

Community  
Oversight  
Panel

# 2025 Community Oversight Panel Retreat

March 5, 2025

# 2025 Community Oversight Panel Retreat

<b><u>Background Materials on the COP</u></b>	<b><u>Page</u></b>
• Meeting Agenda	3
• Meeting Schedule and Location	5
• COP Overview	6
• Board Action Refreshing and renaming the COP	8
• Guidelines for COP Code of Ethics	14
• Community Oversight Panel Guiding Principles	15
• 2025 Focus Area Discussion	20

# Community Oversight Panel

## Community Oversight Panel Annual Retreat

Wednesday, March 5, 2025, 5:30 – 8:15 PM

Union Station  
401 S. Jackson St.  
Seattle, WA

### Meeting Link for Attendees:

[Click here to join the meeting](#)

Meeting ID: 224 406 256 89

## Hybrid Meeting Agenda

5:30 – 6:00 PM	<b>Discussion with Board Vice Chair Claudia Balducci</b> <ul style="list-style-type: none"><li>Claudia Balducci – Sound Transit Board Vice Chair, King County Councilperson</li></ul>
6:00 – 6:30 PM	<b>Review of panel’s responsibilities</b> <ul style="list-style-type: none"><li>Desmond Brown – Sound Transit General Counsel</li></ul>
6:30 – 6:45 PM	<b>Update on CEO Search</b> <ul style="list-style-type: none"><li>Julie Honeywell – Chief People and Culture Officer</li></ul>
6:45 – 7:00 PM	<b>Break</b>
7:00 – 7:30 PM	<b>2025 focus areas</b>
7:30 – 8:00 PM	<b>Discussion on COP meetings and any opportunities for improvement</b>

Next Meeting (Hybrid): Wednesday, March 12, 2025 – 5:30 – 8:15 PM

- System Resiliency Study
- Service Disruption Communication Practices
- Sounder Program Review

### CHAIR

**Tina Pierce**  
*North King County*

### VICE CHAIR

**Charlotte Murry**  
*Snohomish County*

### PANEL MEMBERS

**Diana Cambronero Venegas**  
*South King County*

**Linda Dorris**  
*Pierce County*

**Lorenzo Frazier**  
*South King County*

**Scott Lampe**  
*East King County*

**Mark Lewington**  
*Pierce County*

**James Peyton**  
*South King County*

**Tom Norcott**  
*Snohomish County*

**Zak Osborne**  
*Pierce County*

**Trevor Reed**  
*East King County*

**Lucas Simons**  
*North King County*

**Paul Thompson**  
*East King County*

**Donia Zaheri**  
*North King County*

### COP Administrator

**Nancy Thai**

## **2024/25 Focus Areas**

- Asset management - preservation and renewal of infrastructure
- Audit - Performance audits Expansion - Federal Way Link
- Community engagement team in general (not project-specific)
- Conversations with representatives of the TAG and the Board
- Environmental sustainability- including green materials, methods, energy
- Operational performance - cost, safety, reliability, etc. with peer comparisons
- Equity - Diversity, equity, and inclusion in expansion and operations
- Expansion - Bus Rapid Transit
- Expansion - East Link and Redmond
- Expansion - Lynnwood Link
- Expansion - Operations and Maintenance Facility South
- Expansion - Project delivery, cost, schedule, alternatives evaluation, public engagement
- Expansion - West Seattle and Ballard
- Finance - Budget and financial plans, financial management, subarea equity
- Planning - Regional plan, transportation improvement plan, service plan
- Real estate - Transit-oriented development and property management
- Rider experience - Fares, cleanliness, accessibility, public information, public art, parking
- Safety - Rider safety, accidents, incidents, preparedness for extreme events
- State relations and legislative agenda
- Workforce development, apprenticeship and recruiting programs

# Meeting Schedule and Location

Community Oversight Panel meetings are held on the second Wednesday of each month from 5:30 pm to 8:15 p.m. in the Santa Fe Room at Union Station and online through a virtual meeting platform. Union Station is located at 401 South Jackson Street, Seattle, WA 98104. Additional meetings or Community Oversight Panel Task Force meetings are held if needed.

Panel meetings are open to the public and meeting agendas and links to join virtually are provided in advance on the Sound Transit website.

