



American Water Works Association
Pacific Northwest Section
King County Subsection



2016/2017 Annual Report

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1. SUBSECTION OFFICER INFORMATION

President	Doug Schlepp RH2 Engineering 22722 29th Dr SE, Suite 210 Bothell, WA 98021	Office: 425.951.5320 Cell: 206.794.6608 dschlepp@rh2.com
Vice President	Thomas Keown Covington Water District 18631 SE 300th Place Covington, WA 98042	Office: 253-867-0900 Cell: 253-468-3101 thomas.keown@covingtonwater.com
Secretary	Peter Paulson PACE Engineers Inc. 11255 Kirkland Way, Suite 300 Kirkland, WA 98033	Office: (425) 827-2014 Fax: (425)827-5043 peterp@paceengrs.com
Treasurer	Kevin Fuhrer City of Auburn	Office: 253.804.5022 kfuhrer@auburnwa.gov
Program Director	Charlie Sovacool Utility & Meter Tech Sales Consolidated Supply Co	Office: (425) 922-4581 Fax: (503)684-3254 charlie.sovacool@consolidatedsupply.com
Associate Program Director	Nick Grover Seattle Public Utilities	Office: (206)615-0635 Cell: (206)255-5693 Nick.Grover@seattle.gov
Associate Program Director	Jim Konigsfeld –SPWD 1510 228 th Ave SE Sammamish, WA 98075	Office: 425 295 3217 Jim.konigsfeld@spwater.org
Young Professionals and Student Liaison	Lynn Williams Brown & Caldwell 701 Pike Street, Suite 1200 Seattle, WA 98101	Office: 206.749.2893 lwilliams@brwncald.com
1-Year Director (WFP contact liaison)	Jin Muse City of Kirkland	Office: 425-587-3811 jmuse@pnws-awwa.org
2-Year Director (Competitions coordinator)	Dan Sleeth Covington Water District 18631 SE 300th Place Covington, WA 98042	Office: 253-867-0950 Cell: 253-261-1183 dan.sleeth@covingtonwater.com
3-Year Director (Major Events Chair)	Bill Reynolds PACE Engineers Inc. 11255 Kirkland Way, Suite 300 Kirkland, WA 98033	Office: (425) 827-2014 Cell: (206) 321-1109 billr@paceengrs.com
Past President	Laurie Fulton Stantec 11130 NE 33 rd Pl, Suite 200 Bellevue, WA 98004	Office: (425)289-7344 Fax : (425)869-1190 laurie.fulton@stantec.com



2. SUBSECTION ACTIVITIES SUMMARY

Officer Assignments

Positions were not well defined leaving some without clear direction. The following officer positions were defined and as the need arises may be updated or modified to provide an equitable distribution of duties and cross training.

President: Manage, draft agenda and run meetings, attend major events, draft agenda;

Vice President: Manage and run meetings in absence of President, write *Water Matters* quarterly updates, 20/20 Vision Seasoned Professional;

Treasurer: Maintain accurate accounting of Subsection finances using accounting program such as QuickBooks or Quicken. Pay Subsection bills when provided with an invoice or expensed receipt for authorized Subsection activities. Provide recommendations for financial decisions and expenditures throughout the year. Prepare financial report for regular Officer Meetings and required financial documents/statements for annual report.

Secretary: Coordinate agendas with President and submit draft/final minutes out to members to review/approve/post to website;

Program Director: Making sure we have a program for the year and ensure that milestones are met for each event, fund raising, postings, pre-class preparation. Arrange and host Best Tasting Water event.

Associate Program Director 1: CEU's for each class? and shadow and support Program Director

Associate Program Director 2: Maintain Subsection supplies. Arrange/host a social event, shadow and support APD1

YP and Student Liaison: As stated plus 20/20 Vision Liaison

1-yr Director: Water for People Liaison and Webmaster

2-yr Director: Competition Coordinator

3-yr Director: Major Events Chair

Past President: Advisory role and general oversight

Events and Training Sessions

2016 KCAWWA Annual Golf Tournament on September 16th 2016 at Washington National was successfully planned by Bill Reynolds, together with a “Whiskey for Water” promotion and raffle by Jin Muse. In addition to water industry networking, participants enjoyed a premier day of golf, a delicious breakfast snack and lunch. While registration was increased due to rising event costs, the number of golfers still surpassed the previous year. Tiered Sponsorship and Mulligans/String helped to generate a net profit, in addition to the raffle proceeds, that will ultimately be donated to Water for People.



