



American Water Works Association
Pacific Northwest Section
Cascade To Coast Subsection

CASCADE TO COAST SUBSECTION

2016-2017

ANNUAL REPORT

JANUARY 18, 2017



American Water Works Association
Pacific Northwest Section
Cascade To Coast Subsection

Table of Contents

- 1. 2017-2018 Subsection Officers**
- 2. Subsection Summary**
- 3. 2017 Proposed Schedule of Meetings and Events**
- 4. Subsection Goals**
- 5. Copy of Signature Card**
- 6. Affiliation Agreement**
- 7. Conflict of Interest Forms from Officers**
- 8. Subsection Financials**

Cascade to Coast Annual Report

1. 2017-2018 Officers

Subsection President – Jeff Kinney, City of Albany
541-917-7628, Jeff.kinney@cityofalbany.net

Subsection Vice President - vacant

Subsection Treasurer - Jaime Porter, Rainbow Water District
541-746-1676, jamie@rwdonline.net

Subsection Web Manager - Trevor Stroh, EWEB
541-685-7840, Trevor.Stroh@eweb.org

Subsection Lending Librarian - Dean Hill, Rainbow Water District
541-746-1676, dean@rwdonline.net

Subsection Short School Registrar - Lori Servin, Action Registration
360-314-4900, lori@actionreg.com

Director/Past President 2017 – 2019 Jim Pex, Century West Engineering
541-322-8962, jpex@centurywest.com

2. 2016 Subsection activities summary

Ridgeview Site Tour – February 11, 2016

Best Tasting Water – February 25, 2016

Short School – March 12-15, 2016

Subsection Business Meeting – April 27, 2016

Subsection Golf Tournament – July 28, 2016

Wine for Water (WFP) Auction – July 28, 2016

<i>Wine for Water</i>	<i>\$7,525.00</i>
<i>Short School</i>	<i>\$281.62</i>
<i>Golf Tournament</i>	<i>\$393.55</i>
<i>Subsection Donation</i>	<i>\$500.00</i>
TOTAL	<i>\$8,700.17</i>

Sensor Meter Training – November 30, 2016

Subsection End of Year Meeting – December 15, 2016

[Three Upcoming Training Opportunities](#)

Mark your calendars for these upcoming events!

City of Albany Tour of Canal, Fish Screens, Dam, and Hydro Facility

Thursday, November 17th from 9:30 am - 1:30 pm

meet at 300 Vine Street, Albany

Albany's water treatment plant takes water from the Santiam-Albany Canal. We will start and end the tour at the Vine Street Water Treatment Plant. The tour will take 2.5-3 hours. We will form carpools to travel to the headgates, then return to Vine Street for lunch catered by Novak's Hungarian Restaurant. This tour does not provide CEUs, but we encourage participation to learn from the Albany folks while you network with other operators. We are charging a flat fee of \$20 to cover coffee, donuts, and the catered lunch.

Click here to register:

[C2C Albany Water System Tour](#)

2016 Annual Oregon Health Authority Regulatory Update

and Cascade to Coast Annual Business Meeting

Thursday, December 15th from 11:30 am - 1:30 pm

at Sizzler Restaurant, 1010 Postal Way, Springfield

Dave Leland retires from the Oregon Health Authority on December 31! Dave will return to his home Subsection to give one final presentation on pending changes to the regulations that guide our industry. This training is approved for 0.1 CEU. You may purchase lunch from Sizzler on your own. After the training we will hold our annual business meeting to adopt a Subsection budget and provide updates on Short School and other Subsection activities.

8th Annual Cascade to Coast Wine for Water



When

Thursday July 28, 2016 from 6:00 PM to 9:00 PM PDT

[Add to Calendar](#)

Where

Sweet Cheeks Winery
27007 Briggs Hill Rd
Eugene, OR 97405

Dear James,

You are invited to the 8th Annual PNWS-AWWA Cascade to Coast "Wine for Water" benefit for Water For People! The wine and craft beer tasting fundraiser will take place on July 28th at Sweet Cheeks Winery outside Eugene, Oregon.

This fun event features a silent auction, live music, wine tasting, beautiful views, appetizers, and a local food cart for additional food options. Justin Ford from Murray Smith & Associates will share his experience as a project volunteer with Water For People in Bolivia.

The proceeds will benefit Water For People, a non-profit organization that supports the development of locally sustainable drinking water resources, sanitation facilities, and hygiene education programs in developing countries.

Tickets are \$20 online or \$25 at the door, and includes a beverage when you arrive!

To buy tickets, click on the link below.



[Driving Directions](#)

[Get more information](#)

[Buy Tickets!](#)

Thank you for supporting Water For People. If you have any questions about registration, sponsorship, or the event, please contact us. We look forward to seeing you at the Sweet Cheeks Winery!

Sincerely,

Casey Lyon

PNWS-AWWA

casey.lyon@state.or.us

541-726-2587 ext 31

2017 Cascade to Coast Short School Sunday, March 12th through Wednesday, March 15th at the Valley River Inn, Eugene

Registration will open in early January. Registration information and additional information will be provided at a later date. Get this on your calendar now!

