

**RTC Board Sub-Committee: Member Dues Review**  
**Final Report - December 2015**

---

**Southwest Washington Regional Transportation Council**





## Executive Summary

Since formation in 1992, the RTC member dues have remained unchanged. Over that time, increases in basic costs to run the day-to-day operations and overall inflationary growth factors drive the need to assess the RTC current member dues structure. In addition, the composition of the region in terms of County/City population size and the expansion of the growth areas cause a need to redefine the distribution of dues among members. Combined, these factors define the purpose for the current review of RTC member dues. This report summarizes the process, research findings, and recommendations from the sub-committee to the Board and advances for Board consideration.

To accomplish this review, the RTC Board of Directors authorized the establishment of a sub-committee of the Board to review the member dues structure and recommend changes (if needed) for Board consideration. The Board sub-committee met on four occasions in the fall of 2015 to review RTC staff work and contribute to the development of a new dues structure.

The sub-committee reviewed items such as: agency history and governing documents, peer MPO research results, economic and growth data, RTC financial data, and multiple options for dues structures. The committee made a series of individual recommendations to staff, which combined culminate in a proposed dues structure. The three primary components of the sub-committee's recommendations include: 1) increased total dues assessment to \$180,000. This assessment should begin for all members on January 1, 2017; 2) a revised distribution methodology among members based on both population and fixed percentage factors; and 3) institution of an index factor so that dues can be adjusted annually based on a pre-defined factor (subject to Board approval).

Based on the work completed by the sub-committee, the final recommendations are documented in detail in the following report and summarized in the proposed (revised) dues schedule.

### **Total Dues (beginning January 1, 2017): \$180,000**

| Jurisdiction            | Dues      | Jurisdiction       | Dues              |
|-------------------------|-----------|--------------------|-------------------|
| Clark County            | \$ 57,271 | Port of Ridgefield | \$ 879            |
| C-TRAN                  | \$ 34,480 | Klickitat County   | \$ 1,000          |
| Vancouver               | \$ 45,623 | Skamania County    | \$ 1,000          |
| Camas                   | \$ 5,691  | Stevenson          | \$ 800            |
| Washougal               | \$ 4,064  | White Salmon       | \$ 800            |
| Ridgefield              | \$ 1,645  | North Bonneville   | \$ 800            |
| Battle Ground           | \$ 5,091  | Goldendale         | \$ 800            |
| La Center               | \$ 831    | Bingen             | \$ 800            |
| Yacolt                  | \$ 442    | Port of Skamania   | \$ 800            |
| Port of Vancouver       | \$ 14,516 | Port of Klickitat  | \$ 800            |
| Port of Camas/Washougal | \$ 1,845  | <b>Total</b>       | <b>\$ 180,000</b> |

## **RTC Dues Sub-Committee and Review Process**

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 on August 27, September 17, October 15, and December 10 to discuss relevant member dues 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
- The establishment of 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
- A model for dues calculation
- A final sub-committee recommendation for RTC member dues

## **Legislative History**

RTC was formed in July of 1992 by an Interlocal Agreement that establishes, among many things, that the RTC Board is responsible to set member dues amounts and that all members agree to pay member dues as assessed by the Board.

RTC's Bylaws set forth a dues review process in section 4.1.1 –

*"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 for federal funding purposes, which fiscal year begins on July 1 and ends on June 30. The fiscal year of the Corporation shall be as set forth in section 8.3 of these Bylaws. 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 goals for the next fiscal year, and the anticipated receipts and donations from all funding sources."*

The RTC Board formed the dues sub-committee with the intent of reviewing the RTC's dues structure/formula and forwarding a recommendation to the Board in December of 2015, with the final goal of implementing a new dues structure/formula through Board action in April of 2016.

## **Guiding Principles**

At the outset of the review process, the committee established a set of principles to help guide the discussions of and decisions made by the committee. These general guiding principles include:

- Ensure the continuity of RTC operations by continued access to all available federal funds
- Equitable distribution among members
- Adjustable to known and quantifiable factors
- Annually re-evaluated and calculated per an adopted formula
- Dues do not reflect member need for special projects or non-recurring planning activities
- Member budget predictability
- Consideration of ability to pay (i.e., small Gorge communities)
- Dues are a part of RTC membership responsibilities that also include:
  - o active participation in the regional transportation planning process
  - o support of the mission of RTC

## **Dues History and Trend Data**

With the formation of the RTC in July of 1992, a dues formula was forwarded by a sub-committee and subsequently adopted by the Board for Clark County MPO members. The adopted formula was based on following three equally weighted principles – share of RTC Board representation; share of regional transportation needs; and share of major transportation issues. Later in 1992, the Board also established membership dues of \$500 each for RTPO members from Skamania and Klickitat counties. The adopted member dues amounts have remained unchanged since their initial adoption and have served as the main source of local funding to provide local MPO matching funds for federal grant funds.

