



**PNWS-AWWA**  
Northwest Washington  
**2021 Annual Report**



American Water Works Association

# Pacific Northwest Section

Northwest Washington Subsection

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

President/Chair

Vice-President/Vice-Chair

Secretary

Treasurer

In-coming Officer/Officer-Elect

Past President/Past Chair

## 2021 Workshops, Events and Board Meetings

| Date   | Event                              | Location | Attendees |
|--|------------------------------------|----------|-----------|
| January 14, 2021   | Subsection Board Meeting           | On-Line  |           |
| January 27, 2021   | Math for Operators                 | On-Line  | 41        |
| February 10, 2021  | Intro to Reading P&ID's            | On-Line  | 45        |
| February 11, 2021  | Subsection Board Meeting           | On-Line  |           |
| March 10, 2021   | Basic Waterworks                   | On-Line  | 39        |
| March 11, 2021   | Subsection Board Meeting           | On-Line  |           |
| April 8, 2021  | Subsection Board Meeting           | On-Line  |           |
| April 14, 2021   | Emergency Preparedness             | On-Line  | 63        |
| May 13, 2021   | Subsection Board Meeting           | On-Line  |           |
| June 8-9, 2021   | Western Washinton Short School     | On-Line  | 158       |
| June 10, 2021  | Subsection Board Meeting           | On-Line  |           |
| September 8, 2021  | Math for Operators & Reading P&IDs | On-Line  | 8         |
| September 9, 2021  | Subsection Board Meeting           | On-Line  |           |
| October 6, 2021  | Basic Waterworks                   | On-Line  | 21        |
| October 14, 2021   | Subsection Board Meeting           | On-Line  |           |
| October 19, 2021   | Basic Waterworks                   | On-Line  | 32        |
| November 9, 2021   | Emergency Preparedness             | On-Line  | 25        |
| November 11, 2021  | Subsection Board Meeting           | On-Line  |           |
| November 18, 2021  | Water Storage Basics               | On-Line  | 38        |
| December 9, 2021   | Subsection Board Meeting           | On-Line  |           |
| <b>Total attendees who received training in 2021 : 470</b> |                                    |          |           |

## 2022 Workshops, Events and Board Meetings

| Date   | Event                                 | Location  |
|--|---------------------------------------|-----------|
| January 13, 2022   | Subsection Board Meeting              | On-Line   |
| February 10, 2022  | Subsection Board Meeting              | On-Line   |
| March 2, 2022  | Math for Operators & Reading P&IDs    | On-Line   |
| March 10, 2022   | Subsection Board Meeting              | On-Line   |
| March 15, 2022   | Pump Station Operation & Maintenance  | On-Line   |
| March 24, 2022   | Water Loss Prevention, The Next Phase | On-Line   |
| April 12, 2022   | Basic Waterworks                      | On-Line   |
| April 14, 2022   | Subsection Board Meeting              | On-Line   |
| May 11, 2022   | Emergency Preparedness                | On-Line   |
| May 12, 2022   | Subsection Board Meeting              | On-Line   |
| May 25, 2022   | Reverse Osmosis                       | In-Person |
| June 7-8, 2022   | Western Washinton Short School        | In-Person |
| June 9, 2022   | Subsection Board Meeting              | On-Line   |
| September 8, 2022  | Subsection Board Meeting              | On-Line   |
| October 13, 2022   | Subsection Board Meeting              | On-Line   |
| November 10, 2022  | Subsection Board Meeting              | On-Line   |
| December 8, 2022   | Subsection Board Meeting              | On-Line   |
| <b>Summer and Fall Training Schedule will be finalized at a later date</b> |                                       |           |

# **GOALS 2022**

## **Primary Focus is Training**

- Provide cost-effective continuing education unit credits (CEUs) through training workshops for water utility managers, engineers and operators in Northwest Washington and the Pacific Northwest;  
When possible, include topics and advertise to wastewater utility professionals, such as asset management;
- Provide safety related training including classes for which CEUs are not granted but are important to water and wastewater utility operators, such as asbestos cement pipe handling;
- Advertise via Water Matters and PNWS Website whenever possible;
- Continue to hold subsection board meetings virtually and reach out to utilities and members to foster involvement and to get input for future workshops and events, and to assess other utility needs;
- Continue to look for opportunities to partner with PNWS committees, neighboring subsections and allied organizations (PNCWA, NWMOA, etc.);
- Continue to take the lead in developing more “training-in-a-box” curricula and train instructors so these trainings.
- Host the 2022 Western Washington Short School “live in Lynnwood” if COVID permits and virtually if not.

## **Giving – Support the Pacific NW and Abroad**

- Reach out to young professionals and students through email campaigns and special activities (field trips, networking events, etc.);
- Identify and participate in career fairs to help promote careers in the water utility industry;
- Continue supporting the PWNS scholarship and E&T funds; Water for People and other benevolences


**Business Signature Card  
with Substitute Form W-9**
Account Number: 0000 6335 5614Bank Number: 353Account Type: ☒ Checking (DDA) ☐ Savings (SAV) ☐ Certificate of Deposit (CD)

Account Title:

NORTHWEST SUB SEC 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 23-7026163

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 signature(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.

- ☐ 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.

**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).

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

Exemptions (codes apply only to certain entities, not individuals; see instructions 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.

| Name (typed or printed) | Title (if applicable) | Signature             | Date     |
|-------------------------|-----------------------|-----------------------|----------|
| 1 BRIDGET AUGUST        | SIGNER                | <i>Bridget August</i> | 12/14/17 |
| 2 ERIC N SCHEY          | SIGNER                | <i>Eric N Schey</i>   | 12-14-17 |
| 3 MARK L SEMRAU         | SIGNER                | <i>Mark Semrau</i>    | 12.14.17 |
| 4 KYLE KHS              | SIGNER                | <i>Kyle K</i>         | 12-19-17 |
| 5                       |                       |                       |          |



Account Number: 000 6335 5614

☐ Signature Card Addendum on File

## ATM/Deposit/Debit Card Request

Provided that the account referenced above is eligible to receive automated teller machine cards and/or Debit Cards, I (as authorized by the resolutions and/or court documents and/or other agreements which authorize this account) hereby request the issuance of such cards to any of the authorized signers on this account.

Authorized Signer

Title

## Review Information

## Customer 1:

Name BRIDGET AUGUST

ID Type: US DRIVER LICENSE W/PHOT ID#: AUGUSBA224QC ID Issuer: WA Iss. Date: 10/2012 Exp. Date: 11/2017

ID Type: MAJOR FIN'L CREDIT CD ID#: 1433 ID Issuer: N/A Iss. Date: N/A Exp. Date: 03/2019

## Customer 2:

Name ERIC N SCHEY

ID Type: US DRIVER LICENSE W/PHOT ID#: SCHEYEN183PT ID Issuer: WA Iss. Date: 10/2014 Exp. Date: 10/2020

ID Type: MAJOR FIN'L CREDIT CD ID#: 9031 ID Issuer: NA Iss. Date: NA Exp. Date: 01/2020

## Customer 3:

Name MARK L SEMRAU

ID Type: US DRIVER LICENSE W/PHOT ID#: SEMRAML402OF ID Issuer: WA Iss. Date: 07/2016 Exp. Date: 06/2020

ID Type: OTHER ID#: 9673 ID Issuer: SS CARD Iss. Date: NA Exp. Date: NA

## Customer 4:

Name KYLE KIHS

ID Type: US DRIVERS License ID#: KIHSKA357JM ID Issuer: WA Iss. Date: 03/2015 Exp. Date: 04/21

ID Type: OTHER ID#: 0209 ID Issuer: SS CARD Iss. Date: NA Exp. Date: NA

## Customer 5:

Name

ID Type: ID#: ID Issuer: Iss. Date: Exp. Date:

ID Type: ID#: ID Issuer: Iss. Date: Exp. Date:

## Bank Information

Date

12/19/2017

Financial Center Name LYNNWOOD BANKING CENTER

Employee's Name KRYSTAL HUMPHREY

Employee's Phone Number 425-672-0570





## 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

## 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: 1/14/2022

Name (printed) Jeff Marrs

Committee or Subsection Northwest Washington

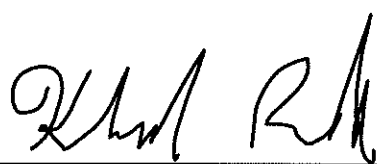
Title President

**Print Form**

## 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: 1/19/2022

Name (printed) Kenneth Packard

Committee or Subsection Northwest WA

Title Vice President

**Print Form**

## Certification

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Signature Mark Semrau Date: \_\_\_\_\_