[Seeking Nominations For Subsection Officers!](#)

Our Board Officers will temporarily appoint people to serve until May. We will hold a spring election for members to vote nominees into a full year of office.

The PNWS Trustees met earlier this month and approved the Subsection's requested change to our Bylaws. We are now able to fill vacant positions.

Kevin Wyckoff took a position in Washington and had to resign as Secretary, so we are accepting nominations for the Subsection Secretary as well as new Director positions to expand the Board and help us divide up the workload.

Our Board will temporarily appoint people to serve until May. We will then hold a spring election for members to vote nominees into a full year of office.

Please email President Jim Pex at JPex@CenturyWest.com to nominate yourself or someone else for the Secretary or a Director position.

If you have questions about getting involved and supporting the Subsection, please contact our C2C Treasurer Jamie Porter at jamie@RWDonline.net or our C2C Vice President Jeff Kinney at Jeff.Kinney@cityofalbany.net

****NEW** Training Opportunity!**

[Sensus Meter & Automation Training](#)

When: November 30th, from 8:30 am to 2:30 pm

Where: EWEB's Roosevelt Operations Center in Eugene.

We want to thank our sponsors, Sensus, Ferguson Waterworks, and EWEB, for sharing this training opportunity with us and giving the Subsection an opportunity to earn some revenue from this event. Register now to reserve a spot before the space fills up!

Click the [flyer link](#) for additional information.

The cost is only \$35 and this includes lunch and CEUs.

Click here to register: [Take me to the registration page!](#)

Subsection Meeting Reminder

2016 Annual Oregon Health Authority Regulatory Update and Cascade to Coast Annual Business Meeting

Thursday, December 22th from 11:30 am - 1:30 pm at Sizzler Restaurant, 1010 Postal Way, Springfield

Today is Dave Leland's last day working for the Oregon Health Authority. Dave, on behalf of Cascade to Coast Subsection, we wish you a happy retirement!

Casey Lyons has graciously offered to take Dave's presentation and give us the annual regulatory update, so we are happy to report that we are still able to offer 0.1 CEU for our lunch training. Thanks, Casey!

We know that some utilities were hit pretty hard by last week's winter storm, and many are still recovering from tree damage and power outages. It may be hard to get away, but if you can join us for lunch we would love to see you and share some information that could be useful to you and your utility.

You may purchase lunch from Sizzler on your own. After the training we will hold our annual business meeting to consider a Subsection budget, any mid-term officer appointments, and provide updates on Short School and other Subsection activities.

Please contact any of us to nominate officers or give other suggestions:

President Jim Pex at JPex@CenturyWest.com

Vice President Jeff Kinney at Jeff.Kinney@cityofalbany.net

Treasurer & Acting Secretary Jamie Porter at jamie@RWDonline.net

Official Invitation!!



AWWA - Cascade to Coast Annual GOLF Scramble



A SPECIAL THANKS
TO OUR EVENT
SPONSORS



Where: River Ridge Golf Course,
Eugene, OR
When: July 28, 2016 10 am-3 pm

Cost: \$60 person (includes cart & Lunch)

Sponsorships: Hole and Event
sponsorships will be available, for more
info contact Jim Pex @ 541-808-4407 or
jpex@centurywest.com

To Register Online go to:
www.riverridgeor.com/online-store/

Prizes for the top 3 teams & most authentic golf attire.

- ▶ In partnership with the Wine for Water Event being held later in the evening at Sweet Cheeks Winery. Information can be found here; <https://www.facebook.com/WFPcascade/>
- ▶ Proceeds for the event will benefit the local AWWA sub-section and help provide auction items at the Wine for Water Event.



American Water Works Association

Pacific Northwest Section

Cascade To Coast Subsection



RIVER RIDGE

water for people

Event Sponsor - \$250
Hole Sponsor - \$100
Raffle/Prize Sponsors
also available



April Business Meeting & Presentation

Date

Wednesday, April 27th, 2016

Presentation

Jeffrey Petersen

Water Management Specialist, EWEB

Water Conservation Programs at Eugene Water & Electric Board

Description

Cascade to Coast Subsection 2016 - 2017 Officer Election:

At this meeting we will discuss on-going Subsection Business. Most importantly we will be electing officers for 2016-2017 by secret ballot. This is your chance to influence how we do what we do. We are still looking for members willing to serve in different roles including Secretary, Young Professionals Liaison, Short School Committee, Water For People Committee. Or willing to serve in any other role you would like, to be involved with AWWA either locally or regionally.

Nominations For Officer Position:
for President: Jim Pex, Century West Engineering
for Vice President: Jeff Kinney, City of Albany
for Secretary: Kevin Wyckoff, EWEB
As well as a vote to amend subsection bylaws

Proposed bylaw changes include:

Article VI: Dues and Funds. Delete requirement to have an interest bearing checking account. Accounts that give interest have higher fees, and low interest rates make this a bad option right now.

Article VII: Officers and Members. Add language that the Board of Directors will consist of the existing four officers (President, Vice President, Secretary, and Treasurer), and we will add up to four (4) Directors and the Immediate Past President for a maximum total of nine (9) board members. Directors will have additional duties to serve with Short School, Water For People, Career Fair, or other subsection activities.