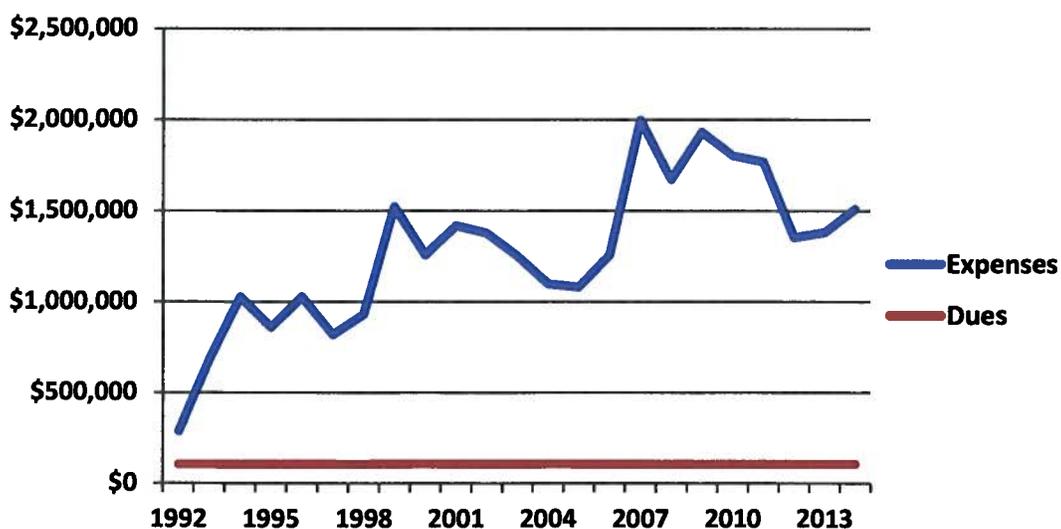
**Table 1 – Current RTC Member Dues**

| Jurisdiction            | Dues      | Jurisdiction       | Dues              |
|-------------------------|-----------|--------------------|-------------------|
| Clark County            | \$ 36,300 | Port of Ridgefield | \$ 700            |
| C-TRAN                  | \$ 25,000 | Klickitat County   | \$ 500            |
| Vancouver               | \$ 21,300 | Skamania County    | \$ 500            |
| Camas                   | \$ 3,500  | Stevenson          | \$ 500            |
| Washougal               | \$ 2,400  | White Salmon       | \$ 500            |
| Ridgefield              | \$ 900    | North Bonneville   | \$ 500            |
| Battle Ground           | \$ 3,100  | Goldendale         | \$ 500            |
| La Center               | \$ 400    | Bingen             | \$ 500            |
| Yacolt                  | \$ 400    | Port of Skamania   | \$ 500            |
| Port of Vancouver       | \$ 4,000  | Port of Klickitat  | \$ 500            |
| Port of Camas/Washougal | \$ 2,000  | <b>Total</b>       | <b>\$ 104,500</b> |

Between 1992 and 2014, a number of changes have affected the operations of RTC, including, growth in the population served by RTC and overall inflationary costs. Rapid population growth has increased the amount and scope of the work performed by RTC, while inflation has increased RTC's costs related to: rents, utilities, labor costs, supplies and materials, etc. Summary indicators of this growth include:

- The three-county population has grown from 283,390 to 477,034 - an increase of 68.3%
- The Consumer Price Index has increased from 140.3 to 236.7 – an increase of 68.7%
- RTC's average annual expenditures have increased 68.1%
  - o 1994-98 average annual expenditure of \$929,993
  - o 2010-14 average annual expenditure of \$1,562,930

**Figure 1 – Annual RTC Dues and Expenditures, 1992-2014**



## RTC Budget Data and Trends

RTC's annual funding comes from three major sources – annual formula funds (Federal and State), competitive grants, and local dues. Formula funds come in the form of federal MPO funds allocated to the state by the federal government and state RTPD funds provided by the state legislature. RTC also makes application to receive grant funding from both federal and state sources to support some of RTC's ongoing programs and complete various special projects and studies.

Most of the federal funding received by RTC requires non-federal MPO matching funds. Table 2 below provides a summary of the RTC's 2014 revenues sources, the amount, type, and if MPO matching funds are required. A total of \$184,042 in non-federal funds were used in 2014 to provided MPO matching funds for \$1,173,532 in federal formula and competitive funding.

**Table 2 – 2014 Actual RTC Revenues**

| Revenue Source                    | Amount              | Type                    | Match Required    |
|-----------------------------------|---------------------|-------------------------|-------------------|
| UPWP (FHWA)                       | \$ 712,601          | Federal - Formula       | Yes               |
| UPWP (FTA)                        | \$ 172,446          | Federal - Formula       | Yes               |
| UPWP (STP)                        | \$ 49,707           | Federal - Competitive   | Yes               |
| UPWP (RTPO)                       | \$ 172,439          | State – Formula         | -                 |
| VAST (CMAQ, STP)                  | \$ 193,312          | Federal - Competitive   | Yes               |
| CMP (STP)                         | \$ 70,197           | Federal – Competitive   | Yes               |
| Human Services Plan (FTA)         | \$ 76,864           | Federal - Other         | -                 |
| Fourth Plain BRT AA (STP)         | \$ 4,629            | Federal - Competitive   | Yes               |
| Miscellaneous Projects            | \$ 3,005            | Other                   | -                 |
| Interest from Treasurer           | \$ 5,817            | Other                   | -                 |
| Unreal Gain (Loss) on Investments | (\$ 1,087)          | Other                   | -                 |
| Local Dues                        | \$ 104,500          | Local Dues              | -                 |
| <b>Totals</b>                     | <b>\$ 1,564,430</b> | <b>Total Match Need</b> | <b>\$ 184,042</b> |

The amount of federal funding requiring MPO matching funds varies from year to year as the number and costs associated with special projects or studies (such as the 2009 Household Travel Survey and the 2008 High Capacity Transit System Study), vary from year to year (see Table 3). However, the historical trend shows an increasing need for MPO matching funds as RTC has been in the position to leverage an increasing amount of federal grant funding to meet federal and state transportation planning requirements, as well as number of special planning activities.

**Table 3 - Historical MPO Match Need for Federal Grant Funding**

| Year | Federal Grants Requiring MPO Match | Total MPO Match | Percent Match |
|------|------------------------------------|-----------------|---------------|
| 1998 | \$ 455,885                         | \$ 76,047       | 14.30%        |
| 1999 | \$ 463,317                         | \$ 114,574      | 19.83%        |
| 2000 | \$ 450,669                         | \$ 102,259      | 18.49%        |
| 2001 | \$ 415,961                         | \$ 89,321       | 17.68%        |
| 2002 | \$ 526,684                         | \$ 114,188      | 17.82%        |
| 2003 | \$ 682,248                         | \$ 126,085      | 15.60%        |
| 2004 | \$ 641,013                         | \$ 110,126      | 14.66%        |
| 2005 | \$ 737,871                         | \$ 125,626      | 14.55%        |
| 2006 | \$ 649,400                         | \$ 114,284      | 14.96%        |
| 2007 | \$ 769,859                         | \$ 122,016      | 13.68%        |
| 2008 | \$ 771,154                         | \$ 146,179      | 15.94%        |
| 2009 | \$ 754,485                         | \$ 124,574      | 14.17%        |
| 2010 | \$ 926,011                         | \$ 163,278      | 14.99%        |
| 2011 | \$ 992,291                         | \$ 176,238      | 15.08%        |
| 2012 | \$ 1,058,840                       | \$ 182,655      | 14.71%        |
| 2013 | \$ 1,103,320                       | \$ 186,214      | 14.44%        |
| 2014 | \$ 1,173,532                       | \$ 184,042      | 13.56%        |

***Budget Trends***

RTC's current operating budget (YR 2015) is \$1,726,000 and is annually authorized by the Board for expenditures to run day-to-day operations and acquire specialty consulting services to accomplish the agency's work plan. Since 1994, RTC's expenditures have grown by roughly 47%, which is less than the growth rate of the Consumer Price Index and other related indexes (see Figure 2, page 10). Since 1992, RTC member dues have remained unchanged (with the exception of new dues paid upon addition of membership growth in 1993).

