

# WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	Sheriff's Office
Division/Program: (i.e. Dept. Division and Program)	3520 Bureau of LE & Investigations/ 352020 Patrol and Overtime
Contract or Grant Administrator:	Steve Harris, Undrsheriff
Contractor's / Agency Name:	U.S. Department of Agriculture (USDA), Forest Service
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"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 202402001	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: 10003505	
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 56,760.00 This Amendment Amount: \$ 56,760.00 Total Amended Amount: \$ 113,520.00	Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> 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.
Summary of Scope:	
This amendment continues the cooperative effort between Whatcom County Sheriff's Office and USDA Forest Service to enhance state and local law enforcement in connection with activities on National Forest System lands. The USDA Forest Service will provide funds for one Sheriff's Office deputy to patrol Mt. Baker-Snoqualmie National Forest. This amendment is adding \$56,760.00 to the contract amount.	
Term of Contract: 3/20/24 Expiration Date: 12/31/29	

Contract Routing:	1. Prepared by: Donna Duling	Date: 6/25/25
	2. Attorney signoff: Approved via email BW/DD	Date: 6/25/25
	3. AS Finance reviewed: Approved via email AT/DD	Date: 6/26/25
	4. IT reviewed (if IT related):	Date:
	5. Contractor signed:	Date:
	6. Submitted to Exec.:	Date:
	7. Council approved (if necessary):	Date:
	8. Executive signed:	Date:
	9. Original to Council:	Date:



MODIFICATION OF GRANT OR AGREEMENT		PAGE 1	OF PAGES 3
1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 24-LE-11060500-098 Law Enforcement Activities In Whatcom County		2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY: N/A	
3. MODIFICATION NUMBER: 002			
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Mt. Baker-Snoqualmie National Forest 1000 SE Everett Mall Way Everett, WA 98208		5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Mt. Baker-Snoqualmie National Forest 1000 SE Everett Mall Way Everett, WA 98208	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Whatcom County 311 Grand AVE STE 503 Bellingham, Washington 98225-4050		7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only): N/A	
<b>8. PURPOSE OF MODIFICATION</b>			
CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.		
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:		
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Add U.S. Forest Service funding in the amount of \$56,760.00.		
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: See Box 9, below.		
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): Incorporates 2025 Operating and Financial Plan, updates and/or adds agreement provisions, see box 9.		
<b>Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.</b>			
9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):			
<p>This modification adds funds in the amount of \$56,760.00 to the Calendar Year 2024 operating funds. These funds may be utilized on patrols, and as needed on approved "Special Enforcement Situations" such as fire incidences. All remaining funds from prior years have been carried forward and remain available to spend throughout the term of the Cooperative Law Enforcement Agreement, or until de-obligated at the request of the U.S. Forest Service. All funds must be spent in accordance with the original Cooperative Law Enforcement Agreement, its most recent Operating and Financial Plan (Exhibit A), and the most recent U.S. Forest Service Fire Emergency Language &amp; Billing Protocol (Addendum A).</p> <p>Update Provisions: IV. B Principal Contacts:</p> <p>Replace U.S. Forest Admin LEI contact Cindy Orlando with Rachele Avery Rachele Avery Program Assistant 503-668-1625 rachele.avery@usda.gov</p> <p>Update Provision IV. N. Equipment and supplies approved for purchase under this agreement are available only for use as authorized. The U.S. Forest Service reserves the right to transfer title to the U.S. Forest Service of equipment and supplies, with a current per-unit fair market value in excess of \$10,000.00, purchased by Cooperator using any Federal funding. Upon expiration of this agreement Cooperator shall forward an equipment and supply inventory to the U.S. Forest Service, listing all equipment purchased throughout the life of the project and unused supplies. The U.S. Forest Service will issue disposition instructions within 120 calendar days, in accordance with equipment regulations contained in 7 CFR 3016.32.</p>			



## Add Provision

IV. AA. PAID SICK LEAVE REQUIREMENTS. Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, and its implementing regulations, including the federal contractor paid sick leave clause at 29 CFR Part 13, Appendix A, apply to the Cooperator and any subcontractors under this agreement. These regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement.

