



PNWS-AWWA
Northwest Washington

2022 Annual Report



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

Table of Contents

1. Subsection officer information
2. 2022 Subsection activities summary (with pictures!)
 - PNWS-AWWA Subsection Activities
 - Event Photos
 - Workshop and Event Announcements and Flyers
 - Board Meeting Minutes
3. 2023 Proposed schedule of meetings, workshops, and events
4. 2023 Subsection goals
5. Copy of signature card from the bank/financial institution with signatures (listing the PNWS Executive Director as a signee)
6. Affiliation Agreement signed by the Subsection President/Chair
7. Conflict of Interest Statement signed by each subsection officer (including Directors)
8. Subsection Financials
 - Balance Sheet
 - Profit/Loss Statement
 - Cash Receipts and Expenses Report
 - Allotment Request



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

1. 2022-2023 Subsection officer information



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

Kenny Packard
Project Manager
HDR
2707 Colby Ave, Suite 715
Everett, WA 98201
425.615.8114
kenneth.packard@hdrinc.com

Vice-President/Vice-Chair

Dave Price
Project Manager
Carollo
1200 Fifth Avenue, Suite 900
Seattle, WA 98101
206.538.5828
dprice@carollo.com

Secretary

Bridget A. August
Senior Hydrogeologist
GeoEngineers, Inc.
17425 NE Union Hill Road
Redmond, WA 98052
425.861.6101
baugust@geoengineers.com

Treasurer

Mark Semrau
Capital Projects Manager
Skagit PUD
1415 Freeway Ave
Mount Vernon, WA 98273
360.848.2139
semrau@skagitpud.org

Past President/Past Chair

Jeff Marrs
Operations Superintendent
City of Everett
3101 Cedar St,
Everett, WA 98201
425.257.8967
jmarrs@everettwa.gov

Director 3

Hanna Lintukorpi
Associate Engineer
City of Everett
3101 Cedar St,
Everett, WA 98201
425.257.8946
hlintukorpi@everettwa.gov

Director 2

Dan Banner

Retired

Retired

No Address

ezlite@comcast.net

Director 1

Nick Leininger

Water Superintendent

City of Bellingham

210 Lottie St.,

Bellingham, WA 98225

360.778.8100

nrleininger@cob.org



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

**2. 2022 Subsection activities summary
(with pictures!):**

PNWS-AWWA Subsection Activities

Event Photos

Workshop and Event Announcements and Flyers

Board Meeting Minutes



PNWS-AWWA Subsection Activities

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

Date	Location	Discussion Topics	No. in Attendance
3/2/22	Virtual	Training: Math for Operators and P&ID Reading	21
3/15/22	Virtual	Training: Pump Station O&M	78
3/23/22	Mount Vernon, WA	Competition: Best Tasting Water Competition	10
3/24/22	Virtual	Training: Water Loss Control	43
4/12/22	Virtual	Training: Basic Waterworks Workshop	53
5/11/22	Virtual	Training: Emergency Preparedness	43
5/25/22	Anacortes, WA	Training: Reverse Osmosis	26
6/7 and 8, 22	Lynnwood, WA	Training: WWA Short School	234
9/21/22	Virtual	Training: Water Storage Basics	47
9/26/22	Port Townsend, WA	Training: Chlorine Residual Testing	19
10/26/22	Friday Harbor, WA	Training: Ground Water Basics	14
12/1/22	Mount Vernon, WA	Event: 2022 Year End Celebration	6
1/13/22	Virtual	January Board Meeting	9
2/10/22	Virtual	February Board Meeting	13
3/10/22	Virtual	March Board Meeting	10
4/14/22	Virtual	April Board Meeting	9
5/12/22	Virtual	May Board Meeting	11
6/9/22	Virtual	June Board Meeting	8



PNWS-AWWA Subsection Activities

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

Date	Location	Discussion Topics	No. in Attendance
7/14/22	Virtual	July Board Meeting	8
8/11/22	Virtual	August Board Meeting	8
9/8/2022	Virtual	September Board Meeting	6
10/13/22	Virtual	October Board Meeting	6
11/11/22	Virtual	November Board Meeting	7
12/8/22	Virtual	December Board Meeting	8



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection



2022 Short School Trade Show



2022 Short School Trade Show



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection



2022 Short School Presentations (Hybrid Virtual)



2022 Short School Presentations



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection



2022 Short School Trade Show



2022 Short School Presentations



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

When

Wednesday, March 2, 2022 from 7:30 AM to 3:30 PM
PST

[Add to Calendar](#)

Where

This is an online event.

Contact

Jeff Lundt
Northwest Washington Subsection AWWA
206-477-5582
jeff.lundt@kingcounty.gov

Fall 2022 Math for Operators and Reading Process & Instrumentation Diagrams Workshop - On-line!

The workshop will be held on-line and **starts at 7:30 AM Pacific Time!**

Presenters will be:

Dave Price - Carolla

Kenney Packard - HDR

James Cross - QCC

Jeff Lundt - KCWTD

Topics covered include:

- Tracking units
- Operator aids
- Math basics
- Example problems as a group
- Problem solving as individuals
- P&IDs Vs PFDs
- P&ID symbols, notations and arrangement
- How do P&IDs interface with other system drawings
- How to develop a P&ID

0.6 CEUs Water & Wastewater CEUs approved. ID, OR & WA

Cost is \$120 for AWWA, WEF or PNCWA members. \$180 for non-members
(includes operator membership in AWWA or PNCWA)

Handouts will be emailed to registered participants prior to the workshop

Small System Scholarships are available for four member (AWWA, WEF or PNCWA) operators working for utilities with 1000 connections or less. First come, first served. Your payment receipt date sets your place in line.

Cancellation Policy is: Trading attendees can happen anytime. Refunds (minus \$10 admin fee) will be issued if you need to cancel and notify Jeff Lundt 7 days prior to the event.

Register Now!

If you have any questions or comments, please contact Jeff Lundt at 206/477-5582 or jeff.lundt@kingcounty.gov .



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

When

Tuesday, March 15, 2022 from 7:30 AM to 3:45 PM PDT
[Add to Calendar](#)

Where

This is an online event.

Contact

Jeff Lundt
Northwest Washington Subsection AWWA
2064775582
jeff.lundt@kingcounty.gov

Spring 2022 Pump Station Operations & Maintenance Workshop

Tuesday March 15th starting at 7:30 AM Pacific Time

OnLine via Zoom

Presented by the Northwest Washington Subsection, PNWS-AWWA

A one-day presentation of some of the basic elements of pump station operation and maintenance. Topics include:

- Pump Selection
- Pump Seals
- Pump Vibration Analysis
- Emergency Power Generators
- Pump Station Control & Telemetry
- Pump Station Inspection
- Electronic O&M Manuals

Instructors will be:

Eric Schey - King County WDT

Don Wagner - Jacobs

John Koch - HDR

Brian Mast - Copper Bell Consulting

Ed Griffenberg, HDR

Jeff Lundt P.E. - King County WTD

0.6 CEUs Water & Wastewater (**APPROVED for OR, ID and WA Wasterwater!,
under review for WA Water**)

Cost is \$120 for AWWA, WEF & PNCWA members and \$180 for non-members. If you **or your utility** are AWWA, WEF or PNCWA members you qualify for member rates. Registration closes Friday March 11th

Register Now!

Scholarships for small utilities - To encourage participation from small utilities (<1000 connections) four scholarships for small system operators are available. To receive the small system

scholarship, please register and pay the registration fee. Indicate on the form the name of your utility and number of connections. If your registration is one of the first two received, your registration fee will be refunded following completion of the workshop. Receipt of payment marks your spot in line. First Come - First Served.

Cancellation Policy - *If a registrant is unable to attend the workshop and a substitute within the organization can attend, please contact Jeff Lundt at jeff.lundt@kingcounty.gov to update the information. If unable to attend or send a substitute contact the above at least one week before the workshop for a refund (minus a \$10 processing fee). Refunds after that time will not be given.*

If the workshop is cancelled due to lack of registration or another reason, full refunds will be given.

Please note that the on-line registration system requires a unique email address for each registrant. If you do not have a work or home email call Jeff Lundt (206/477-5582) for a work-around.

For more information contact us at the email or phone shown on the left.

Thanks for your time and attention.

Other NWWA Training Events for 2022 (online virtual unless noted)

Math for Operators and Reading P&IDs - March 2nd

Water Loss Prevention, the Next Phase - March 24th

Basic Waterworks - April 12

Emergency Preparedness Workshop - May 11th

Reverse Osmosis, live in Anacortes - May 25th

Western Washington Short School & Trade Show, Live in Lynnwood! - June 7 & 8

See the subsection Webpage for updates on dates and other training



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

When

Wednesday, March 23, 2022 from 5:00 PM to 6:30 PM

PDT

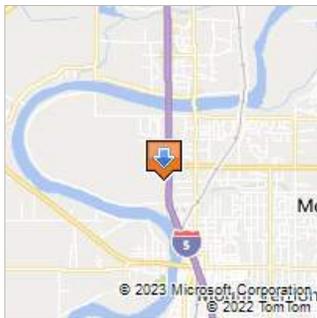
[Add to Calendar](#)

Where

Public Utility District No. 1 of Skagit County

1415 Freeway Drive

Mount Vernon, WA 98273



[Driving Directions](#)

Registration and Event Contact

Mark Semrau

Public Utility District No 1 of Skagit County

(360) 848-2139

semrau@skagitpud.org

Reminder: Samples must be turned in by 1:00 pm on March 23rd or **contact - Mark Semrau msemrau@pnws-awwa.org for other possible arrangements. No late samples will be accepted.**

2022 Northwest Washington Subsection PNWS-AWWA Best Tasting Water Contest

Wednesday, March 23, 2022

Entries due by 1:00 PM to:

Skagit PUD No. 1, 1425 Freeway Drive, Mount Vernon

Doors open at 5:00 PM

Tasting & Meter Madness starts at 5:10 PM

@ Skagit PUD No. 1, 1415 Freeway Drive, Mount Vernon, WA.

Help us determine who has the

Best Tasting Water in Northwest Washington

and who will represent the Subsection at the
PNWS Section Conference in Tacoma.

Who can upstage the 2019 winner The [Alderwood Water and Wastewater District](#)?

[Register Now!](#)

Best Tasting Water Contest Rules:

- The contest is open to any utility, municipality or water district in Snohomish, Skagit, Whatcom, Island, San Juan, Clallam or Jefferson counties that have **no state or federal regulatory violations within the last year.**
- **All entries must be submitted at the Skagit PUD No. 1 by 1:00 pm local time. If you can't make the drop off time and location call Mark Semrau (360-848-2139) to arrange an alternate delivery time or location.**
- Water samples must be in Qorpack clear or brown Boston Rounds, 0.946 liter bottles or equal. **Two samples are required.** Bottles shall be washed, rinsed with the sample, then filled and capped leaving no headspace. Please give us a day's notice for delivery (call Mark Semrau @ 360-848-2139).
- Participants should keep the samples cold. Clearly mark your organization's name on all bottles using tags or removable tape. DO NOT use permanent marker on bottle

labels. The samples must be drawn from the utility's distribution system. Samples must be drawn within 24 hours of the contest.

- At the time of the tasting, water will be approximately at room temperature. Judging will be on each of three characteristics; odor, flavor and after-taste. Awards will be given for first, second and third places.
- A panel of impartial judges (no politicians or subsection water utility employees) will do the tasting and scoring.
- You don't need to be present to have your sample compete so come by and drop it off even if you can't stay.

First place winners will represent the Northwest Washington Subsection and advance to the PNWS Best Tasting Water Contest to be held in Tacoma, April 27th.



American Water Works Association
Pacific Northwest Section

When

Thursday, March 24, 2022 from 7:30 AM to 3:45 PM

PDT

[Add to Calendar](#)

Where

This is an online event.

Contact

Jeff Lundt

Northwest Washington Subsection PNWS-AWWA

2064775582

jeff.lundt@kingcounty.gov

WATER LOSS CONTROL - THE NEXT PHASE, A WORKSHOP

Co-sponsored by Northwest Washington and King County Subsections - PNWS

How much water is your utility losing to:

Leakage?

