

Meeting Notes - DRAFT
ORCA Joint Board Meeting – March 11, 2019
11:00 a.m. to 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"> • Tim Chrobuck (Alt) <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"> • Ryan Wheaton (Alt) <p>Sound Transit</p> <ul style="list-style-type: none"> • Jason Weiss (Alt) <p>Washington State Ferries</p> <ul style="list-style-type: none"> • Greg Faust (Alt) 	<p>ORCA Operations:</p> <ul style="list-style-type: none"> • Bob Hunter (ET) • Laurie Elder (KCM) • Sunny Knott (KCM) • Denise Moyle (KT) • Mark Gloss (OPS) • Ulta Slee (OPS) • 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) <p>next gen ORCA Program:</p> <ul style="list-style-type: none"> • Brittany Esdaile (RPM) 	<p>Others in Attendance:</p> <ul style="list-style-type: none"> • Deb Osborne (CT) • Chrissy Russillo (KCM) • Janine Joly (KCM) • Brent White (Sea Transit Blog) • Sunnie Sterling (ST) • Mattelyn Tharpe (ST) • Lisa Wolterink (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 February 14, 2019 special meeting notes were unanimously approved by the Joint Board.

4. BRIEFINGS:

- a) Escheatment Report – Cheryl reported this is the final report as escheatment activities are now a routine annual business process. The Fiscal Agent will keep Site Managers informed as annual unclaimed property notifications go out (May-August) and coordinate on public messaging prior to submittal of unclaimed property report to DOR.

John noted interest in unclaimed value below the state requirements and said the conversation is ongoing.

- b) Next gen ORCA – Brittany shared the Steering Committee’s dashboard that reflects phase accomplishments, upcoming activities, actions and deliverables. This presentation will be presented each month. At the Joint Board’s request, Brittany will include high level risk.

Retail Network Procurement – The negotiations should wrap up by the end of March. Contract Award approval is tentatively scheduled for the April Joint Board

Data Access and Reporting Project (DARe) – The team is working to resolve some data storage issues and expects to deliver a first cut report for review by the region and key stakeholders.

Systems Integrator Project – The conceptual design review wrapped up in February. The preliminary design has over 100 regional SMEs engaged for document review. They have completed the review of the first package; the second package review is in progress. There will be two full weeks of workshops in April. Sign off for preliminary design is targeted for the end of June but they may be advancing some design pieces into the final design review, in parallel, to help keep on schedule.

5. ACTION ITEMS:

- a) **Approve BR 300 New Affiliate and Agreement Terms** – Cheryl Huston (RPA) summarized the action to approve KCM sponsoring the City of Seattle as an Affiliate to allow ORCA to be accepted for fare payment on the Monorail. The terms and payment requirements will be incorporated into an agreement between KCM and the City of Seattle. The City will pay an Annual Participation Fee to the ORCA agencies. The proposed start for Monorail to accept ORCA is September 2019.

BR 300 New Affiliate and Agreement Terms was unanimously approved by the Joint Board.

- b) **Approve ORCA Public Records Disclosure Policy Revisions** – Cheryl reported this action is to approve administrative changes clarifying agency and RPA responsibilities for coordinated and timely management of public record requests and maintenance of the request tracking log.

ORCA Public Records Disclosure Policy Revisions were unanimously approved by the Joint Board.

6. ADMINISTRATORS REPORT:

- a) **Operations** –

After multiple delays, Vix now plans to test Tokenization work by the end of April. Agency testing will move into late May. Assuming successful testing, Tokenization could be in production by mid-summer. Tim Chrobuck (CT) asked about delay in implementation. Cheryl said the delay is tied to development work that Ness provides to Vix.

Ten new retail stores will be in service by the end of March.

- b) **Security** –

Tokenization – This work will not be in the production environment prior to completion of the PCI audit. Vix is expected to provide the auditor documentation regarding the Tokenization solution and implementation schedule, within the time allowed, after the ROC has been submitted.

PCI Audit - Vix's PCI audit testing is underway. The final Report on Compliance (ROC) is due on May 31, 2019.

SOC Audit - The agencies had no comments on Vix's draft 2018 SOC Audit report. The final report is expected this week.

7. OTHER BUSINESS: John acknowledged Laurie Elder's retirement and thanked her for 35 years of dedicated service to KCM and the ORCA program.

The meeting adjourned at 11:27 a.m.

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