



American Water Works Association

Pacific Northwest Section

King County Subsection

2024 Annual Report

Presented by the King County Subsection, PNWS-AWWA

January 24, 2025

Table of Contents

Subsection Officer Information	1
New Members	1
Subsection Activities Summary	2
Subsection Vision Statement	3
Subsection Goals	3

Subsection Officer Information

From 2023 to 2024, we welcomed Chris Guest as our Secretary and Jessica Breeden as our Treasurer. Additionally, we welcomed Tyler Howard as our Program Director for Competitions, Henry Ricca as our Program Director for Education & Training as well as Chris Porter as our Program Director for Networking Events.

Caren Sleeth will be remaining Past President, Jon Miner will be remaining President, and Beth Mende will be remaining Vice President.

King County Subsection PNWS-AWWA Officers Roster - May 2024 – April 2025:

Board Position (bold indicates voting member)	Name	email
President	Jon Miner	jon.miner@consoreng.com
Vice President	Beth Mende	emende@kingcounty.gov
Secretary	Chris Guest	chris.guest@covingtonwater.com
Treasurer	Jessica Breeden	jessica.breeden@covingtonwater.com
Past President	Caren Sleeth	caren.sleeth@covingtonwater.com
Program Director-Education & Training	Henry Ricca	HRicca@hazenandsawyer.com
Program Director-Competitions	Tyler Howard	tyler@lakemeridianwater.com
Program Director-Networking Events	Chris Porter	christopher.porter@victaulic.com
Philanthropic Advisory Council (PAC) Liaison	Open Position	Open Position
Young Professional (YP) Liaison	Grace Crowe	grace@confluence-engineering.com

New Members

The KCSS welcomed 32 new members in 2024! We sent welcome wagon emails to connect new members to PNWS resources when they join, invited them to check out the subsection, and add them to our listserve for outgoing event communications. We look forward to welcoming new members in 2025!

Subsection Activities Summary

Our board meeting held monthly board meetings via teams, and quarterly social/meet and greet luncheon where guests are invited to join us to learn more about opportunities to participate with KCSS. Also, familiar social events took place throughout 2024 such as the KCSS Water Olympics and our 28th annual Charity Golf Tournament.

2024 Water Olympics

The King County Water Olympics was held on March 21st at the Formula Brewing in Issaquah, WA. Attendees enjoyed good conversation, food, beverages and competitions. Along with the best tasting water competition and meter challenge, hydrant hysteria was back after a three-year hiatus.

Meter Challenge - Meter Challenge added some excitement to the Water Olympics. With the weather cooperating, the Meter Challenge was held outside this year for spectators to enjoy. First place went to AJ Akimoff with Northeast Sammamish Sewer and Water District. Congrats to our winners. Time to start practicing for next year!

Best Tasting Water Competition - We had a total of six contestants submit water samples. The KCSS had two winners, one for best overall and one for best treated water system. The Best Tasting Water Overall went to Northeast Sammamish Sewer and Water District! Covington Water District took home the trophy for Best Tasting Water for treated systems. Congrats to our winners.

Hydrant Hysteria - This is a crowd favorite, and three districts brought teams to compete, Covington Water District, Northeast Sammamish Sewer and Water District and Lake Meridian Water District. First place went to Lake Meridian and second place to Covington Water. Lake Meridian went on to win the section competition and then the national competition at ACE!

A special thank you to Cheryl Capron, Joanie Stultz and Pat Kohlbrenner who were our wonderful judges that represented various parts of the water industry, and judged samples of water from each contestant's distribution system.



KCSS Golf Tournament

The 28th annual KCSS charity golf tournament was held at Auburn Golf Course on September 20, 2024. With 120 golfers in attendance as well as a troop of volunteers, a great time on a beautiful day was had by all. We would like to take this opportunity to express our sincerest appreciation to our sponsors, who along with our golfers helped us donate \$8,500 to the PAC's greatest need and \$668.20 to the E&T Fund for KCSS Named Scholarship.



YP Happy Hour

During the 2024 summer, we hosted a very successful YP happy hour event with the Seattle area ASCE, PNCWA, and APWA YP groups. The event was hosted at Old Stove Brewing's Ship Canal location. Outside food and one beverage was provided to member attendees. The event garnered approximately 90 positive RSVPs with 50 to 60 people attending. We plan to make this summer happy hour a yearly Seattle area YP event between the four professional groups.



Lunch and Learns

In 2024 King County Subsection of AWWA initiated a Lunch and Learn series to make educational opportunities more accessible to the community. Consor sponsored this first event by hosting Cimco-GC Systems for a presentation on their Cla Valve product. The event was a great success with over 75 people joining the presentation. King County Subsections looks forward to hosting more of these events and crowdsourcing topics that the community is interested in.

Subsection Vision Statement

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

Subsection Goals

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

- Offering 3 classes during the calendar year to help our members meet their CEU requirements, as well as offering a free lunch and learn series (non-CEU) that our members can attend virtually. Planning is underway for the 2025 technical program, look for further announcements and registration information.
- Host networking social events. At this time plans are underway to organize our annual KCSS Water Olympics and KCSS Charity Golf Tournament.
- Support Young Professionals through sponsorship social events and educational field trips.
- Generate funds to donate to causes in line with the mission of AWWA.
- Increase membership and event attendance. We strive to keep members engaged through our events, and have a functioning system in place to contact each new member.
- Submit useful information to Water Matters about our Subsection activities and events on a quarterly basis.
- Balanced Officer Rotation. Through proactive marketing and recruitment of new potential board members, we seek to maintain a balanced representation of the subsection geographically as well as from the industry including public employees, consultants and suppliers. We currently have 5 representatives from public/private utilities, 3 consultants and 1 supplier as officers from throughout King County.

