



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director
DATE: January 30, 2018 *MR*
SUBJECT: Indirect Cost Plan, Resolution 02-18-03

AT A GLANCE - ACTION

The RTC Board is being asked to adopt RTC's Indirect Cost Plan including attachments. In order to receive federal and state funds, RTC must approve the Indirect Cost Plan and maintain the approved plan on file for audit purposes per 2 CFR §200.

BACKGROUND

In the past, federal regulations required RTC to provide the State with a copy of the Indirect Cost Plan. Due to recent reform of the Federal government's guidance via the Office of Management and Budget (OMB), changes to federal regulations have occurred. The "Uniform Guidance" or 2 CFR §200 now require subrecipients receiving under \$35 million annually to certify their Indirect Cost Plan and maintain it on file for audit purposes.

POLICY IMPLICATION

Affirmative action on this Resolution would ensure RTC's compliance with 2 CFR §200 and the WSDOT Local Agency Guidelines §23.5 regarding Indirect Cost Plan requirements. This will allow RTC to continue to receive funding.

BUDGET IMPLICATION

This action is consistent with RTC's current work plan.

ACTION REQUESTED

Adoption of Resolution 02-18-02 with the effective date of July 1, 2018.

ADOPTED this _____ day of _____ 2018,
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Ron Onslow
Chair of the Board

Matt Ransom
Executive Director

Attachment: Indirect Cost Plan with attachments

SOUTHWEST WASHINGTON

REGIONAL TRANSPORTATION COUNCIL

INDIRECT COST PLAN

Prepared By:

Southwest Washington
Regional Transportation Council
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January 2018

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I. INTRODUCTION: Content and Structure of the Plan

This document represents the Indirect Cost Plan for the Southwest Washington Regional Transportation Council (RTC), which has been developed in conformance with OMB's Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR § 200. This circular establishes the principles and standards for determining allowable costs applicable to Federal grants, contracts and other agreements with state and local governments. The principles are designed to provide that such programs bear their fair share of costs, without subsidizing other programs.

The Uniform Guidance requires the development of a written indirect cost plan to support the distribution of any joint costs related to grant programs. Such plans should set out 1) the nature of the services provided; 2) the items of expense to be charged; and 3) the method(s) to be used in distributing costs.

The Uniform Guidance and other authoritative publications recognize that more than one method is generally acceptable to allocate most costs. RTC has selected the method(s) which, in management's opinion, result in the most realistic sharing of costs, based on the relevant benefit received.

The costs charged to these programs will be reasonable, necessary, allocated consistently, and allowable under State and Federal laws and regulations.

II. DESCRIPTION OF SERVICES AND METHODS

The Southwest Washington Regional Transportation Council (RTC) is an autonomous governmental entity formed by various local governments of Clark County. The RTC was formed effective July 1, 1992, through an Interlocal Agreement and incorporated as a public non-profit corporation. It was designated as the MPO for Clark County on July 8, 1992. RTC also serves as the RTPPO for Clark, Skamania, and Klickitat Counties. The mission of the Southwest Washington Regional Transportation Council shall be to encourage and promote the development of a regional transportation system that efficiently maximizes the mobility of people and goods within and through the region and minimizes transportation air pollution.

RTC receives and administers numerous grants from Federal, State, and Local governments. These grants provide the funds necessary to operate several transportation related programs. Each of these programs is established as a cost center to record and accumulate operating costs on a monthly and annual basis.

In addition, an "Administration" cost center is established to identify, summarize and distribute RTC departmental indirect costs which benefit all of the programs. This is illustrated in Attachment A, the RTC Overview of Programs' Budget. The total costs of this indirect administration cost center are allocated to the various programs based on actual direct gross staff wages (See Attachment A).

As a result, RTC is determining the actual amount of indirect cost to be charged to each program each month, as prescribed in the Uniform Guidance, Section 200.414. This method eliminates the need to estimate and negotiate a predetermined fixed rate for indirect costs. In addition, subsequent year adjustments for overpayment or underpayment of indirect costs are avoided.