Name (printed) \_\_\_\_\_

Committee or Subsection \_\_\_\_\_

Title \_\_\_\_\_

## 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 Dave Price Digitally signed by Dave Price  
Date: 2022.01.23 19:13:27  
-08'00' Date: 01/23/2022

Name (printed) Dave Price

Committee or Subsection Northwest WA Subsection

Title Board Member

**Print Form**

## 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: 1/21/22

Name (printed) Hanna Lintukorpi

Committee or Subsection Northwest Washington Subsection

Title Board of Directors 2

**Print Form**

## 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 Bridget August Date: 1/14/2022

Name (printed) Bridget August

Committee or Subsection Northwest Washington

Title Secretary

**Print Form**

## 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: 1-15-2021

Name (printed) Eric Schey

Committee or Subsection Northwest Washington

Title Past President





American Water Works Association  
**Pacific Northwest** Section

PO Box 872467  
Vancouver, WA 98687  
T 503-760-6460  
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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:



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**Pacific Northwest** Section

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SUBSECTION PROFIT/LOSS STATEMENT AS OF: December 31, 2021

Subsection Name: Northwest Washington Subsection

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 **FY2021**

Subsection Number: Subsection Name: Northwest Washington Subsection

- |   |                      |
|---|----------------------|
| 1. Total Subsection Balance of Funds at beginning of the year:  | \$ 42,681.30         |
| 2. Total receipts during the year. (Monies collected during the year):  | \$ 64,611.71         |
| <b>3. Total (Add Lines 1 and 2)</b>   | <b>\$ 107,293.01</b> |
| 4. Total Expenses for the year:   | \$ 41,487.66         |
| <b>5. Balance at the end of the year. (Subtract Line 4 from Line 3)</b>   | <b>\$ 65,805.35</b>  |
| 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. |                      |

Bank of America, Lynnwood Branch, Business Adv Relationship - Act: \*\*\*\*\*5614

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

*Mark Semrau*

Signed

**Mark Semrau**

Please Print Signed Name



American Water Works Association  
**Pacific Northwest** Section  
Northwest Washington Subsection  
**Board Meeting Minutes**

**Meeting Minutes for January 13, 2021**

10:30 AM – Microsoft Teams

In attendance:

| Attendee       | Representing    | Email address              | Present |
|----------------|-----------------|----------------------------|---------|
| Jeff Marrs     | City of Everett | jmarrs@everettwa.gov       | X       |
| Kenny Packard  | HDR             | Kenneth.packard@hdrinc.com | X       |
| Eric Schey     | King County     | eschey@kingcounty.gov      | X       |
| Mark Semrau    | Skagit PUD      | msemrau@pnws-awwa.org      | X       |
| Jeff Lundt     | King County     | Jeff.lundt@kingcounty.gov  | X       |
| Dave Price     | Stantec         | Dave.w.price@stantec.com   |         |
| Mark Sadler    | City of Everett | msadler@everettwa.gov      |         |
| Bridget August | GeoEngineers    | baugust@geoengineers.com   | X       |

**Minutes of the previous meeting** – Approved without change

**Treasurer's Report:**

- Mark Semrau shared the year-end treasurers report and year-to-date cash flow statement: Total balance is \$42,681.30. Total revenue of \$21,644.30 and total expenses of \$20,398.20 for a net income of \$1,266.10.
  - Includes our contribution to PNWS E&T fund for Northwest Washington named scholarship in the amount of \$3,000. Also includes convention center payments for 2020 Short School which was postponed to 2021. Lynnwood Convention Center will hold our current deposit of approximately \$16,000 until 2022.
- Mark also shared the revised 2021 proposed budget which includes a new line-item donation to Water for People in the amount of \$3,000.
  - The Board voted to approve the 2021 budget.

**Workshops and Events:**

2020 Workshops & Events Recap:

- Water Storage Basics Workshop – Part 2 held on December 15 via Zoom. 58 attendees including 4 instructors. Most attendees were from Puget Sound Region but also Idaho, Southwest Washington, Oklahoma, etc.
- On-line training feedback – many are enjoying not traveling and would like to continue with this platform post-COVID.

2021 Planned Workshops:

- Math for Operators - January
- P&ID scheduled - February
- Basic Waterworks - March

***Planned and/or on the drawing board:***

- Basic Waterworks
- Chlorine Residual Testing – possibly Fall 2021
- Emergency Preparedness
- Math for Operators / P&ID
- Distribution Workshop
- Water Storage Basics
- Reverse Osmosis – possibly Fall 2021 (use down payment for 2020 that wasn't used)
- CEU Roundup – possibly Fall 2021
- Groundwater Basics – Spring 2021, possibly take to San Juan Islands in Fall 2021
- Western Washington Short School – TBD – Board decided at November meeting to postpone an in-person conference to 2022 due to COVID-19. Looking into hiring an online event coordinator to set up and facilitate 2021 virtual conference. First 2021 Short School Conference planning meeting will be held on December 17, 2020 on Teams.
- 2021 is year 3 of the CEU cycle and many people will be needing CEUs

**2021 Events:**

***Planned or on the drawing board:***

- None planned at this time

**Expenditures approval:**

- Workshops – NA
- Events - NA
- Miscellaneous - NA

**Other Business:**

- Annual report is due January 2021. Jeff Marrs is pulling together and will have board members assist with specific pieces.
- Will need to back fill Kenny's position as a board member now that he has stepped into the VP role. Will also need to eventually fill Mark Sadler's board position. Jeff Lundt has been recruiting.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 3 – Dave Price
  - Board of Directors 2 – Mark Sadler
  - Board of Directors 1 – Open
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Ben Scrace

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Thursday of the month at 10:30 am on Microsoft Teams  
Please email Bridget August at [baugust@geoengineers.com](mailto:baugust@geoengineers.com) to receive meeting invite



American Water Works Association  
**Pacific Northwest Section**

Northwest Washington Subsection

**Board Meeting Minutes**

**Meeting Minutes for February 11, 2021**

10:30 AM – Microsoft Teams

In attendance:

| Attendee       | Representing    | Email address              | Present |
|----------------|-----------------|----------------------------|---------|
| Jeff Marrs     | City of Everett | jmarrs@everettwa.gov       | X       |
| Kenny Packard  | HDR             | Kenneth.packard@hdrinc.com |         |
| Eric Schey     | King County     | eschey@kingcounty.gov      | X       |
| Mark Semrau    | Skagit PUD      | msemrau@pnws-awwa.org      | X       |
| Jeff Lundt     | King County     | Jeff.lundt@kingcounty.gov  |         |
| Dave Price     | Stantec         | Dave.w.price@stantec.com   | X       |
| Mark Sadler    | City of Everett | msadler@everettwa.gov      |         |
| Bridget August | GeoEngineers    | baugust@geoengineers.com   | X       |

**Minutes of the previous meeting** – Approved without change

**Treasurer's Report:**

- Mark Semrau shared the monthly treasurers report: Total balance is \$45,552.32. Total 2021 revenue of \$4,702.32 and total expenses of \$1,831.30 for a net income of \$2,871.02.
  - Includes our payment to Whova, the event/meeting coordinator for the 2021 Western Washington Short School.

**Workshops and Events:**

2021 Workshops & Events Recap:

- Math for Operators – January 27, 2021 via Zoom. 40 attendees including 4 presenters/instructors. Went well but this workshop is challenging in the remote environment. It is difficult to with engage people remotely during the math portion. Attendees appreciate the pdfs with example problems distributed at the end of the workshop.
- P&ID - February 10, 2021 via Zoom. 45 attendees including 3 presenters/instructors. Went well but hard to engage people in the remote environment.

2021 Planned Workshops:

- Basic Waterworks – March 10, 2021 – joint workshop with King County
- Water Distribution – May 12, 2021
- Emergency Preparedness - April 14, 2021
- Western Washington Short School – June 8-9, 2021 via Zoom – Will be using Whova, an online event coordinator, to set up and facilitate the 2021 virtual conference. We are looking into getting Oregon CEUs in addition to Washington and Idaho. There will be one \$500 sponsorship level. Vendor fee will be lowered to \$150 this year due to virtual setting. Looking for presenters for multiple tracks. Also looking into virtual tours. Short School Conference planning meetings are held monthly with PNCWA on Teams.