Article VII: Officers and Members. New positions will still take office at the close of the annual Section conference in May, but we will add language to allow mid-year appointments to replace people that are unable to continue serving until the end of their term. Secretary position, like the Treasurer, may serve for multiple years.

Location

Sizzler Restaurant

1010 Postal Way

Springfield, OR 97477

<https://www.sizzler.com/>

Schedule

11:30-12:30 Lunch/Business meeting

Program begins at 12:30 pm

Contacts

John Stephens 541-520-2383 or john.stephens@eweb.org

Jim Pex 541.322.8962 x 108 or jpex@centurywest.com

Kevin Wyckoff 541-514-3001 or kwyckoff@pnws-awwa.org

Jamie Porter 541-746-1676 or jamie@rwdonline.net



[Sign Up For Emails](#)

 [Forward to a Friend](#)

Dear James,

Thank you for participation in the Hydraulics and Pump Curve course in January. We would like to inform you that CEU certificates have been posted to the Subsection Website. Please use the link below to view and print your certificate.

[Cascade to Coast CEU Records](#)

Sincerely,

John Stephens,
President, Cascade to Coast Subsection AWWA

For concerns or questions please contact:

Kevin Wyckoff,
Secretary,
Cascade to Coast Subsection AWWA
Kwyckoff@pnws-awwa.org
541-514-3001

Cascade to Coast Water News

March 2016

Your connection to the Water Industry in Linn, Lincoln, Benton, Lane, Deschutes and Crook Counties



The Cascade to Coast Subsection is your local connection to:

- Enhance your technical knowledge,

Hello Cascade to Coast Subsection members,

Last month was exciting for our Subsection. We held the Best Tasting water competition in Eugene on February 25th. Sweet Home won the Competition this year with Tumalo Well coming in 2nd and Bend placing 3rd.

At that event this year we also held the meter madness competition. This exciting event was hosted by Gerald Arrendondo with the City of Salem. Winning this event was Eric Carlson with Rainbow Water District in Springfield Oregon. Eric has a competing engagement during the Boise Conference, so won't be able to represent us in Boise. Congratulations to the 2nd Place winner Kris Smith of Avion Water, who will be heading to Boise in May to compete in this year's PNWS AWWA Meter Madness competition. Go Kris!!

Thank you all for your support of Cascade to Coast and See you all at short School Valley river coming up March 13, 2016

Thank you all for your support of your Subsection.

management and decision-making skills.

- Connect with industry leaders to get ahead or find your next job.
- Make a difference in your local community.
- Connect with water professionals around the world to discover solutions that work.

Upcoming Events

3/13/16 - 3/16/16:
Short School
Valley River Inn Eugene, OR

Quick Links

[Cascade to Coast Subsection](#)

[PNWS-AWWA](#)

[Water For People](#)

[PNWS-AWWA YPs](#)

John Stephens

President, Cascade to Coast

Now accepting nominations for 2016-17 Officers

We would like to remind everyone that current Subsection President John Stephens' term will be ending this coming May. With his departure Jim Pex will move into the Presidency and Kevin Wyckoff will become Vice President. This leaves us looking for nominations for Subsection Secretary. In addition to the Secretary role we are seeking new members for our Subsection Committees.

Voting will occur at the April Business Meeting. Details of that meeting will be published soon. So watch your email for the announcement!!!

Secretary:

This is a great way to serve as an integral part of our organization. Learn great job skills, while gaining great connections throughout the organization. The secretary's primary responsibilities revolve around coordinating communications with our members and officers, taking minutes during business meetings and maintaining Subsection records.

Short School Committee:

Short School Committee will be looking for members to help plan the 2017 Short School.

Water For People:

Water For People Committee seeks members to help with fundraising events.

YP Committee:

Young Professionals under 35 years old OR less than 10 years in the industry. Currently looking for a liaison to help the subsection work to fulfill the mission of the 2020 Vision Committee. Duties would involve attending monthly phone conferences and assisting with outreach to local colleges. Especially looking for YP's in Albany/Corvallis and Bend areas.

We would like to remind you that involvement in AWWA is a great way to support your industry while gaining valuable skills and contacts to take your career to the next level.

Listed above are just a few of the positions we need help with. If you would like more information on these positions or want

to discuss other ways to volunteer, please reply to this email.

Volunteers Needed!!!



Coming up next month we have a lot of opportunities to volunteer. Linn-Benton Community College in Albany will be hosting a career fair April 20th. Oregon State University will be hosting the Spring Career Fair on April 27th. We may be adding more events this year, so watch your email for updates.

Treasurers Report

As of 2/25/16 Cascade to Coast had \$19,524.51 in our bank account. We currently have \$5,465.90 reserved to pay facility deposits and other 2016 Short School planning expenses, with the balance of \$14,058.61 available for any other Subsection expenses. Profit from our Short School and Operator Training workshops is our primary source of income.