RTC operates primarily on a grant reimbursement basis. This means that RTC needs to have cash-in-hand to pay for expenses, and then bills eligible expenses to approved federal and state grants for reimbursement. Availability of federal and state grant funds has been consistent over the existence of RTC. However, at times, specific grants have been delayed for months, which-in-turn requires that RTC expend operating cash reserves to fund operations and then bill for reimbursement when grant funds are released. This cash-flow dynamic necessitates that RTC preserve sufficient cash to fund daily operations. Currently, the RTC has sufficient operating cash balances to fund RTC operations for roughly 7 months without reimbursement. That provides certainty for continuity of RTC operations/services for the benefit of members for a partial year.

## Dues Peer Review

RTC staff conducted a review of peer MPOs and RTPOs to understand how other similar organizations approach and assess member dues. The review surveyed the practices of 11 of the 14 MPO/RTPOs in Washington as well as the largest MPO in Oregon, Idaho, and Utah. The review included the following:

- Total dues assessed
- Dues per capita
- Who pays – municipal, ports, DOTs, and others
- Work scope – MPO/RTPO only or also a council of government with a broader work program
- Dues assessment methodologies

The review found that most MPO dues shares are based on population of members with non-municipals members (ex. special districts) most frequently assessed a flat dues amount or a fixed percentage of total dues as determined by the MPO policy board. A few organizations assess dues based on a combined formula of regional share of population and assessed property values. This is most notably done in the Puget Sound to account for members with very large employment centers with comparatively few residents, such as the City of Bellevue.

When considering the total amount of dues assessed by each MPO, it is helpful to normalize the dues by the population served by each organization. Of the reviewed MPO/RTPOs, RTC's current total dues per capita rate is the lowest at \$0.24 per capita.

Total dues per capita (total dues divided by total population) rates range:

- \$0.24 per capita for RTC (lowest)
- \$2.78 per capita for Cowlitz Wahkiakum Council of Governments (highest)
- \$0.59 median rate
- \$0.97 average rate

While the membership composition of reviewed MPO/RTPOs is varied, each includes the cities and counties within their respective boundaries. Under RTC's current dues structure, the city/county share of total dues is 68.7% of the total, just below the 74.2% average for reviewed peer organizations.

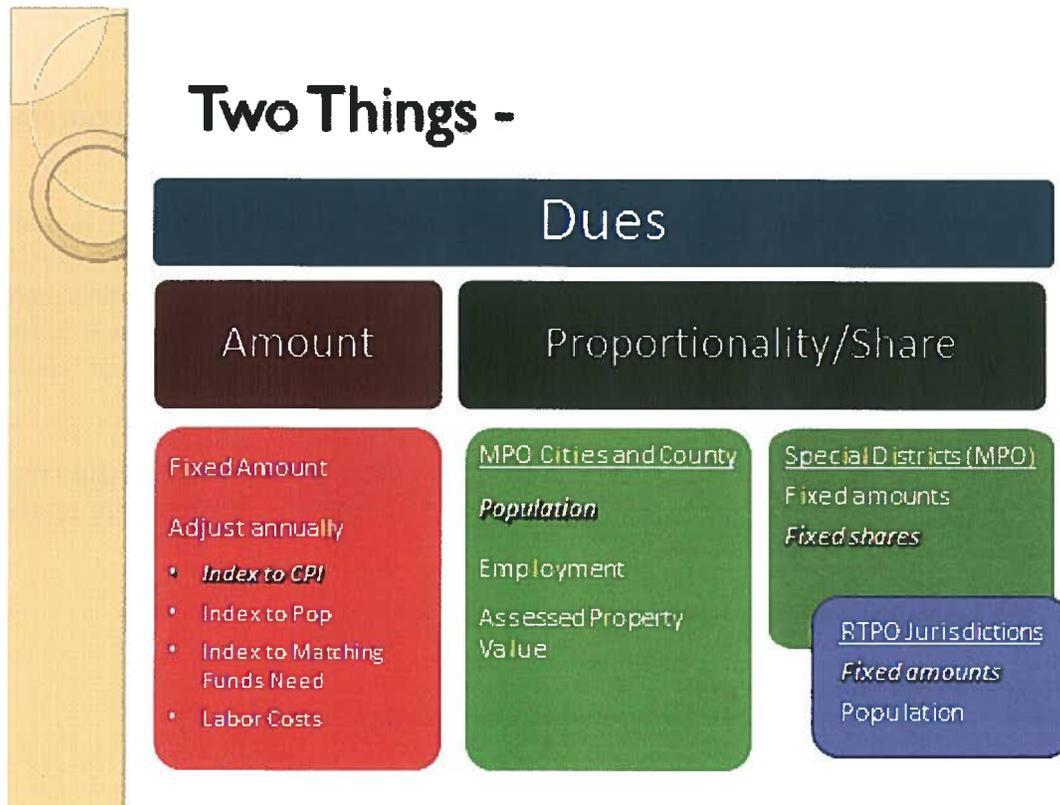
Range of the share of total dues assessed to cities and counties:

- 34% for the Wastach Front Regional Council (lowest)
- 100% for Lewis Clark Valley MPO (highest)
- 75.8% median share
- 74.2% average share
- 68.7% for RTC

Of the peer MPOs reviewed, Spokane Regional Transportation Council is the most like the RTC, both in population size and scope of responsibilities (see detailed table in Attachment 1).

