



# City of Bethel, Alaska

## Parks, Recreation, Aquatic, Health & Safety Center Committee Agenda

Regular Meeting

April 11, 2016 – 6:00p.m.-8:00pm

City Hall 300 State Highway

Michelle DeWitt  
Committee Chair  
Term Expires 12/2017

Judy Wasierski  
Committee Co Chair  
Term Expires 12/2018

Kathy Hanson  
Committee Member  
Term Expires 12/2018

Barbara Mosier  
Committee Member  
Term Expires 12/2018

Beverly Hoffman  
Committee Member  
Term Expires 12/2018

Mary Weiss  
Committee Member  
Term Expires 12/2018

Rick Robb  
Council Rep  
Term Expires 10/2017

Matthew Ross  
Parks and Recreation Rep.

Raunicka Ray  
Pool/Health Center Rep.

Kathryn Baldwin  
Alternate Committee Member  
Term Expires 12/2017

Brian Lefferts  
Alternate Committee Member  
Term Expires 12/2017

Muzaffar Lakhani  
Public Works Director

Pauline Boratko  
Committee Recorder

### I. CALL TO ORDER

### II. ROLL CALL

### III. PEOPLE TO BE HEARD – THREE MINUTES PER PERSON

### IV. APPROVAL OF AGENDA

### V. APPROVAL OF THE MINUTES

- a. March 14, 2016

### VI. SPECIAL ORDER OF BUSINESS

### VII. DEPARTMENT HEAD REPORT

### VIII. UNFINISHED BUSINESS

- a. Trails- Funding, Safety, Updates
- b. Pool- Programs, Usage, financial, and facility operation discussion
- c. Corporate Discounts- Update
- d. Pool Temp and Marketing Sub Committee Reports
- e. Pool Financial Audit Report & Facility Performance Audit Report- Update

### IX. NEW BUSINESS

- a. Pool Facility Cost- Budget Compared to Actual, Guest: Martha Schoenthal
- b. Pool Operator RFP (Request for Proposal) Review and Operation and Maintenance Contract
- c. Website- development for fitness center
- d. LONG Buildings Report and City follow up to report
- e. 4<sup>th</sup> of July Planning
- f. Dog Park Development
- g. Tobacco Tax Allocation- Parks and Recreation Distribution
- h. Physical Facility Subcommittee Development (Mechanical)
- i. Identification of individual to provide Parks and Recreation Committee report to City Council.
- j. Status of outstanding recommendations and action memorandums to the City Council

### X. MEMBER COMMENTS

### XI. ADJOURNMENT

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**City of Bethel, Alaska****Parks, Recreation, Aquatic, Health & Safety Center Committee Minutes**

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March 14, 2016

Regular Meeting

Bethel, Alaska

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**I. CALL TO ORDER**

The meeting was called to order by Michelle DeWitt at 6:02 pm.

**II. ROLL CALL**

Comprising a quorum of the Committee, the following were present:

Michelle Dewitt, Kathy Hanson, Barbara Mosier, Beverly Hoffman, Mary Weiss, and Brian Lefferts.

Rick Robb arrived at 6:08pm

Unexcused absent(s): Kathryn Baldwin

Also in attendance were the following:

Muzaffar Lakhani- Public Works Director

Raunicka Ray- Pool Manager

Ann Capela- City Manager

**III. PEOPLE TO BE HEARD:**

Beverly Hoffman- On behalf of Dr. Ronald Bowerman, shared an email about his concerns about needing defibrillators installed at the Pool and at the City owned buildings.

**IV. APPROVAL OF AGENDA**

MOVED BY:	Rick Robb	Motion to approve agenda.
SECONDED BY:	Kathy Hanson	
VOTE ON MOTION:	Unanimously approved	

**V. APPROVAL OF THE MINUTES:**

MOVED BY:	Mary Weiss	Motion to approve the minutes.
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION:	Unanimously approved	

**VI. SPECIAL ORDER OF BUSINESS:****IX. DEPARTMENT HEAD REPORT:**

Public Works Director, Muzaffar Lakahni, presented the committee with pictures of the board walk, and is looking at different alternatives for the Parks and Recreation office.

Pool Manager, Raunicka Ray reported damages to the men's bathrooms and are looking to get those repaired. Raunicka also discussed the Pool revenue and expenses.

**X. UNFINISHED BUSINESS:**

- a. Board walk behind University of Alaska- Update: land ownership issues are still in progress of identification, but no other updates this month.
- b. Capital Fund Trails- Identification of Priority Movements: no updates this month
- c. Pool- Programs, Usage, financial, and facility operation discussion:

MOVED BY:	Mary Weiss	In the fiscal year 2017 Budget that the City of Bethel provide water/sewer/garbage as in-kind service to the pool/fitness center
SECONDED BY:	Barbara Mosier	
VOTE ON MOTION:	Motion fails, 4 opposed 3 yes	

MOVED BY:	Rick Robb	Motion to request the Council change the expense of Administrative and IT to an in-kind status and not as an actual cash expense out of the pool budget.
SECONDED BY:	Brian Lefferts	
VOTE ON MOTION:	Unanimously approved	

- d. 4-H Youth after school program at the Pool- Spring Water Safety Activity: Ronda Sargent will be contacted after she comes back from leave.
- e. Corporate Discounts- Update: City of Bethel employee discount is still in progress along with AC.
- f. Pool Temp and Market Sub Committee Reports: The Pool temp has been stable. Suggestions made for the busses and streets.
- g. Pool Financial Audit Report- Update: This is still ongoing, it has been started but there is no update for this month

**XI. NEW BUSINESS:**

**XI. MEMBER COMMENTS:**

- M. Weiss- no comment
- M. Dewitt- I will be out of town for the next meeting
- B. Hoffman- We should have a password protection for WIFI use of non users at the Pool
- R.Robb- Council agreed to on a RFP (request for proposal) review board.
- K. Hanson- no comment
- B. Mosier- I'm glad we have our pool.
- B. Lefferts- Follow up on conversation, in general your doing great.

**XII. ADJOURNMENT**

MOVED BY:	Kathy Hanson	Motion to adjourn the meeting at 8:15pm
SECONDED BY:	Beverly Hoffman	
VOTE ON MOTION	Unanimously approved	

With no further business before the Committee, the meeting Adjourned at 8:15 p.m.

APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
Pauline Boratko, Committee Recorder

\_\_\_\_\_  
Michelle Dewitt, Chair

March 4, 2016

Councilman-Hunsaker  
Kevin Post  
1536 Cole Blvd., Suite 333  
Lakewood, CO 80401

Via email: kevinpost@CHH2O.com

Re: Yukon Kuskokwim Fitness Center, Bethel Alaska  
Request for an Operation Audit

Kevin,

As discussed, the City of Bethel operates the first and only aquatic and fitness center in western Alaska and is seeking a specialty consultant to perform an operational audit of the facility systems and operations.

Attached please find a draft request for proposal identifying the anticipated scope of work and the information the City desires. In addition, attached is an inspection report from Long Building Technologies (the firm that installed the DDC system) for your reference and to familiarize yourself with the status of the facility.

After your review of the attachments, please confirm your interest in performing this work and advise when your proposal can be expected. If you have any questions, comments or suggestions, feel free to contact me at 907-230-6642.

