

**2020 Annual Report  
Of The Blue Mountain Subsection  
PNWS-AWWA**

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# 2020-2021 Blue Mountain Subsection-PNWS- AWWA Officers

## **President/Chair**

Tyler Palmer  
Deputy Director  
City of Moscow  
201 N. Main St.  
Moscow, ID 83843  
Ph: 208-883-7096  
[tpalmer@ci.moscow.id.us](mailto:tpalmer@ci.moscow.id.us)

## **Secretary**

Matt Hammer  
Public Works Director  
City of Colfax  
PO Box 229  
Colfax, WA 99111  
509-397-4606  
[pwdir@colfaxwa.org](mailto:pwdir@colfaxwa.org)

## **Director 1**

Steven Schramm  
Project Engineer  
J-U-B Engineers, Inc  
201 S Jackson St  
Moscow, ID 83843  
208-746-9010  
[sschramm@jub.com](mailto:sschramm@jub.com)

## **Past President/Past Chair**

Jo Ann Cole-Hansen  
Chief Financial Officer  
Lewiston Orchards Irrigation District  
1520 Powers Avenue  
Lewiston, ID 83501  
208-746-8235  
[jcolehansen@loid.net](mailto:jcolehansen@loid.net)

## **Vice-President/Vice Chair**

Mike Parker  
Water Utility Manager  
City of Moscow  
201 N. Main St.  
Moscow, ID 83843  
208-892-8624  
[mparker@ci.moscow.id.us](mailto:mparker@ci.moscow.id.us)

## **Treasurer**

Michael Smith  
Senior Water Operator  
City of Moscow  
120 W. A St.  
Moscow, ID 83843  
208-883-7161  
[msmith@ci.moscow.id.us](mailto:msmith@ci.moscow.id.us)

## **Director 2**

Currently taking nominations

# 2019 Blue Mountain Subsection Trainings

## **Asbestos-Cement Pipe Work Procedures / Breakpoint Chlorination**

**April 24, 2019 (0.6 CEUs):** This training was broken into two sessions. The morning session focused on industry standard procedures dealing with asbestos-cement pipe. The afternoon session focused on breakpoint chlorination in an effort to improve the physical characteristics of the delivered water. The training was held in Pullman, Washington at the SEL Event Center with 37 people attending.

## **Sanitary Surveys – What Are They and How Can They Help You**

**Sep. 19, 2019 (0.4 CEUs):** This training session focused on providing an overview to Water Works Operators and Administrative staff on chemical injection and disinfection technologies. This was a successful training with 33 participants, held at the Colton Gun Club.



## 2019 BMSS Activities Summary

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
Mar. 6, 2019	Water Ops Building, Moscow ID	Agenda Topics	15
Apr. 24, 2019	SEL Event Center, Pullman, WA	Asbestos-Cement Pipe Work Procedures / Breakpoint Chlorination	37
May 30, 2019	City Hall, Pullman, WA	Agenda Topics	10
Aug. 21, 2019	JUB, 201 S Jackson St., Moscow, ID	Agenda Topics	8
Sep. 19, 2019	Gun Club, Colton, WA	Sanitary Surveys	33
Nov. 20, 2019	Fuzzy's Grill, 408 2 <sup>nd</sup> Ave, Deary, ID	Agenda Topics	27

# 2020 Blue Mountain Subsection Proposed Schedule of Meetings and Events

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
Feb. 26, 2020	Genesee, ID	Agenda Items
May 13, 2020	Moscow, ID	Agenda Items
May 20, 2020	Pullman, WA	Spring Training Event
Aug. 19, 2020	Kendrick, ID	Agenda Items
Sep. 24, 2020	Colton, WA	Fall Training Event
Nov. 18, 2020	Colfax, WA	Agenda Items

## 2020 Blue Mountain Subsection Goals

- ★ Provide at least two training sessions, planned and executed by an active Training Committee, with CEU's to support professional development for people in the region working in the water industry.
- ★ Plan and hold a fundraising social event in support of creating a local scholarship for water operators.
- ★ Continue to hold Subsection competitions to provide representative to the PNWS meter madness and hydrant hysteria competitions.
- ★ Increase our membership.
- ★ Plan for succession of officers.
- ★ Increase our young professional involvement to align our subsection with the 2020 Vision Initiative goals and objectives.

