

2018 Annual Report

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Blue Mountain Subsection-PNWS-AWWA Officers

President/Chair

Paul Grimes
Instrumentation and Control Tech
City of Pullman
325 SE Paradise St.
Pullman, WA 99163
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paul.grimes@pullman-wa.gov

Vice-President/Vice Chair

Jo Ann Cole-Hanson
Chief Financial Officer
Lewiston Orchards Irrigation District
1520 Power Ave.
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Ph: 208-746-8235
jcolehansen@loid.net

Secretary

Tyler Palmer
Deputy Director
City of Moscow
201 N. Main St.
Moscow, ID 83843
208-883-7096
tpalmer@ci.moscow.id.us

Treasurer

Ryan Lancaster
Accounting Manager
City of Pullman
325 SE Paradise St.
Pullman, WA 99163
509-338-3239
ryan.lancaster@pullman-wa.gov

In-coming Officer/Officer-Elect

Mike Parker
Water Utility Manager
City of Moscow
201 N. Main St.
Moscow, ID 83843
208-892-8624
mparker@ci.moscow.id.us

Past President/Past Chair

Art Garro
M&O Superintendent
City of Pullman
325 SE Paradise St.
Pullman, WA 99163
509-338-3238
art.garro@pullman-wa.gov

Training and Competitions

Basic Water Works-

April 12, 2018 (0.6 CEUs): This training session focused on providing an overview to Water Works Operators and Administrative staff on basic water system operations - including treatment, construction, and water quality. This was a successful training with 40 participants, held at the Idaho Fish and Game Clearwater Regional Office.

Understanding Chemical Injection & Disinfection Technologies-

Sep. 27, 2018 (0.3 CEUs): This training session focused on providing an overview to Water Works Operators and Administrative staff on chemical injection and disinfection technologies. This was a successful training with 33 participants, held at the Colton Gun Club.

Community Outreach

Tap the Potential


The Blue Mountain Subsection hosted a fundraising event on November 9, 2018 at a microbrewery in Moscow, Idaho. This was the first fundraising event sponsored by our Subsection and by all accounts, was deemed successful. Proceeds benefited two charities: Water for People and Water Equation.





Tap the Potential
of our Water Resources


A fundraising event to Support **Water for People** and the AWWA's Blue Mountain Subsection and Water Equation's **One AWWA Operator Scholarship**.

Drinks, Food, and Raffles!

 **NOVEMBER 9, 2018**
6-9 P.M.
HUNGA DUNGA BREWERY
SIGN UP @ [HTTPS://CONTA.CC/2IX652R](https://conta.cc/2IX652R)

 Scan me

 **water for people**
EVERYONE • FOREVER

 **Water Equation**
Funding the Future of Water

To bolster the ticket sales, raffle items were acquired by committee members. Participants could purchase raffle tickets to win the prizes such as a premium cooler and a weed eater.



Tickets were sold in advance for the event. Both food and beverages were included in the ticket price, and live music was provided.



Ryan Lancaster, BMSS Treasurer, collecting tickets at the door.

About 25 people attended the event.





Fun was had by all.

PNWS-AWWA Meetings and Activities

Please list your Subsection meetings for the past year. Include the date, where the meeting was held, topics discussed at the meeting and the number of people that attended the meeting. List all meetings, Workshops, short schools and other events sponsored or co-sponsored by the subsection. Including copies of the meeting flyers would be appreciated. (Attach multiple sheets as needed)

Date	Location	Discussion Topics	No. in Attendance
Feb. 28, 2018	City Hall, Pullman, WA	Agenda Topics	15
Apr. 12, 2018	Idaho Fish and Game Clearwater Regional Office, Lewiston, ID	Basic Water Works	40
May 23, 2018	Zany Graze Lewiston, ID	Agenda Topics	10
Aug. 22, 2018	Water Ops Building, Moscow ID	Agenda Topics	16
Sep. 27, 2018	Gun Club, Colton, WA	Understanding Chemical Injection & Disinfection	33
Nov. 9, 2018	Hunga Dunga, Moscow ID	Tap the Potential Fundraiser for Water for People and Water Equation	27
Nov. 14, 2018	Central Orchards Sewer District, Lewiston ID	Agenda Topics	13

PNWS-AWWA Subsection Meeting and Activities Schedule

Please list your upcoming Subsection meeting schedule even if the schedule is proposed or tentative. Please list date, meeting location and topic of discussion. Please mark those dates that are tentative with an asterisk (*) (Attach multiple sheets as needed)