Sincerely,



Digitally signed by Douglas Cobb  
DN: cn=Douglas Cobb, o=ProDev LLC,  
ou, email=doug@projdevelopment.com,  
c=US  
Date: 2016.03.04 10:45:49 -09'00'

Douglas Cobb  
Project Manager

## **1. Introduction and Intent**

The City of Bethel (City) is requesting a cost proposal to perform an operational audit of the pool equipment and HVAC systems and pool management practices currently in place at the YK Aquatic and Fitness Center in Bethel, Alaska. The facility has been in operation since December of 2014, this is the first and only Aquatic and Fitness Center operating in the region, this facility is a \$23 million investment and the City is seeking professional expertise to determine if there are areas in need of improvement, that operations are in compliance with regulatory requirements, that systems are functioning properly and challenges are being addressed promptly and properly.

This request for proposal is provided to Counsilman-Hunsaker as your firm was the designer of the pool and worked in conjunction with the design/build team. It is not the City's intent for a design analysis, rather the City looks to understand industry operational best practices and confirmation that the facility systems are functioning as designed, being managed appropriately and in accordance with regulatory requirements.

## **2. Scope of Services**

Consultant to perform an audit of both facility operations and systems. Consultant should anticipate a site visit by the necessary professionals and/or technicians. All findings are to be consolidated into a single report. The report shall include an executive summary. The report shall include any recommendations for necessary corrective actions or improvements to be considered.

Items to be addressed in your audit shall include, but are not limited to:

### **A. Operations**

1. Are the pool and spa being maintained properly?
2. Is the facility being operated in compliance with health and safety regulations?
3. Are policies and procedures in place by the City and Pool Operator appropriate?

### **B. Systems**

1. The City has expressed concern about excessive water use and on-going issues with low water temperatures.
2. Are the pool and spa systems functioning as designed?
3. Are HVAC and DDC systems functioning properly?
4. Is the building being maintained properly, is proper preventative maintenance taking place?
5. Were the building systems properly commissioned?
6. Are there areas for improvement?

## **3. Subconsultants**

As the city desires one comprehensive report of findings, consultant should anticipate working with subconsultants as technical expertise warrants. The following firms were involved with the project and it may be necessary for your firm to consult with them as appropriate.

- AMC Engineers – Mechanical and Electrical Engineers
- Long (formerly CCI) – Building DDC
- Pool Co. – Pool installer
- Cory Willis – Consulted the Owner on regulatory issues and plan review

#### **4. Deliverable**

Provide a comprehensive written report addressing the items identified in the scope of services above for review and evaluation by the City staff and City Council as appropriate. For any issues identified in need of corrective action or improvement, report to provide recommendation for such actions. In addition, the consultant should be available for a debrief and to answer City questions, either in person or via teleconference.

#### **5. Proposal**

The City of Bethel intends to enter a time and materials reimbursement type contract with a not-to exceed amount specified. Your firm and consultants should anticipate a teleconference interview prior to finalizing an agreement. Should negotiations not be successful, the City reserves the right to issue a request for proposal publically.

- A. Cost proposal shall include all labor, materials and expenses, including travel and lodging necessary to complete the scope of work. Proposal shall include all associated costs for any and all subconsultants working on the project.
- B. Proposal shall include:
  - 1. Hourly rates for consultants.
  - 2. Brief work plan identifying the tasks anticipated by the consultant.
  - 3. Labor hours for each work plan activity, identify number of site visits in proposal.
  - 4. Proposed schedule for work activities.

#### **6. Schedule**

Time is of the essence as the City's contract with the pool operator is up for renewal in June and the City desires to incorporate lessons learned from your audit in future contract negotiations. Include a schedule for the work and site visits with the proposal submittal.

#### **7. Questions/Clarifications**

Questions regarding the project should be submitted in writing to: Douglas Cobb, Project Manager, via e-mail at [Doug@projdevelopment.com](mailto:Doug@projdevelopment.com).

If additional information is needed, such as construction drawings and specifications please contact the Project Manager.

#### **8. General Notices**

- A. Prevailing wages for the State of Alaska (AS Title 36, Dept. of Labor pamphlet 600) do NOT apply to work associated with this request for proposal.
- B. Consultant shall maintain the following insurance while providing services for the City of Bethel as evidenced by providing proof on insurance and naming the City of Bethel as additional insured's:
  - 1. Consultant shall obtain and maintain during the life of this Agreement all of the following insurance coverages: Errors and Omissions (Professional Liability) of not less than One Million (\$1,000,000) per occurrence.

**Operational Audit for YK Aquatic and Fitness Center  
City of Bethel, Alaska**

2. The comprehensive/commercial general liability insurance policy shall contain or be endorsed to contain the following provisions: Additional insureds: "The City of Bethel and its elected and appointed boards, officers, agents, and employees are additional insureds with respect to this subject project and contract with City."
  3. Notice: "Said policy shall not terminate, nor shall it be cancelled, nor the coverage reduced, until thirty (30) days after written notice is given to City."
  4. Other insurance: "Any other insurance maintained by the City of Bethel shall be excess and not contributing with the insurance provided by this policy."
  5. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.
- C. The City reserves the right to reject or accept your proposal.
- D. The City retains the right to cancel the request for proposal process if it is in their best interest. Any cost incurred by Consultants' for the preparation and submittal of the statement is the sole responsibility of the proposer.
- E. All proposals become part of the public record and no part of any statement may be confidential.
- F. This RFP does not obligate the City of Bethel or the selected proposer until a contract or purchase agreement is signed and approved by all parties.

End of Document

# Statement of Qualifications

## Councilman-Hunsaker



Yukon Kuskokwim Regional  
Aquatic Health  
and Safety Center  
Bethel, AK

Councilman-Hunsaker  
10733 Sunset Office Dr.  
Suite 400  
St. Louis, MO 63127  
314.894.1245  
[www.chh2o.com](http://www.chh2o.com)



Councilman Hunsaker  
AQUATICS FOR LIFE



# Counsilman · Hunsaker

## AQUATICS FOR LIFE

Counsilman-Hunsaker was founded in 1970 as a collaboration between a world-famous swimming coach and one of his former athletes. In his extensive coaching career and subsequent writings, James E. “Doc” Counsilman, Ph.D., revolutionized competitive swimming through research and innovation, along the way training numerous Olympic and National champions. One was Joe Hunsaker, a former three-time National Champion and World Record holder. With Doc Counsilman serving primarily in a consulting role, Joe Hunsaker developed the firm into one of today’s foremost authorities on design, construction, operation and management of aquatic facilities.

With more than 45 years of experience in designing over 1,000 national and international aquatic projects of every size and complexity, our experience includes newly designed and renovated pool projects for Competition Venues, Water Parks, Universities, Park & Recreation, Resorts, Spas, Wellness, and K-12. Our team brings exceptional collaboration skills and new project designs for the delivery of a high quality, creative aquatic facility. We have completed over 150 Facility Audits and over 175 Feasibility Studies for the development of new or existing facilities.

Counsilman-Hunsaker offers an extensive portfolio of aquatic planning and design services from an existing facility evaluation to comprehensive concept development; from project visioning through design, engineering and construction administration to business management and aquatic operations. These services are completely customized and configured in a variety of ways to precisely fit the needs, desires and objectives of the owner/operator and the project team.

### Our Portfolio of Services

**Design Services** - From project visioning and development through sealed engineering drawings. We do it all! Our success is based upon our understanding that our mission is to provide a result that is exceptional within your budget and to maximize the design process among the other team members.

**Feasibility Study** - A comprehensive approach that is used to analyze the operational and economic impact that would result from the creation and operation of a new or renovated facility. It provides the due diligence on the “think- it- through” side and reveals valuable insights and information before groundbreaking.

