Here:
Sara Brydges, Commuter Services
Laura Davenport, SEIU 925 Representative
Luther Martin, WFSE Union Representative
William Dow, ASUW Representative
Sean Wilson, ASUW Representative
Jean Garber, Member-At-Large
Stephanie Parkins, Commuter Service
John Vinson, UWPD
Nate Jones, Commuter Services
Scott Baebler, Intercollegiate Athletics
David Amiton, Commuter Services
Larry Kalahiki, UWMC Representative
Peter Dewey, Facilities Services Representative
John Schaufelberger, Faculty Senate Representative
Alicia Halberg, Commuter Services, Guest
Josh Kavanagh, Transportation Services
Chuck Trese, Faculty Council on Univ. Facilities & Services
Miranda Leidich, South Lake Union Representative

Absent:
April R. Millar, WSNA Representative
Colin Morgan-Cross, GPSS Representative
Matt Weatherford, PSO Representative
Jim Angelosante, Facilities Services Representative
Bob Ennes, Health Sciences Representative
Pamela Jordan, Faculty Senate Representative
Charles Kennedy, Associate Vice President of Facilities Services
Daniel Kraus, Member-At-Large
Patty Riley, UWMC Representative

ORCA Update

Ms. Parkins explained that Commuter Services is entering the final stages of faculty and staff launch and getting ready to enter the student launch. August 23rd is last day for faculty and staff U-PASS members to finalize activation by tapping their Husky Card on an ORCA card reader.
Members who do not tap in time can reactivate their U-PASS at the reactivation website. TS is working with the transit agencies so that there will be card readers at Dawg Daze for students to tap and activate at. The card readers have been secured at this point, and TS is now working on getting a guest appearance by Dubs.

Once a year as part of annual renewal it will be necessary to re-tap an ORCA powered U-PASS; this is to help insure that we are only issuing U-PASSes to people who are actively paying for them.

- **Question:** Why do people have to tap in the first place?
  - The ORCA reader itself has to recognize your Husky Card in order to activate the U-PASS. This information cannot be sent any other way than by tapping on an actual card reader.
  - U-PASS powered by ORCA utilizes RFID technology. The ORCA system only stores activation requests for 60 days. If the customer does not tap their card on an ORCA reader within this timeline, their U-PASS goes into a hibernation state.
    - If the U-PASS member wishes to activate their U-PASS after that has happened they are able to by going to the website, [www.u-pass.washington.edu/reactivate](http://www.u-pass.washington.edu/reactivate). The member will still need to wait 24 to 48 hours after tapping before they can use their U-PASS on transit.
  - When the ORCA system first launched, the time frame for tapping to activate was initially 30 days. The UW pushed back and got the timeframe bumped to 60 days to make the process a bit more user friendly.

**Bike Sharing**

Mr. Amiton updated the UTC about bike sharing. He said that it is a partnership and a process that the UW has been involved with for a couple of years now. Each step must happen before the next can be started and a certain density of bikes must be reached. Because of this, Mr. Amiton said that the project is waiting on a few key components and there will be more updates later on.

**Universal U-PASS Update**

Ms. Halberg explained that this past week there was a preliminary meeting of the Universal Student U-PASS Advisory Board to start working on technical details, such as how often the board will meet, and what they will need to cover in Autumn Quarter 2011. The Advisory Board is still awaiting appointments from ASUW and GPSS.

**Metro Update**
Mr. Kavanagh told the committee that last Monday the King County Council took action to keep Metro funded by instituting the two-year $20 vehicle license fee. Mr. Kavanagh thanked the University community for their effort to both educate and apply appropriate pressure to the Council; he is convinced that were it not for these efforts, then this most likely would be headed for a ballot measure come November—along with service cuts.

On Tuesday, the City of Seattle Council acted on the CTAC 3 recommendation for an additional vehicle license fee. The vote last Tuesday was to take the license fee to the voters for an additional $60 to go towards funding various transportation items in Seattle, including transit, rail studies, cyclist and pedestrian improvements, and road repairs. Assumedly, some of this work would include the city’s transportation master plans as well as preventative work. Preventative work has slowed due to a decline in tax revenue; even though the City is doing all of the corrective work that has budgeted, it continues to fall behind in funding preventative work.

**Upcoming Transportation Events**

There will be U-Walk campus tours on September 15th from 11:30-1:30 p.m. This event includes two art tours, a UW history tour, and a Burke Museum Tour. After the tours, participants are welcome to stop by the vendor fair in Red Square and enjoy samples from Popchips, Honest Tea, and Peak’s Frozen Custard as well as treatments from Aveda and information from Zipcar, Feet First, and Pedicabs. This event will help to roll out the new prize portion of the U-Walk program.