This concludes the 2024 PNWS KCSS Annual Report. For additional information, to suggest future educational/networking offerings or to sign up for email notification for any upcoming King County Subsection events, please go to the subsection webpage at www.pnws-awwa.org or contact Jon Miner, jon.miner@consoreng.com.



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



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.

Jon Miner

Name

President

Title

King County Subsection

Committee or Subsection

1/23/2023

Date



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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- 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.

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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.
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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:

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.

Caren Sleeth

Signature _____

Date: 01 / 19 / 2025

Name (printed) Caren Sleeth

Committee or Subsection KCSS

Title Past President

Print Form

SF: adminpol/Conflict of interest

Signature Certificate

Reference number: UCUBJ-ZD9EL-ONCDZ-XQGUJ

Signer

Timestamp

Signature

Caren Sleeth

Email: caren.sleeth@covingtonwater.com

Sent: 17 Jan 2025 23:27:53 UTC
Viewed: 19 Jan 2025 23:32:53 UTC
Signed: 19 Jan 2025 23:33:14 UTC



Recipient Verification:

✓ Email verified 19 Jan 2025 23:32:53 UTC

IP address: 73.83.36.84
Location: Tacoma, United States

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Signature Jon Miner Date: 01 / 18 / 2025

Name (printed) Jon Miner

Committee or Subsection King County
Subsection

Title President

Print Form

SF: adminpol/Conflict of interest

Signature Certificate

Reference number: FMUBW-PF4F3-F5UAG-HTURY

Signer

Jon Miner

Email: jon.miner@consoreng.com

Sent:

Viewed:

Signed:

Timestamp

17 Jan 2025 23:24:58 UTC

18 Jan 2025 17:13:36 UTC

18 Jan 2025 17:14:16 UTC

Signature



Recipient Verification:

✓ Email verified

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Signature Chris Guest Date: 01 / 17 / 2025

Name (printed) Chris Guest

Committee or Subsection KCSS-AWWA

Title Secretary

Print Form

SF: adminpol/Conflict of interest

Signature Certificate

Reference number: BTCB2-LKEWS-TCAIK-AAEZQ

Signer

Timestamp

Signature

Chris Guest

Email: chris.guest@covingtonwater.com

Sent: 17 Jan 2025 23:25:56 UTC
Viewed: 17 Jan 2025 23:30:09 UTC
Signed: 17 Jan 2025 23:30:44 UTC



Recipient Verification:

✓ Email verified 17 Jan 2025 23:30:09 UTC

IP address: 69.84.241.186
Location: Seattle, United States

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- 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.

Jessica Breeden
Signature _____ Date: 01 / 17 / 2025

Name (printed) Jessica Breeden

Committee or Subsection King County
Subsection

Title Treasurer

Print Form

SF: adminpol/Conflict of interest

Signature Certificate

Reference number: XJPCQ-J9DBL-ZTZ7M-UK79Y

Signer

Timestamp

Signature

Jessica Breeden

Email: jessica.breeden@covingtonwater.com

Sent:

17 Jan 2025 23:31:46 UTC

Signed:

17 Jan 2025 23:31:47 UTC

Jessica Breeden

IP address: 69.84.241.186

Location: Seattle, United States

Document completed by all parties on:

17 Jan 2025 23:31:47 UTC

Page 1 of 1



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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.
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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.
- The Board of Directors shall review this policy annually. Any changes to the policy shall be communicated immediately to all Responsible Persons.

Certification

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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 *Beth Mende* Date: 01 / 17 / 2025

Name (printed) Beth Mende

Committee or Subsection KCSS

Title Vice President

Print Form

SF: adminpol/Conflict of interest

Signature Certificate

Reference number: 5LLRR-QPMXR-WHHVX-WRQ46

Signer

Timestamp

Signature

Beth Mende

Email: elizabeth.ann.mende@gmail.com

Sent:

17 Jan 2025 23:26:57 UTC

Viewed:

17 Jan 2025 23:42:08 UTC

Signed:

17 Jan 2025 23:42:44 UTC



Recipient Verification:

✓ Email verified

17 Jan 2025 23:42:08 UTC

IP address: 67.185.187.176

Location: Seattle, United States

Document completed by all parties on:

17 Jan 2025 23:42:44 UTC

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American Water Works Association
Pacific Northwest Section

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

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:



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR

Subsection Number:

Subsection Name:

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

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

3. Total (Add Lines 1 and 2)

4. Total Expenses for the year:

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

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

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

Certification:

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

Jessica Breeden

Signed



SUBSECTION PROFIT/LOSS STATEMENT AS OF: 2024

Subsection Name: King County

INCOME:	28,578.89
Interest	1.61
Receivables	0.00
Miscellaneous	0.00
TOTAL INCOME:	28,580.50

EXPENSES:	1,279.80
Accounting Fees	0.00
Committee	0.00
Conference/Meetings	1,288.91
Equipment	0.00
Miscellaneous	26,789.24
Officer Compensation	0.00
Postage	0.00
Printing	0.00
Prizes & Awards	0.00
Telephone	0.00
Travel	0.00
TOTAL EXPENSES:	29,357.95