



PNWS-AWWA
Northwest Washington

2023 Annual Report



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

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American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

1. 2023-2024 Subsection officer information



American Water Works Association
Pacific Northwest Section

PO Box 872467
Vancouver, WA 98687
T 503-760-6460
F 360-284-0695
www.pnws-awwa.org

President/Chair

Dave Price
Project Manager
Carollo
1200 Fifth Avenue, Suite 900
Seattle, WA 98101
206.940.9816
dprice@carollo.com

Vice-President/Vice-Chair

Nick Leininger
Water Superintendent
City of Bellingham
210 Lottie St.,
Bellingham, WA 98225
360.778.8100
nrleininger@cob.org

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

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

Director 1

Don Ranger
Acting Capital Program Manager
Alderwood Water & Wastewater
District
3626 156th Street SW, Lynnwood, WA
98087
425.743.4605
DRanger@awwd.com

Director 2

Bob Hubbert
Utility Service Inspections Manager
Seattle Public Utilities
Seattle, WA
206.418.8407
Bob.Hubbert@Seattle.gov

Director 3

Vacant



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

2. 2023 Subsection activities summary:

PNWS-AWWA 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 |
|--------------------|--------------|--------------------------|-------------------|
| --Board Meetings-- | | | |
| 1/12/23 | Teams | Monthly Board Meeting | 9 |
| 2/9/23 | Teams | Monthly Board Meeting | 9 |
| 3/9/23 | Teams | Monthly Board Meeting | 10 |
| 4/13/23 | Teams | Monthly Board Meeting | 8 |
| 5/11/23 | Teams | Monthly Board Meeting | 8 |
| 6/8/23 | Teams | Monthly Board Meeting | 8 |
| 7/13/23 | Teams | Monthly Board Meeting | 10 |
| 8/10/23 | Teams | Monthly Board Meeting | 7 |
| 9/13/23 | Teams | Monthly Board Meeting | 6 |
| 10/12/23 | Teams | Monthly Board Meeting | 8 |
| 11/16/23 | Everett | Monthly Board Meeting | 8 |
| 12/14/23 | Teams | Monthly Board Meeting | 5 |
| --Workshops-- | | | |
| 2/7/23 | Zoom | Math for Operators/P&IDs | 19 |
| 3/21/23 | Mount Vernon | Day with DOH | 178 |
| 4/18/23 | Zoom | Basic Waterworks | 55 |
| 5/18/23 | Zoom | Emergency Preparedness | 29 |



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 |
|---------------------|--------------|-------------------------|-------------------|
| --Workshops Cont.-- | | | |
| 6/6-7/23 | Lynnwood CC | Western WA Short School | 175 |
| 10/25/23 | Zoom | Water Storage Basics | 46 |
| --Events-- | | | |
| 3/21/23 | Mount Vernon | Water Competition Night | 40 |
| 9/7/23 | La Conner | Waves for Water | 30 |
| 11/16/23 | Everett | November Luncheon | 8 |



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Pacific Northwest Section

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2023 Short School Presentations



2023 Short School Presentations



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Pacific Northwest Section

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



2023 Short School Trade Show



2023 Short School Trade Show



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



2023 Waves for Water Event



2023 Waves for Water Event



2023 Waves for Water Event



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

2023 Math for Operators & Reading P&IDs Workshop - On-Line!

When

Tuesday, February 7, 2023 from
7:30 AM to 3:30 PM PST
[Add to Calendar](#)

Math for Operators and Reading P&IDs Workshop - On-Line

Workshop starts at 7:30 AM Pacific Time!

Where

This is an online event.

The 2023 training season has started!

This workshop will focus on critical math skills and reading process & instrumentation diagrams for **water & wastewater operators**,

- Review of basic math
- Operator aids
- Tracking units
- Problem solving
- What are P&IDs and why are they useful?
- What do all the symbols and notations mean?
- How do P&IDs interface with other system drawings?
- How to develop P&IDs

Speakers will be:

- Dave Price
- Kenny Packard
- James Cross
- Jeff Lundt

Please have a pen or pencil and paper along with a calculator, slide rule or abacus with you. Practice will make perfect and we will be doing group and individual problems to hone skills with a variety of problems for the math segment. You will have a chance to compare your results to others and the speakers. Have pencil and paper ready for the P&ID segment as we will have exercises and be drawing our own P&IDs.

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

0.6 Water & Wastewater CEUs approved for **Idaho and Oregon operators. Washington CEU renewal is pending.**

Click on the link below to register or get additional information.

[Get more information](#)

Register Now!

[I can't make it](#)

Small system scholarships available, See the web page.
Cancellation policy is also on the web page (follow the link below).

Looking forward to this being a good learning session.

Sincerely,

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

Northwest Washington Subsection AWWA, 3200 Cedar Street, Everett, WA 98201

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American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection



A Day with DOH Workshop- v2023

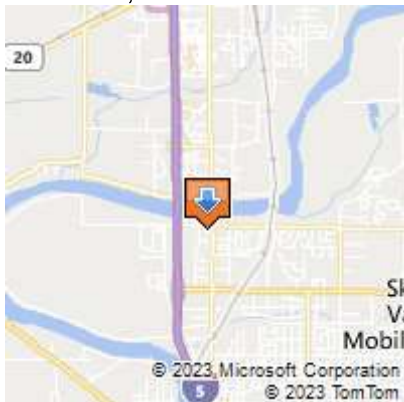
When:

Tuesday, March 21, 2023 from
8:00 AM to 3:30 PM PDT

[Add to Calendar](#)

Where:

Skagit Valley Inn & Conference
Center
2300 Market St
Mt Vernon, WA 98273



Join us **in-person or virtually** for another informative day on a wide range of topics with speakers from the Washington State Department of Health Drinking Water Office Northwest Regional Office. Current list of topics include:

- Opening Remarks
- Admin: Paper to Electronic
- Water Facilities inventor Updates
- The State of the Coliform Union
- PFAS Updates
- Cyanotoxins in the Columbia River - Where Next?
- Lead & Copper Rule - Lead inventory
- Operator Certification
- Sumas Flood Response
- SRF - Getting the Money Out
- DBPs - Operations Pilot Study
- Chemical Overfeed
- Break Point Chlorination Case Study
- Roundtable Discussion

Please join us to hear knowledgeable regulators pass along important information and valuable insight on water utility operation.

Click on the link below to register.

[Driving Directions](#)

[Get more information](#)

[Register Now!](#)

0.6 Continuing Education Units (Pending)

Registration fee is \$120 for AWWA, WEF or PNCWA individual or utility members (\$150 after Thursday March 16th)

Registration fee is \$180 for non-members (\$210 after Thursday March 16th)

Lunch and refreshments are included for those attending in-person.

Payment options include on-line by credit card through PayPal or by mailed-in check. A PayPal account is not required.

Small System scholarships are available, see the web page for details.

Refund policy is also on the web page.

Thank you for your consideration and response. We look forward to seeing you at the A Day with DOH Workshop.

Sincerely,

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

Northwest Washington Subsection AWWA, 3200 Cedar Street, Everett, WA 98201

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American Water Works Association **Pacific Northwest** Section

Spring 2023 Basic Waterworks Workshop - Online

When

Tuesday, April 18, 2023 from 7:30
AM to 3:30 PM PDT
[Add to Calendar](#)

Basic Waterworks Workshop Online

Tuesday April 18th starting at 7:30 AM
on Zoom

Where

This is an online event.

*Presented by the Northwest Washington Subsection,
PNWS-AWWA*

This program is designed for new utility front-line employees, office staff or others that want a preview or review of the basics of a water utility, the terminology, regulations, processes and goals. Topics will include:

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

Other NWWA Workshops & Events (online except as noted):

Subsection Water Olympics - TU
21 MAR MT Vernon

Emergency Preparedness - May

Western Washington Short
School & Trade Show - June 6th
& 7th (live in Lynnwood & virtual)

Pump Station O&P - Fall 2023

Instructors will be:

- Peg Wendling, City of Bellingham
- Dave Muto, SPU (retired)
- Kenny Packard, HDR
- Jeff Lundt, KCWTD

0.6 CEUs - **CEUs are APPROVED for Washington, Oregon
and Idaho Operators**

Cost is \$120 for AWWA, WEF or PNCWA members and \$180
for non-members.

Registration is limited to 50 people.

Click on the link below to register or for more information.

[Get more information](#)

[Register Now!](#)

Small system scholarships are available. For details please see the web page in the link shown above. Our cancellation policy is also on the workshop web page. If you have any questions, please contact us at the email or phone below.

Thank you for your time and attention and we look forward to seeing you at the Basic Waterworks Workshop.

Sincerely,

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

Northwest Washington Subsection AWWA, 3200 Cedar Street, Everett, WA 98201

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American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection



Emergency Preparedness Workshop - Online - May 2023

When

Thursday, May 18, 2023 from
7:30 AM to 3:45 PM PDT
[Add to Calendar](#)

Emergency Preparedness Workshop

Thursday May 18th starting at 7:30 AM PDT
Online through Zoom.

Where

This is an online event.

This program is designed to provide a basic understanding of emergency preparedness and the response of water utilities in the event of an emergency or disaster. 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 water quality.

Topics will 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 Network (WARNs)
- Tabletop & Field Exercises, and Other Training
- Personal Preparedness
- Facility Physical Security
- Cyber Security

[Other NWWA Training:](#)

Western Washington Short
School - June 6 & 7, 2023 In-
Person Lynnwood Convention
Center & Online

Instructors will be:

- Dan Burwell - RH2 Engineers
- Zach Schorr - WSP
- Mehrin Selimgir - WSP
- Angelic Quintero - WSP
- Jeff Lundt, KCWTD

0.7 CEUs **Approved** - **Water & Wastewater!** in ID, OR & WA

Cost is \$140 for AWWA, WEF, or PNCWA members and \$200 for non-members.

Click on the link below to register or for more information.

[Get more information](#)

[Register Now!](#)

Small system scholarships are available. For details please see the web page in the link shown above. Our cancellation policy is also on the workshop web page. If you have any questions, please contact us at the email or phone below.

Thank you for your time and attention and we look forward to seeing you at the Emergency Preparedness Workshop.

Sincerely,

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

Northwest Washington Subsection AWWA, 3200 Cedar Street, Everett, WA 98201

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2023 Western Washington Short School & Trade Show *"Live in Lynnwood" & Virtual*

When

Tuesday, June 6, 2023 at 7:30
AM PDT
-to-
Wednesday, June 7, 2023 at 4:00
PM PDT
[Add to Calendar](#)

**Attend the 2023
Western Washington Short School &
Trade Show
on Tuesday & Wednesday
June 6 & 7, 2023**

Where

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



[Driving Directions](#)

Concurrent training sessions for water and wastewater operators, engineers and managers in a variety of topics including:

- Wastewater Treatment, Disinfection & Conveyance
- Water Treatment, Disinfection & Distribution
- Pumps & Piping
- Asset Management
- Odor Control
- Monitoring & Sampling
- Instrumentation
- Chlorine Residual Testing

60 hours of presentations are on the schedule.
A detailed schedules will be available soon.

One water and one wastewater track will be presented virtually in addition to the in-person version, each day for those attendees that cannot attend in person.

Thank you to our 2023
Sponsors:

[In-person Trade Show](#) with manufacturers, local reps and service providers on Wednesday June 8.

**1.2 CEUs available to full time participants.
CEU review pending**

[Operator Scholarships available](#) - Registration fee is \$80 for 2-day & \$40 1-day, See web page

AWWA, WEF or PNCWA member registration fee is \$240 for 2-day or \$120 for a 1-day

Non-member registration fee is \$290 for 2-day or \$170 for 1-day (includes one-year membership in AWWA or PNCWA)



[Get more information](#)

[Register Now!](#)

If you have questions or need additional information please contact: Jeff Lundt at jeff.lundt@kingcounty.gov or 206/477-5582

Completed registration requires payment by credit card, or clicking the "pay by mail by check".

An email confirmation will be sent to you immediately following your completed registration. This email serves as your receipt if paying by credit card or invoice if paying by check.

If you do not receive an email confirmation contact Jeff Lundt.

Thank you for your attention and response. We look forward to seeing you at the 2023 Western Washington Short School & Trade Show.

Sincerely,

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

Northwest Washington Subsection AWWA, 3200 Cedar Street, Everett, WA 98201

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American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

2023 Water Storage Basics Workshop - Online

When

Wednesday, October 25, 2023
from 7:30 AM to 3:45 PM PDT
[Add to Calendar](#)

Water Storage Basics, an outline of good facilities, good materials, good maintenance & good practices

Where

This is an online event.

Join the Northwest Washington Subsection for this workshop on water storage. Topics to be covered include:

- Storage basics
- Soils & seismic considerations
- Structural considerations
- Piping connections
- Pressure tanks
- Reservoir water quality
- Large reservoirs
- Inspections
- Reservoir sanitary surveys
- Corrosion control
- Tank Coating
- Tank materials
- Post seismic event surveys

Instructors will be Dan Burwell, Robert Hanlon, Jon Cracolici, Jeff Lundt, and draft choices to be named later

Click on the registration button below to sign up..

[Get more information](#)

[Register Now!](#)

[I can't make it](#)

0.7 CEUs OR, WA & ID approved

Registration fee is \$140 for each part for members of AWWA, WEF & PNCWA and \$200 for non-members.

Small system scholarships available for 4 operators that are members, see details on the web page..

Thanks for your attention and response. We look forward to seeing you safely online!

Sincerely,

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

Northwest Washington Subsection AWWA, 3200 Cedar Street, Everett, WA 98201

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American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

NWWA Water Olympics

When

March 21, 2023 @ 5PM
[Add to Calendar](#)

Where

Blue Taco Restaurant and Bar
2300 Market Street
Mount Vernon, WA 98273

Hello NWWA Subsection Members!

