



Motion No. M2021-29

Administrative Host Services Agreement with ORCA

Meeting:	Date:	Type of action:	Staff contact:
Rider Experience and Operations Committee	05/06/2021	Recommend to Board	Mary Cummings, Chief Administrative Officer
Board	05/27/2021	Final action	Doug Haffie, Director – Agency Agreements

Proposed action

Authorizes 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.

Key features summary

- The ORCA Joint Board designated Sound Transit as the regional service provider of supporting administrative functions to the Regional ORCA Operations Team (ROOT), as Sound Transit has experience in providing the administrative services and an established infrastructure for providing such services.
- The purpose of this agreement is to formalize the administrative relationship between the ROOT and Sound Transit.
- This agreement establishes the following services provided by Sound Transit. The services provided under this agreement may be defined in greater detail through service level agreements signed by the CEO and ORCA:
 - Financial management support;
 - Procurement and contract administration for ORCA-related contracts in support of regional work;
 - Human resources support;
 - IT support;
 - Facilities management;
 - Legal services on behalf of the ORCA region; and
 - Other overhead that benefits ORCA, as budgeted.

Background

In April 2003 Everett Transit, Community Transit, King County Metro, Kitsap Transit, Pierce Transit, Sound Transit, and Washington State Ferries (the ORCA Agencies) approved the initial Interlocal Cooperation Agreement for Design, Implementation, Operation and Maintenance of the Regional Fare Coordination System (legacy ILA) to implement a regional non-cash fare collection system. The participating agencies adopted the name “One Regional Card for All” or ORCA to describe this regional fare collection system. In April 2009 the ORCA agencies amended the legacy ILA prior to the

implementation of the ORCA System to reaffirm their commitment to regional cooperation and support of the ORCA System.

On June 13, 2019, the ORCA agencies established the Interlocal Cooperation Agreement for Implementation, Operation and Maintenance of the ORCA System (the “2019 ILA”). This agreement continued the relationship between the agencies and its purpose is to establish the next generation ORCA System as a full replacement of the legacy ORCA fare-collection system.

The 2019 ILA established the framework for ORCA governance (the ORCA Joint Board), the ROOT, and regional service providers. As such, the ORCA Joint Board designated Sound Transit as the “host agency” i.e. the regional service provider to provide administrative host services to the ROOT that is funded by the ORCA Agencies as part of the regional ORCA Operating Budget.

This agreement for Administrative Host Services is a master services agreement that will govern future service level agreements (SLAs) that may be established with individual Sound Transit service departments, as needed. The CEO or designee will execute these future department-specific SLAs as provided for in the Administrative Host Services Agreement.

Fiscal information

This action continues the financial policies from the previous ORCA ILA adopted in 2019 and now adds the provision for Sound Transit to charge ORCA for providing the administrative functions as explained above. Accordingly, there are no changes to the financial responsibilities to the Agency. This action maintains the commitment of the agency to fund the regionally-shared costs to develop, operate, maintain and update the ORCA System and the responsibility of each member agency of the ILA to fund their own projects.

Sound Transit includes funding for the capital portion of the ORCA system through the Fare Administration and ORCA Next Generation projects which are in the 2021 Adopted Financial Plan and Budget. Funding for the operational portion of the ORCA system is in the Executive department budget and is submitted to the Board for adoption via the annual budget development process.

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. M2018-140: Authorized the chief executive officer to execute the Interlocal Cooperation Agreement of Implementation, Operation and Maintenance of the ORCA System

Environmental review – KH 4/26/21

Legal review – AJP 4/29/21



Motion No. M2021-29

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 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.

Background

In April 2003 Everett Transit, Community Transit, King County Metro, Kitsap Transit, Pierce Transit, Sound Transit, and Washington State Ferries (the ORCA Agencies) approved the initial Interlocal Cooperation Agreement for Design, Implementation, Operation and Maintenance of the Regional Fare Coordination System (legacy ILA) to implement a regional non-cash fare collection system. The participating agencies adopted the name “One Regional Card for All” or ORCA to describe this regional fare collection system. In April 2009 the ORCA agencies amended the legacy ILA prior to the implementation of the ORCA System to reaffirm their commitment to regional cooperation and support of the ORCA System.

On June 13, 2019, the ORCA agencies established the Interlocal Cooperation Agreement for Implementation, Operation and Maintenance of the ORCA System (the “2019 ILA”). This agreement continued the relationship between the agencies and its purpose is to establish the next generation ORCA System as a full replacement of the legacy ORCA fare-collection system.

The 2019 ILA established the framework for ORCA governance (the ORCA Joint Board), the ROOT, and regional service providers. As such, the ORCA Joint Board designated Sound Transit as the “host agency” i.e. the regional service provider to provide administrative host services to the ROOT that is funded by the ORCA Agencies as part of the regional ORCA Operating Budget.

This agreement for Administrative Host Services is a master services agreement that will govern future service level agreements (SLAs) that may be established with individual Sound Transit service departments, as needed. The CEO or designee will execute these future department-specific SLAs as provided for in the Administrative Host Services Agreement.

The purpose of this agreement is to formalize the administrative relationship between the ROOT and Sound Transit. The agreement establishes the following services provided by Sound Transit. The services provided under this agreement may be defined in greater detail through service level agreements signed by the CEO and ORCA:

- Financial management support;
- Procurement and contract administration for ORCA-related contracts in support of regional work;
- Human resources support;
- IT support;
- Facilities management;
- Legal services on behalf of the ORCA region; and
- Other overhead that benefits ORCA, as budgeted.

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 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.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on _____.

Kent Keel
Board Chair

Attest:

Kathryn Flores
Board Administrator