

RESOLUTION 2013-DD

A RESOLUTION OF THE EATONVILLE TOWN COUNCIL TO AUTHORIZE THE EXECUTION OF CONTRACT AMENDMENT NO. 3 TO A PROFESSIONAL SERVICES AGREEMENT WITH RH2 ENGINEERING, INC.

WHEREAS, the Town Council passed Resolution 2011-GG authorizing the Mayor to sign a professional services agreement with RH2 Engineering to update the Town's water system comprehensive plan;

WHEREAS, upon authority of Resolution 2011-GG, the Mayor signed Contract Amendment No. 1 increasing scope of work and total contract amount to \$137,500,

WHEREAS, the Town Council recommended that the water service area boundary be modified;

WHEREAS, an amendment to the agreement was necessary to implement the Council's recommendation;

WHEREAS, the Council should ratify said amendment by way of formal action;

WHEREAS, a third amendment to the Town's agreement with RH2 Engineering is necessary to address review comments, review meetings, and final Water System Plan modifications based upon comments from the Washington State Department of Health, as well as other comments described in greater detail in the attached scopes of work, for the reasons expressed in the said documents;

THEREFORE, BE IT RESOLVED by the Council of the Town of Eatonville as follows:

Section 1. The Mayor's action on April 11, 2013 of executing Contract Amendment No. 2, allowing for an increased engineering fee of \$2,420 to modify the water service area boundary, update associated area and land use calculations, chapter text, and figures, and reprint final revised pages for submittal to the Washington State Department of Health, is hereby ratified.

Section 2. The Mayor is authorized to execute on behalf of the Town the attached Contract Amendment No. 3 with RH2 Engineering.

Passed by the Council of the Town of Eatonville at a regular meeting this _____ day of June, 2013.

Raymond Harper, Mayor

ATTEST:

Kathy Linnemeyer, Town Clerk

APPROVED AS TO FORM:

Daniel G. Lloyd, Town Attorney

Contract Amendment No. 3
Comprehensive Water System Plan Update

RH2 Project No. EAT 111.070

In accordance with our Professional Services Agreement for the Town of Eatonville Comprehensive Water System Plan Update dated August 22, 2011, this is an authorization to revise the project Scope of Work as described below. The work will be performed and invoiced using the terms and conditions listed in the Original Agreement, plus previous amendments and/or agreements.

Add the following items to the Scope of Work:

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

The engineering fee authorization will increase by \$13,301 for a total authorization amount of **\$153,221**.

Please sign this authorization in the space provided below and mail or fax to RH2 Engineering, Inc., 22722 29th Drive SE, Suite 210, Bothell, WA 98021. FAX 425-951-5401.

RH2 Engineering, Inc.

Town of Eatonville

Richard L. Ballard
 Signature

 Signature

Richard L. Ballard
 Print Name

 Title

Director
 Title

 Title

5/30/13
 Date

 Date

EXHIBIT A
Scope of Work – Amendment No. 3
Town of Eatonville
Comprehensive Water System Plan Update
Water System Plan Revisions from Agency Review Comments
June 2013

The original Scope of Work for the development of the Town of Eatonville's (Town) *Comprehensive Water System Plan* (WSP) included tasks necessary to prepare the initial draft submittal of the document to the Washington State Department of Health (DOH) and other review agencies. The number of comments, meetings, and required WSP modifications from the review by regulatory agencies and adjacent water purveyors is difficult to predict. Therefore, RH2 Engineering, Inc., (RH2) has prepared this Scope of Work and Fee Estimate to address review comments, review meetings, and final WSP modifications based on the DOH comment letter dated May 2, 2013, comments received from the Pierce County Department of Planning and Lane Services, and comments received from adjacent purveyors.

The following data will need to be provided by the Town to complete the items in this Scope of Work.