Please join the NWWA Subsection as we determine who will represent us at the Section conference in Kennewick, WA. Bring your utility's water sample, or fastest meter assembler. We will also discuss interest in forming a hydrant or top ops team.

If you are submitting a water sample it must be delivered to Mark Semrau at the Skagit PUD office by 1 PM on the 21st.

PUD No. 1 of Skagit County
1415 Freeway Drive
Mount Vernon, WA 98273

For more information on competition rules please refer to the 2023 ACE website: [Competitions Rules | AWWA ACE21](#)

[Get more information](#)

[Register Now!](#)

[I can't make it](#)

Hope to see you all there!

Sincerely,

Mark Semrau
NWWA Treasurer
msemrau@pnws-awwa.org
360-848-2139

Northwest Washington Subsection AWWA,
2707 Colby Avenue, Suite 715, Everett, WA 98201

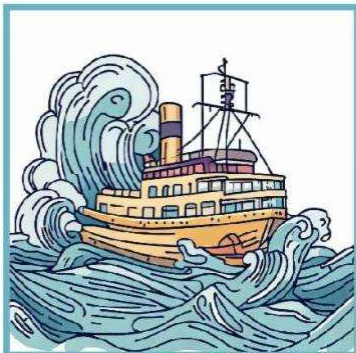
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Waves for Water

Sunset Dinner Cruise

Benefitting One AWWA Operator Scholarship

2023 Waves for Water

When

Thursday, September 7, 2023
from 5:30 PM to 8:30 PM PDT
[Add to Calendar](#)

Where

**LaConner Channel Lodge -
Boarding Dock**
205 N 1st Street
LaConner, WA 98257



[Driving Directions](#)

The Northwest Washington Subsection PNWS-AWWA invites you to Waves for Water benefitting the One AWWA Operator Scholarship.

Please join us for an exciting evening aboard the M/V Rosario. Take in breathtaking views of Deception Pass and enjoy a delicious, freshly prepared cracked crab and roast chicken dinner, along with a selection of Northwest beer and wine.

Our region is in desperate need of trained water and wastewater professionals. The One AWWA Operator Scholarship provides important funding for continuing education, certification, training, and conference attendance.

If you would like to register for the event, please click the link below to continue to the registration page. Tickets are \$75.

[Get more information](#)

[Register Now!](#)

[I can't make it](#)

Thank you for your support of water and wastewater professionals in the region. We look forward to seeing you at Waves for Water.

Sincerely,

Bridget August
Northwest Washington Subsection AWWA
baugust@geoengineers.com
425-861-6101

Northwest Washington Subsection AWWA, 3200 Cedar Street, Everett, WA 98201

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American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for January 12, 2023

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 | X |
| Nick Leininger | City of Bellingham | nrleininger@cob.org | |
| Dan Bannier | 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 | |
| Cory Poland | Consor Engineers | Corey.poland@consoreng.com | X |
| John Lovie | Whidbey Island Water Systems Association | John.lovie@whidbey.com | X |

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through December 31, 2022. Checking account balance is \$87,484.76. Net revenue for 2022 was \$70,257.61 and expenses totaled 48,578.20, for a net income of \$21,679.41.
- Mark also presented a proposed budget for 2023 for review. Jeff noted that we will not be holding a Water Loss Control Workshop in 2023 so we can remove that from the budget. Jeff and Mark need to determine the 2021, 2022 and 2023 Short School split that will be paid to PNCWA in 2023.
- Based on the budget we are likely to have a budget surplus again at the end of 2023. We will continue to identify new philanthropic opportunities to share those profits.
- Mark made a motion to approve the budget as amended. Bridget seconded the motion. The motion passed unanimously.

Workshops and Events:

2022 Workshops & Events Recap:

- NA

2023 Planned Workshops:

- Math for Operators/P&ID – February 7, 2023, Virtual. Jeff, Kenny and Dave will be presenters.
- Day with DOH – IMarch 21, 2023, Mount Vernon Convention Center. Jeff still working on details with DOH.
- We will likely hold an additional workshop in early March. Potential candidates are Basic Waterworks or Emergency Preparedness.

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS
- 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.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.

2023 Events:

Planned or on the drawing board:

- Water “Olympics” –March 21, 2023 at Bertelsen Winery in Mount Vernon following the Day with DOH workshop. Mark will contact the winery to save the date. Once the location is set then Kenny will send out the advertisement.
- Philanthropic Boat Cruise – Bridget will follow up and report back next month.

Expenditure's approval:

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

New Business:

- 2022 Annual Report due January 27, 2023 – Kenny is taking the lead. Will need documents and signatures from the board and financial documents from Mark. Please send workshop and event photos to Kenny.
- SAC Committee Participation – Kenny and Dave are our liaisons. Jeff participated in this month's meeting. They have a big focus on competitions this year. Call for nominees for Subsection participation awards due by March 15, 2023.
- PAC Liaison – PNWS has asked each Subsection to appoint someone to participate in the quarterly calls. Share knowledge on events, lessons learned, etc. Bridget volunteered to be the liaison. Kenny will let Kristen know.
- John Lovie (ETI Consulting LLC) with the Whidbey Island Water Systems Association shared a short presentation on the Public Participation Grant they received. Applied for emergency grant for \$60,000 covering July 2022 through June 2023. Will facilitate public participation in the investigation and cleanup of groundwater contaminated with PFAS by building a website and social media presence showing detections and cleanup status, and other pertinent information. John will be presenting their program at Sound Waters University in 2023, PNWS Conference 2023, and Evergreen Rural Water of Washington Conference 2023. They are looking for people with technical knowledge to share information with the general public. Ultimately may need assistance with technical side of groundwater hydrogeology and how to evaluate contamination and cleanup of PFAS. Could try to hold a workshop for the general public. DOH will be doing compulsory testing over the next year. John said that NWWA could be a good partner to help bring professionals together and help information the public. John will be in touch.

Old Business:

- In December, the board discussed trying to share benevolences locally in the form of scholarships. Potential local benevolence recipients:
 - Bellingham Technical College – After last meeting Nick was going to follow up with BTC about scholarship opportunities for people in the water and wastewater track. Nick was not able to attend today's meeting. We will look forward to hearing his report next month.
 - 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.
 - John Lovie provided more context. They worked with Evergreen Rural Water to develop an apprenticeship/scholarship to support operators going into this field. They identified one candidate who is currently enrolled at Green River Community College. Spending about \$3,000 per year. This would be a great opportunity for NWWA to provide continued support.
 - Bridget did some research on other community colleges and high schools in our area that may support students going into the water/wastewater field.
 - Scriber Lake High School in the Edmonds School District and Sno-Isle TECH are technical pathway high schools. They have resource pages where we can post scholarship information and job postings.
 - Everett Community College would be the next best CC after BCC to support. They have the largest engineering program in the state. Hanna has a connection with an ECC professor that we should connect with.
 - Cascadia College and Edmonds Community College have engineering programs, but nothing related to the water/wastewater industry.
 - Kenny will research districts/schools up north.
 - Bridget will ask Jeff Marrs where he sees applicants are coming from.

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 31, 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 | \$87,484.76 |
| 2022 Income Statement YTD | |
| Revenue | \$70,257.61 |
| Expenses | <u>\$48,578.20</u> |
| Net Income (Loss) | \$21,679.41 |
| 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 E&T Fund | \$6,100.00 |
| PNWS Scholarship | \$6,000.00 |
| Water for People | \$5,000.00 |

Training Gross Profit in 2022

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

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$826.82 |
| PayPal Partner Fees | \$1,639.70 |
| Short School Expenses | \$19,226.79 |
| Workshop Expenses | \$5,823.26 |

Northwest Washington Subsection 2023 Budget

| | Approved FY2022 Budget | FY2022 Actuals YTD 08Dec22 | Proposed FY2023 Budget | Percent Increase (Decrease) |
|-----------------------------|------------------------------|----------------------------------|------------------------------|-----------------------------------|
| Revenue | | | | |
| Membership Dues | | | | N/A |
| Short School Income | \$ 36,000.00 | \$ 36,826.74 | \$ 40,500.00 | 10.0% |
| Registration | \$ 25,000.00 | \$ 21,414.04 | \$ 25,000.00 | 17% |
| Sponsorship | \$ 4,000.00 | \$ 6,409.60 | \$ 6,500.00 | 1.4% |
| Vendors | \$ 7,000.00 | \$ 9,003.10 | \$ 9,000.00 | (0.0%) |
| Wine for Water Income | \$ - | \$ - | \$ - | N/A |
| Auction | \$ - | \$ - | \$ - | N/A |
| Donations | \$ - | \$ - | \$ - | N/A |
| Sponsors | \$ - | \$ - | \$ - | N/A |
| Ticket Sales | \$ - | \$ - | \$ - | N/A |
| Workshop Income | \$ 35,500.00 | \$ 33,333.37 | \$ 31,000.00 | (7.0%) |
| Basic Waterworks TiaB | \$ 4,000.00 | \$ 5,397.60 | \$ 5,000.00 | (7.4%) |
| Chlorine Residual Testing | \$ 2,500.00 | \$ 525.72 | \$ 1,000.00 | 90.2% |
| CM & Inspection | | | | N/A |
| Customer Service | | | | N/A |
| Distribution Workshop | \$ 2,000.00 | \$ - | \$ - | N/A |
| DOH Workshop | \$ 4,000.00 | \$ - | \$ 4,000.00 | N/A |
| Emergency Preparedness TiaB | \$ 4,000.00 | \$ 4,080.84 | \$ 4,000.00 | (2.0%) |
| Groundwater Basics | \$ 2,000.00 | \$ 1,332.38 | \$ 2,000.00 | 50.1% |
| Math / P&ID | \$ 3,000.00 | \$ 2,340.20 | \$ 2,500.00 | 6.8% |
| Pump Station O&M | \$ 3,000.00 | \$ 7,907.43 | \$ - | (100.0%) |
| Reverse Osmosis | \$ 2,000.00 | \$ 2,284.32 | \$ - | (100.0%) |
| Water Loss Control | \$ 3,000.00 | \$ 4,396.98 | \$ 4,500.00 | 2.3% |
| Water Storage Basics TiaB | \$ 3,000.00 | \$ 5,067.90 | \$ 5,000.00 | (1.3%) |
| Water Quality Basics | \$ 3,000.00 | | \$ 3,000.00 | N/A |
| Total Revenue | \$ 71,500.00 | \$ 70,160.11 | \$ 71,500.00 | 1.9% |
| Expenses | | | | |
| Administration | \$ 1,877.04 | \$ 2,671.56 | \$ 3,100.00 | 16.0% |
| Awards | | | | N/A |
| Paypal | \$ - | \$ 1,639.65 | \$ 1,700.00 | 3.7% |
| Board Activities | \$ - | \$ 205.09 | \$ 500.00 | 143.8% |
| Constant Contact | \$ 827.04 | \$ 826.82 | \$ 850.00 | 2.8% |
| Mailings | \$ - | | | N/A |
| Miscellaneous Expenses | \$ 1,000.00 | | | N/A |
| Promotional Merchandise | \$ - | | | N/A |
| Fall Trustee Meeting | \$ - | | | N/A |
| Supplies | \$ 50.00 | \$ - | \$ 50.00 | N/A |

| Northwest Washington Subsection 2023 Budget | | | | |
|---------------------------------------------|------------------------------|----------------------------------|------------------------------|-----------------------------------|
| | Approved FY2022 Budget | FY2022 Actuals YTD 08Dec22 | Proposed FY2023 Budget | Percent Increase (Decrease) |
| Benevolences | \$ 19,000.00 | \$ 20,569.50 | \$ 26,000.00 | 26.4% |
| Beckman Scholarship | | | | N/A |
| One Water Fund Scholarship | \$ 1,000.00 | \$ 3,067.00 | \$ - | (100.0%) |
| Section Competitions | \$ 1,000.00 | \$ 500.00 | \$ 5,000.00 | 900.0% |
| PNWS E&T Fund | \$ 6,000.00 | \$ 6,002.50 | \$ 6,000.00 | (0.0%) |
| PNWS Scholarship | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | 0.0% |
| Water for People Donation | \$ 5,000.00 | \$ 5,000.00 | \$ 6,000.00 | 20.0% |
| Scholarships TBD | | | \$ 3,000.00 | N/A |
| Sponsorships | \$ 2,890.00 | \$ 189.59 | \$ 2,890.00 | 1424.3% |
| AWWA Student Memberships | \$ 40.00 | \$ - | \$ 40.00 | N/A |
| Conference Silent Auction | \$ 150.00 | | \$ 150.00 | N/A |
| NWWA Competition Event | \$ 2,000.00 | \$ 189.59 | \$ 2,000.00 | 954.9% |
| YP Section Event Sponsorship | \$ 400.00 | \$ - | \$ 400.00 | N/A |
| YP Networking Events | \$ 300.00 | \$ - | \$ 300.00 | N/A |
| Short School Expenses | \$ 25,759.50 | \$ 19,226.79 | \$ 31,000.00 | 61.2% |
| Space Rental | \$ 14,759.50 | \$ 14,726.04 | \$ 20,000.00 | 35.8% |
| Misc. Expenses & YP Social | \$ 6,000.00 | \$ 4,500.75 | \$ 6,000.00 | 33.3% |
| PNCWA Split | \$ 5,000.00 | \$ - | \$ 5,000.00 | N/A |
| Workshop Expenses | \$ 7,500.00 | \$ 5,823.26 | \$ 8,450.00 | 45.1% |
| Zoom Annual License | \$ - | \$ 819.51 | \$ 950.00 | 15.9% |
| Basic Waterworks Tiab | \$ 1,000.00 | \$ 75.00 | \$ 500.00 | 566.7% |
| Chlorine Residual Testing | \$ 500.00 | \$ 1,103.48 | \$ 500.00 | (54.7%) |
| CM & Inspection | | | | N/A |
| Customer Service | | | | N/A |
| Distribution Workshop | \$ 500.00 | | \$ - | N/A |
| DOH Workshop | \$ 1,000.00 | \$ - | \$ 3,000.00 | N/A |
| Emergency Preparedness | \$ 1,000.00 | | \$ 1,000.00 | N/A |
| Groundwater Basics | \$ 500.00 | \$ 589.89 | \$ 500.00 | (15.2%) |
| Math / P&ID | \$ 600.00 | \$ 75.00 | \$ 500.00 | 566.7% |
| Pumps / Pump Station O&M | \$ 500.00 | \$ 75.00 | \$ - | (100.0%) |
| Reverse Osmosis | \$ 300.00 | \$ 490.38 | \$ - | (100.0%) |
| Water Loss Control | \$ 500.00 | \$ 2,595.00 | \$ 500.00 | (80.7%) |
| Water Storage Basics TiaB | \$ 600.00 | \$ - | \$ 500.00 | N/A |
| Water Treatment | \$ 500.00 | | \$ 500.00 | N/A |
| Total Expenses | \$ 57,026.54 | \$ 48,480.70 | \$ 71,440.00 | 47.4% |
| Surplus (Deficit) | \$ 14,473.46 | \$ 21,679.41 | \$ 60.00 | (99.7%) |



