RESOLUTION NO. FL2014-04

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board authorizing the chair to execute a letter of engagement for legal services

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") Executive Board has determined that it is in the best interest of the Portal Agency to retain independent legal counsel, and

Whereas, the Portal Agency conducted a competitive selection process and determined that the firm, Kenyon Disend, best meets the needs of the Portal Agency; **Now Therefore,**

BE IT RESOLVED by the Executive Board of the Washington Multi-City Business License and Tax Portal Agency:

SECTION 1. The Executive Board approves the "Letter of Engagament for Legal Services" attached to this resolution. The chair of the Executive Board is authorized to execute this agreement.

ADOPTED this 24 **day of** March **, 2014.**

ATTEST:

Washington Multi-City Business License and Tax Portal Agency Executive Board
Seattle, Washington

Board Secretary

Board Chair

KENYON DISEND

Michael R. Kenyon
Bruce L. Disend
Shelley M. Kerslake
Kari L. Sand
Chris D. Bacha
Rachel B. Turpin
Ann Marie J. Soto
John P. Long, Jr.
Danielle M. Evans
Kim Adams Pratt

March 17, 2014

Ms. Jamie Carnell
Program Manager
Portal Agency
700 Fifth Avenue, Suite 4350
P.O. Box 94669
Seattle, WA 98124-4669

Re: Portal Agency – Pre and Post Formation Legal Services – Engagement Letter

Dear Ms. Carnell:

This letter confirms that Kenyon Disend, PLLC has been retained to provide pre- and post-formation legal services for, and thereafter as general counsel to, the Washington Multi-City Business License and Tax Portal ("Portal Agency").

In accordance with our proposal, Kenyon Disend, PLLC will provide legal services to the Portal Agency regarding its formation as a non-profit municipal corporation. Upon formation and approval or ratification by the Board, Kenyon Disend, PLLC will provide legal services to the Portal Agency as general legal counsel. Kenyon Disend, PLLC will seek remuneration for such legal services solely from the Portal Agency. Chris Bacha will be the attorney primarily responsible for providing legal services under this agreement. His hourly rate is $245.00. Paralegal hourly rates range from $100.00 to $115.00. Travel time on behalf of the Portal Agency will be billed hourly. We also will bill for reimbursement of legal messenger service expenses, court filing fees, transcript fees, and other similar expenses that are advanced on the Portal Agency's behalf. We do not bill for telephone and mileage expenses incurred.

Please do not hesitate to contact me if you have any questions, or if your understanding of our retainer discussion differs from what is set forth in this letter. Otherwise,

we would appreciate your signature, below, consenting to our engagement as set forth herein. Thank you.

Very truly yours,

KENYON DISEND, PLLC

for Chris D. Bacha

Enclosure
cc: Michael R. Kenyon

We have read this letter and consent to the terms set forth therein.

PORTAL AGENCY:

By: _____

Its: _____

Date: _____

KENYON DISEND, PLLC
HOURLY RATE SCHEDULE FOR YEAR 2014

ATTORNEYS:

Partners and Senior Attorneys:	
Michael R. Kenyon	$280.00
Bruce L. Disend	$280.00
Shelley M. Kerslake	$250.00
Chris D. Bacha	$245.00
Kim Adams Pratt	$245.00
Kari L. Sand	$230.00
John "Jay" P. Long Jr.	$230.00

Associate Attorneys:	
Rachel B. Turpin	$155.00
Danielle M. Evans	$155.00
Ann Marie Soto	$150.00

PARALEGALS:

Margaret C. Starkey	$115.00
Sheryl A. Loewen	$100.00
Pam M. Odegard	$100.00
Mary A. Swan	$100.00
Terry T. Curran	$100.00
Kathy I. Swoyer	$100.00