**Aquatic Operations** - At Counsilman-Hunsaker, our goal is to positively affect our client's day- to-day operations and to maximize the ability to serve aquatic users. Our in- house swimming pool operators can assist with on- site facility operations, provide site specific business plans, educate future pool operators in industry required training and certification as well as prepare a standard operations procedure manual. In fact, our experience in the operations of aquatic facilities has armed our professionals with the ability to evaluate the overall efficiency of your aquatic program. We understand that success doesn't end with an award-winning design.

**Facility Audit** - Many existing facilities appear to be on the brink of demise but frequently there are years left of productive life. Counsilman-Hunsaker's evaluation of an existing pool and/or natatorium can provide a valuable professional analysis to give you the information to make a knowledgeable decision regarding repair, renovation or replacement.



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### PROFESSIONAL BACKGROUND

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George Deines specializes in aquatic master planning, business planning, feasibility studies, and operational training and development. With 15 years of aquatic operations experience, including the management of a 4-acre waterpark in Garland, Texas, George understands what it takes to successfully conduct master planning and business planning services by presenting clients with options to repair, renovate, or replace. In addition, George has a vast background when it comes to assisting new pool operators and owners with pre-opening management services, including staff training and facility-specific business plans, and presenting clients with operating manuals, lifeguard training, or the phasing of new amenities.

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### NOTABLE PROJECTS

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City of Canyon - TX	City of Purcell - OK	San Jose USD - CA
City of Dallas - TX	City of St. Charles - MO	Sharon Johnston Park - AL
City of Doral - FL	City of Wellsboro - PA	Smith College - MA
City of Hilliard - OH	Elmbrook Swim Club - WI	Transylvania County - NC
City of Largo - FL	Great Kanawha Aquatics-WV	Trinity University - TX
City of Oklahoma City - OK	Madison County - AL	Wheeling Park District - IL

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### CONFERENCE SPEAKING

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- Take a QuikTrip to Employee Engagement* - TRAPS North Region Conference, 2015
- The State of DFW Aquatics* - TRAPS North Region Conference, 2015
- Despicable Lead: Leading Minions to Greatness* -NRPA, 2015
- Incorporating Private Sector Ideals into Public Sector Operations* - Nevada Parks and Recreation, Athletic Business Conference, 2015
- Aquatic Staff Training and Development: The Devil's in the Details* - Athletic Business Conference, 2015
- The KEE to Organizational Success: Building a Knowledgeable, Efficient and Engaged Team* - National Intramural Recreational Sports Association, 2015
- Developing KEE Aquatics Staff: Knowledgeable, Efficient, Engaged* - Texas Public Pool Council, Texas Park and Recreation Society and NIRSA, 2015
- The Do's and Don'ts of Aquatic Facility Planning and Expansion* - Association of Aquatic Professionals and Texas Park and Recreation Society, 2015
- Facing and Fixing Aquatic Challenges: Developing a Roadmap for Success* - Association of Aquatic Professionals, 2015

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### PUBLICATIONS

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- "What are the Key Qualities to a Great Leader," Athletic Business. January 2016: 24-25.
- "Overcome the 5 Areas of Guest Complaints." World Waterpark. February 2015: 38-39.
- "For Safety's Sake." Parks and Rec Business. January 2014.
- "Leadership Pitfalls and How to Avoid Them." Texas Recreation & Park Society. Spring 2013: 40-41.
- "If You Think It's a Rescue, Then It's a Rescue." World Waterpark. July/August 2011: 34-45.
- "Parting the Clouds." Aquatics International. February 2011.
- "Facing the Challenges of Managing Multiple Aquatic Factors." World Waterpark. July/August 2015: 28-29

### EDUCATION

University of North Texas - 2000  
Bachelor of Arts

Dallas Theological Seminary -  
2006

Master of Arts

### YEARS OF EXPERIENCE

With Counsilman-Hunsaker  
2014 - Present

### RELEVANT PAST EXPERIENCE

2007-2014:

Aquatics Manager  
City of Garland, TX  
Parks, Recreation &  
Cultural Arts Department

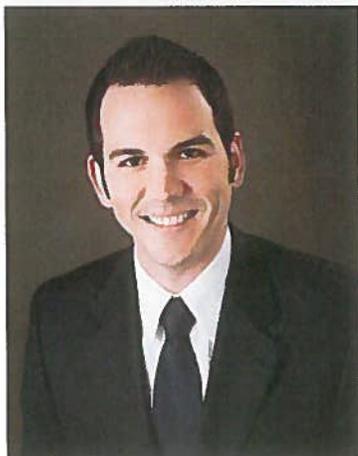
2000-2007:

Aquatics Coordinator  
Aquaducks Head Swim Coach  
City of Plano, TX  
Parks and Recreation Dept.

### CERTIFICATIONS/AFFILIATIONS

Aquatic Facility Operator -  
National Recreation & Park  
Association

Certified Pool Operator - NSPF



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#### PROFESSIONAL BACKGROUND

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Kevin Post oversees the feasibility studies and aquatic operations services. Kevin's objective is helping clients prepare for the development and capital investment of a new or existing aquatic facility serving a variety of user groups, program requirements, and owner types including municipalities, universities, YMCAs, and school districts. Having completed over 75 feasibility studies, Kevin understands what it takes to successfully conduct master planning and business planning services. Kevin also assists new pool operators and owners with pre-opening management services, including staff training, facility specific business plans, and standard operating procedures. Kevin also provides clients with ongoing full-time management services to assist with sustainable operating practices for the life of the facility. Having been involved in aquatics for more than 15 years, he has multiple certifications and is a CPO Instructor certifying pool operators and providing individuals with the basic knowledge, techniques, and skills of pool and spa operations.

#### EDUCATION

Concordia University - 2015  
Masters of Business Administration

University of North Texas - 2004  
Bachelor of Science  
Major: Computer Science  
Minors: Math, Technical Writing

#### YEARS OF EXPERIENCE

With Counsilman-Hunsaker  
2007 - Present

#### PAST RELEVANT EXPERIENCE

2006 - 2007:  
Recreation Coordinator,  
Aquatic Facilities  
City of Plano, TX

2003 - 2006:  
Assistant Director of Recreation,  
Aquatics  
University of North Texas, Denton

2000 - 2003:  
Pool Manager  
City of Plano, TX  
Parks and Recreation Department

#### CERTIFICATIONS/AFFILIATIONS

Revenue Management School - NRPA

Certified Pool/Spa Operator - NSPF

Association of Aquatic Professionals

National Intramural Recreational  
Sports Association

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#### NOTABLE PROJECTS

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Buncombe County - NC  
Cameron Run Regional Park - VA  
City of Alexandria - VA  
City of Amarillo - TX  
City of Bartlesville - OK  
City of Baytown - TX  
City of Buffalo - NY  
City of Burkburnett - TX  
City of Carlsbad - CA  
City of Columbia - SC  
City of Columbus City - IN  
City of Dallas - TX  
City of Fort Dodge - IA  
City of Fort Worth - TX  
City of Garland - TX  
City of Jasper - IN

City of Largo - FL  
City of Marion - IL  
City of Milwaukee - WI  
City of New Braunfels - TX  
City of North Richland Hills - TX  
City of Rapid City - SD  
City of Sioux Falls - SD  
City of Winchester - MA  
Fort Mojave Indian Tribe - CA  
James City County - VA  
Parish of East Baton Rouge - LA  
Prairie Township - OH  
Prairie View A&M University - TX  
Prince William County - VA  
Trinity University - TX  
Urbana Park District - IL