**Football Preview**

Mr. Baebler explained that there won’t be many changes to parking and football events this year. The most important change is that daily purchased parking passes may not be valid in their assigned lot on game-day Saturdays. Traffic Guides will be guiding those people to the appropriate lot. Metro will run shuttles to the games starting two hours before kick-off. There will be no game-day RV-pass sales on campus; if someone shows up on the day of the game, parking attendants will do their best, but there are no guarantees. All charter buses will be lined up on Mason Road.

The first game is on September 3rd; unfortunately, ICA does not know kick-off times for the entire season yet. It’s a burden for all involved, but ICA will continue to have as much communication as possible to let people know not only kick-off times, but any changes that may come up. There are no Thursday games this year. There will likely be weekday games in the coming years due to the new PAC-12 partnership.
Ms. Davenport asked when we’ll see the transition from the current stadium. The entire 2012 season will be played downtown but this Thanksgiving’s game will be played in Husky Stadium. After that the team will transition to Century Link Field downtown.

Deputy Director Update

Transportation Services is currently working with one candidate, Michelle Rhoads, and has gotten much of the finer details worked out—including a start date. Currently, TS is still working out a few small details involved in the UW hiring process.

Faculty/Staff U-PASS Brainstorm

Ms. Davenport started the conversation on this topic. She said that as student have made the commitment to U-PASS with a universal program, it might be time for the faculty and staff to look into similar changes in order to protect themselves from rising U-PASS costs as well as find a way to sustain the program for years to come. Mr. Kavanagh added that the funding behind the faculty and staff U-PASS is in good standing for the coming year, but that it gets a little fuzzy in the year after that, and is very hazy in the following year. This conversation is about how this change should be approached and what sort of conversations will need to happen at the institutional level.

Mr. Kavanagh had a few different, very basic ideas that UTC members should start thinking about:

1. Compulsory contribution to the faculty and staff U-PASS.
   a. This would be similar to some forms of health insurance that are mandatory for a certain class of employees at the UW.

2. The U-PASS becomes a part of employee contracts and thusly becomes a benefit of working for the UW.
   a. There are some benefits that employees have at the UW currently that have a fairly even share on the payment such as retirement and others that have a much larger UW paid portion such as healthcare.

3. Following in the footsteps of some organizations like UW Technology—assessing a head tax.
   a. Perhaps individual departments should bear the cost of bringing employees on and they would then be responsible for paying transportation fees.

Mr. Kavanagh is not advocating for any of the options just throwing them out there for discussion.
Ms. Leidich said that this is a tricky conversation to have at this table at this time. She thinks the UTC should focus on goals, what it should have prepared, and the various aspects of making an educational decision like this. She asked about what the timeline would be for an actual decision and how much time we have to make an action plan. Mr. Kavanagh explained that the faculty and staff program is good for this year, but that there will be increases at the end of that time. TS believes, based on modeling that’s been done, that the program can be sustained without breaking the camel’s back for that time but we should be looking for reform after that.

Ms. Davenport asked about the survey data from the Student Transportation Task Force regarding the faculty and staff responses. Mr. Kavanagh said that TS will go back and pull that data to bring to the next UTC meeting.

Mr. Vinson asked if TS has thought about whether or not this is a program that might be simply too expensive to manage in the future; a point at which the costs outweigh the benefits and it is no longer worth having or managing a U-PASS program. Mr. Kavanagh said that the University does have some institutional obligations to supply the UW community with options to manage transportation, via the state’s commute trip reduction laws. Mr. Vinson added that perhaps there are other ways to meet this obligation and that TS might want to at least put some different options on the table as discussion topics. Mr. Kavanagh said the UTC will circle back on this topic next time with the additional information requested by Laura.

**Additional Items**

None.

**Meeting Adjourned.**
### Key U-PASS Powered by ORCA Transition Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Population</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 23</td>
<td>Fac/Staff</td>
<td>Last day for faculty/staff U-PASS members to finalize activation by tapping Husky Card on an ORCA Card Reader, if their U-PASS was sent to ORCA at launch.</td>
</tr>
<tr>
<td>Aug. 24 &amp; Beyond</td>
<td>Fac/Staff</td>
<td>Faculty/Staff U-PASS members who did not finalize activation can reactivate their U-PASS at: <a href="http://www.u-pass.washington.edu/reactivate">www.u-pass.washington.edu/reactivate</a></td>
</tr>
<tr>
<td>Sept. 16</td>
<td>Fac/Staff</td>
<td>Outreach to faculty/staff on nine month appointments about reactivating their U-PASS at: <a href="http://www.u-pass.washington.edu/reactivate">www.u-pass.washington.edu/reactivate</a></td>
</tr>
<tr>
<td>Sept. 21</td>
<td>Students</td>
<td>U-PASS powered by ORCA activated for student populations.</td>
</tr>
<tr>
<td>Sept. 26 - Sept. 30</td>
<td>Students</td>
<td>Express lines available for returning students picking up their Husky Cards at Husky Card Account and ID Center.</td>
</tr>
<tr>
<td>Sept. 28 - 29</td>
<td>Students</td>
<td>Dawg Daze – ORCA card reader available for students to finalize their U-PASS activation if they do not want to ride transit within 60 days (<a href="http://www.u-pass.washington.edu/reactivate">Pending Transit Agency Confirmation</a>).</td>
</tr>
<tr>
<td>Oct 28</td>
<td>Students</td>
<td>Additional communication outreach reminding them to tap their Husky Card on an ORCA reader to finalize activation of their U-PASS.</td>
</tr>
<tr>
<td>Nov. 17</td>
<td>Students</td>
<td>Student U-PASS members who did not finalize activation can reactivate their U-PASS at: <a href="http://www.u-pass.washington.edu/reactivate">www.u-pass.washington.edu/reactivate</a>.</td>
</tr>
</tbody>
</table>
U-PASS: Husky Card Taps on ORCA Readers Required

