



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: September 26, 2017
SUBJECT: **Consulting Agreement for General Legal Counsel Services, Agreement Extension – Resolution 10-17-16**

AT A GLANCE – ACTION

The purpose of this Resolution is to present to the RTC Board a recommendation for extending the Agreement for General Legal Counsel Services.

BACKGROUND

The RTC Board authorized an Agreement between RTC and Ted H. Gathe to provide general legal counsel services to RTC. The initial Agreement was approved at the October 2014 Board meeting and became effective on October 13, 2014. The current Agreement is scheduled to expire on December 31, 2017. The Agreement Section 2.4 provides that RTC and the Contractor may negotiate one (1) Extension to the Agreement for a term of up-to 3 years.

CURRENT SITUATION

The RTC and Board benefit from sound legal counsel in order to keep the organization compliant with current laws and regulations, and to help administer processes and procedures including attendance at Board meetings and acting as the Board's meeting parliamentarian and general counsel. To date, the contractor has fully and competently performed in accordance with the terms of the current Agreement.

Pursuant to terms of the current Agreement, the Executive Director has negotiated an extension to the current Agreement. As proposed, the Agreement will be extended through December 31, 2020.

POLICY IMPLICATION

The proposed action is consistent with current Agreement provisions and the RTC Procurement Policy. Further, continuity in general legal counsel services ensures that RTC has access to the legal expertise and opinions to maintain compliance with current and future laws and regulations, and to assist the Executive Director and Board with administrative matters.

BUDGET IMPLICATION

The proposed extension is consistent with current allocation of resources for the existing Agreement. Annual budgeting of funds to satisfy the Agreement demands would occur in the normal course of the budget approval process.

ACTION REQUESTED

Adoption of Resolution 10-17-16, which shall extend the “Consulting Agreement for General Legal Counsel Services”.

ADOPTED this _____ day of _____ 2017,
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Jeanne E. Stewart
Chair of the Board

Matt Ransom
Executive Director

Attachment: Contract Extension Agreement

EXTENSION EXHIBIT A

APPROVED RATES

EXTENSION EXHIBIT A

Consultant	Professional Name	Rates YR 2018	Rates YR 2019	Rates YR 2020
General Counsel	Ted H. Gathe	\$225/hr.	\$225/hr.	\$225/hr.

EQUIPMENT and OVERHEAD:

- None Listed.

DIRECT EXPENSES:

- Billed at actual cost incurred.

MAXIMUM ANNUAL FEE:

- Unless otherwise amended, the total maximum annual billings under the Scope of Work shall be \$30,000.00 per year.