Meeting Notes – Draft
ORCA Joint Board Meeting – April 12, 2021
11:00 a.m. to 12:30 p.m.

Board Members Attending:	*ORCA Operations:*		*Regional ORCA Operating Team:*	
Community Transit	• Rob Jensen	(CT)	• Brittany Esdaile	(ROOT)
• Tim Chrobuck	• Bob Hunter	(ET)	• Ashley Bowman	(ROOT)
	• Denise Moyle	(KT)	• Chris McKnight	(ROOT)
Everett Transit	• Mark Eldridge	(PT)	• Sunnie Sterling	(ROOT)
• Tom Hingson	• Yvette Lopez	(ST)		
	• Jared Fernley	(WSF)	*Others in Attendance:*	
King County Metro			• Matt Hansen	(KCM)
• Jill Krecklow (Rep)	*Regional Administration:*		• Amy Sutherland	(Moss Adams)
	• Cheryl Huston	(RPA)	• Laurie Tish	(Moss Adams)
Kitsap Transit	• Liz Biber	(RPA)	• Spencer Stevenson	(Moss Adams)
• John Clauson	• Dan Cunningham	(RPA)	• Ryan Wheaton	(PT)
	• Alan Hecker	(RPA)	• Amy Pearsall	(ST)
Pierce Transit			• Lisa Wolterink	(ST)
• Susan Dreier	*Regional Program Team:*		• Lori Bevier	(ST)
	• Scott Corbridge	(RPM)	• Chase Smith	(Vix)
Sound Transit			• Joe Kunzler	(Public)
• Mary Cummings				
Washington State Ferries				
• Greg Faust				

1. **CALL THE MEETING:** The meeting was called to order by Joint Board Vice Chair, Mary Cummings (ST).

2. **JOINT BOARD ROLL CALL AND INTRODUCTIONS:** Cheryl Huston (RPA) took roll of the attending Joint Board members.

3. **PUBLIC COMMENTS:** One public comment, attached hereto, was emailed to the Joint Board in advance of this meeting.

4. **APPROVE MEETING NOTES:** The March 8, 2021 meeting notes were unanimously approved by the Joint Board.

5. **BRIEFING:**

   a) **Moss Adams Financial Audit Report** – Laurie Tish and Amy Sutherland (MA) summarized the 2020 audit which resulted in a clean audit without findings. Laurie acknowledged the cooperation, transparency and timely documentation support from the agencies. Cheryl also thanked Dan Cunningham, Wesley Chi, and Sunnie Sterling for their work with Moss Adams in support of the region.

   b) **Administrator Update** – Cheryl provided the following updates:

   2020 SOC Audit Report – Vix submitted the final SOC Audit Report on March 12. While they have mitigated the majority of findings, two issues related to change management documentation are expected to be resolved this summer.

   2021 PCI Audit – Vix will provide audit scope of work within the next two weeks. The audit is scheduled for completion by May 31. The final audit report is due by July 31.

   c) **next gen ORCA Program Dashboard and Update** – Scott Corbridge (RPM) reviewed the monthly dashboard and provided the following project updates:

Dashboard - Completion of DARe procurement; Retail Network design review finished in March; and completion of FUT testing. Work is underway to help the agencies prepare and rate Phase II projects. ORCA Steering Committee confirmed mid-February as targeted cutover period.

FDR – To date, 72% of Final Design documents are approved. Expected to approach 95% approved by next month. Work continues with INIT to keep things moving and advancing from a milestone prospective.

System Integration Testing (SIT) – SIT kicked off in March 1 and is going well. Focus to this point was largely on the integrated system application to assure aggregation with back-office data is working as expected.

Functional End-to-End Testing (FUT) – Testing is complete. Will start broader end-to-end testing next week to ensure all vital systems are accurate, data is synched, and systems are working as planned. Next steps are to reassess and retest in May.

Transition/Installations – CT installations are complete; ET is 50% complete; KCM completed over 200 vehicles; KT is over 90% complete; and PT installations are scheduled to start in April.

d) **Transition Cutover Period** – Scott noted that the ORCA Steering Committee has selected February 12-14, 2022 as the internal target date the project team and the agencies identified for the next gen ORCA cutover and launch. During the cutover period, INIT will become the system of record. The targeted cutover period will be reassessed frequently against project milestones until the public launch date can be confirmed.

e) **ROOT Operations Dashboard and Director Update** – Brittany Esdaile (ROOT) reviewed the Operations dashboard and provided the following program updates:

Staffing:
- o   Deputy Director of Financial Management – Sunnie Sterling was reclassified into this position.
- o   Marketing Project Manager – An offer was extended and accepted.
- o   IT Operations Engineer – Interviews in process.
- o   Senior Treasury Analyst – To be advertised later this week.

Operational Readiness – The budget quadrant is updated quarterly and will include Q12021 data next month.

Master Service Agreements – Agreement progress is showing as off track from the original goal but is not at risk.
- o   Administration Service Provider Agreement for Agency Host Services – Services were reviewed by the region. A few open items remain. Tentatively scheduled for May Joint Board.
- o   VM O&M agreement – The agency vs. vendor responsibility issue is now resolved and progress will pick back up again.
- o   ROOT Operations Master Service Level Agreement – Making good, steady and important progress on laying the foundation and making sure it's done in concert with the 2022 budget planning.

    Jill Krecklow (KCM) asked how the ROOT Operations agreements are progressing and how they fit in with the development and approval of the 2022 Regional Operating Budget.

    Brittany said the details are drafted in terms of day-to-day functionality provided to the region and development is underway on the major terms and conditions for regional review. The draft 2022 Operating Budget includes proposed staffing levels.

Operational Readiness – Steady progress across tasks. Significant progress on the financial system planning and on the security policy. One at-risk item, INIT's KPI reporting, is getting back on track due to collaboration with Systems Operations Deputy Directory, Tim Bowman (ROOT) and the Regional Program Team.

6. **ACTION ITEM:** No actions.

7. **OTHER BUSINESS:** Tim Chrobuck (CT) acknowledged the excellent progress by Brittany, Scott and their teams.

The meeting adjourned at 11:37 a.m.

NEXT JOINT BOARD MEETING: Monday, May 10, 11:00 a.m. to 12:30 p.m., Webex.

<u>ORCA Joint Board Meeting 2021-04-12</u>

<u>Public Comment Submission</u>

<u>Joe Kunzler</u>

8 April 2021

Dear ORCA Joint Board;

Joe A. Kunzler here, some rapid-fire thoughts:

a) I would appreciate it much if the nextgenORCA@soundtransit.org e-mail was checked more often - like at least weekly.

b) I am *cringing* this e-mail address is not on the ORCA Joint Board Meeting Agenda webpages. Please fix unless you want me to mash the "E-mail the State Auditor" button like I'm making mashed potatoes.

c) I ask the Next gen ORCA Launch Timeline please be shared online please now that it's been "Confirmed". Yes, I actually read what you post.

d) Please consider attending the 14 April 2021 [TransitCenter webinar](#) about "Do Not Track" in electronic fare payment. Or read TransitCenter's latest [report on this subject](#). Or both.

I am a supporter of Next Gen ORCA, the warp drive to a more sustainable future because there are two general substances that fuel policy-making: Love and money. Like matter and antimatter.

Many thanks for taking my public comment. There you go.