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#### CONFERENCE SPEAKING

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*Pool Technologies: Are these the Answer?* - National Intramural Recreational Sports Association, 2014  
*Repair/Renovate Replace* - MRPA Parks and Program Summit, 2014  
*Sustaining Your Aquatic Facility in Today's Market* - MRPA Parks and Program Summit, 2014  
*Managing a Cutting-Edge Aquatic Center* - Association of Aquatic Professionals, 2014  
*Risky Business: Developing a Sustainable Aquatic Center in Today's Market* - Association of Aquatic Professionals, 2014  
*Pricing Policies and Revenue Throttles* - World Aquatic Health, 2014  
*Aquatic Design Challenges: What Would YOU Do?* - Illinois Park and Recreation Association, 2013

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#### PUBLICATIONS

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"Aquatic Facility Planning and Funding." *The Complete Swimming Pool Reference*. 2014: 59-68.  
"Planning the Perfect Waterpark." *Park and Rec Business*. April 2014: 48:53.  
"Public and Private Waterparks." *Waterpark Development & Expansion Guide*. 2014-2015:14-18.  
"Getting the Message." *Aquatics International*. February 2010: 16:18.



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**PROFESSIONAL BACKGROUND**

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Nicole Van Winkle has a strong background in the operations of the aquatic industry which gives her the skillset to perform feasibility studies, operations training and full-time management of aquatic facilities. Nicole assists pool operators and owners with pre-opening management services, staff training, facility-specific business plans and standard operating procedures. Providing clients with ongoing full-time management services allows her to assist in developing sustainable operating practices for the life of the facility. With experience as both a pool and waterpark operator, she has a unique understanding of the opportunities and challenges of operating a successful aquatic program in the public sector. Focusing on developing strong leaders and creating sustainable programming, Nicole assists operators in developing a business and operating approach that will satisfy both the bottom line and community members.

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**RELEVANT EXPERIENCE**

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- Supervised nine aquatic facilities in Southern California
- Supervised the grand opening of three aquatic facilities (Community Pool @CLU, The Cove Waterpark, and DropZone Waterpark)
- Supervised the operations of a regional sports park, boxing club, wedding facility, and community center
- Supervised full-service concessions restaurants and large, year-round competition pools
- Focused on developing sustainable programming and operations; The Cove Waterpark achieved 90% cost recovery, despite being a municipal facility
- Spearheaded social media campaigns for each waterpark generating over 10,000 followers for each park
- Waterparks earned several awards under leadership: 'Best Website', World Waterpark Association, CPRS Marketing Campaign, and 'Best of Aquatics', [Aquatics International](#).
- Developed strong, positive culture of accountability at several agencies with many types of personnel (unionized staff, maintenance, part-time, full-time, and seasonal)
- Developed, implemented, and negotiated robust marketing plans to increase exposure which included several different mediums (billboard, website creation, social media, printed materials, daily deals)

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**CONFERENCE SPEAKING**

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- Branding Your Park for Success - World Waterpark Association, 2015*
- Model Aquatic Health Code: Are You Ready? - Colorado Park and Recreation, 2015*
- Creating a Day Camp that Isn't a Snooze! - Southern CA Municipal Athletic Federation, 2015*
- Flash Talks - Aquatics à la carte - Association of Aquatic Professional, 2015*
- Aquatic Speed Geeking: MAHC and Training your OTHER Staff - California Park and Rec Society, 2015*
- Adventure Camp - World Waterpark Association, 2014*
- Aquatic Flashtalks - World Waterpark and California Park and Recreation Society, 2014*

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**PUBLICATIONS**

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- "MAHC Updates Matter to You." [World Waterpark](#). Dec 2015: 8
- "Jump on Into the Fun." [World Waterpark](#). Oct/Nov 2015: 88-90.
- "Your Aquatic Adventure Awaits!" [World Waterpark](#). February 2012: 30-33.
- "Seasonal Management Unite!" [World Waterpark](#). June 2012: 26-28.

**EDUCATION**

University of Redlands - 2008  
Bachelor of Music  
Vocal Performance

California State University - 2010  
Masters of Science  
Recreation and Tourism Management

**YEARS OF EXPERIENCE**

With Counsilman-Hunsaker  
2014- Present

**PAST EXPERIENCE**

2011-2014: Area Manager  
Recreation Riverside County Park  
District

2009-2011: Aquatics Specialist  
Conejo Recreation & Park District

2006-2008: Assistant Pool Manager  
City of Rancho Cucamonga

**CERTIFICATIONS/AFFILIATIONS**

Lifeguarding Instructor Trainer - ARC  
Water Safety Instructor Trainer - ARC  
Aquatic Facility Operator - NRPA  
Certified Pool/Spa Operator - NSPF  
Adapted Aquatics Instructor  
Credential - AAPAR  
Government Relations Committee  
Secretary  
World Waterpark Association SoCal  
Connection Program Coordinator  
World Waterpark Association Public  
Sector Committee (2012-2014)  
California Parks and Recreation  
Society Aquatics Section Region 4  
Representative (2012-2014)  
Southern California Public Pool  
Operators Association Past President



The citizens of Greenwood were thrilled to celebrate the grand opening of the new Freedom Springs Aquatic Center located in Freedom Park. The outdoor aquatic center embodies the community's needs and objectives by combining leisure areas and fitness/competitive swimming program spaces.

Discussions regarding the center's construction started with the closing of Greenwood's pool in April 2012 due to structural issues. For three years Greenwood was without an aquatic center for its residents.

The new \$7.2 million aquatic center boasts a lazy river, a lap pool, leisure pool, and three water slides for all ages to enjoy.

**3,750 sq. ft. Competition Pool**

- Six 25-yard lap lanes
- 3 - meter diving board
- 1 - meter diving board

**4,250 sq. ft. Leisure Pool**

- Zero depth and stair entries
- Play structure
- Spray feature area
- Two waterslides
- Underwater bench
- Water walk

**11,000 sq. ft. Lazy River**

- Three stair entries
- Raft slide
- Spray features

**Aquatic Operation Services:**

In 2015, the city retained the team of Councilman-Hunsaker and Sports Facilities Management to provide Pre-Opening Services and Full-Time Management Services for the first five years of operation.

In addition to the design and operations of the park, Councilman-Hunsaker developed a comprehensive marketing plan to introduce the facility to the community and generate brand awareness. Programming and marketing centered around a "Freedom and Liberty" theme. Marketing and advertising mediums included radio, local sports team partnerships, sponsorship packages, billboards, daily deals, and website optimization.

Reference:  
Mr. John Shell  
Project Manager  
City of Greenwood  
225 S. Emerson Ave.  
Greenwood, IN 46143

Phone: 317.887.5230  
Email: shellj@greenwood.in.gov

Project Cost: \$7,200,000  
Aquatics Cost: \$4,600,000  
Date Completed: May 2015

Services Provided:  
Aquatic Design & Engineering: 2015  
Aquatic Operations: 2015



In 2009, MHS Planning & Design LLC and Counsilman-Hunsaker were retained by the city to conduct a feasibility and master planning study for the creation of a new aquatic facility, aiming to meet the needs of their citizens for the next 50 years. The city responded favorably to the recommended strategy to design an outdoor aquatic center largely because families in this progressive community demanded a more interactive and enjoyable experience.

