

**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

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## **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), 1<sup>st</sup> Vice Chair – Adam Cowie (Lindon City), 2<sup>nd</sup> Vice Chair – Tom Macdonald (Orem City), 3<sup>rd</sup> Vice Chair – Matt Dahl (Midvale City) & 4<sup>th</sup> 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), 1<sup>st</sup> Vice Chair – Adam Cowie (Lindon City), 2<sup>nd</sup> Vice Chair – Tom Macdonald (Orem City), 3<sup>rd</sup> Vice Chair – Matt Dahl (Midvale City) & 4<sup>th</sup> 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

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- 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

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- 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.

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



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**Christa Evans, UTOPIA Secretary**

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