Customer meter error?

Water theft?

This full-day technical training workshop will provide instruction on the AWWA M36 Water Audits and LossControl methodology and most recent version of the free AWWA software. You will learn the methods and technologies to economically control water and revenue losses by managing leakage and pressure.

While not required, it is recommended that participants have the free AWWA software on their computer.

The program will be presented by Drew Blackwell and Steve Cavanugh, P.E. from Cavanugh Solutions and nationally recognized leaders in the field of water loss and revenue recovery.

0.6 CEUs! - Washington, Oregon & Idaho Approved.

Registration fee is \$120 or AWWA, WEF & PNCWA members and \$180 for non-members. Non members will be given AWWA Operator or PNCWA membership.

There will be four small system scholarships for members from utilities with less than 1000 connections. Register and pay for the workshop and the first four will have their fees refunded. First come, first served, date of registration sets your place in line.

[Register Now!](#)



American Water Works Association
Pacific Northwest Section

When

Tuesday, April 12, 2022 from 7:30 AM to 3:45 PM PDT

[Add to Calendar](#)

Where

This is an online event.

Spring 2022 Basic Waterworks Workshop

Tuesday April 12th starting at 7:30 AM

OnLine via Zoom

*Presented by the Northwest Washington and King County Subsections,
PNWS-AWWA*

Contact

Jeff Lundt

Northwest Washington Subsection AWWA

2064775582

jeff.lundt@kingcounty.gov

A one-day presentation of some of the basic elements, terminology, regulations and concepts involved in operating a water utility. This workshop is aimed at new frontline employees, office staff and others who would benefit from an understanding of the basic concepts and terminology used in the water supply industry. Topics include:

- Overview of Water Systems
- Regulations and Contaminants
- Water Sources
- Hydrology & Hydraulics
- Treatment & Disinfection
- Water Quality Monitoring
- Water Quality Protection Practices
- Construction & Maintenance
- Disaster Response

Instructors will be:

Peg Wendling, City of Bellingham

Jim Spooner, City of Everett

Jeff Lundt, KCWTD

0.6 CEUs Basic Waterworks presentation (**APPROVED ID, OR & WA!**)

Cost is \$120 for AWWA, WEF & PNCWA members and \$180 for non-members. If you **or your utility** are AWWA, WEF or PNCWA members you qualify for member rates.

[Register Now!](#)

Scholarships for small utilities - To encourage participation from small utilities (<1,000 connections) four scholarships for small system operators are available. To receive the small system scholarship, please register and pay the registration fee. Indicate on the form the name of your

utility and number of connections. If your registration is one of the **first four** received, your registration fee will be refunded following completion of the workshop. Receipt of payment marks your spot in line. First Come - First Served.

Cancellation Policy - *If a registrant is unable to attend the workshop and a substitute within the organization can attend, please contact Jeff Lundt at jeff.lundt@kingcounty.gov to update the information. If unable to attend or send a substitute contact the above at least one week before the workshop for a refund (minus a \$10 processing fee). Refunds after that time will not be given.*

If the workshop is cancelled due to lack of registration or another reason, full refunds will be given.

Please note that the on-line registration system requires a unique email address for each registrant. If you do not have a work or home email call Jeff Lundt (206/477-5582) for a work-around.

For more information contact us at the email or phone shown on the left.

Thanks for your time and attention.

Other NWWA Training Events for 2022 (virtual unless noted)

Water Loss Prevention, the Next Phase, March 24th

Emergency Preparedness Workshop, May 11th

Reverse Osmosis - In person in Anacortes, May 25th

Western Washington Regional Short School & Trade Show - Live in Lynnwood,
June 7 & 8

Chlorine Residual Testing - Coming Soon!

See the subsection Webpage for updates on dates and other training



When

Wednesday, May 25, 2022 from 9:00 AM to 4:00 PM
PDT

[Add to Calendar](#)

Where

Seafarers Memorial Park Building

601 Seafarers Way
Anacortes, WA 98221



[Driving Directions](#)

Contact

Jeff Lundt

Northwest Washington Subsection PNWS-AWWA

206-477-5582

jeff.lundt@kingcounty.gov

2022 Reverse Osmosis Workshop

Workshop for operators and engineers on municipal and industrial reverse osmosis water treatment plants. Topics include advanced RO basics, RO pretreatment, data analysis & trouble shooting, regulatory issues, outfalls, energy efficiency and case studies.

Registration is closed. This event has already been held.



American Water Works Association Pacific Northwest Section

When

Wednesday, May 11, 2022 from 7:30 AM to 4:00 PM
PDT

[Add to Calendar](#)

Where

This is an online event.

Contact

Jeff Lundt
Northwest Washington Subsection PNWS-AWWA
2064775582
jeff.lundt@kingcounty.gov

Sponsored by the Northwest Washington Subsection
PNWS-AWWA

Emergency Preparedness Workshop - Online - November 2021

Wednesday May 11th starting at 7:30 AM

Online through Zoom

Water & Wastewater CEU Approved

in Idaho, Oregon & Washington!!

A one-day presentation that provides a basic understanding of emergency preparedness, and the response of water and wastewater utilities in the event of emergencies and disasters. Assessing risks, planning and preparedness will lead to utilities that function better in emergencies, work more efficiently to restore service to customers and are better able to maintain service and water quality.

Topics include:

- Water Utility Emergencies
- Emergency Case Studies
- Emergency Action Plan
- Risk & Resilience
- Incident command system
- Public Outreach During Emergencies
- Business & Operational Continuity
- Water/Wastewater Agency Response Networks (WARNs)
- Tabletop & Field Exercises, Other Training
- Personal Preparedness
- Facility Security
- Cyber Security

Instructors will be:

Sarah Lingley, P.E. - WSP

Jeff Lundt P.E. - King County WTD

Tom Vane, AWWD

0.7 CEUs [Water & Wastewater CEU Approved!!](#)

[for Idaho, Oregon & Washington](#)

Cost is \$140 for AWWA & WEF members and \$200 for non-members. If you **or your utility** are AWWA, WEF or PNCWA members **you qualify for member rates.** Registration closes Monday November 8th.

Workshop starts at 7:30 AM.

Register Now!

Scholarships for small utilities - To encourage participation from small utilities (<500 connections) two scholarships for small system operators are available. To receive the small system scholarship, please register and pay the registration fee. Indicate on the form the name of your utility and number of connections. If your registration is one of the first two received, your registration fee will be refunded following completion of the workshop. Receipt of your payment marks your spot in line for the limited number of scholarships. First Come - First Served.

Cancellation Policy - *If a registrant is unable to attend the workshop and a substitute within the organization can attend, please contact Jeff Lundt at jeff.lundt@kingcounty.gov to update the information. If unable to attend or send a substitute contact the above at least one week before the workshop for a refund (minus a \$10 processing fee). Refunds after that time will not be given.*

If the workshop is cancelled due to lack of registration or another reason, full refunds will be given.

Please note that the on-line registration system requires a unique email address for each registrant. If you do not have a work or home email call Jeff Lundt (206/477-5582) for a work-around.

For more information contact us at the email or phone shown on the left.

Thanks for your time and attention.

Other NWWA Training Events for 2022

Western Washington Short School & Trade Show - In-Person & Virtual June 7 & 8, 2021

See the subsection Webpage for updates on dates and other training



Contact

Jeff Lundt
Northwest Washington Subsection PNWS-AWWA &
Western Washington Region PNCWA
jeff.lundt@kingcounty.gov
206-477-5582

When

Tuesday, June 7, 2022 at 7:30 AM PDT
-to-
Wednesday, June 8, 2022 at 4:00 PM PDT

[Add to Calendar](#)

Where

Lynnwood Convention Center
3711 196th Street SW
Lynnwood, WA 98036

Check out the Conference website
for more details on schedule and
presentations!

For a 2022 Short
School Schedule

[Click Here](#)



Operator Scholarships Available - Apply Today!!!

Western Washington Short School

& Trade Show for

Water & Wastewater Operators, Engineers & Managers

Tuesday & Wednesday June 7 & 8, 2022

In-Person at Lynnwood Convention Center

Five concurrent sessions

60 hours of presentations scheuled

1.2 CEUs possible for full-time attendee

Water & Wastewater CEUs for Idaho, Oregon &

Washington operators pending!

Trade show for manufacturers, local representatives

and service providers in-person on Wednesday.

Top-Ops demonstrations on Tuesday

On-Line Option also

Two tracks daily (one water, one wastewater) will be broadcast for remote participation for those attendees who can not attend in-person. See the schedule for the tracks that are virtual and in-person

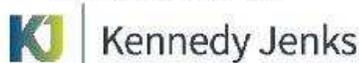
Operator Scholarships Are Available - Apply Soon:

AWWA Water Equation and the PNWS Education and Training Endowment are teaming to provide scholaships for 2/3's of the cost on registration for [water or wastewater operators](#). You do not need to be an AWWA member to get a scholarship. All you need to do is fill out the application and submit it. "Operator" is the term that is used loosely and applies to all staff involved in the production and distribution of potable or reuse water, or the collection, conveyance and treatment of wastewater. All the folks that are in the trenches or in the plant, pump station or lab.

2022 Operator Scholarship Application

[**Click Here**](#)

Thanks to our 2022 Sponsors



BUT, you need to fill out the application (see the link to the left) and return it to us within 7 days of registering. No application, we bill you for what the scholarship would have paid. No application or no full payment? NO CEUs. Applications due June 1st. 75 scholarships available, first come, first served!

Short School Presentation Topics include:

- Water Treatment, Disinfection & Distribution
- Wastewater Conveyance, Treatment
- Biosolids
- Asset Management
- Industrial Wastewater Monitoring & Permitting
- Water Chemistry
- Metering, Water Use
- Facility virtual tours
- Sampling & Monitoring
- Operations & Maintenance
- Corrosion Protection
- Odor Control

A current schedule is posted. Follow the link on the left.

EARN CONTINUING EDUCATION UNITS! - 1.2 CEUs for full time participants.

[Water & Wastewater CEU approval is pending](#)

Scholarship Operator Price:

\$80 for 2-day registration (you must send in a completed application)

\$40 for 1-day registration (you must send in a completed application)

AWWA, WEF or PNCWA Member Price:

\$240 for 2-day registration

\$120 for 1-day registration

Non-Member Price:

\$290 for 2-day registration (includes membership in AWWA or PNCWA)

\$170 for 1-day registration (includes membership in AWWA or PNCWA)

Registration closes Friday June 3th!

Scholarship Application - The application is very simple and easy to complete. Download it and if you cannot fill it in on the computer using Adobe Acrobat, print a copy, (legibly) hand write the requested information, scan it and email it back. Contact Jeff Lundt if you have questions or for more information at jeff.lundt@kingcounty.gov .

Payment - Payment by credit card or mailed-in check is accepted. Credit card payment uses the PayPal service but a PayPal account is not required.

Please note the registration system needs a unique email for each registration. If you do not have a work or home email to use call Jeff Lundt (206/477-5582) for a work-around.

Register Now!

Cancellation Policy - If a registrant is unable to attend the event and a substitute within the organization can attend, please contact Jeff Lundt at jeff.lundt@kingcounty.gov to update information. If unable to attend or send a substitute, contact Jeff Lundt at least one week before the event for a refund (minus a \$20 processing fee). Refunds after that time will not be given.

If we are restricted from gathering in person, the entire Short School (all five daily tracks) will move to on-line.



Attention: Manufacturers, Suppliers and Consultants

Registration is now open for the 2022 Western Washington Short School & Trade Show

for Water and Wastewater Operators, Engineers & Managers.

The two-day Short School will be on Tuesday & Wednesday June 7 & 8, 2022

Trade Show on Wednesday June 8th!!

LIVE IN LYNNWOOD!!

Booth Price \$300

Thank you for your interest in the 2022 Western Washington Short School & Trade Show. This training opportunity attracts operators, engineers and managers from a large number of local and regional utilities.

With the current COVID pandemic restrictions easing up we have decided to return to an in-person event for the Western Washington Short School & Trade Show at the Lynnwood Convention Center in Lynnwood WA. Three time blocks are reserved on Wednesday for participants to come meet with you. Additionally attendees can visit the booths during breaks between presentations.

