



American Water Works Association

Pacific Northwest Section

King County Subsection

2022 Annual Report

Presented by the King County Subsection, PNWS-AWWA

January 26, 2023

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Subsection Officer Information

From 2021 to 2022 several existing board members moved to other board positions, we welcomed Chris Guest as our new Program Director, and thanked retiring officers Bill Reynolds, Jim Konigsfeld, and Charlie Sovacool for their years of service.

In May of 2023 we look forward to rotating our existing board members to new roles, allowing for a well-rounded experience of service for each member who is bringing fresh ideas and perspectives to each role. Caren Sleeth will be moving to Past President, Jon Miner to President, and Beth Mende to the VP role. In addition, we are actively recruiting to fill several of our current open board positions.

King County Subsection PNWS-AWWA Officers Roster - May 2022 – April 2023:

Position	Officer	Contact Information	Duties
President	Caren Sleeth Covington Water District	Office: 253-259-1975 caren.sleeth@covingtonwater.com	Manage, draft agenda and run meetings, attend major events, keep group on task with strategic goals for the year.
Vice President	Jon Miner Murraysmith	Cell: 937-475-3198 Jon.Miner@murraysmith.us	Coordinate agendas with President and submit draft/final minutes out to members to review/approve/post.
Treasurer	Amerika Stodola Covington Water District	Phone: (253) 867-0892 amerika.stodola@covingtonwater.com	Fiscal management and records.
Secretary	Beth Mende - HDR	Office: 425.468.1532 Cell: 909.528.1002 Elizabeth.Mende@hdrinc.com	Coordinate agendas with President and submit draft/final minutes out to members to review/approve/post.
Program Director	Chris Guest Covington Water District	Direct 253-867-0947 chris.guest@covingtonwater.com	Making sure we have a program for the year and ensure that milestones are met for each event, fund raising, postings, pre-class prep.

Associate Program Director	OPEN		Act to coordinate and unify subsection actions.
Young Professionals and Student Liaison	OPEN		Act as the subsection representative to Young Professionals in the water industry and students.
1-Year Director	Ted Stonebridge City of North Bend	Water Operations Manage (425) 888-7693 TStonebridge@northbendwa.gov	Act to coordinate and unify subsection actions.
2-Year Director	Frank Spevak Rosemount Analyze & Detect	Frank.Spevak@Emerson.com	Act to coordinate and unify subsection actions.
3-Year Director	Bella Campbell Murraysmith	Office: 253.627.1520 Bella.Campbell@murraysmith.us	Act to coordinate and unify subsection actions.
Communications Director	OPEN		Responsible for working with officers to update website content and communications.
Past President	Joanie Stultz Brown & Caldwell	Office: 206.749.2215 Cell: 206-499-8282 jstultz@brwncald.com	Advisory role and general oversight

New Members

The KCSS welcomed 10 new members in 2022! We sent welcome wagon emails to connect new members to PNWS resources when they joined and followed up with first-time members to invite them to renew their membership. We look forward to welcoming new members in 2023!

Subsection Activities Summary

This year we continued to navigate the ever-evolving post COVID “new normal”. As a result, the subsection developed a hybrid Board meeting schedule meeting in person the last month of each quarter, and virtually the other eight months of the year. We partnered with the Northwest Subsection to host a virtual class in the first quarter of the year and held a double session live class in the fourth quarter of 2022. With excitement, familiar social events returned including the KCSS Water Olympics and our 26th annual Charity Golf Tournament. YP events included a summer social and fall site visit.

Training

Chlorine Residual and Lab Skills Workshop:

On October 26th, 2022, the KCSS hosted a Chlorine Residual Testing and Lab Skills Workshop at Covington Water District. This hands-on workshop was instructed by Washington State Department of Health staff. The training focused on procedures and best practices for chlorine residual testing. The goal of the workshop was to standardize this skillset to produce more accurate data collection in the field. Twenty-seven operators from nine different utilities attended the workshop earning CEU's and sharpening their skills.