In general, each expenditure will be charged to the cost center(s) based on relative benefit received. If a purchase is made for the benefit of one program, that program will be charged for the entire cost. If a purchase benefits two or more programs, the expenditure will be allocated between those programs using a basis which results in each program paying an equitable distribution of cost as related to benefits derived. If a purchase is administrative in nature, or if the purchase amount is nominal and allocation would not be practical, then the expenditure will be charged to the Administration cost center. A cost will not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose has been assigned to a Federal award as a direct cost.

Attachment A includes a chart which provides an overview of the program or programs to be charged for each type of expenditure.

RTC will avoid incurring costs which are unreasonable or unallowable according to the Uniform Guidance, including:

- 1) bad debts;
- 2) contingency provisions;
- 3) contributions and donations;
- 4) entertainment;
- 5) fines and penalties;
- 6) general costs of government;
- 7) interest;
- 8) lobbying; and
- 9) under-recovery of costs under grant agreements.

In the event such an expenditure arises, it will be charged to the cost center which consumed the expenditure, and will be identified as an unallowable Federal cost. Such expenditure will not be billed as a direct or indirect cost to any Federal grant.

Specific Allocation Methods include the following:

Salaries and Benefits

All salaries will be charged to the cost center(s) that benefit from the time spent. Each employee will prepare a timesheet for each payroll indicating the hours spent in each cost center. Hours spent for vacation, sick, and holidays will be charged to the indirect administration cost center. The timesheet will be signed by the employee and supervisor, and will account for all of the time for which compensation is paid by RTC.

All fringe benefits and payroll taxes will be charged on the same basis as the corresponding employee's gross wages. The benefits rate for budgeting purposes is based on the average Clark County rate of 50%.

All salaries and benefits are presently treated as direct costs with the exception of the administrative staff positions and vacation, sick, and holiday hours, which are treated as indirect costs.

Professional Services

Professional services will be charged to the program or programs (including Administration), which benefit from the service.

Rent - Office and Other

All rental and occupancy cost will be charged to the Administration cost center and will be allocated to programs, along with the other indirect costs, based on direct gross wages.

Office and Computer Supplies

Office and computer supplies, which are administrative in nature, will be charged to the General Administration cost center. Supplies which directly and exclusively benefit one or more programs will be charged to programs based on relative benefit received.

Software and Licensing

Software and licensing costs will be charged primarily to the Administration cost center. Software costs that directly benefit one or more programs and that do not benefit all programs will be treated as direct costs.

Computer and Office Equipment

Expendable computer and office equipment will be charged primarily to the Administration cost center as all programs benefit from such expenditures.

Travel Costs

Travel expenses will be charged to the cost center or to the program(s) which benefit from the said expense. Such allocations will be supported by travel reimbursements prepared and signed by the employee as certification the information is accurate and complete.

Registration and Tuition

Registration and tuition costs will be charged to the cost center or centers (including Administration) that benefit from the expenditure.

Dues and Memberships

Dues and memberships will be charged primarily to the Administration cost center, because as all programs benefit from such expenditures.

Communications

Communications (telephone, postage, etc.) will be charged primarily to the Administration cost center, because all programs require and benefit from such expenditures. Communication costs that directly benefit one or more programs and that do not benefit all programs will be treated as direct costs.

Advertising Costs

Advertising expenditures will be charged primarily to the Administrative cost center and will be allocated to programs along with the other indirect costs based on direct gross wages. Advertising costs that directly benefit one or more programs and that do not benefit all programs will be treated as direct costs.

Insurance

Insurance cost will be charged to programs based on relative benefit received. Most of the insurance provides agency-wide coverage, and will be charged to Administration.

Miscellaneous

Miscellaneous costs will be charged to the cost center or centers (including Administration) that benefit from the expenditure.

Capital Equipment

Prior grantor approval will be obtained for any capital equipment to be charged to a Federal, State, or Local grant. Such items will be allocated to the program(s) which benefit or use the asset.

Interest Expense

Interest expense is a non-operating unallowable cost. Accordingly, interest expense will not be charged to any of the programs, and will not be included in the Administrative costs to be allocated to the direct service programs.