Conference hours are 7:30 AM to 4:00 PM with the Trade Show running from 9:30 AM to 2:30 PM.

The registration/booth fee is \$300. This covers the booth space, table, power connection, and lunch/refreshments for two. Registration is web based and credit cards are accepted. You can also print your registration confirmation and mail it in with a check if you would rather pay that way. *Please note our credit card payment option is through PayPal but you do not need a PayPal account to use it, they are only the processing entity*

The Western Washington Short School is co-sponsored by the

Northwest Washington Subsection PNWS-AWWA

and the

Western Washington Region PNCWA-WEF

When

Wednesday, June 8, 2022 from 7:30 AM to 3:00 PM
PDT

[Add to Calendar](#)

Where

Lynnwood Convention Center,
3711 196th St SW
Lynnwood, WA 98036



[Driving Directions](#)

Contact

Dave Price
NWWA Subsection PNWS-AWWA
206-940-9816
dprice@carollo.com

Register Now!

If you have any comments or questions about the trade show, please contact Dave Price, Short School Trade Show Coordinator at 206-940-9816 or dprice@carollo.com

Any questions about registration, please contact Jeff Lundt at 206-477-5582 or jeff.lundt@kingcounty.gov.

[We look forward to hearing from you and having you at the 2022 Western Washington Short School & Trade Show](#)

COVID Plan B - In case we experience a revival of the COVID virus or restrictions, and we cannot meet in person, the Short School will go virtual for the presentations and virtual booths will be made available to those vendors who choose to participate. Refunds will be given to all vendors who want to withdraw. Also the virtual booths will be at a lower cost and partial refunds (\$200) will be given.



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

When

Wednesday, September 21, 2022 from 7:30 AM to 3:45 PM PDT

[Add to Calendar](#)

Where

This is an online event.

2022 Water Storage Basics Workshop - Online

Wednesday September 21st starting at 7:30 AM

Workshop will end at 3:45 PM

Presented by the Northwest Washington Subsection of PNWS-AWWA

Contact

Jeff Lundt
Northwest Washington Subsection AWWA
206-477-5582
jeff.lundt@kingcounty.gov

A presentation that provides a basic understanding of potable water storage.
Certified for 0.7 CEUs. Topics include:

- Water Storage Basics
- Soils & Seismic Considerations for Design
- Structural Considerations for Design
- Piping Connections
- Pressure Tanks
- Reservoir Water Quality
- Large Reservoirs
- Inspection of Water Storage Facilities
- Sanitary Surveys of Finished Water Storage Facilities
- Corrosion Control Methods for Water Storage Tanks
- Tank Coatings
- Post Seismic Event Survey
- Tank Materials

Instructors will be:

Dan Burwell - RH2 Engineering

Robert Hanlon - KCWTD

Jon Cracolici - GeoEngineers

Jeff Lundt P.E. - King County WTD

Plus draft choices to be named later

0.7 CEUs Water CEU approved for WA & ID (pending in OR)

Cost is **\$140 for AWWA & WEF members** and **\$200 for non-members**. If you or your utility are AWWA, WEF or PNCWA members you qualify for member rates.

Workshop starts at 7:30 AM and will conclude at 3:45 PM.

Register Now!

Scholarships for small utilities - To encourage participation from small utilities (<500 connections) four scholarships for small system operators (who are AWWA members) are available. To receive the small system scholarship, please register and pay the registration fee. Indicate on the form the name of your utility and number of connections. If your registration is one of the first four received, your registration fee will be refunded following completion of the workshop. First Come - First Served.

Cancellation Policy - *If a registrant is unable to attend the workshop and a substitute within the organization can attend, please contact Jeff Lundt at jeff.lundt@kingcounty.gov to update the information. If unable to attend or send a substitute contact the above at least one week before the workshop for a refund (minus a \$10 processing fee). Refunds after that time will not be given.*

If the workshop is cancelled due to lack of registration or another reason, full refunds will be given.

Please note that the on-line registration system requires a unique email address for each registrant. If you do not have a work or home email call Jeff Lundt (206/477-5582) for a work-around.

For more information contact us at the email or phone shown on the left.

Thanks for your time and attention.



Contact

Jeff Lundt
jeff.lundt@kingcounty.gov
206/477-5582

When

Monday, September 26, 2022 from 8:10 AM to 4:30 PM
PDT
(2 sessions one AM, one PM, sign up for either)

[Add to Calendar](#)

Where

Cotton Building - Port Townsend Waterfront
607 Water St.
Port Townsend, WA 98368

[Driving Directions](#)

Rescheduled!!

Chlorine Residual Testing and Lab Skills Workshop

Mondayday September 26th, 2022

The Cotton Building - Port Townsend WA

TWO (2) SESSIONS, MORNING OR AFTERNOON

Morning Workshop starts at 8:10 AM PDT

Afternoon Workshop starts at 1:00 PM PDT

(doors open at 7:50 for morning registration and coffee and 12:30 for afternoon registration and sodas.

Both Water & Wastewater CEUs available!!

Another session will be held in Port Angeles on Tuesday morning, 27 September. A separate announcement will be sent shortly for that workshop.

Attend these 3.5 hour workshops for chlorine residual testing. Each class will provide drinking water operators with a better understanding of good lab skills and chlorine measurement techniques and why they matter.

It will provide operators with hands on skills to answer the questions:

- How do I know my instrument is working?
- How do I know that the residual that I measure is real?
- How good is my technique?

Class size is limited to 20 attendees. The goal of the workshop is to increase water data accuracy and consistency.

This is a hands on class with five separate activites - attendees must bring a chlorine test kit, and all supplies needed to measure chlorine residual, including extra batteries for your instrument. Bring your standards if you have them for comparison. Also remember a calculator (a smart phone calculator is fine).

This training is being taught by Office of Drinking Water staff to provide increased training as recommended by the Disinfection Data Integrity Project (2015). The Yearlong study investigated disinfection measurement, recording, and reporting practices in 33 water treatment plants located in the northwest region of Washington State. Deficiencies were identified in all 33 treatment facilities that affect the accuracy of the calculated pathogen inactivation achieved by the disinfection processes. Pathogen inactivation level errors of over 100% were identified when more accurate data was used.

This study highlighted challenges involved with ensuring accurate water quality measurements.

EARN CONTINUING EDUCATION UNITS! - 0.3 CEUs - Water & WW

Cost is \$60 per attendee for individual or utility members of AWWA, WEF or PNCWA

\$90 per attendee for non-members

Fee includes coffee/sodas and refreshments

Small System Operators - To encourage participation from small utilities (less than 1000 connections) the Northwest Washington Subsection will pay workshop registration fees for 1 **AWWA member operator** from small utilities for each session. To be eligible for a small systems scholarship please register and pay for the workshop and on the registration form indicate the utility name and number of connections. If your registration is the first one received, your registration fee will be refunded following completion of the workshop. Receipt of payment sets your place in line for scholarships. First Come - First Served.

Cancellation Policy - *If a registrant is unable to attend the event and a substitute within the organization can attend, please contact Jeff Lundt at jeff.lundt@kingcounty.gov to update information. If unable to attend or send a substitute contact the above at least one week before the event for a refund (minus a \$10 processing fee). Refunds after that time will not be given.*

If the workshop is cancelled due to lack of registration or another reason, full refunds will be provided.

Please note the registration system needs a unique email for each registration. If you do not have a work or home email to use call Jeff Lundt (206/477-5582) for a work-around.

Register Now!



Contact

Jeff Lundt
NWWA Subsection PNWS-AWWA
jeff.lundt@kingcounty.gov
2064775582

When

Tuesday, September 27, 2022 from 8:10 AM to 11:40 AM PDT

[Add to Calendar](#)

Where

Vern Burton Community Center Meeting Rooms
308 E Fourth ST
Port Angeles, WA 98362

[Driving Directions](#)

Other NWWA Treating Events:

Distribution - MAR 11 - MT Vernon

Best Tasting Water Contest & Meter Madness
Competition MAR 11 - Mt Vernon

Chlorine Residual Testing - MAY 19 - Port Townsend

Western Washington Short School - JUN 2 & 3 -
Lynnwood

Rescheduled!! Chlorine Residual Testing and Lab Skills Workshop

Tuesday September 27, 2022

Vern Burton Community Center Meeting Rooms in
Port Angeles, WA

ONE Morning Session

Starts at 8:10 AM PDT

(doors open at 7:50 for registration and coffee).

Both Water & Wastewater CEUs available!!

***Morning & afternoon sessions available in Port Townsend on Monday
July 26th if that is more convenient***

Attend this 3.5 hour workshops for chlorine residual testing. The class will provide drinking water operators with a better understanding of good lab skills and chlorine measurement techniques and why they matter.

It will provide operators with hands on skills to answer the questions:

- How do I know my instrument is working?
- How do I know that the residual that I measure is real?
- How good is my technique?

Class size is limited to 20 students. The goal of the workshop is to increase water data accuracy and consistency.

This is a hands on class with five separate activites - attendees must bring a chlorine test kit, and all supplies needed to measure chlorine residual, including extra batteries for your instrument. Bring your standards if you have them for comparison. Also remember a calculator (a smart phone calculator is fine).

This training is being taught by Office of Drinking Water staff to provide increased training as recommended by the Disinfection Data Integrity Project (2015). The Yearlong study investigated disinfection measurement, recording, and reporting practices in 33 water treatment plants located in the northwest region of Washington State. Deficiencies were identified in all 33

treatment facilities that affect the accuracy of the calculated pathogen inactivation achieved by the disinfection processes. Pathogen inactivation level errors of over 100% were identified when more accurate data was used.

This study highlighted challenges involved with ensuring accurate water quality measurements.

EARN CONTINUING EDUCATION UNITS! - 0.3 CEUs - Water & WW

Cost is \$50 per attendee for individual or utility members of AWWA, WEF or PNCWA

\$75 per attendee for non-members

Fee includes coffee and refreshments

Small System Operators - To encourage participation from small utilities (less than 1000 connections) the Northwest Washington Subsection will pay workshop registration fees for 1 **AWWA member operator** from small utilities. To be eligible for a small systems scholarship please register and pay for the workshop and on the registration form indicate the utility name and number of connections. If your registration is the first one received, your registration fee will be refunded following completion of the workshop. Receipt of payment sets your place in line for scholarships. First Come - First Served.

Cancellation Policy - *If a registrant is unable to attend the event and a substitute within the organization can attend, please contact Jeff Lundt at jeff.lundt@kingcounty.gov to update information. If unable to attend or send a substitute contact the above at least one week before the event for a refund (minus a \$10 processing fee). Refunds after that time will not be given.*

If the workshop is cancelled due to lack of registration or another reason, full refunds will be provided.

Please note the registration system needs a unique email for each registration. If you do not have a work or home email to use call Jeff Lundt (206/477-5582) for a work-around.

Register Now!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection



DEPARTMENT OF
ECOLOGY
State of Washington

Contact

Jeff Lundt
Northwest Washington Subsection PNWS-AWWA
jeff.lundt@kingcounty.gov
206-477-5582

When

Wednesday, October 26, 2022 from 8:30 AM to 3:45 PM
PDT

[Add to Calendar](#)

Where

Town of Friday Harbor Old Fire Station
260 West Street
Friday Harbor, WA 98250

[Driving Directions](#)

[Groundwater Basics Workshop - Island Focused](#)

Wednesday October 26th, 2022

(doors open at 8:00 for morning registration and coffee)

**Town of Friday Harbor Old Fire Station
260 West ST Friday Harbor, WA 98250**

Attend this 0.6 CEU workshop on groundwater basics in the islands. The focus will be on the unique geology, groundwater supply, wells and treatment for potable water utilities.

Topics to be presented:

- What is groundwater and where do you find it?
- Area hydrogeology
- Drilling & well construction
- Recording the well
- Well maintenance & rehabilitation
- Water rights
- Wellhead protection plans
- Groundwater treatment
- Disinfection
- Groundwater monitoring & regulations
- Group discussion - current challenges

Class size is limited to 40 attendees. The goal of the workshop is to increase knowledge of local groundwater conditions, treatment & use.