The *Condition Assessment Workshop* at City of Bellevue Training Center on September 29th 2016 was organized by Tom Keown and moderated by Doug Schlepp. While the attendance was around twenty, the class resulted in an intimate opportunity for learning about *How can advanced condition assessment concepts, tools and techniques be most effectively transferred into the water and wastewater industry, more specifically, into your agency? Where to start? How to proceed? How to select appropriate tools?* Industry leaders presented on the following topics:

- Reliability Centered Maintenance
- Failure Mode Effects Analysis
- Water Pipeline Assessment
- True Utility Condition Assessment
- Hydraulic Performance Analysis

Working together with a local high school Cross Country athlete Geneva Schlepp, Jin Muse helped to raise over \$6000 for the benefit of Water for People. With no overhead costs, *Running for Clean Water* participants raised money during July and August to raise awareness of the need for clean water worldwide. In addition to cash donations, the Water for People fundraising



website tool CrowdRise was effectively used to further promote the event and allow donors to make online donations for this cause.

Subsequently, Geneva was honored, in part due to her involvement with Water for People, by the Seattle Seahawks and CenturyLink. She was one of 10 local area students selected as Athlete of the

Week, of those she was selected by Q13 to be interviewed during the morning news hour where she further illuminated the Water for People cause – see link [Q13 Interview of Geneva Schlepp regarding Running for Clean Water](#).



Whiskey for Water at Copperworks Distillery on October 9th, 2016, this first-year event was an evening where locally distilled single-malt whiskey, gin and vodka from Copperworks Distillery could be seen, as well as consumed. Together with delicious food, live band, silent auction and raffle prizes this event was enjoyed by all who attended. Donated silent auction items, raffle, attendance fee and sponsors generated over \$1000 to benefit Water for People.

Throughout the year, the King County Subsection has supported the efforts of the Young Professionals (YP) and the 20/20 Vision. Since its inception two years ago, we provided support for the *YP Summit* held this year at the Puyallup Research Center on November 4. This summit seeks to align young professionals across the region with leaders in the water industry.



The Puget Sound Engineering Council (PSEC) hosts the *PSEC Engineering Fair* in conjunction with local chapters of engineering societies, colleges, and businesses. The Fair provides a fun, visible way to see and hear about the various types of engineering disciplines, as well as encourage students to think about engineering as a career. This is an annual event that coincides with National Engineers Week in February. Through the efforts of Jim Konigsfeld, the Subsection has and will provide both financial and professional support to encourage the youth of today to become the water industry leaders of tomorrow.



Dan Sleeth serves as our *Competitions Coordinator*. In an effort to encourage participation and involvement through competition, the Subsection continues to promote and host its Best Tasting Water event and added the Hydrant Hysteria and Meter Madness this year and last year respectively. Awards at this event include reimbursement for travel expenses to the Spring Conference for AWWA members. Additionally, the Subsection sponsored the Covington Water District efforts to field a Tapping Team for the conference. We are hoping to do the same again this year. With the new Top Ops format last year, the Subsection was able to field a team. Despite being the sole participant representing the Subsection, Dan Sleeth was able to stay competitive through the first round. We are encouraged by the format and hope to field a team this year.

As a joint venture with the PNCWA, the Subsection supported the Seattle University Engineering Mentor Night held on campus on January 12th. This is an evening in which the students have an opportunity to meet one on one with industry leaders from both the private and public sectors in the fields of design, construction and service.

3. PROPOSED SCHEDULE OF MEETINGS AND EVENTS

Events

An ABSOLUT Spring – Water For People and Absolut Elyx, under the Absolut brand, have joined forces on a 5-year mission to bring access to safe water to over 100,000 people worldwide <https://www.waterforpeople.org/elyx>. The local Absolut representative reached out to Jin Muse to create a local event, the details are still in development.