***Planned and/or on the drawing board:***

- Basic Waterworks
- Chlorine Residual Testing – possibly Fall 2021
- Math for Operators / P&ID
- Water Storage Basics
- Reverse Osmosis – possibly Fall 2021 (use down payment for 2020 that wasn't used)
- CEU Roundup – possibly Fall 2021
- Groundwater Basics – possibly take to San Juan Islands in Fall 2021 or Spring 2022
- 2021 is year 3 of the CEU cycle and many people will be needing CEUs

2021 Events:

***Planned or on the drawing board:***

- None planned at this time

Expenditures approval:

- Workshops – NA
- Events - NA
- Miscellaneous - NA

**Other Business:**

- Annual report was submitted to PNWS in early February 2021.
- Open board positions – We have one open board position. Jeff Marrs has an interested candidate within City of Everett. Jeff Lundt is also recruiting.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 3 – Dave Price
  - Board of Directors 2 – Mark Sadler
  - Board of Directors 1 – Open
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Ben Scrace

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Thursday of the month at 10:00 am on Microsoft Teams  
Please email Bridget August at [baugust@geoengineers.com](mailto:baugust@geoengineers.com) to receive meeting invite – all are welcome and invited!



American Water Works Association  
**Pacific Northwest** Section  
Northwest Washington Subsection

# FY2021 Treasurer Report

---

Date: **February 11, 2021**

Prepare By: **Mark Semrau, NWWA Treasurer**

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The following are highlights of financial activity Year-to-Date for fiscal year 2021.

## Financial Status

|                           |                   |
|---------------------------|-------------------|
| Checking Account Balance  | \$45,552.32       |
| 2020 Income Statement YTD |                   |
| Revenue                   | \$4,702.32        |
| Expenses                  | <u>\$1,831.30</u> |
| Net Income (Loss)         | \$2,871.02        |
| Income – Expense Ratio    | 2.57              |
| Administrative Cost Ratio | 3%                |
| Program Efficiency Ratio  | 97%               |

## Sponsorships & Benevolences

|      |        |
|------|--------|
| None | \$0.00 |
|------|--------|

## Workshops Expenses

|       |            |
|-------|------------|
| Whova | \$1,779.00 |
|-------|------------|

## Bills, Invoices, and Expenditures

|                  |       |
|------------------|-------|
| Constant Contact | 52.30 |
|------------------|-------|





# American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

## Board Meeting Minutes

### Meeting Minutes for March 11, 2021

10:00 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   | X       |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             |         |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  | X       |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  | X       |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Stantec                        | Dave.w.price@stantec.com               |         |
| Mark Sadler      | City of Everett                | msadler@everettwa.gov                  | X       |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               | X       |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com | X       |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        | X       |
| Ben Ware         | Coffman Engineers              | Ben.ware@coffman.com                   | X       |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              | X       |
| Tom Vane         | AWWD                           | tvane@awwd.com                         | X       |

### Minutes of the previous meeting – Approved without change

#### Treasurer's Report:

- Mark Semrau shared the monthly treasurers report: Total balance is \$47,336.76. Total 2021 revenue of \$10,539.06 and total expenses of \$5,883.60 for a net income of \$4,655.46.
  - Includes our contributions to the PNWS Scholarship and One Water Fund and revenue from recent workshops.

#### Workshops and Events:

##### 2021 Workshops & Events Recap:

- Basic Waterworks – March 10, 2021 – joint workshop with King County subsection. Approximately 42 attendees including 3 presenters/instructors. Workshop was well attended and well received.

##### 2021 Planned Workshops:

- Emergency Preparedness - April 14, 2021
- Western Washington Short School – June 8-9, 2021 via Zoom – Will be using Whova, an online event coordinator, to set up and facilitate the 2021 virtual conference. We are looking into getting Oregon CEUs in addition to Washington and Idaho. There will be one \$500 sponsorship level. Vendor fee will be lowered to \$100 this year due to virtual setting. Still looking for presenters for multiple tracks. Also looking into virtual tours (e.g. Chambers Creek, LOTT, Tacoma Water). Short School Conference planning meetings are held monthly with PNCWA on Teams.
- Feedback from utilities is that full-day workshops are preferred from a scheduling perspective. Half-day workshops are difficult to schedule.

- Ravyn suggested using interactive tools such as Miro or Bluebeam to engage audience and for workshops where drawings and visuals are needed.

***Planned and/or on the drawing board:***

- Basic Waterworks
- Chlorine Residual Testing – possibly Fall 2021
- Math for Operators / P&ID
- Water Storage Basics
- Reverse Osmosis – possibly Fall 2021 (use down payment for 2020 that wasn't used)
- CEU Roundup – possibly Fall 2021
- Groundwater Basics – possibly take to San Juan Islands in Fall 2021 or Spring 2022
- 2021 is year 3 of the CEU cycle and many people will be needing CEUs

2021 Events:

***Planned or on the drawing board:***

- None planned at this time – looking for someone to champion future events
- Ideas include: virtual tour and networking event, YP events, Water for People or One Water fundraising events, etc.
- Hoping that we can resume in-person tours, networking events, and fundraising events in the Fall 2021

Expenditures approval:

- Workshops – Add-ons to our Whova subscription; exhibitor booths \$800, passport feature \$300, zoom licenses \$120, gift cards for passport experience \$250 – additional expenditures are within our approved budget and were approved by the Board
- Events - NA
- Miscellaneous - NA

**Other Business:**

- Board meeting time – Board agreed to change the board meeting start time to 10:30 AM.
- Open board positions – We have one open board of director position and one more opening up in May. Jeff Marrs has an interested candidate from City of Everett. Jeff Lundt is also recruiting.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 3 – Mark Sadler
  - Board of Directors 2 – Dave Price
  - Board of Directors 1 – Open
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Eric Schey

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Thursday of the month at 10:30 am on Microsoft Teams  
 Please email Bridget August at [baugust@geoengineers.com](mailto:baugust@geoengineers.com) to receive meeting invite – all are welcome and invited!



American Water Works Association  
**Pacific Northwest** Section  
Northwest Washington Subsection

# FY2021 Treasurer Report

---

Date: **March 11, 2021**

Prepare By: **Mark Semrau, NWWA Treasurer**

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The following are highlights of financial activity Year-to-Date for fiscal year 2021.

## Financial Status

|                           |                   |
|---------------------------|-------------------|
| Checking Account Balance  | \$47,336.76       |
| 2020 Income Statement YTD |                   |
| Revenue                   | \$10,539.06       |
| Expenses                  | <u>\$5,883.60</u> |
| Net Income (Loss)         | \$4,655.46        |
| Income – Expense Ratio    | 1.79              |
| Administrative Cost Ratio | 70%               |
| Program Efficiency Ratio  | 30%               |

## Sponsorships & Benevolences

|                  |            |
|------------------|------------|
| PNWS Scholarship | \$3,000.00 |
| One Water Fund   | \$1,000.00 |

## Workshops Expenses

|       |            |
|-------|------------|
| Whova | \$1,779.00 |
|-------|------------|

## Bills, Invoices, and Expenditures

|                  |       |
|------------------|-------|
| Constant Contact | 52.30 |
|------------------|-------|



# American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

## Board Meeting Minutes

### Meeting Minutes for April 8, 2021

10:30 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   |         |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             | X       |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  | X       |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  |         |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Carollo                        | dprice@carollo.com                     |         |
| Mark Sadler      | City of Everett                | msadler@everettwa.gov                  | X       |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               | X       |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com |         |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        | X       |
| Ben Ware         | Coffman Engineers              | Ben.ware@coffman.com                   |         |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              | X       |
| Tom Vane         | AWWD                           | tvane@awwd.com                         |         |

**Minutes of the previous meeting** – Approved without change

#### Treasurer's Report:

- Our treasurer, Mark Semrau, was absent, so the April financial report was not presented. The next financial report will be presented at the May board meeting.

#### Workshops and Events:

##### 2021 Workshops & Events Recap:

- NA

##### 2021 Planned Workshops:

- Emergency Preparedness - April 14, 2021. Full day workshop. 3 presenters and 61 registered attendees.
- Western Washington Short School – June 8-9, 2021 via Zoom – Will be using Whova, an online event coordinator, to set up and facilitate the 2021 virtual conference. We will be getting Oregon, Washington and Idaho CEUs. 0.6 CEUs will be offered each day. Program has been filled. There will be one \$500 sponsorship level. Bridget and Andrew Perez have begun reaching out to potential sponsors. GeoEngineers, HDR, Confluence Engineering, and Carollo have already expressed interest in sponsoring again this year. Vendor fee will be lowered to \$100 this year due to virtual setting. There will also be at least two treatment plant tours/spotlights; the Tacoma Water Green River facility and the LOTT reclaimed water facility. Short School Conference planning meetings are held bi-weekly with PNCWA on Teams.
- We have signed the agreement for an in-person Short School at the Lynnwood Convention Center next year. The dates will be June 7 – 8, 2022. We may also offer a virtual option for

attendees but are waiting to see how other hybrid conferences work out.