III. ATTACHMENTS

Attachment A

RTC Overview Of Programs Budget January 1 - December 31, 2018

	Administrative (Indirect)	UPWP	STP	State	Local	Total
REVENUES						
Federal, FHWA & FTA		912,000				912,000
Federal STP		171,000				171,000
State RTPO		300,000				300,000
Local MPO			136,721		185,594	322,315
Fed STP, VAST Mgmt. and Operations			205,000			205,000
Fed FTA, Human Services Transportation Plan			40,000			40,000
Other Miscellaneous Projects					18,000	18,000
Total		1,383,000	381,721	0	203,594	1,968,315
EXPENDITURES						
Direct Salaries		474,118	109,809	0	35,000	618,927
Benefits (at 50%)		237,059	54,905	0	17,500	309,464
Indirect Salaries	356,950	0	0	0	0	356,950
Indirect Benefits	178,475	0	0	0	0	178,475
Professional Services						
Consultant	25,000	61,481	77,038	0	56,481	220,000
Information Services	6,000	0	0	0	0	6,000
Modeling Services	15,000	0	0	0	0	15,000
Accounting/HR Services	23,000	0	0	0	0	23,000
State Audit	10,000	0	0	0	0	10,000
Legal Services	18,000	0	0	0	0	18,000
Other Professional Services	10,000	0	0	0	0	10,000
Rent						
Office	72,000	0	0	0	0	72,000
Copy Machine/Other	5,500	0	0	0	0	5,500
Supplies and Equipment						
Office/Computer Supplies	9,000	0	0	0	0	9,000
Software/Licenses	8,700	0	0	0	0	8,700
Computer/Office Equipment	1,000	6,000	0	0	0	7,000
Travel/Training/Staff Development						
Travel	13,000	0	0	0	0	13,000
Registration/Tuition	7,500	0	0	0	0	7,500
Dues/Memberships	5,000	0	0	0	0	5,000
Communications						
Telephone/FAX/Postage	2,300	0	0	0	0	2,300
Other Communication (CVTV)	13,800	0	0	0	0	13,800
Other Expenses						
Advertising	2,200	0	0	0	0	2,200
Insurance	5,500	0	0	0	0	5,500
Miscellaneous	1,000	0	0	0	50,000	51,000
Indirect Total	(788,925)	604,342	139,970	0	44,613	0
Total	0	1,383,000	381,721	0	203,594	1,968,315

Attachment B

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated January 2018 to establish indirect costs for the calendar year ending December 31, 2018, are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the indirect costs.

I declare that the foregoing is true and correct.

Southwest Washington Regional Transportation Council



Matt Ransom, Executive Director
Southwest Washington Regional Transportation Council

JAN 30 2018

Date

Executive Director
1 FTE

Section Supervisor
1 FTE

Transportation Management and Operations

Intelligent Transportation Systems and Communications

Bi-State Issues

Special Projects

Transportation Planner
1 FTE

Regional Transportation Plan

Unified Planning Work Program

MPO Compliance

Transportation Planner
1 FTE

Skamania/Klickitat RTPO

Transportation Improvement Program

Congestion Management Process

Transportation Planner
1 FTE

Concurrency

Travel Model

Transportation Demand Management

Air Quality Conformity

Population/Employment Forecasts

Transportation Planner
1 FTE

Travel Model

Transportation Statistical Analysis

Modeling Applications

Data

Transportation Planner
1 FTE

Geographic Information Systems

System Hardware/Software

Mapping Data/Graphics

Congestion Management Process

Administrative Assistant
1 FTE

Administrative Assistant
1 FTE

Accountant
0.75 FTE

Administrative Staff



Southwest Washington Regional
Transportation Council

Attachment C

Planning Staff



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director
DATE: November 28, 2017 
SUBJECT: **YR 2018 Work Program and Budget, Resolution 12-17-22**

AT A GLANCE - ACTION

The purpose of this resolution is to present the YR 2018 Work Program and Budget for Board adoption.

BACKGROUND

The proposed YR 2018 (*January 1 to December 31*) Work Program and Budget for the Southwest Washington Regional Transportation Council (RTC) are prepared annually as planning tools for implementation of the agency's work. The 2018 Work Program outlines the major activities which RTC will be engaged in for regional transportation planning and grant funding efforts in 2018 as well as key initiatives related to implementation of the region's transportation plans. The Work Program and Budget are planning tools to guide the agency's work and planned expenditures.