If this seems like a lot of money in the bank, let me put it in context for you. In 2015, our Short School had income of \$46,416 and expenses of \$46,211 for a very small \$205 profit. Each year we have huge cash flow swings in our bank account as money comes in and goes out for Short School, and we have a chance to lose money as well as make money so we need to maintain a fairly large bank balance to cover contingencies.

December Meeting Minutes

The Best Tasting Water and Meter Madness Competitions were held at Oakshire Brewing, 207 Madison Street, Eugene, on February 25.

Water samples were collected earlier in the morning and briefly placed in a water bath to equalize temperatures then

set out for at least half an hour to acclimate to room temperature before the judging began.

This year the panel of judges was assembled from our previous contest winners. Public Works Directors and Managers were asked to hand pick a representative from their utility. Our 2016 judges were:

- Cris Piccioni (from 2008 winner Corvallis)
- Alex Prochot (from 2009 winner EWEB)
- Ron Humphries (from 2010 winner Albany)
- Scott LaRoque (CH2M) (from 2011 winner Sweet Home)
- Tyler Babich (from 2012-2015 winner Bend)

Members ate lunch while water taste testing began in a side room at about 11:30 am. A short business meeting began at 12:13 pm. President John Stephens led a discussion on how to increase participation in the subsection and specifically increase attendance at our Short School. The following are some of the ideas that came up during discussion:

- Target LBCC and OSU students to connect with younger members starting their career
- Don't charge a higher fee for late Short School registration as this may discourage some last minute participation
- Fight to keep cost down in general as cost can be an issue for some employers
- Talk to your employers to let them know the importance of Subsection participation. More than just earning CEUs, point out the value of networking and meeting with vendors
- Survey the members to ask what they want at Short School. NEW topics are always interesting. Try some courses of different lengths to allow some longer sessions within the Short School
- Include items of interest for Small Systems that may be going primarily to OAWU. An example would be "How to implement a flushing program."
- Incorporate a half day tabletop exercise on how to practice ICS, including some ideas from ORWARN training that many operators may not be able to attend

At 12:30 pm Gerald Arredondo coordinated our Meter Madness

Competition.

- **1st Place** was Eric Carlson from Rainbow Water District, with a time of 33.8 seconds
- **2nd Place** was Kris Smith from Avion, with a time of 34.0 seconds
- **3rd Place** was Jared Hosford from EWEB, with a time of 36.4 seconds

Eric Carlson is unable to attend the PNWS Section Conference in Boise, so Kris Smith from Avion will represent Cascade to Coast at the Section-level Meter Madness event.

In the midst of the Meter Madness Competition, the Best Tasting Water Contest results were announced:

- **1st Place** was Sweet Home
- **2nd Place** was Tumalo Rim (Avion)
- **3rd Place** was Bend

Congratulations to all of our winners and a big thank you to all who ran the contests, participated or just showed up to cheer on the contestants!



**2016 9th
Annual Best Tasting Water Contest
and Meter Madness Competition**

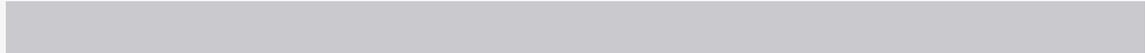
Thursday February 25th at High Noon

The 2016 AWWA Cascade to Coast Subsections 9th Annual Best Tasting Water Contest and Meter Madness Competition will be held at:

Oakshire Brewing

Public House: 207 Madison St Eugene, OR 97402

Office and Mailing Address: 225 Madison St Eugene, OR 97402



Itinerary and Procedure

9:30 Lonny arrive at Oakshire

9:45 to 10:00 Danielle and Brenda show up at Oakshire for setting up the water bath and check-in.

(Hopefully upstairs)

Danielle, Brenda:

It has been confirmed that we can set up at 9:45 at Oakshire for check in upstairs with the water bath.

Danielle and Brenda's Role and Responsibility will be for the water bath and water for the water bath, water can be acquired at Oakshire. Check in and labeling the bottles as they come in (I will assist) I will have the sign in sheet, sharpies, pens, extension cord and blue tape.

We will take a temperature and record the check in temperature **AND** we will take a temperature and record directly before the water is poured into the judge's glasses for consistency.

10:00 -10:30 check in.

Take late samples ONLY if we can have the temperature up to the goal temperature by the time the judges begin to taste the water. Upon approval from the team.

11:15 take the water samples out of the water bath and set out in a dry cooler hidden from the judges and audience if possible.

11:30 The Tasting will begin.

Tim Sanders will select numbers and give the number to Danielle and Brenda to log which sample is being tasted and in which order.

Danielle and Brenda will pour the samples into the glasses.

Ray Pardee and DJ Will serve the Judges and pick up the glasses when they are finished scoring the samples. Let them take their time.

Sam Haynes will rinse and clean the judge's glasses and place on a table for the LAB (Danielle and Brenda) crew to pour into.

After the testing is completed we will have the judges join the Subsection members. We will need help moving their chairs and table.

12:30 Judges.

I WILL HAND THE FLOOR TO THE JUDGES TO INTRODUCE THEMSELVES OF WHO THEY ARE - WHAT UTILITY THAT THEY REPRESENT - JOB DESCRIPTION HISTORY LAST BUT NOT LEAST BE PREPARED TO TALK ABOUT WHAT YOU EXPERENCED IN THE DIFFERENT TYPE OF WATERS THAT YOU TASTED AND SCORED.

