



STAFF REPORT/RESOLUTION

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director   
**DATE:** March 27, 2018  
**SUBJECT:** **RTC Member Contributions (Dues) for YR 2019, Resolution 04-18-06**

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**AT A GLANCE - ACTION**

*The proposed Resolution will adopt new RTC annual member contributions for the 2019 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. This schedule also allows ample notification to members prior to the annual assessment in January of each year.

Both the RTC Bylaws and supplemental policies briefly describe the dues assessment process. Section 8.6 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. 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 Work Plan for the current and projected next fiscal year, and the anticipated receipts and donations from all funding sources.”*

At the April 5, 2016 RTC Board meeting, the Board adopted Resolution 04-16-07 setting in place annual Recurring Review Policies, which are to be used as review parameters as part of the annual dues review process.

**RECURRING REVIEW POLICIES**

Board Resolution 04-16-07 set in place recurring review policies which guide the periodic adjustment to member dues. The following policies were adopted by 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 and member shares adjusted to reflect the updated figures and other relevant factors. In the interim, RTC staff will track major changes in population share during annual assessments.

## SUMMARY FINDINGS

- 1) Due to some changes in the boundaries of other MPOs in Washington State, RTC is set to receive a slight reduction in Federal planning funding of about \$8,300. These Federal Planning (PL) funds are distributed by the state according to an adopted formula. These new funding amounts are to be reflected in the FFY 2019 Unified Planning Work Program (UPWP). The UPWP and associated funding tables will be reviewed and adopted by the Board later this spring.
- 2) RTC has gathered the Bureau of Labor Statistics national cost index: Employment Cost Index - State and Local Government professional workers series. The index indicates a 2-year increase in costs of 4.93% (years 2016 and 2017).

Year	ECI Index	Annual Change
2010	114.0	
2011	115.9	1.67%
2012	117.5	1.38%
2013	119.5	1.70%
2014	121.6	1.76%
2015	124.2	2.14%
2016	127.1	2.33%
2017	130.4	2.60%

- 3) From 2014 to 2017, there have been no significant changes to population share among the cities and unincorporated area of Clark County. The largest change has been less than 0.4%.

## RECOMMENDATION

Considering that no adjustment to member dues took place for 2018, and considering Federal planning funds will be reduced by roughly \$8,300 for FFY 2019, RTC staff is recommending a 2-year adjustment to MPO member contributions of 4.93% (based on the 2016-2017 combined annual change in the Employment Cost Index).

This would raise MPO member's portion of total dues by \$8,498, from \$172,377 to \$180,875. With no significant change in population share among MPO members, it recommended that each MPO member's contribution be increased by 4.93%.

Table: Summary of Dues for Year 2018 (current) and Year 2019 (proposed)

Jurisdiction	2018 Contributions (Current)	2019 Contributions (Proposed)
Unincorporated Klickitat County	\$1,000	\$1,000
Bingen	\$800	\$800
Goldendale	\$800	\$800
White Salmon	\$800	\$800
Port of Klickitat	\$800	\$800
Unincorporated Skamania County	1,000	\$1,000
North Bonneville	\$800	\$800
Stevenson	\$800	\$800
Port of Skamania County	\$800	\$800
<b>C-TRAN</b>	<b>\$34,480</b>	<b>\$36,180</b>
<b>Port of Vancouver</b>	<b>\$14,526</b>	<b>\$15,242</b>
<b>Port of Ridgefield</b>	<b>\$870</b>	<b>\$913</b>
<b>Port of Camas/Washougal</b>	<b>\$1,843</b>	<b>\$1,934</b>
<b>Unincorporated Clark County</b>	<b>\$57,271</b>	<b>\$60,095</b>
<b>Battle Ground</b>	<b>\$5,091</b>	<b>\$5,342</b>
<b>Camas</b>	<b>\$5,691</b>	<b>\$5,971</b>
<b>La Center</b>	<b>\$831</b>	<b>\$872</b>
<b>Ridgefield</b>	<b>\$1,645</b>	<b>\$1,726</b>
<b>Vancouver</b>	<b>\$45,623</b>	<b>\$47,872</b>
<b>Washougal</b>	<b>\$4,064</b>	<b>\$4,264</b>
<b>Yacolt</b>	<b>\$442</b>	<b>\$463</b>
<b>Total Dues</b>	<b>\$179,977</b>	<b>\$188,474</b>

### BUDGET IMPLICATION

Action to adopt these new member contribution amounts will increase local funding to RTC from \$179,977 to \$188,474 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 04-18-06, which shall set RTC Member Contributions Rate Table for Year 2019 budget year (Attachment 1).

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2018  
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

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Ron Onslow  
Chair of the Board

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Matt Ransom  
Executive Director

Attachment: RTC Member Contributions Rate Table (effective January 1, 2019)

**Attachment One**

**RTC Member Contributions**

**Effective January 1, 2019**

<b><u>Jurisdiction</u></b>	<b><u>Dues</u></b>
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 County	\$ 800
C-TRAN	\$ 36,180
Port of Vancouver	\$ 15,242
Port of Ridgefield	\$ 913
Port of Camas/Washougal	\$ 1,934
Unincorporated Clark County	\$ 60,095
Battle Ground	\$ 5,342
Camas	\$ 5,971
La Center	\$ 872
Ridgefield	\$ 1,726
Vancouver	\$ 47,872
Washougal	\$ 4,264
Yacolt	\$ 463