

**Memorandum of Understanding Regarding  
A Universal Benefit Student U-PASS  
University of Washington Tacoma**

The parties, Associated Students of UW Tacoma 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, signed May 21<sup>st</sup>, 2018, implements a Student Universal UPASS fee (hereinafter "Fee").

**Purpose of Fee**

The fee is intended to fund the Student U-PASS Program (hereinafter "Program"), with the following provisions:

- Unlimited right to ride on Pierce Transit, Sound Transit, King County Metro Transit, Community Transit, Kitsap Transit, and Everett Transit.
- Full fare coverage on Sounder commuter train services
- Full fare coverage for paratransit services
- Subsidized vanpool shares

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 benefits of students.

This agreement establishes the Transportation Advisory Board (hereinafter "Advisory Board"), an oversight board accountable to the student body through ASUWT. The advisory board shall be composed of the following representatives:

- Five Student representatives or other student leaders as provided in the Advisory Board and ASUWT in accordance with its bylaws
- A technical advisor (nonvoting) appointed by Transportation Services
- An advisor (nonvoting) appointed by the Vice Chancellor Finance & Administration and Vice Chancellor Student & Enrollment Services

The Advisory Board will review Fee rates and implementation, along with changes in scope of services provided by the Fee. The Advisory Board shall report to and make recommendations to UW Tacoma administration in regards to Transportation Services programs and policies.

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 more than 1% of the Program budget or elimination of any program component shall be subject to Advisory Board approval.

**Fee Amount**

- In Fall of 2018, and for the three following quarters, the amount of the Fee shall be \$45 per academic quarter.
- The \$45 fee shall remain for two consecutive academic years, because of the expected significant ridership increase, the Fee would be revisited and implementation of any changes to the Fee shall follow the process outlined below.
  - Students which reside within Thurston County pay a reduced fee of \$20 per academic quarter; fee would be used for UW Administration to work with Intercity Transit to conduct an agreement to include Intercity Transit as part of the UPASS benefit. When an agreement is made with Intercity the fee would be included as part of the \$45 fee. If an agreement is not made by September 1, 2020. It would be reviewed by ASUWT and Transportation Advisory Board to amend MOU to exclude Thurston County students.

**Support for Fee**

Support for this fee was sought from current students through the UW Tacoma UPASS Student Opinion Survey conducted between April 16<sup>th</sup>- 27<sup>th</sup>. This survey was open to all students and was distributed to 4,840 students through the SI411 listserv (Listserve managed by Student Engagement to send information to students). Students were asked if they supported the \$45.00 UPASS fee be mandatory in order to keep the cost per student low. To implement a student fee survey must reach 10 percent of currently enrolled student to respond, with a 60% or greater approval rating. (UW Student Policy Chapter 205)

- The survey had a total of 561 currently enrolled students (11.59% response rate)
- 67.02% of those respondents supported the universal UPASS benefit by creating a mandatory fee

Based on the support of currently enrolled students for the new student fee, Transportation Services and Finance & Administration is requesting ASUWT to support and institute a new student fee of \$45.00 per quarter to fund the student UPASS Program. The fee would be implemented beginning Autumn 2018 enrollment.

**Fee Implementation Date**

The Fee and Program will be implemented beginning with the fall academic quarter 2018. 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 Transportation 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 ASUWT for their consideration. To approve the Fee level, the ASUWT Board of Directors must approve the proposed Fee level following passage of a resolution at the ASUWT Senate. 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.
- Changes due to increased operating and overhead costs.

### **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.

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 of the ASUWT may recommend the discontinuation of the Fee. Upon receiving this recommendation, the ASUWT Board of Directors, following presentations to the ASUWT Senate, may approve termination of the Fee before the end of March of each academic year.
- If the ASUWT 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-in" program at a rate to be established and managed by Transportation Services in consultation with the Transportation Advisory Board.

#### **Withdrawal by the Sponsoring Administrative Unit (Finance & Administration)**

- 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-in" program. Should this be necessary, Transportation Services will provide written notice to the Advisory Board and ASUWT 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. 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**

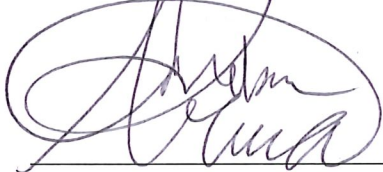
- The population for the Fee shall be all students who pay the Tacoma campus Services are currently enrolled student enrolled in 7 or more credits.
- Transportation Services may elect to offer "opt-in" U-PASS products to other populations to the extent that doing so supports University goals. The rate for those individual opt-in sales shall be set by Transportation Services and shall be higher than the Universal U-PASS fee.

### **Other Financial Considerations**

- The faculty/Staff and Student U-PASS programs shall 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, support from Transportation Services;
  - Second, 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 ASUWT President, Vice Chancellor, Student & Enrollment Services, and Vice Chancellor, Finance & Administration



Arwa Dubad  
Associated Students of UW Tacoma President

05/24/2018

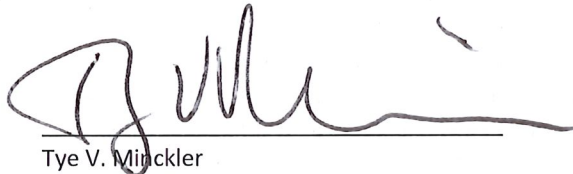
Date



Mentha Hynes-Wilson  
Vice Chancellor, Student & Enrollment Services

5.25.18

Date



Tye V. Minckler  
Vice Chancellor Finance & Administration

6/1/18

Date