At this time I will have arranged for the Judges lunches to be delivered so that they can eat lunch while they watch the meter madness competition. Lunch is on us to show our gratitude for your participation in this event as a Judge.

Lonny, DJ, Danielle, Brenda, and a Subsection Officer will go down stairs to tally up the judge's scores.

While we are tallying up the points John Stephens and Gerald Arredondo will be putting on a meter madness competition.

When we arrive back upstairs with the results I will hand the plaques to the Judges and a piece of paper for them to reveal who the 1st 2nd and 3rd place winners are.

We hope to announce the winners around 1:00

It is preferred for the all of us involved in serving water and pouring to eat at 1:15 so that we can enjoy our lunch rather than trying to eat while we work as it is also a concern for us to not have food odors on our hands that could impart the taste and odor on the water that the judges are tasting.

I will get us some snacks to tie us over...hopefully this works for you all.

Looking forward to seeing everyone on Thursday February 25th.

REMEMBER Entrants must have samples checked in between 10:30 and 11:00.

Judging starts at 11:30 and THE FINAL RESULTSWILL BE ANNOUNCE AROUND NOON.

The winners will be announced while we are eating lunch. See you there!



Ridgewood View Site Tour

Join the Engineering Committee for a free tour of TVWD's Ridgewood View Reservoir project. Come see the reservoir and pump station taking shape. Meet at the job site trailer at 4pm. Please bring your own hardhat, vest, boots and safety glasses. AECOM and OBEC to Co-host a Happy Hour at the Dublin Pub following the tour.

When: Thursday February 11th, 2016 4:00-6:00pm

Where: Ridgewood View Reservoir

10198 SW Ardenwood St

Portland, OR 97225

Cascade to Coast Water News

January 2016

Your connection to the Water Industry in Linn, Lincoln, Benton, Lane, Deschutes and Crook Counties



The Cascade to Coast Subsection is your local connection to:

Hello Cascade to Coast Subsection members,

This year the subsection has been working with the Short School Committee on weathering the departure of John Potts. Lori Servin from Action Registration has come aboard to shadow John at the 2016 Cascade to Coast Short School, to learn how the event is run. In 2017 Lori will handle all registration and venue arrangements.

In the month of December we had our midyear business meeting with Dave Leland, Manager of Drinking Water Services at the Center

- Enhance your technical knowledge, management and decision-making skills.
- Connect with industry leaders to get ahead or find your next job.
- Make a difference in your local community.
- Connect with water professionals around the world to discover solutions that work.

Upcoming Events

2/3/15:
OSU Non-Profit Career
Fair
Corvallis, OR

2/3/15 - 2/5/15
Subsection Advisory
Council and Winter
Trustees Meeting
Vancouver, WA

for Health Protection in the Public Health Division of Oregon Health Authority presenting his Annual Regulatory Update. Dave presented his yearly update on the state of public drinking water from the State of Oregon's point of view.

Earlier this month the Subsection hosted a training opportunity in on Pump Curves and Clay Valves. This course was presented by local distribution system expert Skeet Arasmith. Thank you Skeet for this training! The turnout for this event was 32 people. Funds from these courses goes back into the subsection for future training and scholarship opportunities.

Coming soon Announcements for upcoming events:

- 1)Best Tasting water
- 2)Water for people events
- 3)Cascade to Coast Golf Tournament.
- 4)April end of the year business meeting and election of new officers.

Thank you all for your support of your Subsection.

John Stephens

President, Cascade to Coast

Quick Links

[Cascade to Coast Subsection](#)

[PNWS-AWWA](#)

[Water For People](#)

[PNWS-AWWA YPs](#)

Now accepting nominations for 2016-17 Officers

We would like to remind everyone that current Subsection President John Stephens' term will be ending this coming May. With his departure Jim Pex will move into the Presidency and Kevin Wyckoff will become Vice President. This leaves us looking for nominations for Subsection Secretary. In addition to the Secretary role we are seeking new members for our Subsection Committees.

Secretary:

This is a great way to serve as an integral part of our organization. Learn great job skills, while gaining great connections throughout the organization. The secretary's primary responsibilities revolve around coordinating communications with our members and officers.

YP Committee:

Young Professionals under 35 years old OR less than 10 years in the industry. Currently looking for a liaison to help the subsection work to fulfill the mission of the 2020 Vision Committee. Duties would involve attending monthly phone conferences and assisting with outreach to local colleges. Especially looking for YP's in Albany/Corvallis and Bend areas.

Water For People:

Water For People Committee seeks members to help with fundraising events.

Short School Committee:

Short School Committee will be looking for members to help plan the 2017 Short School.

Volunteers Needed!!!



The 2016 Oregon State University Non-Profit Career Fair will be held February 3rd at OSU in Corvallis. We appreciate anyone who could plan to volunteer for an hour or two hour slot talking to students about careers in the water industry.