**10. ATTACHED DOCUMENTATION (Check all that apply):**☐

Revised Scope of Work

☐

Revised Financial Plan

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Other: 2025 Operating and Financial Plan (Exhibit A) and U.S. Forest Service Fire Emergency Language &amp; Billing Protocol (Addendum A)

**11. SIGNATURES**

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. WHATCOM COUNTY SIGNATURE

(Signature of Signatory Official)

11.B. DATE  
SIGNED

11.C. WHATCOM COUNTY SIGNATURE

Approved via email Bw/12/20

(Signature of Signatory Official)

11.D. DATE  
SIGNED

6/25/25

11.E. NAME (type or print): DONNELL TANKSLEY

11.F. NAME (type or print): BRANDON WALDRON

11.G. TITLE (type or print): Sheriff, Whatcom County

11.H. TITLE (type or print): Civil Deputy Prosecuting Attorney

11.I. WHATCOM COUNTY SIGNATURE

11.J. DATE  
SIGNED

11.M. FOREST SERVICE SIGNATURE

11.N. DATE  
SIGNED

(Signature of Signatory Official)

(Signature of Signatory Official)

11.K. NAME (type or print): SATPAL SIDHU

11.O. NAME (type or print): ERIN ULOTH

11.L. TITLE (type or print): Executive, Whatcom County

11.P. TITLE (type or print): Forest Supervisor, Mt. Baker-Snoqualmie National Forest

11.Q. FOREST SERVICE SIGNATURE

11.R. DATE  
SIGNED

(Signature of Signatory Official)

11.S. NAME (type or print): ANDY CORIELL

11.T. TITLE (type or print): Special Agent in Charge, Pacific Northwest Region 6 Law Enforcement and Investigations

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:

MICHAEL  
GADDISDigitally signed by MICHAEL  
GADDIS  
Date: 2025.06.18 10:16:05 -07'00'MICHAEL K. GADDIS (24-LE-11060500-009 Mod. 002)  
U.S. Forest Service Grants & Agreements Specialist12.B. DATE  
SIGNED

6/18/25



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

FS Agreement No. 24-LE-11060500-098

Cooperator Agreement No. \_\_\_\_\_

**EXHIBIT A****COOPERATIVE LAW ENFORCEMENT OPERATING & FINANCIAL PLAN****Between****WHATCOM COUNTY****And the****USDA, FOREST SERVICE****MT. BAKER-SNOQUALMIE NATIONAL FOREST****2025 OPERATING AND FINANCIAL PLAN**

This Financial and Operating Plan (Operating Plan) is hereby made and entered into by and between Whatcom County, hereinafter referred to as "Whatcom County," and the United States Department of Agriculture (USDA), Forest Service, Mt. Baker-Snoqualmie National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #24-LE-11060500-098. This Operating and Financial Plan is made and agreed to as of the last signature date on the Cooperative Law Enforcement Agreement and is in effect through March 19, 2029, unless modified during the annual review.

Previous year carry-over: \$16,234.11 (As of 5/19/2025)

Current 2025 Year Obligation: \$56,760.00

**2025 Total Operating Plan: \$72,994.11**

**I. GENERAL:**

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

**Principal Cooperator Contacts:**

<b>Whatcom County Program Contact</b>	<b>Whatcom County Administrative Contact</b>
Donnell Tanksley, Sheriff Whatcom County 311 Grand Avenue Bellingham, WA 98225-4078 360-778-6600 <a href="mailto:dtanksle@co.whatcom.wa.us">dtanksle@co.whatcom.wa.us</a>	Steven Harris, Undersheriff Whatcom County 311 Grand Avenue Bellingham, WA 98225-4078 360-778-6618 <a href="mailto:sharris@co.whatcom.wa.us">sharris@co.whatcom.wa.us</a>
<b>Whatcom County Administrative Contact Continued:</b>	
Barbara Luton, Office Administrator Whatcom County Sheriff's Office 311 Grant Avenue Bellingham, WA 98225-4078 (360) 778-6606 <a href="mailto:bluton@co.whatcom.wa.us">bluton@co.whatcom.wa.us</a> <a href="mailto:SheriffAccounting@co.whatcom.us">SheriffAccounting@co.whatcom.us</a>	

**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Laurence Olson, Patrol Captain Mt. Baker-Snoqualmie National Forest 1000 SE Everett Mall Way, Suite 410 Everett, WA 98208 509-664-9236 <a href="mailto:laurence.olson@usda.gov">laurence.olson@usda.gov</a>	Rachele Avery Program Assistant 503-668-1625 <a href="mailto:rachele.avery@usda.gov">rachele.avery@usda.gov</a>
<b>U.S. Forest Service Grants and Agreements Contact</b>	
Mike Gaddis, Grants Management Specialist R6/PNW Grants & Agreements <a href="mailto:michael.gaddis@usda.gov">michael.gaddis@usda.gov</a>	

- B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

Wages and benefits will be billed at actual regular rates plus associated payroll costs. Rates will vary based on officer experience level.



Approximate wage for new deputy at the prevailing regular rate of **\$55.71**/hour plus fringe benefits of **\$8.98**/hour for a total rate of **\$64.69**/hour.

