

# WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No. \_\_\_\_\_

Originating Department: _____	
Division/Program: <i>(i.e. Dept. Division and Program)</i> _____	
Contract or Grant Administrator: _____	
Contractor's / Agency Name: _____	
<p>Is this a New Contract?    If not, is this an Amendment or Renewal to an Existing Contract?    Yes    No</p> <p>Yes    No    If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____</p> <p>Does contract require Council Approval?    Yes    No    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?</p> <p>Yes    No    If yes, grantor agency contract number(s): _____ CFDA#: _____</p> <p>Is this contract grant funded?</p> <p>Yes    No    If yes, Whatcom County grant contract number(s): _____</p> <p>Is this contract the result of a RFP or Bid process?    Contract</p> <p>Yes    No    If yes, RFP and Bid number(s): _____ Cost Center: _____</p> <p>Is this agreement excluded from E-Verify?    No    Yes    If no, include Attachment D Contractor Declaration form.</p> <p>If YES, indicate exclusion(s) below:</p> <div style="display: flex; justify-content: space-between;"> <div> <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 work is for less than 120 days.  <input type="checkbox"/> Interlocal Agreement (between Governments).         </div> <div> <input type="checkbox"/> Goods and services provided due to an emergency  <input type="checkbox"/> Contract for Commercial off the shelf items (COTS).  <input type="checkbox"/> Work related subcontract less than \$25,000.  <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.         </div> </div>	
<p>Contract Amount:(sum of original contract amount and any prior amendments): \$ _____</p> <p>This Amendment Amount: \$ _____</p> <p>Total Amended Amount: \$ _____</p>	<p>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></p> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>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.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance.</li> <li>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.</li> </ol>
Summary of Scope: _____	
Term of Contract: _____	Expiration Date: _____

Contract Routing:	Date:
1. Prepared by: _____	_____
2. Attorney signoff: _____	_____
3. AS Finance reviewed: _____	_____
4. IT reviewed (if IT related): _____	_____
5. Contractor signed: _____	_____
6. Executive contract review: _____	_____
7. Council approved, if necessary: _____	_____
8. Executive signed: _____	_____
9. Original to Council: _____	_____

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 \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CONTRACTOR:**

Whatcom Long Term Recovery Group

\_\_\_\_\_  
Ashley Butenschoen, Vice President

\_\_\_\_\_  
Tanya Silves, Secretary/Treasurer

**WHATCOM COUNTY:**

Recommended for Approval:

\_\_\_\_\_  
Elizabeth Kosa, Public Works Director      Date

**Approved as to form:**

\_\_\_\_\_  
Christopher Quinn,      Date  
Chief Civil Deputy Prosecuting Attorney

**Approved:**

Accepted for Whatcom County:

By: \_\_\_\_\_  
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](mailto: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	<b>\$10,000</b>		