



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION VIII  
Colorado, Montana,  
North Dakota,  
South Dakota,  
Utah and Wyoming

1961 Stout Street, Suite 13-301  
Denver, Colorado 80202  
(303) 362-2400 (voice)  
(303) 362-2424 (fax)

October 6, 2016

Mr. H. David Burton  
Board Chair  
UTA  
669 West 200 South  
Salt Lake City, Utah 84101

Re: Federal Transit Administration FY 2016 Triennial Review – Final Report

Dear Mr. Burton:

The enclosed report documents the Federal Transit Administration's (FTA) Triennial Review of Utah Transit Authority (UTA) in Salt Lake City, Utah. This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of UTA's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on UTA's compliance in 17 areas. No deficiencies were found with the FTA requirements in 15 areas. Deficiencies were found in two areas: Technical Capacity and Satisfactory Continuing Control. UTA had no repeat deficiencies from the 2013 Triennial Review.

As part of this year's Triennial Review of UTA, FTA incorporated Enhanced Review Modules (ERM) in the Financial Management and Technical Capacity areas. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the ERM(s) are presented in the Technical sections of the report that follows.

Subsequent to the site visit, UTA submitted responses to the findings. The finding in Technical Capacity has been closed, and one of the findings in Satisfactory Continuing Control has been closed. We urge UTA to continue to follow up on the procedures and plans submitted in implementing corrective actions in these areas.

Thank you for UTA's cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact me or Melanie Choquette, FTA Program Manager at 303-362-2388 or melanie.choquette@dot.gov.

Sincerely,

David L. Beckhouse  
Deputy Regional Administrator

cc: Jerry Benson, President/CEO, UTA  
Danyce Steck, Comptroller, Utah Transit Authority  
Donna Douville, Director, Operations and Program Management, FTA Region VIII  
Melanie Choquette, Transportation Program Specialist, FTA Region VIII  
Maxine Finkelstein, Interactive Elements, Inc.

**FINAL REPORT**

**FY 2016 TRIENNIAL REVIEW**

of the

**Utah Transit Authority**

**[UTA]**

**Salt Lake City, Utah**

**Recipient ID: 1167**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION 8**

*Prepared by:*

**Interactive Elements, Inc.**

**Scoping Meeting Date: January 25, 2016**

**Site Visit Dates: August 8-11, 2016**

**Draft Report Date: September 1, 2016**

**Final Report Date: October 6, 2016**

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## I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of Utah Transit Authority (UTA). The review was performed by Interactive Elements, Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. UTA’s transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on UTA’s compliance in 17 areas. As part of this year’s Triennial Review of UTA, FTA incorporated two Enhanced Review Modules (ERM), in the Financial Management and Technical Capacity areas. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the ERM are presented in the Technical section of the table and this report.

Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Technical Capacity	365	Inadequate grants management procedures
Satisfactory Continuing Control	58	Inadequate equipment records
	161	Excessive fixed-route bus spare ratio
	196	Rail fleet management plan out of date

## **II. Review Background and Process**

### **1. Background**

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the grantee’s compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of UTA. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed are referenced in this report and are available at FTA’s regional office or the grantee’s office.

### **2. Process**

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee’s location. The review scoping meeting was conducted with the Region 8 Office on January 25, 2016. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to UTA advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to UTA occurred on August 8-11, 2016.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewers toured Warm Springs commuter rail maintenance shop, Jordan River light rail shop, Meadowbrook, Riverside, and Central bus facilities to provide an overview of activities related to FTA-funded projects. The reviewers examined a sample of maintenance records for FTA-funded vehicles and equipment. Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to UTA at an exit conference. Section VI of this report lists the individuals participating in the review.

### 3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

### **III. Grantee Description**

#### **1. Organization**

Utah Transit Authority (UTA) was incorporated on March 3, 1970, under authority of the Utah Public Transit District Act of 1969, for the purpose of providing a public mass transportation system for Utah communities. The Authority is governed by a sixteen member Board of Trustees which is the legislative body of the Authority, and determines all questions of policy. Twelve members of the Board are appointed by each county, municipality or combination of municipalities which have been annexed to the Authority. The Board also includes members appointed by the State Transportation Commission, the Governor, the Speaker of the Utah State House of Representatives and the President of the State Senate.

