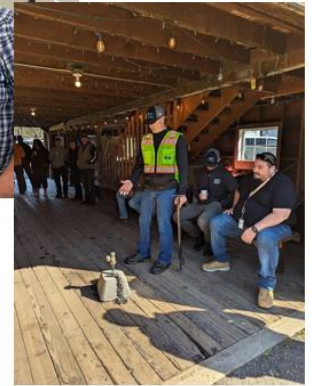




American Water Works Association
Pacific Northwest Section
Cascade To Coast Subsection

Cascade to Coast Subsection
2024 Annual Report
January 08, 2024





Cascade to Coast PNWS - Subsection Officer Information

Officers to be included:

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

Information Needed for Each Officers:

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



American Water Works Association
Pacific Northwest Section

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

President/Chair

Lisa Erkert
Environmental Specialist I
Eugene Water & Electric Board
3957 Hayden Bridge Rd
Springfield, OR 97477
541-685-7124
lisa.erkert@eweb.org

Secretary

Chris Germond
Water Treatment Supervisor
City of Albany
33883 Berry Dr. N.E.
Albany, OR 97322
541-704-2309
chris.germond@albanyoregon.gov

In-coming Officer/Officer-Elect

Vice-President/Vice-Chair

Randy Harrington
Water/Wastewater Engineer
HDR
1050 SW 6th Ave, Suite 1800
Portland, OR 97204
971-344-0576
randy.harrington@hrdinc.com

Treasurer

Jodi Sanders
Office Manager
Rainbow Water District
1550 N. 42nd St
Springfield, OR 97477
541-746-1676
jodi@rwdonline.net

Past President/Past Chair

Nathan Endicott
Staff Engineer
Eugene Water & Electric Board
4200 Roosevelt Blvd
Eugene, OR 97402
541-685-7367
nathan.endicott@eweb.org



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
1/9/24	Teams (Virtual)	Short School schedule, hotels, vendors, caterers, silent auction	6
1/23/24	Teams (Virtual)	Short School planning	
1/30/24	Teams (Virtual)	Short School planning	
2/20/24	Teams (Virtual)	Short School planning	
3/12/24	Teams (Virtual)	Short School planning	
3/26/24	Teams (Virtual)	Short School planning	
4/1/24	Teams (Virtual)	Short School planning	
4/2/24	Dorris Ranch Springfield, OR	Competition Day, Best tasting water, meter madness, gimmicks & gadgets, raffle	40
4/9-11/24	Linn County Expo Center Albany, OR	Short School	160
4/23/24	Papa's Pizza Springfield, OR	Officer Elections	5
5/22/24	Teams (Virtual)	Short School summary, results, improvements for next year	
5/30/24	Hybrid Lively Park Springfield, OR /Teams	Cornhole BBQ fundraiser planning, Virtual Silent Auction	5
6/11/24	Teams (Virtual)	Cornhole BBQ fundraiser planning	6
7/17/24	Teams (Virtual)	Cornhole BBQ fundraiser canceled, ideas for smaller trainings, Officer training	2
8/21/24	Teams (Virtual)	Fall/winter training topics, short school planning kickoff meeting, upcoming conferences/trainings	8
9/18/24	Teams (Virtual)	Winter training, short school planning kickoff in Nov, 2025 competitions	6
9/18/24	Linn County Expo Center Albany, OR	Discussed different vendor/classroom layouts for short school	5
10/23/24	Teams (Virtual)	Officer training feedback, upcoming trainings, fundraising, YP liaison needed	7



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
11/20/24	Teams (Virtual)	2025 Short school planning kickoff	10
12/11/24	Teams (Virtual)	Short school planning	8
12/12/24	Roaring Rapids Pizza Eugene, OR	OHA DW Regulatory Update training, annual report	50
12/18/24	Teams (Virtual)	Monthly coordination meeting	4



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
1/6/25	Teams (Virtual)	Short school planning
1/15/25	Teams (Virtual)	2025 competitions, trainings, fundraisers
2/3/25*	Teams (Virtual)	Short school planning
3/4/25*	Teams (Virtual)	Short school planning
March/April*	Dorris Ranch, Springfield	Competitions (Late March/Early April)
4/1/25*	Teams (Virtual)	Short school planning
4/16/25*	TBD*	Monthly meeting/elections
4/29/25*	Teams (Virtual)	Short school planning
5/12-15/25	Linn County Expo	Short school/silent auction
5/21/25	Teams (Virtual)	Short school debrief/Monthly meeting
June/July *	TBD	Golf fundraiser or No Water No Beer fund
6/18/25	Teams (Virtual)	Monthly meeting/updates/coordination