Date	Location	Discussion Topics
Feb. 27, 2019	Pullman, WA	Agenda Items
Apr. 24, 2019	Pullman, WA	Spring Training Event
May 29, 2019	Lewiston, ID	Agenda Items
*Aug. 16, 2019	*Pullman, WA	Fundraising Social Event
Aug. 21, 2019	Moscow, ID	Agenda Items
Sep. 26, 2019	Colton, WA	Fall Training Event
Nov. 13, 2019	Colfax, WA	Agenda Items

2019 Goals

- ★ Provide at least two training sessions, planned and executed by an active Training Committee, with CEU's to support professional development for people in the region working in the water industry.
- ★ Plan and hold a fundraising social event in support of creating a local scholarship for water operators.
- ★ Continue to hold Subsection competitions to provide representative to the PNWS meter madness and hydrant hysteria competitions.
- ★ Increase our membership.
- ★ Plan for succession of officers.
- ★ Increase our young professional involvement or align our subsection with the 2020 Vision Initiative goals and objectives.

Blue Mountain Subsection of the AWWA Meeting Minutes

Meeting Date: Wednesday, 2/28/2018 @ Noon - City Hall, Large Conference Room, Pullman, WA

Officers and Board of Directors : Art GARRO [X] Paul GRIMES [X] Ryan LANCASTER [X] Jo Ann COLE-HANSEN [X] Tyler PALMER [X] Mike PARKER [X] Barney METZ [X]

Others: Michael Smith, Michael Dimmick, David Richardson, Gary McKinney, Daniel Taff, Cory Baune, Lucas Henriod, Matt Hammer, Austin Knight

Next Meeting: To Be Determined

	PERSON RESP	TARGET DATE
DISCUSSION		

Vice President Grimes called the meeting to order at 12:00 p.m.

Consent Agenda

Motion to approve Consent Agenda : Barney Metz moved to approve the Consent Agenda excluding the November 8, 2017 Minutes. The motion was seconded and approved unanimously.

	Expenditures	Amount	
1/9/2017	11/08/2017 Quarterly meeting lunch	\$ 238.46	
2/12/2018	Constant Contact (four payments)	\$ 90.00	
12/1/2017	Postage for Mailings	\$ 1.61	
2/1/2018	City of Moscow reimbursement for Fall Training supplies	\$ 17.56	
	Total	\$ 347.63	
	Heroes and Sports - Quarterly Lunch Meeting		

Business

Winter Officers Training Meeting Recap

Several comments were made regarding the training received in Vancouver, all favorable. Tyler commended President Garro on his report for the BMSS. Of note, Cory mentioned that the Section is offering several \$2000 scholarships for operators.

T-shirt Mockups

Mike Smith presented two options for BMSS t-shirts. Consensus was reached on the options showing the Section logo on the front and Blue Mountain Crew on the back. The BMSS will give members competing at the Spring Conference a free shirt; others can purchase them.

Spring Training

Training sponsored by the BMSS will be automatically approved by the State of Washington. Idaho has a law that says it must accept training approved by Washington. Therefore, the training only has to be submitted to the State of Washington for CEU credits. Waterworks 101 is scheduled for April 12th for .6 CEU's. The trainer requires \$20 per head. Tyler moved to charge \$90 per member, inclusive of the \$20 trainer fee and \$105 per non-member. As always, scholarships are available for small water systems. Motion was seconded and passed unanimously. Cory moved to set the training budget at \$1600. Motion was seconded and passed unanimously.