2022 Water Olympics

The KCSS Water Olympics returned in 2022 and featured the Best Tasting Water competition March 10th, 2022 at Sumerian Brewery in Woodinville, WA. It was great to be back in person after a hiatus last year, and a limited event in 2020. With the PNWS-AWWA Section conference limiting 2022 competitions to only Best Tasting Water, that was our only official competition at the event. However, we did hold an "unofficial" meter challenge and Corn-Hole contest, for prizes and bragging rights. The event was a blast, bringing together KCSS members for some friendly competition and celebration of providing clean and safe drinking water to our communities.



YP Summer Social

In June 2022, the Young Professionals of the King County Chapter of AWWA gathered for the first in-person networking/social event since before the pandemic began. The event was held at Magnuson Brewing on a beautiful Thursday after work. The team enjoyed drinks and food together. It was great to have the group back together making connections and meeting new folks.



KCSS Golf Tournament

The 26th annual KCSS charity golf tournament was held at Druids Glen Golf Course in Covington on September 9, 2022. With 104 golfers in attendance as well as a troop of volunteers, a great time on a beautiful day was had by all. We would like to this opportunity to express our sincerest appreciation to our sponsors of our 2022 KCSS Charity Golf Tournament at Druids Glen Golf Course, in Covington, WA. Because of the support received from our sponsors, we were able to donate \$6,300 to the Section's charities.



YP Site Visit

On November 3, 2022 the Young Professionals took a trip out to the Georgetown Wet Weather Treatment Station (WWTS). The Georgetown WWTS is a satellite treatment facility that will operate an average of 20 times per year to bring the Brandon and Michigan CSO's under control. Following the site visit, the group got to enjoy food and drinks together at the Woods Seattle Cider house.



Subsection Vision Statement

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

Subsection Goals

For the upcoming year, our subsection's focus includes by is not limited to:

- Offering 4 classes during the year, one per quarter to help our members meet their CEU requirements. Planning is underway for the 2023 technical program, look for further announcements and registration information.
- Host networking social events. At this time plans are underway to organize our annual KCSS Water Olympics and KCSS Charity Golf Tournament.
- Support Young Professionals through sponsorship social events and educational field trips.
- Generate funds to donate to causes in line with the mission of AWWA.
- Increase membership and event attendance. We strive to keep members engaged through our events, and have a functioning system in place to contact each new member.
- Submit useful information to Water Matters about our Subsection activities and events on a quarterly basis.
- Balanced Officer Rotation. Through proactive marketing and recruitment of new potential board members, we seek to maintain a balanced representation of the subsection geographically as well as from the industry including public employees, consultants and suppliers. We currently have 4 representatives from public/private utilities, 4 consultants and 1 supplier as officers from throughout King County.

This concludes the 2022 PNWS KCSS Annual Report. For additional information, to suggest future educational/networking offerings or to sign up for email notification for any upcoming King County Subsection events, please go to the subsection webpage at www.pnws-awwa.org or contact Caren Sleeth, caren.sleeth@covingtonwater.com.



PNWS - Subsection Officer Information

Officers to be included:

1. President/Chair
2. Vice-President/Vice-Chair
3. Secretary
4. Treasurer
5. In-coming Officer/Officer-Elect
6. Past President/Past Chair

Information Needed for Each Officers:

1. Name
2. Title
3. Business/Organization
4. Mailing/Street Address (P.O. Box is fine)
5. City/State/Zip Code
6. Phone
7. Fax
8. E-mail



American Water Works Association
Pacific Northwest Section

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

President/Chair

Vice-President/Vice-Chair

Secretary

Treasurer

In-coming Officer/Officer-Elect

Past President/Past Chair



PNWS-AWWA Subsection Meeting Schedule

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

Date

Location

Discussion Topics



American Water Works Association
Pacific Northwest Section

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

SUBSECTION BALANCE SHEET FOR CALENDAR YEAR

Subsection Name:

BANK STATEMENT PERIOD:

THROUGH

PREVIOUS BALANCE

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

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

ENDING BALANCE:



SUBSECTION PROFIT/LOSS STATEMENT AS OF:

Subsection Name:

INCOME:

Interest

Receivables

Miscellaneous

TOTAL INCOME:

EXPENSES:

Accounting Fees

Committee

Conference/Meetings

Equipment

Miscellaneous

Officer Compensation

Postage

Printing

Prizes & Awards

Telephone

Travel

TOTAL EXPENSES:



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR

Subsection Number:

Subsection Name:

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

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

3. Total (Add Lines 1 and 2)

4. Total Expenses for the year:

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

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

7. Please list where the subsection funds are kept. (Types of accounts, name and branch of bank(s), account number(s), cash, etc.) Remember to protect your bank account numbers! Do not transmit this form electronically with account numbers attached.

Certification:

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

Signed

Print Form

Please Print Signed Name



AWWA and the Section

Reasons an Affiliation Agreement is needed:

- Protect the Associations' intellectual property including logos, emblems, names, free publications and other proprietary material. In this litigious society if you don't protect your brands you can lose them. An example, Bayer aspirin did not protect the name aspirin and it is now used worldwide by many companies.
- By having this agreement the Association can continue to indemnify all eligible persons of the section, such as directors and officers with liability insurance as cost effectively as possible.
- The Associations' not-for-profit status is critical to our organization surviving. As such the need was there to ensure that everyone understood that all activities conducted by the Sections must meet with AWWA's stated mission of uniting the water community to protect public health and to provide safe and sufficient water for all. Through collective leadership, AWWA advances technology, education, science, management, and government policies. Anything outside of this mission is not allowed.

Section Penalties for Affiliation Agreement Violations:

1. If the Section violates this agreement to Association may start a disciplinary proceeding that could include financial penalties or ultimately dissolution of the Section.

I understand the importance of the American Water Works Associations' Affiliation Agreement and why it was needed. Furthermore, I understand that by violating this agreement I place the Pacific Northwest Section in jeopardy of financial penalties or possible dissolution. If I have any questions or concerns regarding my Committee or Subsection activities I will contact the Section office for clarification.

Name

Title

Committee or Subsection

Date



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

This conflict of interest policy is designed to help directors, officers, employees and members ("Responsible Persons") of the Pacific Northwest Section of the American Water Works Association (PNWS) identify situations that present potential conflicts of interest and to provide the Section with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a Responsible Person has or may have a conflict of interest with respect to the transaction.

DEFINITIONS

Conflict of Interest. For purposes of this policy, the following circumstances shall be deemed to be a Conflict of Interest:

Outside Interests

- A Contract or Transaction between the PNWS and a Responsible Person or a Family Member of a Responsible Person.
- A Contract or Transaction between the PNWS and an entity in which a Responsible Person or a Family Member of a Responsible Person has a material interest in excess of 5% or of which such person is a director, officer, agent, partner, trustee, personal representative, guardian, custodian, or other legal representative.

Outside Activities

- A Responsible Person or a Family Member of a Responsible Person accepting gifts, entertainment, or other favors with a value in excess of \$100 from any individual or entity that:
 - (i) Does or is seeking to do business with the PNWS or
 - (ii) Is seeking to receive a loan or grant, or to secure other financial commitments or benefits from the PNWS.

Responsible Person is any person who is an officer, director, employee or member of the PNWS, including, when the context requires, a Family Member of any such person.

Family Member is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister of a Responsible Person.

Contract or Transaction is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary or financially meaningful relationship except for transactions in the ordinary course of business (a) between the PNWS and an employee of the PNWS arising from the employment relationship, such as salary, benefits or reimbursement of employment related expenses, (b) between the PNWS and a member of the PNWS arising from the membership relationship, such as payment of membership dues or the purchase of publications, exhibition space or member services, or (c) between the PNWS and its officers or directors arising out of their positions, such as the reimbursement of travel and lodging expenses in accordance with the PNWS's stated policies for such reimbursements.