***Planned and/or on the drawing board:***

- Chlorine Residual Testing – possibly Fall 2021
- Reverse Osmosis – possibly Fall 2021 (use down payment for 2020 that wasn't used)
- Groundwater Basics – possibly take to San Juan Islands in Fall 2021 or Spring 2022
- CEU Roundup – possibly Fall 2021
- Pump Station Operation & Maintenance – Fall 2021
- Basic Waterworks
- Math for Operators / P&ID
- Water Storage Basics
- Chemistry for Operators - TBD
- 2021 is year 3 of the CEU cycle and many people will be needing CEUs

**2021 Events:**

***Planned or on the drawing board:***

- None planned at this time – looking for someone to champion future events
- Ideas include: virtual tour and networking event, YP events, Water for People or One Water fundraising events, etc.
- Hoping that we can resume in-person tours, networking events, and fundraising events in the Fall 2021

**Expenditures approval:**

- Workshops – NA
- Events - NA
- Miscellaneous - NA

**Other Business:**

- Open board positions – We have one open board of director position and one more opening up in May. Hanna Lintukorpi with City of Everett is interested. Jeff Lundt is also recruiting. Kenny volunteered to develop a voting/approval email to confirm our proposed board for 2021-2022.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 3 – Mark Sadler
  - Board of Directors 2 – Dave Price
  - Board of Directors 1 – Open
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Eric Schey
- PNWS-AWWA Section Awards Meeting will be held Thursday, April 9<sup>th</sup> at 11:30 AM via zoom.

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Thursday of the month at 10:30 am on Microsoft Teams  
Please email Bridget August at [baugust@geoengineers.com](mailto:baugust@geoengineers.com) to receive meeting invite – all are welcome and invited!



# American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

## Board Meeting Minutes

### Meeting Minutes for May 13, 2021

10:30 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   | X       |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             | X       |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  | X       |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  | X       |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Carollo                        | dprice@carollo.com                     | X       |
| Mark Sadler      | City of Everett - Retired      | Sadler_MS@msn.com                      | X       |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               | X       |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              | X       |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com | X       |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        |         |
| Ben Ware         | Coffman Engineers              | Ben.ware@coffman.com                   |         |
| Tom Vane         | AWWD                           | tvane@awwd.com                         |         |

**Minutes of the previous meeting** – Approved without change

#### Treasurer's Report:

- Mark Semrau provided the May financial report. Current balance is \$67,392.54. Net gain year-to-date is approximately \$24,711.24 after expenses. Does not include profit share payment to Central Washington Subsection and PNWS TCC Committee for recent workshops.

#### Workshops and Events:

##### 2021 Workshops & Events Recap:

- Emergency Preparedness Workshop was held on April 14, 2021. Full day workshop. Four presenters and 62 registered attendees.

##### 2021 Planned Workshops:

- Western Washington Short School – June 8-9, 2021 via Zoom – Will be using Whova, an online event coordinator, to set up and facilitate the 2021 virtual conference. There are currently 89 registered attendees. Registration will close on June 4<sup>th</sup>. We have applied for Oregon, Washington and Idaho CEUs. 0.6 CEUs will be offered each day. Program has been filled. There will also be at least two treatment plant tours/spotlights; the Tacoma Water Green River facility and the LOTT reclaimed water facility. There will be one \$500 sponsorship level. We currently have seven registered sponsors: AESI, BHC, Carollo, Confluence Engineering, GeoEngineers, Gray & Osborne, and Parametrix. Vendor fee will be lowered to \$100 this year due to virtual setting. We currently have six registered vendors.
- We have signed the agreement for an in-person Short School at the Lynnwood Convention Center next year. The dates will be June 7 – 8, 2022. We may also offer a virtual option for attendees but are waiting to see how other hybrid conferences work out.

***Workshops in development or on the drawing board:***

- Math for Operators / P&ID – possibly Summer 2021
- Chlorine Residual Testing – possibly Fall 2021 in-person
- Reverse Osmosis – possibly Fall 2021 in-person (use down payment for 2020 that wasn't used)
- Groundwater Basics – possibly take to San Juan Islands in Fall 2021 or Spring 2022
- CEU Roundup – possibly Fall 2021
- Pump Station Operation & Maintenance – Fall 2021
- Water Storage Basics – possibly Fall 2021
- Basic Waterworks - TBD
- Chemistry for Operators – TBD
- Water Distribution - 2022
- 2021 is year 3 of the CEU cycle and many people will be needing CEUs

2021 Events:

***Planned or on the drawing board:***

- None planned at this time – looking for someone to champion future events
- Ideas include: virtual tour and networking event, YP events, Water for People or One Water fundraising events, etc.
- Hoping that we can resume in-person tours, networking events, and fundraising events in the Fall 2021
- Skagit River Brewery has a new owner, and the loft is now unavailable for the Best Tasting Water Contest. We will need to look for a new venue.

Expenditures approval:

- Workshops – NA
- Events - NA
- Miscellaneous - NA

**Other Business:**

- Open board positions – We have one open board of director position and one more opening up in May. Hanna Lintukorpi with City of Everett is interested. Jeff Lundt is also recruiting. Kenny and Eric will be developing a voting/approval email to confirm our proposed board for 2021-2022.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 1 – Mark Sadler
  - Board of Directors 2 – Dave Price
  - Board of Directors 3 – Hanna Lintukorpi
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Eric Schey
- Mark Sadler, Director 1, has recently retired from the City of Everett and will be receiving the Lifetime Achievement award from the Department of Health on May 21st.

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Tuesday of the month at 10:30 am on Microsoft Teams

Please email Bridget August at [bauaugst@geoengineers.com](mailto:bauaugst@geoengineers.com) to receive the meeting invite – all are invited and welcome!



American Water Works Association  
**Pacific Northwest** Section  
Northwest Washington Subsection

# FY2021 Treasurer Report

---

Date: **May 13, 2021**

Prepare By: **Mark Semrau, NWWA Treasurer**

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The following are highlights of financial activity Year-to-Date for fiscal year 2021.

## Financial Status

|                           |                   |
|---------------------------|-------------------|
| Checking Account Balance  | \$67,392.54       |
| 2020 Income Statement YTD |                   |
| Revenue                   | \$31,799.51       |
| Expenses                  | <u>\$7,088.27</u> |
| Net Income (Loss)         | \$24,711.24       |
| Income – Expense Ratio    | 1.79              |
| Administrative Cost Ratio | 59%               |
| Program Efficiency Ratio  | 41%               |

## Sponsorships & Benevolences

|                  |            |
|------------------|------------|
| PNWS Scholarship | \$3,000.00 |
| One Water Fund   | \$1,000.00 |

## Workshops Expenses

|       |            |
|-------|------------|
| Whova | \$2,879.00 |
|-------|------------|

## Bills, Invoices, and Expenditures

|                  |       |
|------------------|-------|
| Constant Contact | 52.37 |
|------------------|-------|





# American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

## Board Meeting Minutes

### Meeting Minutes for June 10, 2021

10:30 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   | X       |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             | X       |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  | X       |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  |         |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Carollo                        | dprice@carollo.com                     | X       |
| Mark Sadler      | City of Everett - Retired      | Sadler_MS@msn.com                      |         |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               | X       |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              |         |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com |         |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        |         |
| John McClellan   | AWWD                           | jmcclellan@awwd.com                    | X       |

**Minutes of the previous meeting** – Approved without change

#### Treasurer's Report:

- Mark Semrau was not present but provided the May cash flow statement after the meeting. Current balance is \$81,976.99. Net gain year-to-date is approximately \$39,295.69 after expenses. Does not include profit share payment to Central Washington Subsection and PNWS TCC Committee for recent workshops.

#### Workshops and Events:

##### 2021 Workshops & Events Recap:

- 2021 Western Washington Short School – Was held June 8-9 via Zoom. We used Whova, an online event coordinator, to set up and facilitate the 2021 virtual conference. Overall, there were very few technical difficulties and feedback was generally positive. Peak attendance was around 230 including vendors, speakers, moderators, etc. 1.2 Washington, Oregon and Idaho CEUs were offered (0.6 each day). There were also two treatment plant tours/spotlights; the Tacoma Water Green River facility and the LOTT reclaimed water facility that were well attended. This year's sponsors included: AESI, BHC, Brown & Caldwell, Carollo, Confluence Engineering, GeoEngineers, Gray & Osborne, HDR and Parametrix. There were about 8 vendors.
- There was a long discussion about in-person vs. online/hybrid meetings and conferences in the future. There seems to be a desire for online training, especially from operators and managers. Much easier to schedule and cost savings for utilities not having to pay for travel. However, we are missing out on the networking and connections made in-person. The challenges of a hybrid approach are that you still incur the costs of a full in-person training, this option may be expensive to sustain in the long-term. We also discussed making trainings available on-

demand not that we have a lot of recorded content. Challenges include hosting content and tracking attendance and CEUs.