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for February 9, 2023

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 | X |
| Nick Leininger | City of Bellingham | nrleining@cob.org | X |
| Dan Bannier | 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 | |
| Tom Vane | AWWD | tvane@awwd.com | |
| Culley Lehman | Cascadia Water | culley@cascadiawater.com | |
| Cory Poland | Consor Engineers | Corey.poland@consoreng.com | |
| Don Ranger | AWWD | dranger@awwd.com | X |

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through February 9, 2023. Checking account balance is \$81,136.64. Net revenue for 2023 is \$3,879.68 and expenses totaled \$10,227.80, for a net loss so far this year of -\$6,348.12 mainly due to Lynnwood Convention Center pre-payments for the 2023 Short School.

Workshops and Events:

2023 Workshops & Events Recap:

- Math for Operators and Reading P&IDs – February 7, 2023, Virtual. Jeff, Kenny and Dave were presenters. Overall went well. 19 people attended including 3 from the Department of Health and 5 or 6 people from Oregon. Continued to offer free registration for retired operators. Program appears to be reaching all sections of the PNWS; from Lynden to Walla Walla to Grants Pass, OR. Jeff said that there was adequate time to run through calculations but would like to have more water system information for the P&ID portion of the class. Kenny, Hanna and Nick will look for current examples for the next class.

2023 Planned Workshops:

- Day with DOH – March 21, 2023, in-person at the Mount Vernon Convention Center and Virtual. Jeff will be advertising early next week.
- Basic Waterworks – April, Virtual
- Emergency Preparedness – May, Virtual

- Western Washington Short School – June 6 & 7, Lynnwood Convention Center. Planning committee is meeting every other week via Teams. The biggest struggle is pulling the program together and soliciting abstracts. Dave has been soliciting vendors and we have several already registered. Bridget and Andrew need to solicit sponsors ASAP.

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS.
- 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.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.

2023 Events:

Planned or on the drawing board:

- Water “Olympics” – March 21, 2023 at Blue Taco Restaurant and Bar in Mount Vernon following the Day with DOH workshop. The restaurant is at the Mount Vernon Convention Center. Kenny sent out the advertisement earlier this week. Mark has secured Northwest Corrosion as a sponsor. Kenny will add their logo to the Constant Contact advertisement. Dave Price, Steve from DOH, Bridget will reach out to Cheryl Capron, Mark will reach out to Confluence Engineering. Mark has requested a meter but hasn’t received it yet. Anacortes has one or more they will be bringing. Mark also ordered a hydrant for Hydrant Hysteria and has two people interested in participating.
- Waves for Water Boat Cruise – Targeting first Thursday September. We need to decide the “why” and who our money is going to. Dave, Dan, Kenny and Don will help.

Expenditure’s approval:

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

New Business:

- Water Equation (WE) donation redirection – The WE scholarship is funded to be able to provide a \$2K scholarship each year. Jeff is trying to get approval from the PNWS Board to have a WE endowed One Water Operator Scholarship and is looking to see if there is interest in adding to an Operator Scholarship to increase that endowment to fund scholarships annually. This will support different activities than the OWO scholarship. We did not budget for contributing to the WE One Water Operator Scholarship; however, the board supports moving forward with this.
- Dan Bannier is currently unavailable to participate as subsection Director due to personal reasons. The board agreed that we will keep Dan’s place on the board and hope that he is able to participate again soon. We will decide about this position prior to the PNWS Conference.

Old Business:

- Identifying local benevolence recipients for 2023
 - Nick – Bellingham Technical College
 - Hanna – Everett Community College
 - Bridget – Utility outreach

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

FY2023 Treasurer Report

Date: **February 9, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$81,136.64 |
| 2023 Income Statement YTD | |
| Revenue | \$3,879.68 |
| Expenses | <u>\$10,227.80</u> |
| Net Income (Loss) | -\$6,348.12 |
| Income – Expense Ratio | 0.38 |
| Administrative Cost Ratio | 2.2% |
| Program Efficiency Ratio | 97.8% |

Sponsorships & Benevolences

| | |
|-------------------------------|--------|
| Beckman Scholarship | \$0.00 |
| Section Competitions | \$0.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$0.00 |
| PNWS Scholarship | \$0.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2022

| | |
|--------------|------------|
| Short School | \$2,644.80 |
| Workshops | \$1,234.88 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$68.9 |
| PayPal Partner Fees | \$104.50 |
| Short School Expenses | \$10,000.00 |
| Workshop Expenses | \$0.00 |



American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for March 9, 2023

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 | X |
| Nick Leininger | City of Bellingham | nrleining@cob.org | X |
| Dan Bannier | 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 |
| Alex Mofidi | Confluence Engineering | alex@confluence-engineering.com | |
| Tom Vane | AWWD | tvane@awwd.com | |
| Culley Lehman | Cascadia Water | culley@cascadiawater.com | |
| Cory Poland | Consor Engineers | Corey.poland@consoreng.com | |
| Don Ranger | AWWD | dranger@awwd.com | X |
| Billy Ward | Olympic View Water & Sewer | billyw@ovwater.com | X |

Minutes of the previous meeting – Approved without change

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through February 9, 2023. Checking account balance is \$89,114.36. Net revenue for 2023 is \$12,149.30 and expenses totaled \$10,519.70, for a net loss so far this year of \$1,629.60.

Workshops and Events:

2023 Workshops & Events Recap:

- NA

2023 Planned Workshops:

- Day with DOH – March 21, 2023, in-person at the Mount Vernon Convention Center and Virtual. Currently 145 registered including about 15 from DOH. About one third of attendees will be joining virtually. DOH is very excited to develop this workshop with NWWA and then take it to the South Sound Subsection and others.
- Basic Waterworks – April 18, 2023, Virtual. Kenny, Jeff, Peg and Dave will be speakers.
- Emergency Preparedness – May, Virtual
- Western Washington Short School – June 6 & 7, Lynnwood Convention Center. The Planning committee is meeting every other week via Teams. The biggest struggle is pulling the program together and soliciting abstracts. We need about 20 more abstracts to fill out the program. We need to meet the mid-April deadline for Oregon CEU review. Dave has been soliciting vendors and we have several already registered. Bridget and Andrew need to solicit sponsors ASAP.

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS.
- Chemistry for Operators – material is available but needs experts and champions 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 could support that effort.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.

2023 Events:***Planned or on the drawing board:***

- Water “Olympics” – March 21, 2023 at Blue Taco Restaurant and Bar in Mount Vernon following the Day with DOH workshop. The restaurant is at the Mount Vernon Convention Center. Kenny sent out the advertisement earlier this week. Mark has secured Northwest Corrosion as a sponsor. Dave Price, Steve Hallberg from DOH, Cheryl Capron, and a high school student. Mark has requested a meter but hasn’t received it yet. Anacortes has one or more they will be bringing. Mark also ordered a hydrant for Hydrant Hysteria and has two people interested in participating but we haven’t received the hydrant. We may use hydrants from previous years. Skagit PUD, Anacortes, Bellingham, and Everett are all planning on bringing samples. Jeff will coordinate with Jim Spooner about meter testing apparatus. Nick and Hanna will help with the meter challenge testing.
- Waves for Water Boat Cruise – Thursday, September 7, 2023. We need to decide the “why” and who our money is going to. Dave, Dan, Kenny and Don will help. Bridget will send an invite to a planning meeting.

Expenditure’s approval:

- Workshops – NA
- Events – NA
- Miscellaneous – Jeff requested that we either purchase a new subsection projector or replace the bulb in one of our existing older projectors. He will provide a cost estimate at the next meeting.

New Business:

- Philanthropic Advisory Council Liaison Update – Bridget. The PAC has started quarterly meetings. The focus will be on the “greatest need”. The three buckets include Water for People, AWWA Water Equation, Education and Training (E&T) Fund. There will be a PAC calendar on the PNWS website soon. The events planned so far include the PAC Conference Auction, PAC Wine for Water in Woodinville on June 3rd.
- Subsection Advisory Council Liaison Update – Kenny and Dave. Monthly meetings. Next meeting is next Monday. Section competitions and award nominations. YP Pioneer Award is currently open, nominations are due Monday.

Old Business:

- Identifying local benevolence recipients for 2023. No action this month.
 - Nick – Bellingham Technical College
 - Hanna – Everett Community College
 - Bridget – Utility outreach

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!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2023 Treasurer Report

Date: **March 9, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$89,114.36 |
| 2023 Income Statement YTD | |
| Revenue | \$12,149.30 |
| Expenses | <u>\$10,519.70</u> |
| Net Income (Loss) | \$1,629.60 |
| Income – Expense Ratio | 1.15 |
| Administrative Cost Ratio | 4.9% |
| Program Efficiency Ratio | 95.1% |

Sponsorships & Benevolences

| | |
|-------------------------------|--------|
| Beckman Scholarship | \$0.00 |
| Section Competitions | \$0.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$0.00 |
| PNWS Scholarship | \$0.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2022

| | |
|--------------|------------|
| Short School | \$3,817.20 |
| Workshops | \$8,332.10 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$137.80 |
| PayPal Partner Fees | \$307.50 |
| Short School Expenses | \$10,000.00 |
| Workshop Expenses | \$0.00 |



American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for April 13, 2023

10:30 AM – Microsoft Teams

In attendance:

| Attendee | Representing | Email address | Present |
|------------------|-----------------------------------------|---------------------------------|---------|
| Kenny Packard | President - HDR | Kenneth.packard@hdrinc.com | X |
| Dave Price | Vice President - Carollo | dprice@carollo.com | X |
| Mark Semrau | Treasurer - Skagit PUD | msemrau@pnws-awwa.org | X |
| Bridget August | Secretary - GeoEngineers | baugust@geoengineers.com | X |
| Nick Leininger | Director 1 - City of Bellingham | nrleininger@cob.org | |
| Dan Bannier | Director 2 - Retired | ezlite@comcast.net | |
| Hanna Lintukorpi | Director 3 - City of Everett | hlintukorpi@everettwa.gov | X |
| Jeff Marrs | Past President - City of Everett | jmarrs@everettwa.gov | |
| Jeff Lundt | King County | Jeff.lundt@kingcounty.gov | X |
| Eric Schey | King County | eschey@kingcounty.gov | X |
| Alex Mofidi | Confluence Engineering | alex@confluence-engineering.com | |
| Tom Vane | AWWD | tvane@awwd.com | |
| Culley Lehman | Cascadia Water | culley@cascadiawater.com | |
| Cory Poland | Consort Engineers | Corey.poland@consoreng.com | |
| Don Ranger | AWWD | dranger@awwd.com | X |
| Billy Ward | Olympic View Water & Sewer | billyw@ovwater.com | |

Minutes of the previous meeting – Approved without change.

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through April 12, 2023. Checking account balance is \$108,293.75. Net revenue for 2023 is \$36,334.87 and expenses totaled \$15,535.88, for a net income so far this year of \$20,080.99. Upcoming expenses include one remaining payment to LCC for the Short School (\$5,000), our direct scholarship contribution (\$5,000) and donation to the E&T fund (\$5,000). E&T donation is due before September 30th and the scholarship donation is due before June. Mark will send benevolence checks in six weeks.
- Jeff noted that we made a verbal commitment to contribute \$6,000 to our direct scholarship. The board voted to move \$1,000 from our competition travel budget to the direct scholarship budget, bringing the total to \$6,000. The motion was passed unanimously.

Workshops and Events:

2023 Workshops & Events Recap:

- Day with Department of Health (DOH) – March 21, 2023, in-person at the Mount Vernon Convention Center and virtual. There were 102 in-person attendees and 76 virtual attendees including 15 from DOH. This was our best attended workshop to date. The program was very fast paced with lots of content and was well received. We will not be using the same venue next year due to poor service and bad food. Mark will be looking for a new venue that can accommodate a future DOH workshop of this size. DOH was very excited to develop this workshop with NWWA and plans to take it to the South Sound and Lower Columbia Subsections. Jeff noted that we may also create a self-study course as well. Bridget asked if

NWWA will receive compensation for developing the program. Jeff said likely no or at least not planned at this time. Bridget noted that we should receive recognition for our efforts rather than financial compensation.