Treasurers Report

As of 12/31/15 Cascade to Coast had \$15,690 in our bank account. We currently have \$2,951 reserved to pay facility deposits and other 2016 Short School planning expenses, with the balance of \$12,739 available for any other Subsection expenses. Profit from our Short School and Operator Training workshops is our primary source of income.

At the December meeting our members voted to fund one \$750 LBCC scholarship and donate \$750 to Water For People during 2016.

We had 32 people attend our January hydraulics workshop on pump curves and Cla-Val configurations. This was a great class and our Subsection was able to earn about \$1,000 after paying for lunch and course materials. We want to thank Skeet Arasmith for donating his time and expertise to instruct us, and Springfield Utility Board for providing space to host the training.

3. 2017 Proposed schedule of meetings and events.

- a) Short School – March 13-15
- b) Wine for Water – July 27, 2017
 - i. Cascade to Coast Golf Tournament – July 27, 2017

- c) Meetings not yet assigned dates
 - i. Spring Business Meeting
 - ii. Fall Business Meeting
 - iii. Year end meeting
 - iv. Specific training events are currently being worked on without finalized dates for advertisement.

4. 2017 Subsection Goals:

- a) Finding consistent venues, personnel for the short school registration, and increase attendance. In the last year, the subsection short school committee has decided to move the short school away from Valley River Inn to the Albany Convention Center. Along with that change, in 2016 the subsection transitioned to a new registration group as the previous consultant decided to stop providing those services. Last but not least, a drop in attendance combined with increased cost from Valley River Inn basically created a small net loss in revenue due to the mandatory food policy from Valley River. In conclusion, the new venue should provide a better opportunity for financial success of the short school. The new registration group should provide stability and marketing ability for the event as well.
- b) Improve upon community fundraiser events. Specifically the water for people auction and corresponding golf tournament which raised additional funds from our subsection.
- c) Increase training opportunities throughout our vast subsection region.

5. Copy of signature card form the bank/financial institution with signatures

- a) Signature card is existing and on file with the executive.

6. Affiliation Agreement signed by the Subsection President/Chair. (see attached)

7. Conflict of Interest Statement signed by each subsection officer. (see attached)

8. Subsection Financials

AWWA **CASCADE TO COAST** (C2C)
 SUBSECTION 2016 YEAR END TREASURER'S
 REPORT

January 20, 2017

<u>\$15,690.25</u>	BALANCE in KEY BANK CHECKING as of January 1, 2016
+\$392.72	Annual Subsection allotment from PNWS AWWA
+\$393.55	Golf Tournament Income
+\$196.00	Sale of 4 rolls of stamps
+\$42,405.00	2016 Short School income (\$34,295 from Attendees / \$250 from Sponsors / \$7,860 from Vendors)
<u>+\$2,470.00</u>	Operator Training Workshop registrations

\$45,857.27	TOTAL INCOME
-	
-\$120.00	Career Fair registrations / Display supplies
-\$0.00	Lending Library purchases
-\$39.00	Officer Planning Meeting food/drink
-\$1,432.63	Electronic processing (Constant Contact subscription / PayPal transaction fees)
-\$43,440.05	2016 Short School expenses (does not include 2015 early coordination payment) (\$13,808.45 Coordinators / \$29,631.60 for Meeting Rooms, Meals and Supplies)
-\$7,392.75	2017 Short School expenses (advance Contract Coordinator deposit)
-\$0.00	Donation: LBCC Student Scholarships (on hold pending satisfactory income)
-\$256.98	Donation: Water For People (Wine For Water shirts & poster expenses)
-\$500.00	Donation: Water For People (direct contribution to PNWS)
-\$100.00	Golf Tournament Expense
-\$196.00	Postage: Purchase of 4 rolls of stamps
<u>-\$498.31</u>	Monthly Luncheon & Operator Training Workshop expenses
\$53,975.72	TOTAL EXPENSES
<u>\$7,571.80</u>	BALANCE in KEY BANK CHECKING as of December 31, 2016

NOTES: 2016 Short School had a loss of \$5,900 in part due to some duplicate Contract Coordinator costs for job shadowing John Potts prior to his retirement.
2016 Operator Training Workshops had a profit of \$875.
Subsection bank balance decreased by \$8,118.45 in 2016.

Sincerely,

Jamie Porter
Treasurer, C2C Subsection



American Water Works Association

Pacific Northwest Section

SUBSECTION BALANCE SHEET FOR CALENDAR YEAR

2016

Subsection Name: Cascade To Coast

BANK STATEMENT PERIOD:

Jan 1 2016

THROUGH Dec 31, 2016

PREVIOUS BALANCE

\$15,690.25

DEPOSITS & ADDITIONS (Should total the income on the profit and loss statement)

\$45,857.27

CHECKS & WITHDRAWALS (should total the expenses on the profit and loss statement)

\$53,975.72

ENDING BALANCE:

