



American Water Works Association

Pacific Northwest Section

King County Subsection

2020 Annual Report

Presented by the King County Subsection, PNWS-AWWA

January 22, 2021

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Subsection Officer Information

Provided to supplement the PNWS Subsection Officer Information Form

2020 brought some changes to the KCSS leadership, with Sally Mohr moving on to a new opportunity professionally and to a new industry. That resulted in a shift of our Secretary to the role of VP, and a vacancy for Secretary. Jon Miner joined the Board in the Fall to officially take on the Secretary role.

For the 2021-2022 year, we look forward to rotating our board officers, with Charlie Sovacool moving to Past President, Joanie Stultz moving into the President role, and Caren Gallion moving into the VP role. We will be filling the Treasurer vacancy and Webmaster, and hope to retain our Secretary and Program Officers in their current positions. We look forward to carrying on the mission of our past officers as well as adding improvements.

To help with recruitment we try to invite a guest to every meeting so they can learn about the subsection and how the board runs. This practice has helped pull in new officers and active members.

We would like to take a moment to recognize Sally Mohr and her dedication to the PNWS and King County Subsection during her time on the Board. Sally joined the King Country Subsection in full force, developing the Board organization, outreach, and programming. With Sally's passion for developing the people and organizations she serves, the KCSS has flourished, growing our annual Golf Tournament and Water Olympics events and recruiting new board members. We are grateful for her service and wish her the best of luck in her next Chapter. Thank you Sally! We will miss you!

King County Subsection PNWS-AWWA Officers Roster - May 2020 – April 2021

Position	Officer	Contact Information	Duties
President	Charlie Sovacool Consolidated Supply Co	Office: 425.922.4581 Fax: 503.684.3254 charlie.sovacool@consolidatedsupply.com	Manage, draft agenda and run meetings, attend major events, keep group on task with strategic goals for the year.
Vice President	Joanie Stultz Brown & Caldwell	Office: 206.749.2215 Cell: 206-499-8282 jstultz@brwncald.com	Coordinate agendas with President and submit draft/final minutes out to members to review/approve/post.
Treasurer	Caren Gallion Covington Water District	Office: 253-867-0890 caren.gallion@covingtonwater.com	Fiscal management and records.



Secretary	<i>Jon Miner</i> <i>Murraysmith</i>	Cell: 937-475-3198 J <u>Jon.Miner@murraysmith.us</u>	Coordinate agendas with President and submit draft/final minutes out to members to review/approve/post.
Program Director	Jim Konigsfeld - Sammamish Plateau Water	Direct 425.295.3217 jim.konigsfeld@spwater.org	Making sure we have a program for the year and ensure that milestones are met for each event, fund raising, postings, pre-class prep.
Associate Program Director 1	Tammy Whipple – Sammamish Plateau Water	Office: 425.295.3259 tammy.whipple@spwater.org	CEU's for each class and shadow PD.
Associate Program Director 2 (SP Liaison)	Frank Spevak Rosemount Analyze & Detect	Frank.Spevak@Emerson.com	Maintain subsection supplies. Arrange/host a social event, and shadow APD1.
Young Professionals and Student Liaison	Steven Neubauer Northeast Sammamish Sewer & Water	Office: 425-765-0166 steve@nesswd.org	As stated in bylaws, plus 20/20 Vision Liaison.
1-Year Director (WFP and PAC contact liaison)	Beth Mende - HDR	Office: 425.468.1532 Cell: 909.528.1002 Elizabeth.Mende@hdrinc.com	PAC and Water for People Liaison
2-Year Director (Competitions coordinator)	Ted Stonebridge (<i>City of North Bend</i>)	Water Operations Manager <i>City of North Bend</i> ((425) 888-7693 TStonebridge@northbendwa.gov	Competition Coordinator helps coordinate competitions for the Water Olympics and Regional Conference for Subsection. Arrange and host King County Water Olympics event.
3-Year Director (Major Events Chair)	Bill Reynolds -PACE Engineers	Office: (425) 827-2014 Cell: (206) 321-1109 billr@paceengrs.com	Major Events Chair (Golf)
Webmaster	OPEN		Responsible for working with officers to update website content and communications.
Past President	Thomas Keown - Covington Water District	thomas.keown@covingtonwater.com	Advisory role and general oversight



Subsection Activities Summary

Provided to supplement the Subsection Activities form.

This year has certainly been like no other, requiring the Board to shift our operations and events to a virtual setting. While we typically host 2-3 social events for the Subsection including the Water Olympics Competition in March, and the Charity Golf tournament in September, we had to cancel most events. However, given the timing of the COVID-19 lockdown in mid-March, we were still able to safely do a competitor-only Water Olympics event before the official lockdown.

In May we moved our meetings to virtual meetings via MS teams, which we've been able to use successfully to run meetings since then. Additionally, we hosted our first virtual training in October with GC Systems. The training went great with over 50 participants, raising \$6,600 for the subsection with limited expenses, and we have more planned in January, in collaboration with the Northwest Subsection and Central Washington Subsection.

Despite not being able to hold our usual events, we were still able to raise funds through our virtual class, with only a small expense, such that we were able to donate to the E&T Fund to reach our named scholarship (~\$2,500), and donate to the PAC general fund (~\$2,500).

In early May, several KCSS members participated in the WE Walk event to raise funds for the Water Equation, and in October, Beth, our WFP Liaison organized a team for the World Water Classic 6/60K, raising funds for Water For People. We had 8 KCSS member participants!