Designed by Brinkley Sargent Architects and Counsilman-Hunsaker, Heights Family Aquatics Center opened in July 2013, replacing the existing 50-year-old public pool. Richardson residents achieved a milestone in the renewal of one of the city's more established neighborhoods with something new and blue. It is the first aquatic facility the city has built in decades. The aquatic center is located next to the new Heights Recreation Center, which opened in May 2013. Both facilities were funded through the 2010 Bond Program and are designed to fit with the surrounding neighborhoods' midcentury modern architecture. Amenities of the aquatic center feature:

**8,400 sq. ft. Leisure Pool**

- Current channel
- Wet deck with multiple lounge chairs
- Vortex
- Water basketball
- Instructional water area
- Zero entry with interactive play unit
- Grand Stair entry
- Four 25-yard lap lanes
- Double-flume waterslide with runouts

**660 sq. ft. tot pool with play structure, tot slide, and spray features**

**Publications and Awards:**

2014 - 'Architectural Showcase'  
*Athletic Business* magazine

2014 - 'Recreation Facility Design Excellence' Award  
TRAPS North Region Conference

**Reference:**

Mr. Chris Cottone  
City of Richardson  
PO Box 830309

Richardson, TX 75083-0309

Phone: 972.744.7894

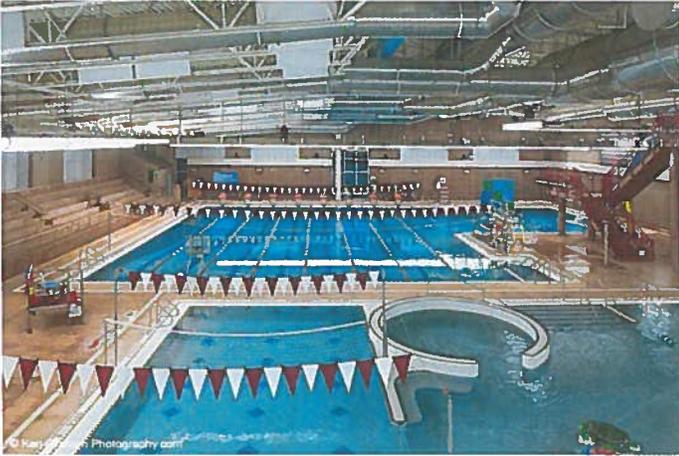
Email: christopher.cottone@cor.gov

**Project Cost: \$4,400,000; Aquatics Cost: \$1,750,000**

**Date Completed: July 2013**

**Services Provided:**

Feasibility Study: 2009; Aquatic Design & Engineering: 2013



The Ketchikan Gateway Borough Recreation Center has expanded with the addition of a new 21,000 sq. ft. aquatic center connecting to the existing recreation center. This new state-of-the-art facility serves as host to regional swim meets and also meets the recreational needs of the community. The Ketchikan Gateway Borough School District plans to use the center for its K-12 curriculum programs and also serves as a setting for fitness, marine public safety training and therapeutic treatments for the community.

The new aquatic center features:

**6,750 sq. ft. Competition Pool**

- Eight 25-yard lap lanes
- Starting platforms
- 1-meter and 3-meter diving boards
- Spectator seating
- Enclosed body waterslide
- Plunge pool
- Removable climbing wall

**3,300 sq. ft. Recreation Pool**

- Zero-depth entry
- Vortex
- Interactive play structure
- Open body waterslide
- Three fitness lap lanes
- Volleyball net and basketball hoops

The overall design of this recreation center combines water play and fun to create a relaxing atmosphere, which brings families and friends together.

**Reference:**

Mr. Dan Bockhorst  
Borough Manager  
Ketchikan Gateway Borough  
1900 First Avenue, Suite 210  
Ketchikan, AK 99901

Phone: 907.228.6625  
Email: danb@kgbak.us

Project Cost: \$23,500,000  
Aquatics Cost: \$2,100,000

Date Completed: August 2012

Services Provided:  
Aquatic Design & Engineering



The 160,000 sq. ft. Kroc Center is a state-of-the-art ministry, community and social service facility in one of Chicago's most underserved areas. It is the culmination of five years of planning and massive fundraising efforts. The primary component of the Kroc Center is its sports training and recreation facilities. The Center features an indoor aquatic center with competitive and recreational amenities; four-court gymnasium where participants can play basketball, soccer, gymnastics, volleyball, tennis and baseball; a 4,000 sq. ft. fitness center; indoor and outdoor golf driving ranges and batting cages; and 20 acres of outdoor recreation space.

The aquatic-themed natatorium consists of two large pools that sit side-by-side, separated by a glass wall that provides both visual transparency and acoustical separation. This allows for different user groups to occupy the facility simultaneously, with water and air temperatures adjusted accordingly. Amenities include:

**3,400 sq. ft. Competition Pool**

- Six 25-yard lanes
- One and three-meter diving
- Accessibility lift
- Retractable bleacher seating for 250 spectators

**4,300 sq. ft. Recreation Pool**

- Depths ranging from 0" to 3'- 6"
- Interactive shallow water play structure
- Enclosed waterslide with deck level run-out
- Open tube waterslide ending in a catch pool
- Vortex
- Zero entry with water spray features
- Underwater bench seating
- Stair entry
- Three lap lanes

**190 sq. ft. Spa**

**Design Awards and Publications:**

2013 - 'Dream Designs' *Aquatics International* magazine

**Reference:**

Mr. Bob Devine, Facilities Director  
The Salvation Army  
Ray & Joan Kroc Corps Community Center  
1250 W. 119th Street  
Chicago, IL 60643

Phone: 773. 995.3242

Project Cost: \$45,000,000

Email: [robert\\_devine@usc.salvationarmy.org](mailto:robert_devine@usc.salvationarmy.org)

Aquatics Cost: \$2,400,000

Date Completed: June 2012

Services Provided:

Aquatic Design & Engineering/Aquatic Operations: 2012



The Kroc Center achieved the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver certification for energy efficient design. Highlights of the Kroc Center's green initiatives include: extreme water savings through low-flow fixtures, native landscaping and an innovative pool filtration system; high indoor environmental quality due to low VOC paints, adhesive and sealants; and efficient systematic controls like occupancy and light sensors.



In 2009, the City of Seattle was looking to replace their outdated community center with a new facility featuring an aquatics component. Counsilman-Hunsaker was retained to develop a business plan which enabled the city to make an educated decision on how best to proceed with the design and operation of a new aquatic center.

Working with ARC Architects, the new 48,500 sq. ft. center was built on the site of the former Rainier Beach Community Center. The main attraction of the facility is the natatorium which features two adjacent pools separated by a glass divider. Aquatic amenities include:

**3,800 sq. ft. Lap Pool**

- Six 25-yard lap lanes with stair entry and 1-meter diving

**2,300 sq. ft. Recreation Pool**

- Waterslide
- Current channel
- Three stair entries
- Tot area with play features and water features
- Vortex

**100 sq. ft. Spa**

- Stair entry and hydrotherapy bench



The new building uses a long list of eco-friendly elements such as natural ventilation; a rainwater harvesting system which supplies gray water for toilets and irrigation; a geothermal energy system; and solar panels to offset the building's energy consumption. These features enable the facility to receive the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Gold certification for energy efficient design.