Speakers will be:

- Jolyn Leslie - WSDOH
- John Rose - WSDOE
- Bridget August - GeoEngineers
- Nikki Guillot - WSDOH

- Kyle Dodd - San Juan County
- Jeff Lundt - KCWTD

EARN CONTINUING EDUCATION UNITS! - 0.6 CEUs APPROVED

_Cost is \$120 per attendee for individual or utility members of AWWA, WEF or PNCWA

\$200 per attendee for non-members

Fee includes lunch, coffee/sodas and mid-day refreshments.

Small System Operators - To encourage participation from small utilities (less than 1000 connections) the Northwest Washington Subsection will pay workshop registration fees for 2 **AWWA member operator** from small utilities for each session. To be eligible for a small systems scholarship please register and pay for the workshop and on the registration form indicate the utility name and number of connections. If your registration is the first one received, your registration fee will be refunded following completion of the workshop. Receipt of payment sets your place in line for scholarships. First Come - First Served.

Cancellation Policy - *If a registrant is unable to attend the event and a substitute within the organization can attend, please contact Jeff Lundt at jeff.lundt@kingcounty.gov to update information. If unable to attend or send a substitute contact the above at least one week before the event for a refund (minus a \$10 processing fee). Refunds after that time will not be given.*

If the workshop is cancelled due to lack of registration or another reason, full refunds will be provided.

Please note the registration system needs a unique email for each registration. If you do not have a work or home email to use call Jeff Lundt (206/477-5582) for a work-around.

Register Now!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

When

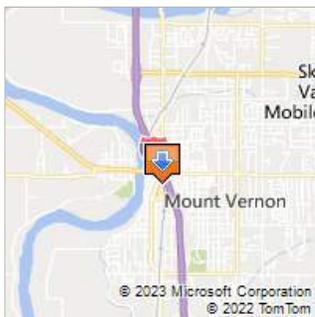
Thursday, December 1, 2022 from 5:00 PM to 7:00 PM
PST

[Add to Calendar](#)



Where

Skagit River Brewery, Mt. Vernon
404 S. 3rd St.
Mount Vernon, WA 98273



[Driving Directions](#)

Contact

Dave Price
Northwest Washington Subsection AWWA
206-940-9816
dprice@carollo.com

Northwest Washington
Year End Celebration Event



Thursday, December 1st, 2022

5:00 PM - 7:00PM

Come meet the Northwest Washington Subsection board members and join us for free drinks, food and networking at the Skagit River Brewery in Mt Vernon!

Registration is not required to attend, but it will help us ensure there is plenty food and drinks for everyone. Plus it will get you on the distribution list for future events!

[Register Now! →](#)



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for January 13, 2022

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
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	X
Corey Poland	Murraysmith	Corey.poland@murraysmith.us	

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau shared the 2021 year-end treasurers report. The year-end balance, as of December 31, 2021 was \$65,805.35. Our net income for the year was \$22,124.05 which includes additional benevolences for 2021 but does not include the profit share payment to PNCWA for the 2021 Short School.
- Mark provided a revised draft 2022 budget based on feedback from the December meeting. The 2022 budget was unanimously approved by the board.

Workshops and Events:

2021 - 2022 Workshops & Events Recap:

- NA

2022 Planned Workshops:

- Pump Station O&M – March 2022.
- Water Loss Prevention – March 24, 2022 (virtual) working with King County and PNWS to develop curriculum.
- Basic Waterworks – April 2022.
- PNWS AWWA Section Conference – April 27 – 29, 2022 in Tacoma, WA.
- Emergency Preparedness – May 2022.
- 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, however, the planning group is also considering two virtual tracks per day for both water and wastewater.
- For 2022 NWWA is planning to provide both virtual and in-person workshops, but we will continue to monitor local and regional health guidelines and may change our workshop offerings accordingly.

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 is coordinating. The event is tentatively scheduled for March 23, 2022 at Bertelsen Winery in Mount Vernon. Jeff Marrs suggested having utilities hold the Meter Challenge at their local utilities/offices and report times so we can avoid gathering in-person. The board does not want to skip another year, but we also want to keep our members safe. We will monitor local health guidelines and decide whether to hold an in-person event at the February meeting.
- 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 – 2021 Short School split with PNCWA. Jeff Lundt provided the Short School income/expense summary. The board previously recommended a 55% to 45% split between NWWA and PNCWA, respectively. Mark Semrau noted that PNCWA has really stepped up their participation but the 55/45 split seems fair because of the additional time commitment required by Jeff Lundt and Eric Schey to host a virtual workshop. The board voted and unanimously approved the 55/45 split.
- Events – NA
- Miscellaneous – NA

New Business:

- Annual Report – Due to PNWS by January 28, 2022. Jeff Marrs will be completing the report this year.

Old Business:

- Adjusting small-system scholarship criteria for workshops and training events. Jeff Lundt noted that not as many systems seem to be taking advantage of the small-system scholarship in recent years. Small systems are considered to be 500 connections or less. The group discussed whether to include larger systems or discontinue offering scholarships altogether. The current scholarship system is challenging from an accounting perspective. We provide free

workshops to retired folks and may want to consider announcing the scholarship at each workshop and provide reimbursement. Eric suggested setting up a code for small systems.

- Adjusting benevolence contributions - Tabled until February.
- Open board positions – Kenny Packard has sent an outline of board duties to interested candidates. Tabled until February.

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

Please email Bridget August at 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 February 10, 2022

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	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	
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	X
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Corey Poland	Murraysmith	Corey.poland@murraysmith.us	X
Culley Lehman	Cascadia Water	culley@cascadiawater.com	X
Dan Banner	Retired – Water Industry	ezlite@comcast.net	X

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau shared the 2021 year-end treasurers report, attached. The year-end balance, as of December 31, 2021 was \$65,805.35. No income yet for 2022. Balance does not include the profit share payment to PNCWA for the 2021 Short School. Also waiting for reimbursement from PNWS on past workshops.

Workshops and Events:

2021 - 2022 Workshops & Events Recap:

- NA

2022 Planned Workshops:

For 2022 NWWA is planning to provide both virtual and in-person workshops, but we will continue to monitor local and regional health guidelines and may change our workshop offerings accordingly.

- Math for Operators / P&ID – March 2, 2022. Virtual.
- Pump Station O&M – March 15, 2022. Submitted for CEU approval. Virtual.
- Water Loss Prevention – March 24, 2022 (virtual) working with King County and AWWA Water Loss Committee to develop curriculum.
- Basic Waterworks – April 12, 2022.
- PNWS AWWA Section Conference – April 27 – 29, 2022 in Tacoma, WA.

- Emergency Preparedness – May 11, 2022. Virtual.
- 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, however, the planning group is also considering two virtual tracks per day for both water and wastewater. Abstracts are due to Eric Schey next Friday, February 18, 2022.

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 – Several utilities are not sending people to the conference and would not be able to send a representative to participate in the Meter Challenge but would like to participate in the Best Tasting Water competition. Mark Semrau will coordinate a small in-person Best Tasting Water Competition on March 23, 2022 at Skagit PUD Aqua Room.
- Other future event ideas include virtual tours, in-person 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 – NA

New Business:

- NA

Old Business:

- Adjusting benevolence contributions – The board increased our contributions in 2021 and has approved the budget for 2022 which reflects the increased contribution to the scholarship and E&T funds. We will track income and make additional contributions later in 2022.
- Open board positions – Kenny Packard has sent an outline of board duties to interested candidates. We have several interested candidates. Directors can be appointed by the President and approved by the Board. We will look to Jeff Marris to nominate the next directors at the March meeting.

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

Please email Bridget August at 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: **December 31, 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	\$65,805.35
2021 Income Statement YTD	
Revenue	\$64,611.71
Expenses	<u>\$41,487.66</u>
Net Income (Loss)	\$22,124.05
Income – Expense Ratio	1.56
Administrative Cost Ratio	38%
Program Efficiency Ratio	62%

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	\$19,771.41

Bills, Invoices, and Expenditures

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



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for March 10, 2022

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
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	X
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Corey Poland	Murraysmith	Corey.poland@murraysmith.us	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	
Dan Banner	Retired – Water Industry	eclipse@comcast.net	X

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau was not in attendance and did not share the Treasurer's report.

Workshops and Events:

2021 - 2022 Workshops & Events Recap:

- Math for Operators / P&ID – March 2, 2022 (virtual). 16 attendees which is more than the previous time offered. 10 from Oregon. Not the most heavily attended workshop but still continues to provide good training and information and attendees have been appreciative.

2022 Planned Workshops:

For 2022 NWWA is planning to provide both virtual and in-person workshops, but we will continue to monitor local and regional health guidelines and may change our workshop offerings accordingly.

- Pump Station O&M – March 15, 2022 (virtual). New curricula with CEUs for Oregon and Washington. 60 people registered. Registration closes March 11.
- Water Loss Prevention – March 24, 2022 (virtual). Working with King County and AWWA Water Loss Committee to develop curriculum. 25 people registered.
- Basic Waterworks – April 12, 2022 (virtual). Not advertised but 2 people have registered already. Jeff L is still working on confirmation from a couple of speakers.
- PNWS AWWA Section Conference – April 27 – 29, 2022 in Tacoma, WA (in-person).

- Emergency Preparedness – May 11, 2022 (virtual). Same presenters as last Fall.
- Reverse Osmosis – May 25, 2022, Seafarer Memorial Park Building, Anacortes, WA (in-person). Dan Burwell will champion, deposit already paid. First in-person workshop since early 2020.
- Western Washington Short School and Trade Show – June 7 – 8, 2022 expected to be in-person at the Lynnwood Convention Center, however, the planning group is also considering two virtual tracks per day, one for water and one for wastewater. Abstracts are due to Eric Schey next Friday, March 11, 2022. 6 vendors and 6 sponsors so far.
- Chlorine Residual Testing – June 22 – 23, 2022 (in-person). Looking to take this training to Port Townsend and Port Angeles.

Workshops in development or on the drawing board:

- Groundwater Basics – San Juan Islands
- Water Distribution – need champion
- 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 – Several utilities are not sending people to the conference and would not be able to send a representative to participate in the Meter Challenge but would like to participate in the Best Tasting Water competition.
 - Mark Semrau will coordinate a small in-person Best Tasting Water Competition on March 23, 2022 at Skagit PUD Aqua Room. Two utilities have registered so far – City of Bellingham and Norway Park.
- Other future event ideas include virtual tours, in-person 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 – NA

New Business:

- 2022 Elections - Dan Bannier and Nick Leininger expressed their interest in filling the open Board of Directors' seats. Dan and Nick were nominated by the President, Jeff Marris, and confirmed by the board. At the closing of the PNWS Conference in April, the NWWA Board of Directors will be as follows:
 - President – Kenny Packard
 - Vice President – Dave Price
 - Secretary – Bridget August
 - Treasurer – Mark Semrau
 - Director 3 – Hannah Lintukorpi
 - Director 2 – Dan Bannier
 - Director 1 – Nick Leininger
 - Past President – Jeff Marris

Old Business:

- NA

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

Please email Bridget August at 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 April 14, 2022

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	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
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	
John McClellan	AWWD	jmcclellan@awwd.com	X
Tom Vane	AWWD	tvane@awwd.com	X
Steve Bradshaw	City of Bellingham	srbradshaw@cob.org	
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Corey Poland	Murraysmith	Corey.poland@murraysmith.us	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	
Dan Banner	Retired – Water Industry	eclipse@comcast.net	X

Minutes of the previous meeting – Approved without change

Treasurer’s Report:

- Mark Semrau presented the Treasurer’s report. Copy attached. Briefly discussed the Pay Pal & Constant Contact fees which have increased. Mark will start to investigate options for a lower cost.

Workshops and Events:

2021 - 2022 Workshops & Events Recap:

- Pump Station O&M – March 15, 2022 (virtual). 71 attendees. Certificates and rosters in progress.
- Best Tasting Water Contest – March 23, 2022 (in-person). Mark Semrau coordinated a small in-person Best Tasting Water Competition at Skagit PUD Aqua Room. 4 utilities submitted water samples. Skagit PUD’s Judy System won.
- Water Loss Prevention – March 24, 2022 (virtual). 40 attendees. Speakers have asked about a “revenue sharing opportunity” to help compensate them for the prep time. Jeff will sort out the financial end and respond. This is not usual for us but we want to keep them as a potential workshop supplier so this might be an exception.
- Basic Waterworks – April 12, 2022 (virtual). 48 attendees plus two guests.

