

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202501036-2

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

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes No Yes No
 If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 202501036

Does contract require Council Approval? Yes No If No, include WCC: _____
 Already approved? Council Approved Date: 2/24/2026 (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement? Yes No If yes, grantor agency contract number(s): _____ ALN: _____
Complete ALN field if contract involves direct federal grants/cooperative agreements or pass-through federal funds.

Is this contract grant funded? Yes No If yes, Whatcom County grant contract number(s): 202408032

Is this contract the result of a RFP or Bid process? Yes No If yes, RFP and Bid number(s): FRP#24-98 Contract Cost Center: 19082357

Is this agreement excluded from E-Verify? No Yes 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>120,000</u> This Amendment Amount: \$ <u>80,000</u> Total Amended Amount: \$ <u>200,000</u>	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: <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.
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Summary of Scope:
 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.

Term of Contract: Not to Exceed _____ Expiration Date: 10/31/2026

Contract Routing:	1. Prepared by: Julie Anderson	Date: 2/4/26
	2. Attorney signoff: Tom Sequine	Date: 2/10/26
	3. AS Finance reviewed: Randy Rydell	Date: 2/10/26
	4. IT reviewed (if IT related): Initial	Date: _____
	5. Contractor signed: FW	Date: _____
	6. Executive contract review: Signed by: _____	Date: 2/27/2026
	7. Council approved, if necessary: Satpal Sidhu AB2026-164	Date: 2/24/2026
	8. Executive signed: _____	Date: 2/27/2026
	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

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 #2

DATE: February 5, 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 the County Council, acting as the FCZD Board of Supervisors, enter into a contract amendment with Whatcom Long Term Recovery Group (WLTRG) to adopt the WLTRG 2026 billing rates effective January 1, 2026 and to increase their project management task budget in the FEMA HMGP-4635-01-DR elevation grant.

Background and Purpose

In response to the devastating flood events in Whatcom County in 2021, the FCZD pursued and was awarded the first of two HMGP elevation grants. 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 year, WLTRG has successfully managed this program, and currently nine (9) homes are elevated with one (1) project in permitting.

Because the FCZD and WLTRG didn't have an established elevation program when the grant was awarded, County staff underestimated the time and cost of managing these complex projects. The purpose of this amendment is to adjust the overall budget for the project management task, as well as update the rate sheet for WLTRG employees retroactive to January 1, 2026.

Funding and Source

The proposed amendment is for \$80,000 bringing the total contract amount to \$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.
202501036-2

Amendment No. 2
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 provided in Exhibit B and thus, increases the maximum consideration by \$ 80,000 to a total consideration of \$ 200,000.

This Amendment does not change the term of this Agreement or tasks associated with the scope of work. However, the Amendment does increase the overall project management task budget.

In addition, this amendment adopts the Whatcom Long Term Recovery Group's 2026 billing rates retroactive to January 1, 2026.

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

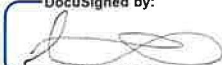
This Amendment takes effect: January 1, 2026, regardless of the date of signature.

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

DATED this 2/27/2026 day of _____, 2026.

CONTRACTOR:

Whatcom Long Term Recovery Group

DocuSigned by:
 2/26/2026
1662C8C3F08C4A7
Ashley Butenschoen, Vice President

DocuSigned by:
 2/26/2026
83E7498857D8470
Tanya Silves, Secretary/Treasurer

WHATCOM COUNTY:

Recommended for Approval:

DocuSigned by:
Elizabeth Kosa 2/26/2026
870E2420D70C408
Elizabeth Kosa, Public Works Director Date

Approved as to form:

Signed by:
Tom Seguire 2/27/2026
A5726B945D1F48D
Tom Seguire, Date
Chief Civil Deputy Prosecuting Attorney

Approved:

Accepted for Whatcom County:

Signed by:
By: Satpal Sidhu 2/27/2026
1193C7C18B964E3
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

EXHIBIT B



To Whom it May Concern,

On January 3, 2026, the Executive Board of the Whatcom Long Term Recovery Group Approved the following Contractor Rates:

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

