

SOUND TRANSIT

MOTION NO. M98-55

Adopting revised responsibilities for the Board's permanent committees.

BACKGROUND AND COMMENTS

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Board of Directors	7/23/98	Action	Marcia Walker, Board Administrator	206-684-1639

ACTION:

Approve Motion No. M98-55, adopting the revised responsibilities of the Board's permanent committees (Executive Committee, Finance Committee, Public and Government Affairs Committee).

BACKGROUND:

At the April 9, 1998 Board meeting, Chair Drewel appointed a special task force to review Sound Transit's committee structure and functions to ensure the effective management of Sound Transit's work. The proposed revised committee responsibilities are the result of that review.

RELEVANT BOARD POLICIES AND PREVIOUS ACTIONS TAKEN:

- ◆ Adoption of Motion No. 21 (December 6, 1996)

Motion No. 21 established the responsibilities of the Executive Committee, the Finance Committee and the Public and Government Affairs Committee.

- ◆ The April 9, 1998 appointment of the Committee Structure Task Force

KEY FEATURES:

- ◆ The motion adopts revised responsibilities for the Sound Transit Board's permanent committees, as outlined below:

Executive Committee

- ◆ Develop and recommend procedural rules for Board actions, including how the Board organizes itself.
- ◆ Consider significant policy issues affecting the entire Authority that are not within the responsibility of another standing committee.

- ◆ Consider policy decisions specific to the lines of business and make recommendations concerning those policy decisions to the Board.
- ◆ Review and confirm recommendations by the Chair concerning committee membership assignments and the appointment of chairpersons for standing committees.
- ◆ Establish the operations and charges of committees and task forces. Review on an annual basis to determine if any modifications are necessary and if the continuation of the committee or task force is in the best interests of the Authority.
- ◆ Make recommendations to the Board concerning the appointment, responsibilities, performance and compensation of the executive director and board administrator.
- ◆ Conduct the agency's performance rating annually, based on the independent performance audit, financial audit and the Citizen Oversight Panel reviews of the previous calendar year.
- ◆ Act as a monitor, sounding board and staff advisor for negotiations or other matters that are within staff authority but have long-term policy implications.
- ◆ Review the process and procedures for the procurement of materials, work and services.
- ◆ Act in lieu of RTA Board in an emergency of special circumstance, subject to ratification by the Board.
- ◆ Serve as a resource to the Board's chair and to the executive director for purposes of planning future Board actions or policy decisions.
- ◆ Oversee the real estate/TOD subcommittee.
- ◆ Review on a quarterly basis, the progress of ad-hoc working groups that are serving in an advisory capacity to staff.
- ◆ Consider operations issues affecting the entire Authority that are not within the responsibility of another standing committee.

Finance Committee

- ◆ Recommend annual capital and operating budget and finance plan. Monitor progress toward adopted budgets and current year's financial position. Review progress toward long-term financial goals and commitments.
- ◆ Monitor Sound Transit federal funding status for progress toward long-term financial goals.
- ◆ Recommend cash management and investment policies. Monitor investments on regular basis.
- ◆ Direct and review financial audits to be conducted as required.
- ◆ Recommend and monitor distribution of funds to other agencies.
- ◆ Manage Sound Transit Board's relationship with Citizen Oversight Panel.
- ◆ Establish and monitor general financial management policies, to include accounting, auditing, financial reporting and budgeting.
- ◆ Approve contract awards that exceed the executive director's authority and do not exceed \$5 million. Recommend to the Board the approval of contract awards that exceed \$5 million.
- ◆ Recommend and monitor farebox policy and rates.
- ◆ Recommend and monitor debt management policies and the issuance of debt.
- ◆ Recommend and monitor general administrative policies and procedures as needed, including risk management, information systems contracting, and facilities management.
- ◆ Review and comment to the board on the financial implications of other committee actions, if such actions exceed the authorizations outlined by the adopted budget policies.