The responsibility for the operation of the Authority is held by the President/CEO in accordance with the direction, goals, and policies of the Board of Trustees. The President/CEO has full responsibility for the acquisition, construction, maintenance, and operation of the facilities of UTA and for its business and administrative affairs.

UTA provides service in Box Elder, Davis, Salt Lake, Tooele, Utah, and Weber Counties. The population of its service area is 2,303,781.

#### **2. Services**

UTA provides fixed-route and commuter bus service, vanpool and paratransit services, commuter and light rail operations. Bus and paratransit services are provided by a combination of direct and contracted operations. Vanpool service is directly operated. The active fleet comprises 313 federally funded and 262 locally funded buses, 104 locally funded paratransit vehicles, 104 federally funded and 429 locally funded vehicles for vanpool service. All bus services are operated seven days a week, with service from 4:05 am to 1:16 am weekdays, 5:45 am to 2:08 am Saturdays, and 6:45 am to 9:35 pm Sundays.

The light rail, known as Trax, comprises 56 stations along 39.4 miles, and utilizes 71 federally funded and 43 locally funded vehicles. Commuter rail, referred to as FrontRunner, has 16 stations along 87.7 miles, and operates with 36 federally funded and 33 locally funded vehicles. Light rail services, known as TRAX, operate seven days a week, from approximately 4:30 am to midnight weekdays, and approximately 5:20 am to 12:30 am Saturdays and Sundays. Commuter rail operates six days a week, with service from 4:23 am to 12:46 am weekdays and from 6:03 am to 2:08 am Saturdays.

The basic adult fare for local fixed-route bus is \$2.50. A reduced fare of \$1.25 is available at all hours to seniors, Medicare cardholders, and persons with disabilities. Various passes may be purchased, and higher fares are in effect for premium and express services.

Maintenance activities are performed at five bus garages: Central, Riverside and Meadowbrook in Salt Lake City, Mt. Ogden in Ogden, Utah, and Mt. Timpanogos in Orem, Utah. There are three rail service centers: Lovendahl in Midvale, Utah, Jordan River, and Warm Springs in Salt



Lake City. In addition, UTA operates several transit centers and intermodal hubs throughout the service area.

UTA's National Transit Database Report for fiscal year 2014 provided the following financial and operating statistics for its fixed-route, paratransit and rail services:

<b>Operating Statistic</b>	<b>Fixed-Route Bus</b>	<b>Paratransit Service</b>	<b>Light Rail</b>	<b>Commuter Rail</b>
Unlinked Passengers	19,467,198	133,165	19,868,623	4,468,828
Revenue Hours	1,057,642	64,067	334,271	153,164
Operating Expenses	\$107,101,506	\$4,694,342	\$51,621,346	\$43,094,542

### 3. Grant and Project Activity

Below is a list of UTA's open grants at the time of the review.

<b>Grant Number</b>	<b>Grant Amount</b>	<b>Year Executed</b>	<b>Description</b>
UT-95-X003-01	\$2,591,764	2009	Rideshare Vans/Operating/ITS/Rehab LRVs
UT-95-X004-00	4,072,028	2010	Rideshare, Vans, Operating, Rehab LRVs
UT-95-X005-01	2,079,060	2012	Rideshare, Vans, Operating, IT Equipment
UT-90-X071-00	41,588,702	2012	FY 2012 5307 formula funds allocations
UT-90-X073-00	40,604,545	2013	FY13 5307 PM Planning ADA Secure Enhance
UT-03-0057-02	110,468,000	2012	Draper Light Rail Transit Project
UT-03-0055-07	337,402,800	2012	Mid-Jordan LRT
UT-04-0025-02	800,000	2014	FY12 VTCLI Project (5309)
UT-26-0007-02	100,000	2014	FY11 VTCLI Marketing (5312)
UT-26-0008-02	100,000	2014	FY11 Tooele VTCLI Marketing (5312)
UT-04-0026-02	354,460	2014	FY11 Tooele VTCLI Project (5309)
UT-16-X006-01	1,159,485	2015	5310 Large Urbanized Areas FY2013
UT-03-0059-00	4,018,000	2015	PO BRT Prof Services, Utilities, ROW
UT-90-X077-01	45,067,852	2015	FY15 5307 PM Planning ADA Secure En
UT-90-X075-00	40,810,152	2014	FY14 5307 PM Planning ADA Secure Enhance

In the past few years, UTA completed the following noteworthy projects:

In April 2013, the Airport Light Rail Transit Line opened. This is a 5.2 mile route in Salt Lake County connecting Salt Lake International Airport to downtown Salt Lake City. This project, constructed with local funds, provides a new gateway into the City, replacing the North Temple viaduct structure and offers a transit option for travelers to downtown Salt Lake City, and for airport employees.

