



American Water Works Association

Pacific Northwest Section

Northwest Oregon Subsection

2024 Subsection Annual Report

Northwest Oregon



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American Water Works Association
Pacific Northwest Section
Northwest Oregon Subsection

Section 1

Officer Information



American Water Works Association
Pacific Northwest Section

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

President/Chair

Vice-President/Vice-Chair

Secretary

Treasurer

In-coming Officer/Officer-Elect

Past President/Past Chair



American Water Works Association
Pacific Northwest Section
Northwest Oregon Subsection

Section 2

Subsection Activities Information



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
02/12/24	Online/Zoom	NWOR Officer Meeting	5
02/16/24	West Linn	February Member Meeting	41
03/15/24	McMinnville	March Member Meeting	30
04/03/24	Online/Zoom	YP Wednesday	23
04/15/24	Online/Zoom	NWOR Officer Meeting	5
04/18/24	Tigard	April Member Meeting	31
05/22/24	Online/Zoom	YP Wednesday	14
05/30/24	Portland	YP Happy Hour	27
06/03/24	Online/Zoom	NWOR Officer Meeting	5
06/04/24	Wilsonville	Willamette Water Treatment Plant Tour	11
06/05/24	Online/Zoom	YP Wednesday	46
06/20/24	TVWD	June Member Meeting	~120
7/9-7/11/24	Clackamas	Waterworks School	94
08/07/24	Online/Zoom	YP Wednesday	18
08/12/24	Online/Zoom	NWOR Officer Meeting	5
08/15/24	Carlton	August Member Meeting	20
09/04/24	Online/Zoom	YP Wednesday	19
09/19/24	Sunrise Water Authority	September Member Meeting	33

10/17/24	Wilsonville	October Member Meeting	41
10/25/24	Portland	Annual Budget Meeting	6
11/06/24	Online/Zoom	YP Wednesday	39
11/21/24	Hillsboro	November Member Meeting	54
12/04/24	Portland	YP Holiday Social	17
12/13/24	Clackamas	Annual Holiday Party	133



American Water Works Association

Pacific Northwest Section

Northwest Oregon Subsection

Section 3

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



American Water Works Association
Pacific Northwest Section
Northwest Oregon Subsection

Section 4

2025 NWOR Subsection Goals



NORTHWEST OREGON SUBSECTION

2025 GOALS

Communication

- Improve notifications to Subsection members of meeting and training information offered by both the subsection and the section.
- Invite students to attend monthly meetings and or introduce them in our virtual events and monthly newsletters.

Finances

- Maintain spending within a set budget
- Assist committees in finding new ways to bring in revenue including increasing the profitability of Waterworks School

Future

- Involve students in subsection activities and events
- Encourage transitions for all subsection committee positions

Training

- Replace past chairs for Waterworks School Committee in order to put on the school for 2025
- Encourage all subsection officers and committee leads to attend the 2025 Fall Meeting
- Committee chairs and officers meet at least once per year
- NW OR officers meet at least once bimonthly



American Water Works Association
Pacific Northwest Section
Northwest Oregon Subsection

Section 5

Signature Card



American Water Works Association
Pacific Northwest Section
Northwest Oregon Subsection

Section 6

Affiliation Agreement



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.

Andrew Wentworth

Name

President

Title

Northwest Oregon Subsection

Committee or Subsection

1/22/2025

Date



American Water Works Association
Pacific Northwest Section
Northwest Oregon Subsection

Section 7

Conflict of Interest Forms



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.

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- A Contract or Transaction between the PNWS and a Responsible Person or a Family Member of a Responsible Person.
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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
 - (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.
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- 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:

No Conflict

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 Andrew Wentworth Date: 1/22/2025

Name (printed) Andrew Wentworth

Committee or Subsection Northwest Oregon Subsection

Title President

Print Form



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- 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:
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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.

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

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- 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.
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Certification

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Signature  Date: 1 / 2 4 / 2 0 2 5

Name (printed) D e E t t a F o s b u r y

Committee or Subsection N o r t h w e s t O r e g o n

Title T r e a s u r e r

Print Form

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Pacific Northwest Section

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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:

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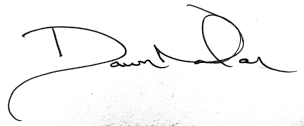
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Signature

A handwritten signature in black ink, appearing to read "Dawn Nolan", written over a light gray rectangular background.

Name (printed)

Dawn Nolan

Committee or Subsection

Title

Print Form

SF: adminpol/Conflict of interest

Date:
01/22/
2025



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Signature Eric George Date: 01/22/2025

Name (printed) Eric George

Committee or Subsection NWOR PNWS

Title Secretary

Print Form

SF: adminpol/Conflict of interest



American Water Works Association

Pacific Northwest Section

Northwest Oregon Subsection

Section 8

Subsection Financials



American Water Works Association
Pacific Northwest Section

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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:

Print Form



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR

Subsection Number: Subsection Name:

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

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

3. Total (Add Lines 1 and 2)

4. Total Expenses for the year:

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

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

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

Funds are kept in the cash box, OnPoint CreditUnion, and temporarily in PayPal while awaiting deposit into the OnPoint Credit Union account.

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



Signed



American Water Works Association

Pacific Northwest Section

Northwest Oregon Subsection