\$7,571.80

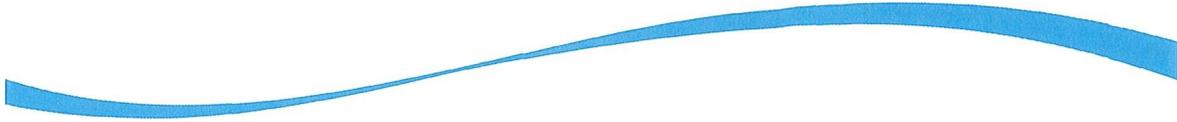
Print Form

1/20/2017
Samie Porter
C2C Treasurer



American Water Works Association

Pacific Northwest Section



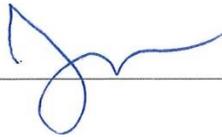
SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR 2016

Subsection Number 23702616 Subsection Name: CascadeToCoast

- | | |
|---|-------------|
| 1. Total Subsection Balance of Funds at beginning of the year: | \$15,690.25 |
| 2. Total receipts during the year. (Monies collected during the year): | \$45,857.27 |
| | \$61,547.52 |
| 3. Total (Add Lines 1 and 2) | <hr/> |
| | \$53,975.72 |
| 4. Total Expenses for the year: | |
| 5. Balance at the end of the year. (Subtract Line 4 from Line 3) | \$7,571.80 |
| | <hr/> |
| 6. Of the Balance on Line 5, how much is earned Interest from the bank? | \$0.00 |
| 7. Please list where the subsection funds are kept. (Types of accounts, name and branch of bank(s), account number(s), cash, etc.) Remember to protect your bank account numbers! Do not transmit this form electronically with account numbers attached. | |

Key Bank, Springfield Mohawk Branch, Basic Business Checking #379681075477

Certification: I, the undersigned, Secretary/Treasurer of the Cascade To Coast Subsection hereby certify that the foregoing is a correct statement of cash receipts and disbursements for the calendar year listed above.

Signed  1/20/2017

Jamie Porter, C2C Treasurer

Please Print Signed Name

Print Form



American Water Works Association

Pacific Northwest Section

SUBSECTION PROFIT/LOSS STATEMENT AS OF: December 31, 2016

Subsection Name: Cascade to Coast

INCOME:

Interest	\$0.00
Receivables	\$45,464.55
Miscellaneous	\$392.72
TOTAL INCOME:	\$45,857.27

EXPENSES:

Accounting Fees	\$1,432.63
Committee	\$159.00
Conference/Meetings	\$51,331.11
Equipment	\$0.00
Miscellaneous	\$856.98
Officer Compensation	\$0.00
Postage	\$196.00
Printing	\$0.00
Prizes & Awards	\$0.00
Telephone	\$0.00
Travel	\$0.00
TOTAL EXPENSES:	\$53,975.72

Print Form

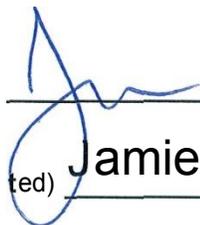

1/20/2017
JAMIE PORTER
Treasurer

Certification

I declare that I have no knowledge, as of the date set forth below, of any relationships, positions, or circumstances in which I am involved that could be deemed a Conflict of Interest under the Conflict of Interest Policy of the Pacific Northwest Section of the American Water Works Association as currently in effect except as follows:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Pacific Northwest Section of the American Water Works Association's Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature



ted) **Jamie Porter**
Name (prin

Date: January 20, 2017

Cascade To Coast Subsection

Committee or Subsection _____

Title *Treasurer*

Print Form

SF: adminpol/Conflict of interest



American Water Works Association

Pacific Northwest Section

PNWS- AWWA ANNUAL SUBSECTION ALLOTMENT

Date: January 20, 2017

To: Kyle Kihs
Executive Director PNWS-AWWA

E-Mail: kkihs@pnws-awwa.org

Subsection: Cascade To Coast

The Subsection has evaluated the options available to us and made the following selection regarding the annual allotment.

If your subsection does not need the allotment this year, you need not respond.

NOTE: *You must respond by February 1st of each year to be eligible to receive an allotment. If you do not respond by the deadline listed above, your Subsection will not receive an allotment. You must also have completed and submitted your subsection annual report; including the Profit & Loss Statement and Signature Card from your subsection's financial institution to the PNWS-AWWA Executive Director.*

Yes, the Subsection requests the allotment.

with Kyle Kihl.

Print Form

1/20/20
Jamie Porter
- c. treasurer



AWWA and the Section

Reasons an Affiliation Agreement is needed:

- Protect the Associations' intellectual property including logos, emblems, names, free publications and other proprietary material. In this litigious society if you don't protect your brands you can lose them. An example, Bayer aspirin did not protect the name aspirin and it is now used worldwide by many companies.
- By having this agreement the Association can continue to indemnify all eligible persons of the section, such as directors and officers with liability insurance as cost effectively as possible.
- The Associations' not-for-profit status is critical to our organization surviving. As such the need was there to ensure that everyone understood that all activities conducted by the Sections must meet with AWWA's stated mission of uniting the water community to protect public health and to provide safe and sufficient water for all. Through collective leadership, AWWA advances technology, education, science, management, and government policies. Anything outside of this mission is not allowed.

Section Penalties for Affiliation Agreement Violations:

1. If the Section violates this agreement to Association may start a disciplinary proceeding that could include financial penalties or ultimately dissolution of the Section.

