MEMORANDUM OF UNDERSTANDING REGARDING
A UNIVERSAL STUDENT U-PASS

The Parties, Associated Students of the University of Washington (ASUW), Graduate and Professional Student Senate (GPSS), Student Life, and Transportation Services agree to the following terms for maintenance of a Universal Student U-PASS fee imposed in accordance with RCW 28B.15.610. This agreement replaces in whole the text of an earlier agreement, signed May 2nd, 2011, that implemented a Universal Student U-PASS fee (hereinafter “Fee”). This agreement builds on the historic authority of the Parties underlying the original agreement.

Purpose of Fee
The Fee is intended to fund the Student U-PASS Program (hereinafter “Program”), with the following Program provisions:

- Unlimited right to ride on King County Metro Transit, Sound Transit, Community Transit, Pierce Transit, Kitsap Transit, and Everett Transit.
- Free-fare access to the NightRide Shuttle
- Vanpool subsidies
- Merchant discounts including local transportation services (e.g. carshare, bikeshare, etc.), marketing, promotions, and other reasonable overhead not to exceed 5% of program budget.

As a condition of the Fee, Transportation Services will continue to support pedestrian and bicycle programming and infrastructure and carpool benefits as elements of a broader multimodal transportation program that includes U-PASS.

Monies collected through the Fee are reserved solely for the purposes described above or as amended from time to time by the Parties through the processes described in this document.

Governance
The Fee was established by students pursuant to RCW 28B.15.610 and is collected by the Administration for the benefit of students.

This agreement establishes the Universal Student U-PASS Advisory Board (hereinafter “Advisory Board”), an oversight board accountable to the student body through ASUW and GPSS. The Advisory Board shall be composed of the following representatives:

- Six undergraduate students appointed by ASUW in accordance with its bylaws.
- Three graduate students appointed by GPSS in accordance with its bylaws.
- A student chair and other leaders as provided in the Advisory Board bylaws to be elected by the Advisory Board from within its members.
- A technical advisor (nonvoting) appointed by the Director of Transportation Services.
- An advisor (nonvoting) appointed by the Vice Provost and Vice President for Student Life.

The Advisory Board will oversee Fee setting and implementation, along with the scope of services provided by the Fee, including but not limited to consultation on service planning for the
NightRide shuttle service. The Advisory Board shall report to and make recommendations to the ASUW Board of Directors and the GPSS Executive Committee.

Transportation Services will provide the Advisory Board with regular briefings during transit contract negotiations and quarterly updates on program finances. The Advisory Board shall be advised of any prospective changes to Program benefits and shall have the opportunity to comment. Additions of services valued at more than 1% of the Program budget or elimination of any program component shall be subject to Advisory Board approval.

**Fee Amount**

- In Fall 2015, and for the three following quarters, the amount of the Fee shall be $80 per academic quarter. In Fall 2016, and for the three following quarters, the amount of the Fee shall be $84 per academic quarter.
- After Summer 2017 the Fee amount may change. Implementation of any changes to the Fee shall follow the process outlined below.

**Fee Implementation Date**
The Fee and Program were implemented beginning with the fall academic quarter of 2011. The Fee and Program will continue unless terminated or modified under the conditions below.

**Fee Changes**
Transportation Services agrees to maintain the Program in line with the above parameters and to make reasonable efforts to control program costs. Whether a change of the Fee is necessary to maintain program solvency shall be assessed and decided as follows:

- Transportation Services shall provide a two-year budget forecast to the Advisory Board by the end of each November indicating whether a Fee increase is likely to be needed to maintain program solvency.
- Transportation Services shall propose the new Fee level to the Advisory Board by the end of January of each academic year. The Advisory Board shall in turn make its recommendation to ASUW and GPSS for their consideration. To approve the Fee level, the ASUW Board of Directors must approve the proposed Fee level following passage of a resolution at the ASUW Senate and the GPSS Senate must approve the proposed Fee level following endorsement by the GPSS Executive Committee. Any change to the Fee level may then be adopted in accordance with the requirements of RCW 28B.15.610 and UW Student Policy Chapter 205.

**Termination Conditions**
The intent of the Program and the Fee is to provide sustainable and affordable transportation access to campus for students. The Parties agree to work together in service of that goal, even if there comes a time when the universal student U-PASS Program in the form outlined in this agreement is terminated.

The Fee may be terminated as set forth in RCW 28B.15.610 and UW Student Policy Chapter 205, and the Parties will follow the steps provided below:

- Withdrawal of approval by students
• Either the Advisory Board or the ASUW or GPSS Senates may recommend the discontinuation of the Fee. Upon receiving this recommendation, the ASUW Board of Directors, following presentation to the ASUW Senate, may approve termination of the Fee before the end of March of each academic year. The GPSS Senate may approve the termination of the Fee before the end of March of each academic year, following discussion with the GPSS Executive Committee.

• If GPSS or ASUW approve termination between the beginning of September and the end of March of a given academic year, the Fee will be discontinued effective the next fall quarter.

• If the Fee is discontinued the Program will revert to an “opt out” program at a rate to be established and managed by Transportation Services in consultation with the University Transportation Committee.

Withdrawal by the Sponsoring Administrative Unit (Transportation Services)

• If the sum of projected subsidy revenue and projected Fee proceeds is insufficient to cover projected Program costs for the upcoming academic year, Transportation Services may choose to discontinue the Program beginning fall quarter, and revert to an “opt out” program. Should this be necessary, Transportation Services will provide written notice to the Advisory Board, ASUW and GPSS no later than one academic quarter prior to discontinuation of the Program.

Following the withdrawal by any of the Parties to the agreement, the Fee and the Program will continue until the beginning of the following academic year (fall quarter), at which point the Fee and the Program will no longer be in effect. The Advisory Board will continue to exist until all program accounts are settled. Disbursement of any remaining funds in the Student U-PASS Trust (see “Other Financial Considerations” below) must be done in a manner consistent with the purpose of the Fee.

Population

• The population for the Fee shall be all students who pay the Seattle campus Services and Activities Fee.

• Transportation Services may elect to offer opt-in U-PASS products to other populations to the extent that doing so supports University goals. The rate for those individual opt-in sales shall be set by Transportation Services and shall be higher than the Universal Student U-PASS Fee.

Other Financial Considerations

• The Faculty/Staff and Student U-PASS programs will be financially separate. Revenues and costs associated with the programs will be tracked and held separately from one another. There shall be no cross subsidies between the programs. Transportation Demand Management fee revenue that is allocated to subsidize these U-PASS programs will be distributed based on each program’s share of total expenses.

• As previously agreed, the Program will maintain a Rate Stabilization Fund. All monies collected through the Fee and not allocated to Program expenses in a given year will be designated for the student fund, known as the Student U-PASS Trust. The Parties have identified an agreed-upon target balance for the Trust of one twelfth of projected annual
operating expenses. This target should be considered by the Advisory Board in the process of developing recommendations for a Fee change.

- The Program enjoys support from multiple funding sources. When expenses are incurred to the Program, funds will be allocated in the following order:
  - First, direct institutional support (also referred to as “Transit Subsidy” funds);
  - Second, support from Transportation Services;
  - Third, current period student Fee revenues;
  - Finally, funds in the Student U-PASS Trust.

- This agreement may be amended from time to time by written addendum signed by the current ASUW President, GPSS President, Vice President for Student Life, and Director of Transportation Services.

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