



MEMORANDUM

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: March 7, 2017
SUBJECT: **RTC Member Contributions (Dues) for YR 2018**

AT A GLANCE - ACTION

This report provides a status report and recommendation for RTC Member Dues for YR 2018. Staff recommends that dues assessments remain unchanged for YR 2018.

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 5, 2016 RTC Board meeting, the Board adopted a revised Member Dues assessment for YR 2017 and also a set of recurring review policies.

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 were 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 FINDINGS

- 1) RTC distributed YR 2017 dues assessments in January. To date, most agencies have paid their dues assessments. It is expected that all YR 2017 dues assessments will be collected soon.
- 2) RTC is set to receive a slight increase in Federal flexible PL funding. The Federal flexible planning funding (PL) made available by formula distribution (from FHWA and FTA) was re-evaluated and a new formula was set in place at the state. As a result, RTC (and other MPOs) is set to receive a slight increase in PL funding. These new funding amounts are to be reflected in the FFY 2018 Unified Planning Work Program (UPWP). The UPWP and associated funding tables will be reviewed and adopted by the Board later this spring.
- 3) RTC has gathered the Bureau of Labor Statistics national cost index: Employment Cost Index - State and Local Government professional workers series. This index finds that costs have risen from: 124.2 for 2015 to 127.1 for 2016, a 2.3% increase.
- 4) There have been no significant changes to population distribution among the cities and unincorporated area of Clark County.

RECOMMENDATION

RTC staff is recommending NO changes to Member Dues assessment for YR 2018.

NEXT STEPS

RTC staff will incorporate the forecast increases to the FHWA / FTA PL funding distributions (due to RTC) into the FFY 2018 UPWP. Review of the Member Dues assessments will occur again next year in conjunction with current Board policy.