Director 2 Nominations

	Jo Ann moved to nominate Matt Hammer from the City of Colfax as Director 2 for the BMSS. Motion was seconded and passed unanimously.
Competitions	
	Discussion was had on appointing a Competition Coordinator. Tyler moved to create a position of Competition Coordinator. The position would procure competition materials, arrange and manage competitions for the BMSS. Position would not revolve with other officers, but rather be an appointment by the Board. Motion was seconded and approved unanimously. Tyler moved to appoint Dan Taff with the City of Moscow as the Competition Coordinator. Motion was seconded and passed unanimously.
Scholarships	
	Barney moved to donate from the BMSS \$500 to Water for People and \$500 to the Pacific Northwest Section Scholarship funds. Motion was seconded and passed unanimously.
Social Event	
	The BMSS would like to host a social event for members. Tyler Palmer and Mike Parker agreed to head a committee. A consensus of the group was reached to strive for the second Saturday in November.
Treasurer's Report	
	Treasurer Lancaster presented the Treasurer's Report. Account balance as of February 27, 2018, was \$5,938.32. He then presented the draft budget for 2018-2019. President Garro passed on the Annual Subsection Allotment due to the financial distress of the Section. A line will be added to Income for T-shirt sales. The expense of the shirts will be included in Admin Supplies. Training Events expense will also increase due to the previously passed budget for the Spring Training. Mike Parker moved to accept the budget as amended. The motion was seconded and passed unanimously.
Other Business	
	Annual Conference April 25-27 in Tacoma, reminder issued not to wait to reserve rooms. President Garro apologized for his unavoidable tardiness to this meeting. He arrived at approximately 12:40 pm.
Next Meeting:	
	President Garro thanked everyone for attending today's meeting. Next meeting date will be set at a later date.
Adjournment:	
	Mike Parker moved to adjourn the meeting. Motion was seconded and passed unanimously. President Garro adjourned the meeting at 1:35 p.m.

Blue Mountain Subsection of the AWWA Meeting Minutes

Meeting Date: Wednesday, 5/23/2018 @ Noon - Zany Graze, Lewiston Idaho
Officers and Board of Directors : Art GARRO [X] Paul GRIMES [X] Ryan LANCASTER [X] Jo Ann COLE-HANSEN [X] Tyler PALMER [X] Mike PARKER [] Matt HAMMER [X]
Next Meeting: Moscow, ID

	DISCUSSION	PERSON RESP	TARGET DATE
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President Grimes called the meeting to order at 12:09 p.m.

Consent Agenda

	Expenditures	Amount
2/28/2018	Drinks for 08/23/2017 Quarterly meeting	\$ 14.42
3/1/2018	08/23/2017 Quarterly meeting lunch	\$ 191.19
4/10/2018	BMSS T-Shirts	\$ 300.96
4/12/2018	Lunch for Spring training event	\$ 245.92
4/12/2018	Supplies for Meter Madness competition	\$ 44.11
4/12/2018	Food and supplies for Spring training event	\$ 86.68
4/12/2018	Food for Spring training event	\$ 58.63
5/21/2018	Donation to Water for People fund	\$ 500.00
5/21/2018	Donation to PNWS scholarship fund	\$ 500.00
10/10/2017	Payments (3) for Constant Contact service	\$ 67.50
	Total	\$ 2,009.41

Business

Lunch expenditure for Zany Graze approved

Gayle Renzelman moved to approve the motion, seconded by Michael Smith and passed unanimously.

Meter Madness

Paul Grimes congratulated Dan and Gary (City of Moscow) on hydrant mania participation. Group discussed how to improve for next year. Ideas included; bringing own tools, increased practice, and more competitors.

Annual Officer Transition

Paul Grimes proposed a more formal transition-planning meeting for officer rollover. Motion to allot \$200 for transition planning meeting approved. Motion: Paul Grimes 2nd: Art Garro

Spring Training Recap

Paul Grimes felt it was a success. Grimes to check with Mike Parker regarding the CEU's for the spring training for Washington.

Fall Training

Art Garro, Mike Parker, and Cory Baune attended the "Train the Trainer" course, and this was discussed as a possibility for the Fall Training. Other potential topics discussed were a programming (HMI) training. Also contacting Dale Fletcher about a cla-val training class. Mike Parker will organize the Fall training, and Matt Hammer the Spring.

Scholarships

Barney moved to donate from the BMSS \$500 to Water for People and \$500 to the Pacific Northwest Section Scholarship funds. Motion was seconded and passed unanimously.

Social Event

A social event/fundraiser was discussed. Target date is November 9th, 2018. Michael Smith was nominated as Chair of the Social Event Task Force and accepted.

Next Meeting:

The next meeting to be held in Moscow. Emphasis on a location with privacy and decent acoustics.

Blue Mountain Subsection of the AWWA Meeting Minutes

Meeting Date: Wednesday, 11/14/2018 @ Noon - Lewiston Orchards Sewer District, Lewiston, Idaho
Officers and Board of Directors : Art GARRO [] Paul GRIMES [X] Ryan LANCASTER [X] Jo Ann COLE-HANSEN [X] Tyler PALMER [X] Mike PARKER [X] Matt HAMMER []
Next Meeting: Pullman, WA

	PERSON RESP	TARGET DATE
President Grimes called the meeting to order at 12:08 p.m.		