2021 and 2022 Planned Workshops:

- Math for Operators / P&ID – September 8, 2021 (virtual)
- Basic Waterworks – September 22 or 23, 2021 at the Everett Transit Center (or virtual, if necessary)
- Water Storage Basics – October TBD 2021 (virtual)
- Water Distribution – October 13, 2021 (virtual)
- Emergency Preparedness – November 9, 2021 (virtual)
- Pump Station O&M – December 7, 2021 (virtual)
- We have signed the agreement for an in-person Short School at the Lynnwood Convention Center next year. The dates will be June 7 – 8, 2022. We may also offer a virtual option for attendees but are waiting to see how other hybrid conferences work out. Planning for the 2022 Short School will begin in late July or early August.

***Workshops in development or on the drawing board:***

- Chlorine Residual Testing – possibly Fall 2021 in-person
- Reverse Osmosis – possibly Fall 2021 in-person (use down payment for 2020 that wasn't used)
- Reverse Osmosis – possibly Fall 2021 (use down payment for 2020 that wasn't used)
- CEU Roundup – possibly Fall 2021
- Groundwater Basics – possibly take to San Juan Islands in Spring 2022
- Water Distribution – 2022
- Day with DOH – 2022
- Chemistry for Operators – TBD

2021 Events:

***Planned or on the drawing board:***

- None planned at this time – looking for someone to champion future events
- Ideas include: virtual tour and networking event, YP events, Water for People or One Water fundraising events, etc.
- Hoping that we can resume in-person tours, networking events, and fundraising events in the Fall 2021
- Skagit River Brewery has a new owner, and the loft is now unavailable for the Best Tasting Water Contest. We will need to look for a new venue.

Expenditures approval:

- Workshops – NA
- Events - NA
- Miscellaneous – NA

**Other Business:**

- Open board positions – We have one open board of director position. Jeff Lundt is also recruiting. Kenny and Eric will be developing a voting/approval email to confirm our proposed board for 2021-2022.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 1 – Dave Price
  - Board of Directors 2 – Hanna Lintukorpi
  - Board of Directors 3 – Open
  - Treasurer – Mark Semrau

- Secretary – Bridget August
- Past President – Eric Schey

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Tuesday of the month at 10:30 am on Microsoft Teams

Please email Bridget August at [bauaugst@geoengineers.com](mailto:bauaugst@geoengineers.com) to receive the meeting invite – all are invited and welcome!

7/13/2021

# Cash Flow Statement

1/1/2021 through 6/10/2021

Page 1

| Category                       | 1/1/2021-<br>6/10/2021 |
|--------------------------------|------------------------|
| <b>INFLOWS</b>                 |                        |
| Short School Income            |                        |
| Registration                   | 23,447.81              |
| Sponsors                       | 3,443.50               |
| Vendors                        | 585.00                 |
| TOTAL Short School Income      | 27,476.31              |
| Workshop Income                |                        |
| Basic Waterworks TiaB          | 5,223.75               |
| Emergency Prep TiaB            | 8,752.20               |
| Math for Operators             | 2,063.10               |
| Reading P&ID's                 | 2,681.07               |
| Water Storage TiaB             | 951.45                 |
| TOTAL Workshop Income          | 19,671.57              |
| <b>TOTAL INFLOWS</b>           | <b>47,147.88</b>       |
| <b>OUTFLOWS</b>                |                        |
| Administration                 |                        |
| Constant Contact               | 278.19                 |
| TOTAL Administration           | 278.19                 |
| Benevolences                   |                        |
| Scholarships & Donations       |                        |
| One Water Fund                 | 1,000.00               |
| PNWS Scholarship               | 3,000.00               |
| TOTAL Scholarships & Donations | 4,000.00               |
| TOTAL Benevolences             | 4,000.00               |
| Short School Expenses          |                        |
| SS Misc. Expenses              | 3,574.00               |
| TOTAL Short School Expenses    | 3,574.00               |
| <b>TOTAL OUTFLOWS</b>          | <b>7,852.19</b>        |
| <b>OVERALL TOTAL</b>           | <b>39,295.69</b>       |



# American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

## Board Meeting Minutes

### Meeting Minutes for August 12, 2021

11:00 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   | X       |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             | X       |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  | X       |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  | X       |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Carollo                        | dprice@carollo.com                     | X       |
| Mark Sadler      | City of Everett - Retired      | Sadler_MS@msn.com                      |         |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               | X       |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              |         |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com |         |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        | X       |
| John McClellan   | AWWD                           | jmcclellan@awwd.com                    | X       |
| Tom Vane         | AWWD                           | tvane@awwd.com                         | X       |

**Minutes of the previous meeting** – Approved without change

#### Treasurer's Report:

- Mark Semrau provided the August Treasurers Report. Current balance is \$84,434.38. Net gain year-to-date is approximately \$41,753.08 after expenses.
- Discussion about high bank balance. Jeff Lundt noted that the balance does not include profit share payments to Central Washington Subsection and PNWS TCC Committee for recent workshops, split with PNCWA for Short School, and remaining benevolences. Once Jeff is able to determine what our actual balance after expenses, we will consider additional charitable contributions.

#### Workshops and Events:

##### 2021 Workshops & Events Recap:

- 2021 Western Washington Short School – Mark Semrau provided an update on the profit/expenses. Overall profit for the Short School was \$26,402.59 and expenses totaled \$3,816.62. Jeff and Eric are also working on finalizing all CEUs. Supplemental rosters will be sent to appropriate agencies and CEUs should be posted within the next month. We have reserved the Lynnwood Convention Center for June 7-8, 2022, for an in-person Short School.

##### 2021 and 2022 Planned Workshops:

- Math for Operators / P&ID – September 8, 2021 (virtual)
- Basic Waterworks – September 23, 2021 (virtual)
- Water Storage Basics – October 13, 2021 (virtual)
- Emergency Preparedness – November 9, 2021 (virtual)
- Pump Station O&M – December 7, 2021 (virtual)

- We have signed the agreement for an in-person Short School at the Lynnwood Convention Center next year. The dates will be June 7 – 8, 2022. We may also offer a virtual option for attendees but are waiting to see how other hybrid conferences work out. Planning for the 2022 Short School will begin in late July or early August.

***Workshops in development or on the drawing board:***

- Water Distribution – possibly Fall 2021 (virtual)
- Chlorine Residual Testing – 2022 (in-person)
- Reverse Osmosis – 2022 (in-person) (use down payment for 2020 that wasn't used)
- Groundwater Basics – possibly take to San Juan Islands in Spring 2022
- Water Distribution – 2022
- Day with DOH – 2022
- Chemistry for Operators – 2022

2021 Events:

***Planned or on the drawing board:***

- None planned at this time – looking for someone to champion future events
- Ideas include: virtual tour and networking event, YP events, Water for People or One Water fundraising events, etc.
- Potential locations for future events: Scuttlebutt Tap Room in Everett, the Keg in Burlington, Farm Strong Brewing, North Sound Brewing and Bertelsen Winery in Mount Vernon.
- Mark and Jeff M suggested a Whale Watching dinner cruise out of LaConner as fundraiser for Water for People instead of our traditional Wine for Water event. Options include beer or wine tasting. Mark Semrau will look into and get back to us about pricing.

Expenditures approval:

- Workshops – NA
- Events - NA
- Miscellaneous – NA

**Other Business:**

- Open board positions – We have one open board of director position.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 1 – Dave Price
  - Board of Directors 2 – Hanna Lintukorpi
  - Board of Directors 3 – Open
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Eric Schey

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Tuesday of the month at 10:30 am on Microsoft Teams

Please email Bridget August at [bauaugst@geoengineers.com](mailto:bauaugst@geoengineers.com) to receive the meeting invite – all are invited and welcome!



American Water Works Association  
**Pacific Northwest** Section  
Northwest Washington Subsection

# FY2021 Treasurer Report

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Date: **August 12, 2021**

Prepare By: **Mark Semrau, NWWA Treasurer**

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The following are highlights of financial activity Year-to-Date for fiscal year 2021.

