

Meeting Notes – Draft
ORCA Joint Board Meeting – June 8, 2020
11:00 a.m. to 12:30 p.m.

<p>Board Members Attending:</p> <p>Community Transit</p> <ul style="list-style-type: none"> • Tim Chrobuck <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"> • Susan Dreier <p>Sound Transit</p> <ul style="list-style-type: none"> • Mary Cummings <p>Washington State Ferries</p> <ul style="list-style-type: none"> • Greg Faust (Alt) 	<p>ORCA Operations:</p> <ul style="list-style-type: none"> • Rob Jensen (CT) • Bob Hunter (ET) • Sunny Knott (KCM) • Denise Moyle (KT) • Mark Gloss (OPS) • Ulta Slee (OPS) • Mark Eldridge (PT) • Yvette Lopez (ST) • Jared Fernley (WSF) <p>Regional Administration:</p> <ul style="list-style-type: none"> • Cheryl Huston (RPA) • Liz Biber (RPA) • Dan Cunningham (RPA) • Alan Hecker (RPA) • Sunnie Sterling (RPA) <p>Regional Program Team:</p> <ul style="list-style-type: none"> • Scott Corbridge (RPM) • Chris Jefferies (RPT) <p>Regional ORCA Operating Team:</p> <ul style="list-style-type: none"> • Brittany Esdaile (ROOT) 	<p>Others in Attendance:</p> <ul style="list-style-type: none"> • Janine Joly (KC) • Ryan Wheaton (PT) • Amy Pearsall (ST) • Tyler Ramirez (ST)
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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) called roll of the attending Joint Board members.
3. **APPROVE MEETING NOTES:** The April 13, 2020 meeting notes were unanimously approved by the Joint Board.
4. **BRIEFINGS:**

- a) **Next gen ORCA Project Update and Dashboard** – Scott Corbridge (RPM) reviewed the monthly dashboard and provided the following updates:

Preliminary Design Review (PDR) – They have accepted 96% of the PDR documents. Two remaining documents are ready to be closed by mid-July.

Final Design Review (FDR) – They have accepted 31% of final documents, many only a few comments away from approval. Workshops will continue over the coming months, most notable the Customer Relationship Management Workshop. Completion of FDR is expected in October.

Development – Work continues at INIT and is on schedule for testing.

Testing – First Article Configuration Inspection (FACI) and Factory Acceptance Testing (FAT) will start June 15. Functional device testing will start mid-July and wrap up by July 31. Production testing is anticipated to be complete by September 30.

Transition/Installation – The transition strategy was revised with goal to greatly reduce the on-board installation timeline. First adapter installation kits will be delivered in early July.

Retail Network Project – Development and review of design documents continues. Two PDR workshops are scheduled in August.

DARe Project – Implementation is wrapping up this month with the soft launch of phase 1.

Staffing – An offer is pending for the systems engineer position with an expected start date of June 22. The software lead position vacated by Mike McClure (ST) was filled by Paul Kulchenko (ST) who started April 13.

2021 ORCA Regional Operating Budget – Sunnie Sterling (ST) summarized the budget noting that both systems will be operational, thus increasing expenses surrounding the transition period. The total contingency budget request is increased by \$139K over the adopted 2020 budget. The amount is calculated as 10% of regional costs and increased accordingly.

John Resha noted he worked with Brittany on the next gen and legacy costs to align with work flow and that he had requested the supplemental statement listed in the budget action.

Susan Dreier (PT) asked if the 10% budget increase was typical and what happens to unexpended funds. Sunnie confirmed the 10% increase is standard practice. She said unused contingency funds may be used to address system unknowns by submitting a budget amendment for Joint Board approval.

- b) ROOT Program – Director Update** – Brittany Esdaile (ROOT) reported an offer is pending for the Business Manager position. Phone screenings are underway for the Marketing/Communications Manager with expectation to hire in July. Brittany is working with ST's HR Department to start hiring process for the System Operations Deputy Director. All positions include regional participation on the hiring panel.

Tom Hingson (ET) asked if the Interlocal Agreement (ILA) requires an agency's council/board approvals for positions. Cheryl responded that the current legacy ILA has attachments to define roles and responsibilities. The new next gen ORCA System ILA includes authority for the Joint Board to approve the staffing plan.

- c) ROOT Staffing Plan Overview** – Brittany summarized the staffing plan, providing a contrast between the legacy and next gen ORCA model and an overview of leadership, governance, and stakeholder functions. She noted the plan does not finalize staffing.

Tom Hingson (ET) asked about allotted work space and the timeline to fill the FTEs. Brittany will work with the business managers to discuss hiring timeline. While all staff are currently working remotely, ST has reserved space in Union Station for the new team.

John asked for accountability during the transition period to ensure the region is not overstaffed.

Susan asked what will happen to the legacy RPA positions. Cheryl said the KCM FTE will be reabsorbed into their current department. On the ST side, there will be a few retiring and the others will have options to apply for ROOT or other ST work if eligible. Brittany noted the majority of ROOT work is different from legacy staff functions and cross-training legacy staff to work concurrently in both systems would be challenging.

5. ACTION ITEMS:

- a) **Approve ROOT Implementation Organization** – This action approves the implementation of the ROOT structure and describes that the Joint Board will weigh in on specified decisions or for any positions that have substantive changes.

The ROOT Implementation Organization plan was unanimously approved by the Joint Board.

- b) **Approve 2021 ORCA Regional Operating Budget** – The 2021 Regional ORCA Operating Budget has expenses of \$13,992,157, reflecting a 10% increase over 2020, due to transition and ramp-up of the ROOT, concurrent with legacy ORCA operations.

Approval of the 2021 ORCA Regional Operating Budget was unanimously approved by the Joint Board.

- c) **Authority to Extend Purchase Order (PO) – Unisys Corp** – This action provides ST the authority to extend the current PO through 12/31/22.

Authority for ST to extend the Purchase Order for Unisys Corporation was unanimously approved by the Joint Board.

6. OTHER BUSINESS: None.

The meeting adjourned at 12:19 p.m.

NEXT JOINT BOARD MEETING: Monday, July 13, 2020, 11:00 a.m. to 12:30 p.m.