- Water “Olympics” – March 21, 2023 at Blue Taco Restaurant and Bar in Mount Vernon following the Day with DOH workshop. Approximately 40 people attended. Northwest Corrosion sponsored the event. There were 5 Best Tasting Water entries; Skagit PUD Marblemount system was the winner. Judges were Dave Price, Steve Hallberg from DOH, and Cheryl Capron. There were 4 Meter Challenge contestants; Mike Ostergaard from Skagit PUD was the winner. Anacortes had two Hydrant Hysteria Teams: the old guard and new guard. The old guard won. Due to supply chain issues, we used an older hydrant during the competition but the winning Anacortes team picked up the appropriate hydrant from the South Sound Subsection so they can practice for the PNWS Conference using the right meter. Will change venue next year since the Day with DOH workshop will also be moved.

2023 Planned Workshops:

- Basic Waterworks – April 18, 2023, Virtual. Kenny, Jeff, Peg Wendling and Dave Muto will be speakers. 53 people registered.
- Emergency Preparedness – May 18, 2023, Virtual. Oregon WSP office has arranged for a couple new speakers.
- Western Washington Short School – June 6 & 7, Lynnwood Convention Center. The program is almost complete. We still need to fill one ½-hour slot on Tuesday and two ½-hour slots on Wednesday. We need to complete the program ASAP so we can send in the CEU package this week, or we will miss our submittal deadline. Dave has been soliciting vendors and we have 24-26 already registered. Dave is asking vendors that can’t make if they would like to sponsor instead. Bridget and Andrew have solicited sponsors. We currently have 10 sponsors. The planning group decided to allow one registration with each sponsorship. Bridget will let everyone know.
- Other:
 - Jeff noted that Chlorine Residual Testing training is being provided by DOH since they own the CEUs for that workshop.
 - City of Seattle (SPU) reached out to Jeff about offering in-person training in their facilities. Chris Guest at King County Subsection is going to coordinate since SPU is in their subsection. Chris also has an interest in our TIAB programs. Jeff has volunteered to help.

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS Water Distribution Committee.
- Chemistry for Operators – material is available but needs experts and champions 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 Cross-Connection Committee has interest in TIAB workshop, 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 could support that effort. DOH does on their own.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.
- Pump Station O&M – TIAB, Eric, Jeff, Ed Griffenberg, Brian Mast, and Don Wagner are speakers. Offering Fall 2023

2023 Events:

Planned or on the drawing board:

- “Waves for Water” Dinner Cruise – Thursday, September 7, 2023 from 6:00 to 8:30 pm. The cruise will set sail at 6:00 pm sharp from LaConner, sail to the Deception Pass bridge, and return at 8:00 pm. Arrival time at 5:30. There is a bar at the dock for people to mingle at before the cruise starts. Dinner will include crab and chicken and we plan to offer drink tickets. We need to decide the “why” and who our money is going to, set the ticket price, and advertise. The boat limit is 50 people.

Expenditure's approval:

- Workshops – NA
- Events – NA
- Miscellaneous –
 - Using NWWA Constant Contact and Pay Pal for PNWS Conference E&T Fund Donations. The board voted to cover the fees as we have done in the past so the full donations can be distributed to the E&T fund. The motion passed unanimously.
 - In March, Jeff requested that we either purchase a new subsection projector or replace the bulb in one of our existing older projectors. The board decided that with changes in technology, it would make more sense to purchase a new projector. Eric provided the board with two options that were both about \$775. The board approved spending up to \$900 for a new subsection projector. The motion passed unanimously. Eric will work with Mark to purchase the projector.

New Business:

- Subsection Advisory Council Liaison Update
 - Kenny and Dave were unable to attend the last meeting.
 - PNWS Competition Registrations – Kenny and Mark are working with contestants to get registered and reimbursed for travel expenses.
- Philanthropic Advisory Council Liaison Update – Bridget
 - PNWS Silent Auction Basket – PNWS has asked subsections to provide baskets representing their geographic areas. Our budget is \$150. Bridget will organize the basket and deliver it to the PNWS conference.
 - PNWS Walks for Water Fundraiser – Bridget sent an email previously. PNWS has a team. Please join if you can.
 - PNWS Wine for Water – Will be held at Guardian Cellars Winery and Tasting Room in Snohomish (Maltby area) on June 3rd. Registration is live.
- Bill and Teddy Beckman Named Scholarship – Jeff informed the group that Bill Beckman passed away last Friday. Many people have asked about donating to the Bill and Teddy Beckman scholarship. Jeff is coordinating with PNWS. Jeff also suggested that we consider increasing our contribution this year and announce at the conference to encourage other supporters to donate as well. *Due to lack of time, this agenda item will be tabled until May.*
- Short School Coordinator Transition – Jeff is retiring next year. We need someone else to coordinate the Short School next year. Jeff wants this to be a NWWA person rather than PNCWA. *Due to lack of time, this agenda item will be tabled until May.*
- State & County Health Department Free Registration at Workshops – Jeff would like to offer free workshop registration to all state and county health department staff. He feels that it is important to get them to participate in workshops and its good exposure for them, etc. *There was general support for this but due to lack of time, this agenda item will be tabled until May.*

Old Business:

- Identifying local benevolence recipients for 2023. No action this month.
 - Nick – Bellingham Technical College
 - Hanna – Everett Community College
 - Bridget – Utility outreach

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!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2023 Treasurer Report

Date: **April 12, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$108,293.75 |
| 2023 Income Statement YTD | |
| Revenue | \$36,344.87 |
| Expenses | <u>\$15,535.88</u> |
| Net Income (Loss) | \$20,808.99 |
| Income – Expense Ratio | 2.34 |
| Administrative Cost Ratio | 12.1% |
| Program Efficiency Ratio | 87.9% |

Sponsorships & Benevolences

| | |
|-------------------------------|--------|
| Beckman Scholarship | \$0.00 |
| Section Competitions | \$0.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$0.00 |
| PNWS Scholarship | \$0.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2022

| | |
|--------------|-------------|
| Short School | \$10,937.42 |
| Workshops | \$25,407.45 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$206.7 |
| PayPal Partner Fees | \$878.33 |
| Short School Expenses | \$10,000.00 |
| Workshop Expenses | \$3,656.56 |



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

Meeting Minutes for May 11, 2023

10:30 AM – Microsoft Teams

In attendance:

| Attendee | Representing | Email address | Present |
|------------------|-----------------------------------------|---------------------------------|---------|
| Kenny Packard | President - HDR | Kenneth.packard@hdrinc.com | X |
| Dave Price | Vice President - Carollo | dprice@carollo.com | X |
| Mark Semrau | Treasurer - Skagit PUD | msemrau@pnws-awwa.org | X |
| Bridget August | Secretary - GeoEngineers | baugust@geoengineers.com | |
| Nick Leininger | Director 1 - City of Bellingham | nrleining@cob.org | X |
| Dan Bannier | Director 2 - City of Bellingham | ezlite@comcast.net | |
| Hanna Lintukorpi | Director 3 - City of Everett | hlintukorpi@everettwa.gov | X |
| Jeff Marrs | Past President - City of Everett | jmarrs@everettwa.gov | |
| Jeff Lundt | King County | Jeff.lundt@kingcounty.gov | X |
| Eric Schey | King County | eschey@kingcounty.gov | X |
| Alex Mofidi | Confluence Engineering | alex@confluence-engineering.com | |
| Tom Vane | AWWD | tvane@awwd.com | |
| Culley Lehman | Cascadia Water | culley@cascadiawater.com | |
| Cory Poland | Consort Engineers | Corey.poland@consoreng.com | |
| Don Ranger | AWWD | dranger@awwd.com | X |
| Billy Ward | Olympic View Water & Sewer | billyw@ovwater.com | |

Minutes of the previous meeting – Approved without change.

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through May 10, 2023. Checking account balance is \$116,235.36. Net revenue for 2023 is \$53,304.19 and expenses totaled \$24,553.59, for a net income so far this year of \$28,750.60. Upcoming expenses include our direct scholarship contribution (\$5,000) and donation to the E&T fund (\$5,000). E&T donation is due before September 30th and the scholarship donation is due before June.

Workshops and Events:

2023 Workshops & Events Recap:

- Basic Waterworks – April 18, 2023, Virtual. There were 55 attendees including some small systems with scholarships. Kenny, Jeff, Peg Wendling and Dave Muto were speakers. Overall seemed to go well. Have not received Zoom data yet for CEUs.

2023 Planned Workshops:

- Emergency Preparedness – May 18, 2023, Virtual. We have three new speakers.
- Western Washington Short School – June 6 & 7, Lynnwood Convention Center. We have 70+ registered attendees, 37 vendors, and 10 sponsors. Registration scholarships are available but haven't seen a lot of interest so far.

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS Water Distribution Committee.
- Chemistry for Operators – material is available but needs experts and champions 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 Cross-Connection Committee has interest in TIAB workshop, 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 could support that effort. DOH does on their own.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.
- Pump Station O&M – TIAB, Eric, Jeff, Ed Griffenberg, Brian Mast, and Don Wagner are speakers. Offering Fall 2023

2023 Events:***Planned or on the drawing board:***

- “Waves for Water” Dinner Cruise – Thursday, September 7, 2023 from 6:00 to 8:30 pm. The cruise will set sail at 6:00 pm sharp from LaConner, sail to the Deception Pass bridge, and return at 8:00 pm. Arrival time at 5:30. There is a bar at the dock for people to mingle at before the cruise starts. Dinner will include crab and chicken and we plan to offer drink tickets. We need to decide the “why” and who our money is going to, set the ticket price, and advertise. The boat limit is 50 people.

Expenditure’s approval:

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

New Business:

- PNWS Section Conference in Kennewick – May 3-5
 - Best Tasting Water Competition – NWWA representative, Skagit PUD Marblemount, took 3rd place!
 - Top Ops – NWWA representative, Skagit PUD took 1st place!
- Officer Transitions - Kenny
 - Dave is willing to move into President Position.
 - Nick is willing to step into the VP position.
 - Kenny will remain active in the subsection as Past President.
 - Hanna is likely to step down from her director position to pursue grad school out of the US, would remain in the position but time zones will be challenging.
 - Don is willing to step into a director position.
 - Unfortunately, Dan Bannier has passed away, discussion item for next meeting on potential subsection outreach to his family as well as his position.
 - Board members to look in their organizations for other potential board members.

Old Business:

- Subsection Advisory Council Liaison Update
 - Not discussed
- Philanthropic Advisory Council Liaison Update
 - PNWS Wine for Water – Will be held at Guardian Cellars Winery and Tasting Room in Snohomish (Maltby area) on June 3rd. Registration is live.
- Bill and Teddy Beckman Named Scholarship – Kenny

- Discussion was held about the open donation pool for the Bill and Teddy Beckman scholarship.
 - Dave brought a motion for NWWA to contribute \$2,500 to this fund. This was seconded by Hanna. Motion was taken to a vote and it passed unanimously.
- Short School Coordinator Transition – Jeff
 - Jeff would like to hand off the overall coordination of this event. He will still stay involved but wants hand off overall coordination.
 - This may have to be broken into smaller roles but should stay within NWWA.
- State & County Health Department Free Registration at Workshops – Jeff
 - This concept was approved and can be re-evaluated based on interest from state and county health.
- Identifying local benevolence recipients for 2023
 - No action

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!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2023 Treasurer Report

Date: **May 11, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$11,6235.36 |
| 2023 Income Statement YTD | |
| Revenue | \$53,304.19 |
| Expenses | <u>\$24,553.59</u> |
| Net Income (Loss) | \$28,750.60 |
| Income – Expense Ratio | 2.17 |
| Administrative Cost Ratio | 21.1% |
| Program Efficiency Ratio | 78.9% |

Sponsorships & Benevolences

| | |
|-------------------------------|------------|
| Beckman Scholarship | \$0.00 |
| Section Competitions | \$3,500.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$400.00 |
| PNWS Scholarship | \$0.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2023

| | |
|--------------|-------------|
| Short School | \$24,873.40 |
| Workshops | \$28,041.09 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$275.60 |
| PayPal Partner Fees | \$1,308.58 |
| Short School Expenses | \$14,987.00 |
| Workshop Expenses | \$3,656.56 |



American Water Works Association **Pacific Northwest** Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for June 8, 2023

10:30 AM – Microsoft Teams

In attendance:

| Attendee | Representing | Email address | Present |
|------------------|--------------------------------------------|-------------------------------|----------------|
| Dave Price | President - Carollo | dprice@carollo.com | X |
| Nick Leininger | Vice President - City of Bellingham | nrleininger@cob.org | X |
| Bridget August | Secretary - GeoEngineers | baugust@geoengineers.com | X |
| Mark Semrau | Treasurer - Skagit PUD | msemrau@pnws-awwa.org | X |
| Hanna Lintukorpi | Director 3 - City of Everett | hlintukorpi@everettwa.gov | |
| Don Ranger | Director 2 - AWWD | dranger@awwd.com | |
| Kenny Packard | Past President - HDR | Kenneth.packard@hdrinc.com | X |
| Jeff Lundt | King County | Jeff.lundt@kingcounty.gov | X |
| Eric Schey | King County | eschey@kingcounty.gov | X |
| Ed Griffenberg | HDR | Edward.griffenberg@hdrinc.com | X |

Minutes of the previous meeting – Approved without change.

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through June 8, 2023. Checking account balance is \$122,421.65. Revenue for 2023 is \$71,217.88 and expenses are \$36,280.99, for a net income of \$34,936.89. We recently paid the remaining balance due to the Lynnwood Convention Center for the Short School as well as our direct scholarship contribution (\$6,000) and donation to the E&T fund (\$5,000). Our account balance still includes the Short School profit share we owe PNCWA for the 2021, 2022, and 2023. Western Region of PNCWA does not have a bank account but they do have a scholarship fund. Jeff has been working on setting up an endowment for PNCWA. Jeff, Ed and Andrew will coordinate and decide the best path forward and report back next month.

