

**Joint Board Meeting
May 10, 2021**

Operations Action Item: Authorize the Regional Service Provider Agreement for Administrative Host Services with Sound Transit, contingent on approval by the Sound Transit Board of Directors.

Purpose: To authorize the ORCA Director to enter into a Regional Service Provider Agreement for Administrative Host Services with Sound Transit.

Under Section 4.4 of the Interlocal Cooperation Agreement for Implementation, Operation and Maintenance of the ORCA System, dated June 13, 2019, *the Joint Board is authorized to make decisions to:*

4.4.6 Authorize the ROOT Agency to enter into contracts and make changes to the same for designated Regional Service Providers. Provided, however, the Joint Board may delegate to the ORCA Director the authority to enter into contracts and make changes to same, within the limits established by the Joint Board and subject to the adopted Budget.

Background:

- This Regional Service Provider Agreement for Administrative Host Services (“Agreement”) formalizes the support services Sound Transit provides to the Regional ORCA Operations Team (ROOT).
- The Agreement provides for service level agreements on an as needed basis with Sound Transit department/business units to detail the responsibilities, processes, procedures, and service levels Sound Transit will provide during the term of this Agreement. The Agreement authorizes the ORCA Director to enter into those service level agreements.
- The Agency Business Managers approve the Agreement.

Funding: The Agreement is funded by the “ST Admin Host” line item of the annually adopted ORCA Regional Operating Budget. As such, any changes to the services and cost of services will be addressed in collaboration with the ORCA Agencies by way of the ORCA Operating Budget Policy and the annual budget review cycle.

Recommendation: The Agency Business Managers recommend that the Joint Board authorize the ORCA Director to enter into the Regional Service Provider Agreement for Administrative Host Services with Sound Transit.