



Utah Transit Authority

Audit Committee

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Monday, April 19, 2021

2:00 PM

FrontLines Headquarters

This meeting was held remotely via phone or video conference and broadcast live for the public via the UTA Board Meetings page - <https://rideuta.com/Board-of-Trustees/Meetings>

Present: Chair Carlton Christensen, Beth Holbrook, Jeff Acerson, Karen Cronin and Clint Smith

Also participating were members of UTA staff.

1. Call to Order & Opening Remarks

Chair Christensen welcomed attendees and called the meeting to order at 2:04 p.m. The Utah Transit Authority Electronic Board Meeting Determination Statement was read by Jana Ostler, UTA Board Manager. The full text of the statement is appended to these minutes.

2. Safety First Minute

Chair Christensen yielded the floor to Sheldon Shaw, UTA Director of Safety & Security for a brief safety message.

3. Consent

a. Approval of February 1, 2021 Audit Committee Meeting Minutes

b. Audit Committee Charter Approval

A motion to approve the consent agenda was made by Member Acerson and seconded by Member Cronin. The motion carried unanimously.

4. Internal Audit Update**a. Internal Audit Update**

Ron Ellis, UTA Director of Internal Audit, reported on the internal audit plan status, noting the capital projects preliminary assessment and fares revenue implementation follow up are completed, the utility costs audit is in the reporting stage, the payroll follow up and maintenance of way are in progress, with nine other assessments being scheduled throughout the rest of 2021. Mr. Ellis reported on outstanding issues, noting which assessments had extended due dates for past due remediation. In payroll, several findings related to SOP approvals were put on hold to allow UTA's Chief Financial Officer, Bill Greene, an opportunity to review the SOPs. In accounts payable an extension was recommended until August 31st as the follow up audit is planned for the last of summer or early fall. Vanpool operations has been remediated.

Chair Christensen asked questions about accounts payable, vanpool, and follow up audits. Mr. Ellis responded. Discussion ensued.

5. Internal Audit Report Review**a. Capital Projects Preliminary Assessment**

Mike Hurst, UTA Senior Internal Auditor, presented the capital projects scope which includes governance, estimating budget, budget changes, contract management, change management, identifying project need, project approval, funding sources, and project management. The capital projects preliminary assessment notes that:

- Project requests should include detailed budget estimates and project timelines.
- Management should develop objective criteria to evaluate and prioritize capital projects.
- Management should develop training and tools for project managers to follow.
- Management should institute entity-wide standardized reporting of project budgets and progress.

Mary DeLoretto, UTA Chief Service Development Officer, reported on each point noting adjustments being made to meet each issue, as well as noting a proposed due date for each.

The committee asked questions about goals, interfacing with JDE, and amending the project. Ms. DeLoretto responded. Discussion ensued.

6. Other Business

Next Meeting: Monday, June 21st, 2021 at 3:00 p.m.

7. Closed Session**a. Discussion regarding deployment of security personnel, devices, or systems**

A motion was made by Member Cronin, seconded by Member Holbrook, to move into closed session for the purpose of discussing deployment of security personnel, devices, or systems. The motion carried unanimously.

8. Open Session

A motion was made by Member Cronin, seconded by Member Smith, to return to open session. The motion carried unanimously.

9. Adjourn

A motion was made by Member Cronin, and seconded by Member Smith, that the meeting be adjourned. The motion carried unanimously.

Transcribed by Stephanie Withers
Executive Assistant to the Board

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmnsitemap/notice/670815.html> and <https://www.rideuta.com/Board-of-Trustees/Meetings> for entire content.

This document along with the digital recording constitute the official minutes of this meeting.

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees

Appendix A

UTAH TRANSIT AUTHORITY ELECTRONIC BOARD MEETING DETERMINATION

Consistent with the Utah Open and Public Meetings Act, (UTAH CODE § 52-4-207 [4]), as the Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold electronic meetings of the UTA Board without a physical anchor location:

1. Due to the ongoing COVID -19 pandemic, conducting Board and Board Committee meetings with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. Federal, state, and local health authorities continue to encourage institutions and individuals to limit in-person interactions.

This written determination takes effect on April 12, 2021, and is effective until midnight on May 11, 2021 and may be re-issued by future written determinations as deemed appropriate.

Dated this 2nd day of April 2021.

Carlton J. Christensen, Chair of the Board of Trustees