[Sound Transit Website Event Calendar](#)

# Community Oversight Panel Overview

The Sound Transit Board's commitment to public accountability is a significant theme in the policies that frame Sound Move, ST2, and ST3. During the first quarter of 1997, the Sound Transit Board appointed members to the first Citizen Oversight Panel (COP). The provision for and commitment to a COP is contained in the agency's proposed financial policies for Sound Move, ST2, and ST3.

From Sound Move financial policies, May 31, 1996, page B7:

"To insure that the 10-year construction program development and implementation occurs within the framework and intent of these policies, Sound Transit will:

- (a) Conduct an annual comprehensive performance audit through independent audit services;
- (b) Appoint and maintain for the 10-year construction period a COP, charged with an annual review of Sound Transit's performance audit and financial plan, for reporting and recommendations to the Sound Transit Board."

From ST2 financial policies, July 24, 2008, page B-4:

"To ensure that the construction program development and implementation occurs within the framework and intent of these policies, Sound Transit will:

- 1) Conduct an annual independent audit of its financial statements in compliance with state and federal requirements;
- 2) Implement a performance audit program; and
- 3) Appoint and maintain an advisory citizen oversight committee, charged with an annual review of Sound Transit's performance and financial plan, for reporting recommendations to the Board."

From ST3 financial policies, June 2016, page B-4, Public Accountability:

"To ensure that the voter-approved program development and implementation occurs within the framework and intent of these policies, Sound Transit will:

- 1) Conduct an annual independent audit of its financial statements in compliance with state and federal requirements;
- 2) Implement a performance audit program; and
- 3) Appoint and maintain an advisory Citizen Oversight Panel to conduct annual reviews of Sound Transit's performance and financial plan, and submit a report and recommendations to the Board."

In March 2022, The Sound Transit Board of Directors refreshed the COP's structure, areas of oversight responsibility, and candidate eligibility in the interest of attracting a more diverse range of members through Resolution No. R2022-05, which superseded previous Board actions and renamed it the Community Oversight Panel.

## ***Community Oversight Panel's mission***

As an independent body, the COP reviews Sound Transit's performance toward achieving its commitments to the public and provides recommendations regarding its performance. The COP's responsibility is to provide the Sound Transit Board and the public with a regular annual report.

## ***Members of the COP***

- |                                      |                    |
|--------------------------------------|--------------------|
| ▪ Tina Pierce, <b>Chair</b>          | ▪ Thomas Norcott   |
| ▪ Charlotte Murry, <b>Vice Chair</b> | ▪ Zak Osborne      |
| ▪ Diana Cambronero Venegas           | ▪ James Peyton     |
| ▪ Linda Dorris                       | ▪ Trevor Reed      |
| ▪ Lorenzo Frazier                    | ▪ Lucas Simons     |
| ▪ Scott Lampe                        | ▪ Paul D. Thompson |
| ▪ Mark Lewington                     | ▪ Donia Zaheri     |

## ***Areas of Responsibility***

Under the Board resolution adopted in 2022, Resolution No. R2022-05, the COP monitors and provides recommendations concerning Sound Transit's performance in meeting its public commitments in the following policy areas:

- Community engagement activities
- Project planning and alignment decisions
- Budget and financial plan
- Project schedule and budget adherence
- Agency performance audits
- Social justice and equity
- Passenger experience

## ***Reports on Sound Transit Performance***

The COP completes annual reports on Sound Transit's performance in meeting its commitments to the public. In May 2005, the COP delivered a Sound Move Year 8 Review and in November 2013, the COP issued a sixteen-year report with a cumulative review of 2005-2013. The COP approved its 2023 Annual Report in March 2024.

All COP reports and documents can be accessed on the Sound Transit website at

<https://www.soundtransit.org/get-to-know-us/documents-reports/accountability>

## Resolution No. R2022-05

### Refreshing the Citizen Oversight Panel

Meeting:	Date:	Type of action:	Staff contact:
Board	03/24/2022	Final action	Kathy Albert, Chief Strategic Business Officer <b>Katie Flores, Board Administrator</b>

### Proposed action

Renaming the Citizen Oversight Panel to the Community Oversight Panel, establishing the responsibilities and parameters for the panel and superseding Motion Nos. 18 and M2002-87 and the selection process established by the Board in 1996.