In December 2013, the Sugar House Street Car project began operations. This is a single, embedded track approximately 2 miles long with seven stations in the Sugar House area of Salt Lake City and South Salt Lake City. The line is an east-west connector to the UTA Regional System at Central Station.

The Draper TRAX line opened in August 2013 and provides an extension of a fixed guideway light rail transit service in Salt Lake County. It is 3.8 miles long and includes three stations. It connects the communities of Sandy and Draper with the existing Sandy/Salt Lake TRAX line.

A new CNG fueling facility opened in December 2015, currently fueling the 47 natural gas buses in the fleet, but capable of serving many more as future bus acquisitions will be CNG fueled vehicles. The facility is located at the south end of UTA's FrontLines headquarters building.

UTA is currently implementing the following noteworthy projects:

Depot District Service Center, partially funded by an FTA grant, will be a new, state-of-the-art facility, which will initially accommodate 150 buses and can be expanded to accommodate 250 buses. The new Depot will replace the existing Central Bus Garage and be built south and immediately behind the UTA administration building.

Ogden Transit is a 5 mile rapid transit project from the Ogden Hub to Weber State University. An alternatives analysis was completed in July 2015, and the NEPA document preparation will advance as funding becomes available.

With the opening of the FrontRunner South Line, the cities of Sandy and South Jordan are looking for a circulator to connect the South Jordan FrontRunner Station to destinations within the cities. The Sandy circulator would connect the commuter rail station to the North/South TRAX station less than one mile away through a proposed redevelopment district. A study has been completed, and work will proceed as funding becomes available.

An alternatives analysis was completed in 2014 for a Davis-Salt Lake City Community Connector. The study team is a partnership among Salt Lake City, North Salt Lake, and Davis County. Pending additional MAP-21 guidance, the team will complete much of the environmental work using an existing grant. Project implementation would proceed if funding can be identified.

UTA plans to pursue the following noteworthy projects in the next three to five years:

Salt Lake City Airport has just launched a new airport reconstruction project that will eventually reconstruct the entire airport. As part of the project, the current airport station on the light rail

route would be relocated and reconstructed, with the platform on the second level of the airport adjacent to the ticketing counter and security.

The Provo Orem Transportation Improvement Project, an 11 mile bus rapid transit project, is an important link between the two largest cities in Utah County. The project connects 2 UTA FrontRunner intermodal centers and services two universities, two shopping malls, downtown Provo and several business parks. Construction is anticipated to begin in 2016 and be completed in 2018.

## IV. Results of the Review

### 1. Financial Management and Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA-funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

### 2. Technical Capacity

Basic Requirement: The grantee must be able to implement FTA-funded projects in accordance with the grant application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of UTA, deficiencies were found with the FTA requirements for Technical Capacity. UTA has had considerable staff turnover in the past three years. It is transitioning from an agency focused on building new and expanded facilities, to an agency focused on operations and state of good repair. Its grants management procedures were last updated in 2012. Consequently, grants management activities are scattered throughout the organization with insufficient coordination among assigned staff. UTA's grants management procedures and practices need to be reviewed and better organized, and an updated procedure needs to be adopted that reflects an appropriate organization and staff responsibilities.

Corrective Action(s) and Schedule: By January 8, 2017, UTA should submit to FTA Region 8 a revised grants management procedure manual that results from a review, and reorganization if warranted, of existing practices. It should be updated according to current staff responsibilities. This should include an organization chart describing the various functional areas with grants management responsibilities, and a flow chart demonstrating the reporting relationships that will enable UTA to meet its requirements for compliance with FTA funding. It is recommended that the responsibility for meeting all FTA requirements be managed centrally.