## Financial Status

|                           |                   |
|---------------------------|-------------------|
| Checking Account Balance  | \$84,434.38       |
| 2020 Income Statement YTD |                   |
| Revenue                   | \$50,025.73       |
| Expenses                  | <u>\$8,272.65</u> |
| Net Income (Loss)         | \$41,753.08       |
| Income – Expense Ratio    | 6.05              |
| Administrative Cost Ratio | 46%               |
| Program Efficiency Ratio  | 54%               |

## Sponsorships & Benevolences

|                  |            |
|------------------|------------|
| PNWS Scholarship | \$3,000.00 |
| One Water Fund   | \$1,000.00 |

## Workshops Expenses

|              |            |
|--------------|------------|
| Short School | \$3,816.62 |
|--------------|------------|

## Bills, Invoices, and Expenditures

|                  |         |
|------------------|---------|
| Constant Contact | \$68.92 |
|------------------|---------|



# American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

## Board Meeting Minutes

### Meeting Minutes for September 9, 2021

10:30 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   | X       |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             | X       |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  | X       |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  |         |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Carollo                        | dprice@carollo.com                     | X       |
| Mark Sadler      | City of Everett - Retired      | Sadler_MS@msn.com                      |         |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               |         |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              | X       |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com |         |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        | X       |
| John McClellan   | AWWD                           | jmcclellan@awwd.com                    |         |
| Tom Vane         | AWWD                           | tvane@awwd.com                         | X       |
| Steve Bradshaw   | City of Bellingham             | srbradshaw@cob.org                     | X       |
| Nick Leininger   | City of Bellingham             | nrleininger@cob.org                    | X       |

**Minutes of the previous meeting** – Approved without change

#### Treasurer's Report:

- Mark Semrau provided the August Treasurers Report. Current balance is \$76,865.46. Net gain year-to-date is approximately \$34,184.16 after expenses.
- Balance includes a \$3,000 donation to the E&T Fund and a \$5,000 contribution to Water for People, Zoom licenses and Constant Contact administrative fees. Jeff Lundt noted that the balance does not include profit share payments to Central Washington Subsection and PNWS TCC Committee for recent workshops and split with PNCWA for Short School. Once Jeff can determine what our actual balance after expenses, we will consider additional charitable contributions.

#### Workshops and Events:

##### 2021 Workshops & Events Recap:

- Math for Operators / P&ID – September 8, 2021 (virtual) - 8 people signed up, 7 paid. Dave Price was a first-time presenter and did well. P&ID portion came up a bit light, so we are adding some content.

##### 2021 and 2022 Planned Workshops:

- Basic Waterworks – September 23, 2021 (virtual) - 15 people registered with a few more expected.
- Water Storage Basics – October 13, 2021 (virtual) - Date has not been confirmed.
- Emergency Preparedness – November 9, 2021 (virtual) - Date has not been confirmed. Tom



Vane, Jeff Lundt and typically Sarah Lingley co-present but she is in the process of changing firms.

- Pump Station O&M – December 7, 2021 (virtual) - Jeff is trying to see if Ben Scrace has any remaining material to send over. Might be held on the 13<sup>th</sup>, need to confirm with other speakers.
- We have signed the agreement for an in-person Short School at the Lynnwood Convention Center next year. The dates will be June 7 – 8, 2022. We may also offer a virtual option for attendees but are waiting to see how other hybrid conferences work out. Planning for the 2022 Short School will begin in late July or early August.

***Workshops in development or on the drawing board:***

- Water Distribution – moved to spring 2022 (virtual)
- Chlorine Residual Testing – 2022 (in-person)
- Reverse Osmosis – 2022 (in-person) (use down payment for 2020 that wasn't used)
- Groundwater Basics – possibly take to San Juan Islands in Spring 2022
- Water Distribution – 2022
- Day with DOH – 2022
- Chemistry for Operators – 2022

**Reviewed workshop profit sharing for PNWS and other subsections.**

- Jeff Lundt stepped through a spreadsheet showing how workshop profits had been split. No one in the group had concerns about how things were done. This split has been working and no one is complaining. Workshop profits are sent to the PNWS Section which then goes into the general fund.

2021 Events:

***Planned or on the drawing board:***

- None planned at this time – looking for someone to champion future events
- Ideas include virtual tour and networking event, YP events, Water for People or One Water fundraising events, etc.
- Potential locations for future events: Scuttlebutt Tap Room in Everett, the Keg in Burlington, Farm Strong Brewing, North Sound Brewing and Bertelsen Winery in Mount Vernon.
- Mark and Jeff Marrs suggested a Whale Watching dinner cruise out of LaConner as fundraiser for Water for People instead of our traditional Wine for Water event. Options include beer or wine tasting. Mark Semrau will look into and get back to us about pricing.

Expenditure's approval:

- Workshops – NA
- Events - NA
- Miscellaneous – NA
- Discussed balance of subsection account.
  - Discussed increased charitable contribution.
    - Currently a \$3,000 for direct scholarship and \$3,000 to endowment.
    - Endowment is paid out at 5% of the value (about \$25k) on an annual basis.
    - Endowment is held by section with subsection accounts.
    - Deadline to contribute to the endowment fund is 9/30.
  - Double scholarship contribution.
    - Dave Price made a motion to double the scholarship contributions (\$6,000 to direct scholarship and \$6,000 to endowment).
    - Hanna seconded the motion.
    - All in favor, motion approved.
  - Also discussed building a new chlorine testing kit for Eastern WA.
    - NTE \$3,000.
    - Department of Health holds the unit, ownership has never been defined. It is

- essentially viewed as a donation to DOH.
- Dave Price made a motion approve the purchase of a new chlorine testing kit for Eastern WA DOH in the amount of NTE \$3,000.
- Kenny seconded the motion.
- All in favor, motion approved.
- Agenda item for next meeting will be to discuss benevolences (Water for People, etc.)

**Other Business:**

- Guests:
  - Steve Bradshaw, superintendent of plants for City of Bellingham.
    - Would be interested in looking a description of director position.
  - Nick Leininger, water plant supervisor for Bellingham.
    - Interested in getting involved with AWWA.
  - Tom Vane, field ops manager at AWWD.
    - Does some of the instructing (Emergency preparedness)
- Open board positions – We have one open board of director position.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 1 – Dave Price
  - Board of Directors 2 – Hanna Lintukorpi
  - Board of Directors 3 – Open
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Eric Schey

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Tuesday of the month at 10:30 am on Microsoft Teams

Please email Bridget August at [baugust@geoengineers.com](mailto:baugust@geoengineers.com) to receive the meeting invite – all are invited and welcome!



American Water Works Association  
**Pacific Northwest** Section  
Northwest Washington Subsection

# FY2021 Treasurer Report

---

Date: **September 9, 2021**

Prepare By: **Mark Semrau, NWWA Treasurer**

---

The following are highlights of financial activity Year-to-Date for fiscal year 2021.

## Financial Status

|                           |                    |
|---------------------------|--------------------|
| Checking Account Balance  | \$76,865.46        |
| 2021 Income Statement YTD |                    |
| Revenue                   | \$50,525.73        |
| Expenses                  | <u>\$15,341.57</u> |
| Net Income (Loss)         | \$34,184.16        |
| Income – Expense Ratio    | 3.29               |
| Administrative Cost Ratio | 77%                |
| Program Efficiency Ratio  | 23%                |

## Sponsorships & Benevolences

|                           |            |
|---------------------------|------------|
| PNWS E&T Fund             | \$3,000.00 |
| Water for People Donation | \$5,000.00 |

## Workshops Income and Expenses

|                           |          |
|---------------------------|----------|
| Short School Sponsorships | \$977.70 |
| PNCWA Split               |          |

## Bills, Invoices, and Expenditures

|                  |         |
|------------------|---------|
| Constant Contact | \$68.92 |
|------------------|---------|



# American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

## Board Meeting Minutes

### Meeting Minutes for October 14, 2021

10:30 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   |         |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             | X       |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  | X       |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  | X       |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Carollo                        | dprice@carollo.com                     |         |
| Mark Sadler      | City of Everett - Retired      | Sadler_MS@msn.com                      |         |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               | X       |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              | X       |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com |         |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        |         |
| John McClellan   | AWWD                           | jmcclellan@awwd.com                    | X       |
| Tom Vane         | AWWD                           | tvane@awwd.com                         | X       |
| Steve Bradshaw   | City of Bellingham             | srbradshaw@cob.org                     | X       |
| Nick Leininger   | City of Bellingham             | nrleininger@cob.org                    | X       |
| Corey Poland     | Murraysmith                    | Corey.poland@murraysmith.us            | X       |

**Minutes of the previous meeting – Approved without change**

#### Treasurer's Report:

- Mark Semrau provided the August Treasurers Report. Current balance is \$81,964.19. Net gain year-to-date is approximately \$39,282.89.
- Jeff Lundt noted that the balance does not include profit share payments to Central Washington Subsection, King County Subsection and PNWS TCC Committee for recent workshops as well as our split with PNCWA for the Short School. Jeff and Mark will work to get those payments reconciled later this month.
- In accordance with last months board approvals, Mark will send an additional \$3,000 to PNWS for the E&T fund (total of \$6,000 for 2021) and will earmark an additional \$3,000 to the NWWA Scholarship to be paid next March (total of \$6,000 for 2022).

