

RESOLUTION 2025-VV

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON
AUTHORIZING THE EXECUTION OF A CONTRACT AMENDMENT TO THE
AGREEMENT WITH RH2 ENGINEERING, INC. FOR UPDATES TO
THE EATONVILLE WATER SYSTEM PLAN**

WHEREAS, the Town of Eatonville's Water Department is required to update the Water System Plan every 10 years; and

WHEREAS, the Eatonville Town Council approved Resolution 2021-H on February 22, 2021 approving updates and allowing for a 4-year extension to the current Water System Plan; and

WHEREAS, the Town Council approved Resolution 2024-P for a professional consulting firm to do the necessary engineering work for updates to the Water System Plan not to exceed \$79,810; and

WHEREAS, the agreement requires a revision of the project parameters as well as an increase in budget; and

WHEREAS, the Water Capital fund has sufficient funds to cover this update; now, therefore

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

THAT: The Town Council approves, and the Mayor is authorized to execute on behalf of the Town, the Contract Amendment No. 1 to the professional services agreement with RH2 Engineering, Inc., attached hereto as Exhibit A, for Water System Plan Updates not to exceed \$129,795.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 10th day of November 2025.

David Baublits, Mayor

ATTEST:

Miranda Doll, Town Clerk

Town of Eatonville
Contract Amendment No. 1
Water System Plan Update
RH2 Project No. EAT 0240078.00

In accordance with our Professional Services Agreement for the Water System Plan Update, dated April 25, 2024, this is an authorization to revise the project parameters as described below. The work will be performed and invoiced using the terms and conditions listed in the original agreement, plus previous amendments.

This Amendment modifies the following elements of the Scope of Work and Fee Estimate:

Reference attached **Exhibit A**, **Exhibit B**, and **Exhibit C**.

The engineering fee authorization will increase by \$49,985 for a total authorization amount of **\$129,795**.

The period of performance will be extended to April 25, 2026.

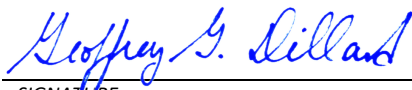
Please sign this authorization in the space provided below and return to RH2 Engineering, Inc., by mail at the address below, or by email to Contracts@RH2.com.

RH2 Engineering, Inc.

22722 29th Drive SE, Suite 210
Bothell, WA 98021

Town of Eatonville

210 Center Street West
P.O. Box 309
Eatonville, WA 98328



10/17/2025

SIGNATURE

DATE

SIGNATURE

DATE

Geoffrey G. Dillard, Director

PRINT NAME & TITLE

PRINT NAME & TITLE

EXHIBIT A
Scope of Work
Amendment No. 1
Town of Eatonville
Water System Plan Update
October 2025

Background

The Town of Eatonville (Town) and RH2 Engineering, Inc., (RH2) are in the process of updating the Town's 2013 *Water System Plan* (WSP) as required by the Washington State Department of Health (DOH). On August 13, 2025, DOH provided review comments on the draft WSP update. The work presented in this Amendment addresses additional work not originally scoped. Deliverables will be submitted in electronic format (PDF), unless otherwise noted.

Task 1 – Project Management Services

Objective: Provide project management services for this Amendment.

Approach:

- 1.1 Perform project management and coordination activities for the RH2 project team, including monthly invoicing.
- 1.2 Prepare for and attend project status meetings with the Town. *Two (2) project meetings are assumed to finalize the WSP and discuss DOH comments.*

RH2 Deliverables:

- Monthly invoices.
- Attendance at project status meetings.

Task 6 – Update Water System Satellite Plans

Objective: Update remaining documentation relating to the Town's existing water rights and water system operations for DOH and the Washington State Department of Ecology (Ecology).

Approach:

- 6.1 Update the Watershed Control Program to include the relevant contamination inventory and mapping to support current conditions.
- 6.2 Update the Town's Water Use Efficiency Program and provide support to the Town for adoption.
- 6.3 Update the Town's Water Quality Monitoring Program.

Provided by Town:

- Input on forestry activities and relevant coordination with adjacent landowners for incorporation into the Watershed Control Program.
- Adoption of Water Use Efficiency Program.

RH2 Deliverables:

- Updated Watershed Control Program.
- Updated Water Use Efficiency Program.
- Updated Water Quality Monitoring Program.

Task 7 – Financial Analysis

Objective: Develop a multi-year financial plan to meet the Town’s water utility needs.

Approach:

- 7.1 Evaluate the capital improvement program (CIP) outlined in the draft WSP.
- 7.2 Evaluate the forecast for operating revenues, expenses, and other cost increases (e.g., salaries, etc.) as appropriate. Consider anticipated changes in programs and/or staffing.
- 7.3 Develop a capital funding plan, including a strategy that considers available resources generated by rate revenues, developer contributions, existing reserves, and debt.
- 7.4 Evaluate current revenues in meeting both cash flow needs and applicable debt service requirements and develop a multi-year financial strategy.
- 7.5 Review the Town’s water utility historical financial performance and summarize trends.
- 7.6 Discuss potential funding sources for the CIP.
- 7.7 Document the financial analysis and plan.
- 7.8 Evaluate the affordability of the Town’s current and proposed water rates.