Subsequent to the site visit, UTA submitted a revised grants management procedure, including an organization chart. This document describes relationships among departments and accountabilities for managing FTA requirements and reporting. UTA is urged to utilize this document and continue to strengthen these procedures in order to maintain compliance. This finding is considered closed.

### 3. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded vehicles, equipment and facilities in good operating condition. Grantees and subrecipients must keep Americans with

Disabilities Act (ADA) accessibility features on all vehicles, equipment and facilities in good operating order.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Maintenance.

#### **4. Americans with Disabilities Act**

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of UTA, no deficiencies were found with the U.S. Department of Transportation (US DOT) requirements for ADA.

#### **5. Title VI**

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

*Note*: The fiscal year 2016 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI, which provided more information on how to comply and changed requirements for some grantees with populations over 200,000. FTA Circular 4702.1B became effective October 1, 2012. Title VI programs submitted to FTA after this date must comply with the requirements of this circular. The Triennial Review will look at compliance with the requirement of FTA Circular 4702.1A for the period prior to October 1, 2012, and compliance with the revised circular for activities after this date.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Title VI.

#### **6. Procurement**

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law, including 49 CFR Part 18, (repealed effective December 26, 2014), 2 CFR Part 1201, incorporating 2 CFR Part 200 (specifically Sections 200.317-200.326), and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Procurement.

## 7. Disadvantaged Business Enterprise

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of UTA, no deficiencies were found with the US DOT requirements for DBE.

## 8. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA-funded projects. Grantees must comply with Restrictions on Lobbying requirements.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Legal.

## 9. Satisfactory Continuing Control

Basic Requirement: The grantee must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of UTA, deficiencies were found with the FTA requirements for Satisfactory Continuing Control. Equipment records provided by UTA, some from the Finance department asset management system, and some from the various maintenance shop records, were not adequately reconciled and thus resulted in differing information. While an inventory was conducted during the past two years, there is not a procedure to assure that a regular biannual inventory of FTA funded assets will be conducted and asset management records will be reconciled. In reviewing vehicle records, bus garages were recording assets as “inactive,” an ambiguous category that allowed fully depreciated buses to be out of service without a clear plan for disposal. When including those “inactive” vehicles with the active fixed route fleet, the spare ratio for the fixed route fleet is in excess of 20%. There were additional vehicles categorized as for disposal or for contingency.

The rail fleet management plans (RFMP) were reviewed to identify status of rail vehicles. The RFMP for the commuter rail service was prepared in 2008, and although the plan indicates it would be updated annually, it has not been updated to reflect current operations and plans.

Corrective Actions and Schedule: By January 8, 2017, UTA should submit to FTA Region 8 a written policy for a biannual inventory of federally funded assets. It should include procedures for reconciling the physical inventory to the asset management system.

By January 8, 2017, UTA should submit to FTA Region 8 a plan that describes the active bus fleet, and identifies vehicles slated for disposal along with planned time frames. It should identify peak needs and calculate the spare ratio according to FTA definition. If the spare ratio

exceeds 20%, UTA needs to provide a justification, or a plan of action that will bring the spare ratio back to 20%. UTA did submit a contingency plan for those vehicles that have exceeded their useful life, but will be retained for emergency use. That plan needs to be updated and submitted to FTA Region 8 to confirm that the vehicles identified as contingency reflect current status.

By January 8, 2017, UTA should submit to FTA Region 8 revised and updated RFMPs that reflect the current fleet of vehicles, organization and staffing. Any plans for acquisition, major overhaul or disposal should be included.

Subsequent to the site visit, UTA submitted updated fleet management plans for its commuter rail and light rail systems. These documents are acceptable to close the finding. UTA is urged to adhere to its stated goal of periodic review of the documents and revising as appropriate.

## **10. Planning/Program of Projects**

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA, Moving Ahead for Progress in the 21<sup>st</sup> Century, and the metropolitan and statewide planning regulations. Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Planning/POP.

## **11. Public Comment on Fare Increases and Major Service Reductions**

Basic Requirement: Section 5307 grantees are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

## **12. Half Fare**

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities, or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Half Fare.

### **13. Charter Bus**

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Charter Bus.

### **14. School Bus**

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for School Bus.

### **15. Security**

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Security.

### **16. Drug Free Workplace and Drug and Alcohol Program**

Basic Requirement: Grantees are required to maintain a drug-free workplace for all grant-related employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309, 5311 or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Drug-Free Workplace and Drug and Alcohol Program.

