

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202510016 – 1

Originating Department:	85 Health and Community Services
Division/Program: (i.e. Dept. Division and Program)	8550 Health / 855040 Housing
Contract or Grant Administrator:	Michaela Mandala
Contractor's / Agency Name:	Lutheran Community Services Northwest

Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		202510016	
Does contract require Council Approval?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	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?	If yes, grantor agency contract number(s):		ALN#:	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):		202507023	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Method of Procurement:	Contract Cost Center(s):		18521002.6870	
Is this agreement excluded from E-Verify?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			


If YES, indicate exclusion(s) below:

<input type="checkbox"/> Professional services agreement for certified/licensed professional.	<input type="checkbox"/> Goods and services provided due to an emergency.
<input checked="" 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 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):	
\$	66,455
This Amendment Amount:	
\$	32,000
Total Amended Amount:	
\$	98,455

Council approval required for; all property leases, all Interlocal agreements, contracts or bid awards **exceeding \$75,000**, and grants 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:**

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.

Contract Term Ends:	10/31/2026		
Contract Routing:	1. Prepared by:	J. Thomson	Date: 03/04/2026
	2. Health Budget Approval	G. Iturria	Date: 03/10/2026
	3. Attorney signoff:	JCW	Date: 03/10/2026
	4. AS Finance reviewed:	D. Kempf	Date: 03/12/2026
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 4/14/2026
	8. Council approved (if necessary):	AB2026-236	Date: 03/24/2026
	9. Executive signed:		Date: 4/14/2026
	10. Original to Council:		Date:



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Champ Thomaskutty, Director
RE: Lutheran Community Services Northwest – Shelter Lease Agreement Amendment #1
DATE: MARCH 25, 2026

Attached is a lease agreement amendment between Whatcom County and Lutheran Community Services Northwest (LCSNW) for your review and signature. In preparation for the necessity to operate a summer shelter in response to wildfire smoke and/or extreme heat, as determined by the County's Health Officers, this amendment extends the agreement through 10/31/2026. LCSNW will lease the facility to the County during the extended agreement period at a rate of \$1,000 per month, with use fees of \$2,500 per day, when the facility is utilized as an emergency shelter.

▪ **Background and Purpose**

This agreement outlines the requirements for leasing a 6,000 square foot facility, utilized by the County as a severe weather shelter, with space for up to 60 guests. The primary function of the shelter is to serve as a life-saving intervention during severe weather conditions. The facility is located at 925 N Forest Street, which is an ideal location, as it is close to downtown Bellingham, near a bus line, has a viable HVAC system, and is available as a short-term rental. LCSNW have also been willing to accommodate this operation, which is not the case with other locations that the County pursued.

▪ **Funding Amount and Source**

This amendment increases funding by \$32,000. Total funding for this contract may not exceed \$98,455 and is provided by the Consolidated Homeless Grant from the Washington State Department of Commerce. These funds are included in the 2026 budget. Council authorization is required as the funding added by this amendment exceeds 10% of the amount authorized by Council.

Please contact Chris D'Onofrio, Housing and Homeless Services Supervisor at 360-778-6049 (CDonofrio@co.whatcom.wa.us) if you have any questions.



Whatcom County Contract Number:

202510016 – 1

**WHATCOM COUNTY CONTRACT AMENDMENT
Lease Agreement**

PARTIES:

**Whatcom County
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225**

**AND CONTRACTOR:
Lutheran Community Services Northwest
1944 Pacific Avenue, Suite 206
Tacoma, WA 98402**

CONTRACT PERIODS:

**Original: 11/01/2025 – 03/31/2026
Amendment #1: 04/01/2026 – 10/31/2026**

THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO

DESCRIPTION OF AMENDMENT:

1. Pursuant to the original agreement, Section 37. AMENDMENT(S)., this amendment modifies the agreement as follows:

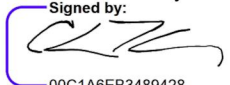
Original Contract:	Summary of Amendment Modification:
Section 2. TENANT'S USE OF PREMISES	Adds use of the premises during spring, summer, and fall months. During the months of April through October, the shelter will open following the guidance of Whatcom County's Health Officers.
Section 3. LEASE PERIOD AND OCCUPANCY	Extends the lease period through October 31, 2026.
Section 5. RENT AMOUNT	Updates the lease rate for the extended lease period as follows: \$1,000 per month and \$2,500 per day when the facility is utilized as an emergency shelter between April 1, 2026 and October 31, 2026.
Section 6. RENT BREAKDOWN	Updates the monthly rent rate for the extended lease period to \$1,000.

2. Funding for the extended agreement period (04/01/2026 – 10/31/2026) is not to exceed \$32,000.
3. Funding for the total contract period (11/01/2025 – 10/31/2026) is not to exceed \$98,455.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 04/01/2026.

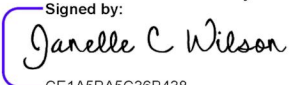
ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM:  4/13/2026
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Ann Beck, Community Health and Human Services Manager Date

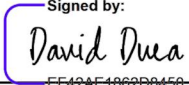
DEPARTMENT HEAD APPROVAL:  4/14/2026
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Champ Thomaskutty, Director Date
Whatcom County Health and Community Services

APPROVAL AS TO FORM:  4/13/2026
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Janelle C. Wilson, Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

 4/10/2026 EF42AE1862D8450...	David Duea, CEO	4/10/2026
Contractor Signature	Printed Name and Title	Date

FOR WHATCOM COUNTY:

 4/14/2026
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Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Lutheran Community Services Northwest
1944 Pacific Avenue, Suite 206
Tacoma, WA 98402