



American Water Works Association  
**Pacific Northwest** Section  
Lower Columbia Subsection

## 2020 board Members

### President

Ken Portlock  
City Of Vancouver

### Vice President

Andrew Holmes  
Clark Public Utilities

### Past Past President

Nate Bell  
City Of Kelso

### Treasurer

Brian Wilson  
City Of Vancouver

### Secretary

Michelle Henry  
City of Vancouver



# American Water Works Association **Pacific Northwest** Section

## Lower Columbia Subsection

2019 event schedule started with a training in March in Longview at the McClelland Arts Center. Training was provided on control valves by GC systems and fire hydrants by EJ Ironworks. In addition to the training we held our competitions in best tasting water, hydrant hysteria, and meter madness.



Beer For Water- This was the first year this event was organized and coordinated by Ken Portlock. Not only was this a first for him but also was held at a new location in a new town. Previous years the event was held in the Washougal area but was moved to Vancouver with hopes to attract more people. Heathen Brewing was the location and with around 50 people attending we maxed out room capacity. A good time was had by all.  
Net income \$2,968







# American Water Works Association **Pacific Northwest** Section

## Lower Columbia Subsection

Golf Tournament - After having the tournament at the Cedars Golf Course for 2018, we received many requests to bring the tournament back to Tri Mountain Golf Course for 2019. We agreed and as usual Brian Wilson our subsection treasurer put on a great event. \$3,041 raised and that money went towards the Lower Columbia named E&T scholarship fund.





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October Workshop. Day with DOH. Water Resource Center Vancouver.

A well attended event with around 60 people. Lots of positive feedback on the topic with requests to do similar training in the future. Big shout out to DOH who sent many representatives and did a comprehensive overview of all thing DOH.



Winter Workshop. Site security and protecting water. Winter workshop is always a popular workshop for our subsection. This was held at the LaCamas Lake Lodge in Camas as it has been for the last several years. The City Of Camas has worked with our subsection for the last several years and has provided the facility free of charge if Camas water employees are granted free training. This has worked well and allowed us to keep costs down. For many years attendees have enjoyed the holiday themed lunch provided and this year was no exception. We did change vendors and were able to maintain a quality product but cut costs on food dramatically.







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### Goals for 2019

- Continue to provide quality and relevant training to the members!
- Contribute to the PNWS Scholarship fund
- Make our Golf tournament bigger and more successful
- Grow our Beer for Water Event
- Put on a great PNWS-AWWA Section Conference

### 2020 Goals

- Achieve \$10,000 in the Lower Columbia named E&T scholarship
- Reach out and make contact with membership
- Continue to donate to water related causes
- Keep providing affordable quality training



American Water Works Association  
**Pacific Northwest** Section  
Lower Columbia Subsection

## 2020 SCHEDULE

DATE	EVENT	LOCATION
January 9	Board Meeting	Vancouver
February 13	Board Meeting	Battle Ground
February 28	Trustee Meeting	Vancouver Hilton
March 12	<i>Workshop (Nate/Andrew)</i>	McClelland Center Longview
Topics: Water Storage/Competitions		
April 9	Board Meeting	Kelso
April 29-May 1	Section Conference	Spokane
May 15	<i>Beer for Water (Ken/All)</i>	Vancouver
June 11	Board Meeting	Vancouver
July 9	Board Meeting	Vancouver Waterfront
August 13	Board Meeting	Ridgefield
September 11	<i>Golf Tournament (Brian/All)</i>	Tri-Mountain
October 8	<i>Workshop (Ken/Brian)</i>	WREC Vancouver
Topics: Emergency Preparedness		
October 14-16	Section and Committee Training	Sunriver
November 12	Planning Meeting – Ken	TBD
December 10	<i>Workshop (Michelle/Andrew)</i>	Lacamas Lake lodge Camas
Topics: Asset Management/Preventive Maintenance		

February 27 Hilton vancouver workshop put on by  
Lee Odell



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](http://www.pnws-awwa.org)

SUBSECTION BALANCE SHEET FOR CALENDAR YEAR

2019

Subsection Name: Lower Columbia Subsection

BANK STATEMENT PERIOD:

Jan 1, 2019

THROUGH

Dec 31, 2019

PREVIOUS BALANCE

\$8,239.89

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

\$20,895.28

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

\$21,412.01

ENDING BALANCE:

\$7,723.16



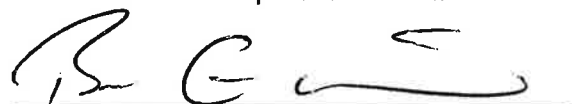
SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR 2019

Subsection Number: **15** Subsection Name: Lower Columbia Subsection

- |   |                    |
|---|--------------------|
| 1. Total Subsection Balance of Funds at beginning of the year:  | \$8,239.89         |
| 2. Total receipts during the year. (Monies collected during the year):  | \$20,895.28        |
| <b>3. Total (Add Lines 1 and 2)</b>   | <b>\$29,135.17</b> |
| 4. Total Expenses for the year:   | \$21,412.01        |
| <b>5. Balance at the end of the year. (Subtract Line 4 from Line 3)</b>   | <b>\$7,723.16</b>  |
| 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. |                    |

Red Canoe Credit Union, Longview, WA 98632 - Acct#167333

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

  
Signed

**Brian E. Wilson**

Please Print Signed Name





SUBSECTION PROFIT/LOSS STATEMENT AS OF: Dec 31, 2019

Subsection Name: Lower Columbia Subsection

INCOME:

Interest	
Receivables	\$20,895.28
Miscellaneous	
<b>TOTAL INCOME:</b>	<b>\$20,895.28</b>

EXPENSES:

Accounting Fees	\$261.88
Committee	
Conference/Meetings	\$16,753.71
Equipment	
Miscellaneous	\$2331.57
Officer Compensation	
Postage	\$92.00
Printing	
Prizes & Awards	\$2017.85
Telephone	
Travel	
<b>TOTAL EXPENSES:</b>	<b>\$21,412.01</b>



## 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](mailto:kkihs@pnws-awwa.org)

Subsection: Lower Columbia Subsection

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

- ☐ Yes, the Subsection requests the allotment.
- ☒ No, the Subsection does not wish to collect the allotment.



## 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.*

**Andrew Holmes**

Name

**President**

Title

**Lower Columbia**

Committee or Subsection

**2-10-2020**

Date

**Print Form**



## **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.

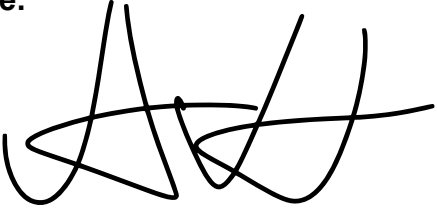
#### **Dissemination and Review of Policy**

- 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: 2-10-2020

Name (printed) Andrew Holmes

Committee or Subsection Lower Columbia

Title President

**Print Form**

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Signature  Date: 1/22/2020

Name (printed) Brian Wilson

Committee or Subsection Lower Columbia Subsection

Title Treasure

**Print Form**

SF: adminpol/Conflict of interest



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Signature  Date: 2/10/2020

Name (printed) Ken Portlock

Committee or Subsection Lower Columbia Subsection


Title Vice President

[Print Form](#)

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Signature  Date: 2/10/2020  
Name (printed) Michelle Henry  
Committee or Subsection Lower Columbia Subsection  
Title Secretary

**Print Form**

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Signature Nate Bell Date: 2-10-2020

Name (printed) NATE BELL

Committee or Subsection Lower Columbia

Title Past Chair

**Print Form**

SF: adminpol/Conflict of interest