

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

202501036-1

Originating Department:	Public Works
Division/Program: (i.e. Dept. Division and Program)	River & Flood / 907550 (Flood Hazard Reduction)
Contract or Grant Administrator:	Julie Anderson, River & Flood Manager
Contractor's / Agency Name:	Whatcom Long Term Recovery Group
<p>Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 202501036</p> <p>Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____</p> <p>Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)</p> <p>Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____</p> <p>Is this contract grant funded? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, Whatcom County grant contract number(s): 202408032</p> <p>Is this contract the result of a RFP or Bid process? Contract _____</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, RFP and Bid number(s): RFP# 24-98 Cost Center: 19082357</p> <p>Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.</p> <p>If YES, indicate exclusion(s) below:</p> <p><input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency</p> <p><input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS).</p> <p><input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000.</p> <p><input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.</p>	
<p>Contract Amount:(sum of original contract amount and any prior amendments):</p> <p>\$ 40,000</p> <p>This Amendment Amount:</p> <p>\$ 80,000</p> <p>Total Amended Amount:</p> <p>\$ 120,000</p> <p>Summary of Scope:</p>	<p>Council approval required for; all property leases, contracts or bid awards exceeding \$40,000, and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when:</p> <ol style="list-style-type: none"> 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
<p>Whatcom Long Term Recovery Group to provide local caseworkers to assist homeowners with overcoming challenges with elevating their homes under the HMGP elevation grants awarded under FEMA's Hazard Mitigation Assistance (HMA) Grant Programs.</p>	
Term of Contract: Not to exceed	Expiration Date: 10/31/2026

Contract Routing:	1. Prepared by: Julie Anderson	Date: 6/2/2025
	2. Attorney signoff: Christopher Quinn	Date: 6/6/2025
	3. AS Finance reviewed: B. Bennett	Date: 6/11/2025
	4. IT reviewed (if IT related): Initial	Date: _____
	5. Contractor signed: JL	Date: _____
	6. Executive contract review: _____	Date: 6/26/2025
	7. Council approved, if necessary: _____	Date: 6/24/25
	8. Executive signed: Satpal Sidhu	Date: 6/26/2025
	9. Original to Council: _____	Date: _____

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

**ELIZABETH KOSA
DIRECTOR**



River and Flood Division
322 N Commercial St.
Bellingham, WA 98225
Phone: 360-778-6230

MEMORANDUM

TO: The Honorable Satpal Singh Sidhu, Whatcom County Executive, and The Honorable Members of the Whatcom County Council, collectively serving in their capacity as the Whatcom County Flood Control Zone District Board of Supervisors.

THROUGH: Elizabeth Kosa, Public Works Director *ek*

FROM: Julie Anderson, River and Flood Manager *JMA*
Gary Stoyka, Natural Resources Manager *GS*

RE: Whatcom Long Term Recovery Group
FEMA HMGP Elevation Grant Homeowner Assistance – Amendment #1

DATE: June 4, 2025

Enclosed is a contract amendment for services between the Whatcom County Flood Control Zone District (FCZD) and Whatcom Long Term Recovery Group for your review and approval.

Requested Action

Public Works respectfully requests that the County Council, acting as the FCZD Board of Supervisors, enter into a contract amendment with Whatcom Long Term Recovery Group (WLTRG) to expand local assistance to homeowners participating in the Hazard Mitigation Grant Program, HMGP-4635-01-DR elevation grant awarded by FEMA. Eight (8) additional homeowners (properties) will receive contractor services as a result of this amendment.

Background and Purpose

In response to the devastating flood events in Whatcom County in 2021, the FCZD pursued and was awarded grant funding under FEMA's suite of Hazard Mitigation Assistance (HMA) grant programs. Staff recognized the need to provide local assistance to homeowners to help them overcome challenges encountered during the home elevation process, and the initial contract with WLTRG was executed on February 18, 2025. Over the past few months, WLTRG has been assisting homeowners participating in the grant, and the first two permit applications have been submitted for review. Since the partnership has proven beneficial, we request your approval for WLTRG to continue supporting the homeowners. The initial \$40,000 contract is currently being expended in support of approximately four (4) properties. An additional \$80,000 is necessary to ensure support the twelve (12) homeowners participating in the grant program.

Funding and Source

The proposed amended contract amount is \$120,000. The 2025 FCZD Budget has adequate budget authority for this work. Costs associated with this scope of work are eligible for reimbursement under the HMGP elevation grants.