PROCEDURES

- Prior to any Board or Committee action on a Contract or Transaction involving a Conflict of Interest, any Responsible Person having a Conflict of Interest who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- If an officer or director of the PNWS is unable to attend a meeting of a Board or Committee at which he or she has reason to believe that the Board will act on a matter in which the officer or director has a Conflict of Interest, then that person shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- Any Responsible Person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's discussion of the matter except to disclose material facts and to respond to questions. Any Responsible Person who is an officer, director or employee of the PNWS shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- A Responsible Person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of quorum for purposes of the vote. The Responsible Person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
- Responsible Persons who are not members of the Board of Directors of the PNWS shall disclose to the PNWS Executive Director or Chair of the PNWS (or his or her designee) any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Responsible Persons who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board action shall also make the same disclosure. In either case, such disclosure shall be made as soon as practicable as the Responsible Person knows of the Conflict of Interest. Any Responsible Person who is an officer, director or employee of the PNWS shall refrain from any action that may affect the PNWS's participation in the Contract or Transaction.
- In the event it is not entirely clear that a Conflict of Interest exists, the Responsible Person with the potential conflict shall disclose, in writing, the circumstances to the Chair or Executive Director of the PNWS, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

- Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with any such Contract or Transaction the disclosure of which might have an adverse effect on the business of the PNWS. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the PNWS for the personal profit or advantage of the Responsible Person or a Family Member.

Dissemination and Review of Policy

- This policy shall be published on the PNWS's website and otherwise made available to all members of the PNWS. Each officer, director and employee of the PNWS shall be required to review a copy of this policy and acknowledge in writing that he or she has done so.
- Each officer and director of the PNWS shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which such Responsible Person is involved that could reasonably be expected to lead to a Conflict of Interest. Such relationships, positions or circumstances include any significant ownership interest (more than 5%) of a business that might provide goods or services to the PNWS. The PNWS will treat any such disclosures as confidential information.
- The Board of Directors shall review this policy annually. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Certification

I declare that I have no knowledge, as of the date set forth below, of any relationships, positions, or circumstances in which I am involved that could be deemed a Conflict of Interest under the Conflict of Interest Policy of the Pacific Northwest Section of the American Water Works Association as currently in effect except as follows:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I also certify that I have reviewed, and I agree to abide by, the Pacific Northwest Section of the American Water Works Association's Conflict of Interest Policy, as currently in effect and as it may be amended from time to time.

Signature Bella Campbell Date: 01 / 23 / 2023

Name (printed) Isabella Campbell

Committee or Subsection King County Subsection

Title 3 Year Director

Print Form

SF: adminpol/Conflict of interest



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Signature Chris Guest Date: 01 / 11 / 2023

Name (printed) Chris Guest

Committee or Subsection King County Subsection

Title Program Director

Print Form

SF: adminpol/Conflict of interest



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Signature Beth Mende Date: 01 / 11 / 2023

Name (printed) Beth Mende

Committee or Subsection King County Subsection

Title Secretary

Print Form

SF: adminpol/Conflict of interest



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Signature Jon Miner Date: 01 / 11 / 2023

Name (printed) Jon Miner

Committee or Subsection King County Subsection

Title Vice President

Print Form

SF: adminpol/Conflict of interest



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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Signature Caren Sleeth Date: 01 / 11 / 2023

Name (printed) Caren Sleeth

Committee or Subsection King County Subsection

Title President

Print Form

SF: adminpol/Conflict of interest



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Signature Frank Spevak Date: 01 / 11 / 2023

Name (printed) Frank Spevak

Committee or Subsection King County Subsection

Title Sr. Application Engineer

Print Form

SF: adminpol/Conflict of interest



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Signature Amerika Stodola Date: 01 / 11 / 2023

Name (printed) Amerika Stodola

Committee or Subsection King County Subsection

Title Treasurer

Print Form

SF: adminpol/Conflict of interest



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Signature Joanie Stultz Date: 01 / 11 / 2023

Name (printed) Joanie Stultz

Committee or Subsection King County Subsection

Title Past-President

Print Form

SF: adminpol/Conflict of interest