



MEMORANDUM

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: January 26, 2016
SUBJECT: **RTC Board Sub-Committee – Member Dues Review Report**

AT A GLANCE – DISCUSSION

The purpose of this agenda item is to provide a review of Member Dues Sub-Committee Final Report and initiate RTC Board discussion of recommendations.

BACKGROUND

At the April 7, 2015 RTC Board meeting, the Board reviewed RTC member dues as outlined in the Fiscal Year 2016 Unified Planning Work Program. Staff recommended that the dues remain the same as previous years, and the Board agreed. At the same meeting, the Board also directed that a sub-committee of the Board be formed to complete a thorough review of RTC member dues, as member dues have not been reviewed or modified since originally established in 1992.

A Dues Sub-Committee to represent a composite of RTC’s membership was proposed and accepted at the July 7, 2015 RTC Board Meeting. The committee was comprised of the following members:

- Jeanne Stewart , Clark County (MPO County)
- Jack Burkman, City of Vancouver (MPO Large City)
- Melissa Smith, City of Camas (MPO Small City)
- Jeff Hamm, C-TRAN (Special District)
- Doug McKenzie, Skamania County (RTPO County)
- Nancy Baker, Port of Vancouver (Port Districts)

The committee met over four meetings from August-December to discuss relevant background and information as they worked towards developing a final recommendation for the RTC Board. Meeting discussion topics included the following:

- An overview of the current member dues structure and its history
- A review of RTC Bylaws and interlocal agreements governing member dues
- An overview of RTC funding
- Guiding principles for developing a final member dues recommendation
- A review of RTC budget trends
- A review of peer MPO/RTPO dues structures
- A discussion of a dues framework – amount and proportionality

- Models for dues calculation
- A final sub-committee recommendation for RTC member dues

MEMBER DUES SUB-COMMITTEE RECOMMENDATION – SUMMARY

The RTC dues committee reviewed the history of RTC's current dues structure, peer agency methods for assessing dues, and considered RTC's needs and use of member dues in relation to the organization's current and projected budget.

The committee recommends that the RTC Board adopt the following:

- Total dues assessed to members in the amount of \$180,000 beginning in January 2017
- RTPO members be assessed total dues fixed in the amount of \$7,600, and split as follows:
 - RTPO counties be assessed a fixed amount of \$1,000 in member dues
 - RTPO cities and ports be assessed a fixed amount of \$800 in member dues
- MPO members be assessed total dues in the amount of \$172,400, and split as follows:
 - 70% among general-purpose governments (shares distributed per 2014 population distribution)
 - 20% to C-TRAN (fixed amount of MPO total)
 - 10% among the MPO ports (shares distributed per 2014 population distribution)
- MPO General-purpose governments' shares distributed among members using the Office of Financial Management population estimates (fixed to OFM 2014).
- MPO Ports determine dues shares distributed among members using the Office of Financial Management population estimates (fixed to OFM 2014) for populations within Port District boundaries.
- Dues for MPO members should be adjusted annually using a Bureau of Labor Statistics national cost index: Employment Cost Index - State and Local Government professional workers series.
- Track major changes in population distribution during annual updates and adjust on at least a 5-year cycle.
- RTC Board Sub-committee to prepares a full dues assessment at least every five years that reviews and adjusts the following:
 - Review total Dues assessment and current RTC budget needs
 - Adjust MPO population share distributions with then current OFM forecasts within general-purpose government and Port district categories
 - Review RTPO dues and adjust, as needed, a fixed dues share distribution among counties and cities / port districts.

The table below summarizes the changes between current member dues and the sub-committee’s recommendation. Additional details are provided in the Final Report attached to this memorandum.

Table - Current Member Dues and Recommended Changes

Jurisdiction	Proposed Dues	Current Dues	Dues Change	% Increase
Unincorporated Klickitat County	\$ 1,000	\$ 500	\$ 500	100%
Bingen	\$ 800	\$ 500	\$ 300	60%
Goldendale	\$ 800	\$ 500	\$ 300	60%
White Salmon	\$ 800	\$ 500	\$ 300	60%
Port of Klickitat	\$ 800	\$ 500	\$ 300	60%
Unincorporated Skamania County	\$ 1,000	\$ 500	\$ 500	100%
North Bonneville	\$ 800	\$ 500	\$ 300	60%
Stevenson	\$ 800	\$ 500	\$ 300	60%
Port of Skamania	\$ 800	\$ 500	\$ 300	60%
C-TRAN	\$ 34,480	\$ 25,000	\$ 9,480	38%
Port of Vancouver	\$ 14,526	\$ 4,000	\$ 10,526	263%
Port of Ridgefield	\$ 870	\$ 700	\$ 170	24%
Port of Camas/Washougal	\$ 1,843	\$ 2,000	\$ (157)	-8%
Unincorporated Clark County	\$ 57,271	\$ 36,300	\$ 20,971	58%
Battle Ground	\$ 5,091	\$ 3,100	\$ 1,991	64%
Camas	\$ 5,691	\$ 3,500	\$ 2,191	63%
La Center	\$ 831	\$ 400	\$ 431	108%
Ridgefield	\$ 1,645	\$ 900	\$ 745	83%
Vancouver	\$ 45,623	\$ 21,300	\$ 24,323	114%
Washougal	\$ 4,064	\$ 2,400	\$ 1,664	69%
Yacolt	\$ 442	\$ 400	\$ 42	10%

NEXT STEPS

The Member Dues Sub-committee recommends that the RTC Board consider adopting these changes at their April 2016 board meeting, with the new member dues rates taking effect in January 2017. This will allow the Executive Director the opportunity to meet with members to discuss the changes, and allows members time to address the changes in their budgets.