# US Bank Signature Card for Blue Mountain Subsection



## Business Signature Card Addendum – Add Signer(s)

Account Number : 153590899792

Account Type : Silver Business Checking

Account Title : PNWS-AWWA

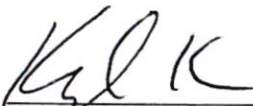

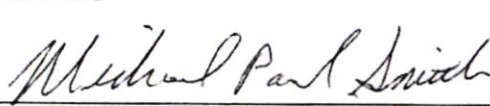
Newly Added Signer(s) and Corresponding Relationship Code :

JO ANN COLE-HANSEN, SWL

MICHAEL PAUL SMITH, SWL

The Bank is hereby authorized to recognize the signature(s) subscribed below in the payment of funds or the transaction of any business for this account. All transactions shall be governed by applicable laws and the Bank's terms (copy acknowledged as received herewith) that pertain to the type of account and style of ownership indicated on this card. Upon the request of the Bank, any customer reporting agency is hereby instructed to furnish a consumer report relating to the undersigned to the Bank. Refer to resolution file for the authorization of signatures where authorization is required.

By signing this signature card, you are also acknowledging your express consent to the terms and conditions in your applicable account agreement, including but not limited to our policies on funds availability and our cellular phone contact policy.

  
KYLE A. KIHS  
Date  
  
5/22/19  
JO ANN COLE-HANSEN  
Date  
5/30/19  
  
MICHAEL PAUL SMITH  
Date  
5/30/19

Date  
05/20/2019

Time  
12:40 PM

Banker name/user ID  
Helen J Clippinger

Branch Number  
03386







## Business Signature Card Addendum – Remove Signer(s)

Account Number : 153590899792

Account Type : Silver Business Checking  
Account Title: PNWS-AWWA

Signer(s) Names being removed :  
RYAN S LANCASTER  
CORY R BAUNE

I/we the undersigned, hereby acknowledge and consent to the removal of the signer(s) from the account referenced above and understand that I will remain as the owner of the account. The Bank may charge the account for the amount of any checks or preauthorized transactions dated on or before the date shown below if those items are signed by any of the person(s) listed above.

  5/22/19  
KYLE A KIHLS \_\_\_\_\_ Date

Date  
05/20/2019

Time  
12:40 PM

Banker name/user ID  
Helen J Clippinger

Branch Number  
03386







## RESOLUTION OF NON-PROFIT CORPORATION

Authority to open accounts, make deposits, and withdraw funds

Account Number: 153590899792

I, KYLE A KIHS, HEREBY CERTIFY:

- I am the duly elected, qualified and acting Secretary / Authorized Officer of the non-profit organization named \*PNWS-AWWA ("Corporation"), which is organized, validly existing, and in good standing under applicable laws.
- As of 05/20/2019 (date), this resolution is duly authorized, in full force and effect, and has not been amended or rescinded.
- The following individuals are designated as authorized agents of the Corporation. The authorities granted by this resolution have not been revoked, modified, annulled or amended in any manner whatsoever. Any authority granted shall remain in full force and effect until revoked in writing by the Corporation.

### AGENTS AUTHORIZED TO ACT ON BEHALF OF CORPORATION

Additional individuals and their signatures may be noted on an attachment, if required.

