



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: March 1, 2016
SUBJECT: Board Meeting Time and Location, Resolution 03-16-06

AT A GLANCE - ACTION

The RTC Board adopts by Resolution the Board's regular meeting time and location. A new meeting location is proposed in order to more fully accommodate the public and media production needs.

INTRODUCTION

The RTC Board regular meetings have been held at the Clark County Public Service Center (PSC) Training Room, upon relocation of the agency's offices in 2003. Since that time, the space needs of the Board meetings have changed due to an overall increase in demand for public attendance / participation and most recently with the addition of video production requirements.

RTC staff assessed multiple options for improving the Board meeting location, including: upgrades to the production equipment, assessment of meeting dates/times, and assessment of public meeting spaces. The results of the analysis concluded that the RTC Board's regular meetings should continue to be held monthly, on the first Tuesday, from 4:00-6:00 PM, in order to support the continuity of longstanding member agency schedules and to promote consistency in meeting times for general public access. Further, staff found that the public meeting room of the Vancouver Community Library (Columbia Room) to be the most accommodating space option, considering: public access and accommodations, CVTV production requirements and costs, meeting space logistics, and overall staff and Board member accommodation.

Pursuant with the Bylaws of the Southwest Washington Regional Transportation Council (December, 4, 2012), Section 4.6 Regular Meetings, stipulates that the RTC Board shall determine the time and place of regular meetings by a Resolution of the Board. As proposed Resolution 03-16-06 will set the regular meeting location of the RTC Board as follows:

Time: First Tuesday of each month, 4:00 PM - 6:00 PM (*unchanged*)
Location: Vancouver Community Library (Columbia Room), 901 C Street, Vancouver, Washington, 98660

POLICY IMPLICATION

None

BUDGET IMPLICATION

The current cost of producing the RTC Board meeting TV production is \$1,148 per month (2016 costs). Moving the regular meetings to the Vancouver Public Library (Columbia Room) meeting space would reduce the CVTV production fee to approximately \$934 per month. This change would net a \$214 per month budget savings. Costs would increase related to meeting catering and one time equipment upgrades, and those costs are incidental and could be paid for out of the existing RTC budget.

ACTION REQUESTED

Adoption of the Resolution 03-16-06, changing the RTC Board regular meeting location to the: Vancouver Community Library (Columbia Room), 901 C Street, Vancouver, WA 98660.

ADOPTED this _____ day of _____ 2016,
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Jack Burkman
Chair of the Board

Matt Ransom
Executive Director

Attachment