

# Meeting Summary



## ORCA Joint Board

June 11, 2024 9:00 a.m. – 10:30 a.m.  
Union Station, Santa Fe Conference Room  
401 S. Jackson Street, Seattle, Washington 98104

Joint Board Members	ROOT / RPT	Regional Support and Guests
<input checked="" type="checkbox"/> Christina O’Claire (KCM) Chair <input checked="" type="checkbox"/> Mary Cummings (ST) Vice-Chair <input checked="" type="checkbox"/> John W. Clauson (KT) <input checked="" type="checkbox"/> Michael Griffus (PT) <input checked="" type="checkbox"/> Tom Hingson (ET) <input type="checkbox"/> Patty Rubstello (WS DOT) <input checked="" type="checkbox"/> Charles Stearns (CT)  <input type="checkbox"/> John Henry (ST Alt.) <input type="checkbox"/> Sam Keller (ET Alt.) <input type="checkbox"/> Steffani Lillie (KT Alt.) <input type="checkbox"/> Chrissy Russillo (KCM Alt.) <input checked="" type="checkbox"/> John Vezina (WS DOT Alt.)	<input checked="" type="checkbox"/> Brittany Esdaile <input checked="" type="checkbox"/> Ashley Bowman <input checked="" type="checkbox"/> Chris McKnight	

### 1. CALL THE MEETING

Christina O’Claire called the meeting to order at 9:03 a.m.

Christina O’Claire announced that Brittany Esdaile will be stepping down as ORCA Director and thanked her for her service.

### 2. JOINT BOARD ROLL CALL AND INTRODUCTIONS

Christina O’Claire called roll of participating members.

### 3. PUBLIC COMMENTS

Ashley Bowman reported that three written public comments were emailed to the Joint Board Members prior to the meeting. There was one person who signed up verbal public comment in the virtual Teams meeting. That person was not signed into the Teams meeting when their name was called.

### 4. APPROVE MEETING MINUTES

The May 14<sup>th</sup>, 2024 meeting minutes were unanimously approved.

### 5. BRIEFINGS:

#### a) ORCA Director Overview (Brittany Esdaile):

Brittany Esdaile reviewed the ROOT Operations Dashboard. All ROOT positions are currently filled. The ORCA director position will be publicly posted soon and recruitment will be starting shortly. A term limited data support position will also be posted soon. Ridership was up 5% in May compared to April. The Joint Board plans to work with the ORCA Director in the coming months to re-work the Director Dashboard to meet the current needs of agencies and other

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stakeholders. Key areas of focus for Brittany over the next month: product prioritization, dashboard re-work, vendor partnership, evolving ROOT's approach to projects, formalizing processes and approvals, progressing compliance and other audit related work, delivering new features.

## 6. ACTION ITEMS:

### a) **Approve 2025 ORCA Regional Operating Budget**

Brittany Esdaile presented an action to approve the 2025 ORCA Regional Operating Budget. Following the budget schedule, the draft budget was presented at the May Joint Board meeting and the final budget at today's June Joint Board meeting. After further discussion and analysis, it was determined that a 5% contingency is sufficient. The Joint Board will be having discussions with vendors about the potential budget impacts of working to move projects along at a faster pace.

The Joint Board unanimously approved the 2025 ORCA Regional Operating Budget.

### b) **Approve ORCA Promotional Card Art with Amazon Logo (Lynnwood Link)**

Chris McKnight presented an action to approve an ORCA promotional card art with the Amazon logo. Amazon is paying for all costs associated with the 5,000 promotional cards including any potential unforeseen costs. This card design has been reviewed and approved by the Regional Marketing Committee and Business Managers. A similar promotional card with the Amazon logo has been approved in the past.

The Joint Board unanimously approved the ORCA Promotional Card Art with Amazon Logo.

### c) **Authorize ORCA Director to Execute System O&M Agreement with INIT:**

Ashley Bowman presented an action to authorize the ORCA Director to execute the System O&M Agreement with INIT. This agreement creates no additional costs as all costs are included in the Systems Integrator contract. Attachments have not been included in the meeting packet due to length but can be obtained via public records request. Brittany Esdaile added that this agreement took years of negotiation between the ROOT and INIT. Chris O'Claire highlighted that ROOT is the primary entity that INIT coordinates with and that the ORCA Joint Board wants INIT to increase their level of after-hours support.

The Joint Board unanimously approved the action to authorize the ORCA Director to Execute the System O&M Agreement with INIT.

## 7. Executive Session

To evaluate the qualifications of a new Acting ORCA Director pursuant to RCW 42.30.110(1)g. The board entered the executive session for 15 minutes and returned to the ORCA Joint Board meeting at 9:48 a.m.

## 8. ACTION ITEMS:

### a) **Approve Acting ORCA Director Recommendation and Name Hiring Panel for Permanent ORCA Director**

As the Joint Board Member for the designated host agency, Mary Cummings presented an action to name Chris McKnight to serve as Acting ORCA director and for Mary Cummings to

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manage the hiring process of the permanent ORCA Director. Chris O'Claire added that the ORCA Joint Board hopes to fill the permanent ORCA Director position by the end of the year.

The Joint Board unanimously approved the action to approve Chris McKnight as the Acting ORCA Director and Mary Cummings to lead the hiring process for the permanent ORCA Director.

**7. OTHER BUSINESS** – None.

**8. ADJOURNMENT**

Chris O'Claire adjourned the meeting at 10:02 a.m. The next Joint Board Meeting is scheduled for Tuesday, July 9, 2024, from 9 a.m. to 10:30 a.m.