Best Tasting Water, Meter Madness and Hydrant Hysteria – This last year Meter Madness was added for first time creating better prospects for operators to attend and participate. This year Hydrant Hysteria will be added offering operators the chance to further show case their skills. Traditionally this event had been attended primarily by office staff, managers and commissioners/trustees. Noting that the Best Tasting Water award had historically gone to untreated water systems, this year a local award will be given to the best tasting treated water system. We are hoping that this will expand the participation within the Subsection.

Service Truck Expo – The Subsection has been working to develop an event like that provided by the Inland Empire. Dan Sleeth, our competitions coordinator will be making this a priority to develop and host this summer/fall.

Training Sessions

Aquifer Recharge and Aquifer Storage and Recovery – This class would address the needs of water suppliers who are seeking ways to supplement water sources because of increased demand as well as weather changes impacting groundwater supply.

Automated Meter Reading and Advanced Metering Infrastructure – This class would help to address water purveyors who are looking to improved meter reading accuracy, reduce water loss and create forward-looking capabilities in their water supply and distribution systems.

Customer Service – A request made of Jackie Masters to provide this training and the Subsection is currently on the wait list, with a potential available date in this coming Spring.

Officer Meetings

The Subsection generally meets every other month and conducts email polls as necessary to address time sensitive concerns that come forward between meetings. The next officer meeting will be Thursday February 16th 2017, with a meeting to follow in early April and again at the Spring Conference when the new officers begin their term. In an effort to facilitate turn over and new leadership within the Subsection, a guest is invited to our regular meeting in anticipation that they may serve the Subsection in the future. This last year, volunteers with over fifteen years of service retired from their roles as officers allowing for the influx of new energy and vision.

4. SUBSECTION GOALS

The subsection annually defines the goals for the following year and has identified the following:

- Produce four training classes – We traditionally have used the Seattle Public Utilities Training Facility and the City of Bellevue Training Center, both of which are provided without cost to the Subsection;
- Host at least three non-training events - Golf tournament, Best Tasting Water Contest, Meter Madness and now Hydrant Hysteria, Young Professional's Trivia Night, Whisky for Water;
- Donate to worthy causes – which has included Water for People, Engineers without Borders, Hopelink for example;
- Increase membership – Membership is promoted at training and non-training events though the dissemination of the AWWA Membership pamphlet as well allowing non-members to participate in the Best Tasting Water competition through which the prize is converted into a one year membership;
- Submit useful information to *Water Matters* about our Subsection activities and events on a quarterly basis;
- Balanced Officer Rotation - Through proactive marketing of new potential officers we seek to maintain a balanced representation of the subsection geographically as well as from the industry public employees, consultants and suppliers. Currently there are five consultants, six public employees and one supplier serving as officers. In addition to consultants, the Cities of Seattle, Kirkland and Auburn are represented together with the Covington Water District and Sammamish Plateau Water District. It should be noted that our officers also serve on the Subsection Advisory Council, Engineering Committee and Distribution Committees, Membership and Water For People.

5. BANK SIGNATURE CARD - LISTING THE PNWS EXECUTIVE DIRECTOR AS A SIGNED

Date: 8/10/2016 Time: 3:34:58 PM (US Central Time) Scanned From IP:10.176.9.9



BANK OF AMERICA, N.A. (THE "BANK")

Business Signature Card
with Substitute Form W-9

Account Number: 8000 7602 6103

Bank Number: 353

Account Type: DDA SAV CD

Account Title:

King County Subsection of Awwa

Legal Designation:

Individual/Sole Proprietor Trust/Estate Unincorporated Association C Corporation S Corporation

Partnership (Enter the type of partnership: General, LP, LLP or LLLP)

Limited Liability Company (Enter tax classification: C=C Corporation, S=S Corporation, P=Partnership or M=Single Member Sole Proprietor)

Other (Defined in W-9 instructions)

Social Security Number _____ (or) Employer Identification Number 237026163

By signing below, I/we acknowledge and agree that this account is and will be governed by the terms and conditions set forth in the account opening documents for my/our account, as they are amended from time to time. The account opening documents include the Deposit Agreement and Disclosures and the Business Schedule of Fees. Furthermore, I/we acknowledge the receipt of these documents. By signing below, I/we acknowledge and agree that the signatory(s) will serve as verification for any transactions in connection with this account, and as the certification (set forth below) of the taxpayer identification number (TIN) to which I/we want interest reported. The Deposit Agreement includes a provision for alternative dispute resolution.

