chair – Brenda Moore (Murray City) & 3<sup>rd</sup> Vice Chair – Zach Bloxham (Layton City). Brenda Moore (Murray City) SECONDED the motion. A roll call vote was taken - vote was unanimous.**

## **4. DISCUSSION OF UIA POLICIES**

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

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- Monthly reconciliation and supervisor approval
- Questions regarding capability to download transactions directly to General Ledger – separate person in system that ensures no changes have been made from what was downloaded
- Applications required for all needing a P-Card – Mr. Roberts committed to add that to internal procedures
- Rewards Programs Process –cash back is put back into the funds of UTOPIA and added to the budgeting process, no cardholders have access to the cash back funds
- Statement of Ethical Behavior will be sent to all board members and employees to sign which will increase fraud risk assessment score
  - Add that State Auditor training has been completed

**ACTION: Brenn Bybee (Orem City) MOVED to approve the UIA policies presented – Reporting Fraud & Abuse, Cash Receipting & Deposits and Credit & Purchasing Card Policy. Zach Bloxham (Layton City) SECONDED the motion. A voice vote was taken - vote was unanimous.**

#### **5. UIA FINANCIAL AUDIT FY2024**

- [LINK: Substance of matters proposed, discussed or decided](#)
- Item presented by Mr. Jason Roberts, UIA Secretary/Treasurer & Ben Bailey, Auditor with Keddington & Christensen
- Financial Highlights:
  - Average monthly recurring revenue increased by 18.3%
  - Number of subscribers on UIA/UTOPIA network increased by 13.1%
  - Operating Revenue increased by 18.2%
  - Added \$67.2 million to fixed assets
  - Cash Reserves adequate to cover 0.9 years of operating expense less depreciation
- Financials of UIA were audited to obtain reasonable assurance, clean opinion
- No issues with UIA internal controls or State Compliance
- UIA has reliable accounting systems and sound accounting policies

#### **6. UIA FINANCIAL UPDATE**

- [LINK: Substance of matters proposed, discussed or decided](#)
- Item presented by Mr. Jason Roberts, UIA Secretary/Treasurer
- Projected budget vs. adopted budget as of December 31, 2024
  - Difference in projections vs. budgeted is mostly due to timing in the year
- Financial charts
  - 10 Year Monthly Recurring Revenue (Combined UIA & UTOPIA)
  - UIA Revenue v. Bond Obligation
    - Gap between bond payments and revenue continues to widen

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**7. UIA NETWORK UPDATE**

- [LINK: Substance of matters proposed, discussed or decided](#)
- Item presented by Mr. Roger Timmerman, UIA Chief Executive Officer
- Reviewed subscriber report
  - Generally, things are slow in January and February
  - Correction made to how addresses are reported which caused an increase in take rate
- Legislative Impact – a few bills may affect UIA, but he believes they will not have a large negative impact
- Mr. Jeff Erwin, UTOPIA Chief Operations Officer, provided a network usage report and was pleased to share there were no issues during the large usage event from the Superbowl
- Door to Door Sales going well in West Valley City. Mr. Erwin provided data related to the effectiveness of the effort.

**8. ADJOURN**

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

There being no further business of the UIA Board of Directors, the meeting held on Monday, February 10, 2025, adjourned at 9:34 AM.

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



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**Jason Roberts, UIA Secretary**

**Approved this 14<sup>th</sup> day of April, 2025**