Please contact Julie Anderson at extension 6258, if you have any questions or concerns regarding the terms of this contract.

Whatcom County Contract No.

202501036-1

Amendment No. 1
Whatcom County Contract No. 202501036
CONTRACT BETWEEN WHATCOM COUNTY AND
Whatcom Long Term Recovery Group

THIS AMENDMENT is to the Contract between Whatcom County and Whatcom Long Term Recovery Group, dated January 1, 2025 and designated "Whatcom County Contract No. 202501036". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment increases the budget authority to the full budget and scope of work provided in Exhibit B and thus, increases the maximum consideration by \$ 80,000 to a total consideration of \$ 120,000.

This Amendment does not change the term of this Agreement or tasks associated with the scope of work. However, the Amendment does increase the number of property owners who shall receive Contractor services from four (4) to twelve (12).

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: June 30, 2025, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and Whatcom Long Term Recovery Group have executed this Amendment on the date and year below written.

DATED this 6/26/2025 day of _____, 2025.

CONTRACTOR:

Whatcom Long Term Recovery Group

DocuSigned by:

6/25/2025
4662C8C5F08D4A7...
Ashley Butenschoen, Vice President

DocuSigned by:

6/25/2025
83F7398857D447D...
Tanya Silves, Secretary/Treasurer

WHATCOM COUNTY:

Recommended for Approval:

DocuSigned by:
 6/26/2025
870E242DD76C408...
Elizabeth Kosa, Public Works Director Date

Approved as to form:

Signed by:
 6/26/2025
EC466EF5C88B4FD...
Christopher Quinn, Date
Chief Civil Deputy Prosecuting Attorney

Approved:

Accepted for Whatcom County:

By:  6/26/2025
1192C7C18B664E3...
Satpal Singh Sidhu, Whatcom County Executive

CONTRACTOR INFORMATION:

Whatcom Long Term Recovery Group
P.O. Box 52
Everson, WA 98247

Contact Name: Kyle Christiansen
Contact Phone: (360) 594-1468
Contact FAX: n/a
Contact Email: whatcomltrgdirector@gmail.com

As consideration for the services provided pursuant to Exhibit A Scope of Work, the County agrees to compensate the Contractor according to the rate table below. Other reasonable expenses incurred in the course of performing duties herein shall be reimbursed. Mileage at IRS rate.

Contractor will invoice monthly. Invoices will include hours worked by employee by day together with tasks accomplished. Requests for reimbursement of expenses must be accompanied by copies of paid invoices itemizing costs incurred. Compensation shall not exceed **\$120,000**. Any work performed prior to the effective date of this contract or continuing after the completion date of the same unless otherwise agreed upon in writing, will be at the contractor's expense.

Whatcom Long Term Recovery Group Pay Rate

Name	Position	Hourly Pay Rate
Reconstruction Team		
Kyle Christensen	WLTRG Director	\$50.00
Mark Passe	Reconstruction Manager	\$50.00
Katie Stauffer	Bookkeeper	\$35.00
DCM Team		
Lacey De Lange	Lead Disaster Case Manager	\$44.00
Brianna Rose	Disaster Case Manager	\$28.25
Claudia Vizcarra	Disaster Case Manager	\$28.25

Whatcom Long Term Recovery Group Budget Per Property

Category	Allocation	Description	Position
Project Management	\$2,500	Covers staff time for overseeing the project, coordinating with homeowners, contractors, and county officials.	Reconstruction Team DCM Team

Case Management Services	\$4,500	Provides one-on-one support to help homeowners navigate grant requirements, assisting with documentation and compliance, and addressing their concerns. Ensures proper organization and submission of required documents, including deeds, permits, and grant paperwork. Covers costs for printing materials, homeowner notifications, and other communication needs.	DCM Team
Workshops, Training, & Homeowner Education	\$1,000	Participates in kickoff workshops for homeowners and contractors to understand the elevation process and grant compliance, continued education of process, requirements, and expectations.	Reconstruction Team DCM Team

Site Inspections & Oversight	\$1,500	Includes transportation and staff time for conducting property inspections to verify progress and documenting project milestones.	Reconstruction Team DCM Team
Miscellaneous Contingency	\$500	Allocates funds for unexpected expenses or additional support needed during the project, coordination with contractors, and problem solving.	Reconstruction Team DCM Team
Total per property	\$10,000		