I understand the importance of the American Water Works Associations' Affiliation Agreement and why it was needed. Furthermore, I understand that by violating this agreement I place the Pacific Northwest Section in jeopardy of financial penalties or possible dissolution. If I have any questions or concerns regarding my Committee or Subsection activities I will contact the Section office for clarification.

Name

Title

Committee or Subsection

Date



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

This conflict of interest policy is designed to help directors, officers, employees and members ("Responsible Persons") of the Pacific Northwest Section of the American Water Works Association (PNWS) identify situations that present potential conflicts of interest and to provide the Section with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a Responsible Person has or may have a conflict of interest with respect to the transaction.

DEFINITIONS

Conflict of Interest. For purposes of this policy, the following circumstances shall be deemed to be a Conflict of Interest:

Outside Interests

- A Contract or Transaction between the PNWS and a Responsible Person or a Family Member of a Responsible Person.
- A Contract or Transaction between the PNWS and an entity in which a Responsible Person or a Family Member of a Responsible Person has a material interest in excess of 5% or of which such person is a director, officer, agent, partner, trustee, personal representative, guardian, custodian, or other legal representative.

Outside Activities

- A Responsible Person or a Family Member of a Responsible Person accepting gifts, entertainment, or other favors with a value in excess of \$100 from any individual or entity that:
 - (i) Does or is seeking to do business with the PNWS or
 - (ii) Is seeking to receive a loan or grant, or to secure other financial commitments or benefits from the PNWS.

Responsible Person is any person who is an officer, director, employee or member of the PNWS, including, when the context requires, a Family Member of any such person.

Family Member is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister of a Responsible Person.

Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary or financially meaningful relationship except for transactions in the ordinary course of business (a) between the PNWS and an employee of the PNWS arising from the employment relationship, such as salary, benefits or reimbursement of employment related expenses, (b) between the PNWS and a member of the PNWS arising from the membership relationship, such as payment of membership dues or the purchase of publications, exhibition space or member services, or (c) between the PNWS and its officers or directors arising out of their positions, such as the reimbursement of travel and lodging expenses in accordance with the PNWS's stated policies for such reimbursements.

PROCEDURES

- Prior to any Board or Committee action on a Contract or Transaction involving a Conflict of Interest, any Responsible Person having a Conflict of Interest who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- If an officer or director of the PNWS is unable to attend a meeting of a Board or Committee at which he or she has reason to believe that the Board will act on a matter in which the officer or director has a Conflict of Interest, then that person shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- Any Responsible Person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's discussion of the matter except to disclose material facts and to respond to questions. Any Responsible Person who is an officer, director or employee of the PNWS shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- A Responsible Person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of quorum for purposes of the vote. The Responsible Person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- Responsible Persons who are not members of the Board of Directors of the PNWS shall disclose to the PNWS Executive Director or Chair of the PNWS (or his or her designee) any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Responsible Persons who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board action shall also make the same disclosure. In either case, such disclosure shall be made as soon as practicable as the Responsible Person knows of the Conflict of Interest. Any Responsible Person who is an officer, director or employee of the PNWS shall refrain from any action that may affect the PNWS's participation in the Contract or Transaction.
- In the event it is not entirely clear that a Conflict of Interest exists, the Responsible Person with the potential conflict shall disclose, in writing, the circumstances to the Chair or Executive Director of the PNWS, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

- Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with any such Contract or Transaction the disclosure of which might have an adverse effect on the business of the PNWS. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the PNWS for the personal profit or advantage of the Responsible Person or a Family Member.

Dissemination and Review of Policy

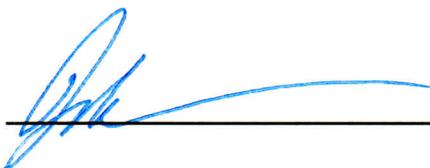
- This policy shall be published on the PNWS's website and otherwise made available to all members of the PNWS. Each officer, director and employee of the PNWS shall be required to review a copy of this policy and acknowledge in writing that he or she has done so.
- Each officer and director of the PNWS shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which such Responsible Person is involved that could reasonably be expected to lead to a Conflict of Interest. Such relationships, positions or circumstances include any significant ownership interest (more than 5%) of a business that might provide goods or services to the PNWS. The PNWS will treat any such disclosures as confidential information.
- The Board of Directors shall review this policy annually. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Certification

I declare that I have no knowledge, as of the date set forth below, of any relationships, positions, or circumstances in which I am involved that could be deemed a Conflict of Interest under the Conflict of Interest Policy of the Pacific Northwest Section of the American Water Works Association as currently in effect except as follows:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Pacific Northwest Section of the American Water Works Association's Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature



Date:

1/23/17

Name (printed)

Jeff Kenney

Committee or Subsection

CASCADE TO COAST

Title

Vice Chair

Print Form

SF: adminpol/Conflict of interest

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Pacific Northwest Section of the American Water Works Association's Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature *J. D. Pex* Date: 1/20/17

Name (printed) James D. Pex

Committee or Subsection Cascade to Coast

Title President

Print Form

SF: adminpol/Conflict of interest