#### Workshops and Events:

##### 2021 Workshops & Events Recap:

- Basic Waterworks – September 23, 2021 (virtual) – Approximately 26 people registered. There were technical issues related to using the shared PNWS Zoom account. Jeff and Eric have been working with attendees to ensure they received the entire training and CEUs. The subsection has now purchased our own Zoom account to avoid future technical issues/conflicts.

#### 2021 and 2022 Planned Workshops:

- Emergency Preparedness – November 9, 2021 (virtual) - Jeff Lundt, Sarah Lingley and others will co-present.
- Water Storage Basics – November 18, 2021 (virtual) – Jeff is looking for a presenter for the seismic portion of the workshop. Bridget will reach out to people at GeoEngineers.
- Pump Station O&M – December 7, 2021 (virtual) - Jeff is trying to see if Ben Scrace has any remaining materials to send over. Might be held on the 13<sup>th</sup>, need to confirm with other speakers.
- We have signed the agreement for an in-person Short School at the Lynnwood Convention Center next year. The dates will be June 7 – 8, 2022. We may also offer a virtual option for attendees but are waiting to see how other hybrid conferences work out. Planning for the 2022 Short School is currently underway.

#### ***Workshops in development or on the drawing board:***

- Water Distribution – moved to spring 2022 (virtual)
- Chlorine Residual Testing – 2022 (in-person)
- Reverse Osmosis – 2022 (in-person) (use down payment for 2020 that wasn't used)
- Groundwater Basics – possibly take to San Juan Islands in Spring 2022
- Water Distribution – 2022
- Day with DOH – 2022
- Chemistry for Operators – 2022

#### 2021 Events:

##### ***Planned or on the drawing board:***

- None planned at this time – looking for someone to champion future events.
- Ideas include AWWA competitions or Water Olympics, virtual tours, networking events, YP events, Water for People or One Water fundraising events, etc.
- Potential locations for future events: Scuttlebutt Tap Room in Everett, the Keg in Burlington, Farm Strong Brewing, North Sound Brewing and Bertelsen Winery in Mount Vernon. Kenny as suggested 192 Brewing Company in South Mount Vernon. Bridget also suggested Elemental Cider in Arlington.
- Mark and Jeff Marrs suggested a Whale Watching dinner cruise out of LaConner as fundraiser for Water for People instead of our traditional Wine for Water event. Options include beer or wine tasting. Mark Semrau will provide information at Novembers meeting.

#### Expenditure's approval:

- Workshops – NA
- Events - NA
- Miscellaneous – Zoom account.
  - Approval was provided by the Board via email. Eric will send to Mark as backup.

#### **Other Business:**

- New guests:
  - Corey Poland – Engineering Designer with Murraysmith.
- Adjusting benevolence contributions
  - Jeff Lundt proposed increasing our contribution to support operators in the form of an increased contribution to the One Water Fund.
  - Mark Semrau also suggested adding to the Beckman named scholarship which we funded with \$10,000 in 2020.
  - The board decided to wait until November to evaluate additional contributions once we have accounted for payments to subsections, the Section and PNCWA.

- Winter meeting – Jeff Lundt and Eric Schey attended.
  - PNWS conference and ACE are scheduled to be in-person in 2022. The section is pushing subsections to begin planning for competitions in early 2022. The PNWS conference is going to be held in late April so competition sign-up will be earlier than in previous years.
  - Eric suggested hosting a new event modeled after the King County Subsections Water Olympics where best tasting water, hydrant hysteria, meter madness, and top ops would be held on the same night. See above for potential event location ideas.
- Jeff mentioned that we need someone to write the Water Matters. Bridget volunteered to help.
- Open board positions – We have one open Board of Directors position. Jeff Lundt will send a document outlining board duties to interested candidates.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 1 – Dave Price
  - Board of Directors 2 – Hanna Lintukorpi
  - Board of Directors 3 – Open
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Eric Schey

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Tuesday of the month at 10:30 am on Microsoft Teams

Please email Bridget August at [baugust@geoengineers.com](mailto:baugust@geoengineers.com) to receive the meeting invite – all are invited and welcome!



American Water Works Association  
**Pacific Northwest** Section  
Northwest Washington Subsection

# FY2021 Treasurer Report

---

Date: **October 14, 2021**

Prepare By: **Mark Semrau, NWWA Treasurer**

---

The following are highlights of financial activity Year-to-Date for fiscal year 2021.

## Financial Status

|                           |                    |
|---------------------------|--------------------|
| Checking Account Balance  | \$81,964.19        |
| 2021 Income Statement YTD |                    |
| Revenue                   | \$55,693.38        |
| Expenses                  | <u>\$16,410.49</u> |
| Net Income (Loss)         | \$39,282.89        |
| Income – Expense Ratio    | 3.39               |
| Administrative Cost Ratio | 77%                |
| Program Efficiency Ratio  | 23%                |

## Sponsorships & Benevolences

|                           |            |
|---------------------------|------------|
| PNWS E&T Fund             | \$3,000.00 |
| Water for People Donation | \$5,000.00 |

## Workshops Income and Expenses

|                           |          |
|---------------------------|----------|
| Short School Sponsorships | \$977.70 |
| PNCWA Split               |          |

## Bills, Invoices, and Expenditures

|                  |         |
|------------------|---------|
| Constant Contact | \$68.92 |
|------------------|---------|



American Water Works Association  
**Pacific Northwest** Section

Northwest Washington Subsection

**Board Meeting Minutes**

**Meeting Minutes for November 18, 2021**

10:30 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   |         |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             |         |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  |         |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  | X       |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Carollo                        | dprice@carollo.com                     | X       |
| Mark Sadler      | City of Everett - Retired      | Sadler_MS@msn.com                      |         |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               | X       |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              | X       |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com |         |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        |         |
| John McClellan   | AWWD                           | jmcclellan@awwd.com                    |         |
| Tom Vane         | AWWD                           | tvane@awwd.com                         |         |
| Steve Bradshaw   | City of Bellingham             | srbradshaw@cob.org                     |         |
| Nick Leininger   | City of Bellingham             | nrleininger@cob.org                    |         |
| Corey Poland     | Murraysmith                    | Corey.poland@murraysmith.us            |         |

**Minutes of the previous meeting** – Approved without change

**Treasurer's Report:**

- Mark Semrau provided a brief update. Our current balance is approximately \$79,000 including the additional \$3,000 contribution to the E&T fund (total of \$6,000 for 2021).
- Jeff Lundt noted that the balance does not include profit share payments to Central Washington Subsection, King County Subsection and PNWS TCC Committee for recent workshops as well as our split with PNCWA for the Short School. Jeff and Mark will provide an updated year-end budget update at the December meeting.
- Mark will prepare a draft 2022 budget which will be reviewed at the December meeting and voted on at the January or February board meeting.

**Workshops and Events:**

2021 Workshops & Events Recap:

- Reboot of Basic Waterworks – October 19, 2021 (virtual) – this was the reboot of the BWW workshop that experienced technical difficulties. 26 people attended.
- Emergency Preparedness – November 9, 2021 (virtual) - Jeff Lundt, Sarah Lingley and others co-presented. 25 attended with 9 from Oregon. OR and WA CEUs.
- Water Storage Basics – November 18, 2021 (virtual) – Instructors included Dan Burwell, Jeremy Hailey, Jon Cracolici & Jeff Lundt. 40 attendees with 12 from Oregon. OR and WA CEUs.



#### 2022 Planned Workshops:

- We have signed the agreement for an in-person Short School at the Lynnwood Convention Center next year. The dates will be June 7 – 8, 2022. We may also offer a virtual option for attendees but are waiting to see how other hybrid conferences work out. Planning for the 2022 Short School is currently underway.

#### ***Workshops in development or on the drawing board:***

- Recycle our Training in a Box programs (Basic Waterworks, Emergency Preparedness, etc.) – need speakers and champions
- Reverse Osmosis – Spring 2022 (in-person), Seafarer Memorial Park Building – Dan Burwell will champion, deposit already paid
- Water Loss Prevention – 2022, working with King County and PNWS to develop curriculum
- Pump Station O&M – 2022, working with Ben Scrace to acquire remaining presentations and fill in gaps with new material
- Chlorine Residual Testing – 2022 (in-person)
- Groundwater Basics – possibly take to San Juan Islands in Spring 2022
- Water Distribution – 2022
- Day with DOH – Fall 2022, depends on DOH availability
- Chemistry for Operators – 2022
- Water Quality Basics – 2022, Jim Dunn (formerly with SPU) is developing curriculum
- Chemical Storage and Feed – 2022, Russ Porter is developing curriculum

#### 2021 and 2022 Events:

##### ***Planned or on the drawing board:***

- None planned at this time – looking for someone to champion future events.
- Ideas include AWWA competitions or Water Olympics, virtual tours, networking events, YP events, Water for People or One Water fundraising events, etc.
- Potential locations for future events: Scuttlebutt Tap Room in Everett, the Keg in Burlington, Farm Strong Brewing, North Sound Brewing, 192 Brewing Company and Bertelsen Winery in Mount Vernon, Elemental Cider in Arlington.
- Mark and Jeff Marrs suggested a Whale Watching dinner cruise out of LaConner as fundraiser for Water for People instead of our traditional Wine for Water event. Options include beer or wine tasting and dinner. Need champion.