2022 Planned Workshops: [Latest schedule attached]

For 2022 NWWA is planning to provide both virtual and in-person workshops, but we will continue to monitor local and regional health guidelines and may change our workshop offerings accordingly.

- PNWS AWWA Section Conference – April 27 – 29, 2022 in Tacoma, WA (in-person).
- Emergency Preparedness – May 11, 2022 (virtual). Same presenters as last Fall.
- Reverse Osmosis – May 25, 2022, Seafarer Memorial Park Building, Anacortes, WA (in-person). Dan Burwell will champion, deposit already paid. First in-person workshop since early 2020.
- Western Washington Short School and Trade Show – June 7 – 8, 2022 expected to be in-person at the Lynnwood Convention Center, however, the planning group is also considering two virtual tracks per day, one for water and one for wastewater. Abstracts are due to Eric Schey next Friday, March 11, 2022. 6 vendors and 6 sponsors so far.
- Chlorine Residual Testing – Late July 2022 (in-person). Looking to take this training to Port Townsend and Port Angeles.

Workshops in development or on the drawing board:

- Groundwater Basics – San Juan Islands
- Water Distribution – need champion
- 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:

- Potential future event ideas include virtual tours, in-person 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.
- Water for People fundraiser in 2022. No new information.

Expenditure's approval:

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

New Business:

- NA

Old Business:

- NA

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

Please email Bridget August at baugust@geoengineers.com to receive the meeting invite – all are invited and welcome!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2022 Treasurer Report

Date: **April 14, 2022**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2022.

Financial Status

Checking Account Balance	\$83,817.52
2022 Income Statement YTD	
Revenue	\$31,711.73
Expenses	<u>\$13,699.56</u>
Net Income (Loss)	\$18,012.17
Income – Expense Ratio	2.31
Administrative Cost Ratio	61.6%
Program Efficiency Ratio	38.4%

Sponsorships & Benevolences

Education & Training Fund Passthrough	\$97.50
---------------------------------------	---------

Workshops Income and Expenses

Workshops	\$19,454.43
Short School Scholarship	\$2,680.00
Short School Sponsors	\$4,920.90
Short School Vendors	\$4,558.90

Bills, Invoices, and Expenditures

Constant Contact Annual Expenses	\$206.72
PayPal Partner Fee	\$743.75

2022 Calendar

January	February	March	April	May	June
	1 Tu	1 Tu		1 Su	
	2 We	2 We Math & P&IDs		2 Mo	
	3 Th	3 Th		3 Tu	
	4 Fr	4 Fr		4 We	1 We
	5 Sa New Year's Day	5 Sa	1 Fr	5 Th	2 Th
2 Su	6 Su	6 Su	2 Sa	6 Fr	3 Fr
3 Mo	7 Mo	7 Mo	3 Su	7 Sa	4 Sa
4 Tu	8 Tu	8 Tu	4 Mo	8 Su	5 Su
5 We	9 We	9 We	5 Tu	9 Mo	6 Mo
6 Th	10 Th	10 Th	6 We	10 Tu	7 Tu WWSS - Lynnwood
7 Fr	11 Fr	11 Fr	7 Th	11 We Emergency Preparedne	8 We WWSS - Lynnwood
8 Sa	12 Sa	12 Sa	8 Fr	12 Th	9 Th
9 Su	13 Su	13 Su	9 Sa	13 Fr	10 Fr
10 Mo	14 Mo	14 Mo	10 Su	14 Sa	11 Sa
11 Tu	15 Tu	15 Tu Pump Station O&M	11 Mo	15 Su	12 Su
12 We	16 We	16 We	12 Tu Basic Waterworks	16 Mo	13 Mo
13 Th	17 Th	17 Th	13 We	17 Tu	14 Tu
14 Fr	18 Fr	18 Fr	14 Th	18 We	15 We
15 Sa	19 Sa	19 Sa	15 Fr	19 Th	16 Th
16 Su	20 Su	20 Su	16 Sa	20 Fr	17 Fr
17 Mo Martin L. King Day	21 Mo Presidents' Day	21 Mo	17 Su	21 Sa	18 Sa
18 Tu	22 Tu	22 Tu	18 Mo	22 Su	19 Su Juneteenth
19 We	23 We	23 We Water Olympics	19 Tu	23 Mo	20 Mo Juneteenth (obs.)
20 Th	24 Th	24 Th Water Loss	20 We	24 Tu	21 Tu
21 Fr	25 Fr	25 Fr	21 Th	25 We RO - Anacortes	22 We
22 Sa	26 Sa	26 Sa	22 Fr	26 Th	23 Th
23 Su	27 Su	27 Su	23 Sa	27 Fr	24 Fr
24 Mo	28 Mo	28 Mo	24 Su	28 Sa	25 Sa
25 Tu	29 Tu	29 Tu	25 Mo	29 Su	26 Su
26 We	30 We	30 We	26 Tu	30 Mo Memorial Day	27 Mo
27 Th	31 Th	31 Th	27 We PNWS Conf. Tacoma	31 Tu	28 Tu
28 Fr			28 Th PNWS Conf. Tacoma		29 We
29 Sa			29 Fr PNWS Conf. Tacoma		30 Th
30 Su			30 Sa		
31 Mo					

2022 Calendar

July	August	September	October	November	December
	1 Mo			1 Tu	
	2 Tu			2 We	
	3 We			3 Th Distribution	1 Th
	4 Th	1 Th		4 Fr	2 Fr
1 Fr	5 Fr	2 Fr			
2 Sa	6 Sa	3 Sa	1 Sa	5 Sa	3 Sa
3 Su	7 Su	4 Su	2 Su	6 Su	4 Su
4 Mo Independence Day	8 Mo	5 Mo Labor Day	3 Mo	7 Mo	5 Mo
5 Tu	9 Tu Chlorine Testing	6 Tu	4 Tu	8 Tu	6 Tu
6 We	10 We	7 We	5 We	9 We	7 We
7 Th	11 Th	8 Th	6 Th Chlorine Testing	10 Th	8 Th
8 Fr	12 Fr	9 Fr	7 Fr	11 Fr Veterans Day	9 Fr
9 Sa	13 Sa	10 Sa	8 Sa	12 Sa	10 Sa
10 Su	14 Su	11 Su	9 Su	13 Su	11 Su
11 Mo	15 Mo	12 Mo	10 Mo Columbus Day	14 Mo	12 Mo
12 Tu Chlorine Testing PT	16 Tu	13 Tu Water Storage Basics	11 Tu	15 Tu Chlorine Testing	13 Tu
13 We Chlorine Testing PA	17 We	14 We	12 We	16 We	14 We
14 Th	18 Th	15 Th	13 Th Groundwater Basics	17 Th	15 Th
15 Fr	19 Fr	16 Fr	14 Fr	18 Fr	16 Fr
16 Sa	20 Sa	17 Sa	15 Sa	19 Sa	17 Sa
17 Su	21 Su	18 Su	16 Su	20 Su	18 Su
18 Mo	22 Mo	19 Mo	17 Mo	21 Mo	19 Mo
19 Tu	23 Tu	20 Tu	18 Tu	22 Tu	20 Tu
20 We	24 We	21 We Chlorine Testing	19 We A Day with DOH	23 We	21 We
21 Th	25 Th Chlorine Testing	22 Th	20 Th	24 Th Thanksgiving Day	22 Th
22 Fr	26 Fr	23 Fr	21 Fr	25 Fr	23 Fr
23 Sa	27 Sa	24 Sa	22 Sa	26 Sa	24 Sa
24 Su	28 Su	25 Su	23 Su	27 Su	25 Su Christmas Day
25 Mo	29 Mo	26 Mo	24 Mo	28 Mo	26 Mo Christmas D. (obs.)
26 Tu	30 Tu	27 Tu	25 Tu	29 Tu	27 Tu
27 We	31 We	28 We	26 We	30 We	28 We
28 Th		29 Th	27 Th		29 Th
29 Fr		30 Fr	28 Fr		30 Fr
30 Sa		29 Sa	29 Sa		31 Sa
31 Su		30 Su	30 Su		
		31 Mo			



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for May 12, 2022

10:30 AM – Microsoft Teams

In attendance:

Attendee	Representing	Email address	Present
Kenny Packard	HDR	Kenneth.packard@hdrinc.com	X
Dave Price	Carollo	dprice@carollo.com	
Mark Semrau	Skagit PUD	msemrau@pnws-awwa.org	X
Bridget August	GeoEngineers	baugust@geoengineers.com	X
Hanna Lintukorpi	City of Everett	hlintukorpi@everettwa.gov	X
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Dan Bannier	Retired – Water Industry	ezlite@comcast.net	X
Jeff Marrs	City of Everett	jmarrs@everettwa.gov	
Jeff Lundt	King County	Jeff.lundt@kingcounty.gov	X
Eric Schey	King County	eschey@kingcounty.gov	X
Ravyn Whitewolf	Whitewolf Engineering Services	whitewolfengineeringservices@gmail.com	X
Alex Mofidi	Confluence Engineering	alex@confluence-engineering.com	
John McClellan	AWWD	jmcclellan@awwd.com	
Tom Vane	AWWD	tvane@awwd.com	X
Culley Lehman	Cascadia Water	culley@cascadiawater.com	X

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau presented the Treasurer's report. Copy attached. Current balance is \$96,938.25 with a total year-to-date revenue of \$45,460.11 and expenses of \$14,327.21. The high balance includes PNCWAs portion of the 2021 Short School profits. We are still waiting for PNCWA to establish an account to receive their funds. In addition, our expenses for the 2022 Short School have been considerably less since we pre-paid for the Lynnwood Convention Center in 2019. We have made the final payment to the Lynnwood Convention Center for the 2022 Short School.
- Pay Pal and Constant Contact fees have continued to climb. Mark has looked into Square and Bank of America ecommerce fees. We are unable to switch to BOA until they expand their services. Mark will continue to track and report back.

Workshops and Events:

2021 - 2022 Workshops & Events Recap:

- PNWS AWWA Section Conference – April 27 – 29, 2022 in Tacoma, WA (in-person). Lower attendance than previous years. Good technical sessions and great to see everyone in-person.
- Emergency Preparedness – May 11, 2022 (virtual). Same presenters as last Fall; Jeff Lundt and Tom Vane. 29 attendees. Larger than normal attendance from Oregon (about half of attendees). Attendance appears to be dropping for Washington since operators cannot repeat same workshop within 3-year period, but increasing for Oregon since they are on a different CEU cycle. We may need to change the curricula or change the name to provide more CEU options for Washington attendees.

2022 Planned Workshops:

For 2022 NWWA is planning to provide both virtual and in-person workshops, but we will continue to monitor local and regional health guidelines and may change our workshop offerings accordingly.

- Reverse Osmosis – May 25, 2022, Seafarer Memorial Park Building, Anacortes, WA (in-person). 12 people registered so far. Dan Burwell is workshop champion. Deposit already paid. First in-person workshop since early 2020.
- Western Washington Short School and Trade Show – June 7 – 8, 2022 in-person at the Lynnwood Convention Center. There will also be two virtual tracks per day, one for water and one for wastewater. 21 vendors and 13 sponsors – AESI, ASHAI/AMERICA, BHC Consultants, Brown and Caldwell, Carollo, Confluence Engineering Group, GeoEngineers, Gray & Osborne, HDR, Kennedy Jenks, Murraysmith, Parametrix, and Wilson Engineering.
- Chlorine Residual Testing – Late July 2022 (in-person). Looking to take this training to Port Townsend and Port Angeles.

Workshops in development or on the drawing board:

- Water Storage Basics – targeting September
- Groundwater Basics – San Juan Islands, shooting for October
- Water Distribution – need champion
- 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:

- Potential future event ideas include virtual tours, in-person 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.
- Water for People fundraiser in 2022. Bridget is still researching options and will report back next month. Looking for options out of LaConner or Everett rather than Bellingham to attract more south-end attendees.