### Key features summary

- This action refreshes the Citizen Oversight Panel's structure, areas of oversight responsibility, and candidate eligibility in the interest of attracting a more diverse range of members.
- At the request of the Board, staff reviewed the application process and the panel itself. Improvements to the application and outreach were implemented in May 2021, and further reforms to the panel were identified.
- Proposed changes to the panel include:
  - Reducing term lengths to three years and allowing members to serve three terms for a total of nine years.
  - Requiring a virtual meeting option.
  - Recommending that the panel look for opportunities to hold meeting outside of normal business hours.
  - Changing the name to the Community Oversight Panel.
  - Updating the language for areas currently monitored by the panel and add areas for monitoring.
  - Allowing residents who are not registered voters to serve on the panel.
  - Including insight into the areas identified as oversight responsibilities in addition to any experience or skills.
  - Administrative clarifications.
- The seven current panel members have provided input in the process and agree with the proposed changes.
- If this action is approved, staff will continue its recruitment efforts and bring a list of applicants to the Board for consideration at in May 2022.



## **Background**

The Sound Transit Citizen Oversight Panel (COP) is a 15-member advisory committee of citizen volunteers appointed by the Sound Transit Board to monitor and report on Sound Transit performance in delivering on the commitments it made in Sound Move, ST2, and ST3.

Following a series of resignations from the panel in late 2020 and early 2021, staff began a recruitment effort in March 2021 to fill a total of eight vacancies on the panel. More than 20 applications were received and presented to the Board for consideration. The Board expressed concern with the lack of diversity within the applicant pool and asked staff to return with a more diverse pool of applicants which represented the region.

In response to the Board's request, staff added 25 organizations and industry groups which serve diverse populations to its existing recruitment outreach list, added questions about an applicant's commitment to equity and inclusion to the application, broadened supporting documentation beyond the requested resume or CV, and added a voluntary self-identification survey to the application so the Board could better understand the overall demographic picture of the applicant pool.

Additional changes were identified which require Board action to supersede past board actions outlining the panel's structure, responsibilities, and candidate eligibility. Those changes include:

- Reducing term lengths to three years and allowing members to serve three terms for a total of nine years.
- Requiring a virtual meeting option.
- Recommending that the panel look for opportunities to hold meeting outside of normal business hours.
- Changing the name to the Community Oversight Panel.
- Updating the language for areas currently monitored by the panel and add areas for monitoring.
- Allowing residents who are not registered voters to serve on the panel.
- Including insight into the areas identified as oversight responsibilities in addition to any experience or skills.

The panel reviewed the updates proposed in this action at its 2022 Annual Retreat and agreed with the approach. Members have expressed a desire to fill the eight vacancies and acted at the retreat to change the time and frequency of its meetings in order to appeal to those who would not be able to attend its meetings held during regular business hours.

## **Disadvantaged and small business participation**

Not applicable to this action.

## **Public involvement**

Not applicable to this action.

## **Time constraints**

A one-month delay would limit the ability to recruit members to the panel.

## **Prior Board/Committee actions**

Motion No. M2002-87: Accepted the recommendations of the Citizen Oversight Panel regarding members' terms

### Citizen Oversight Panel Selection Process

Motion No. 18: Committed to the timely establishment of a citizen oversight panel

---

**Environmental review** – KH 2/23/22

**Legal review** – AJP 2/18/21

## **Resolution No. R2022-05**

### **Community Oversight Panel**

A RESOLUTION of the Board of the Central Puget Sound Regional Transit Authority renaming the Citizen Oversight Panel to the Community Oversight Panel, establishing the responsibilities and parameters for the panel and superseding Motion Nos. 18 and M2002-87 and the selection process established by the Board in 1996.

WHEREAS, the Central Puget Sound Regional Transit Authority, commonly known as Sound Transit, was formed under chapters 81.104 and 81.112 of the Revised Code of Washington (RCW) for the Pierce, King and Snohomish Counties region by action of their respective county councils pursuant to RCW 81.112.030; and

WHEREAS, Sound Transit is authorized to plan, construct and permanently operate a high-capacity system of transportation infrastructure and services to meet regional public transportation needs in the Central Puget Sound region; and

WHEREAS, in general elections held within the Sound Transit district on November 5, 1996, November 4, 2008 and November 8, 2016, voters approved local funding to implement a regional high-capacity transportation system for the Central Puget Sound region; and

WHEREAS, on December 6, 1996 the Board approved Motion No. 18, which committed the agency to the timely establishment of a citizen oversight panel and established policy areas for the panel to monitor and provide recommendations to the Board; and