Approximate wage for a senior deputy/sergeant at the prevailing regular rate of **\$88.31**/hour plus fringe benefits of **\$13.25**/hour for a total rate of **\$101.56**/hour.

Mileage will be billed at the mileage reimbursement rate of **\$0.67** per mile.

## II. PATROL ACTIVITIES:

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Whatcom County and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol all roads in the Mt. Baker-Snoqualmie National Forest that are located within the boundaries of Whatcom County, Washington.
2. Patrol in the following campgrounds, developed sites, or dispersed areas, active logging and firewood cutting areas, and unplanned seasonal special emphasis areas.

Total reimbursement for this category shall not exceed the amount of **\$72,994.11**.

## III. SPECIAL ENFORCEMENT SITUATIONS:

A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.

B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Operating Plan.

1. Drug Enforcement: This will be handled on a case-by-case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.



2. **Fire Emergency:** During emergency fire suppression situations and upon request by the U.S. Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.
3. **Group Gatherings:** This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a U.S. Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

#### IV. BILLING FREQUENCY:

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*

- A. Whatcom County will submit invoices on a quarterly basis for reimbursement of services provided under Section II of this Operating Plan, and as outline in *Cooperative Law Enforcement Agreement Provisions II-H and III-B*.

Submit invoices by email to: [SM.FS.asc\\_ga@usda.gov](mailto:SM.FS.asc_ga@usda.gov)  
Copy to U.S. Forest Service Contacts (See Section I.A.).

- B. The following is a breakdown of the total estimated costs associated with this Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$72,994.11	NA
Training	NA	NA
Equipment	NA	NA
Special Enforcement Situations	NA	NA
<b>Total</b>	<b>\$72,994.11</b>	<b>NA</b>

- C. Any remaining funding in this Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-C.*



## Addendum A

### **U.S. Forest Service Fire Emergency Language & Billing Protocol Coop Law Enforcement Agreements / Operating & Financial Plan**

#### **Fire Emergencies:**

During fire emergencies, the U.S. Forest Service will reimburse the County for actual costs incurred while the County is providing assistance requested by either the Agency Administrator or Incident Commander.

Reimbursement for personnel wages and services are based upon the information in the resource order and must identify the number of roadblocks, number of personnel required, hours and time frame required and must be ordered by the Incident Commander or Agency Administrator. A copy of the resource order generated for the request for assistance will be provided by the U.S. Forest Service dispatch to the County. It is critically important that the Incident Management Team, Agency Administrator, and the Sheriff/County Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a County designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via an incident resource order. The liaison(s) primary duties, on behalf of the County Sheriff, will be to attend public meetings, planning and Incident Command meetings. Eligible costs for reimbursement will include personnel time.

If meals and lodging are required for county officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit. Cooperator personnel directly assigned to the incident by a resource order will be entitled to meals that are provided on the incident.

Administrative support (e.g. posting incident time, delivering meals, bill preparation, etc.) will be reimbursed on an actual cost basis. The County will prepare and submit an itemized accounting of actual cost as part of the reimbursement request.

What is not eligible for reimbursement?

1. Law enforcement duties that are within the normal jurisdictional responsibilities such as enforcement, patrols, evacuation. 2. Automotive repairs, tires, and services are covered in the prevailing wage rate as identified in the OP Provision I. B.

#### **Billing Protocol:**

Documentation required to be submitted by the County to the FS for payment processing:

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC or Agency Administrator.
- Copy of Cooperative Law Enforcement Agreement and Operating & Financial Plan.
- UEI number.
- Active status in System for Award Management (SAM).
- Tax ID number.
- Breakout of actual costs:
  - Salary – Daily Crew Time Reports, Payroll summary by hours per day or timesheets of personnel.
  - Supplies – Copies of receipts with date and description of items purchased and FS authorization (S# or FS Signature) for purchase.
  - Mileage – Summary by day by vehicle and personnel using the vehicle.

- Incident Action Plans – copies of plans that document assignment to that incident.
- Map of roadblock locations.

BILLINGS ARE NOT TO BE SUBMITTED TO THE SM.FS.ASC\_GA@USDA.GOV  
UNDER THE OBLIGATION ESTABLISHED THROUGH THE COOPERATIVE LAW  
ENFORCEMENT AGREEMENT.

Please coordinate remittance of billings to the Albuquerque Service Center, Incident  
Finance Branch through the local Fire Incident Business Specialist:

Jessica McAloon  
Incident Business Specialist  
1000 SE Everett Mall Way, Suite 410  
(360) 854-2602  
[jessica.mcaloon@usda.gov](mailto:jessica.mcaloon@usda.gov).

Invoices must include the information identified above in the Billing Protocol section  
to be processed in a timely manner.

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