Public & Government Affairs Committee

- ◆ Recommend a public involvement structure and program for Sound Transit that facilitates meaningful participation at regional, subarea and community levels.
- ◆ Monitor the implementation of public involvement programs carried out by staff.
- ◆ Recommend a communications and marketing program to inform citizens of Sound Transit business, encourage participation, and promote the use of its services and facilities.
- ◆ Monitor M/W/DBE policy implementation.
- ◆ Recommend a government relations program, to ensure collaborative working relationships with other legislative bodies and governmental agencies.
- ◆ Monitor the implementation of the state legislative program and represent the ST Board, when necessary.
- ◆ Monitor the implementation of the federal legislative program and represent the ST Board, when necessary.

Real Estate / Transit-Oriented Development (TOD) Subcommittee

- ◆ Serves as a subcommittee of the Executive Committee.
- ◆ Real estate responsibilities include:
 - Recommend and approve all real estate related transactions associated with the purchase, sale, lease, relocation of property/business associated with the implementation of Sound Move.
 - Recommend and approve all condemnation actions deemed necessary for the implementation of Sound Move.
 - Assure that real estate transactions follow the adopted policies, procedures and guidelines for real estate and acquisition, including the implementation of TOD related policies for all properties.
 - Act as the Sound Transit representative for real estate related appeals, according to the adopted policies, procedures and guidelines for real estate and acquisition.
 - Review and comment to the Board on real estate related issues.
- ◆ Transit oriented development responsibilities include:
 - Ensure that TOD policies are incorporated on Sound Transit property through:
 - Preserving development opportunities on ST property;
 - Promoting TOD in the acquisition/use/disposition of excess land;
 - Preserving options through local station area plan and project reviews.
 - Ensure TOD technical support through:
 - Assisting other technical support programs;
 - Addressing legal issues that specifically affect ST system operations and goals, prepare TOD-supportive legislative agenda, and as a member of this coalition, encourage its passage in a future legislative session;
 - TOD incentive programs;
 - Ensure TOD policies are incorporated into the ST program;
 - Advise the Executive Committee and the Board on TOD opportunities associated with the alignment choices.

FUNDING:

The motion to revise the responsibilities of the permanent committees has no funding implications.

ALTERNATIVES:

1. Reject the revised responsibilities, as proposed, and continue to follow the existing responsibilities.
2. Reject the revised responsibilities, as proposed, and assign the committee structure task force to develop further or other revisions for the Board's future consideration.

CONSEQUENCES OF DELAY:

Not significant.

SOUND TRANSIT

MOTION NO. M98-55

A motion of the Board of the Central Puget Sound Regional Transit Authority region to adopt the revised responsibilities for the Board's permanent committees.

Background:

At the April 9, 1998 Board meeting, Chair Drewel appointed a special task force to review Sound Transit's committee structure and functions to ensure the effective management of Sound Transit's work. The proposed revised committee responsibilities are the result of that review.

Motion:

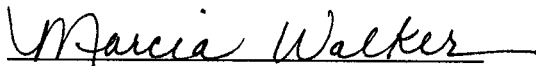
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the revised responsibilities of the Board's permanent committees, as shown in Attachment A, be adopted.

Approved by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof on the 23rd day of July 1998.



Bob Drewel
Board Chair

ATTEST:



Marcia Walker
Board Administrator

Motion No. M98-55
Attachment A

Executive Committee Responsibilities

1. Develop and recommend procedural rules for Board actions, including how the Board organizes itself.
2. Consider significant policy issues affecting the entire Authority that are not within the responsibility of another standing committee.
3. Consider policy decisions specific to the lines of business and make recommendations concerning those policy decisions to the Board.
4. Review and confirm recommendations by the Chair concerning committee membership assignments and the appointment of chairpersons for standing committees.
5. Establish the operations and charges of committees and task forces. Review on an annual basis to determine if any modifications are necessary and if the continuation of the committee or task force is in the best interests of the Authority.
6. Make recommendations to the Board concerning the appointment, responsibilities, performance and compensation of the executive director and board administrator.
7. Conduct the agency's performance rating annually, based on the independent performance audit, financial audit and the Citizen Oversight Panel reviews of the previous calendar year.
8. Act as a monitor, sounding board and staff advisor for negotiations or other matters that are within staff authority but have long-term policy implications.
9. Review the process and procedures for the procurement of materials, work and services.
10. Act in lieu of RTA Board in an emergency of special circumstance, subject to ratification by the Board.
11. Serve as a resource to the Board's chair and to the executive director for purposes of planning future Board actions or policy decisions.
12. Oversee the real estate/TOD subcommittee.
13. Review on a quarterly basis, the progress of ad-hoc working groups that are serving in an advisory capacity to staff.
14. Consider operations issues affecting the entire Authority that are not within the responsibility of another standing committee.