Workshops and Events:

2023 Workshops Recap:

- Emergency Preparedness – May 18, 2023, Virtual. There were three new speakers from WSP, 29 registered attendees including someone from Kitsap Public Health who will receive free registration. Jeff and Eric are working to get CEUs and certificates out.
- Western Washington Short School – June 6 & 7, Lynnwood Convention Center. Short School was in-person at the LCC with two virtual tracks. Jeff is still sorting out registration information, but we had roughly 137 registered attendees, 38 registered vendors, and 10 sponsors. Dave said that the vendor passport did not have as much interest as in years past. Unsure why and what we can do to increase interest next year. Ed also mentioned that

some people didn't realize lunch was provided. Jeff thinks that confusion happens when the attendees are not the ones registering themselves, therefore they don't get all the information emails. The Short School planning committee will debrief in two weeks and report back in July.

2023 Planned Workshops:

- Pump Station O&M – Fall 2023, Virtual. TIAB, Eric, Jeff, Ed Griffenberg, Brian Mast, and Don Wagner are speakers.
- Water Storage Basics – Fall 2023, Virtual. TIAB

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS Water Distribution Committee.
- Chemistry for Operators – material is available but needs experts and champions 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 Cross-Connection Committee has interest in TIAB workshop, Jeff will follow up.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.
- Groundwater Basics – Jeff and Bridget will discuss whether to take the San Juan Island version of the class to Island County

2023 Events Recap:

- NA

2023 Events:

Planned or on the drawing board:

- “Waves for Water” Dinner Cruise – Thursday, September 7, 2023 from 6:00 to 8:30 pm. The cruise will set sail at 6:00 pm sharp from LaConner, sail to the Deception Pass bridge, and return at 8:00 pm. Arrival time at 5:30. There is a bar at the dock for people to mingle at before the cruise starts. Dinner will include crab and chicken and we plan to offer drink tickets. We need to decide the “why” and who our money is going to, set the ticket price, and advertise. The boat limit is 50 people. Bridget will schedule another planning meeting and report back in July.

Expenditure's approval:

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

New Business:

- NA

Old Business:

- Officer Transitions
 - President – Dave Price
 - Vice President – Nick Leininger
 - Treasurer – Mark Semrau

- Secretary – Bridget August
- Director 3 – Hanna Lintukorpi
- Director 2 – Don Ranger
- Director 3 – Open
- Past President – Kenny Packard
- Board members will look into their organizations for other potential board members.
- Short School Coordinator Transition – Jeff
 - Jeff would like to hand off the overall coordination of this event. He will pull together a list of all coordination efforts.
- Identifying local benevolence recipients for 2023
 - No action

PNWS Liaison Updates:

- Subsection Advisory Council Liaison Update – Kenny and Dave
 - No activity this month
- Philanthropic Advisory Council Liaison Update – Bridget
 - No activity this month

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!



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

FY2023 Treasurer Report

Date: **June 8, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$122,421.65 |
| 2023 Income Statement YTD | |
| Revenue | \$71,217.88 |
| Expenses | <u>\$36,280.99</u> |
| Net Income (Loss) | \$34,936.89 |
| Income – Expense Ratio | 1.96 |
| Administrative Cost Ratio | 48.1% |
| Program Efficiency Ratio | 51.9% |

Sponsorships & Benevolences

| | |
|-------------------------------|------------|
| Beckman Scholarship | \$0.00 |
| Section Competitions | \$3,500.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$5,000.00 |
| PNWS Scholarship | \$6,000.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2023

| | |
|--------------|-------------|
| Short School | \$40,697.49 |
| Workshops | \$30,530.69 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$340.50 |
| PayPal Partner Fees | \$1,777.08 |
| Short School Expenses | \$15,777.00 |
| Workshop Expenses | \$3,656.56 |



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for July 13, 2023

10:30 AM – Microsoft Teams

In attendance:

| Attendee | Representing | Email address | Present |
|------------------|--------------------------------------------|-------------------------------|----------------|
| Dave Price | President - Carollo | dprice@carollo.com | X |
| Nick Leininger | Vice President - City of Bellingham | nrleininger@cob.org | X |
| Bridget August | Secretary - GeoEngineers | baugust@geoengineers.com | X |
| Mark Semrau | Treasurer - Skagit PUD | msemrau@pnws-awwa.org | X |
| Hanna Lintukorpi | Director 3 - City of Everett | hlintukorpi@everettwa.gov | X |
| Don Ranger | Director 2 - AWWD | dranger@awwd.com | X |
| Kenny Packard | Past President - HDR | Kenneth.packard@hdrinc.com | X |
| Jeff Lundt | King County | Jeff.lundt@kingcounty.gov | X |
| Eric Schey | King County | eschey@kingcounty.gov | X |
| Ed Griffenberg | HDR | Edward.griffenberg@hdrinc.com | |
| Bob Hubbert | SPU | | X |

Minutes of the previous meeting – Approved without change.

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through July 13, 2023. Checking account balance is \$118,793.73. Revenue for 2023 is \$71,104.02 and expenses are \$39,795.05, for a net income of \$31,308.97. Upcoming expenses include the final payment to the Lynnwood Convention Center, PNWS training in a box (TIAB) profit share for past workshops, and \$2,500 to the Beckman Scholarship. Our account balance also still includes the Short School profit share we owe PNCWA for the 2021, 2022, and 2023. Western Region of PNCWA does not have a bank account but they do have a scholarship fund.

Workshops and Events:

2023 Workshops Recap:

- NA

2023 Planned Workshops:

- Pump Station O&M – Fall 2023, Virtual. TIAB, Eric, Jeff, Ed Griffenberg, Brian Mast, and Don Wagner are speakers.
- Water Storage Basics – Fall 2023, Virtual. TIAB

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS Water Distribution Committee.

- Chemistry for Operators – material is available but needs experts and champions 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 Cross-Connection Committee has interest in TIAB workshop, Jeff will follow up.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.
- Groundwater Basics – Jeff and Bridget will discuss whether to take the San Juan Island version of the class to Island County

2023 Events Recap:

- NA

2023 Events:

Planned or on the drawing board:

- “Waves for Water” Dinner Cruise – Thursday, September 7, 2023 from 6:00 to 8:30 pm. The cruise will set sail at 6:00 pm sharp from LaConner, sail to the Deception Pass bridge, and return at 8:00 pm. Arrival time at 5:30. There is a bar at the dock for people to mingle at before the cruise starts. Dinner will include crab and chicken and we plan to offer drink tickets. All proceeds will benefit the One AWWA Water Operator Scholarship. The boat limit is 50 people.

Expenditure’s approval:

- Workshops – NA
- Events – Board approved sponsoring the Waves for Water event for \$2,925 to cover the cost of the boat rental
- Miscellaneous – NA

New Business:

- DOH Source Water Protection Grants – DOH is now accepting Source Water Protection Grant applications. The application and guidelines are attached to the minutes. Please share with your clients/colleagues.

Old Business:

- PNCWA Short School profit share for 2021, 2022, and 2023 – Jeff, Andrew, and Ed were going to meet to discuss whether to provide profit share funds to the existing scholarship fund or if Jeff Lundt was going to help set up a new PNCWA Washington endowment. We still have money on our books that needs to be shared with PNCWA, but they currently have no bank account to accept deposits.
 - No activity this month
- Director 3 open position
 - Hannah has talked to Jim Spooner, he is spread pretty thin and likely doesn’t have time
- Identifying local benevolence recipients for 2023
 - No activity this month

PNWS Liaison Updates:

- Subsection Advisory Council Liaison Update – Kenny and Dave

- Dave attended the last meeting. One of the topics was Constant Contact. Some subsections are moving away from CC and using Square instead. Not sure how the event setup works, would need to look into it before making a switch.
- Our subsection Hydrant Hysteria team took 4th or 5th at ACE in Toronto.
- Officer training in the fall at Lake Chelan.
- Philanthropic Advisory Council Liaison Update – Bridget
 - PNWS Subsection Silent Auction Baskets – NWWA basket brought in \$120, highest winning bid on a basket was \$150. Think of ways to increase the bids for next year. Jeff suggested putting together a basket with a retail value of \$100.
 - Wine for Water Event in Woodinville on June 3rd was successful.
 - Next year's Wine for Water will be in Willamette Valley, looking for planning committee members local to Willamette (Cascade to Coast, etc.)
 - Many subsections are holding several smaller events like MOD Pizza nights, Pint Nights at local breweries, etc. NWWA should consider the same in the future for networking and fundraising. Watershed Brewing in King County. Zeeks Pizza might have fundraising nights too.
 - Hold social events in multiple locations, subsection meet and greet. Tie in with Bellingham Technical College.

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!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2023 Treasurer Report

Date: **July 12, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$118,793.73 |
| 2023 Income Statement YTD | |
| Revenue | \$71,104.02 |
| Expenses | <u>\$39,795.05</u> |
| Net Income (Loss) | \$31,308.97 |
| Income – Expense Ratio | 1.79 |
| Administrative Cost Ratio | 42.7% |
| Program Efficiency Ratio | 57.3% |

Sponsorships & Benevolences

| | |
|-------------------------------|------------|
| Beckman Scholarship | \$0.00 |
| Section Competitions | \$3,500.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$5,000.00 |
| PNWS Scholarship | \$6,000.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2023

| | |
|--------------|-------------|
| Short School | \$40,583.63 |
| Workshops | \$30,530.69 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$413.40 |
| PayPal Partner Fees | \$1,777.08 |
| Short School Expenses | \$15,738.58 |
| Workshop Expenses | \$6,348.65 |



Source Water Protection Grant Guidelines

331-552 • Revised 6/21/2019

Grants are available for projects that protect public drinking water sources (Group A). Projects can benefit either drinking water quality or quantity, or both.

Applicant Eligibility

- Nonprofit Group A water system.
- Local governments.
- Conservation districts.
- Nonprofit organizations.
- Educational institutions.
- Tribes.



Eligible Projects

Projects must be reasonably expected to provide long-term benefit to drinking water quality or quantity. Eligible activities can lead to reducing the risk of contamination of a system's drinking water source(s), or they can evaluate or build resiliency for a public water supply. They must contribute to better protecting one or more public water supply sources.

Below are some examples of projects that may be eligible for funding.

Planning and Studies

Policy, research, or legislative projects that identify appropriate protection measures, which, when implemented, would result in reduced risk to drinking water sources, such as:

- ◆ Improved protection area delineation, wellhead protection plans, and watershed control plans.
- ◆ Research to identify contaminant sources.
- ◆ Water quality monitoring.
- ◆ Hydrologic studies (not related to water rights or other water quantity regulatory requirements).
- ◆ Developing local source water protection ordinances or the critical aquifer recharge area component of critical areas ordinances.
- ◆ Developing restoration or conservation plans intended to improve source water quality.
- ◆ Identifying source catchment areas for future easement or land acquisition.
- ◆ Studying conversion from a surface water source to a protected groundwater source.
- ◆ Evaluating options to address known contaminants that exceed the trigger level or federally established lifetime health advisory level.

- ◆ Investigating declining source quantity due hydrologic change.
- ◆ Examining agricultural practices and conduction education/outreach on best management practices (BMP).

Implementation

Activities that reduce risks within the source water contribution area, reduce contaminant concentration in the source water, or improve a system's capacity to manage its water supply, such as:

- ◆ Education and information sharing (brochures, workshops, and media campaigns).
- ◆ BMP for reducing pollutants that directly affect a drinking water source.
- ◆ Properly decommissioning high-risk abandoned or unused (private or irrigation) wells that are close to a drinking water source.
- ◆ Reforestation or replanting projects in sensitive or riparian areas.
- ◆ Installing signs at wellhead protection area or watershed boundaries.
- ◆ Decommissioning onsite septic systems and connecting homes to existing sewer lines to address a water quality issue or sanitary control area violation.
- ◆ Restoration and/or conservation of source water protection areas' ecological functions.
- ◆ Structures to divert contaminated storm water runoff affecting a source water protection area.
- ◆ Installing fencing to protect sensitive riparian source water protection areas.
- ◆ Implementing pollution prevention or waste reduction projects identified in an approved source water protection plan.
- ◆ Developing conservation easements to protect sensitive source water protection areas.
- ◆ Establishing management plans for easements or lands purchased within source water protection areas.
- ◆ Setting up an ecosystem services project (carbon sequestration, habitat, open space, etc.) in a watershed to fund preservation areas.
- ◆ Negotiations and technical documents for land purchases within source water protection areas.
- ◆ Establishing a water measurement program.

Security

Security measures to reduce the risk of contamination to the source water protection area or intake/well, such as:

- ◆ Fencing around sanitary control areas or intakes (purchase of materials).
- ◆ Gates for access points (purchase of materials).
- ◆ Installing security systems such as alarms, signs, cameras, locks, and lights.

All such measures must protect highly sensitive source water areas, not just facilities or equipment.

Ineligible Projects

- ◆ Projects and project costs that are eligible for Drinking Water State Revolving Fund (DWSRF).

- ◆ System operation and maintenance activities (water testing; repairs to water lines, tanks, wells, chemical feed pumps, or pumps; replacement of valves, pumps, or meters; dredging; or intake repairs).
- ◆ Routine or required follow-up monitoring.
- ◆ Funding for personnel or equipment associated with system operations or maintenance, treatment, land purchase, or system infrastructure upgrades or improvements (including water meters).
- ◆ Fencing around storage tanks or reservoirs.
- ◆ Security measures designed to reduce theft at or vandalism of non-source water facilities.
- ◆ Routine regulatory requirements for other programs.
- ◆ Project requiring long-term maintenance beyond the life of the grant.
- ◆ Projects where funding is passed through an ineligible entity (federal, state, or for-profit water system, etc.).
- ◆ Consolidation of existing water systems or creation of new water systems.
- ◆ Environmental or cultural review activities, even if associated with an eligible project.