WHEREAS, on December 11, 1996, the executive committee adopted a selection process for citizen oversight panel members that set conditions for membership on the panel, qualifications for applicants and procedures for the application and selection process and specified that the panel report to the finance committee; and

WHEREAS, on July 11, 2002, the Board approved Motion No. M2002-87 accepting the citizen oversight panel's recommendation on members' terms and establishing updated terms for all members; and

WHEREAS, the Board remains committed to assuring public accountability in the exercise of its authorities in carrying out the commitments of the voter-approved plans, including effective citizen involvement in major capital investments.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Central Puget Sound Regional Transit Authority that the Citizen Oversight Panel is renamed the Community Oversight Panel, responsibilities and parameters for the panel are hereby established as follows, and Motion Nos. 18 and M2002-87 and the selection process established by the Board in 1996 are hereby superseded:

#### **1.0 Scope**

- 1.1 These parameters apply to the administration and operation of the independent panel named in the voter-approved plans responsible for monitoring Sound Transit's performance and providing recommendations to the Sound Transit Board.

## **2.0 Parameters and responsibilities**

2.1 **Panel independence.** The community oversight panel is an independent body charged to review Sound Transit's performance against its commitments to the public in the voter-approved plans on time and within budget. The community oversight panel reports to the Board.

2.2 **Role.** The community oversight panel monitors and provides recommendations concerning the agency's performance in meeting its public commitments in the following policy areas:

2.2.1 Community engagement activities

2.2.2 Project planning and alignment decisions

2.2.3 Budget and financial plan

2.2.4 Project schedule and budget adherence

2.2.5 Agency performance audits

2.2.6 Social justice and equity

2.2.7 Passenger experience

## **2.3 Appointments and terms**

2.3.1 The Board makes appointments to the community oversight panel for terms of three years. Terms begin on the first of the month following the Board appointment.

2.3.2 The Board may appoint members for up to three terms. Members whose terms have expired may continue to serve until a successor is appointed.

2.3.3 Members who are currently serving on the panel at the time this action is adopted continue to serve for the remainder of their previously appointed terms and are eligible for future terms consistent with this action.

2.3.4 The Board appoints a total of 15 members to the panel. Appointments include a minimum of two people from each of the five geographic subareas in the Sound Transit district and representation from a variety of interests. Members are subject to the agency's ethics policy.

## **2.4 Candidate qualifications**

2.4.1 Candidate must live or work within the Sound Transit district.

2.4.2 The Board considers a candidate's experience, skills and/or insights in policy areas overseen by the panel when considering panel appointments.

2.5 **Meeting access.** The Board encourages the panel to meet at times that allow inclusive participation and offer options for participating virtually or via phone.

2.6 **Budget.** The Board provides an annual budget to support the community oversight panel, including planning and facilitation for panel meetings.

## **3.0 References**

3.1 Resolution No. R81-2 Code of Ethics

3.2 Resolution No. R2021-01 Board Rules and Operating Procedures

3.3 Resolution No. R87 Reporting Improper Governmental Actions Policy

3.4 Motion Nos. M2006-55 and M2013-93 Diversity Oversight Committee

### 3.5 Resolution No. R2018-41 Board Committee Responsibilities

ADOPTED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 24, 2022.



---

Kent Keel  
Board Chair

**Attest:**



---

Kathryn Flores  
Board Administrator

# **CODE OF ETHICS**

## **A Guide For**

### **Sound Transit Community Oversight Panel Members**

Sound Transit's Code of Ethics (Resolution No. 81-2) sets standards of conduct in keeping with the policies declared by the Washington State Legislature. This document provides a general summary of some of the restrictions on the behavior of all employees of Sound Transit, including COP members. A complete copy of the resolution is available through the Sound Transit website.

#### **Use of Public Property**

COP members may not engage in or permit the unauthorized use of Sound Transit owned property unless such use is available to the public. Sound Transit property may only be used for purposes to advance the interests of Sound Transit.

#### **Conflicts of Interest**

COP members may not engage in any act that is in conflict with the performance of official duties for Sound Transit or use their position for gain or profit. COP members may not use or reveal confidential information concerning Sound Transit.

#### **Gifts and Loans**

Sound Transit COP members may not solicit or receive a gift, retainer, loan, entertainment, favor, or other thing of monetary value.

#### **Interest in Sound Transit Business**

COP members may not have a financial interest, direct or indirect, in any contract, work, or business of Sound Transit. Members may not act in a way that benefits the regulation or development of property or a private enterprise that they hold a direct or indirect interest in for gain or profit.