Expenditure's approval:

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

New Business:

- Subsection Roster – Bridget solicited feedback and made edits. Will send back to Kyle today.

Old Business:

- NA

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

Please email Bridget August at baugust@geoengineers.com to receive the meeting invite – all are invited and welcome!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2022 Treasurer Report

Date: **May 12, 2022**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2022.

Financial Status

Checking Account Balance	\$96,938.25
2022 Income Statement YTD	
Revenue	\$45,460.11
Expenses	<u>\$14,327.21</u>
Net Income (Loss)	\$31,132.9
Income – Expense Ratio	3.17
Administrative Cost Ratio	62.8%
Program Efficiency Ratio	37.2%

Sponsorships & Benevolences

Education & Training Fund Passthrough	\$100.00
---------------------------------------	----------

Training Net Profit

Workshops	\$24,488.23
Short School Scholarship	\$15,539.88

Bills, Invoices, and Expenditures

Constant Contact Annual Expenses	\$206.72
PayPal Partner Fee	\$1,096.40
Lynnwood Convention Center	\$4,759.50

Service Fee Analysis

PayPal eCommerce	4.70% + \$0.80	
BoA eCommerce	2.89% + \$0.30	(not available yet)
BoA Point of Sale	2.55% + \$0.10	
BoA Key Entry	3.40% + \$0.15	



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for June 9, 2022

10:30 AM – Microsoft Teams

In attendance:

Attendee	Representing	Email address	Present
Kenny Packard	HDR	Kenneth.packard@hdrinc.com	
Dave Price	Carollo	dprice@carollo.com	X
Mark Semrau	Skagit PUD	msemrau@pnws-awwa.org	
Bridget August	GeoEngineers	baugust@geoengineers.com	X
Hanna Lintukorpi	City of Everett	hlintukorpi@everettwa.gov	X
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Dan Bannier	Retired – Water Industry	ezlite@comcast.net	X
Jeff Marrs	City of Everett	jmarrs@everettwa.gov	
Jeff Lundt	King County	Jeff.lundt@kingcounty.gov	X
Eric Schey	King County	eschey@kingcounty.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	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	X

Minutes of the previous meeting – Approved without change

Treasurer’s Report:

- Mark Semrau was not present and unable to provide a treasurer’s report.

Workshops and Events:

2022 Workshops & Events Recap:

- Reverse Osmosis – May 25, 2022, Seafarer Memorial Park Building, Anacortes, WA (in-person). First in-person workshop since early 2020. 10 members and 7 non-members attended. We were able to provide 4 small-system scholarships. Dan Burwell was workshop champion. We were able to break-even on income vs. expense.
- Western Washington Short School and Trade Show – June 7 – 8, 2022 in-person at the Lynnwood Convention Center. 109 people registered including 12 officers and room monitors (97 paid attendees). 94 attendees on Tuesday and 93 on Wednesday and 37 remote attendees. There were two virtual tracks per day, one for water and one for wastewater. 21 vendors and 14 sponsors. Feedback was generally positive. Virtual tracks were popular. One request was to have better signage to direct people where to go and have the conference schedule available in pdf format to email ahead of time for those who either can’t or won’t use the Whova app. Bridget suggested to have all registration materials printed ahead of time to make registration go smoothly. Dave will be working on Vendor passports and get gift cards sent out. Dave and Jeff will email the final list of attendees to vendors.

2022 Planned Workshops:

- Chlorine Residual Testing – Late July 2022 (in-person). Planning to take this training to Port Townsend and Port Angeles.

Workshops in development or on the drawing board:

- Water Storage Basics – targeting September
- Groundwater Basics – San Juan Islands, shooting for October. Joleen Leslie with DOH is very interested in participating.
- Water Distribution – needs champion
- 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:

- Potential future event ideas include virtual tours, in-person 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.
- Water for People fundraiser in 2022. Bridget is still researching options and will report back next month. Looking for options out of LaConner or Everett rather than Bellingham to attract more south-end attendees. Bridget will email a summary of where we are. Weekends are out. Evening is preferable vs. mid-day. Friday afternoon is best.

Expenditure's approval:

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

New Business:

- Water Loss workshop accounting – Cavanaugh Associates provided a full day of quality training and would like to be paid/reimbursed for the use of their workshop materials. Their request came after the workshop was over and was not discussed up front. The Board, in general does not support reimbursing consultants for their time when presenting at workshops. AWWA is a volunteer organization and relies on volunteer efforts. However, in this case, we recognize that Cavanaugh Associates is providing a valuable resource for AWWA members and will make an exception. Jeff and Eric have proposed to reimburse Cavanaugh \$40 per person which is in alignment with our profit share split with PNWS, etc. for shared training. The Board insists that any future payment/reimbursement request be made in advance and brought to the Board for approval.
- Subsection mileage reimbursement policy – We discussed reimbursing trainers for personal mileage to workshops and training events. The IRS volunteer rate is \$0.14 per mile. The Board generally agreed to reimbursing for travel greater than 60 miles. The Board would like to discuss with our treasurer before making a final decision.
- Student memberships – King County has three interns in civil mechanical engineering. Bridget made motion to provide up to 10 student memberships. Seconded by Nick. The motion was approved unanimously by the board.

Old Business:

- NA

TENTATIVE Meeting Schedule – 2nd Tuesday of the month at 10:30 am on Microsoft Teams
Please email Bridget August at 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 July 14, 2022

10:30 AM – Microsoft Teams

In attendance:

Attendee	Representing	Email address	Present
Kenny Packard	HDR	Kenneth.packard@hdrinc.com	X
Dave Price	Carollo	dprice@carollo.com	X
Mark Semrau	Skagit PUD	msemrau@pnws-awwa.org	
Bridget August	GeoEngineers	baugust@geoengineers.com	X
Hanna Lintukorpi	City of Everett	hlintukorpi@everettwa.gov	
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Dan Bannier	Retired – Water Industry	ezlite@comcast.net	X
Jeff Marrs	City of Everett	jmarrs@everettwa.gov	
Jeff Lundt	King County	Jeff.lundt@kingcounty.gov	X
Eric Schey	King County	eschey@kingcounty.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	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	X

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau was not present and unable to provide a treasurer's report.

Workshops and Events:

2022 Workshops & Events Recap:

- No workshops or events to recap.

2022 Planned Workshops:

- Chlorine Residual Testing – July 27, 2022 all day training in Port Townsend (in-person) and July 28, 2022 (in-person) half day at Vern Burton Community Center in Port Angeles. Registration went out last week. No one registered yet. Need minimum of 10 registered for DOH to participate.

Workshops in development or on the drawing board:

- Water Storage Basics – targeting September
- Groundwater Basics – San Juan Islands, shooting for October. Jolyn Leslie with DOH is very interested in participating
- Water Distribution – needs champion
- 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:

- Water for People fundraiser in 2022. Bridget has reached out to San Juan Cruises. Their only available date is Friday, September 9th at noon. The Board agreed that mid-day on Friday is going to be really difficult to attract attendees, especially on the utility side. We will not be hosting a Water for People fundraiser in 2022. Bridget will reach out to San Juan Cruises in November to inquire about dates for 2023. We will target a Friday evening after Labor Day.

Expenditure's approval:

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

New Business:

- Short School Online Platform (Whova) Approval for 2023 - Eric informed the Board that Whova is offering a discount if we purchase Whova for next year's Short School. The Board agreed that Whova is a useful and important tool and we should continue using it. The Board approved the purchase of Whova for the 2023 Short School.

Old Business:

- Subsection mileage reimbursement policy – The Board approved the reimbursement of subsection volunteers for mileage to workshops in excess of 60 miles at the IRS volunteer rate of \$0.14 per mile. This is on top of the already approved reimbursement of per diem, lodging and other travel expenses (i.e. ferry fees, tolls, etc.). The Board agreed to discuss ongoing reimbursements with our Treasurer, Mark Semrau to ensure that this decision doesn't cause problems on the financial side of the subsection.

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

Please email Bridget August at 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 July 14, 2022

10:30 AM – Microsoft Teams

In attendance:

Attendee	Representing	Email address	Present
Kenny Packard	HDR	Kenneth.packard@hdrinc.com	X
Dave Price	Carollo	dprice@carollo.com	X
Mark Semrau	Skagit PUD	msemrau@pnws-awwa.org	
Bridget August	GeoEngineers	baugust@geoengineers.com	X
Hanna Lintukorpi	City of Everett	hlintukorpi@everettwa.gov	
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Dan Bannier	Retired – Water Industry	ezlite@comcast.net	X
Jeff Marrs	City of Everett	jmarrs@everettwa.gov	
Jeff Lundt	King County	Jeff.lundt@kingcounty.gov	X
Eric Schey	King County	eschey@kingcounty.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	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	X

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau was not present and unable to provide a treasurer's report.

Workshops and Events:

2022 Workshops & Events Recap:

- No workshops or events to recap.

2022 Planned Workshops:

- Chlorine Residual Testing – July 27, 2022 all day training in Port Townsend (in-person) and July 28, 2022 (in-person) half day at Vern Burton Community Center in Port Angeles. Registration went out last week. No one registered yet. Need minimum of 10 registered for DOH to participate.

Workshops in development or on the drawing board:

- Water Storage Basics – targeting September
- Groundwater Basics – San Juan Islands, shooting for October. Jolyn Leslie with DOH is very interested in participating
- Water Distribution – needs champion
- 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:

- Water for People fundraiser in 2022. Bridget has reached out to San Juan Cruises. Their only available date is Friday, September 9th at noon. The Board agreed that mid-day on Friday is going to be really difficult to attract attendees, especially on the utility side. We will not be hosting a Water for People fundraiser in 2022. Bridget will reach out to San Juan Cruises in November to inquire about dates for 2023. We will target a Friday evening after Labor Day.

Expenditure's approval:

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

New Business:

- Short School Online Platform (Whova) Approval for 2023 - Eric informed the Board that Whova is offering a discount if we purchase Whova for next year's Short School. The Board agreed that Whova is a useful and important tool and we should continue using it. The Board approved the purchase of Whova for the 2023 Short School.

Old Business:

- Subsection mileage reimbursement policy – The Board approved the reimbursement of subsection volunteers for mileage to workshops in excess of 60 miles at the IRS volunteer rate of \$0.14 per mile. This is on top of the already approved reimbursement of per diem, lodging and other travel expenses (i.e. ferry fees, tolls, etc.). The Board agreed to discuss ongoing reimbursements with our Treasurer, Mark Semrau to ensure that this decision doesn't cause problems on the financial side of the subsection.

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

Please email Bridget August at 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 August 11, 2022

10:30 AM – Microsoft Teams

In attendance:

Attendee	Representing	Email address	Present
Kenny Packard	HDR	Kenneth.packard@hdrinc.com	X
Dave Price	Carollo	dprice@carollo.com	X
Mark Semrau	Skagit PUD	msemrau@pnws-awwa.org	X
Bridget August	GeoEngineers	baugust@geoengineers.com	X
Hanna Lintukorpi	City of Everett	hlintukorpi@everettwa.gov	
Nick Leininger	City of Bellingham	nrleininger@cob.org	
Dan Bannier	Retired – Water Industry	ezlite@comcast.net	X
Jeff Marrs	City of Everett	jmarrs@everettwa.gov	
Jeff Lundt	King County	Jeff.lundt@kingcounty.gov	
Eric Schey	King County	eschey@kingcounty.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	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	X

Minutes of the previous meeting – Approved without change

Treasurer’s Report:

- Mark Semrau presented the treasurer’s report. The subsection checking account balance is \$101,169 with year-to-date revenue of \$63,331 and expenses of \$27,967. This balance includes the 2021 or 2022 Short School profit share with PNCWA which we are unable to pay until PNCWA establishes a bank account. The board discussed increasing our benevolence contributions again this year. At the September meeting Mark will provide a summary of our benevolence contributions for the last few years so we can decide what to do with our additional revenue.

Workshops and Events:

2022 Workshops & Events Recap:

- Chlorine Residual Testing – Was scheduled for an all-day training in Port Townsend (in-person) on July 27, 2022 and a half day at Vern Burton Community Center in Port Angeles (in-person) on July 28, 2022. No one registered so the workshop will be rescheduled for September. Need minimum of 10 registered for DOH to participate.