General Requirements for All Projects

- ◆ The water supplier and/or local government(s) must demonstrate a commitment to developing, implementing, supporting and sustaining a local source water protection program after receiving funds.
- ◆ Although local match is not required, it is encouraged; projects with match may be preferentially awarded funding. Match can be in the form of in-kind contributions (activities or services the applicant provides), direct funding, other grants (except DWSRF), or a combination of these.
- ◆ Projects must be initiated within 60 days of contract execution. If a project cannot be initiated within 60 days, it is ineligible for funding. If an awarded project is delayed from starting within 60 days, it will be considered to have been vacated, and allocated funds will be returned to the funding pool.
- ◆ Projects must be completed within the timeline included in the scope of work.
- ◆ Until funded projects are complete, grant recipients must submit quarterly reports that include:
 - Activities completed during the quarter.
 - Costs attributed to performing each work item.
 - Contribution (match) the recipient makes to the award.
- ◆ A final report must be submitted that describes the results of the work performed under the grant and includes copies of documents and photos, as applicable to the project.
- ◆ Other deliverables may be required depending on project type.

How to Develop Your Proposal

Prior to submitting a grant proposal to the Source Water Protection Program, work closely with your assigned Department of Health regional engineer or planner to propose a scope of work that includes the following.

- ◆ A description of the work to be performed and its relationship to source water protection in enough detail so that we can clearly understand and evaluate the proposed activities.
- ◆ The entity responsible for completing the work.

- ◆ The cost and cost basis of performing the work.
- ◆ The primary outcomes or deliverables that will be achieved by conducting the work.
- ◆ A detailed budget that includes an estimated start and completion date for the work to be performed.

Evaluation and Award Process

We accept grant proposals year-round until available funding is expended. Water quantity projects may be restricted to 50 percent of total annual funding, based on annual funding available. This will be reevaluated every year in order to accurately reflect current needs.

When applications exceed available funding, we will use predefined evaluation criteria to score and rank projects, which will then be funded using descending scoring down until all funding is allocated. All projects will be evaluated using the following criteria:

- ◆ Does the project have a clear source water protection focus?
- ◆ Do the proposed tasks address source water protection quality or quantity?
- ◆ Is there regional benefit?
- ◆ Does the budget reflect value of the project?

The Source Water Protection Program will work with grant recipients to establish milestones and deliverables appropriate for the scope of work within a formal contract.

Contact Information

Nikki Guillot
Source Water Protection Program Manager
nikki.guillot@doh.wa.gov
360-236-3114

Deborah Johnson
Wellhead Protection Specialist
deborah.johnson@doh.wa.gov
360-236-3133



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.



Source Water Protection

Source Water Protection Grant Application

331-696 • 6/30/2022

Instructions

Complete this application and submit electronically to Nikki Guillot, Source Water Protection Program Manager at nikki.guillot@doh.wa.gov. Call 360-236-3114 for any questions.

| Applicant Information | | | | |
|-------------------------|--|---------------------------------|---------------|---------|
| Applicant Organization | | | | |
| Water System Name | | | PWSID | |
| Street Address | | | | |
| City | | State | | Zipcode |
| County | | | | |
| Phone Number | | Email Address | | |
| Contact Name | | | Contact Phone | |
| Tax ID Number | | | UBI Number | |
| Statewide Vendor Number | | Federal Unique Entity ID Number | | |

| Project Information | |
|---------------------|--|
| Project Name | |
| | |
| Project Description | |
| | |

Scope of Work Activities *(Include specific description of activities.)***Project Performance Measures****Tasks and Deliverables****Signature and Title** *(Approving authority.)***Name of Authorized Person****Electronic Signatures****Title****Date**



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for August 10, 2023

10:30 AM – Microsoft Teams

In attendance:

| Attendee | Representing | Email address | Present |
|------------------|--------------------------------------------|-------------------------------|----------------|
| Dave Price | President - Carollo | dprice@carollo.com | X |
| Nick Leininger | Vice President - City of Bellingham | nrleininger@cob.org | |
| Bridget August | Secretary - GeoEngineers | baugust@geoengineers.com | |
| Mark Semrau | Treasurer - Skagit PUD | msemrau@pnws-awwa.org | |
| Hanna Lintukorpi | Director 3 - City of Everett | hlintukorpi@everettwa.gov | X |
| Don Ranger | Director 2 - AWWD | dranger@awwd.com | X |
| Kenny Packard | Past President - HDR | Kenneth.packard@hdrinc.com | X |
| Jeff Lundt | King County | Jeff.lundt@kingcounty.gov | X |
| Eric Schey | King County | eschey@kingcounty.gov | X |
| Ed Griffenberg | HDR | Edward.griffenberg@hdrinc.com | |
| Billy Ward | Olympic View Water & Sewer District | billyw@ovwater.com | X |

Minutes of the previous meeting – Approved without change.

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through August 10, 2023. Checking account balance is \$107,445.47. Revenue for 2023 is \$72,863.95 and expenses are \$52,903.24, for a net income of \$19,960.71. Recent expenses include the final payment to the Lynnwood Convention Center, PNWS training in a box (TIAB) profit share for past workshops, and \$2,500 to the Beckman Scholarship. Our account balance also still includes the Short School profit share we owe PNCWA for the 2021, 2022, and 2023. Western Region of PNCWA does not have a bank account but they do have a scholarship fund.

Workshops and Events:

2023 Workshops Recap:

- NA

2023 Planned Workshops:

- Pump Station O&M – Fall 2023, Virtual. TIAB, Eric, Jeff, Ed Griffenberg, Brian Mast, and Don Wagner are speakers.
- Water Storage Basics – Fall 2023, Virtual. TIAB
- Groundwater Basics on Whidbey Island – TBD, In-person

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS Water Distribution Committee.
- Chemistry for Operators – material is available but needs experts and champions 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 Cross-Connection Committee has interest in TIAB workshop, Jeff will follow up.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.
- Western Washington Short School – Planning committee will be meeting in September to determine the date and location of the 2024 Short School

2023 Events Recap:

- NA

2023 Events:***Planned or on the drawing board:***

- “Waves for Water” Dinner Cruise – Thursday, September 7, 2023 from 6:00 to 8:30 pm. The cruise will set sail at 6:00 pm sharp from LaConner, sail to the Deception Pass bridge, and return at 8:00 pm. Arrival time at 5:30. Dinner will include crab and chicken and we plan to offer drink tickets. All proceeds will benefit the One AWWA Water Operator Scholarship. The boat limit is 50 people. 8 people have registered and 3 sponsors. 14 tickets are spoken for. The event needs to be readvertised to increase ticket sales.

Expenditure's approval:

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

New Business:

- NA

Old Business:

- PNCWA Short School profit share for 2021, 2022, and 2023
 - No activity this month
- Director 3 open position
 - No activity this month
- Identifying local benevolence recipients for 2023
 - No activity this month

PNWS Liaison Updates:

- Subsection Advisory Council Liaison Update – Kenny and Dave
 - No activity this month
- Philanthropic Advisory Council Liaison Update – Bridget
 - No activity this month

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!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2023 Treasurer Report

Date: **August 10, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$107,445.47 |
| Reserve Balance | 24 months |
| 2023 Income Statement YTD | |
| Revenue | \$72,863.95 |
| Expenses | <u>\$52,903.24</u> |
| Net Income (Loss) | \$19,960.71 |
| Income – Expense Ratio | 1.38 |
| Program Efficiency Ratio | 0.62 |

Sponsorships & Benevolences

| | |
|-------------------------------|------------|
| Beckman Scholarship | \$2,500.00 |
| Section Competitions | \$3,500.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$5,000.00 |
| PNWS Scholarship | \$6,000.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2023

| | |
|----------------|-------------|
| Short School | \$40,752.12 |
| Workshops | \$30,413.33 |
| Reliance Ratio | 0.57 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$493.33 |
| PayPal Partner Fees | \$1,815.77 |
| Short School Expenses | \$26,228.15 |
| Workshop Expenses | \$6,348.65 |
| Whoava Annual Subscription | \$4,099.00 |



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for September 13, 2023

10:30 AM – Microsoft Teams

In attendance:

| Attendee | Representing | Email address | Present |
|----------------|--------------------------------------------|----------------------------|---------|
| Dave Price | President - Carollo | dprice@carollo.com | |
| Nick Leininger | Vice President - City of Bellingham | nrleininger@cob.org | X |
| Bridget August | Secretary - GeoEngineers | baugust@geoengineers.com | X |
| Mark Semrau | Treasurer - Skagit PUD | msemrau@pnws-awwa.org | X |
| Don Ranger | Director 2 - AWWD | dranger@awwd.com | |
| Kenny Packard | Past President - HDR | Kenneth.packard@hdrinc.com | X |
| Jeff Lundt | King County | Jeff.lundt@kingcounty.gov | X |
| Eric Schey | King County | eschey@kingcounty.gov | |
| Bob Hubbert | SPU Drinking Water Quality | | X |
| Billy Ward | Olympic View Water & Sewer District | billyw@ovwater.com | |

Minutes of the previous meeting – Approved without change.

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through September 13, 2023. Checking account balance is \$105,878.93. Revenue for 2023 is \$74,967.35 and expenses are \$56,573.18, for a net income of \$18,394.17. Balance now includes all expenses for the 2023 Short School except for the balance still owed to PNCWA for the 2021, 2022 and 2023 Short Schools. Jeff is working with PNCWA to set up an endowment. We hope to have the profit share resolved by the end of 2023.
- Mark reports that PayPal will start charging a fee of \$5 per 100 for refunds. Jeff suggests we come up with a policy. Mark made a motion that we start charging a flat fee of \$10 for every refund. The motion passed unanimously.

Workshops and Events:

2023 Workshops Recap:

- NA

2023 Planned Workshops:

- Water Storage Basics – Week of October 16th, 2023, Virtual. TIAB
- Pump Station O&M – November 8, 2023, Virtual. TIAB, Eric, Jeff, Ed Griffenberg, Brian Mast, and Don Wagner are speakers.
- Groundwater Basics on Whidbey Island – TBD, In-person – Jeff and Bridget will meet

- September 15 to discuss finding local hydrogeology speaker, etc.
- Math for Operators and P&ID – Spring 2024
- Day with DOH – Spring 2024, Mark is working on finding a new venue in Skagit County
- Short School - June 4-5, 2024 at the Lynnwood Convention Center

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS Water Distribution Committee.
- Chemistry for Operators – material is available but needs experts and champions 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 Cross-Connection Committee has interest in TIAB workshop, Jeff will follow up.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.
- Western Washington Short School – Planning committee will be meeting in September to determine the date and location of the 2024 Short School

2023 Events Recap:

- “Waves for Water” Dinner Cruise – Thursday, September 7, 2023 from 6:00 to 8:30 pm. The cruise set sail at 6:00 pm sharp from LaConner with 30 attendees, sailed to the Deception Pass bridge, and returned at 8:00 pm. Dinner included a cracked crab and roast chicken buffet and two drink tickets. All proceeds are benefitting the One AWWA Water Operator Scholarship. The boat limit is 50 people. 8 people have registered and 3 sponsors. 14 tickets are spoken for. We had four corporate sponsors this year but hope to get more next year by advertising earlier. Bridget believes we can charge more per ticket next year. Others charge \$175 per person for similar events. We heard great things from everyone who attended and hope to host the same event next year.

2023 Events:

Planned or on the drawing board:

- Best Tasting Water – Mark working on venue for the day of the Day with DOH Workshop in the Mount Vernon area.

Expenditure’s approval:

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

New Business:

- PNWS Annual Committee and Subsection Officer Training – October 4-6, 2023, Chelan
 - Jeff will attend and present on the NWWA Short School

Old Business:

- PNCWA Short School profit share for 2021, 2022, and 2023
 - Jeff has determined that the PNCWA profit share for the 2021 and 2022 Short School is \$16,318.82. Jeff is still working on a charter for a new endowment for PNCWA. We hope to have this resolved by the end of the year or early 2024.
- Two open Director positions

- Bob Hubbert is interested and would like to learn more about the roles and responsibilities of a Director position. Kenny and Dave will provide information.
- Identifying local benevolence recipients for 2023
 - No activity this month

PNWS Liaison Updates:

- Subsection Advisory Council Liaison Update – Kenny and Dave
 - Dave attended the last meeting. Confluence Engineers and City of Portland are planning a workshop on Lead & Copper Rule
- Philanthropic Advisory Council Liaison Update – Bridget
 - Bridget attended the last meeting and was asked to give a report on the Waves for Water event. Other subsections reported on their summer golf tournaments. King County golf tournament is next Friday, September 22, 2023. The PNWS Wine for Water event for 2024 will be near McMinnville, OR the second weekend of March. Katie Dillon is looking into a partnership with a group of wineries called Wine into Water who support water charities.

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!