YR 2017 IN REVIEW

In July 2017, RTC celebrated a 25-year Anniversary as the region's MPO/RTPO, providing transportation investment funding and planning across the three-county region. RTC's grant funding programs awarded over \$10.6 Million in grant awards to eighteen regionally significant projects. Partnerships with member agencies continue to flourish, as RTC managed several key studies on behalf of members, and additional new partnerships were established with local universities providing two student research project assignments. And, RTC's programs remain compliant with current regulations enabling the flow of state and federal grant funds to the RTC region. A summary of major work completed by RTC is found in the [2017 Annual Report](#).

YR 2018 WORK PROGRAM

RTC's 2018 Work Program is based on the program activities described in the approved FY 2018 Unified Planning Work Program (UPWP) (*adopted by: BR 05-17-07*).

UPWP web hyper-link: <http://rtc.wa.gov/programs/upwp/docs/UPWP2018-20170502-Adopted.pdf>

RTC's UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general MPO administration (*outlined in detail in the FY 2018 UPWP*). The UPWP work program produces the bulk of the agency's products and services to

members. The UPWP work program is informed by accurate data, research, analysis, and special program management, each of which is used to identify needs and strategies that address the RTC region's pressing current and future regional transportation demands.

Supplementing the descriptions of the work program of the UPWP, staff have identified those work efforts that will receive focused emphasis during YR 2018. The *Emphasis Area* outline provides a summary of key activities within Work Program area, which facilitates Board and member agency awareness of emergent activities and relevant regional issues discussion.

YR 2018 EMPHASIS AREAS

Several planning and regional study initiatives will be underway in 2018. RTC staff will be engaged in these efforts (in varying degrees) with the objective of helping regional partners plan for and advance funding for needed transportation investments over the next several years. A brief summary of select key initiatives is described below.

Regional Transportation Plans

In YR 2018, the RTC will be working to complete a major four-year update to the Regional Transportation Plan for Clark County and will also undertake minor updates (as needed) to the Skamania and Klickitat County Regional Transportation Plans. These regional transportation plan updates are important and produce the major policies and projects that the region(s) will be pursuing over the next 20 years.

Emphasis activities that will be in development during the 2018 regional transportation planning process include: development of a web-based public outreach / engagement survey; hiring of college students for project task assignments; and miscellaneous technical support services, the specific scope of which will be identified areas including: finance, project evaluation, MAP-21 performance measures implementation, and economic analysis.

Regional Studies

In addition to development of the three regional transportation plans, RTC staff will be heavily engaged in several regional studies.

RTC is initiating the scoping and development of a Clark regional urban freeway operations study. Much of the work in YR 2018 will be laying the groundwork for the partnership (including securing funding partners) and development of the work scope and responsibilities. The catalyst for this evaluation were the recommendation(s) of the most recent Congestion Management Process, which identified a need for focused "operations" study of freeway and transit service enhancements to provide short-term and low-cost project enhancements along urban freeway corridors.

RTC, along with partners within Clark, Skamania, and Klickitat counties will initiate a periodic update to the Human Services Transportation Plans within the RTC region. This work is funded in part by pass-through funding provided by the WSDOT Public Transit Division (\$40,000). The focus of these updates will be to assess the current needs for services and re-evaluate project priorities, setting the stage for competitive grant funding in coming years.

VAST Partners, with RTC as program manager, will initiate an update to a 10-year needs assessment and update to the regional Intelligent Transportation System (ITS) architecture and network. This plan will lay the groundwork for continued asset sharing of existing ITS related equipment and also identify future investment needs to keep pace with the evolution of traffic signal and communications technology. Further, the VAST program partners will also continue their work in setting the technology needs and policies for regional acceptance of future vehicle needs through evaluation of regional policies and investment criteria for future *Connected and Autonomous Vehicles*.