2022 Planned Workshops:

Workshops in development or on the drawing board:

- Water Storage Basics – targeting September
- Groundwater Basics – San Juan Islands, shooting for October. Jolyn Leslie with DOH is very interested in participating

- Water Distribution – needs champion
- 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:

- The board discussed hosting a subsection meet and greet in early November or immediately after Thanksgiving. Thursday evenings seem to work for most. We could look into bringing in entertainment like a paint and sip event. The board will look for breweries/venues in the Everett or Mount Vernon area and share ideas at the September board meeting.

Expenditure's approval:

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

New Business:

- Constant Contact Training for new board members – We will work with Jeff Lundt to find a time to hold a brief training for those who are interested in learning how to access and set up events in Constant Contact.
- Fall Committee and Subsection Officer Training and Trustee Meeting – Sunriver Resort, September 28-30, 2022. Kenny and Dave have conflicts and cannot attend. Bridget suggested Hanna attend to get better acquainted with PNWS and AWWA. Culley Lehman will be attending since Sunriver is a satellite system.

Old Business:

- NA

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

Please email Bridget August at baugust@geoengineers.com to receive the meeting invite – all are invited and welcome!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2022 Treasurer Report

Date: **August 11, 2022**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2022.

Financial Status

Checking Account Balance	\$101,169.63
2022 Income Statement YTD	
Revenue	\$63,331.61
Expenses	<u>\$27,967.33</u>
Net Income (Loss)	\$35,364.28
Income – Expense Ratio	2.26
Administrative Cost Ratio	24.9%
Program Efficiency Ratio	75.1%

Sponsorships & Benevolences

None

Training Net Profit in 2022

Workshops	\$21,469.98
Short School	\$23,526.36

Bills, Invoices, and Expenditures

Constant Contact Annual Expenses	\$482.32
PayPal Partner Fee	\$1,457.65

- Day with DOH – Timing depends on DOH availability and needs champion
- Chemistry for Operators – material is available but need expert and champion to help narrow down workshop material
- 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:

- Subsection meet-and-greet – The board discussed hosting a subsection meet and greet on either November 17th or December 1st. Mount Vernon seems to be a central point for the board and membership. This would be a good opportunity to recruit new members. Dave will look for breweries/venues in the Arlington or Mount Vernon area and share ideas at the October board meeting.

Expenditure's approval:

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

New Business:

- Increasing benevolence contributions for 2022-2023 – Mark was not present and unable to share past benevolence information. Jeff noted that we need to be mindful that we still owe PNCWA their share of the Short School profit for both 2021 and 2022. They are working on setting up a bank account. We will table until next month.
- Subsection Membership Challenge – PNWS is launching a friendly competition between the Subsections to see who can recruit the most new members between September 1st and December 31st. We will use our Subsection meet-and-greet to recruit new members.

Old Business:

- Constant Contact Training for new board members – Jeff is willing to host a training for those who are interested in learning how to access and set up events in Constant Contact. There is some interest but will wait until there is an upcoming workshop or event to set up for hands-on training.
- Fall Committee and Subsection Officer Training and Trustee Meeting – Sunriver Resort, September 28-30, 2022. Kenny and Dave have conflicts and cannot attend. Culley Lehman will be attending since Sunriver is a satellite system. Bridget may also attend. See the PNWS Section newsletter for registration information.

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

Please email Bridget August at 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 October 13, 2022

10:30 AM – Microsoft Teams

In attendance:

Attendee	Representing	Email address	Present
Kenny Packard	HDR	Kenneth.packard@hdrinc.com	X
Dave Price	Carollo	dprice@carollo.com	X
Mark Semrau	Skagit PUD	msemrau@pnws-awwa.org	X
Bridget August	GeoEngineers	baugust@geoengineers.com	
Hanna Lintukorpi	City of Everett	hlintukorpi@everettwa.gov	X
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Dan Banner	Retired – Water Industry	ezlite@comcast.net	
Jeff Marrs	City of Everett	jmarrs@everettwa.gov	
Jeff Lundt	King County	Jeff.lundt@kingcounty.gov	X
Eric Schey	King County	eschey@kingcounty.gov	
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	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- NA - Mark Semrau presented Treasurer's report and summarized cash flow and check register.
- PayPal fees have increased significantly. Over 4% plus \$0.80 on each transaction. When integrating with a third party like Constant Contact, there is an additional partner fee (2-2.5% additional). B of A may be an option, but only applies to POS or use of cell phone for transactions.
- PayPal is not a business account, so certain services are not available. This includes POS and prevents Mark from executing over the phone transactions.
- B of A transaction fees are lower than PayPal.
- Request approval for a POS device from B of A. Include action item for November Board Meeting.
- Commitments to Section for Short School expected to bring checking account balance just under \$100,000. Mark to investigate further share for PNWS on short school and report back on expected cash flow for balance of 2022.

Workshops and Events:

2022 Workshops & Events Recap:

- Water Storage Basics – September 21, 2022, Zoom (on-line). 14 people registered including a few people from Oregon.
- Chlorine Residual Testing and Lab Skills – September 26, 2022, Port Townsend (in-person), Morning and Afternoon Sessions.
- Chlorine Residual Testing and Lab Skills – September 27, 2022, Port Angeles (in-person), Morning

Session only.

2022 Planned Workshops:

- Groundwater Basics – San Juan Islands, shooting for October 26, 2022. Jeff, Bridget, Jolyn Leslie (DOH) and John Rose (Ecology) are supporting the planning effort.
- Likely this wraps up 2022 workshops.

2023 Planned Workshops:

- Day with DOH likely week of March 20, 2023. Cottontree in MV.

Workshops in development or on the drawing board:

- Water Distribution – needs champion, Sub-section willing to host, possible champion from Section.
- Chemistry for Operators – material is available but need expert and champion to help narrow down workshop material
- Water Quality Basics – Jim Dunn (formerly with SPU) is developing curriculum
- Chemical Storage and Feed – Russ Porter is developing curriculum
- Backflow Basics – PNWS Committee has interest. Jeff to follow-up.

2022 Events:

Planned or on the drawing board:

- Subsection meet-and-greet – The board discussed hosting a subsection meet and greet on either November 17th or December 1st. Mount Vernon seems to be a central point for the board and membership. This would be a good opportunity to recruit new members. Dave will look for breweries/venues in the Arlington or Mount Vernon area and share ideas at the October board meeting.
 - Scuttlebutt, in Everett.
 - Skagit River Brewing, MV (do have large room upstairs still)
 - Skookum Brewing, Arlington (all outdoor w/ food trucks)

Expenditure's approval:

- Workshops – NA
- Events – NA
- Miscellaneous – NA
- Email approval was provided prior to meeting to increase contribution for scholarships for operator. Jeff to email Mark details.

New Business:

- NA

Old Business:

- Increasing benevolence contributions for 2022-2023 – Mark was not present and unable to share past benevolence information. Jeff noted that we need to be mindful that we still owe PNCWA their share of the Short School profit for both 2021 and 2022. They are working on setting up a bank account. We will table until next month.
- Subsection Membership Challenge – PNWS is launching a friendly competition between the Subsections to see who can recruit the most new members between September 1st and December 31st. We will use our Subsection meet-and-greet to recruit new members.

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

Please email Bridget August at 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 November 11, 2022

10:30 AM – Microsoft Teams

In attendance:

Attendee	Representing	Email address	Present
Kenny Packard	HDR	Kenneth.packard@hdrinc.com	
Dave Price	Carollo	dprice@carollo.com	
Mark Semrau	Skagit PUD	msemrau@pnws-awwa.org	
Bridget August	GeoEngineers	baugust@geoengineers.com	
Hanna Lintukorpi	City of Everett	hlintukorpi@everettwa.gov	
Nick Leininger	City of Bellingham	nrleininger@cob.org	
Dan Banner	Retired – Water Industry	eelite@comcast.net	
Jeff Marrs	City of Everett	jmarrs@everettwa.gov	
Jeff Lundt	King County	Jeff.lundt@kingcounty.gov	
Eric Schey	King County	eschey@kingcounty.gov	
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	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	

Minutes of the previous meeting – Approved without change

Treasurer’s Report:

Workshops and Events:

2022 Workshops & Events Recap:

- Groundwater Basics – San Juan Islands, shooting for October 26, 2022. Jeff, Bridget, Jolyn Leslie (DOH) and John Rose (Ecology) are supporting the planning effort.

2022 Planned Workshops:

- None planned for the remainder of 2022.

2023 Planned Workshops:

- Day with DOH likely week of March 20, 2023. Cottontree in MV.

Workshops in development or on the drawing board:

- Water Distribution – needs champion, Sub-section willing to host, possible champion from Section.
- Chemistry for Operators – material is available but need expert and champion to help narrow down workshop material
- Water Quality Basics – Jim Dunn (formerly with SPU) is developing curriculum
- Chemical Storage and Feed – Russ Porter is developing curriculum
- Backflow Basics – PNWS Committee has interest. Jeff to follow-up.

2022 Events:

Planned or on the drawing board:

- Subsection meet-and-greet – December 1 at 5 PM at Skagit River Brewery.
 - Order appetizers and soft drinks? OR
 - Provide buffet style set up?
 - Invitation?

Expenditure's approval:

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

New Business:

- NA

Old Business:

- Approval to purchase a BOA point of sale device so Mark can accept payment over the phone.
- Increasing benevolence contributions for 2022-2023.
- Subsection Membership Challenge –who can recruit the most new members between September 1st and December 31st.

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

Please email Bridget August at 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 8, 2022

10:30 AM – Microsoft Teams

In attendance:

Attendee	Representing	Email address	Present
Kenny Packard	HDR	Kenneth.packard@hdrinc.com	X
Dave Price	Carollo	dprice@carollo.com	X
Mark Semrau	Skagit PUD	msemrau@pnws-awwa.org	X
Bridget August	GeoEngineers	baugust@geoengineers.com	X
Hanna Lintukorpi	City of Everett	hlintukorpi@everettwa.gov	
Nick Leininger	City of Bellingham	nrleininger@cob.org	X
Dan Banner	Retired – Water Industry	eZlite@comcast.net	
Jeff Marrs	City of Everett	jmarrs@everettwa.gov	
Jeff Lundt	King County	Jeff.lundt@kingcounty.gov	X
Eric Schey	King County	eschey@kingcounty.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	
Culley Lehman	Cascadia Water	culley@cascadiawater.com	X

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report. Checking account balance is \$87,553.66. Net revenue for the year is \$70,257.61 and expenses totaled 48,509.30 for a net income of \$21,748.31. Board discussed that in 2023 we need to pay our benevolence contribution to the E&T Fund by early September. The Board would also like to pay PNWS Scholarships early in the year.
- Mark also presented a proposed budget for 2023 for review. Mark will send to the group, and we will review and approve in January.
- Increasing benevolence contributions for 2022-2023 – Jeff noted that we will not need to contribute to the One Water Fund Scholarship next year. Jeff noted that we need to be mindful that we still owe PNCWA their share of the Short School profit for both 2021 and 2022. They are working on setting up a bank account.
- The board discussed trying to share benevolences locally in the form of scholarships. Potential local benevolence recipients:
 - Bellingham Technical College – Process program for Water and Wastewater. Nick is on the advisory board and they hire from that program, so does Anacortes. They have been hit hard during the pandemic. He thinks that would be a good place to put dollars and will follow up with BTC about scholarship opportunities for people in the water and wastewater track.
 - Whidbey Island Water System Association is trying to gain support to train and retain operators. Culley is on the board. They are offering their own scholarships. Have one applicant this year for a Level 2 operator. Hard to find people to apply.

- Bridget will look into Scriber Lake High School in the Edmonds School District to see if there are opportunities or pathways to get high school students interested in careers in water, scholarship opportunities, etc. Kenny will research districts up north.
- Bridget will ask Jeff Marrs where he sees applicants are coming from? Other community colleges to support?

Workshops and Events:

2022 Workshops & Events Recap:

- Subsection meet-and-greet – December 1, 2022. Nick, Dave, Steve, Brian McDaniel, Chris Allen, Mark Semrau. Low turnout due to snow in Snohomish County but fun event for those who came.