#### **Conduct of COP members**

COP members will maintain decorum and set an example of exemplary conduct to avoid disgrace or embarrassment to Sound Transit, or the communities they represent.

#### **Compliance with Law**

Sound Transit Board members, COP members and employees will comply with all laws and regulations applicable to their service to or employment by Sound Transit.

#### **Procedure for Potential Conflicts of Interest**

To prevent actual or apparent conflicts of interest, if a COP member has a personal or financial interest with

a matter on a meeting agenda, the member must promptly disclose the nature and extent of the personal or financial interest on the record prior to any discussion.

The disclosure must include the name and address of the business affected when the COP member or a relative of the COP member's has participated in the business and the financial interest or compensation exceeds \$1,500 over the past 12 months.

If a conflict of interest is confirmed, the COP member may not participate in discussion on the matter and must remove themselves from the meeting until the matter is disposed of.

If a COP member is unsure whether there is a conflict of interest, they should refrain from communicating with other members unless the conflict has been disclosed and resolved by the chair, or legal counsel has been advised of the potential conflict and has determined that no conflict exists.

If a COP member concludes that continued participation in a discussion may constitute a conflict that was previously unanticipated, they should promptly ask the chair, or legal counsel if present, whether disclosure is required.

#### **Complaint Procedure**

Anyone who believes an employee or COP member of Sound Transit has violated the ethics rules may submit a written statement to the Sound Transit Board Administrator. The complaint must be signed by the person submitting it and must state specific facts with details of the violation.

The Board Administrator will submit the complaint to Sound Transit's legal counsel to determine whether there are reasonable grounds to believe a violation has occurred.

## **Sound Transit Community Oversight Panel**

(Adopted March 15, 2001, Amended March 17, 2005, Amended November 8, 2007, Amended March 2, 2017, Amended July 13, 2022)

### **Mission**

It is the mission of the Community Oversight Panel to ensure that Sound Transit meets its commitments to the public by monitoring its performance, reporting to the Board on potential areas for improvement, and evaluating the response in making change. Areas to be monitored will address:

- Community engagement activities ;
- Project planning and alignment decisions;
- Budget and financial plan;
- Project schedule and budget adherence;
- Agency performance audits;
- Social justice and equity; and
- Passenger experience.

### **Goals and Objectives**

The Panel's goal is to act in an oversight capacity to the Sound Transit Board, to comment on and provide feedback on Sound Transit's performance. The Panel acts to ensure that Sound Transit Board policy decisions are made with full consideration of due process, sound technical information and the full range of appropriate perspectives. The Panel at all times seeks to be:

**Knowledgeable.** The Community Oversight Panel will seek to achieve and maintain a high degree of understanding and knowledge of Sound Transit's actions and plans in order to fully execute its mission as a monitoring body.

**Representative.** The Community Oversight Panel will seek to represent the geographic, demographic and interest perspectives of the Sound Transit district and, in that role, will listen to and reach out to communities of interest whenever possible and relay those community perspectives to the Board.

**Credible.** Panel members commit to maintaining a high degree of credibility and integrity in their role by their actions, speech and demeanor, including adherence to Sound Transit's ethics policy and full disclosure of any potential conflicts of interest.

# **Governance Principles**

## **Sound Transit Board-Provided Governance Principles**

**Through Motions No. 18, 2002-87, an adopted selection process, and Resolution No. R2022-05 the Sound Transit Board has provided the following framework for the Panel:**

**Membership.** The Community Oversight Panel shall consist of fifteen volunteer members, of whom at least two shall live or work in each of the five Sound Transit district subareas. Panel members shall broadly represent the demographic make-up of the Sound Transit district and shall include as wide an array as possible of skills, experiences, and insights necessary to perform its function.

**Qualifications.** Community Oversight Panel members must live or work in the Sound Transit district.

**Terms.** Initially, Panel members were appointed for either a two-year or a three-year term with a provision allowing re-appointments up to a maximum of six years. By Resolution No. R2022-05, adopted on March 24, 2022, a three-year term was established for COP members appointed after March 24, 2022 and the beginning date of the term was set as the date of Board appointment. Members were limited to three three-year terms.

**Geographic perspective.** Members will provide a subarea(s) perspective, for the subarea in which he or she lives and/or works, as well as a district-wide perspective whenever issues of the good of the whole may arise.