**Design Awards and Publications:**

2014 - 'Dream Designs' *Aquatics International* magazine

2014 - 'Facility of the Year' Award

Washington Park and Recreation Association



**Reference:**

Ms. Kathy Whitman, Aquatics Manager  
Seattle Parks & Recreation Department

Aquatics Section at Westbridge

4209 W. Marginal Way SW

Seattle, WA 98106-1211

Phone: 206.684.7099

Email: [Kathy.whitman@seattle.gov](mailto:Kathy.whitman@seattle.gov)

Project Cost: \$25,000,000; Aquatics Cost: \$6,000,000

Date Completed: September 2013

**Services Provided:**

Business Plan: 2009

Aquatic Design & Engineering: 2013



Located in Bryan Memorial Park near the site of the recently demolished 75-year-old pool, the new \$3.4 million Salem Family Aquatic Center includes a 9,000 sq. ft. main pool, a 720 sq. ft. toddler pool, large bathhouse and concessions area, mechanical building, and improved access drives, utilities, landscaping and parking lot. Through the efforts of the Counsilman-Hunsaker-led team, the city was also awarded a \$400,000 State of Illinois Department of Natural Resources Open Space Lands Acquisition and Development Program (OSLAD) grant.



The aquatic complex embodies the community's needs and objectives by combining leisure areas and fitness/competitive swimming program spaces. The family waterpark has something for everyone to enjoy such as:

- Eight lane 25-meter lap pool with 1 and 3-meter springboard diving
- Zero depth entry
- Children's interactive play feature with tipping bucket, waterslide and water cannons
- Tropical-island themed lily pad walk
- Waterslide plunge pool accommodating two slides
- 720 sq. ft. tot pool with water play feature

By combining aquatic features that provide a combination of competitive swimming, entertainment value and instructional opportunities, the city of Salem is able to stay at the forefront of the industry, giving guests a reason to visit time and time again.



Counsilman-Hunsaker provided a site-specific systems and operations training following the nationally recognized guidelines of the National Swimming Pool Foundation (NSPF) Certified Pool/Spa Operators course. This course emphasized and concentrated on systems and procedures to be used at the Salem Family Aquatic Center.

Reference:  
Ms. Sherry Daniels  
Recreation Director  
City of Salem  
Salem City Hall  
101 South Broadway  
Salem, IL 62881  
Phone: 618.548.2222  
Email: salemrec@salemil.us

Project Cost: \$3,400,000  
Aquatics Cost: \$2,000,000

Date Completed: May 2010

Services Provided:  
Aquatic Design & Engineering: 2010  
Aquatic Operations: 2011



The Hub Recreation Center is a 64,000 sq. ft. indoor recreation facility providing aquatic health, fitness, and sports activities for youth, adults, and seniors. The facility includes three pools, lounge area, snack bar, gymnasium, first aid, party rooms, conference room, youth center, locker rooms, pool viewing area, and childcare for guests.

The main attraction is the Heartland Regional Aquatics Center, which provides family recreation and learn-to-swim programs. Located on the west side of the facility, three different pools fill the one-of-a-kind natatorium. A six lane, 25-yard lap pool hosts swim lessons, water aerobics, and swimming competitions. The 3,400 sq. ft. recreation pool features a waterslide, lazy river, basketball hoop, volleyball net, exercise area, vortex, and wading area with a sprayground. In the middle of the two larger pools sits a 175 sq. ft. therapy spa with space for up to 17 people. The therapy spa offers rehabilitation, relaxation, and healing for many residents.



After completing design services for the aquatic center, the city retained the team of Counsilman-Hunsaker and Sports Facilities Management to provide Pre-Opening Management Services and ongoing Full-Time Management Services for the first six months of operation.



Reference:  
Ms. Gail E. West  
City of Marion  
City Administration  
1102 Tower Square  
Marion, IL 62959  
Phone: 618.997.6281  
Email: [cityadmin@cityofmarionil.gov](mailto:cityadmin@cityofmarionil.gov)

Project Cost: \$10,000,000  
Aquatics Cost: \$2,100,000

Date Completed: March 2015

Services Provided:  
Business Plan: 2012  
Aquatic Design & Engineering: 2015  
Aquatic Operations: 2015



St. Louis County Parks' new recreation center, located in the historical Jefferson Barracks Park, opened in June 2015. The Pavilion at Lemay includes a new outdoor aquatic center that features a lap pool, lazy river, cascading terraces with sprays, a plunge pool and a play structure for toddlers.

The outdoor aquatic center, a focal point of the Lemay neighborhood, embodies the community's needs and objectives by combining leisure areas and fitness/competitive swimming program spaces such as:

**2,300 sq. ft. Lap Pool**

- Four 25-yard lap lanes
- Water volleyball / basketball
- Stair entry

**2,383 sq. ft. Plunge Pool**

- Stair entry
- Rock climbing wall
- Dropslide
- Three-meter platform diving
- One-meter springboard diving

**9,000 sq. ft. Leisure Pool**

- Three stair entries
- Zero entry
- Lazy river with overflow edge and underwater bench
- Custom-themed Fort Play structure
- Various spray features
- Cascading terraces with spray features

The Pavilion at Lemay also houses a 42,000 sq. ft. multi-purpose athletic center with fitness equipment, a walking track, weights, and space for fitness classes.

Residents helped choose the amenities and the design through a two-year planning process that included residents' surveys and town hall meetings. The project was funded by Pinnacle Entertainment and bonded funds from the Port Authority. The facility was originally to be built on the north edge of Jefferson Barracks Park but was moved to the Grant's Shelter site due to geotechnical issues.

Ms. Beth Letscher  
Assistant Vice President & South Sector Specialist  
St. Louis Economic Development Partnership  
7733 Forsyth Blvd., Suite 2300  
St. Louis, MO 63105  
Phone: 314.615.7669  
Email: [eletscher@stlpartnership.com](mailto:eletscher@stlpartnership.com)

Project Cost: \$12,000,000  
Aquatics Cost: \$2,200,000  
Date Completed: June 2015

Services Provided:  
Aquatic Design & Engineering



Fluid architecture of native limestone and heavy timbers, a soaring ceiling with a suspended glass sculpture evoking the region's topography, and flowing indoor and outdoor leisure pools define Tom Muehlenbeck Center.

Designed by Brinkley Sargent Architects, Mesa Design Group, Moody Nolan, and Counsilman-Hunsaker, the natatorium complements the center's flowing architecture with sweeping views inspired from an adjacent wetland creek, one of the shaping forces of the project. A 25-yard eight lane indoor lap pool with on-deck seating provides competitive aquatics. An outdoor free-form leisure pool maximizes a strong visual connection between the inside and outside bodies of water.

