

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202501036-3

Originating Department:	Public Works
Division/Program: <i>(i.e. Dept. Division and Program)</i>	River & Flood / 907550 (Flood Hazard Reduction)
Contract or Grant Administrator:	Julie Anderson, River & Flood Manager
Contractor's / Agency Name:	Whatcom Long Term Recovery Group
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 #: <u>202501036</u>	
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): _____ ALN: _____ <small>Complete ALN field if contract involves direct federal grants/cooperative agreements or pass-through federal funds.</small>	
Is this contract grant funded? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, Whatcom County grant contract number(s): <u>202408032</u>	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, RFP and Bid number(s): <u>FRP#24-98</u> Cost Center: <u>19082357</u>	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <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 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): \$ <u>200,000</u> This Amendment Amount: \$ <u>0</u> Total Amended Amount: \$ <u>200,000</u> Summary of Scope:	Council approval required for; all property leases, all Interlocal agreements, contracts or bid awards exceeding \$75,000 , and grants exceeding \$40,000 and 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.
Council adopted the new rate sheet and increased the budget to \$200,000 with the last amendment. The purpose of this amendment is to modify the effective date of WLTRG's billing rates from January 1, 2026 to December 1, 2025, at the request of the contractor.	
Term of Contract: Not to Exceed	Expiration Date: 10/31/2026

- Contract Routing:
- | | |
|---|-----------------------|
| 1. Prepared by: <u>Julie Anderson</u> | Date: <u>3/12/26</u> |
| 2. Attorney signoff: <u>Tom Seguire</u> | Date: <u>3/25/26</u> |
| 3. AS Finance reviewed: <u>M Caldwell</u> | Date: <u>4.8.26</u> |
| 4. IT reviewed (if IT related): _____ | Date: _____ |
| 5. Contractor signed: _____ | Date: _____ |
| 6. Executive contract review: _____ | Date: <u>5/7/2026</u> |
| 7. Council approved, if necessary: _____ | Date: <u>4.28.26</u> |
| 8. Executive signed: _____ | Date: <u>5/7/2026</u> |
| 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 *JA*
Gary Stoyka, Natural Resources Manager *GS*

RE: Whatcom Long Term Recovery Group
FEMA HMGP Elevation Grant Homeowner Assistance – Amendment #3

DATE: March 23, 2026

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 Council enter into a contract amendment with Whatcom Long Term Recovery Group (WLTRG) to correct the effective date of their recently approved rate increase to December 1, 2025.

Background and Purpose

Council adopted the new rate sheet and increased the budget to \$200,000 with the last amendment. The purpose of this amendment is to modify the effective date of WLTRG's billing rates from January 1, 2026 to December 1, 2025, at the request of the contractor.

Funding and Source

The proposed amendment has no effect on the contract budget of \$200,000. The 2026 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.
202501036-3

Amendment No. 3
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 corrects the date that Whatcom Long Term Recovery Group's 2026 billing rates go into effect. The date should be retroactive to December 1, 2025.

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

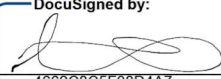
This Amendment takes effect: December 1, 2025, regardless of the date of signature.

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

DATED this 5/7/2026 day of _____, 2026.

CONTRACTOR:

Whatcom Long Term Recovery Group

DocuSigned by:
 5/4/2026
4662C8C5F08D4A7
Ashley Butenschoen, Vice President

DocuSigned by:
 5/7/2026
83E7398857D447D
Tanya Silves, Secretary/Treasurer

WHATCOM COUNTY:

Recommended for Approval:

DocuSigned by:
Elizabeth Kosa 5/7/2026
870E7A2DD76C408
Elizabeth Kosa, Public Works Director Date

Approved as to form:

Signed by:
Tom Seguire 5/7/2026
A5726B945D4F48D...
Tom Seguire, Date
Chief Civil Deputy Prosecuting Attorney

Approved:

Accepted for Whatcom County:

By: Satpal Sidhu 5/7/2026
1192C7C18B064E3...
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



To Whom it May Concern,

On January 3, 2026, the Executive Board of the Whatcom Long Term Recovery Group Approved the following Contractor Rates retroactive to December 1, 2025:

Position	Staff	Hourly Rate
Director of Client Support	Kyle	\$65.00
Lead Disaster Case Manager	Lacey	\$50.00
Disaster Case Manager	Claudia	\$40.00
Disaster Case Manager	McKenna	\$25.00
Disaster Case Manager	Shirlann	\$25.00
Disaster Case Manager (Bilingual)	Vacant	\$27.00
Disaster Case Manager 1/2	Elizabeth	\$25.00
Reconstruction Manager	Mark	\$100.00
Volunteer Coordinator	Vacant	\$25.00
Bookkeeping	Katie	\$45.00

Submitted by:
Tanya Silves
Treasurer/Secretary