Additionally, RTC staff are slated to spend considerable time on several key regional studies and initiatives which are being led by several partner agencies across the region. Among those studies where RTC is likely to provide technical or policy support and review include: the I-5 Legislative Task Force authorized by SB-5806; technical support for C-TRAN's Mill Plain Blvd. bus rapid transit project evaluation; the Hood River Bridge replacement Environmental Impact Statement; and traffic modeling technical review in conjunction with the ODOT value pricing evaluation.

Lastly, RTC staff serve as technical advisors to member agencies in numerous areas including: traffic modeling, grant writing, study development and project advisory committees, and legislative outreach. This work is expected to remain robust and active over the next year.

Supporting the technical development of the these plans and regional coordination efforts, staff is recommending a YR 2018 allocation of \$75,000 in professional services resources to enable support services and technical assistance for these numerous activities and initiatives.

Administrative

Several activities have been identified as focused initiatives in the administrative area, including: updates to the RTC's accounting program in relation to recent standard practice advisories (OPEB accounting rules); and implementation of an ADA facility and program audit for RTC facilities and programs. It is planned that RTC will relocate its primary offices within the Clark County Public Services Center. In conjunction with that planned office relocation, RTC staff are planning for one-time investments in select technology and equipment / facility upgrades.

YR 2017 BUDGET STATUS

Expenditures through year end 2017 are expected to be at or below the CY 2017 budgeted amount. The expenditures reported to date allowed full progress of the 2017 Work Program.

Current projections estimate expending roughly \$100,000 less than the planned CY 2017 budget. Savings were incurred across all budget categories, except for Salaries and Benefits, which reflect adjustments associated with a staffing transition, position adjustment and one-time cross training expenses for the Senior Accountant position. (Table 1: CY 2017 Expenditures to Date)

The notable budget variance (savings) was due to deferred expenditures for professional services contracts related to the regional transportation planning and performance management programs. To date, all other planned activities and expenses are tracking at or below planned levels.

RTC's cash flow remains stable. However, there were select delays in reimbursement by a few federal grant programs. As a result, RTC had to cover some of those Expenses due to delays in Federal grant payments. However, to date, most of these federal reimbursement funds have been released, or are expected to be released in the short term.

A summary of Expenditures to date (as of November 2017 Claims) and forecast expenditures through December 31 are listed in Table 1.

Table 1: CY 2017 Expenditures to Date (*thru November Claims*) and Projected Year-End

Regional Transportation Council					
Budget versus Forecast for 2017					
			2017	2017 Estimate	Difference
EXPENSES			Budget	Actual & Forecast	Budget vs Forecast
Salaries			\$928,000	\$941,103	(13,103)
Benefits			464,000	\$473,931	(9,931)
Professional Services			468,200	377,909	90,291
Rent			69,000	64,823	4,177
Supplies and Equipment			32,000	20,891	11,109
Travel, Training and Staff Development			28,500	12,632	15,868
Communications			18,000	15,555	2,445
Other Expenses			10,500	9,514	986
TOTAL EXPENSES			\$2,018,200	\$1,916,358	101,842

CY 2018 BUDGETING

Revenues:

Revenues on hand or projected to be granted to RTC during CY 2018 are balanced to projected expenses and will fully support RTC operations at current staffing levels and implementation of the 2018 Work Program. The CY 2018 Budget reflects State and Federal grants in hand or expected to be granted from Washington State DOT (WSDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) are expected to be slightly below the 2017 levels. Member Dues assessment are also included. A nominal forecast of Enterprise revenue from third-parties is planned, and RTC management will consider additional consulting opportunities during the coming year.

Expenses:

The Budget reflects expense structures which implement RTC policies and procedures and program cost structures, including the CY 2018 forecast adjustments to the RTC's medical and benefit plans; changes in the employee compensation and classification program to reflect market conditions and position responsibility; and the indirect cost allocation plan for direct and indirect services purchased from Clark County. Budgeted staffing levels for CY 2018 remain unchanged, and new emphasis has been placed on procuring college student special projects and establishment of relationships with local university/college institutions.

Professional services are utilized to supplement RTC staffing and to provide specialty services on a limited scope/term basis. Several interlocal agreements and contracts are in place to provide select services (ex. information services, accounting/HR services, modeling services, legal services, treasury and investment, etc.) These planned expenses are incorporated into the RTC's budget reflective of current contract or agreement amounts.