Other amenities of the center include a double gymnasium, fitness center (separate spaces for kids and adults), elevated running track, drop-in preschool, group exercise room, multi-purpose room, arts and crafts studio, and game room. Aquatic components include:

- 4,300 sq. ft. indoor 25-yard competition pool with eight lap lanes and on-deck seating with moveable bleachers
- 6,300 sq. ft. indoor leisure pool with waterslide, vortex, current channel, water play feature, and ramped entry
- 8,000 sq. ft. outdoor leisure pool with zero-ground runout waterslide, water spray fountains, children's play area and spray pad

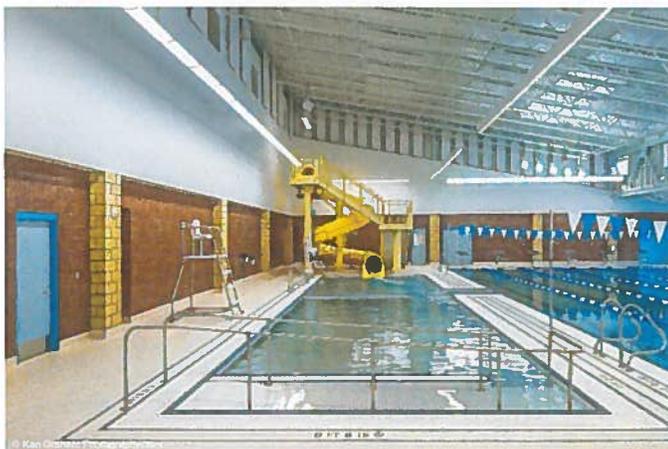
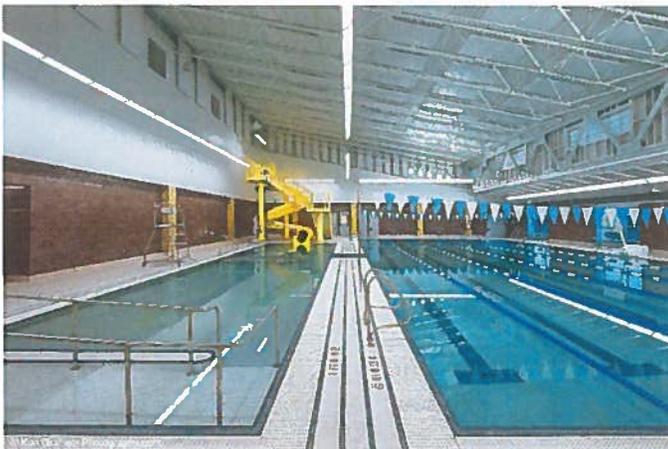


**Design Awards and Publications:**  
2009 - 'Best of Awards'  
*Texas Construction* magazine  
2009 - 'Architectural Showcase'  
*Athletic Business* magazine  
2008 - 'Innovative Architecture & Design' Award  
*Recreation Management* magazine  
2008 - 'Dream Designs'  
*Aquatics International* magazine

**Reference:**  
Ms. Amy Fortenberry  
Director of Parks and Recreation  
The City of Plano  
1409 Avenue K  
Plano, TX 75074

Phone: 972.941.7250  
Email: amyf@plano.gov  
Project Cost: \$21,000,000  
Date Completed: November 2007  
Services Provided:  
Aquatic Design & Engineering

"Counsilman-Hunsaker really listened to our needs and the end result is a facility that is visually striking, highly usable, and easy to maintain. The pools include all of the components that we thought were imperative to the project such as teaching spaces, leisure amenities, lap lanes, and a state-of-the-art mechanical room."  
- Amy Fortenberry – Director of Parks and Recreation, City of Plano



The Yukon Kuskokwim Regional Aquatic Health and Safety Center is a multi-use community facility owned and operated by the city of Bethel. The new facility was developed in two phases. Phase 1 included construction of a 4,000 sq. ft. swimming pool, spa, exercise room, weight room, and associated support spaces. Phase 2 included construction of a full size gymnasium with a full-size basketball court, volleyball courts, and accommodates bleacher seating to serve more than 1,000 people.

A community situated on the Kuskokwim River and concerned about water safety, realized that with proper facilities they could teach their children to swim and thus increase their ability to be safe on the water. The community has long recognized that such a facility is not only important for teaching water safety and reducing drownings, but will also have a positive effect on the quality of life of the entire community.

Through various plans and surveys over the years, the community has reinforced their belief in the importance of this facility.

Aquatic amenities of the 9,000 sq. ft. natatorium include:

**4,000 sq. ft. Multi-Purpose Pool**

- Six lap lanes
- Zero entry ramp
- Waterslide
- Bench seating

**175 sq. ft. Spa**

Reference:  
Mr. Douglas Cobb, PMP  
Project Development Associates  
5953 Muirwood Dr.  
Anchorage, AK 99502  
Phone: 907.338.4053  
Email: Doug@projdevelopment.com

Project Cost: \$15,000,000  
Aquatics Cost: \$1,200,000

Date Completed: September 2014

Services Provided:  
Aquatic Design & Engineering





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## City of Garland

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Garland, TX  
Completed: 2014  
Service Provided: Operational Training

The City of Garland, Texas, retained Counsilman-Hunsaker to coordinate Lifeguard and Leadership training. Additionally, we developed a risk management and safety overview that drew attention to identifying and responding to risks and the staff's role in risk mitigation. As a part of the training event, Counsilman-Hunsaker incorporated strategic planning for the summer season that identified goals and associated actions for achievement.



**GARLAND**

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## The Keller Pointe

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Keller, TX  
Services Completed: Feasibility Study: 2001; Aquatic Design & Engineering: 2004; Launch Operations Training: 2004; Operations Audit Completed: 2012; Sprayground Addition: June 2013

Counsilman-Hunsaker completed an operational audit of The Keller Pointe facility to identify opportunities for improvement. The study process included meeting with 25 stakeholder groups, a telephone survey of 300 households, and a detailed evaluation of the operations of the facility. The findings included tactical recommendations to maximize operations and options for future development to retain The Keller Pointe's position in the market as an operation leader with a first-class facility while achieving generating revenue to cover 100% of its operating cost.



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## Somerset Hills YMCA

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Somerset Hills, NJ  
Completed: 2010  
Services Provided: Operatonal Services



**SOMERSET HILLS YMCA**  
*One of Life's Best Investments*

Locations: Mount Airy Road | Riverwalk | Camp Speers - Eljabar

The Somerset Hills YMCA commissioned Counsilman-Hunsaker to assist the YMCA in defining short-term and long-term operational strategies and to identify the means to achieve them. The purpose of this plan was to provide a balanced incorporation of existing resources create strategies that would encourage efficiency in operations, offer sound and effective financial practices, and develop opportunities for the future. The ultimate goal of this plan was to enhance the offerings of the Somerset Hills YMCA to best serve the community.



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## University of Houston

Houston, TX  
Completed: 2013  
Service Provided: Aquatics Operations Assessment

As a part of the university's strategic goals and capital planning, the university retained Counselman-Hunsaker to perform an Operations Assessment on their existing aquatic system. The goal of the study was to evaluate the functionality, operational utilization, financial and strategic elements of the aquatic program and aquatic facilities, and benchmark against best practices. The outcomes were utilized to develop strategies for short, mid and long-term operational plans tied to the university's Tier One Mission.



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## Salem Family Aquatic Center

Salem, IL  
Completed: 2010 and 2011  
Services Provided: Aquatic Design & Engineering and Aquatic Operations

Counselman-Hunsaker provided a site-specific systems and operations training following the nationally recognized guidelines of the National Swimming Pool Foundation (NSPF) Certified Pool/Spa Operators course. This course emphasized and concentrated on systems and procedures to be used at the new Salem Family Aquatic Center.



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## Virginia Commonwealth University

Richmond, VA  
Completed: 2009 and 2011  
Services Provided: Aquatic Design & Engineering and Aquatic Operations



Counselman-Hunsaker provided on-site aquatic operations training and consulting to assist the operators and managers in troubleshooting common pool problems and ensure the pools are being operating above industry standards.



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## University of Chicago - West Campus

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Chicago, IL  
Completed: 2009  
Services Provided: Aquatic Design & Engineering and Aquatic Operations

Counsilman-Hunsaker evaluated the pool and its respective support systems while showing Best Practices in current industry standards and green sustainability. The report provided new technologies and equipment that would enhance the operations of the facility; moreover, Counsilman-Hunsaker met with users, staff, and lifeguards to create a maintenance schedule for future repairs as well as operational concerns to assist the staff in maintaining the facility over the next several years.