While we didn't put on as many trainings as we planned, we are expecting to offer even more than usual in 2021 given the ability to partner with other subsections more readily to share in the planning tasks. We've provided a highlight below from our Competitor-only Water Olympics event.

King County Water Olympics - Best Tasting Water, Meter Madness & Hydrant Hysteria - March 12th, 2019

The annual King County Water Olympics was rescheduled for a small group gathering for competition-only at Covington Water District on Thursday, March 12th, 2020. At the time of the event, the conference was still planned for May in Spokane. A small group of competitors were able to still participate in the hydrant hysteria, meter madness, and best tasting water events. Special thanks to Covington Water District for hosting the small group on the short notice.

The winners of the KCSS 2020 Water Olympics were as follows:

- Meter Madness - Tyler Howard, Covington
- Hydrant Hysteria – Covington (women), Mercer Island (men)
- Best Tasting Water Treated & Best Overall - Covington
- Best Untreated - Lake Forest Park



Figure 2 Best Tasting Water Winners (Treated and Best Overall: Covington Water, Untreated: Lake Forest Park)



Figure 1 Best Tasting Water Judges tasting water samples.



Figure 3. Hydrant Hysteria Teams (LEFT: Mercer Island, RIGHT: Covington Water)

Subsection Vision Statement

Provide training and social networking for our membership and be a trusted resource for the drinking water industry.

Subsection Goals

The Subsection plans to do a more formal goal setting and budget planning process this fall, when we are hopefully back to planning more in-person events. In the meantime, we've carried over several of our goals from last year given we were not able to do all the events and activities we normally do.

Below are goals the Subsection identified for this year:

- **Produce minimum of four training classes:** With the shift to virtual classes, likely to continue into late 2021, we are looking at opportunities to partner with other subsections (NWSS) more this year, allowing us to co-host more virtual trainings than we have in past years. We currently have two virtual trainings planned for January and February, and expect more to be added to the calendar.
- **Host at least one non-training social events:** At this time, it is unknown if we will be able to host our annual Golf tournament, or a version of the event. However, we are looking into options for virtual networking events for the subsection. We are hopefully that by next year we will be able to return to our schedule of social events with the King County Water Olympics (Best Tasting Water Contest, Meter Madness and Hydrant Hysteria), and other social events like a Young Professional's Trivia Night, Summer Sipping, etc.
- **Support Young Professional events through sponsorship of socials and support with planning events:** We are looking to do a virtual networking night with the University of Washington AWWA-WEF group in the Spring.
- **Generate funds to donate to worthy causes,** with a focus on adding to our E&T Fund named scholarship: In the past, organizations KCSS has donated to included Water for People, Engineers without Borders, Hopelink and the PNWS-AWWA E&T Fund;
- **Increase membership and event attendance.** Membership is promoted at training and non-training events. We hope to keep members engaged through our virtual events, and have a system in place to contact each new member with a Welcome email and follow-up.
- **Submit useful information to *Water Matters*** about our Subsection activities and events on a quarterly basis;
- **Balanced Officer Rotation:** Through proactive marketing and recruitment 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. We currently have 6 representatives from public/private utilities, 3 consultants and 1 supplier as officers from throughout King County.



For More Information

This concludes the 2020 PNWS-AWWA KCSS Annual Report. For additional information, to suggest future educational/networking offerings or to sign up for email notification for any upcoming King County Subsection events, please go to the subsection webpage at www.pnws-awwa.org or contact Charlie Sovacool at charlie.sovacool@consolidatedsupply.com or 425.922.4581 or Joanie Stultz, jstultz@BrwnCald.com.





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

President/Chair

Vice-President/Vice-Chair

Secretary

Treasurer

In-coming Officer/Officer-Elect

Past President/Past Chair



PNWS-AWWA Subsection 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
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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 Subsection Meeting 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

Subsection Financials



American Water Works Association
Pacific Northwest Section

PO Box 872467
Vancouver, WA 98687
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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:



SUBSECTION PROFIT/LOSS STATEMENT AS OF:

Subsection Name:

INCOME:

Interest

Receivables

Miscellaneous

TOTAL INCOME:

EXPENSES:

Accounting Fees

Committee

Conference/Meetings

Equipment

Miscellaneous

Officer Compensation

Postage

Printing

Prizes & Awards

Telephone

Travel

TOTAL EXPENSES:



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR

Subsection Number:

Subsection Name:

1. Total Subsection Balance of Funds at beginning of the year:

2. Total receipts during the year. (Monies collected during the year):

3. Total (Add Lines 1 and 2)

4. Total Expenses for the year:

5. Balance at the end of the year. (Subtract Line 4 from Line 3)

6. Of the Balance on Line 5, how much is earned Interest from the bank?

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.

Certification:

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

Signed _____

Print Form

Please Print Signed Name



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: 1/22/21

Name (printed) STEVEN NEUBAUER

Committee or Subsection KING COUNTY SUBSECTION

Title YP & STUDENT LIAISON

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 Caren Gallion Date: 1/19/2021

Name (printed) Caren Gallion

Committee or Subsection KCSS

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 Charlie Savacool Date: 1/19/20
Name (printed) Charlie Savacool
Committee or Subsection King Co
Title President

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  Date: 1/16/2018

Name (printed) James Konigsfeld

Committee or Subsection King County Subsection

Title _____

Print Form

SF: adminpol/Conflict of interest