

**Joint Board Meeting
June 8, 2020**

Action Item: Approve Regional ORCA Operations Team (ROOT) Implementation Organization

Purpose: To approve the organizational structure for implementing the next generation ORCA system and to authorize the ORCA Director to build the ROOT based upon that structure. The proposed ROOT organization chart is attached as page 2.

Background: The ORCA Director is in the process of hiring three initial ROOT positions in 2020 as approved by the Joint Board. The ORCA Director has developed an Implementation Staffing Plan to lay out the positions required to round out the ROOT organization and the timing for each role. The organization chart for that plan is included in this action.

While there are many factors that may impact the staffing structure, the Implementation Staffing Plan and ROOT organization chart includes the necessary anticipated staff as we begin to prepare for next generation ORCA launch. The ORCA Director will regularly brief the Joint Board on the status of ROOT staffing, and may propose alterations as conditions and decisions change.

Joint Board approval is required for the following:

1. Changes that exceed the annual Operating Budget and therefore require use of budget contingency.
2. Changes that alter the number of positions or substantively alter the roles or functions of any position.
3. Prior to hiring ROOT staff in 2021, the Joint Board must approve the ROOT-Agency Service Level Agreement (SLA). The Joint Board may, by exception and at their discretion, allow hiring for approved positions to commence in 2021 prior to SLA approval.

As representative of the ROOT agency, Sound Transit's Joint Board member and Chief Administrative Officer (CAO) must also authorize each position prior to the ROOT Director starting the hiring process. The CAO will champion the ROOT organization at ST in alignment with decisions made by the Joint Board.

Recommendation: The Site Managers and ORCA Steering Committee support the ROOT Implementation Organization.

Regional ORCA Operations Team (ROOT) Staff