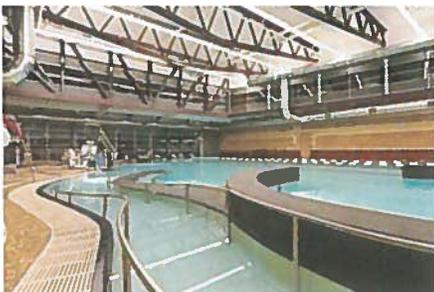


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## The Summit at Central Park

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Grand Prairie, TX  
Completed: 2007, 2010, 2010  
Services Provided: Feasibility Study, Aquatic Design & Engineering, Aquatic Operations



Counsilman-Hunsaker provided a Launch Operations Training which consisted of a water chemistry workshop in relation to the pool systems. Along with The Summit staff, aquatic staff members from other Grand Prairie aquatic facilities also participated in the workshop.

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## Stephens Family YMCA

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Champaign, IL  
Completed: 2009  
Service Provided: Certified Pool Operator Course



Counsilman-Hunsaker provided a site-specific systems and operations training following the nationally recognized guidelines of the National Swimming Pool Foundation (NSPF) Certified Pool/Spa Operators course. This course emphasized and concentrated on systems and procedures to be used at the Stephen's Family YMCA.



# Counselman · Hunsaker

— O P E R A T I O N S —

## AQUATIC OPERATIONS AGREEMENT

THIS AGREEMENT made and entered into at St. Louis, Missouri, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Bethel, AK, hereinafter referred to as "The OWNER" and COUNCILMAN-HUNSAKER OPERATIONS LLC, doing business at 10733 Sunset Office Drive, Suite 400, St. Louis, Missouri 63127-1018, hereinafter referred to as "The Consultant".

WHEREAS, the Owner is undertaking a **physical and operational audit**, and

WHEREAS, the Consultant is a consultant in the field of swimming pool design and engineering, and

WHEREAS, the Owner is desirous of retaining the Consultant as its independent contractor for purposes of providing the aquatic audit at the YK Aquatic And Fitness Center, located in Bethel, AK and,

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, the parties hereto agree as follows:

I. SERVICES:

The Owner hereby retains the Consultant as its Aquatic Operations Consultant for the aquatic facility. The scope of the Consultant's services are:

- Consultant to make a site visit (one engineer and one operations specialist) to review the water chemistry systems as the facility is deemed to have an indoor air quality issue.
- Review current policies, procedures, and documentation practices of the facility
- Complete a detailed observation of the aquatic facility and provide a verbal commentary while on site regarding Facility Operation and Maintenance and the current Policies and Management procedures.
- Recommend changes to current policies to address compliance with industry standards.

- Consultant to provide a written report of perceived sub-standard conditions and/or shortcomings of the facility with commentary for possible actions for correction.
- Prepare meeting minutes on the water chemistry portion of any owner meeting concerning water quality and air quality within the natatorium.
- Review recirculating swimming pool water chemical systems and their operation while on site.
- Provide initial water testing on pool deck and further analysis of pool water testing after the site visit. Include any recommendations discovered concerning operations as a result of pool water testing.
- Provide general natatorium information with respect to the HVAC system and air distribution pattern to support the mechanical engineer.

Services to be provided by Owner to Counsilman-Hunsaker will primarily consist of furnishing all available in written reports and in its most recent form for the facility including:

1. A written report (or copy of staff report) on existing construction or equipment problems and on-going maintenance problems.
2. Written reports or recommendations by other firms already assessing current pool operations or equipment additions.
3. Original construction plans and specifications and/or subsequent construction documents for repair, renovation, replacement, etc.
4. Operation and Maintenance Manuals.
5. Submittal data or manufacturers' data on equipment now installed.

II. **EXCLUSIONS:** The Consultant excludes the extensive and likely invasive examinations listed below. Extensive analysis of these areas of concern shall be authorized by the Client as an additional service and completed by other Consultants specializing in these disciplines.

1. Inspection of electrical systems and devices
2. Equipotential bonding and grounding of the pool(s).
3. Potable water supply system to facility
4. Corrective actions for non-compliance
5. Structural analysis of the pool shell(s)

III. DELIVERABLES: All of the reports, prepared by the Consultant as instruments of service are and shall be the property of the Consultant whether the project for which they are made is executed or not. The Owner shall be permitted to retain copies, including reproducible copies of the reports, drawings and specifications.

IV. FEES: Total fees shall be \$18,500 including **one (1)** site visit and related travel expenses.

The Consultant shall submit monthly statements of basic and additional services and for reimbursable expense incurred, based upon the Consultant's hourly rate schedule for services completed at the time of billing. Reimbursable expenses shall include qualifying travel expenses, postage, express mailings, printing expenses for copies in excess of 10 of the final report and 5 draft copies, and any artwork desired, such as renderings that might be used in community publicity. Telephone and fax service are included in the basic fee.

Owner shall make payment within thirty (30) days after receipt of invoice from Counsilman-Hunsaker. If Owner fails to make any payment due Consultant for services and expenses within forty-five (45) days after receipt of invoice, Consultant may, after giving seven (7) days written notice to the Owner, suspend services under his Agreement until payment in full of amounts due Consultant for services and expenses have been paid.

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Counsilman-Hunsaker and Counsilman-Hunsaker's officers, directors, partners, employees, agents and Counsilman-Hunsaker. Consultants, and any of them, to Owner and anyone claiming by, through or under OWNER for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in a any way related to the conclusions and recommendations expressed in the Facility Audit shall not exceed the total compensation received Counsilman-Hunsaker under this Agreement.

V. ADDITIONAL SERVICES: All additional services must be authorized in writing. The Consultant shall be paid for additional services according to the following fee schedule (if not listed as a lump sum):

Principal	\$200.00/hour
Director	\$175.00/hour
Project Manager	\$150.00/hour
Project Engineer/Architect	\$120.00/hour
Design Associate	\$110.00/hour
Administrative	\$70.00/hour
Site Visit	\$1,500.00 /day *
* Excluding travel expenses	

VI. TERMINATION: Each party agrees that upon the occurrence of a material breach or default of the other under the terms of this Agreement, it shall provide written notice of such default to the other. Such written notification given by the party shall specifically state the material breach or default under the terms of this Agreement. The notified party shall have thirty (30)

days after such notice is given to remedy the specific breach or default. Upon the failure by the defaulting party to cure the specified breach or default within the allotted time, or recurrence of the same breach within thirty (30) days after its initial cure, the other party shall have the right to terminate this Agreement except with respect to any liabilities or obligations which, under the terms of this Agreement are to survive its termination.

VII. SCHEDULE OF WORK: The Consultant shall execute all of the tasks listed above within 60 calendar days of receipt of a signed agreement and authorization to proceed. Review periods by the Owner, or other extensions not caused by the Consultant, will be added to the 60 calendar days.

VIII. ENTIRE AGREEMENT: This agreement constitutes the entire understanding between the parties and cannot be modified except by their mutual written consent. In the event of a conflict between his Agreement and the terms of any other agreement or document pertaining to the Project, the terms and provisions of this Agreement will be controlling.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the day and year first above written.

ACCEPTED:

COUNSILMAN-HUNSAKER OPERATIONS LLC

City of Bethel, AK

BY: \_\_\_\_\_  
Kevin Post - Principal

BY: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Information:  
Doug Cobb  
Project Manager  
ProDev  
5953 Muirwood Dr.  
Anchorage, AK 99507