Consent Agenda

	Expenditures	Amount
8/23/2018	08/22/2018 Quarterly meeting lunch (Stax)	\$ 194.13
9/27/2018	Food and supplies for Fall training event (WinCo)	\$ 69.47
10/2/2018	Venue Rental for Spring training event (Colton Gun Club)	\$ 150.00
10/5/2018	Reimbursement: Lunch for Spring training event (Cory Baune)	\$ 114.45
11/9/2018	Supplies for Fundraising event (Walmart)	\$ 6.34
11/9/2018	Card reader device (Staples)	\$ 26.49
11/9/2018	Food, drinks, and venue for fundraising event (Hunga Dunga)	\$ 1,067.60
11/10/2018	Music for fundraising event (Jim Bowlin)	\$ 100.00
11/9/2018	Payments (3) for Constant Contact service	\$ 67.50
	Total	\$ 1,795.98

Business

Consent Agenda

Expenditure approval: Motion Mike P. Second Jo Ann C. Unanimous approval.
 Ryan provided financial report. Indicated that we are in good financial shape. Fundraiser a success.
 Minutes approved: Ryan Motion, Michael Smith Second. Unanimous
 Lunch expenditure approval: Motion Gary Second Ryan. Unanimous approval

Fall Training Recap

Fall training was a success. Certificates are in. Financially it was a success.

Spring Training Planning

Paul asked Mike Parker to arrange an instructor for PRV training. Mike indicated that he would help Matt Hammer negotiate the process.

Social Event Recap

Paul indicated that he was happy for with the outcome of the event. Discussion of venue, other potential invitees. Potential break with some speakers. Idea discussed to better organize solicitation of raffle items. Ryan to draft an SOP and Michael S. and Gary to review. We will form a committee for the fundraiser at the next meeting. We will work toward a Spring event, planning on August of 2019 as an interim step.

PNWS Allotment

Tyler moved to decline the allotment from the Section. Jo Ann Second. Unanimous approval.
 Ryan to discuss numbers with Cory and be prepared to present a proposal for charitable donations from the Sub-Section.

Annual Conference

Paul asked if anyone planning to attend Annual Conference in Vancouver in May. Moscow and Pullman are both sending folks.

Officer Transition and new director

Michael Smith indicated the AWWA is looking for a Young Professional rep for our Sub-Section. Paul indicted that nominations for Director II is open.

Next Meeting:

The next meeting to be held in Pullman City Hall, 2/27/2019



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

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:



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SUBSECTION PROFIT/LOSS STATEMENT AS OF:

Subsection Name:

INCOME:

Interest	<input type="text"/>
Receivables	<input type="text" value="7,119.17"/>
Miscellaneous	<input type="text"/>
TOTAL INCOME:	<input type="text" value="7,119.17"/>

EXPENSES:

Accounting Fees	<input type="text"/>
Committee	<input type="text" value="270.00"/>
Conference/Meetings	<input type="text" value="3,280.68"/>
Equipment	<input type="text" value="26.49"/>
Miscellaneous	<input type="text" value="1000.00*"/>
Officer Compensation	<input type="text"/>
Postage	<input type="text" value="3.03"/>
Printing	<input type="text"/>
Prizes & Awards	<input type="text"/>
Telephone	<input type="text"/>
Travel	<input type="text"/>
TOTAL EXPENSES:	<input type="text" value="4,580.20"/>

*Donations to Water for People and PNWS
Scholarship Funds



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR 2018

Subsection Number: Subsection Name: **Blue Mountain**

1. Total Subsection Balance of Funds at beginning of the year:	6,000.88
2. Total receipts during the year. (Monies collected during the year):	7,119.17
3. Total (Add Lines 1 and 2)	13,120.05
4. Total Expenses for the year:	4,580.20
5. Balance at the end of the year. (Subtract Line 4 from Line 3)	8,539.85
6. Of the Balance on Line 5, how much is earned Interest from the bank?	0
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.	

US Bank Checking account

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

Signed

Ryan Lancaster

Ryan Lancaster

Please Print Signed Name



American Water Works Association
Pacific Northwest Section

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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: **Blue Mountain**

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.