



Utah Transit Authority

Audit Committee

MEETING MINUTES - Draft

669 West 200 South
Salt Lake City, UT 84101

Monday, September 22, 2025

3:00 PM

FrontLines Headquarters

Present: Chair Carlton Christensen
Jeff Acerson
Beth Holbrook
Bob Stevenson

Excused: Natalie Hall

Also attending were UTA staff and interested community members.

Note: Trustee Holbrook joined the meeting electronically at 3:32 p.m. and in person at 3:43 p.m.; Council Member Stevenson left the meeting at 4:00 p.m.

1. Call to Order & Opening Remarks

Chair Carlton Christensen welcomed attendees and called the meeting to order at 3:03 p.m.

2. Safety First Minute

Jeff Acerson, UTA Trustee, delivered a brief safety message.

3. Consent

a. Approval of June 16, 2025 Audit Committee Meeting Minutes

A motion was made by Council Member Stevenson, and seconded by Trustee Acerson, to approve the consent agenda. The motion carried by a unanimous vote.

4. Internal Audit Update

a. Internal Audit Update

- **2025 Internal Audit Plan Status**
- **Bus Safety Audit**

2025 Internal Audit Plan Status

Mike Hurst, UTA Director of Internal Audit, provided a status update on the 2025 Internal Audit Plan.

(Note: Hurst cited a typographical error in the meeting presentation: the Buy America compliance audit has an expected completion of December 2025.)

Bus Safety Audit

Mike Hurst reported the bus safety audit was outsourced to auditors from the American Public Transportation Association (APTA) who are scheduled to perform the audit the week of October 6, 2025. The audit report will be presented at the December 2025 audit committee meeting.

Discussion ensued during which Hurst indicated the audits included in the 2025 audit plan would be completed within the plan year.

b. Open Audit Recommendations Report - September 2025

Mike Hurst was joined by Christie Giles, UTA Enterprise Risk Management Administrator.

Hurst reviewed open audit recommendations as of September 2025. His report also included information on recommendations closed since the last audit committee meeting on June 16, 2025, as well as adjustments to the internal audit follow-up process.

Discussion ensued. Questions on support vehicle controls across UTA facilities, support vehicle demand, and longstanding high-risk open issues were posed by the committee and answered by staff.

Chair Christensen requested an update on open audit recommendations from 2021 and 2022.

5. Internal Audit Reports**a. Light Rail Safety Audit (25-08)**

Mike Hurst was joined by Travis King, UTA Director of Safety & Security.

Hurst reviewed the light rail safety audit scope and results. He noted the report was limited to observations with no recommendations.

King summarized next steps in addressing recommendations.

Discussion ensued. Questions on audit scope and resource capacity were posed by the committee and answered by staff.

b. Special Services Operations Audit (25-05)

Mike Hurst was joined by Johanna Goss, UTA Senior Internal Auditor, Ryan Taylor, UTA Special Services General Manager, and Andres Colman, UTA Chief Operations Officer.

Goss reviewed the special services operations audit scope and results, including recommendations.

Taylor spoke on next steps in addressing recommendations.

Discussion ensued. Questions on standard operating procedure (SOP) revisions, special services scheduling processes and requirements, and commercial driver license (CDL) tracking and renewal processes were posed by the committee and answered by staff.

c. Purchase Card Program Audit (25-03)

Mike Hurst was joined by Luke Barber, UTA Senior Internal Auditor, and Viola Miller, UTA Chief Financial Officer.

Barber reviewed the purchase card program audit scope and results, including recommendations.

Miller spoke on next steps in addressing recommendations.

Discussion ensued. Questions on purchase card transaction testing, transaction review requirements, card termination processes, paid sales tax recovery, program management improvements, and timeframes for addressing recommendations were posed by the committee and answered by staff.

6. Other Business

- a. Next Meeting: Monday, December 15th, 2025 at 3:00 p.m.

7. Closed Session

- a. **Strategy Session to Discuss Topics as Defined in Utah Code 52-4-205 (1):**
 - **Deployment of security personnel, devices, or systems**

Chair Christensen indicated there were matters to be discussed in closed session related to the deployment of security personnel, devices, or systems.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, for a closed session. The motion carried by a unanimous vote and closed session convened at 4:13 p.m.

8. Open Session

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to return to open session. The motion carried by a unanimous vote and the meeting reconvened in open session at 4:32 p.m.

b9. Adjourn

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, to adjourn the

meeting. The motion carried by a unanimous vote and the meeting adjourned at 4:32 p.m.

Transcribed by Cathie Griffiths
Board Administration Manager
Utah Transit Authority

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials or audio located at <https://www.utah.gov/pmn/sitemap/notice/1023225.html> for entire content. Meeting materials, along with a time-stamped video recording, are also accessible at <https://rideuta.granicus.com/player/clip/387>.

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

Approved Date:

Carlton J. Christensen
Chair, Board of Trustees