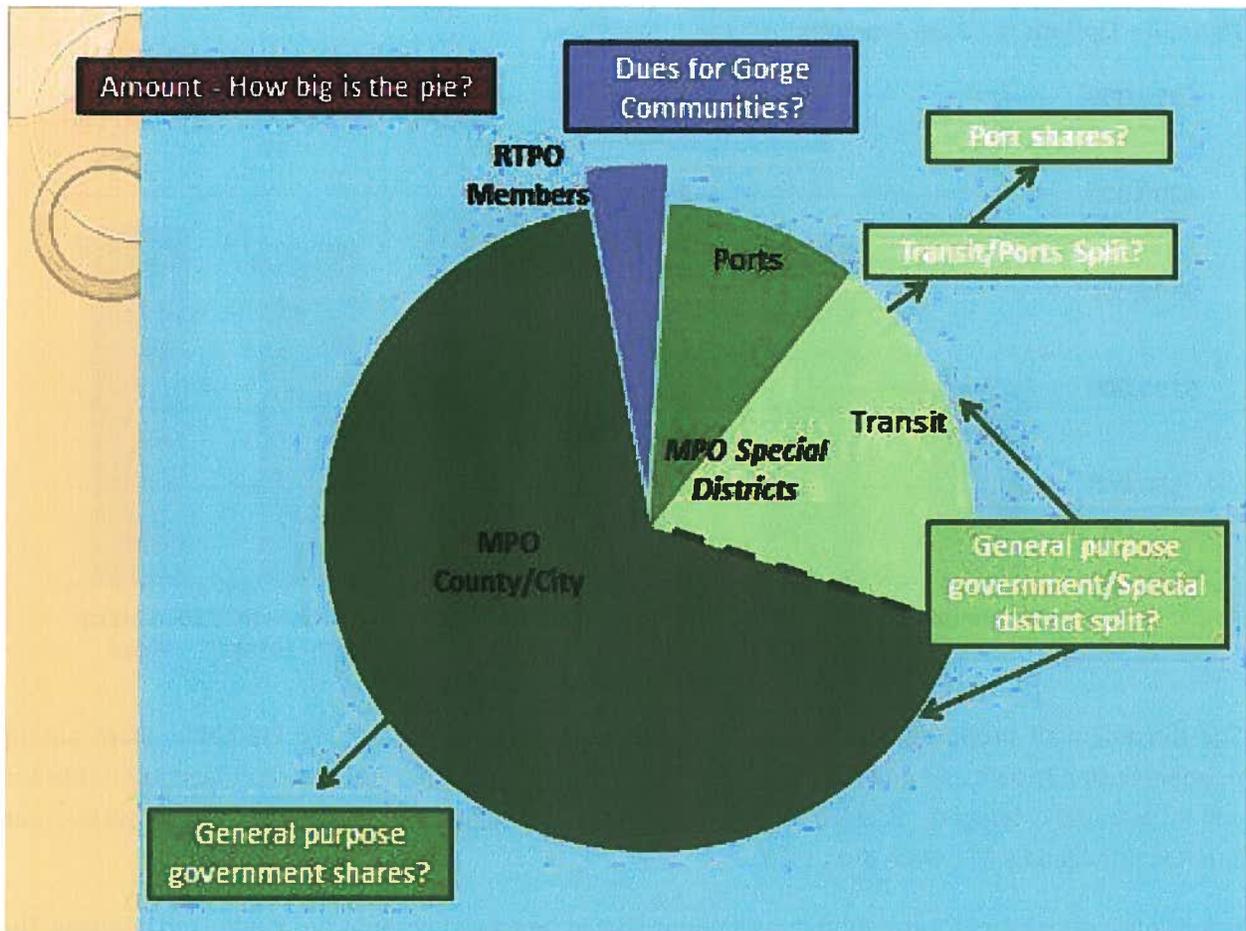
## Dues Framework and Model

In developing the dues framework, the committee considered two main components – the total amount of dues and the proportionality of dues shares among RTC members.



The dues model below was developed by the committee after considering a series of questions that developed as the basic framework for dues was discussed.

1. Total dues amount – what is the total amount of dues the members are going to split?
2. What are the dues for the RTPo communities in the Gorge?
3. For MPO members in Clark County, what is the split between the general-purpose governments (cities and county) and special districts (transit and ports)?
4. How are the shares split among the general-purpose governments?
5. What is the split between transit and the ports?
6. How are the shares split among the ports?

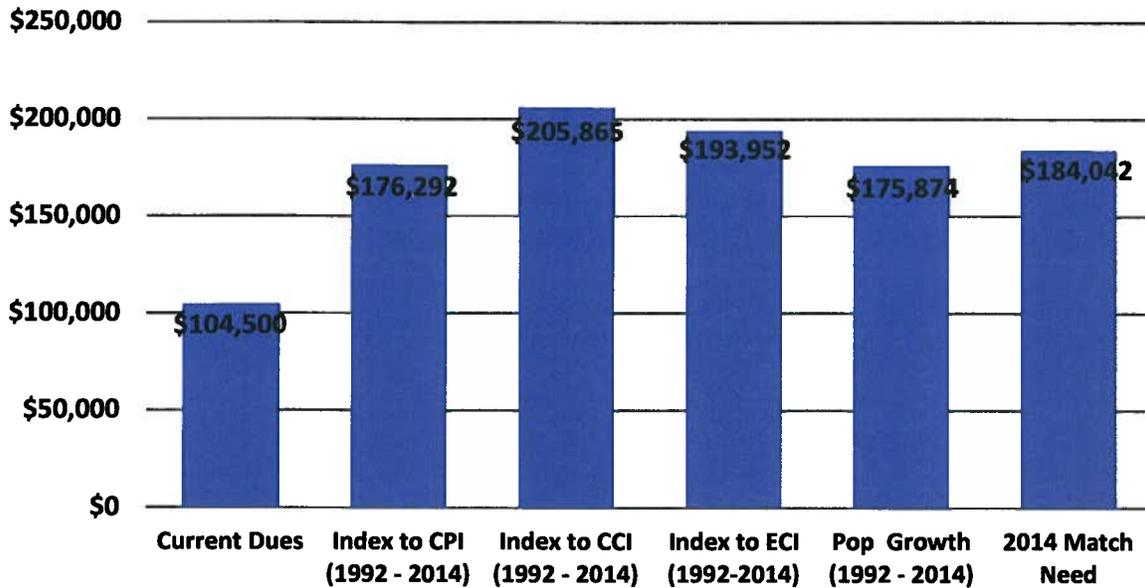


***Total Member Dues Amount – “How big is the pie?”***

In considering the total dues amount, the sub-committee focused on ensuring the continuity of RTC operations through continued access to all available federal funds. A few different methods to adjust/set the dues amount were considered. One method was to adjust the original dues amount by population growth or observed inflation between 1992 and 2014. The Bureau of Labor Statistics produces the Consumer Price Index (CPI) and the Employment Cost Index (ECI) to track changes in the cost of consumer goods and labor costs. The Engineering News-Record produces the Construction Cost index to measure the changing cost for large construction projects. Another method was to set the dues amount based on MPO match need for federal funds (see Figure 2).