RTC management intends to utilize discretionary professional services for project/program specific activities. Those services are solicited on a case-by-case basis in order to implement components of the technical work program. For CY 2018, a Consultant professional services budget of \$220,000 is planned; allocated to three distinct activities: VAST Program services; Traffic Counting services; and one-time professional services associated with the regional transportation planning and performance management program (described below).

Additionally, RTC's office space lease, at the County Public Service Center, is being re-drafted and the monthly rent is planned to increase by approximately \$10,000/year, an increase from roughly \$60,000 up to approximately \$70,000/year. This new recurring expense structure is reflected in the proposed CY 2018 Budget. However, the final lease cost will not be finalized until a suite delineation and lease are finalized.

One-time Expenses:

Professional Services: Consultant. Implementation of the CY 2018 Work Program may require technical and support services beyond the current scope and capacity of RTC employees. In those cases, RTC management intends to authorize solicitation of professional services to supplement RTC staffing and technical expertise. Specific areas of emphasis have been identified in the Work Program *Emphasis Areas*. A one-time planned expenditure of up to \$75,000 is set aside to help RTC staff implement major activities, such as: the Regional Transportation Plan for Clark County update, to support implementation of MAP-21 related performance measures, and to support miscellaneous and college student projects.

Office Move. RTC's lease at the County Public Service Center (PSC) expired on December 31, 2016. Since then, RTC has been occupying its leased space on a month-to-month basis. In the interim, Clark County has been re-evaluating its overall space needs and has since asked RTC to relocate its office suite within the PSC building. In conjunction with the office move, RTC management is planning for a one-time budget allocation of \$50,000, to accommodate office equipment and materials expenses which may need to be purchased in conjunction with the office move and set-up of the new office suite.

POLICY IMPLICATION

The 2018 Work Program incorporates the adopted UPWP and adds additional activities described as *Emphasis* work areas. The 2018 Work Program is designed to make incremental progress in implementing the policies and funding projects of the adopted Regional Transportation Plan (2014). Policy recommendations which are developed in conjunction with the 2018 Work Program may be presented to the Board for final policy consideration and adoption (if needed).

The 2018 Budget includes programmed expenditures and revenues generated by RTC project management and enterprise activities on behalf of member agencies. RTC anticipates a commitment to this type of work in 2018 and is programming additional capacity to take on additional work of this type in the travel modeling and technical services areas.

BUDGET IMPLICATION

The Budget for planned expenditures totaling \$1,968,315 will be established for the period of January 1 to December 31, 2018. Available revenues and pending grants will fully fund RTC operations as planned.

ACTION REQUESTED

Adoption of Resolution 12-17-22, 2018 RTC Work Program and Budget.

ADOPTED this 5th day of December 2017,

by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:



Jeannie E. Stewart
Chair of the Board



Matt Ransom
Executive Director

Attachment: 2018 Work Program and Budget

Work Program and Budget

Year 2018

Southwest Washington Regional Transportation Council



RTC YR 2018 Work Program & Budget

Resurgence of the regional economy and continued growth in population are increasing the demands upon our region's transportation infrastructure. RTC's congestion monitoring report indicates growing pressure on key commute corridors. In response, regional efforts have been initiated to study less costly, system operations strategies, as short-term actions that are designed to optimize the performance of the existing systems. Meanwhile, longer term projects remain a focus for funding in state and federal competitive grant programs.

As the region continues to work on infrastructure planned upgrades, the 2018 Work Program is focused on specific tasks to advance the planned update to the Regional Transportation Plan in 2018. Among those efforts include continued integration of performance based planning measures into the region's Plan and a focused effort to elicit stakeholder input in shaping the overall plan's strategies.

As a whole, trend forecasting indicates a continued growth in population and an increasing diversification of our region in terms of age demographics, incomes, and transportation mode choice. These trends will drive a need for continued evolution in policy and strategy to provide for a modern and diverse regional transportation network which underlies and supports a planned for vibrant regional economy. The efforts of the 2018 Work Program anticipates many of these demands, and is designed to help shape the region's transportation investment strategy for years to come.