American Water Works Association
Pacific Northwest Section
Northwest Washington Subsection

FY2023 Treasurer Report

Date: **September 14, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$105,878.93 |
| Reserve Balance | 22 months |
| 2023 Income Statement YTD | |
| Revenue | \$74,967.35 |
| Expenses | <u>\$56,573.18</u> |
| Net Income (Loss) | \$18,394.17 |
| Income – Expense Ratio | 1.33 |
| Program Efficiency Ratio | 0.63 |

Sponsorships & Benevolences

| | |
|-------------------------------|------------|
| Beckman Scholarship | \$2,500.00 |
| Section Competitions | \$3,500.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$5,000.00 |
| PNWS Scholarship | \$6,000.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2023

| | |
|----------------|-------------|
| Short School | \$40,752.12 |
| Workshops | \$30,413.33 |
| Reliance Ratio | 0.57 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$573.26 |
| PayPal Partner Fees | \$1,841.27 |
| Short School Expenses | \$26,228.15 |
| Workshop Expenses | \$6,348.65 |
| Whoava Annual Subscription | \$4,099.00 |



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for October 12, 2023

10:30 AM – Microsoft Teams

In attendance:

| Attendee | Representing | Email address | Present |
|-----------------|--------------------------------------------|----------------------------|----------------|
| Dave Price | President - Carollo | dprice@carollo.com | X |
| Nick Leininger | Vice President - City of Bellingham | nrleininger@cob.org | X |
| Bridget August | Secretary - GeoEngineers | baugust@geoengineers.com | X |
| Mark Semrau | Treasurer - Skagit PUD | msemrau@pnws-awwa.org | X |
| Don Ranger | Director 2 - AWWD | dranger@awwd.com | X |
| Kenny Packard | Past President - HDR | Kenneth.packard@hdrinc.com | |
| Jeff Lundt | King County | Jeff.lundt@kingcounty.gov | X |
| Eric Schey | King County | eschey@kingcounty.gov | X |
| Bob Hubbert | SPU Drinking Water Quality | rahubbert@gmail.com | X |
| Billy Ward | Olympic View Water & Sewer District | billyw@ovwater.com | |

Minutes of the previous meeting – Approved without change.

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through October 12, 2023. Checking account balance is \$109,586.63. Revenue for 2023 is \$78,779.05 and expenses are \$56,677.18, for a net income of \$22,101.87. Balance now includes all expenses for the 2023 Short School except for the balance still owed to PNCWA for the 2021, 2022 and 2023 Short Schools. Jeff is working with PNCWA to set up an endowment. We hope to have the profit share resolved by the end of 2023.
- We have not made a contribution to Water for People or the Water Equation yet this year. Bridget will make a recommendation on Waves for Water contribution. Bridget will also check with the PAC on how to allocate our donation specifically to the One AWWA Operator Scholarship.
- Mark will send a proposed budget for 2024 ahead of the December meeting.
- Mark has sent Jeff the numbers for the 2023 Short School so we can determine what the 2023 PNCWA split is.
- We would like to make a decision about where else to donate profits before the end of the year.

Workshops and Events:

2023 Workshops Recap:

- NA

2023 Planned Workshops:

- Water Storage Basics – Week of October 16th, 2023, Virtual. TIAB
- Pump Station O&M – November 2023, Virtual. TIAB, Eric, Jeff, Ed Griffenberg, Brian Mast, and Don Wagner are speakers. Date may shift by a week or two.
- Groundwater Basics on Whidbey Island – TBD, In-person – Jeff and Bridget will meet to discuss finding local hydrogeology speaker, etc.
- Math for Operators and P&ID – Spring 2024
- Day with DOH – Spring 2024, Mark is working on finding a new venue in Skagit County, possibly the Swinomish Casino. The board agreed to have Mark request a contract and start working with Kyle. Jeff reported that South Sound and Lower Columbia Subsections are starting their own Day with DOH workshops so the word is spreading about the Training-in-a-box (TAIB) program.
- Short School - June 4-5, 2024 at the Lynnwood Convention Center

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS Water Distribution Committee.
- Chemistry for Operators – material is available but needs experts and champions 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 Cross-Connection Committee has interest in TIAB workshop, Jeff will follow up.
- Water Treatment – Hanna will follow up with Jeff Marrs to see if he would be available to help lead this workshop.
- Western Washington Short School – Planning committee will be meeting in September to determine the date and location of the 2024 Short School

2023 Events Recap:

- NA

2023 Events:

Planned or on the drawing board:

- Best Tasting Water and Meter Challenge Competition Night – March 2024 in the Mount Vernon or Anacortes Areas following the Day with DOH workshop. Mark is coordinating.
- Facility Tour combined with a student mixer social event targeting Bellingham Technical College for Spring 2024.
- Truck Rodeo – Bridget will reach out to Inland Empire Subsection to get more information on their event. Can get CEUs but we need interested and supportive utilities.

Expenditure's approval:

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

New Business:

- PNWS Annual Committee and Subsection Officer Training – October 4-6, 2023, Chelan
 - Jeff attended and presented on the NWWA Short School. Jeff noted that he received numerous compliments on the Waves for Water fundraiser. People appreciated that

it was a social event and we didn't keep asking for more money. Other subsections want to do something similar.

- November meeting will be in-person at Terracotta Red restaurant in Everett on Thursday, November 16th at noon.

Old Business:

- PNCWA Short School profit share for 2021, 2022, and 2023
 - Jeff has determined that the PNCWA profit share for the 2021 and 2022 Short School is \$16,318.82. Jeff is still working on a charter for a new endowment for PNCWA. Mark has all the numbers available for 2023, Jeff will provide information in December. We hope to have this resolved by the end of the year or early 2024.
- Two open Director positions
 - Bob Hubbert is interested and would like to learn more about the roles and responsibilities of a Director position.
 - Bridget will revise the Officer Duties document and send it to the group.
- Identifying local benevolence recipients for 2023
 - No activity this month. Bridget and Jeff will report in December on the Waves for Water/Short School split so we know where we are with the budget before the end of the year.

PNWS Liaison Updates:

- Subsection Advisory Council Liaison Update – Kenny and Dave
 - No activity this month.
- Philanthropic Advisory Council Liaison Update – Bridget
 - No activity this month.

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!



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

FY2023 Treasurer Report

Date: **October 12, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$109,586.63 |
| 2023 Budgeted Expenses | \$68,940.00 |
| Reserve Balance | 19 months |
| 2023 Income Statement YTD | |
| Revenue | \$78,779.05 |
| Expenses | <u>\$56,677.18</u> |
| Net Income (Loss) | \$22,101.87 |
| Income – Expense Ratio | 1.39 |
| Program Efficiency Ratio | 0.57 |

Sponsorships & Benevolences

| | |
|-------------------------------|------------|
| Beckman Scholarship | \$2,500.00 |
| Section Competitions | \$3,500.00 |
| One Water Fund/Water Equation | \$0.00 |
| PNWS E&T Fund | \$5,000.00 |
| PNWS Scholarship | \$6,000.00 |
| Water for People | \$0.00 |

Training Gross Profit in 2023

| | |
|----------------|-------------|
| Short School | \$40,752.12 |
| Workshops | \$34,225.03 |
| Reliance Ratio | 0.54 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$573.26 |
| PayPal Partner Fees | \$1,945.27 |
| Short School Expenses | \$26,228.15 |
| Workshop Expenses | \$6,348.65 |
| Whova Annual Subscription | \$4,099.00 |



American Water Works Association Pacific Northwest Section

Northwest Washington Subsection

Board Meeting Minutes

Meeting Minutes for December 14, 2023

10:30 AM – Microsoft Teams

In attendance:

| Attendee | Representing | Email address | Present |
|----------------|--------------------------------------------|----------------------------|---------|
| Dave Price | President - Carollo | dprice@carollo.com | X |
| Nick Leininger | Vice President - City of Bellingham | nrleininger@cob.org | X |
| Bridget August | Secretary - GeoEngineers | baugust@geoengineers.com | X |
| Mark Semrau | Treasurer - Skagit PUD | msemrau@pnws-awwa.org | X |
| Don Ranger | Director 2 - AWWD | dranger@awwd.com | |
| Kenny Packard | Past President - HDR | Kenneth.packard@hdrinc.com | |
| Jeff Lundt | King County | Jeff.lundt@kingcounty.gov | X |
| Eric Schey | King County | eschey@kingcounty.gov | |
| Bob Hubbert | SPU Drinking Water Quality | rahubbert@gmail.com | |
| Billy Ward | Olympic View Water & Sewer District | billyw@ovwater.com | |

Minutes of the previous meeting – Approved without change.

Treasurer's Report:

- Mark Semrau presented the Treasurer's Report through December 12, 2023. Checking account balance is \$98,610.72. Total revenue for 2023 was \$84,973.54 and expenses were \$73,847.58, for a net income of \$11,125.96. The balance now includes all income and expenses for 2023 except for the balance still owed to PNCWA for the 2021, 2022 and 2023 Short Schools, which totals \$19,192.05. Jeff has set up a scholarship endowment for PNCWA so they can receive their share of the profits. Jeff and Mark will work to deliver a check to PNCWA by the end of 2023 or early 2024 so we can start the year with a clean balance sheet.
- At the November luncheon the board approved the following benevolence contributions for 2023:
 - Beckman Scholarship - \$7,500 (increased by \$5,000)
 - Section Competitions - \$3,500 (paid previously)
 - One Water Fund/Water Equation - \$2,500 which includes the profits from the Waves for Water Fundraiser benefitting the One AWWA Water Operator Scholarship
 - PNWS E&T Fund - \$5,000 (paid previously)
 - PNWS NWWA Scholarship - \$6,000 (paid previously)
 - Water for People - \$5,000
 - PNWS Operator Certification Scholarship Fund Program - \$5,000
- Mark noted that last week he sent a check to Kyle Kihs in the amount of \$15,000; \$5,000 for the Beckman Scholarship, \$5,000 for Water for People, and \$5,000 for the Water Equation.

However, only \$2,500 should be earmarked for the Water Equation's One AWWA Water Operator Scholarship, and \$5,000 should be earmarked for the new PNWS Operator Certification Scholarship Fund Program. Mark will contact Kyle to pay the additional \$2,500 and reconcile where the funds should be directed.

- Mark also provided a proposed budget for 2024. There was discussion about adding the PNWS Operator Certification Scholarship Program Fund to the list of benevolences for next year. The Board will review and approve the budget in January 2024.

Workshops and Events:

2023 Workshops Recap:

- Water Storage Basics – October 25, 2023, Virtual. TIAB. Roughly 46 attendees. One guest and two scholarships. About 12 people from Oregon.

2024 Planned Workshops:

- Pump Station O&M – February 2024, Virtual. TIAB (profit share with PNWS TCC), Eric, Jeff, Ed Griffenberg, Brian Mast, Don Wagner, and John Cook or Kenny Packard are speakers.
- Math for Operators and P&ID – February 2024. Virtual. Will also make this a pre-con workshop at the 2024 PNWS Conference. Jeff, Kenny, Dave and others are speakers.
- Day with DOH – March 20, 2024, In-person at the Swinomish Casino in Anacortes. Mark has a contract in place with the casino and PNWS. Jeff is working with DOH on program and presenters.
- Workshop in Friday Harbor – New engineer taking over for Jolyn Leslie. Jeff is working with her to decide which program makes the most sense to take to the island.
- Short School - June 4-5, 2024 at the Lynnwood Convention Center. Have about 23 of the 60 abstracts needed for a complete program. Everyone needs to continue to solicit speakers. Dave is working on vendors, Bridget and Andrew are working on sponsorships.
- Groundwater Basics on Whidbey Island – TBD, In-person – Jeff and Bridget will meet to discuss finding local hydrogeology speaker, etc.

Workshops in development or on the drawing board:

- Water Distribution – needs champion, subsection willing to host, possible champion from PNWS Water Distribution Committee.
- Chemistry for Operators – material is available but needs experts and champions 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 Cross-Connection Committee has interest in TIAB workshop, Jeff will follow up.
- Water Treatment – Fall 2024. Jeff Lundt will check with Jeff Marrs to see if he would be available to help lead this workshop.
- Chlorine Residual Testing

2023 Events Recap:

- November Subsection Luncheon – Discussed under Treasurer's report.

2024 Planned Events:

- Best Tasting Water and Meter Challenge Competition Night – March 20, 2024 in the Mount Vernon or Anacortes Areas following the Day with DOH workshop. Mark is coordinating.
- Facility Tour combined with a student mixer social event targeting Bellingham Technical

- College for Spring 2024. Judy Reservoir or Bellingham Water Treatment Plant.
- Waves for Water – September 2024.

Events in development of on the drawing board:

- Possible partnership with Overflow Taps
- MOD Pizza, Zeeks Pizza or Brewery Pint Nights
- Truck Rodeo – Bridget will reach out to Inland Empire Subsection to get more information on their event. Can get CEUs but we need interested and supportive utilities.

Expenditure's approval:

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

New Business:

- PNWS Subsection Annual Report – Dave is pulling together and will request information from various board members. Due January 12, 2024.

Old Business:

- PNCWA Short School profit share for 2021, 2022, and 2023
 - Jeff has determined that the PNCWA profit share for the 2021, 2022, and 2023 Short School is \$19,192.05. As described above, Jeff has set up a new scholarship endowment for PNCWA. Jeff and Mark will work to deliver a check to PNCWA by the end of 2023 or early 2024 so we can start the year with a clean balance sheet.
- Two open Director positions
 - At the November luncheon the board elected Bob Hubbert (SPU) as Director 1.

PNWS Liaison Updates:

- Subsection Advisory Council Liaison Update – Kenny and Dave
 - Dave could not attend the last meeting. No update.
- Philanthropic Advisory Council Liaison Update – Bridget
 - Bridget attended the quarterly PAC meeting on December 12, 2023. There have been no new events since the last meeting. Planning is underway for subsection golf tournaments and other events as well as the PNWS Wine for Water event which will be held on March 9, 2024 at The Bindery in McMinnville, Oregon. There will be another silent auction subsection basket competition at the PNWS Conference in Spokane.

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!



American Water Works Association
Pacific Northwest Section

Northwest Washington Subsection

FY2023 Treasurer Report

Date: **December 12, 2023**

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

The following are highlights of financial activity Year-to-Date for fiscal year 2023.