The committee recommends that to ensure the continuity of RTC operations by continued access to all available federal funds, the Board adopt a new baseline dues amount of \$180,000, beginning in January 2017.

**Figure 2 – Options for Dues Amounts**



The discussion of proportionality and dues shares considered ways to have equitable share among members using known and quantifiable factors, while recognizing the need to keep dues predicable and within members’ budgets. Factors such as population, employment, assessed property value, and services provided by RTC were discussed.

Upon considering whether the total dues amount should be a fixed amount or be adjusted annually, the committee recommends that the total dues amount be index to the Bureau of Labor Statics’ Employment Cost Index for State and Local Government professional workers and recalculated on an annual basis for MPO members.

***Dues for the RTPO/Gorge Communities***

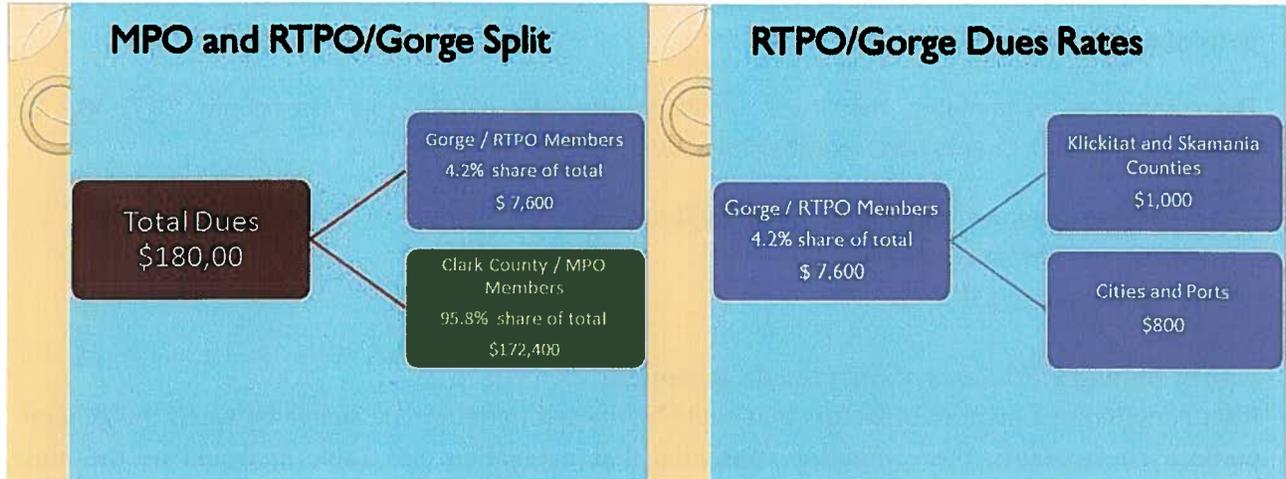
The committee concluded that assessing fixed amount dues for the RTPO/Gorge communities would be the most appropriate action and recommends that the total amount of dues for these members should be about 4.5% of total RTC dues. The committee specifically noted the three following facts:

1. Current RTPO/Gorge communities dues are \$4,500 or 4.3% of the total
2. 4.9% of 2014 RTC staff hours are attributed to work in the RTPO/Gorge communities
3. 4.5% of 2014 RTC costs are attributed to work in the RTPO/Gorge communities

The committee recommends the RTPO communities in the Gorge area be assessed \$7,600 in members’ dues, which is roughly 4.2% of the total RTC dues, in line with current service commitments. Keeping with previous practice, dues amounts should be the same for all cities/ports and the same for both counties. The recommended dues assessment is as follows:

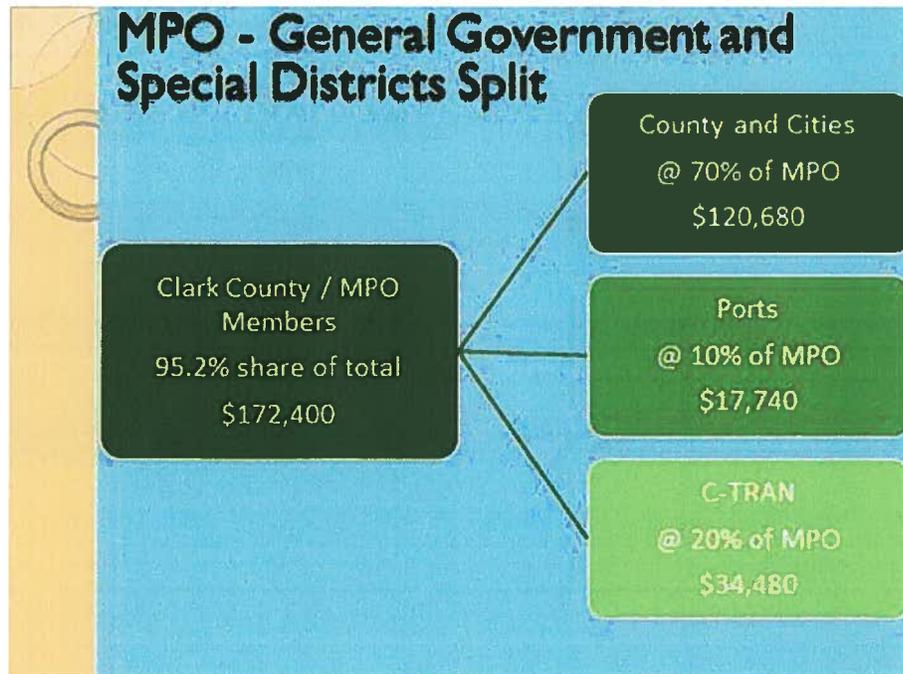
- Klickitat and Skamania counties - \$1,000 each
- Gorge cites (five) and ports (two) - \$800 each

- RTPO Member dues assessments will be held constant (not adjusted annually).
  - o A complete review of adjustments (if needed) will occur during the proposed 5-year population (share) update cycle as proposed by the sub-committee.



***MPO General-Purpose Governments and Special Districts Dues Splits***

The committee reviewed the existing split of member dues between the general-purpose governments and special districts within the MPO region of Clark County, as well as the range of city/county shares observed in the dues of MPO peers. They concluded that bringing the split closer to the peer average would be appropriate and recommended a split of 70/30, with 70% to the general-purpose governments and 30% to special districts (i.e., the ports and transit).



