

**Meeting Notes - DRAFT**  
**ORCA Joint Board Meeting – April 8, 2019**  
**11:00 a.m. to 12:30 p.m.**  
**King Street Center, 8th Floor Conference Room**

<b>Board Members Attending:</b>  <b>Community Transit</b> <ul style="list-style-type: none"><li>• Emmett Heath</li></ul> <b>Everett Transit</b> <ul style="list-style-type: none"><li>• Tom Hingson</li></ul> <b>King County Metro</b> <ul style="list-style-type: none"><li>• John Resha</li></ul> <b>Kitsap Transit</b> <ul style="list-style-type: none"><li>• John Clauson</li></ul> <b>Pierce Transit</b> <ul style="list-style-type: none"><li>• Susan Dreier</li></ul> <b>Sound Transit</b> <ul style="list-style-type: none"><li>• Michael Harbour</li></ul> <b>Washington State Ferries</b> <ul style="list-style-type: none"><li>• Brian Churchwell (Alt)</li></ul>	<b>ORCA Operations:</b> <ul style="list-style-type: none"><li>• Rob Jensen (CT)</li><li>• Bob Hunter (ET)</li><li>• Denise Moyle (KT)</li><li>• Mark Eldridge (PT)</li><li>• Mark Gloss (OPS)</li><li>• Ulta Slee (OPS)</li><li>• Lynn Horton (ST)</li><li>• Yvette Lopez (ST)</li><li>• Jared Fernley (WSF)</li></ul> <b>Regional Administration:</b> <ul style="list-style-type: none"><li>• Cheryl Huston (RPA)</li><li>• Liz Biber (RPA)</li><li>• Dan Cunningham (FA)</li></ul> <b>next gen ORCA Program:</b> <ul style="list-style-type: none"><li>• Brittany Esdaile (RPM)</li><li>• Kathleen McMurray (RPT)</li><li>• Sunnie Sterling (RPT)</li></ul>	<b>Others in Attendance:</b> <ul style="list-style-type: none"><li>• Tim Chrobuck (CT)</li><li>• Chrissy Russillo (KCM)</li><li>• Mattelyn Tharpe (ST)</li><li>• Lisa Wolterink (ST)</li><li>• Ryan Wheaton (PT)</li><li>• Alex Di Giacomo (ST)</li><li>• Jason Weiss (ST)</li><li>• Chyna Serraino (Vix)</li></ul>
--	--	--

**1. CALL THE MEETING TO ORDER & INTRODUCTIONS:** The meeting was called to order by Joint Board Chair, John Resha (KCM).

**2. PUBLIC COMMENT:** None.

**3. APPROVE MEETING NOTES:** The March 11, 2019 meeting notes were unanimously approved by the Joint Board.

**4. BRIEFINGS:**

- a) Next gen ORCA Project Update and Dashboard** – Brittany Esdaile (RPM) reviewed the monthly dashboard which now includes the Joint Board requested high-level risk snapshot. She noted the project is moving along as planned. All high risk items have a back-up mitigation plan. Design review has been the key focus. The capital budget will be reviewed with the Joint Board in the second quarter.

**Data Access and Reporting Project (DARe)** – The team continues work on data storage. Sample reports have been developed and received positive agency feedback. Two more reports are under development.

**Systems Integrator** – Preliminary design workshops are underway with the designers, development team and agency experts. A second block of workshops will follow later this month. Completion of the preliminary design is anticipated this summer. John said stakeholders have commented that the process is going very well.

**Business Rules (BR) Update** – Kathleen McMurray (RPT) summarized the Q1 2019 report noting that the current batch of BRs fall under the categories approved by the Site Managers. These included updates to existing rules to align with an account-based system, which languages to use and rules regarding handling refunds.

Emmett Heath (CT) asked about BR 016. Kathleen said it applies only to PT and how they handle transit employee passes. John said he likes the level of detail and asked for the decision points to be noted in the BR look-ahead for planning Joint Board actions.

- b) **Draft ORCA Data Privacy Policy** – Cheryl Huston (RPA) summarized the draft policy work to date, then introduced Paul Lavalley (IBI). Paul summarized the policy structure, proposed guidelines and reviewed examples of three types of record requests.

Edits proposed will be incorporated when the final ORCA Data Privacy Policy is presented for action at the May 13 Joint Board meeting.

## 5. ACTION ITEMS:

- a) **Authorize ST to Execute Retail Network Contract** – Brittany presented the action to approve ST's procurement with Ready Credit for the retail network services provider. Mike Harbour (ST) noted that ST's Board Committee is recommending approval of the procurement. The contract award is contingent on having a fully executed ORCA System Interlocal Agreement. All agencies except KCM have approved the new ILA.

Authorization for ST to execute the Retail Network Contract with Ready Credit was unanimously approved by the Joint Board. The action is contingent upon the full execution of the ORCA System Interlocal Agreement.

- b) **Approve Joint Board Officers and Terms** - Cheryl requested nominations for the Joint Board officer positions: Chair, Vice Chair and Acting Chair. Nominations were accepted as follows: John Resha for Chair, Mike Harbour for Vice Chair and Tom Hingson for Acting Vice Chair.

The nominated officers were unanimously approved by the Joint Board for a one-year term, effective June 1, 2019 through May 31, 2020.

## 6. ADMINISTRATORS REPORT:

Operations – Tokenization work is delayed again. Vix user testing has been pushed to the end of June with agency testing not likely until August. The ORCA Leadership Team meets April 11 to discuss the delay and impacts. Concurrently, Vix is conducting their PCI audit and expects to deliver the final report by May 31, the contractually required due date.

Vix should have the upgraded TRU devices installed by the end of April.

Security – Vix is scheduled to deliver the 2020 Security Action Plan in April. Other than standard patch management and PCI remediation work, no other large bodies of work are expected for 2020.

## 7. OTHER BUSINESS:

Mike acknowledged Lynn Horton's retirement and thanked her for 10 years of dedicated service to ST and the ORCA program. Lynn then introduced Yvette Lopez who will serve as ST's Site Manager.

Emmett reported CT opened a new regional transit center and launched the new SWIFT line. He then shared their ORCA card commemorating the event. He also noted that the CT board has approved their participation in the low income program.

The meeting adjourned at 11:56 a.m.

**NEXT JOINT BOARD MEETING:** Monday, May 13, 2019, 11:00 a.m. to 12:30 p.m. at King Street Center 8<sup>th</sup> Floor Conference Room.