- Updated Water Facility Inventory Form with DOH for inclusion in the WSP.
- The current number of committed subdivisions and equivalent residential units (ERUs). Indicate whether or not water availability commitments expire.
- Further information on Well Nos. 3, 4, and 5, which are listed as emergency wells with DOH. If the Town does not plan to utilize these sources in an emergency, the wells should be properly abandoned. Does the Town want these sources to be considered emergency sources? If the wells will be used in an emergency, provide information regarding when/why the wells would be used and what steps would be necessary to put the well to use.
- Information from the Town indicated that there are services near all three of the existing storage reservoirs that have individual booster pumps. Indicate whether the booster pumps are owned and operated by the Town or by the customer.
- The number of homes near the 1050 Zone/Dow Ridge Reservoir that have individual booster pumps, as well as information regarding where the booster pumps are located and who owns and manages the booster pumps.
- The number of homes near the 1077 Zone Reservoir and the 996 Zone Reservoir that have individual booster pumps, as well as information regarding where the booster pumps are located and who owns and manages the booster pumps.
- Indicate whether the Town plans to install an emergency generator at Center Street Booster Pump Station.
- For the projects scheduled for 2013 in Table 9-7, indicate which projects have already been completed (i.e., F14) and how much is budgeted for the treatment plant leak fix (i.e., F12).
- The most recent Cross Connection Control Ordinance. If it was not updated in 2012 or 2013, indicate when the Town plans to update the ordinance.

- Indicate if there are any high-hazard cross-connections in the system that do not have the required backflow assemblies. If so, how many need backflow assemblies.
- Of the 107 backflow assemblies within the water system, provide the percentage of devices that are fully in compliance with Town requirements (i.e., what percentage perform the required annual testing).
- The Town's schedule for Stage 2 Disinfection Byproducts (DBP) Monitoring beginning in 2013.
- The most recent Water Quality Monitoring Report from DOH.
- DOH is recommending that coliform monitoring samples be collected in all pressure zones. Please provide at least one (1) routine sample location for the 1050 Zone and the 1077 Zone and two (2) repeat sample locations for each routine sample.
- DOH is also recommending that more routine sampling locations be selected such that the locations can be rotated through on an annual basis. Provide at least six (6) other routine sample locations throughout the water system and two (2) repeat sample locations for each routine sample.
- Plan for adopting the proposed connection fee (page 10-5). (January 2014 per discussion with Mr. Doug Beagle, Town of Eatonville, on May 29, 2013.
- Date and summary of comments received at a public meeting for WSP review.
- Date of scheduled Town Council meeting for WSP approval.

TASK 1 – REVISIONS PER DOH REVIEW COMMENTS

- 1.1 Coordinate with DOH to clarify several of the review comments.
- 1.2 Coordinate with the Town during collection the necessary data.
- 1.3 Prepare a response letter, including a discussion regarding the demand projection calculations, the Town's current committed number of ERUs, and the expiration of water availability forms. Expand the discussion in Chapter 2 regarding the duty to serve requirements and reference the reader to Chapter 5. Update Chapter 5 customer service policies per DOH comments and provide specific language about remote service.
- 1.4 Update Figure 2-1 to show the approximate location of each of the Town's wells.
- 1.5 In Chapter 8, include procedures for utilizing the Town's emergency water sources.
- 1.6 Prepare a discussion that summarizes why the currently approved number of ERUs is greater than that presented in the WSP and include the discussion in the WSP and/or the response letter.
- 1.7 In Chapter 4, include a discussion regarding 2009 weather patterns.