Upon reviewing current dues split between the MPO ports and C-TRAN and the benefits/services each receive from RTC, the committee agreed upon a two-thirds/one-third split between C-TRAN and the MPO ports. This yields an overall split of 70/20/10 for general-purpose governments, transit, and the ports of the Clark County MPO area.

The committee recommends that dues remaining after the RTPPO/Gorge assessment, \$172,400, be shared among Clark County MPO members in a 70/20/10 split as follows:

- 70% to general purpose governments (\$120,680)
- 20% to C-TRAN (\$34,480)
- 10% to ports (\$17,740)

***Shares Among MPO General-Purpose Governments***

After considering a number of factors that could be utilized to determine shares between the general-purpose governments, the committee concluded that population (see Table 4) would be the most equitable and simple way to calculate dues shares.

RTC will track the annual updates to population estimates provided by the Washington State Office of Financial Management (March estimates). If major changes occur annually, then RTC staff will apprise the Board during the annual review cycle.

**Table 4 – 2014 Clark County General Purpose Government Population and Population Shares**

| Jurisdiction                | 2014 Population | Share of 2014 Population | Current Dues Share |
|-----------------------------|-----------------|--------------------------|--------------------|
| Unincorporated Clark County | 210,140         | 47.5%                    | 53.1%              |
| Battle Ground               | 18,680          | 4.2%                     | 4.5%               |
| Camas                       | 20,880          | 4.7%                     | 5.1%               |
| La Center                   | 3,050           | 0.7%                     | 0.6%               |
| Ridgefield                  | 6,035           | 1.4%                     | 1.3%               |
| Vancouver                   | 167,400         | 37.8%                    | 31.2%              |
| Washougal                   | 14,910          | 3.4%                     | 3.5%               |
| Yacolt                      | 1,620           | 0.4%                     | 0.6%               |
| <b>Total</b>                | <b>442,800</b>  | <b>100%</b>              | <b>100%</b>        |

The resulting dues assessment to MPO general-purpose governments using 2014 population figures is shown in Table 5.

**Table 5 – Member Dues Assessment for MPO General-Purpose Governments**

| General Purpose Governments @ 70% of MPO | \$ 120,680 | General Purpose Government  | Population Share (2014) | Dues      |
|--|------------|-----------------------------|-------------------------|-----------|
|  |            | Unincorporated Clark County | 47.5%                   | \$ 57,271 |
| Battle Ground                            | 4.2%       | \$ 5,091                    |                         |           |
| Camas                                    | 4.7%       | \$ 5,691                    |                         |           |
| La Center                                | 0.7%       | \$ 831                      |                         |           |
| Ridgefield                               | 1.4%       | \$ 1,645                    |                         |           |
| Vancouver                                | 37.8%      | \$ 45,623                   |                         |           |
| Washougal                                | 3.4%       | \$ 4,064                    |                         |           |
| Yacolt                                   | 0.4%       | \$ 442                      |                         |           |

**Transit Member Dues**

Under the committee’s recommendation of transit providing 20% of the MPO share of member dues, C-TRAN’s dues assessment would be 20% of \$172,400, or \$34,480.

**Shares Among MPO Ports**

Similarly to the general-purpose governments, the committee concluded that using port district population (see Table 6) would provide the most simple and equitable way to calculate member dues shares.

**Table 6 – 2014 Population Shares for Clark County Port Districts**

| Port             | 2014 Population | Share of 2014 Population | Current Dues Share |
|------------------|-----------------|--------------------------|--------------------|
| Vancouver        | 306,500         | 84.2%                    | 59.7%              |
| Ridgefield       | 18,400          | 5.1%                     | 10.4%              |
| Camas/ Washougal | 38,900          | 10.7%                    | 29.9%              |
| Total            | 363,800         | 100%                     | 100%               |

Using the population share of each port district relative to total persons within all port districts within Clark County, member dues for the ports are calculated in Table 7. RTC will track the annual updates to population estimates provided by the Washington State Office of Financial Management (March estimates). If major changes occur annually, then RTC staff will apprise the Board during the annual review cycle.

**Table 7 – Member Dues Assessments for MPO Ports**

| Ports @ 10% of MPO | \$ | 17,240 | Ports                   | Population Share (2014) | Dues      |
|--------------------|----|--------|-------------------------|-------------------------|-----------|
|                    |    |        | Port of Vancouver       | 84.2%                   | \$ 14,516 |
|                    |    |        | Port of Ridgefield      | 5.1%                    | \$ 879    |
|                    |    |        | Port of Camas/Washougal | 10.7%                   | \$ 1,845  |

### Summary Recommendations

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 or 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:
  - o RTPO counties be assessed a fixed amount of \$1,000 in member dues
  - o 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:
  - o 70% among general-purpose governments (shares distributed per population formula)
  - o 20% to C-TRAN (fixed amount of MPO total)
  - o 10% among the MPO ports (shares distributed per population formula)
- MPO General-purpose governments’ shares distributed among members using the Office of Financial Management population estimates (fixed to OFM 2014). RTC to track annual updates for major changes, and adjust on 5-year cycle.
- 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. RTC to track annual updates for major changes, and adjust on 5-year cycle.
- 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
- Establish a 5-year (interval) full dues review assessment cycle (Board sub-committee) to review and adjust the following:
  - o Review total Dues assessment and current RTC budget needs
  - o Adjust MPO population share distributions with then current OFM forecasts within general-purpose government and Port district categories
  - o Review RTPO dues and adjust as needed a fixed dues share distribution among counties and cities / port districts.

Table 8 provides a summary of the committee's recommend dues assessment for all RTC members. Note that the dues total does not sum to \$180,000 due to the rounding during the application of population shares.

