Board Members Attending:	*ORCA Operations:*		*Others in Attendance:*	
Community Transit	• Rob Jensen	(CT)	• Alex Scherer	(INIT)
• Tim Chrobuck (Alt)	• Bob Hunter	(ET)	• Amy Gardner	(INIT)
	• Laurie Elder	(KCM)	• Eric Linxweiler	(INIT)
Everett Transit	• Mark Gloss	(OPS)	• Jim Stamateur	(INIT)
• Tom Hingson	• Ulta Slee	(OPS)	• Thomas Schaich	(INIT)
	• Mark Eldridge	(PT)	• Janine Joly	(KC)
King County Metro	• Lynn Horton	(ST)	• Scott Rider	(KT)
• John Resha			• Alan Hecker	(ST)
	Regional Administration:		• Alex Di Giacomo	(ST)
Kitsap Transit	• Cheryl Huston	(RPA)	• Amy Pearsall	(ST)
• Steffani Lillie (Alt)	• Liz Biber	(RPA)	• Jason Weiss	(ST)
	• Dan Cunningham	(FA)	• Mattelyn Tharpe	(ST)
Pierce Transit			• Sunnie Sterling	(ST)
• Ryan Wheaton (Alt)	*next gen ORCA Program:*		• Todd Sucee	(Vix)
	• Brittany Esdaile	(RPM)		
Sound Transit	• Adam Vance	(RPT)		
• Mike Harbour	• Kathleen McMurray	(RPT)		
Washington State Ferries				
• Greg Faust (Alt)				

1. **CALL THE MEETING TO ORDER & INTRODUCTIONS:** The meeting was called to order by Joint Board Chair, John Resha (KCM). John introduced INIT's manager, Eric Linxweiler who introduced his system integrations project leads: Alex Scherer, Amy Gardner, Jim Stamateur and Thomas Schaich.

2. **PUBLIC COMMENT:** None.

3. **APPROVE MEETING NOTES:** The October 5, 2018 meeting notes were unanimously approved by the Joint Board.

4. **BRIEFING / DISCUSSION:**

   a) **next generation ORCA Update** – Brittany summarized program work.

   Data Access and Reporting (DARe) – Great news, the data replication has been running steady for over two weeks, including through recent end of month processes. There are a few remaining Vix deliverables prior to moving into the production environment and starting the build-out of the reporting platform.

   Systems Integrator (SI) – In October, the Notice to Proceed was issued and an internal project kickoff meeting was held with INIT. A year-long detailed design process was launched which will define and detail the system being built. The design and review process is expected to be finished by year-end 2019. A project kickoff meeting with the agencies and INIT is scheduled today.

   Retail Network RFP – Evaluation and development of requests for revised proposals are underway. The project is on schedule.

   b) **next generation ORCA Budget** – Brittany summarized the updated capital budget and stated the project is on schedule and under budget.

c) **Policy Development** – Cheryl Huston (RPA) summarized progress and noted the complexities include defining PII, level of aggregation, and clarifying the data needs for business accounts. A high-level presentation is scheduled for the December 10 Joint Board meeting.

5. **ACTION ITEMS:**

   a) **Approve Change to the December 2018 Joint Board Meeting** – The Joint Board agreed to shorten the December 10 meeting time to one hour, from 11:30 a.m. to 12:30 p.m.

      The revised meeting time was unanimously approved by the Joint Board.

   b) **Approve Revisions to ORCA Terms of Use** – Cheryl noted multiple process revisions regarding escheatment and unclaimed property, card registration, blocking and replacing cards, deletion of expired or unused credit cards in the system, and, a reference to agencies' right to block a card and claim E-purse value to recover money for non-sufficient funds transactions.

      The revisions to the ORCA Terms of Use were unanimously approved by the Joint Board.

   b) **Approve ORCA Operating Budget Amendment No. 2 for Mail Center** – Cheryl requested approval to use $100k of contingency funds for the Mail Center. She reported a higher than projected cost of bank card fees attributed to increases in the number of transactions and sales values through the cardholder website and through the Autoload function. Dan Cunningham (FA) confirmed we have $776k remaining in contingency.

      The ORCA Operating Budget Amendment No. 2 – Mail Center was unanimously approved by the Joint Board.

6. **ADMINISTRATORS' REPORT:** Cheryl provided a summary of key issues.

   a) **Security Report** – The new Vix Security Officer was scheduled to start October 29 but is delayed awaiting pending visa approval.

   b) **Regional Program** – Cheryl said the agencies completed research, as requested by the Joint Board, and concluded revisions to *Business Rule 295 Card Data Request from Law Enforcement/Third Parties* are not required.

   c) **Operations Report** – Agency testing for security work to delete expired credit cards has not started. Vix continues to work through issues. Cheryl said the agencies agreed to postpone implementation of tokenization until 2019 when it became apparent Vix would not be able to implement that work by year-end. This delay allowed Vix to implement several other critical new work items this year.

      TRU installations are now moving along with upgraded devices scheduled for installation by the end of November. Seven additional new locations will be installed after Thanksgiving. And a regional assessment is ongoing to identify where the remaining ten devices will be located.

7. **OTHER BUSINESS:** None.

8. **EXECUTIVE SESSION:** The Joint Board went into Executive Session at 11:55 a.m. to discuss vendor and security issues per RCW 42.30.110(1) (a) (ii). Executive Session ended at 12:09 p.m.

The meeting adjourned at 12:10 p.m.

NEXT JOINT BOARD MEETING: Monday, December 10, 2018, 11:30 a.m. to 12:30 p.m. at King Street Center 8th Floor Conference Room.