**Town of Eatonville
Comprehensive Water System Plan Update****Scope of Work – Amendment No. 3
WSP Revisions from Agency Review Comments**

- 1.8 Update Table 4-9 to include existing and projected ERUs.
- 1.9 In Chapter 7, expand the discussion regarding the individual booster pumps within the water system. Discuss the number of homes, when the homes were constructed, where the pumps are located, how the Town checks the booster pumps, and when improvements will be made to eliminate the booster pumps.
- 1.10 In Chapter 7, expand the discussion regarding the low pressures to include the 996 Zone.
- 1.11 Prepare a discussion regarding nested and unnested storage for inclusion in the WSP and/or the response letter.
- 1.12 Expand the description of the fire flow analyses to identify that the hydraulic model was used to determine the available fire flow with a minimum residual pressure of 20 pounds per square inch (psi) throughout the distribution system. Perform existing system hydraulic analyses to determine the resulting distribution pressures if full fire flow were to occur at hydrants with fire flow deficiencies. Update Table 7-15 to highlight where the fire flow deficiencies are located and provide a figure showing where inadequate fire flow exists. Revise some of the reporting locations based on the availability of fire flow at an adjacent fire hydrant (e.g., the elementary school). Provide an explanation regarding planning-level fire flow requirements, actual fire flow requirements, and coordination with the local fire authority.
- 1.13 Prepare a discussion regarding water main improvement projects in the Capital Improvements Program (CIP) and include in the response letter.
- 1.14 Update 2013 CIP costs in accordance with projects completed to date.
- 1.15 In Chapter 7, update the discussion regarding the Center Street Booster Pump Station back-up power requirements.
- 1.16 Update the Cross-connection Control Plan to expand on past successes and upcoming tasks.
- 1.17 In Appendix K, update the Town's source water quality monitoring requirements for Stage 2 Disinfection Byproducts and the violation requirements.
- 1.18 Update the Town's coliform monitoring sampling locations and schedule as necessary.
- 1.19 Update system violation requirements in Chapter 8.
- 1.20 In the Executive Summary and Chapter 7, expand the discussion regarding the future of the Town's water supply, the water rights limitations, treatment plant leakage, water stewardship, and delaying capital costs.
- 1.21 In the Executive Summary, Chapter 8, and Chapter 9, provide additional discussion regarding plans to add additional staff.
- 1.22 In Chapter 10 and/or the response letter, explain the reasoning for adopting the connection fee in January 2014.
- 1.23 Update the Executive Summary based on various changes in the WSP.

- 1.24 Prepare a letter to DOH that summarizes how each DOH comment was addressed and the location of the associated responses in the update to the WSP. Include copies of comments made by Pierce County Department of Planning and Land Services, as well as the Town's response to these comments, in an appendix.

TASK 2 – REVISIONS PER COUNTY REVIEW COMMENTS

- 2.1 Update the Water Service Area Boundary to avoid splitting parcel polygons. Include the revision on Figures 2-1, 2-3, and 3-1.
- 2.2 Update Appendix A and coordinate with the Town regarding Council approval of the revised boundary and service area agreement.
- 2.3 Include a discussion of the Pierce County Nisqually River Basin Plan in Chapter 3.
- 2.4 Prepare a letter to Pierce County that summarizes how each of Pierce County's comments was addressed and the location of the associated responses in the updated WSP.

TASK 3 – FINALIZATION AND SUBMITTAL OF FINAL WSP

- 3.1 Modify the cover, title sheet, and table of contents to reflect the final WSP.
- 3.2 Revise the WSP as necessary to address comments from the public meeting. Four (4) hours is budgeted for this task. If the comments are extensive, an additional contract amendment will be necessary.
- 3.3 Update PDFs for the final WSP document. Produce CDs of the digital WSP for transmittal to the Town. CDs will contain a single PDF of the WSP with hyperlinks and bookmarks to easily navigate and search the document.
- 3.4 Produce copies of the revised WSP pages for inclusion with the draft WSP sent to DOH, Pierce County, and the Nisqually Tribe in February 2013. Transmit the final WSP insertion pages to all agencies.

EXHIBIT B

Town of Eatonville

Comprehensive Water System Plan Update

Contract Amendment No. 3

Estimate of Time and Expense

Task 1	Revisions Per DOH Review Comments	\$	7,764
Task 2	Revisions Per County Review Comments	\$	1,235
Task 3	Finalization and Submittal of Final WSP	\$	4,302
Project Total		\$	13,301