



MEMORANDUM

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: February 25, 2020
SUBJECT: **RTC Member Contributions (Dues) for YR 2021**

AT A GLANCE - INFORMATION

This report provides a status report and recommendation for RTC Member Contributions for YR 2021. Staff recommends that YR 2021 contribution assessments for MPO members be adjusted based on changes to the Bureau of Labor Statistics Employment Cost Index for State and Local Government professional workers series.

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) At the April 2, 2019 RTC Board meeting the Board adopted changes to member contributions for YR 2020 based on the Bureau of Labor Statistics Employment Cost Index for State and Local Government professional workers series. RTC distributed those YR 2020 contribution assessments to members in January. As of March 2020, all members have paid their YR 2020 contribution assessments.
- 2) RTC has gathered the Bureau of Labor Statistics national cost index: Employment Cost Index (ECI) - State and Local Government professional workers series. The ECI which is subject to current Board policy review covers YR 2019 and is **2.70%**.

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%
2018	133.2	2.15%
2019	136.8	2.70%

- 3) From 2014 to 2019, there have been no significant changes to population share among the cities and unincorporated area of Clark County. The largest change has been about 1%.

RECOMMENDATION

RTC staff is recommending a 1-year adjustment to MPO member contributions of 2.7% (based on the 2018-2019 change in the Employment Cost Index).

This would raise MPO member's portion of total dues by \$5,029, from \$186,264 to \$191,293.

With no significant change in population share among MPO members, it is recommended that each MPO member's contribution be increased by 2.7%.

RTC Member Contributions (Dues) for YR 2021

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Jurisdiction	2020 Contributions (Current)	2021 Contributions (Proposed)
C-TRAN	\$36,958	\$37,956
Port of Vancouver	\$15,570	\$15,990
Port of Ridgefield	\$933	\$958
Port of Camas/Washougal	\$1,976	\$2,029
Unincorporated Clark County	\$61,387	\$63,044
Battle Ground	\$5,457	\$5,604
Camas	\$6,099	\$6,264
La Center	\$891	\$915
Ridgefield	\$1,763	\$1,811
Vancouver	\$48,901	\$50,221
Washougal	\$4,356	\$4,474
Yacolt	\$473	\$486
Cowlitz Indian Tribe	\$1,500	\$1,541
<i>MPO Member's Portion</i>	\$186,264	\$191,293
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	\$800	\$800
<i>RTPO Member's Portion</i>	\$7,600	\$7,600
Total Dues	\$193,864	\$198,893

NEXT STEPS

Following RTC Board review at the March 2020 Board meeting, staff will prepare a Resolution for Action at the April 7, 2020 Board meeting. This increase in local funds will ensure RTC's ability to continue to provide local matching funds for federal ground funding and member services.