YR 2018 Core Work Program

RTC's 2018 Work Program is based on the program activities described in the approved FY 2017 Unified Planning Work Program (UPWP) (*adopted by: BR 05-17-07*).

UPWP web hyper-link:

<http://rtc.wa.gov/programs/upwp/docs/UPWP2018-20170502-Adopted.pdf>

RTC's UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general MPO administration (*outlined in detail in the FY 2018 UPWP*). The UPWP work program produces the bulk of the agency's products and services to members. The UPWP work program is informed by accurate data, research, analysis, and special program management, each of which is used to identify needs and strategies that address the RTC region's pressing current and future regional transportation demands.

Year 2018 Emphasis Areas

The 2018 Work Program - Emphasis Areas, are generally topics that are current and need to be addressed in 2018. The intent of the Emphasis Area designation is to provide focus on a specific topic, due to either a current mandate, external influences, and/or in response to contemporary and relevant regional issues discussion.

RTC YR 2018 Work Program

Emphasis Areas

1. Regional Project Funding

- a. Grant Program Policy and Scoring Review Committee (STBG; CMAQ)
- b. Annual Grant Program Call for Projects/Evaluation/Awards
- c. Regional grant online database and mapping

2. 2040 Regional Transportation Plan

- a. Outreach / Engagement Activities
- b. Technical & Policy Committee Work
 - i. Finance
 - ii. Active Transportation Planning
 - iii. Future Technology (VAST program)
 - iv. Environmental Justice
- c. Call for Project and technical evaluation
- d. MAP-21 performance metrics integration
- e. 10-Year project priority evaluation

3. Regional Studies

- a. Clark regional urban freeway operations study – scoping and partnership phase
- b. Human Services Transportation Plan update (Clark, Skamania, and Klickitat counties)
- c. Skamania and Klickitat County Regional Transportation Plan - Updates
- d. Vancouver Areas Smart Trek (VAST) – 10-year ITS Network Needs Assessment
- e. WA SB-5806 I-5 Legislative Task Force (*RTC in technical support role*)
- f. C-TRAN Mill Plain Bus Rapid Transit project development (*RTC in technical support role*)
- g. Hood River Bridge EIS (*RTC in technical support role*)
- h. ODOT Value Pricing evaluation (*RTC in technical reviewer role*)

4. MAP-21 Implementation

- a. Performance Target Setting with Board
 - i. Safety (*est. January 2018*)
 - ii. Bridge and Pavement
 - iii. System Performance and CMAQ
- b. Multi-jurisdictional Committee for Target Setting and Performance Monitoring

5. Partnership Building

- a. Bi-State Coordination Committee(s) Support & Outreach
- b. Clark County Transportation Alliance; Legislative support
- c. Partner Outreach and Engagement (ex. CREDC, ICC, MCCED, etc.)
- d. RTC Member technical support and task work

6. Administrative

- a. Ongoing review of administrative policies and procedures
- b. ADA Facility / Compliance Audit
- c. Office relocation
- d. Technology updates
- e. OPEB accounting rules implementation
- f. Student Intern / Project(s)

2018 BUDGET

RTC prepares a calendar year (CY) budget for financial planning purposes. It is used as a planning tool, and if adjustments to the Budget are needed during the year, they will be presented to the Board for consideration. The RTC's CY Budget outlines the anticipated revenues and expenses for the calendar year 2018. The CY Budget is consistent with the FY UPWP budget and supplemented to support Emphasis Areas and emergent activities.

RTC's CY 2018 Budget supports staffing and services which enable progress on the Work Program's UPWP and Emphasis Areas components. Revenues, which fund RTC operations, include sources such as: federal and state grants, member agency assessments and enterprise fees. Expenses for RTC are primarily related to: staffing, specialty consulting services, and miscellaneous operations activities (ex. rent, support services, equipment, staff development, etc.)

