

Meeting Notes - DRAFT
RFCS ORCA Joint Board Meeting – January 14, 2019
11:00 a.m. – 12:30 p.m.
King Street Center, 8th Floor Conference Room

<p>Board Members Attending:</p> <p>Community Transit</p> <ul style="list-style-type: none"> • Emmett Heath <p>Everett Transit</p> <ul style="list-style-type: none"> • Tom Hingson <p>King County Metro</p> <ul style="list-style-type: none"> • John Resha <p>Kitsap Transit</p> <ul style="list-style-type: none"> • John Clauson <p>Pierce Transit</p> <ul style="list-style-type: none"> • Susan Dreier <p>Sound Transit</p> <ul style="list-style-type: none"> • Mike Harbour <p>Washington State Ferries</p> <ul style="list-style-type: none"> • Greg Faust (Alt) 	<p>ORCA Operations:</p> <ul style="list-style-type: none"> • Rob Jensen (CT) • Bob Hunter (ET) • Laurie Elder (KCM) • Mark Gloss (OPS) • Ulta Slee (OPS) • Mark Eldridge (PT) • Lynn Horton (ST) • Jared Fernley (WSF) <p>Regional Administration:</p> <ul style="list-style-type: none"> • Cheryl Huston (RPA) • Liz Biber (RPA) • Dan Cunningham (FA) • Alan Hecker (RSE) <p>next gen ORCA Program:</p> <ul style="list-style-type: none"> • Brittany Esdaile (RPM) • Adam Vance (RPT) • Kathleen McMurray (RPT) 	<p>Others in Attendance:</p> <ul style="list-style-type: none"> • Russell Driver (ARC) • Kim Conkthey (ARC) • Melissa Cauley (CT) • Tim Chrobuck (CT) • Paul Lavallee (IBI) • Jon Campbell (IBI) • McKenzie Maidl (IBI) • Janine Joly (KC) • Matt Hansen (KCM) • Randy Boshart (KCM) • Amy Sutherland (Moss Adams) • Laurie Tish (Moss Adams) • Ryan Wheaton (PT) • Alex Di Giacomo (ST) • Amy Pearsall (ST) • Chad Davis (ST) • Jason Weiss (ST) • Lisa Wolterink (ST) • Mattelyn Tharpe (ST) • Sunnie Sterling (ST)
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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 November 5, 2018 meeting notes were unanimously approved by the Joint Board.

4. BRIEFING / DISCUSSION:

a) Moss Adams ORCA Audit Plan – Laurie Tish (Moss Adams) summarized the 2018 financial statement audit approach, scope and work underway. The final report will be issued by mid-April along with a management letter detailing recommended efficiencies. The Moss Adams team has met with KPMG to review previous audit documentation.

b) next generation ORCA

Baseline Quality Assurance Report – Russell Driver (ARC Alternatives) presented the next generation project baseline assessment report and noted that the program is effectively managed with significant technical capabilities, strong governance and working relationships. A status of program health will be provided quarterly.

Business Rules (BR) Approval Process – Kathleen McMurray (RPT) summarized the planned approval process for carryover legacy and next generation business rules. Development and review of the new business rules will require a significant amount of time from the agencies and the Regional Program Team. All next generation business rules will be approved using a streamlined three-tier process which places accountability at the appropriate level, either with the Joint Board, Steering Committee or Business Managers, depending on the subject matter. The Joint Board will continue to approve business rules for budget and regional policy. The Joint Board is comfortable with the tiered approach and the checks and balances in place. A quarterly status of approved business rules will be provided to the Joint Board.

Data Access and Reporting (DARe) – Brittany Esdaile reported all current ORCA data has been uploaded to the agency platform and the process is going well. The DARe team is working on reproducing data and reports.

Systems Integrator (SI) – Brittany noted that INIT is fully engaged with a conceptual schedule for the three design phases. Conceptual Design (CD) SI documents have now been reviewed with some requiring additional work by INIT. As this is an agile project, Preliminary Design (PD) SI documents will be submitted before all CD SI documents are confirmed as complete. PD SI will require significant agency participation in February/March.

Retail Network RFP – Brittany said the intent to award was issued. Pending successful negotiations, approval of the contract award is scheduled for the March Joint Board meeting.

Staffing Update – Brittany reported that four of the proposed staff (two network and two website related) will not be needed as the RPT are able to leverage expertise within ORCA staff, vendors and consultants. Due to the complexity of the transition, the RPT does plan to add one transition integration staff position in Q1 2019.

2018 Year in Review – Brittany highlighted 2018 Regional Program and Steering Committee accomplishments and milestones. She thanked the Steering Committee, regional team and agency staff who all contributed to the past year's work. Sound Transit's procurement was praised for a job well done. Brittany noted the need to encourage all participants, vendors, subcontractors, and to focus on upcoming milestones and transition activities.

Director Recruitment – Cheryl Huston (RPA) reported that the Steering Committee plans to finalize the director job description for recommendation at the Joint Board on February 11. John reminded the Joint Board of their responsibility pertaining to this new position including performance assessment, goal setting and overall management. Mike Harbour (ST) is the hiring manager. He reiterated that the Joint Board will provide final hiring approval and ongoing oversight.

- c) **ORCA Data Privacy Policy Development** – Paul Lavalley (IBI) presented guiding principles for the policy. The Joint Board discussed various data request scenarios. The IBI team and the agencies will proceed to drafting the policy. The draft policy will be reviewed by the agencies and legal prior to scheduling for Joint Board action.

5. ACTION ITEM: Approve BR 299 ORCA Disbursement Check Limits – This rule allows the Fiscal Agent to approve refunds up to \$3,000. Going forward, customers will be notified their refund can be issued electronically through a free Zelle application or by requesting a check. John asked if there were internal controls for the larger refunds to ensure against fraud. Sunnie Sterling (RPT) answered that controls would be part of future ORCA audits and refunds will still go through several approval levels.

Business Rule (BR) 299 ORCA Disbursement Check Limits was unanimously approved by the Joint Board.

6. ADMINISTRATORS' REPORT: Cheryl reported that Vix should complete the TRU upgrade installations by January 31.

7. OTHER BUSINESS: None.

The meeting adjourned at 12:31 p.m.

NEXT JOINT BOARD MEETING: Monday, February 11, 2019, 11:00 a.m. to 12:30 p.m. at King Street Center 8th Floor Conference Room.