Substitute Form W-9, Certification - Under penalties of perjury, I certify that: (1) The number shown on this form is the correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because: (A) I am exempt from backup withholding, or (B) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (C) The IRS has notified me that I am no longer subject to backup withholding, and (3) I am a US citizen or other US person (Defined in the W-9 instructions) and (4) the FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. (Please refer to the IRS instructions for Form W-9).

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

Nonresident Alien Status (if applicable) If the beneficial owner of this account is a foreign person, check here, and complete and sign the applicable Form(s) W-8.

	Name (typed or printed)	Title (if applicable)	Signature	Date
1	<u>Kevin A. Fisher</u>	<u>Treasurer</u>	<u>[Signature]</u>	<u>15 June 11</u>
2	<u>Thomas Kieran</u>	<u>Vice-President</u>	<u>[Signature]</u>	<u>6/16/11</u>
3	<u>Douglas Schlepp</u>	<u>President</u>	<u>[Signature]</u>	<u>7/13/11</u>
4	<u>[Signature]</u>	<u>EXECUTIVE DIRECTOR</u>	<u>[Signature]</u>	<u>7/15/11</u>
5	<u>Charles Soroccol</u>	<u>Program Director</u>	<u>[Signature]</u>	<u>8/4/16</u>

NWA
00-14-9297MW 08-2014



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webimageviewer.bankofamerica.com/VirtualViewer.JavaHTML5/resources/print.html 1/19/2017



6. AFFILIATION AGREEMENT SIGNED BY THE SUBSECTION PRESIDENT/CHAIR



American Water Works Association
Pacific Northwest Section

PO Box 872487
Vancouver, WA 98687
T 503-760-6460
F 360-254-0695
www.pnw-awwa.org

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.

Douglas Schless
Name

King County Subsection President
Title

Committee or Subsection

1/12/17
Date



7. CONFLICT OF INTEREST STATEMENT SIGNED BY EACH SUBSECTION OFFICER

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:

None

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 *[Signature]* Date: 1/10/17
 Name (printed) William Reynolds
 Committee or Subsection King County Subsection
 Title 1-year Director

SF: adminpol/Conflict of interest

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:

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Signature *[Signature]* Date: 1/9/17
 Name (printed) Charlie Sovacool
 Committee or Subsection King County
 Title Program Director

SF: adminpol/Conflict of interest

1/12/2017

Certification

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None

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Signature *[Signature]* Date: 1/8/17
 Name (printed) Doug Schless
 Committee or Subsection SAC of King County
 Title Vice Chair & President

SF: adminpol/Conflict of interest

Certification

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Signature *[Signature]* Date: 1/12/2017
 Name (printed) DANIEL SLEETH
 Committee or Subsection King County Subsection, SAC
 Title Secretary & 5 year director

SF: adminpol/Conflict of interest



Certification

Certification

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Signature [Signature] Date: 6/23/2016

Name (printed) James E. Konigsfeld, P.E.