#### Expenditure's approval:

- Workshops – NA
- Events - NA
- Miscellaneous – NA

#### **Other Business:**

- Adjusting small-system scholarship criteria for workshops and training events – Jeff Lundt noted that we haven't had many systems take advantage of the small-system scholarship. We discussed potentially increasing the small-system criteria from 500 to 1,000 connections, increasing our advertising of the scholarship, or dropping the scholarship altogether. This discussion was tabled until the December meeting.
- Adjusting benevolence contributions - The board has decided to wait until December to evaluate additional benevolence contributions once we have accounted for payments to subsections, the Section and PNCWA. Ideas include increasing our contribution to the One Water Fund, the Beckman scholarship, Water for People, or setting up a direct scholarship with a local college for individuals interested in the water or wastewater industry (e.g., Bellingham Technical College, etc.).

- Water matters – Bridget submitted an article for the subsection that will be published in the December issue of Water Matters. Bridget will take the lead on NWWA submissions until Sara Tannahill returns from maternity leave.
- Open board positions – We have one open Board of Directors position. Kenny Packard will send a document outlining board duties to interested candidates.
- Current NWWA Board:
  - President – Jeff Marrs
  - Vice President – Kenny Packard
  - Board of Directors 1 – Dave Price
  - Board of Directors 2 – Hanna Lintukorpi
  - Board of Directors 3 – Open
  - Treasurer – Mark Semrau
  - Secretary – Bridget August
  - Past President – Eric Schey

TENTATIVE Meeting Schedule – 2<sup>nd</sup> Tuesday of the month at 10:30 am on Microsoft Teams

Please email Bridget August at [baugust@geoengineers.com](mailto:baugust@geoengineers.com) to receive the meeting invite – all are invited and welcome!



American Water Works Association  
**Pacific Northwest** Section

Northwest Washington Subsection

**Board Meeting Minutes**

**Meeting Minutes for December 9, 2021**

10:30 AM – Microsoft Teams

In attendance:

| Attendee         | Representing                   | Email address                          | Present |
|------------------|--------------------------------|--|---------|
| Jeff Marrs       | City of Everett                | jmarrs@everettwa.gov                   |         |
| Kenny Packard    | HDR                            | Kenneth.packard@hdrinc.com             | X       |
| Eric Schey       | King County                    | eschey@kingcounty.gov                  | X       |
| Mark Semrau      | Skagit PUD                     | msemrau@pnws-awwa.org                  | X       |
| Jeff Lundt       | King County                    | Jeff.lundt@kingcounty.gov              | X       |
| Dave Price       | Carollo                        | dprice@carollo.com                     |         |
| Bridget August   | GeoEngineers                   | baugust@geoengineers.com               | X       |
| Hanna Lintukorpi | City of Everett                | hlintukorpi@everettwa.gov              | X       |
| Ravyn Whitewolf  | Whitewolf Engineering Services | whitewolfengineeringservices@gmail.com |         |
| Alex Mofidi      | Confluence Engineering         | alex@confluence-engineering.com        |         |
| John McClellan   | AWWD                           | jmcclellan@awwd.com                    | X       |
| Tom Vane         | AWWD                           | tvane@awwd.com                         |         |
| Steve Bradshaw   | City of Bellingham             | srbradshaw@cob.org                     |         |
| Nick Leininger   | City of Bellingham             | nrleininger@cob.org                    | X       |
| Corey Poland     | Murraysmith                    | Corey.poland@murraysmith.us            |         |

**Minutes of the previous meeting** – Approved without change

**Treasurer's Report:**

- Mark Semrau shared the treasurers report (attached). Our current balance is \$71,774.35. Our net income for the year is \$29,093.05. This balance does not include profit share payment to PNCWA for the 2021 Short School. Jeff Lundt will provide payment information to Mark by the end of the year.
- Mark provided a draft 2022 budget based on the 2021 budget and updated to account for planned workshops and previously approved benevolence contributions. The group made minor adjustments to anticipated income and expenses. The updated budget is expected to be voted on at the January board meeting.

**Workshops and Events:**

2021 Workshops & Events Recap:

- NA

2022 Planned Workshops:

- Pump Station O&M – Late February or early March 2022.
- Water Loss Prevention – March 24, 2022 (virtual) working with King County and PNWS to develop curriculum.
- PNWS AWWA Section Conference – April 27 – 29, 2022 in Tacoma, WA.
- Reverse Osmosis – May 25, 2022 (in-person), Seafarer Memorial Park Building – Dan Burwell will champion, deposit already paid.

- Western Washington Short School and Trade Show – June 7 – 8, 2022 expected to be in-person at the Lynnwood Convention Center. Planning for the 2022 Short School is currently underway.

***Workshops in development or on the drawing board:***

- Basic Waterworks
- Emergency Preparedness
- Chlorine Residual Testing
- Groundwater Basics – San Juan Islands
- Water Distribution
- Day with DOH – Timing depends on DOH availability
- Chemistry for Operators
- Water Quality Basics – Jim Dunn (formerly with SPU) is developing curriculum
- Chemical Storage and Feed – Russ Porter is developing curriculum

**2022 Events:**

***Planned or on the drawing board:***

- AWWA competitions event – Only Best Tasting Water and Meter Challenge will be held at the PNWS Conference this year – Mark Semrau will look into venues and report back in January. Competitions will need to be held in February or March in order to submit paperwork for the PNWS Conference.
- Other event ideas include virtual tours, networking events, YP events, Water for People or One Water fundraising events, etc. None planned at this time. We still need a champion for these events.
- Bridget volunteered to organize a Water for People fundraiser in 2022. Looking into a dinner cruise out of LaConner instead of our traditional Wine for Water event. Likely to be held in July or August, depending on COVID restrictions.

**Expenditure's approval:**

- Workshops – NA
- Events – NA
- Miscellaneous – Jeff Lundt suggested having NWWA stickers made to hand out at workshops and events. Need a champion to take this on and develop estimated costs for board approval.

**New Business:**

- Annual Report – Due to PNWS by January 28, 2022. Waiting to hear back from Jeff Marrs about who will be completing the report this year.

**Old Business:**

- Adjusting small-system scholarship criteria for workshops and training events – Tabled until January.
- Adjusting benevolence contributions - Tabled until January.
- Open board positions – Kenny Packard has sent an outline of board duties to interested candidates. Tabled until January.

**TENTATIVE Meeting Schedule – 2<sup>nd</sup> Tuesday of the month at 10:30 am on Microsoft Teams**

Please email Bridget August at [baugust@geoengineers.com](mailto:baugust@geoengineers.com) to receive the meeting invite – all are invited and welcome!



American Water Works Association  
**Pacific Northwest** Section  
Northwest Washington Subsection

# FY2021 Treasurer Report

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Date: **December 9, 2021**

Prepare By: **Mark Semrau, NWWA Treasurer**

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The following are highlights of financial activity Year-to-Date for fiscal year 2021.

## Financial Status

|                           |                    |
|---------------------------|--------------------|
| Checking Account Balance  | \$71,774.35        |
| 2021 Income Statement YTD |                    |
| Revenue                   | \$64,611.71        |
| Expenses                  | <u>\$35,518.66</u> |
| Net Income (Loss)         | \$29,093.05        |
| Income – Expense Ratio    | 1.82               |
| Administrative Cost Ratio | 56%                |
| Program Efficiency Ratio  | 43%                |

## Sponsorships & Benevolences

|                           |            |
|---------------------------|------------|
| One Water Fund            | \$1,000.00 |
| PNWS E&T Fund             | \$6,000.00 |
| PNWS Scholarship          | \$3,000.00 |
| Water for People Donation | \$5,000.00 |
| AWWA Student Membership   | \$40.00    |

## Workshops Income and Expenses

|                       |             |
|-----------------------|-------------|
| Short School Expenses | \$3,816.62  |
| Workshop Expenses     | \$15,901.41 |

## Bills, Invoices, and Expenditures

|                                  |          |
|----------------------------------|----------|
| Constant Contact Annual Expenses | \$760.63 |
|----------------------------------|----------|