### **17. Equal Employment Opportunity**

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under



any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of UTA, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

## V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Capacity	ND				
2. Technical Capacity	365	Inadequate grants management procedures	<p>Reexamine grants management practices and procedures and update the grants management manual</p> <p>Centralize grants management activities organizationally, and prepare an organization chart describing various functional areas with grants management responsibilities</p> <p>Prepare a flow chart demonstrating the relationships and reporting responsibilities for grants management activities</p>	1/8/17	9/21/16
3. Maintenance	ND				
4. ADA	ND				
5. Title VI	ND				
6. Procurement	ND				
7. DBE	ND				
8. Legal	ND				
9. Satisfactory Continuing Control	58	Inadequate equipment records	<p>Provide an inventory policy that assures at least biannual inventory of FTA assets and describes the procedures</p> <p>Provide a reconciliation of fleet information for all FTA funded bus and rail vehicles to the asset management data base</p>	1/8/17	
	161	Excessive fixed-route bus spare ratio	<p>Provide a description of the active fleet, and vehicles identified for disposal along with probable timeframes. Update the contingency plan to verify that vehicles included as contingency are current and accurately identified. Provide a plan to bring the spare ratio to 20%, or a justification for exceeding the 20% threshold.</p>	1/8/17	
	196	Rail fleet management plan out of date	<p>The current commuter RFMP was updated 4/25/08. Update the plan to include current description of the system, peak requirements, maintenance/overhaul program and spare ratio justification. Describe plans for disposals or acquisition. A similar plan for light rail should be provided</p>	1/8/17	9/21/16

<b>Review Area</b>	<b>Finding</b>	<b>Deficiency</b>	<b>Corrective Action</b>	<b>Response Date</b>	<b>Date Closed</b>
10. Planning/ POP	ND				
11. Public Comment on Fare Increases and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				
16. Drug-Free Workplace/ Drug and Alcohol Program	ND				
17. EEO	ND				

## VI. Attendees

Name	Title	Phone Number	E-mail Address
<b>UTA</b>			
Jerry Benson	Interim President/CEO	801-287 2318	jbenson@rideuta.com
Steve Meyer	Chief Development Officer	801 236 4700	smeyer@rideuta.com
Mary DeLoretto	Sr. Program Manager	801 741 8808	mdeloretto@rideuta.com
Matt Sibel	Chief Planning Officer	801 649 7308	msibel@rideuta.com
Danyce Steck	Comptroller	801 287 2380	dsteck@rideuta.com
Cheryl Beveridge	G. M. Special Services	801 287 5350	cbeveridge@rideuta.com
Eddy Cumins	MOBU, RGM	801 819 8943	dcumins@rideuta.com
Bruce Cardon	FrontRunner CRGM	801 510 4225	bcardon@rideuta.com
Dave Goeres	Chief Safety and Security Officer	801 635 8681	dgoeres@rideuta.com
Bob Biles	CFO	801 287 3367	rbiles@rideuta.com
Troy Hamilton	Strategic Sourcing Specialist	801 287 2321	thamilton@rideuta.com
Pat Postell	Sr. Contract and Grant Admin.	801 287 3060	ppostell@rideuta.com
Jolene Higgins	Sr. Contract and Grant Admin.	801 287 1925	jhiggins@rideuta.com
Teresa Pickett	Sr. Contract and Grant Admin.	801 236 4754	tpickett@rideuta.com
Amanda Burton	Contract Buyer	801 287 3320	aburton@rideuta.com
Trent Blair	Contract Buyer	801 287 3052	tblair@rideuta.com
Janalee Hansen	Procurement Manager	801 287 2395	jhansen@rideuta.com
Jonathan Yip	Mgr., Operations Analysis and Planning	801 287 2356	yyip@rideuta.com
Derrick Sorensen	Mgr., Property Acquisitions and Dispositions	801 237 1914	dsorensen@rideuta.com
Mailia Lauto'o	Mgr. Property Admin.	801 237 1995	mlautoo@rideuta.com
Jesse Rogers	Vehicle Procurement Admin.	801 287 4674	jerogers@rideuta.com
Erika Shubin	PR/Marketing Manager	801 287 2270	eshubin@rideuta.com
Cindy Medford	CS Manager	801 287 3211	cmedford@rideuta.com