Financial Status

| | |
|---------------------------|--------------------|
| Checking Account Balance | \$98,610.72 |
| 2023 Budgeted Expenses | \$73,815.59 |
| Reserve Balance | 16 months |
| 2023 Income Statement YTD | |
| Revenue | \$84,973.54 |
| Expenses | <u>\$73,847.58</u> |
| Net Income (Loss) | \$11,125.96 |
| Income – Expense Ratio | 1.15 |
| Program Efficiency Ratio | 0.44 |

Sponsorships & Benevolences

| | |
|-------------------------------|------------|
| Beckman Scholarship | \$7,500.00 |
| Section Competitions | \$3,500.00 |
| One Water Fund/Water Equation | \$5,000.00 |
| PNWS E&T Fund | \$5,000.00 |
| PNWS Scholarship | \$6,000.00 |
| Water for People | \$5,000.00 |

Training Gross Profit in 2023

| | |
|----------------|-------------|
| Short School | \$40,752.12 |
| Workshops | \$40,419.52 |
| Reliance Ratio | 0.50 |

Bills, Invoices, and Expenditures

| | |
|----------------------------------|-------------|
| Constant Contact Annual Expenses | \$892.98 |
| PayPal Partner Fees | \$2,109.26 |
| Short School Expenses | \$26,228.15 |
| Workshop Expenses | \$7,775.06 |
| Whova Annual Subscription | \$4,099.00 |

| Northwest Washington Subsection 2024 Budget | | | | |
|---------------------------------------------|------------------------------|----------------------------------|------------------------------|-----------------------------------|
| | Approved FY2023 Budget | FY2023 Actuals YTD 12Dec23 | Proposed FY2024 Budget | Percent Increase (Decrease) |
| Revenue | | | | |
| Membership Dues | | | | N/A |
| Short School Income | \$ 40,500.00 | \$ 40,752.12 | \$ 40,500.00 | (0.6%) |
| Registration | \$ 25,000.00 | \$ 25,156.67 | \$ 25,000.00 | (1%) |
| Sponsorship | \$ 6,500.00 | \$ 4,454.80 | \$ 4,500.00 | 1.0% |
| Vendors | \$ 9,000.00 | \$ 11,140.65 | \$ 11,000.00 | (1.3%) |
| Waves for Water Income | \$ - | \$ 3,812.20 | \$ 5,000.00 | 31.2% |
| Auction | | | | N/A |
| Donations | | \$ - | | N/A |
| Sponsors | | \$ 1,977.40 | \$ 2,000.00 | 1.1% |
| Ticket Sales | | \$ 1,834.80 | \$ 3,000.00 | 63.5% |
| Workshop Income | \$ 28,500.00 | \$ 40,419.52 | \$ 42,000.00 | 3.9% |
| AC Pipe Class | | \$ 3,238.45 | | (100.0%) |
| Basic Waterworks TiaB | \$ 5,000.00 | \$ 6,580.98 | \$ 5,000.00 | (24.0%) |
| Chlorine Residual Testing | \$ 1,000.00 | | \$ 1,000.00 | N/A |
| CM & Inspection | | | | N/A |
| Customer Service | | | | N/A |
| Distribution Workshop | | | | N/A |
| DOH Workshop | \$ 4,000.00 | \$ 17,947.69 | \$ 18,000.00 | 0.3% |
| Emergency Preparedness TiaB | \$ 4,000.00 | \$ 3,889.04 | \$ 4,000.00 | 2.9% |
| Groundwater Basics | \$ 2,000.00 | | \$ 2,000.00 | N/A |
| Math / P&ID | \$ 2,500.00 | \$ 1,995.62 | \$ 2,000.00 | 0.2% |
| Pump Station O&M | | | \$ 4,000.00 | N/A |
| Reverse Osmosis | | | | N/A |
| Water Treatment | \$ 2,000.00 | | \$ 3,000.00 | N/A |
| Water Storage Basics TiaB | \$ 5,000.00 | \$ 6,767.74 | | (100.0%) |
| Water Quality Basics | \$ 3,000.00 | | \$ 3,000.00 | N/A |
| Total Revenue | \$ 69,000.00 | \$ 84,983.84 | \$ 87,500.00 | 3.0% |
| Expenses | | | | |
| Administration | \$ 3,100.00 | \$ 3,378.35 | \$ 3,400.00 | 0.6% |
| Awards | | | | N/A |
| Paypal Partnership Fees | \$ 1,700.00 | \$ 2,109.26 | \$ 2,200.00 | 4.3% |
| Board Activities | \$ 500.00 | \$ 303.32 | \$ 300.00 | (1.1%) |
| Constant Contact | \$ 850.00 | \$ 892.98 | \$ 850.00 | (4.8%) |
| Mailings | | | | N/A |
| Miscellaneous Expenses | | | | N/A |
| Promotional Merchandise | | | | N/A |
| Fall Trustee Meeting | | | | N/A |
| Supplies | \$ 50.00 | \$ 72.79 | \$ 50.00 | (31.3%) |

| Northwest Washington Subsection 2024 Budget | | | | |
|---------------------------------------------|------------------------------|----------------------------------|------------------------------|-----------------------------------|
| | Approved FY2023 Budget | FY2023 Actuals YTD 12Dec23 | Proposed FY2024 Budget | Percent Increase (Decrease) |
| Benevolences | \$ 20,000.00 | \$ 32,000.00 | \$ 30,000.00 | (6.3%) |
| Beckman Scholarship | | \$ 7,500.00 | \$ 5,000.00 | (33.3%) |
| One Water Fund | | \$ 5,000.00 | \$ 5,000.00 | 0.0% |
| Section Competitions | \$ 4,000.00 | \$ 3,500.00 | \$ 4,000.00 | 14.3% |
| PNWS E&T Fund | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | 0.0% |
| PNWS Scholarship | \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 | 0.0% |
| Water for People Donation | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | 0.0% |
| Scholarships TBD | | | | N/A |
| Sponsorships | \$ 2,890.00 | \$ 4,466.02 | \$ 7,390.00 | 65.5% |
| AWWA Student Memberships | \$ 40.00 | \$ 20.00 | \$ 40.00 | 100.0% |
| Conference Silent Auction | \$ 150.00 | \$ 150.26 | \$ 150.00 | (0.2%) |
| NWWA Competition Event | \$ 2,000.00 | | \$ 2,000.00 | N/A |
| YP Section Event Sponsorship | \$ 400.00 | | \$ 400.00 | N/A |
| YP Networking Events | \$ 300.00 | | \$ 300.00 | N/A |
| Waves for Water | | \$ 4,295.76 | \$ 4,500.00 | 4.8% |
| Short School Expenses | \$ 34,000.00 | \$ 26,228.15 | \$ 34,000.00 | 29.6% |
| Space Rental | \$ 20,000.00 | \$ 21,377.57 | \$ 22,000.00 | 2.9% |
| Misc. Expenses & YP Social | \$ 6,000.00 | \$ 4,850.58 | \$ 5,000.00 | 3.1% |
| PNCWA Split | \$ 8,000.00 | | \$ 7,000.00 | N/A |
| Workshop Expenses | \$ 8,950.00 | \$ 7,775.06 | \$ 12,550.00 | 61.4% |
| Projector | | \$ 772.09 | | (100.0%) |
| Zoom Annual License | \$ 950.00 | \$ 926.41 | \$ 950.00 | 2.5% |
| Basic Waterworks Tiab | \$ 500.00 | \$ 1,060.00 | \$ 500.00 | (52.8%) |
| Chlorine Residual Testing | \$ 500.00 | | \$ 500.00 | N/A |
| CM & Inspection | | | | N/A |
| Customer Service | | | | N/A |
| Distribution Workshop | | | | N/A |
| DOH Workshop | \$ 3,000.00 | \$ 4,156.56 | \$ 8,000.00 | 92.5% |
| Emergency Preparedness | \$ 1,000.00 | \$ 520.00 | \$ 500.00 | (3.8%) |
| Groundwater Basics | \$ 500.00 | | \$ 300.00 | N/A |
| Math / P&ID | \$ 500.00 | \$ 340.00 | \$ 300.00 | (11.8%) |
| Pumps / Pump Station O&M | | | | N/A |
| Reverse Osmosis | | | | N/A |
| Water Treatment | \$ 1,000.00 | | \$ 500.00 | N/A |
| Water Storage Basics TiaB | \$ 500.00 | | \$ 500.00 | N/A |
| Water Quality Basics | \$ 500.00 | | \$ 500.00 | N/A |
| Total Expenses | \$ 68,940.00 | \$ 73,847.58 | \$ 87,340.00 | 18.3% |
| Surplus (Deficit) | \$ 60.00 | \$ 11,136.26 | \$ 160.00 | (98.6%) |



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 |
|---------------|------------------|---------------------------------------|
| 1/11/24 | Virtual | Board Meeting |
| *Feb/Mar 2024 | Virtual | Training: Math for Operators and P&ID |
| 2/8/24 | Virtual | Board Meeting |
| 3/14/24 | Virtual | Board Meeting |
| 3/20/24 | Mount Vernon, WA | Training: Day with DOH |
| 3/20/24 | Mount Vernon, WA | Water Olympics Competitions |
| 4/11/24 | Virtual | Board Meeting |
| 5/9/24 | Virtual | Board Meeting |
| 6/4-6/5/24 | Lynnwood | WWA Short School |
| 6/13/24 | Virtual | Board Meeting |
| 7/11/24 | Virtual | Board Meeting |
| 8/8/24 | Virtual | Board Meeting |



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 |
|-----------------|---------------|----------------------------------|
| 9/12/24 | Virtual | Board Meeting |
| 10/10/24 | Virtual | Board Meeting |
| 11/14/24 | Virtual | Board Meeting |
| 12/12/24 | Virtual | Board Meeting |
| *September 2024 | La Conner, WA | Water for People Event |
| * | TBD | Training Pump Station O&M |
| * | TBD | Training: Groundwater Basics |
| * | TBD | Training: Water Distribution |
| * | TBD | Training: Water Quality Basics |
| * | TBD | Winter Social Event |
| * | TBD | Training Chemical Storage & Feed |
| * | TBD | Training Water Treatment |
| * | TBD | Chlorine Residual Testing |



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

4. 2024 Subsection goals



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

GOALS 2024

Primary Focus Remains 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, to gather input for future workshops and events and assess other needs of member utilities.
- 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 Beyond

- 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, E&T and Operator Certification funds;
- Continue supporting One Water Fund/Water Equation with proceeds of Waves for Water;
- Hold annual Best Tasting Water Contest for subsection utilities and financially support the winning utility to attend the PNWS Conference;
- 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;

- 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 KHS | SIGNER | <i>Kyle K</i> | 12-19-17 |



Account Number: 000 6335 5614

☐ Signature Card Addendum on File

ATM/Deposit/Debit Card Request

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

Authorized Signer

Title

Review Information

Customer 1:

Name BRIDGET AUGUST

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

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

Customer 2:

Name ERIC N SCHEY

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

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

Customer 3:

Name MARK L SEMRAU

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

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

Customer 4:

Name KYLE KHS

ID Type: US DRIVERS License ID#: KHSKA357JM ID Issuer: WA Iss. Date: 03/2015 Exp. Date: 04/21

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

Customer 5:

Name

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

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

Bank Information

Date

12/19/2017

Financial Center Name

LYNNWOOD BANKING CENTER

Employee's Name

KRISTAL 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.

Dave Price

Name

President

Title

Northwest Washington Subsection

Committee or Subsection

1/7/23

Date



American Water Works Association

Pacific Northwest Section

Northwest Washington Subsection

**7. Conflict of Interest Statement signed by
each subsection officer (including
Directors)**



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.
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- 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: _____

Name (printed) _____

Committee or Subsection _____

Title _____



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

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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
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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.

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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.
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Signature  Date: 1/5/24

Name (printed) Nicholas Leininger

Committee or Subsection Northwest Washington Subsection

Title Vice President

Print Form

SF: adminpol/Conflict of interest



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Signature Bridget August Digitally signed by Bridget August
Date: 2024.01.03 09:12:30 -08'00' Date: 1/3/24

Name (printed) Bridget August

Committee or Subsection Northwest Washington

Title Secretary

Print Form



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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Signature Mark Semrau Date: _____

Name (printed) _____

Committee or Subsection _____

Title _____



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Signature  Packard, Kenneth Date: 1/2/2024

Name (printed) Kenneth Packard

Committee or Subsection NWWA

Title Past President

Print Form

SF: adminpol/Conflict of interest



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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: _____

Name (printed) _____

Committee or Subsection _____

Title _____



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 Bob Hubbert Digitally signed by Bob Hubbert
Date: 2024.01.05 08:22:48
-08'00' Date: 1/5/2024

Name (printed) Bob Hubbert

Committee or Subsection Northwest Washington Subsection

Title Member

Print Form

SF: adminpol/Conflict of interest



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

Receivables

Miscellaneous

TOTAL INCOME:

EXPENSES:

Accounting Fees

Committee

Conference/Meetings

Equipment

Miscellaneous

Officer Compensation

Postage

Printing

Prizes & Awards

Telephone

Travel

TOTAL EXPENSES:



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

SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR:

FY2023

Subsection Number: _____

Subsection Name: **Northwest Washington Subsection**

- 1) Total Subsection Balance of funds at beginning of the year: \$ 87,484.76
- 2) Total Receipts during the year. (Monies collected during the year): \$ 81,735.09
- 3) **Total (Add Lines 1 and 2):** **\$169,219.85**
- 4) Total Expenses for the year: \$ 95,539.63
- 5) **Balance at the end of the year. (Subtract line 4 from line 3)** **\$ 73,680.22**
- 6) Of the balance on line 5, how much is earned interest from the bank? \$ 0.00
- 7) Please list where the subsection funds are kept. (Types of accounts, name and branch of bank(s), cash, etc.) **Do not add your bank account numbers.**
Bank of America, Lynnwood Branch, Business Adv Retationship Account

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!