2022 Planned Workshops:

- None planned for the remainder of 2022

2023 Planned Workshops:

- Math for Operators/P&ID – early February
- Day with DOH – likely the week of March 20, 2023, Mount Vernon

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS
- Day with DOH – Timing depends on DOH availability and needs champion
- Chemistry for Operators – material is available but need expert and champion to help narrow down workshop material
- Water Quality Basics – Jim Dunn (formerly with SPU) is developing curriculum
- Chemical Storage and Feed – Russ Porter is developing curriculum
- Backfill Basics – PNWS has interest, Jeff will follow up
- DOH Performance Based Training – Kenny and Nick heard positive feedback regarding this type of training. Kenny reached out to Jolyn to see if we can support that effort and will report back.

2022 Events:

Planned or on the drawing board:

- None planned for the remainder of 2022

2023 Events:

Planned or on the drawing board:

- Water “Olympics” – likely the week of March 20, 2023 in Mount Vernon following the Day with DOH workshop

Expenditure's approval:

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

New Business:

- NA

Old Business:

- Increasing benevolence contributions – see discussion above in Treasurer's report.

TENTATIVE Meeting Schedule – 2nd Tuesday of the month at 10:30 am on Microsoft Teams
Please email Bridget August at baugust@geoengineers.com to receive the meeting invite – all are invited and welcome!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2022 Treasurer Report

Date: **December 8, 2022**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2022.

Financial Status

Checking Account Balance	\$87,553.66
2022 Income Statement YTD	
Revenue	\$70,257.61
Expenses	<u>\$48,509.30</u>
Net Income (Loss)	\$21,748.31
Income – Expense Ratio	1.45
Administrative Cost Ratio	48.4%
Program Efficiency Ratio	51.6%

Sponsorships & Benevolences

Beckman Scholarship	\$0.00
Section Competitions	\$689.59
One Water Fund/Water Equation	\$3,067.00
PNWS Scholarship	\$6,000.00
PNWS E&T Fund	\$6,100.00
Water for People	\$5,000.00

Training Gross Profit in 2022

Workshops	\$33,333.37
Short School	\$36,826.74

Bills, Invoices, and Expenditures

Workshop Expenses	\$5,823.26
Short School Expenses	\$19,226.79
Constant Contact Annual Expenses	\$757.92
PayPal Partner Fees	\$1,639.70



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

3. 2023 Proposed schedule of meetings and events



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
1/12/23	Virtual	Board Meeting
2/7/23	Virtual	Training: Math for Operators and P&ID Reading
2/9/22	Virtual	Board Meeting
3/9/23	Virtual	Board Meeting
3/21/23	Mount Vernon, WA	Training: Day with DOH
3/21/23	Mount Vernon, WA	Water Olympics Competitions
4/13/23	Virtual	Board Meeting
5/11/23	Virtual	Board Meeting
6/6-7/23	Lynnwood	WWA Short School
6/8/23	Virtual	Board Meeting
7/13/23	Virtual	Board Meeting
8/9/23	Virtual	Board Meeting

Print Form



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
9/14/23	Virtual	Board Meeting
10/12/23	Virtual	Board Meeting
11/9/23	Virtual	Board Meeting
12/14/23	Virtual	Board Meeting
*	La Conner, WA	Water for People Event
*	TBD	Training: Emergency Preparedness
*	TBD	Training: Basic Waterworks
*	TBD	Training: Water Treatment
*	TBD	Training: Water Quality Basics
*	TBD	Winter Social Event
*	TBD	Training: Chemistry for Operators
*	TBD	Training: Backfill basics

Print Form



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

4. 2023 Subsection goals



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

GOALS 2023

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;
- Publicize events and training via Water Matters whenever possible;
- Continue to hold subsection board meetings virtually 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, AWWA Sections and allied organizations (PNCWA, NWMOA, WASWD, BC AWWA Section etc.);
- Train more NWWA members to become “training-in-a-box” curricula instructors for Basic Waterworks, Water Storage Basics, Emergency Preparedness, Math for Operators, Reading P&IDs and Groundwater Basics. We currently have a total crew of 10 experienced instructors so that this curriculum can be brought to utilities and municipalities throughout the subsection at their request;
- Continue to take the lead in developing more “training-in-a-box” curricula and train instructors so these trainings (Water Quality Basics, Chemistry for Operators).

Giving – Support the Pacific NW and Abroad

- Identify and participate in career fairs to help promote careers in the water utility industry;
- Research technical colleges, etc. that are training the next generation of operators and investigate ways to partner with these organizations.
- Reach out to young professionals and students through email campaigns and special activities (field trips, networking events, etc.);
- Continue supporting Water for People via the PNWS Conference silent auction;
- Continue supporting the PNWS scholarship and E&T funds;
- Hold annual Best Tasting Water Contest for subsection utilities and financially support the winning utility to attend the PNWS Conference;
- Reinstitute our Wine & Beer for Water Event fundraiser for Water for People;
- Hold a Meter Challenge Competition and financially support the winner to attend the PNWS Conference;
- Promote the Top-Ops and Hydrant Hysteria competitions to the operators in the subsection and financially support teams when they are formed;

- Supporting the One Water operator scholarship funding in the E&T Fund.;
- Identify new benevolences within the NWWA subsection boundaries (e.g. community college scholarship, Engineering Corps, etc.).
- Take more pictures!!!



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

5. Copy of signature card form the bank/financial institution with signatures (listing the PNWS Executive Director as a signee)



Business Signature Card
with Substitute Form W-9



Account Number: 0000 6335 5614 Bank Number: 353

Account 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 KIHS	SIGNER	<i>Kyle Kihs</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 AUGUSTID Type: US DRIVER LICENSE W/PHOT ID#: AUGUSBA224QC ID Issuer: WA Iss. Date: 10/2012 Exp. Date: 11/2017ID 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 SCHEYID Type: US DRIVER LICENSE W/PHOT ID#: SCHEYEN183PT ID Issuer: WA Iss. Date: 10/2014 Exp. Date: 10/2020ID Type: MAJOR FIN'L CREDIT CD ID#: 9031 ID Issuer: NA Iss. Date: NA Exp. Date: 01/2020

Customer 3:

Name MARK L SEMRAUID Type: US DRIVER LICENSE W/PHOT ID#: SEMRAML402OF ID Issuer: WA Iss. Date: 07/2016 Exp. Date: 06/2020ID Type: OTHER ID#: 9673 ID Issuer: SS CARD Iss. Date: NA Exp. Date: NA

Customer 4:

Name KYLE KIHSID Type: US DRIVERS LICENSE ID#: KIHSKA357JM ID Issuer: WA Iss. Date: 03/2015 Exp. Date: 04/21ID 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



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

**6. Affiliation Agreement signed by the
Subsection President/Chair**



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.

Kenneth Packard

Name

President

Title

Northwest Washington Subsection

Committee or Subsection

1/24/23

Date



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

**6. Affiliation Agreement signed by the
Subsection President/Chair**



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 Packard, Kenneth Digitally signed by Packard, Kenneth
DN: E=Kenneth.Packard@hdrinc.com, CN=Packard,
Kenneth, OU=Users, OU=Everett2707 Cobby Ave,
OU=Washington, OU=United States, OU=Offices,
DC=hdr, DC=hdr
Date: 2023.01.24 14:41:36-0800 Date: 1/24/2023

Name (printed) Kenneth Packard

Committee or Subsection NWWA

Title President

Print Form



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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

DEFINITIONS

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

Outside Interests

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

Outside Activities

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

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

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

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

PROCEDURES

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

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

Dissemination and Review of Policy

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

Certification

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

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

Signature Bridget August Digitally signed by Bridget August
Date: 2023.01.24 13:38:00 -08'00' Date: 1/24/2023

Name (printed) Bridget August

Committee or Subsection Northwest Washington

Title Secretary

Print Form



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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

DEFINITIONS

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

Outside Interests

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

Outside Activities

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

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

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

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

PROCEDURES

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

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

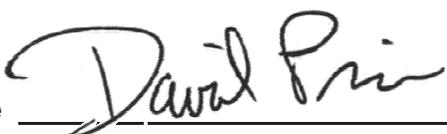
Dissemination and Review of Policy

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

Certification

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

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

Signature  Date: Jan. 20, 2023

Name (printed) Dave Price

Committee or Subsection Northwest Washington Subsection

Title Vice President

[Print Form](#)



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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

DEFINITIONS

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

Outside Interests

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

Outside Activities

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

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

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

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

PROCEDURES

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

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

Dissemination and Review of Policy

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

Certification

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

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

Signature



Date:

1/18/2023

Name (printed)

Nickolas Leininger

Committee or Subsection

Pacific Northwest

Title

Board Member

[Print Form](#)

SF: adminpol/Conflict of interest



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 Hanna Lintukapi Date: 1/24/23

Name (printed) Hanna Lintukapi

Committee or Subsection Northwest Washington Subsection

Title Board of Directors

[Print Form](#)



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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

DEFINITIONS

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

Outside Interests

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

Outside Activities

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

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

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

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

PROCEDURES

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

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

Dissemination and Review of Policy

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

Certification

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

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

Signature Mark Semrau Date: January 24, 2023

Name (printed) Mark Semrau

Committee or Subsection Northwest Washington Subsection

Title Treasurer

Print Form



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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

DEFINITIONS

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

Outside Interests

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

Outside Activities

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

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

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

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

PROCEDURES

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

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

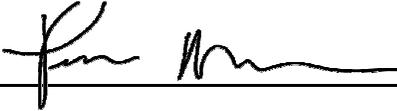
Dissemination and Review of Policy

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

Certification

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

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

Signature  Date: 1/27/2023

Name (printed) Jeff Marris

Committee or Subsection Northwest Washington

Title Past President

Print Form



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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

DEFINITIONS

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

Outside Interests

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

Outside Activities

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

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

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

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

PROCEDURES

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

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

Dissemination and Review of Policy

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

Certification

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

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

Signature Daniel Banner Digitally signed by Daniel Banner
Date: 2023.01.27 11:36:31 -08'00' Date: January 27, 2023

Name (printed) Daniel Banner

Committee or Subsection PNWS - Northwest Washington Subsection

Title Board Member

Print Form



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

8. Subsection Financials:

Balance Sheet

Profit/Loss Statement

Cash Receipts and Expenses Report

Allotment Request



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	<input type="text"/>
Receivables	<input type="text" value="\$70,257.61"/>
Miscellaneous	<input type="text"/>
TOTAL INCOME:	<input type="text" value="\$70,257.61"/>

EXPENSES:

Accounting Fees	<input type="text"/>
Committee	<input type="text"/>
Conference/Meetings	<input type="text" value="\$25,050.05"/>
Equipment	<input type="text"/>
Miscellaneous	<input type="text" value="\$23,528.15"/>
Officer Compensation	<input type="text"/>
Postage	<input type="text"/>
Printing	<input type="text"/>
Prizes & Awards	<input type="text"/>
Telephone	<input type="text"/>
Travel	<input type="text"/>
TOTAL EXPENSES:	<input type="text" value="\$48,578.20"/>



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR: **FY2022**

Subsection Number: _____ Subsection Name: **Northwest Washington Subsection**

- | | |
|--|----------------------------|
| 1) Total Subsection Balance of funds at beginning of the year: | <u>\$ 65,805.35</u> |
| 2) Total Receipts during the year. (Monies collected during the year): | <u>\$ 70,257.61</u> |
| 3) Total (Add Lines 1 and 2): | <u>\$136,062.96</u> |
| 4) Total Expenses for the year: | <u>\$48,578.20</u> |
| 5) Balance at the end of the year. (Subtract line 4 from line 3) | <u>\$87,484.76</u> |
| 6) Of the balance on line 5, how much is earned interest from the bank? | <u>\$0.00</u> |
| 7) Please list where the subsection funds are kept. (Types of accounts, name and branch of bank(s), cash, etc.) Do not add your bank account numbers. | |

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.

Sign: Mark Semrau

Print Name: **Mark Semrau**



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

THE END!

LOOKING FORWARD TO AN AWESOME YEAR!