Implementation of the YR 2018 Work Program with staffing, specialty consulting services and operations support is budgeted to cost: **\$1,968,315.**

Budget Summary

- Federal and State grants to RTC are projected to remain relatively stable in CY 2018.
- Resources available or forecast to be available for CY 2018 will fully fund RTC operations. (Resources include: Federal and State grant revenues combined with dues and enterprise fees)
- Member Dues of \$180,000 are applied to the budget for CY 2018. A re-examination of dues based on current Board policy is expected spring 2018, and any assessment adjustments will become effective January 2019.
- The 2018 Budget retains current staffing levels. Additional emphasis is also placed on procuring student project assignments with our local university partners.
- Cost structures for personnel compensation and benefits are consistent with established and adjusted employee position classification schedules, market conditions and benefit plan cost structures. RTC's benefit plans (medical, dental, vision, AD&D, etc.) are purchased under contract from Clark County.
- Indirect service contract expenses are to remain stable. RTC purchases payroll processing, treasury, IT (telephone and computer network) and incidental general support services from Clark County.
- One-time expenses are planned for the following activities: Professional Consulting Services to provide technical support for RTC's planning activities (\$75,000); and, Moving Expenses related to relocation of RTC's offices within the Clark County Public Service Center (\$50,000).

**Regional Transportation Council
Budget for 2018**

REVENUES				2018 Budget
Unified Planning Work Program				1,383,000
	FHWA			586,000
	FTA			326,000
	STP			171,000
	RTPO			300,000
Vancouver Area Smart Trek (STP)				205,000
Other Local				13,000
Human Services Trans Plan				40,000
Other Miscellaneous Projects				5,000
Local MPO Dues				\$322,315
TOTAL REVENUES				\$1,968,315
EXPENSES			2017 Budget	2018 Budget
Salaries			\$928,000	\$965,856
Benefits			464,000	497,959
Professional Services			468,200	302,000
	Consultant		376,200	220,000
	Information Services		8,000	6,000
	Modeling Services		15,000	15,000
	Accounting/HR Services		25,000	23,000
	State Audit		14,000	10,000
	Legal Services		20,000	18,000
	Other Professional Services		10,000	10,000
Rent			69,000	77,500
	Office		62,000	72,000
	Copy Machine/Other		7,000	5,500
Supplies and Equipment			32,000	24,700
	Office and Computer Supplies		12,000	9,000
	Software/Licenses		10,000	8,700
	Computer and Office Equipment		10,000	7,000

Travel, Training and Staff Development				28,500	25,500
Travel				13,500	13,000
Registration/Tuition				10,000	7,500
Dues/Memberships				5,000	5,000
Communications				18,000	16,100
Telephone/FAX/Postage				4,000	2,300
Other Communication (CVTV)				14,000	13,800
Other Expenses				10,500	58,700
Advertising				2,500	2,200
Insurance				5,500	5,500
Miscellaneous	Office Relocation Expense				50,000
	Other Miscellaneous			2,500	1,000
TOTAL EXPENSES				\$2,018,200	\$1,968,315

Attachment E

Southwest Washington Regional Transportation Council 2018 Total and Indirect Expenses

<u>EXPENSES</u>	<u>2018 Budget</u>	<u>2018 Indirect</u>
Salaries	\$965,856	\$356,950
Benefits	497,959	178,475
Professional Services	302,000	107,000
Consultant	220,000	25,000
Information Services	6,000	6,000
Modeling Services	15,000	15,000
Accounting/HR Services	23,000	23,000
State Audit	10,000	10,000
Legal Services	18,000	18,000
Other Professional Services	10,000	10,000
Rent	77,500	77,500
Office	72,000	72,000
Copy Machine/Other	5,500	5,500
Supplies and Equipment	24,700	18,700
Office/Computer Supplies	9,000	9,000
Software/Licenses	8,700	8,700
Computer/Office Equipment	7,000	1,000
Travel/Training/Staff Development	25,500	25,500
Travel	13,000	13,000
Registration/Tuition	7,500	7,500
Dues/Memberships	5,000	5,000
Communications	16,100	16,100
Telephone/FAX/Postage	2,300	2,300
Other Communication	13,800	13,800
Other Expenses	58,700	8,700
Advertising	2,200	2,200
Insurance	5,500	5,500
Miscellaneous	51,000	1,000
TOTAL EXPENSES	<u><u>\$1,968,315</u></u>	<u><u>\$788,925</u></u>