Assumptions:

- *The Town will provide the financial records for 5 years of revenue and expenditure data, plant investment fees by meter size, cash balances, connection charges, loans (funding sources), rate revenue vs. non-rate revenue, debt service, capital costs (CIP), and base water bill for residential customers.*
- *The financial analysis will address the requirements from DOH.*

RH2 Deliverables:

- Financial chapter for inclusion with WSP.

Task 8 – Address Agency Comments and Resubmit WSP to DOH

Objective: Address Pierce County (County), DOH, and Ecology comments on the draft WSP submittal. Resubmit WSP to the County and DOH.

Approach:

- 8.1 Review the *Pierce County Coordinated Water System Plan and Regional Supplement (PCCWSP)* and comments provided by the County. Update descriptions for consistency with the PCCWSP.
- 8.2 Update customer demands to include seasonal data provided by the Town.
- 8.3 Update the system analysis to include the requested modeling data.
- 8.4 Incorporate input from the local fire authority.
- 8.5 Update the WSP to include financial and recent operations and maintenance information.
- 8.6 Prepare the WSP for resubmittal to the County and DOH.

Assumptions:

- *The Town will provide input on the applicability of policies from the PCCWSP.*

RH2 Deliverables:

- Updated WSP for County and DOH resubmittal.

Project Schedule

This Scope of Work is anticipated to be completed by January 2026. *No date is warranted or implied for DOH response or approval.*

EXHIBIT B

Fee Estimate

Amendment No. 1

Town of Eatonville

Water System Plan Update

Oct-25

Description		Total Hours	Total RH2 Labor	Total Expense	Total Cost
Task 1 Project Management Services		14	\$ 3,190	\$ 260	\$ 3,450
1.1	Perform Project Management and Invoicing	6	\$ 978	\$ 52	\$ 1,030
1.2	Attend Status Meetings	8	\$ 2,212	\$ 208	\$ 2,420
Task 2 Update Water System Satellite Plans		28	\$ 5,716	\$ 555	\$ 6,271
2.1	Update Watershed Control Program	12	\$ 2,388	\$ 225	\$ 2,613
2.2	Update Water Use Efficiency Program	6	\$ 1,194	\$ 112	\$ 1,306
2.3	Update Water Quality Monitoring Program	10	\$ 2,134	\$ 218	\$ 2,352
Task 3 Financial Analysis		96	\$ 23,522	\$ 1,908	\$ 25,430
3.1	Incorporate CIP	10	\$ 2,516	\$ 228	\$ 2,744
3.2	Evaluate Revenues and Expenditures	12	\$ 3,152	\$ 244	\$ 3,396
3.3	Develop Capital Funding Plan	10	\$ 2,516	\$ 228	\$ 2,744
3.4	Develop Financial Strategy	16	\$ 4,092	\$ 322	\$ 4,414
3.5	Summarize Historical Financial Data and Trends	10	\$ 2,516	\$ 228	\$ 2,744
3.6	Discuss Potential Funding Sources	12	\$ 3,152	\$ 244	\$ 3,396
3.7	Document Financial Analysis	20	\$ 4,002	\$ 293	\$ 4,295
3.8	Evaluate Affordability of Rates	6	\$ 1,576	\$ 122	\$ 1,698
Task 4 Address Agency Comments and Resubmit WSP		64	\$ 13,652	\$ 1,181	\$ 14,833
4.1	Review County Requirements and Policies	4	\$ 1,106	\$ 55	\$ 1,161
4.2	Update Demands to Include Seasonal Data	8	\$ 1,880	\$ 212	\$ 2,092
4.3	Provide Additional Modeling Data Requested	16	\$ 3,760	\$ 467	\$ 4,227
4.4	Incorporate Input from Fire Authority	2	\$ 470	\$ 39	\$ 509
4.5	Update WSP Chapters	22	\$ 4,480	\$ 277	\$ 4,757
4.6	Prepare WSP for Resubmittal	12	\$ 1,956	\$ 131	\$ 2,087
PROJECT TOTAL		202	\$ 46,080	\$ 3,905	\$ 49,985

EXHIBIT C RH2 ENGINEERING, INC. 2025 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$174	\$/hr
Professional II	\$192	\$/hr
Professional III	\$214	\$/hr
Professional IV	\$235	\$/hr
Professional V	\$252	\$/hr
Professional VI	\$270	\$/hr
Professional VII	\$295	\$/hr
Professional VIII	\$318	\$/hr
Professional IX	\$328	\$/hr
Technician I	\$136	\$/hr
Technician II	\$148	\$/hr
Technician III	\$167	\$/hr
Technician IV	\$182	\$/hr
Technician V	\$199	\$/hr
Technician VI	\$219	\$/hr
Technician VII	\$238	\$/hr
Technician VIII	\$250	\$/hr
Administrative I	\$91	\$/hr
Administrative II	\$106	\$/hr
Administrative III	\$127	\$/hr
Administrative IV	\$148	\$/hr
Administrative V	\$171	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Night Work	10.00%	% of Direct Labor
Mileage	\$0.7000	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	