**Ethics Policy.** All panel members agree to abide by the Sound Transit Board's ethics policy, adopted as Resolution No. 81-2 on February 14, 2008.

**Vacancies.** Nominations to fill vacancies are made by the Sound Transit Board. Sound Transit Board members will nominate candidates for consideration by Sound Transit Board's Executive Committee. The Executive Committee will provide the Sound Transit Board with a recommendation for Sound Transit Board adoption. When a vacancy arises on the panel, every attempt will be made to fill it with an individual whose skills, experience, insight and demographic characteristics maintain the panel's geographic balance and diversity.

## **Panel-Adopted Governance Principles**

**Officers.** Panel members shall elect a chair and a vice chair (and/or other officers) to serve one-year terms, subject to re-election to additional terms at the will of the panel. The chair's role will be to preside at meetings, to act as the designated spokesperson for the panel and to act as the designated liaison with Sound Transit staff. The vice chair will serve in that capacity in the chair's absence.

**Actions as a Whole.** The Panel shall strive to act as a body in all circumstances, except when a matter comes before the panel that requires more detailed review or more frequent meetings. In



such cases, the panel may choose to appoint a smaller task force to study such a matter and report back to the full body.

**Voting.** It is the intent of the Panel that all decisions be reached by consensus whenever possible, consensus being defined as a decision that all members can live with and abide by as the prevailing view. When differences of opinion arise among panel members and consensus is not possible, the panel will vote and the majority will prevail. Minority opinions and discussion of issues on which there are differences will be reflected in the reports and in the minutes of meetings.

## **Operating Principles**

**Open meetings.** The meetings of the Community Oversight Panel are open to the public, provided, however, the Chair may close the meeting to the public in the following circumstances:

1. To interview prospective candidates for a staff position for the Community Oversight Panel;
2. To evaluate qualifications of an applicant for a staff position for the Community Oversight Panel;
3. To discuss, review and approve strategic focus areas and draft evaluation reports of the Community Oversight Panel.

At the time the Chair closes the meeting to the public, the Chair shall publicly announce the purpose for excluding the public from the meeting.

**Quorum.** Fifty percent plus one of Panel members must be present to take action or to make recommendations. Absent a quorum, the Panel may hear staff presentations but not conduct other Panel business.

**Frequency of meetings.** The Panel shall typically meet once a month or as often as members feel is necessary to conduct the Panel's business. Every attempt shall be made to set and publish meeting times no less than 24 hours in advance.

**Participation.** Community Oversight Panel members are expected to regularly attend all meetings unless excused by the chair. If a member is frequently absent from meetings or otherwise fails to participate in good faith in the deliberations of the Panel, the Chair will confer with the member and the member may be asked to resign. If there is no response from the member following this request to resign, his/her position will assume to be vacant and Sound Transit staff will initiate efforts to find a replacement.

**Staffing.** Staffing shall be provided to the Panel by an independent staff person selected by Panel members and retained by Sound Transit. Staffing shall include responsibility for coordinating with the chair, preparing all meeting materials, mailing meeting notices, organizing meeting agendas and presentations, and acting as liaison between the panel and Sound Transit staff and Board. Additionally, the Panel can request that Sound Transit provide the services of other independent experts as needed.

**Meeting materials.** The individual responsible for staffing the Panel shall maintain a record of all meeting materials provided to the Panel and shall prepare written meeting summaries for the record. Every attempt will be made to mail meeting materials to members in advance.

**Task forces.** The Panel may, at its discretion, form task forces to look into particular issues in greater detail than regular meetings allow. It is the intent of the Panel that such task forces should be ad hoc in nature and not become standing committees. Task forces shall be appointed by the chair and given a specific charge to fulfill within an assigned time frame, after which they disband. Task forces will present their findings exclusively to the Panel for consideration, and may not take action on behalf in lieu of, or on behalf of the Panel.

**Communication among Panel members.** Panel members agree to speak openly and frankly among themselves and to maintain at all times the courtesy, respect and general tone that will foster an atmosphere of dialogue and acknowledgment of diverse views. Panel members will communicate with the Chair, with the staff facilitator or with each other as needed to ensure their views have been fully considered.