Committee or Subsection King County Subsection and PNWS-AWWA Engineering Committee

Title King County Subsection Member and Chair of PNWS-AWWA Engineering Committee

SF: adminpol/Conflict of interest

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N/A

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Signature [Signature] Date: 1/12/17

Name (printed) Laurie Fulton

Committee or Subsection King County SS

Title Past President

[Print Form](#)

SF: adminpol/Conflict of interest

Certification

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Signature [Signature] Date: 1/12/17

Name (printed) Lynn Stephens

Committee or Subsection King County

Title VP Liaison

[Print Form](#)

SF: adminpol/Conflict of interest

Certification

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Signature [Signature] Date: 1/20/2017

Name (printed) H. PETER PAVISEN

Committee or Subsection KING COUNTY

Title SECRETARY

[Print Form](#)

SF: adminpol/Conflict of interest



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:

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Signature [Signature] Date: 1/6/17
Name (printed) Thomas D. Krause
Committee or Subsection King County Subsection
Title President - elect

Print Form

SF: adminpol/Conflict of interest

Certification

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Signature [Signature] Date: 9 Jan. 2017
Name (printed) Kevin A. Fehrer
Committee or Subsection King County
Title Treasurer

Print Form

SF: adminpol/Conflict of interest

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:

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Signature [Signature] Date: 1-10-17
Name (printed) Nick Graver
Committee or Subsection King County Subsection
Title _____

Print Form

SF: adminpol/Conflict of interest

JIN MUSE - PENDING



8. SUBSECTION FINANCIALS
BALANCE SHEET



American Water Works Association
Pacific Northwest Section

PO Box 872467
Vancouver, WA 98687
T 800-760-6400
F 360-354-0696
www.pnwre-awwa.org

SUBSECTION BALANCE SHEET FOR CALENDAR YEAR

Subsection Name:

BANK STATEMENT PERIOD: THROUGH

PREVIOUS BALANCE

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

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

ENDING BALANCE:

[Print Form](#)



PROFIT/LOSS STATEMENT



American Water Works Association
Pacific Northwest Section

PO Box 872467
Vancouver, WA 98687
T 503-780-8480
F 360-254-0892
www.pnwra-awwa.org

SUBSECTION PROFIT/LOSS STATEMENT AS OF:

Subsection Name:

INCOME:

Interest	<input type="text" value="1.18"/>
Receivables	<input type="text" value="4,411.60"/>
Miscellaneous	<input type="text" value="392.72"/>
TOTAL INCOME:	<input type="text" value="4,805.50"/>

EXPENSES:

Accounting Fees	<input type="text" value="518.57"/>
Committee	<input type="text"/>
Conference/Meetings	<input type="text" value="504.48"/>
Equipment	<input type="text"/>
Miscellaneous	<input type="text" value="7,182.94"/>
Officer Compensation	<input type="text"/>
Postage	<input type="text"/>
Printing	<input type="text"/>
Prizes & Awards	<input type="text"/>
Telephone	<input type="text"/>
Travel	<input type="text"/>
TOTAL EXPENSES:	<input type="text" value="8,205.99"/>



CASH RECEIPTS AND EXPENSES REPORT



American Water Works Association
Pacific Northwest Section

PO Box 872487
 Vancouver, WA 98687
 T 800-360-6400
 F 360-584-0005
 www.pnw-awwa.org

SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR 2016

Subsection Number: Subsection Name: **King County**

1. Total Subsection Balance of Funds at beginning of the year:	15,322.26
2. Total receipts during the year. (Monies collected during the year):	4,805.50
3. Total (Add Lines 1 and 2)	20,127.76
4. Total Expenses for the year:	8,205.99
5. Balance at the end of the year. (Subtract Line 4 from Line 3)	11,921.77
6. Of the Balance on Line 5, how much is earned interest from the bank?	1.18
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.	

Bank of America - Business Interest Checking - Auburn Branch - #000076026103

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



 Signed
Kevin A. Fuhrer

 Please Print Signed Name

Print Form



ALLOTMENT REQUEST



American Water Works Association
Pacific Northwest Section

PO Box 872467
Vancouver, WA 98687
T 503-760-6460
F 360-254-0695
www.pnws-awwa.org

PNWS-AWWA ANNUAL SUBSECTION ALLOTMENT

Date:

To: Kyle Kihs
Executive Director PNWS-AWWA
P.O. Box 872467
Vancouver, WA 98687
Office: 503-760-6460
Fax: 360-254-0695
E-Mail: kkihs@pnws-awwa.org

Subsection:

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.
- No, the Subsection does not wish to collect the allotment.

Print Form