**Table 8 – Recommended RTC Member Dues**

| Total Dues       |  | Jurisdiction                    | Population Share | Dues      | Share of total |
|------------------|--|---------------------------------|------------------|-----------|----------------|
| \$ 180,000       | RTPO @ 4.2%                              | Unincorporated Klickitat County | NA               | \$ 1,000  | 0.6%           |
|                  |  |                                 | NA               | \$ 800    | 0.4%           |
|                  |  | Bingen                          | NA               | \$ 800    | 0.4%           |
|                  |  |                                 | NA               | \$ 800    | 0.4%           |
|                  |  | Goldendale                      | NA               | \$ 800    | 0.4%           |
|                  |  |                                 | NA               | \$ 800    | 0.4%           |
|                  |  | White Salmon                    | NA               | \$ 800    | 0.4%           |
|                  |  |                                 | NA               | \$ 800    | 0.4%           |
|                  |  | Port of Klickitat               | NA               | \$ 1,000  | 0.6%           |
|                  |  |                                 | NA               | \$ 800    | 0.4%           |
|                  | Unincorporated Skamania County           | NA                              | \$ 800           | 0.4%      |                |
|                  |  | NA                              | \$ 800           | 0.4%      |                |
|                  |  | NA                              | \$ 800           | 0.4%      |                |
|                  | North Bonneville                         | NA                              | \$ 800           | 0.4%      |                |
|                  |  | NA                              | \$ 800           | 0.4%      |                |
|                  | Stevenson                                | NA                              | \$ 800           | 0.4%      |                |
|                  |  | NA                              | \$ 800           | 0.4%      |                |
| Port of Skamania | NA                                       | \$ 34,480                       | 19.2%            |           |                |
|                  | 100%                                     | \$ 34,480                       | 19.2%            |           |                |
| MPO @ 95.8%      | C-TRAN @ 20% of MPO                      | C-TRAN                          | 100%             | \$ 34,480 | 19.2%          |
|                  |  | Port of Vancouver               | 84.2%            | \$ 14,516 | 8.1%           |
|                  | Ports @ 10% of MPO                       | Port of Ridgefield              | 5.1%             | \$ 879    | 0.5%           |
|                  |  | Port of Camas/Washougal         | 10.7%            | \$ 1,845  | 1.0%           |
|                  | Unincorporated Clark County              | Unincorporated Clark County     | 47.5%            | \$ 57,271 | 31.8%          |
|                  |  | Battle Ground                   | 4.2%             | \$ 5,091  | 2.8%           |
|                  | Camas                                    | Camas                           | 4.7%             | \$ 5,691  | 3.2%           |
|                  |  | La Center                       | 0.7%             | \$ 831    | 0.5%           |
|                  | General Purpose Govenements @ 70% of MPO | Ridgefield                      | 1.4%             | \$ 1,645  | 0.9%           |
|                  |  | Vancouver                       | 37.8%            | \$ 45,623 | 25.3%          |
| Washougal        | Washougal                                | 3.4%                            | \$ 4,064         | 2.3%      |                |
|                  | Yacolt                                   | 0.4%                            | \$ 442           | 0.2%      |                |

The dues sub-committee recommends that the RTC Board consider adopting these changes at their April 2016 board meeting, with the new dues rate taking effect in January 2017. This will allow the Executive Director the opportunity to meet with members to discuss the changes, and it will allow members time to address the changes in their budgets. Below, Table 9 summarizes the changes between current member dues and the sub-committee's recommendation.

**Table 9 – Current Member Dues and Proposed 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%        |
| <b>C-TRAN</b>                   | <b>\$ 34,480</b> | <b>\$ 25,000</b> | <b>\$ 9,480</b> | <b>38%</b> |
| 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%        |