Finance Committee Responsibilities

1. Recommend annual capital and operating budget and finance plan. Monitor progress toward adopted budgets and current year's financial position. Review progress toward long-term financial goals and commitments.
2. Monitor Sound Transit federal funding status for progress toward long-term financial goals.
3. Recommend cash management and investment policies. Monitor investments on regular basis.
4. Direct and review financial audits to be conducted as required.
5. Recommend and monitor distribution of funds to other agencies.
6. Manage Sound Transit Board's relationship with Citizen Oversight Panel.
7. Establish and monitor general financial management policies, to include accounting, auditing, financial reporting and budgeting.
8. Approve contract awards which exceed the executive director's authority and do not exceed \$5 million. Recommend to the Board the approval of contract awards which exceed \$5 million.
9. Recommend and monitor farebox policy and rates.
10. Recommend and monitor debt management policies and the issuance of debt.
11. Recommend and monitor general administrative policies and procedures as needed, including risk management, information systems contracting, and facilities management.
12. Review and comment to the board on the financial implications of other committee actions, if such actions exceed the authorizations outlined by the adopted budget policies.

Public & Government Affairs Committee Responsibilities

1. Recommend a public involvement structure and program for Sound Transit that facilitates meaningful participation at regional, subarea and community levels.
2. Monitor the implementation of public involvement programs carried out by staff.
3. Recommend a communications and marketing program to inform citizens of Sound Transit business, encourage participation, and promote the use of its services and facilities.
4. Monitor M/W/DBE policy implementation.
5. Recommend a government relations program, to ensure collaborative working relationships with other legislative bodies and governmental agencies.
6. Monitor the implementation of the state legislative program and represent the ST Board, when necessary.
7. Monitor the implementation of the federal legislative program and represent the ST Board, when necessary.

Real Estate / Transit-Oriented Development (TOD) Subcommittee

1. Serves as a subcommittee of the Executive Committee.
2. Real estate responsibilities include:
 - ◆ Recommend and approve all real estate related transactions associated with the purchase, sale, lease, relocation of property/business associated with the implementation of Sound Move.
 - ◆ Recommend and approve all condemnation actions deemed necessary for the implementation of Sound Move.
 - ◆ Assure that real estate transactions follow the adopted policies, procedures and guidelines for real estate and acquisition, including the implementation of TOD related policies for all properties.
 - ◆ Act as the Sound Transit representative for real estate related appeals, according to the adopted policies, procedures and guidelines for real estate and acquisition.
 - ◆ Review and comment to the Board on real estate related issues.
3. Transit oriented development responsibilities include:
 - ◆ Ensure that TOD policies are incorporated on Sound Transit property through:
 - ◆ Preserving development opportunities on ST property;
 - ◆ Promoting TOD in the acquisition/use/disposition of excess land;
 - ◆ Preserving options through local station area plan and project reviews.
 - ◆ Ensure TOD technical support through:
 - ◆ Assisting other technical support programs;
 - ◆ Addressing legal issues that specifically affect ST system operations and goals, prepare TOD-supportive legislative agenda, and as a member of this coalition, encourage its passage in a future legislative session;
 - ◆ TOD incentive programs.
 - ◆ Ensure TOD policies are incorporated into the ST program.
 - ◆ Advise the Executive Committee and the Board on TOD opportunities associated with the alignment choices.