



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: March 31, 2020
SUBJECT: **RTC Member Contributions (Dues) for YR 2021, Resolution 04-20-12**

AT A GLANCE - ACTION

The proposed Resolution will adopt new RTC annual member contributions for the 2021 budget year.

RTC Staff is recommending that this Resolution is TABLED at the April 7, 2020, meeting to a future meeting date.

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 3, 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%**.
- 3)

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%

- 4) 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 2.70% (based on the 2018-2019 change in the Employment Cost Index).

This would raise MPO members' portion of total dues by \$5,029, from \$186,264 to \$191,293. With no significant change in population share among MPO members, it recommended that each MPO member's contribution be increased by 2.70%. Total Dues paid to RTC by all member agencies would be \$198,893 beginning January 2021.

Table: Summary of Dues for Year 2020 (current) and Year 2021 (proposed)

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

BUDGET IMPLICATION

Action to adopt these new member contribution amounts will increase local funding to RTC from \$193,864 to \$198,893 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 04-20-12, which shall set RTC Member Contributions Rate Table for Year 2021 budget year (Attachment 1).

ADOPTED this 7th day of April 2020 by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Scott Hughes
Chair of the Board

Matt Ransom
Executive Director

Attachment: RTC Member Contributions Rate Table (effective January 1, 2021)

Attachment One

RTC Member Contributions

Effective January 1, 2021

<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 County	\$ 800
C-TRAN	\$ 37,956
Port of Vancouver	\$ 15,990
Port of Ridgefield	\$ 958
Port of Camas/Washougal	\$ 2,029
Unincorporated Clark County	\$ 63,044
Battle Ground	\$ 5,604
Camas	\$ 6,264
La Center	\$ 915
Ridgefield	\$ 1,811
Vancouver	\$ 50,221
Washougal	\$ 4,474
Yacolt	\$ 486
Cowlitz Indian Tribe	\$ 1,541