



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: March 29, 2016
SUBJECT: **RTC Member Contributions (Dues) for YR 2017, Resolution 04-16-07**

AT A GLANCE - ACTION

The RTC Board is being asked to adopt new RTC annual member contributions for the 2017 budget year.

BACKGROUND

The RTC Board is responsible for setting the annual contributions (dues) of RTC members. Contribution rates are to be set in April and then incorporated in the annual federal Unified Planning Work Program. Section 4.1.1 of RTC's Bylaws reads as follows:

“At each April meeting of the Board, the Board shall determine the amount of annual contributions payable to the Corporation by the agencies for the succeeding fiscal year for federal funding purposes, which fiscal year begins on July 1 and ends on June 30. The fiscal year of the Corporation shall be as set forth in section 8.3 of these Bylaws. In setting the contribution, the Board shall consider all relevant circumstances, including: a review of the Corporation's written budget for the next fiscal year, the amount of reserves on hand, the Corporation's goals for the next fiscal year, and the anticipated receipts and donations from all funding sources.”

Last year, at the April 7, 2015 RTC Board meeting, the Board reviewed RTC member contributions as outlined in the Fiscal Year 2016 Unified Planning Work Program. Staff recommended that the dues remain the same as previous years, and the Board agreed. At the same meeting, the Board also directed that a sub-committee of the Board be formed to complete a review of RTC member contributions, as contributions had not been reviewed or modified since originally established in 1992.

The sub-committee met four times between August and December 2015 and submitted a final report to the RTC Board. The sub-committee developed guiding principles for establishing member contributions; reviewed the dues structures of peer MPOs and RTPOs; reviewed RTC budget trends; and developed framework and method to determine RTC member contributions.

The final report of the sub-committee was distributed to the RTC Board at the January 5 board meeting. At the February RTC Board meeting the full report and recommendations were presented to the Board. The RTC Executive Director also shared the report and

recommendations with the Skamania and Klickitat Counties Transportation Policy Committees at their February meetings.

RECURRING REVIEW POLICIES

The Dues Sub-Committee also recommended recurring review of the contribution rates as part of the annual process, and establishment of a 5-year full review cycle. The following policies are recommended to the Board:

- 1) Contributions for MPO members should be reviewed / updated annually, by applying the Bureau of Labor Statistics national cost index: Employment Cost Index - State and Local Government professional workers series. The review should be presented to the Board for consideration as part of the prescribed annual process.
- 2) Establish a full review of all member contributions on a 5-year cycle. During that 5-year review, population estimates will be evaluated / adjusted and member shares adjusted to reflect the updated figures and other relevant factors. In the interim, RTC staff will track major changes in population distribution during annual assessments.

SUMMARY RECOMMENDATIONS

RTC staff recommends that the RTC Board:

- 1) Adopt 2017 RTC Member Contributions as noted in Attachment One and that those contributions become effective January 1, 2017; and
- 2) Direct staff to implement the Recurring Review Policies as noted above.

BUDGET IMPLICATION

Action to adopt these new member contribution amounts will increase local funding to RTC from \$104,500 to \$180,000 annually. This increase in local funds will ensure RTC's ability to continue to provide local matching funds for federal grant funding that is essential to the agency's programs and planning activities.

ACTION REQUESTED

Adoption of Resolution 04-16-07, which shall set member contribution rates for the 2017 budget year and implement Recurring Review Policies.

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: RTC Member Contributions (effective January 1, 2017)

Attachment One

RTC Member Contributions

Effective January 1, 2017

<u>Jurisdiction</u>	<u>Dues</u>
Unincorporated Klickitat County	\$ 1,000
Bingen	\$ 800
Goldendale	\$ 800
White Salmon	\$ 800
Port of Klickitat	\$ 800
Unincorporated Skamania County	\$ 1,000
North Bonneville	\$ 800
Stevenson	\$ 800
Port of Skamania	\$ 800
C-TRAN	\$ 34,480
Port of Vancouver	\$ 14,526
Port of Ridgefield	\$ 870
Port of Camas/Washougal	\$ 1,843
Unincorporated Clark County	\$ 57,271
Battle Ground	\$ 5,091
Camas	\$ 5,691
La Center	\$ 831
Ridgefield	\$ 1,645
Vancouver	\$ 45,623
Washougal	\$ 4,064
Yacolt	\$ 442