Comparison of MPO/RTPO Dues Structures and Local Funding - Latest Budget Year

| Washington MPOs and RTPOs  | Type of Agency                          | Counties  | Members                                     |                  |            |  |                    | Dues Payers |                        |           |                          |               | Area Population (2014) | Total Dues Collected | Total Dues per Capita | Division of Dues Among Member Types |          |                      |                                 | County/City Share of Total Dues | Functions Beyond MPO/RTPO   |   |                                      |       | Notes | Dues Amount | Dues Proportionality |
|--|---|---|---|------------------|------------|--|--------------------|-------------|------------------------|-----------|--------------------------|---------------|------------------------|----------------------|-----------------------|-------------------------------------|----------|----------------------|---------------------------------|---------------------------------|---|---|--------------------------------------|-------|-------|-------------|----------------------|
|  |   |   | Councils/Cities                             | Transit Agencies | State DOTs | Others   | Councils/Cities    | DOT         | Transit Agencies       | Ports     | DOT/Transit/Port Members | Other Members |                        |                      |                       | COG                                 | Land Use | Economic Development | Regional Government             |                                 |   |   |                                      |       |       |             |                      |
| Southwest Washington Regional Transportation Council                   | TMA, MPO and RTPO                       | Clark, Klickitat and Steamer                          | 3/12  | 1                | 2          | 5 (ports)  | yes                | no          | yes                    | yes       | 442,800                  | \$ 104,500    | \$ 0.24                | \$ 71,800            | \$ 32,700             | \$ -                                | 68.7%    | no                   | no                              | no                              | no  | 1992 distribution amongst MPO members weighted by board representation/votes, share data transportation needs/analysis, and share of major transportation issues (1/3 each) | Fixed                                | Fixed |       |             |                      |
| Spokane Regional Transportation Council                                | TMA, MPO and RTPO                       | Spokane   | 1/12  | 1                | 1          | 1 (airport)  | yes                | yes         | yes                    | 484,500   | \$ 184,979               | \$ 0.38       | \$ 111,379             | \$ 73,600            | \$ -                  | 60.2%                               | no       | no                   | no                              | no                              | per capita rate of \$0.20 for cities, county at City of Spokane amount, and flat for other members  | Population  | Population                           |       |       |             |                      |
| Thurston Regional Planning Council                                     | Planning Council, MPO and RTPO          | Thurston  | 1/7   | 1                | 0          | 7 (tribes, schools, port, water, PUD)                      | yes                | no          | yes                    | 264,000   | \$ 578,654               | \$ 2.19       | \$ 447,480             | \$ 72,922            | \$ 57,652             | 77.4%                               | yes      | yes                  | yes                             | no                              | per capita rate 2.0521376, urban at factor of 1, rural at 0.5, schools at 0.25 of student FTE, other flat and indexed to county growth, and 5 associate member @ \$1000   | Population  | Population                           |       |       |             |                      |
| Puget Sound Regional Council   | Planning Council, MPO and RTPO          | King, Kitsap, Pierce and Snohomish                    | 4/73  | 6                | 1          | 16 (ports, tribes, universities and business)              | yes                | yes         | yes                    | 3,835,450 | \$ 1,986,189             | \$ 0.52       | \$ 1,385,651           | \$ 594,213           | \$ 6,325              | 69.8%                               | yes      | yes                  | yes (separate dues = \$123,737) | no                              | Share of local dues total determined by even split between share of regional population share of regional assessed value for city and counties, others members assessed flat amount set by executive board  | Set by Council Budget Process   | Pop and Assessed Value               |       |       |             |                      |
| Benton-Franklin Council of Governments                                 | Planning Council, TMA, MPO, RTPO        | Benton and Franklin                                   | 2/9   | 1                | 0          | 13 (ports, PUD, and private)                               | yes                | no          | yes                    | 273,100   | \$ 203,898               | \$ 0.75       | \$ 151,332             | \$ 46,376            | \$ 6,190              | 74.2%                               | yes      | yes                  | yes                             | no                              | 1/2 per capita based the other 1/2 assessed value for city and counties, ports 12% of total dues, transit = FTA match and 3% of total, PUD based on customer base   | Set by Council Budget Process   | Pop and Assessed Value               |       |       |             |                      |
| Chelan-Douglas Transportation Council                                  | MPO and RTPO                            | Chelan and Douglas                                    | 2/10  | 1                | 1          | 2 ports  | yes                | yes         | yes                    | 113,000   | \$ 100,000               | \$ 0.88       | \$ 50,000              | \$ 50,000            | \$ -                  | 50.0%                               | no       | no                   | no                              | no                              | 8 dues paying member each pay 12.5% of dues as determined annually to fully staff and operate the organization (Chelan and Douglas counties, cities of Wenatchee and East Wenatchee, ports of Chelan and Douglas, Link Transit and WSDOT)   | Set by Council Budget Process   | 8-way equal split                    |       |       |             |                      |
| Lewis Clark Valley MPO   | Bi-state MPO                            | Asotin, WA and Nez Perce, ID                          | 2/3   | 0                | 0          | 0  | yes                | no          | no                     | 61,260    | \$ 16,654                | \$ 0.27       | \$ 16,654              | \$ 0                 | \$ -                  | 100.0%                              | no       | no                   | no                              | no                              | Population and Board Voting - Note that MPO boundaries do not cover the entire counties of Asotin and Nez Perce   | Set by Council Budget Process   | Pop and Board Representation         |       |       |             |                      |
| Southeast Washington Economic Development Association and Palouse RTPO | RTPO                                    | Asotin, Columbia, Garfield and Whitman                | 4/4   | 6                | 1          | 4 (ports)  | no                 | no          | no                     | 74,770    |                          |               |                        |                      |                       |                                     | no       | no                   | no                              | no                              | State RTPO only - no dues needed for federal match  |   |                                      |       |       |             |                      |
| Whatcom Council of Governments   | Planning Council, MPO and RTPO          | Whatcom   | 1/7   | 1                | 1          | 4 (tribe, port, water and sewer)                           | yes                | no          | no, under separate ILA | 207,600   | \$ 136,046               | \$ 0.66       | \$ 111,956             | \$ 20,371            | \$ 3,719              | 82.3%                               | yes      |                      |                                 | no                              | "per capita for the most part"  | ??  | Population                           |       |       |             |                      |
| Yakima Valley Conference of Governments                                | Planning Council, MPO and RTPO          | Yakima  | 1/14  | 1                | 1          | 1 (tribe)  | yes                | no          | yes                    | 248,800   | \$ 121,002               | \$ 0.49       | \$ 114,448             | \$ -                 | \$ 6,554              | 94.6%                               | yes      | yes                  |                                 | no                              | Step 1: Each member pays an Assessment Fee based on per capita (currently at .46)<br>Step 2: MPO/RTPO Fee (used to collect non-federal funds required) is a two-step process<br>A. Each MPO and RTPO pay a flat fee based on their population B. The difference is then shared between members. | Population  | Population                           |       |       |             |                      |
| Cowlitz-Wahkikum Council of Governments                                | Planning Council, MPO and RTPO          | Cowlitz and Wahkikum                                  | 2/6   | 0                | 0          | 23 (ports, PUD, school districts, fire, housing, and econ) | yes                | no          | yes                    | 107,710   | \$ 289,691               | \$ 2.78       | \$ 234,313             | \$ 40,934            | \$ 24,444             | 78.2%                               | yes      | yes                  | yes                             | no                              | Includes dues, economic development fees and MPO local matching funds for FWA and FTA. Dues split 80/20 General Members (counties and cities) Special Members (others). Total dues set as budget and distribution a function of population, assessed value and tax (sales?).                    | Set by Council Budget Process   | Pop. Assessed Value and Tax (sales?) |       |       |             |                      |
| Matro Portland   | Regional Government and MPO             | Multnomah, Washington, and Clackamas                  | no members - directly elected regional gov. |                  |            |  |                    |             |                        | 1,667,781 |                          |               |                        |                      |                       |                                     | yes      | yes                  | yes                             | yes                             | Currently local funds come through a charge on new development as Matro has its own taxing authority, there are no local "dues"   |   |                                      |       |       |             |                      |
| Idaho and Utah   |   |   |   |                  |            |  |                    |             |                        |           |                          |               |                        |                      |                       |                                     |          |                      |                                 |                                 |   |   |                                      |       |       |             |                      |
| COMPASS Boise, ID  | Planning Council, TMA and MPO           | Ada and Canyon  | 2/14  | 1                | 1          | 8 (DEQ, university, econ development, highway districts)   | yes                | yes         | yes (econ. dev. org.)  | 593,826   | \$ 847,474               | \$ 1.43       | \$ 806,974             | \$ 24,300            | \$ 16,200             | 95.2%                               | yes      | yes                  | yes                             | no                              | Per capita @ \$1322725 - counties 1/2 unincorporated and 1/3 incorp pop, highway districts 1/2 unincorp and 1/3 incorporated pop, and cities 1/3 incorporated pop   | Population  | Population                           |       |       |             |                      |
| Wasatch Front Regional Council   | Association of Governments, TMA and MPO | Salt Lake, Davis, Weber, Morgan, Box Elder and Tooele | 6/60  | 1                | 1          | 6  | yes, counties only | no          | no                     | 1,713,043 | \$ 467,040               | \$ 0.27       | \$ 158,748             | \$ 155,732           | \$ 152,560            | 34.0%                               | yes      | partner              | partner                         | no                              | Counties only based on size and representation on the Council, transit sales tax, governor's office and other local   | Fixed   | Fixed                                |       |       |             |                      |