

Sound Transit Reports and Publications

Sound Transit publishes a variety of reports and publications on ridership, system planning, financial reports, and capital projects under construction. Below is a list of reports produced and distributed to the Board throughout the year.

Capital Projects Reports

Agency Progress Report

The Agency Progress Report summarizes significant events that occurred during the reporting period, provides information concerning active contracts, including current schedule and cost forecasts for projects in each capital project group.

-A link to this report is e-mailed to the Board on a quarterly basis.

Link Progress Report

This report summarizes significant events that occurred for Link light rail projects during the reporting period including information concerning active contracts, including current schedule and cost forecasts.

-A link to this report is e-mailed to the Board on a monthly basis except months when the information is included in the quarterly Agency Progress Report.

Phase Gate Reports

Reports and actions are brought to the Board as part of the Agency's Phase Gate Process when Sound Transit projects meet certain milestones.

-Phase Gate Reports and Phase Gate Actions are brought to Board meetings as applicable.

Ridership and Operations Reports

Quarterly Performance Report

The Quarterly Performance Report includes quarterly data for all Sound Transit modes and tracks ridership trends over the prior year. The report also includes boarding information by route and a number of other performance measures.

-This report is presented at Board meetings on a quarterly basis.

Monthly Service Performance Report

The Monthly Service Performance Report includes monthly ridership data for all Sound Transit modes and tracks ridership trends over the prior year. It also includes parking utilization data, fare evasion, and service mode performance against twelve performance objectives on a monthly basis as well as displaying annual trends.

-This report is presented to the Operation and Administration Committee on a monthly basis.

Service Planning Reports

Service Implementation Plan

The annual Service Implementation Plan (SIP) guides the delivery of ST Express bus, Sounder commuter rail and Link light rail services. The plan describes service and revisions proposed for the upcoming budget year, together with preliminary proposals and financial estimates for the subsequent five-year period.

-The draft plan is reviewed by the Operation and Administration Committee and approved by the Board in the fourth quarter of every year.

Transit Development Plan

Sound Transit is required to prepare a six-year transit development plan and annual report to provide updated information to the Washington State Department of Transportation (WSDOT) on the development of the various transit components undertaken by Sound Transit. WSDOT uses these documents to prepare an annual report for the Washington State Legislature.

-The draft plan is reviewed by the Operation and Administration Committee and approved by the Board in the third quarter of every year.

Financial and Audit Reports

Annual Budget

The Sound Transit annual budget includes annual budgets for Service Delivery, Project Delivery, and Agency Administration including debt service.

-The following year's annual budget is reviewed by the Board beginning in September with Board adoption scheduled for December.

Annual Transit Improvement Plan

The Transit Improvement Plan (TIP) provides projected capital and operating expenditures for the construction and operation of the transit system. The document includes six-year annual forecasts for operating expenses and phase-level budget information for capital projects for the upcoming six years. Only Board-approved budget amounts are included. If the Board has not approved a baseline budget for a capital project, only authorized phases are included in the TIP.

-The following year's Transit Improvement Plan is endorsed by the Board as part of the budget review process.

Financial Plan

The Financial Plan is the agency's long-range strategic plan updated annually to validate and confirm the adequacy of funding available to construct, operate and maintain transit programs approved by voters in *Sound Move* and ST2.

-The report is reviewed by the Executive Committee on an annual basis as part of the annual budget process.

Annual Report

Annual Report on Sound Transit including achievement of milestones, financial and operating highlights, and financial statements.

-The report is e-mailed to the Board on an annual basis.

State Auditor's Office Accountability Audit

The Accountability Audit is performed by the State Auditor's Office to assess whether Sound Transit complied with state laws and regulations and its own policies and procedures. The audit is conducted by the State Auditor's Office.

-Accountability Audits are reviewed by the Audit and Reporting Committee on an annual basis.

Quarterly Financial Report

The report summarizes Sound Transit's financial performance for revenues, transit operations, capital outlays, and staff operations for the quarter.

-The report is reviewed by the Audit and Reporting Committee on a quarterly basis.

Fare Revenue Report

An annual report on Sound Transit fare revenues to inform management and the Board on fare revenue in the prior year and whether adjustments are recommended to maintain farebox recovery policies.

-The report is reviewed by the Board on an annual basis.

Audit of Sound Transit's Financial Statements

Annual audit of the prior year's financial statements to determine compliance with generally accepted accounting principles. The audit is conducted by an independent auditor contracted by Sound Transit.

-The Financial Statements Audit is reviewed by the Audit and Reporting Committee on an annual basis.

Single Audit

Annual audit of Sound Transit as a recipient of over \$500,000 in Federal Grant dollars. This audit is conducted by an independent auditor contracted by Sound Transit.

-The Single Audit is reviewed by the Audit and Reporting Committee on an annual basis.

Subarea Equity Report and Annual Subarea Equity Report for the 15-Year Period

Annual examination of Sound Transit's compliance with its subarea equity policies. The reports are prepared by an independent auditor contracted by Sound Transit.

-The Subarea Equity Reports are reviewed by the Audit and Reporting Committee on an annual basis.

Performance Audits

Audits are performed by an independent auditor contracted by Sound Transit following the selection of an audit topic by the Audit and Reporting Committee. Performance audits are performed on an annual basis except years where the State Auditor's Office conducts a performance audit on Sound Transit.

-Performance audits are reviewed by the Audit and Reporting Committee on an annual basis.

Citizen Oversight Panel Reports

Citizen Oversight Panel Year-End Report

The COP conducts an annual review of Sound Transit's performance in the seven areas within the panel's mission—adherence to public commitments; the open and timely involvement of citizens; the process of evaluating project alternatives; the capital and operating budgets and finance plans; equity in subarea budgets and reporting; discipline in management of schedules and budgets; and review of agency performance audits.

-The COP reports to the Board on an annual basis.

Citizen Oversight Panel Task Force Reports

The COP also provides reports on the findings of task forces established by the panel to provide additional oversight into specific topics.

-COP Task Force reports are distributed to the Board as available.

Citizen Oversight Panel Meeting Summaries

Summaries of each COP meeting are provided to the Board for information.

-Meeting summaries are e-mailed to the Board on a monthly basis.