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
7/16/25	Teams (Virtual)	Monthly meeting/updates/coordination
8/20/25	Teams (Virtual)	Monthly meeting/updates/coordination
9/17/25	Teams (Virtual)	Monthly meeting/updates/coordination
September*	TBD	1-2 hour training
10/15/25	Teams (Virtual)	Monthly meeting/updates/coordination
11/19/25	Teams (Virtual)	Monthly meeting/updates/coordination
12/11/25*	TBD	OHA Regulatory Update Training/meeting



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.

Lisa Erkert

Name

President

Title

Cascade to Coast Subsection

Committee or Subsection

12/11/24

Date



POLICY ON CONFLICTS OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

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

DEFINITIONS

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

Outside Interests

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

Outside Activities

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

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

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

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

PROCEDURES

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

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

Dissemination and Review of Policy

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

Certification

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

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

Signature Lisa Erkert Digitally signed by Lisa Erkert
Date: 2024.12.11 08:21:24
-08'00' Date: 12/11/24

Name (printed) Lisa Erkert

Committee or Subsection Cascade to Coast Subsection


Title President

Print Form

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 Harrington, Randy W  Date: 2024-12-12

Name (printed) Randy Harrington

Committee or Subsection Cascade to Coast

Title Water/Wastewater Engineer

Print Form

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:

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Signature  Date: 12/16/2024

Name (printed) Jodi Sanders

Committee or Subsection Cascade to Coast

Title Treasurer

[Print Form](#)

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:

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Signature Chris Germond Digitally signed by Chris Germond
Date: 2024.12.13 08:41:56 -08'00' Date: 12/13/2024

Name (printed) Chris Germond

Committee or Subsection Cascade to Coast

Title Secretary

Print Form

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:

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Signature Nathan W. Endicott Digitally signed by Nathan W. Endicott
Date: 2024.12.12 07:32:01 -08'00' Date: 12/12/24

Name (printed) Nathan Endicott

Committee or Subsection Cascade to Coast

Title Past President

Print Form



American Water Works Association
Pacific Northwest Section

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

SUBSECTION BALANCE SHEET FOR CALENDAR YEAR

Subsection Name:

BANK STATEMENT PERIOD:

THROUGH

PREVIOUS BALANCE

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

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

ENDING BALANCE:



SUBSECTION PROFIT/LOSS STATEMENT AS OF:

Subsection Name:

INCOME:

Interest	<input type="text"/>
Receivables	<input type="text"/>
Miscellaneous	<input type="text" value="38836.88"/>
TOTAL INCOME:	<input type="text" value="38836.88"/>

EXPENSES:

Accounting Fees	<input type="text"/>
Committee	<input type="text"/>
Conference/Meetings	<input type="text" value="29865.89"/>
Equipment	<input type="text"/>
Miscellaneous	<input type="text" value="1850.10"/>
Officer Compensation	<input type="text"/>
Postage	<input type="text"/>
Printing	<input type="text" value="1223.39"/>
Prizes & Awards	<input type="text" value="30.00"/>
Telephone	<input type="text"/>
Travel	<input type="text"/>
TOTAL EXPENSES:	<input type="text" value="32969.38"/>



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SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR

2024

Subsection Number: 2370 2616 Subsection Name: Cascade to Coast

- 1) Total Subsection Balance of funds at beginning of the year: 30,235.29
- 2) Total Receipts during the year. (Monies collected during the year): 38,836.88
- 3) **Total (Add Lines 1 and 2):** 69,072.17
- 4) Total Expenses for the year: 32,969.38
- 5) **Balance at the end of the year. (Subtract line 4 from line 3)** 36,102.79
- 6) Of the balance on line 5, how much is earned interest from the bank? 0
- 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.**

Key Bank, Mohawk Branch, Springfield, on Business Checking

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

Sign: Jodi Sanders

Print Name: Jodi Sanders