



Motion No. M2021-59

Regional Service Provider Agreement with Kitsap Transit, Pierce Transit, and King County

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience and Operations Committee	10/07/21	Recommend to Board	Suraj Shetty, Executive Director of Operations
Board	10/28/21	Final action	Harry Demarest, Director of Operations Engineering and Technology Byrl Eddy, Manager of Transit Systems Operations

Proposed action

Authorizes the chief executive officer to execute a regional service provider agreement and a subsequent service level agreement with Kitsap Transit, Pierce Transit, and King County for Sound Transit to perform ORCA vending machine operation and maintenance services to support ORCA and receive compensation via Regional ORCA Operations Team from participating partners Kitsap Transit, Pierce Transit, and King County for the cost of the services.

Key features summary

- The ORCA Joint Board designated Sound Transit as the regional service provider of operating and maintaining ORCA vending machines as Sound Transit has experience in providing the services and an established infrastructure for providing such services.
- This regional service provider agreement with ORCA establishes the following services to be provided by Sound Transit:
 - Field maintenance services including regular preventative maintenance, corrective maintenance, paper stock and ORCA card stock replenishment and vending machine sticker maintenance
 - Asset Management Services including storing and managing vending machine spare parts and components and two spare ORCA vending machines and managing a loan and transfer process for Sound Transit-owned vending machine spares.
 - Current planning has 26 Vending Machines that Sound Transit will oversee for agency partners.
- The service agreement will persist until such time all parties mutually agree to dissolve the arrangement or execute the termination clause.
- This agreement does not cover repairs to damage that are caused by vandalism or the environment, revenue servicing, common area maintenance, network and communications, or bench repair. For those repairs determined outside the scope of the Service Level Agreement will either be handled through an agreed upon task order with Sound Transit, INIT or a third-party contractor as determined by the agency partner.
- Sound Transit will receive compensation for the cost of the services from Kitsap Transit, Pierce Transit, and King County via centralized billing managed by the Regional ORCA Operations Team (ROOT). Compensation will be based on a fixed fee per ORCA vending machine.

- The fixed fee structure is a calculation of actuals based on 2019 operating data of like-in-kind systems spread across a large geographic region.
- ST Transit Systems has incorporated support of the regional partner Vending Machines into current operational resource planning, therefore does not require additional staff beyond current planning models to meet current equipment projections.
- Agencies are responsible to provide and maintain a reliable network connection to each Vending Machine that meets the specifications required in the Next Gen ORCA design documents.

Background

ORCA is a multi-transit agency cooperative, established by the Interlocal Cooperation Agreement (ILA) for Implementation, Operation and Maintenance of the ORCA System dated June 13, 2019 (the 2019 ILA). It is comprised of seven partner transit agencies including: Community Transit, Everett Transit, King County Metro, Kitsap Transit, Pierce Transit, Sound Transit, and Washington State Ferries (the ORCA Agencies).

The 2019 ILA established the framework for ORCA governance (ORCA Joint Board), ROOT, and regional service providers. As such, the ORCA Joint Board designated Sound Transit as the agency to provide vending machine operation and maintenance services to the ORCA agencies.

This regional services provider agreement for vending machine operation and maintenance services is a master services agreement. This agreement provides for a subsequent service level agreement that may be established between Kitsap Transit, Pierce Transit, King County, and Sound Transit's Transit Systems business unit, as needed.

Fiscal information

This action establishes the commitment of Sound Transit to fund the regionally-shared costs to operate and maintain the ORCA vending machines. Sound Transit will be compensated via the ROOT for these costs.

These regional costs will be included as part of the Operations department costs in the 2022 proposed budget. The offsetting reimbursements via fixed fee of \$1,758 per maintained TVM per quarter for this work will be recognized as miscellaneous revenue by Sound Transit. This amount will be reviewed annually and adjusted accordingly.

Disadvantaged and small business participation

Not applicable to this action.

Public involvement

Not applicable to this action.

Time constraints

A one-month delay would not create a significant impact to the project schedule.

Prior Board/Committee actions

Motion No. M2021-29: Authorized the chief executive officer to execute a regional service provider agreement, and subsequent service level agreements, with ORCA for Sound Transit to perform administrative host services to support ORCA and receive compensation from ORCA for the cost of the services, contingent upon approval by the ORCA Joint Board.

Motion No. M2018-140: Authorized the chief executive officer to execute the Interlocal Cooperation Agreement For Implementation, Operation and Maintenance of the ORCA System.

Environmental review – KH 9/22/21

Legal review – AJP 10/1/21



Motion No. M2021-59

A motion of the Board of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a regional service provider agreement and a subsequent service level agreement with Kitsap Transit, Pierce Transit, and King County for Sound Transit to perform ORCA vending machine operation and maintenance services to support ORCA and receive compensation via Regional ORCA Operations Team from participating partners Kitsap Transit, Pierce Transit, and King County for the cost of the services.

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ORCA is a multi-transit agency cooperative, established by the Interlocal Cooperation Agreement (ILA) for Implementation, Operation and Maintenance of the ORCA System dated June 13, 2019 (the 2019 ILA). It is comprised of seven partner transit agencies including: Community Transit, Everett Transit, King County Metro, Kitsap Transit, Pierce Transit, Sound Transit, and Washington State Ferries (the ORCA Agencies).

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The fixed fee structure is a calculation of actuals based on 2019 operating data of like-in-kind systems spread across a large geographic region.

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Agencies are responsible to provide and maintain a reliable network connection to each Vending Machine that meets the specifications required in the Next Gen ORCA design documents.

Motion

It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a regional service provider agreement and a subsequent service level agreement with Kitsap Transit, Pierce Transit, and King County for Sound Transit to perform ORCA vending machine operation and maintenance services to support ORCA and receive compensation via Regional ORCA Operations Team from participating partners Kitsap Transit, Pierce Transit, and King County for the cost of the services.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 28, 2021.



Paul Roberts
Board Vice Chair

Attest:



Kathryn Flores
Board Administrator