**Communications and reports to the Sound Transit board.** Summaries of each meeting of the Community Oversight Panel shall be sent to the Sound Transit Board for information. The Panel will make a formal presentation of its findings to the Board annually or more often at the request of the Board or at the Panel's own discretion. The presentation of findings will take the form of observations on Sound Transit's performance in the seven areas within the panel's mission. If performance is found to be inadequate in any area, the Panel will make recommendations for improvement. Formal findings and annual report will be issued by consensus, or if by vote, by two-thirds majority vote of the members present. In addition to the formal presentation of findings, the Panel's chair may ask for time on the Board's meeting agenda at any time to make a report on any matter. Evaluation reports prepared by the Community Oversight Panel, whether in a draft or final version, shall not be released to the public prior to the time they are delivered to the Board of Sound Transit.

**Communication with the public.** Inquiries and comments from the public shall be directed to Panel members through Sound Transit. Personal phone numbers and addresses shall not be released to the public unless explicitly permitted by the Panel member in a particular instance. In general, the Panel will not take formal public testimony or conduct formal hearings, although Panel members will seek to be informed of community views in their own subarea as well as the district as a whole.

Inquiries from the press about the work of the COP will generally be referred to the chair or vice chair, although Panel members may speak as individuals especially with respect to issues in their subareas. Sound Transit staff may be called on as a resource to assist in developing themes or talking points when formal reports are being issued.

**Public participation.** Panel members are encouraged to participate in Sound Transit and other public meetings and events whenever possible to remain informed of emerging issues and community views. Panel members may speak and make public appearances as individual panel members, however, should be careful not to speak on behalf of the Panel unless the Panel has made and released to the public a formal finding and members have been asked to speak to the

finding by the chair. In their oversight capacity to the Board, Panel members will not make public statements that have not first been made to the Board.

**Ethics policy and guidelines.** Panel members agree that the appearance of impartiality and objective oversight is critical to its success in meeting its mission. Panel members agree to the following clarifying guidelines to the formal ethics policy:

- Any appearance that a Panel member may be personally or professionally benefited by participation in Panel discussions or actions shall be disclosed. At the request of the Panel Chair, Panel members who may have an appearance of conflict will refrain from participating in Panel discussions or actions. An appearance of conflict or a potential for conflict requiring disclosure includes examples such as the following: a COP member is married to someone or has a relative who is seeking a contract with Sound Transit; a member has a direct contractual relationship with someone who is seeking a contract with Sound Transit; a member is working for an organization that is engaged in direct negotiation with Sound Transit over a permit, a regulatory interpretation, or a contract with Sound Transit, to the extent the member is employed in a position or department having a direct role in the negotiation. When in doubt, Panel members should err on the side of disclosure.
- The following situations constitute an appearance of personal or professional benefit and require the Panel member to recuse himself or herself from COP discussions: the Panel member personally is seeking paid employment or contracts with Sound Transit; is responding to an RFQ or RFP issued by Sound Transit, either directly or as a subcontractor; has been offered or awarded employment or contracts with Sound Transit or one of its contractors; or the Panel member's employer is engaged in the foregoing.
- The following situations constitute an actual conflict of interest and require the Panel member to resign from the COP: the Panel member as an individual or business entity has been notified of selection for employment or for a contract with Sound Transit; or the Panel member's employer is engaged in a contractual relationship with Sound Transit and the Panel member is in a position having a direct role in the performance or oversight of the contract.

# 2025 Focus Area Discussion

## 2024-2025 focus areas

- Asset management - preservation and renewal of infrastructure
- Audit - Performance audits Expansion - Federal Way Link
- Community engagement team in general (not project-specific)
- Conversations with representatives of the TAG and the Board
- Environmental sustainability- including green materials, methods, energy
- Operational performance - cost, safety, reliability, etc. with peer comparisons
- Equity - Diversity, equity, and inclusion in expansion and operations
- Expansion - Bus Rapid Transit
- Expansion - East Link and Redmond
- Expansion - Lynnwood Link
- Expansion - Operations and Maintenance Facility South
- Expansion - Project delivery, cost, schedule, alternatives evaluation, public engagement
- Expansion - West Seattle and Ballard
- Finance - Budget and financial plans, financial management, subarea equity
- Planning - Regional plan, transportation improvement plan, service plan
- Real estate - Transit-oriented development and property management
- Rider experience - Fares, cleanliness, accessibility, public information, public art, parking
- Safety - Rider safety, accidents, incidents, preparedness for extreme events
- State relations and legislative agenda
- Workforce development, apprenticeship and recruiting programs