U-PASS powered by ORCA requires the Husky Card to be tapped once on an ORCA card reader within 60 days of purchase/activation request submission to finalize the U-PASS activation (more on page 3-4).

During summer quarter, U-PASSes will be reset to ensure the proper U-PASSes are activated or deactivated. This process requires current U-PASS customers to tap their U-PASS on an ORCA reader an additional time to keep their U-PASS active.

Customers who obtain Husky Card replacements will also need to finalize activation of their U-PASS within their new card 60 days from when their new card was printed.

<table>
<thead>
<tr>
<th>Population</th>
<th>Initial U-PASS Tap Requirement</th>
<th>Additional U-PASS Tap is Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Faculty &amp; Staff</td>
<td>60 days after initial purchase</td>
<td>Once a year as part of annual renewal if they renew/repurchase by June 30.</td>
</tr>
<tr>
<td>U-PASS Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarterly Faculty &amp; Staff</td>
<td>60 days after initial purchase</td>
<td>Once a year during summer quarter (or fall quarter if not present in summer) if they purchase each quarter’s U-PASS prior to their current U-PASS expiring.</td>
</tr>
<tr>
<td>U-PASS Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Universal Student</td>
<td>60 days from initial activation</td>
<td>Once a year – in summer or fall depending on registration status.</td>
</tr>
<tr>
<td>U-PASS Member</td>
<td></td>
<td>Students Registered Summer through Spring:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60 days from when the summer U-PASS is available (1 week before qtr. start).</td>
</tr>
<tr>
<td>Universal Student</td>
<td></td>
<td>U-PASS status will remain the same if they are registered 9 days prior to fall, winter and spring quarter.</td>
</tr>
<tr>
<td>U-PASS Member</td>
<td></td>
<td>Students Registered Fall through Spring:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60 days from when fall U-PASS is available for use (1 week prior to qtr. start).</td>
</tr>
<tr>
<td>All U-PASS Members</td>
<td></td>
<td>U-PASS status will remain the same if they are registered 9 days prior to winter and spring quarter.</td>
</tr>
<tr>
<td>Obtaining Replacement Husky Cards</td>
<td>60 days after issuance of new Husky Card</td>
<td>N/A</td>
</tr>
</tbody>
</table>
60 Day Card Tap Requirement to Finalize U-PASS Activation

U-PASS powered by ORCA utilizes RFID technology. This technology requires the Husky Card to be tapped on an ORCA reader to finalize U-PASS activation within the Husky Card’s smart chip. The ORCA system only stores activation requests for 60 days. If the customer does not tap their card on an ORCA reader within this timeframe their U-PASS goes into a hibernation state.

In more detail, this is what happens when a person’s U-PASS is activated in the ORCA system:

1. UW sends data to the ORCA system requesting the customer’s U-PASS be activated.

   ![Diagram](image1)

2. ORCA sends U-PASS activation data to the ORCA card readers on buses and at trains. It takes 24 to 48 hours for this information to make it to the card readers.

   ![Diagram](image2)

3. To finalize activation, the ORCA card reader must write activation information onto the Husky Card’s smart chip. The only way to do this is by tapping the card on an ORCA reader in a bus or at a train station.

   ![Diagram](image3)
4. Once the card is tapped, information on the smart chip now indicates the U-PASS is active. The customer can then use the U-PASS as often or as little as desired.

5. ORCA Card Readers are used by transit users throughout King, Snohomish, Pierce and Kitsap counties. To avoid card readers from becoming full and preventing new activation requests from being processed, activation requests will only be stored in the ORCA card readers for 60 days. This is a system wide ORCA policy.

Thus, U-PASS members must tap their card once within 60 days of purchase/sending the activation request to ORCA in order to finalize their U-PASS activation. One tap is all it takes.

6. If a customer does not tap within 60 days, the U-PASS will be in a hibernation state. The U-PASS will not be recognized as active in the ORCA system. Customer can request reactivation when they want to use their U-PASS at www.u-pass.washington.edu/reactivate.

This restarts the process at Step 1.