

**Meeting Notes – Draft**  
**ORCA Joint Board Meeting – April 13, 2020**  
**11:00 a.m. to 12:30 p.m.**

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| <p><b>Board Members Attending:</b></p> <p><b>Community Transit</b></p> <ul style="list-style-type: none"> <li>• Tim Chrobuck</li> </ul> <p><b>Everett Transit</b></p> <ul style="list-style-type: none"> <li>• Tom Hingson</li> </ul> <p><b>King County Metro</b></p> <ul style="list-style-type: none"> <li>• John Resha</li> </ul> <p><b>Kitsap Transit</b></p> <ul style="list-style-type: none"> <li>• John Clauson</li> </ul> <p><b>Pierce Transit</b></p> <ul style="list-style-type: none"> <li>• Susan Dreier</li> </ul> <p><b>Sound Transit</b></p> <ul style="list-style-type: none"> <li>• Mary Cummings</li> </ul> <p><b>Washington State Ferries</b></p> <ul style="list-style-type: none"> <li>• Greg Faust (Alt)</li> </ul> | <p><b>ORCA Operations:</b></p> <ul style="list-style-type: none"> <li>• Bob Hunter (ET)</li> <li>• Rob Jensen (CT)</li> <li>• Sunny Knott (KCM)</li> <li>• Denise Moyle (KT)</li> <li>• Mark Eldridge (PT)</li> <li>• Yvette Lopez (ST)</li> <li>• Jared Fernley (WSF)</li> </ul> <p><b>Regional Administration:</b></p> <ul style="list-style-type: none"> <li>• Cheryl Huston (RPA)</li> <li>• Liz Biber (RPA)</li> <li>• Dan Cunningham (FA)</li> </ul> <p><b>Regional ORCA Operating Team:</b></p> <ul style="list-style-type: none"> <li>• Brittany Esdaile (ROOT)</li> </ul> | <p><b>Others in Attendance:</b></p> <ul style="list-style-type: none"> <li>• Janine Joly (KC)</li> <li>• Amy Sutherland (Moss Adams)</li> <li>• Laurie Tish (Moss Adams)</li> <li>• Ryan Wheaton (PT)</li> <li>• Amy Pearsall (ST)</li> <li>• Jason Weiss (ST)</li> <li>• Lisa Wolterink (ST)</li> <li>• Sunnie Sterling (ST)</li> <li>• Tyler Ramirez (ST)</li> <li>• Brian Churchwell (WSF)</li> </ul> |
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1. **CALL THE MEETING:** The meeting was called to order by Joint Board Chair, John Resha (KCM).
2. **JOINT BOARD ROLL CALL:** Cheryl Huston (RPA) took roll call of the attending Joint Board members.
3. **APPROVE MEETING NOTES:** The March 9, 2020 meeting notes were unanimously approved by the Joint Board.

**4. BRIEFINGS:**

- a) **Moss Adams Financial Audit Report** – Laurie Tish (MA) summarized the 2019 audit which resulted in a clean audit without findings. Laurie also acknowledged the cooperation and support of the Sound Transit team.

**ORCA Director Update** – Brittany Esdaile (ROOT) provided an update for hiring the three positions approved for 2020: Business Manager, Marketing and Communications Manager, and System Operations Manager. These positions are considered mission critical to the fare collection program. Brittany is working with ST to provide required validation for these positions. Regional staff will participate in the interview process.

Sue Dreier (PT) stated that PT has a hold on recruitment and asked what guidelines ST has in place. Mary Cummings (ST) said they are doing exception approvals and noted she supports going forward on these ORCA recruitments.

**5. ACTION ITEMS:**

- a) **Authorize Contract Change Order Four Nine Technologies** – Brittany reported that four years ago the contingency budget was developed to allow for unknowns about the concept, procurement strategy and transition plan. The project team is now ready to utilize part of the project contingency to move forward with four task orders. These costs will be expended over 3 to 4 years.

Tim Chrobuck (CT) asked about purpose of System Operations support. Brittany said the consultant expertise will be used to help develop general configurations, change controls, KPIs, Service Level Agreements, support transition, and to assist with developing the system ops team.

The Change Order to the Four Nines Technologies Contract was unanimously approved by the Joint Board.

- b) Nominate and Approve Joint Board Officers** – Cheryl requested nominations for the Joint Board officer positions: Chair, Vice Chair and Acting Vice Chair. Nominations were accepted and approved as follows: John Resha for Chair, Mary Cummings for Vice Chair, and Tom Hingson for Acting Vice Chair.

The nominated officers were unanimously approved by the Joint Board for a one-year term, effective June 1, 2020 through May 31, 2021.

**6. ADMINISTRATION REPORT:** Cheryl provided the following updates:

COVID-19 Impacts – Cheryl noted the Site Managers are discussing resumption of fare collection, and the preference to restore fare collection on the first of the month to mitigate impacts to customers. The agencies' business account teams are also working to mitigate issues for Choice and Passport business agreement holders.

Vix Security Work – Cheryl provided a follow-up from the March Joint Board meeting report:

Patch management – Vix has implemented the March patches and is scheduled to implement April patches by mid-month.

2020 PCI Audit – The agencies approved Vix's waiver request to move the start of the 2020 audit to the end of July.

Tokenization – Vix is making good progress with their testing and is developing a remote testing plan for the agencies.

**7. OTHER BUSINESS**

The meeting adjourned at 11:40 a.m.

**NEXT JOINT BOARD MEETING:** Monday, May 11, 2020, 11:00 a.m. to 12:30 p.m., Webex.