Brad Armstrong	Sr. Mgr., Financial Analysis	801 287 2122	barmstrong@rideuta.com
Stan De Jong	Sr. Mgr., Finance and Planning	801 287 2338	sdejong@rideuta.com
Mike Jackman	Maintenance Tech Support Supervisor	801 287 3027	mjackman@rideuta.com
Fred Eugum	FrontRunner Manager	801 243 9185	feugum@rideuta.com
Jams Baxter	Manager, Maintenance Admin.	801 287 3076	jbaxter@rideuta.com
Todd Mills	Supply Chain Manager	801 287 3015	tmills@rideuta.com
Bryan Steele	Assistant Comptroller	801 287 2392	bsteele@rideuta.com
Paul Edwards	Sr. Program Manager	801 237 1909	pedwards@rideuta.com
Todd Provost	GM, Light Rail	810 257 1908	tprovost@rideuta.com
Trey Ostby	Manager of Security	307 220 2837	tostby@rideuta.com
R. Fred Ross	Police Chief	801 287 2601	fross@rideuta.com
John Zastowney	FrontRunner Business and Quality Analyst	801 287 5447	jzastowney@rideuta.com
Alma Haskell	Grants Development Admin.	801 741 8813	ahaskell@rideuta.com
Gregg Larsen	Capital Development Project Controls	801 237 1924	glarsen@rideuta.com
Tracy Young	Grant Development Admin.	801 287 3220	tyoung@rideuta.com
Cherissa Alldredge	ADA Compliance Officer	801 287 3536	calldredge@rideuta.com
Kenya Fail	Civil Rights Compliance Manager	801 287 3535	kfail@rideuta.com
Bob Leonard	HR Manager	801 287 2341	rleonard@rideuta.com
Tory Bair	Drug and Alcohol Program Administrator	801 856 0589	tbair@rideuta.com
Lisa Bohman	Senior Corporate Counsel	801 287 2330	lbohman@rideuta.com
Holly Mahoney	Coordinated Mobility Grants Administrator	801 237 1994	hmahoney@rideuta.com
Ryan Taylor	Coordinated Mobility Mgr.	801 287 2399	rtaylor@rideuta.com
Rob Harper	Asst. Mgr., Light Rail Vehicle Maintenance	801 699 7845	rharper@rideuta.com
Teresa Jessen	Asst., Mgr., Light Rail Vehicle Maintenance	801 389 6981	tjessen@rideuta.com
James Brooks	Manager, Light Rail Vehicle Maintenance	801 330 0615	jbrooks@rideuta.com

Robin Braziel	Manager of Operations, Commuter Rail	801 671 7216	rbraziel@rideuta.com
Ron Benson	Deputy GM, Rail Systems Infrastructure (MOW)	801 352 6735	rbenson@rideuta.com
Carson Haacke	Drug and Alcohol Intern	801 245 9580	chaacke@rideuta.com
Kevin Anderson	Facilities Manager	801 310 8361	kanderson@rideuta.com
Daniel McKnight	MSA	801 287 3206	dmcknight@rideuta.com
Taylor Tollison	MSA	801 287 2419	ttollison@rideuta.com
Kurt Burningham	Bus Fleet Engineer	801 287 3040	kbrningham@rideuta.com
Vincent Nguyen	Asst. Mgr., Service Delivery		vnguyen@rideuta.com
<b>Utah DOT</b>			
Robert Miles	Director, Traffic and Safety	801 910 7070	Robert.miles@utah.gov
Rich Clarke	SSO Manager	801 558 6841	richardclarke@utah.gov
Brian Allen	SSO Staff	801 633 6408	brianallen@utah.gov
Eric Cheng	RR Engineer	801 965 4284	echeng@utah.gov
<b>FTA</b>			
Melanie Choquette	Transportation Program Specialist	720 963 3322	Melanie.choquette@dot.gov
<b>Interactive Elements, Inc.</b>			
Maxine Finkelstein	Reviewer	212 490 9090	mxf@ieitransit.com
Tom Buffkin	Reviewer	212 490 9090	twb@ieitransit.com
Susan Gilbert	Reviewer	212 490 9090	sbg@ieitransit.com