NAME / TITLE

SIGNATURE SPECIMEN

JO ANN COLE-HANSEN,  
PRESIDENT

MICHAEL PAUL SMITH,  
TREASURER



# RESOLUTION OF NON-PROFIT CORPORATION

Authority to open accounts, make deposits, and withdraw funds

## IT IS RESOLVED THAT:

- U.S. Bank, N.A. ("Bank") is designated as a depository of the Corporation.
- The authorized agents of the Corporation shall have the authority to:
  - **DEPOSIT** the funds of the Corporation into the above-referenced account(s) subject to the present and future account terms and conditions.
  - **WITHDRAW** the funds of the Corporation through any and all types of transactions (including but not limited to: executing checks, drafts, bills of exchange, acceptances, wires, funds transfers and other instruments and orders for the payment of money). This authority includes any and all transactions drawn to the individual order of an authorized agent and/or deposited into the individual account of such authorized agent.
  - **PROVIDE** instructions with respect to the account(s) of the Corporation and enter into agreements relating to the account(s) of the Corporation on behalf of the Corporation upon such terms and conditions as he or she may deem appropriate.
  - **APPLY** for and receive loans, lines of credit, and letters of credit on behalf of the Corporation, including making pledges for property belonging to the Corporation as security to the Bank, and to execute and deliver any and all notes, agreements or other documents necessary for such borrowing or security on behalf of the Corporation.
- The Bank is authorized to honor the facsimile or mechanical signature of any and all authorized agents. A facsimile or mechanical signature is presumed valid regardless of by whom or what means the facsimile signature may have been affixed as long as the facsimile signature reasonably resembles the signature specimen of the authorized agent. Corporation indemnifies and holds the Bank harmless from any and all claims and liabilities arising from any transaction bearing a facsimile signature as authorized in this resolution.

IN WITNESS WHEREOF, this resolution of the Corporation has been executed on  
05/20/2019 (date).



KYLE A KIHS  
(Secretary / Authorized Officer)





# Certification of Beneficial Owner(s)



Persons opening an account on behalf of a legal entity or providing updated information about beneficial ownership of the legal entity must provide the following information:

- a. Name and title of natural person opening account or providing updated Beneficial Ownership Information:

Name: KYLE A KIHS

Title: SECRETARY EXECUTIVE DIRECTOR

- b. Name, Type, and Address of Legal Entity:

Name: PNWS-AWWA

Type: NON-PROFIT

Address: 252 NW SUNRISE DR. PULLMAN, WA 99163

- c. The following information for **each** individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above. *Information for individuals with less than 25 percent of the equity interests of the legal entity listed above may also be listed.*

Name	Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Social Security Number, Passport Number and Country of Issuance or other similar identification number <sup>1</sup>	% of Ownership
NOT APPLICABLE					

(If no individual meets this definition, write "Not Applicable.")

<sup>1</sup> In lieu of a passport number, Non-U.S. persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or other similar safeguard.

# Certification of Beneficial Owner(s)

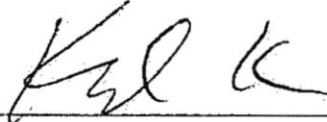


- d. The following information for **one** individual with significant responsibility for managing the legal entity listed above, such as an executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or any other individual who regularly performs similar functions. *More than one individual with significant responsibility for managing the legal entity listed above may be listed.*

Name and Title	Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons: Social Security Number	For Non-U.S. Persons: Social Security Number, Passport Number and Country of Issuance or other similar identification number <sup>1</sup>
KYLE A KIHS	04/14/1965	10505 NE 20TH ST. VANCOUVER, WA 98664	541-96-0209	

I, (Account Opener/Certifier Name) KYLE A KIHS

hereby certify that to the best of my knowledge, the information provided about me, the name and address provided for the legal entity customer, and the information provided about the beneficial owner(s) and/or the individual with control over the legal entity customer is complete and correct.

Signature: 

Date: 5/22/19

<sup>1</sup> In lieu of a passport number, Non-U.S. persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or other similar safeguard.

# AWWA Pacific Northwest Section 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.*

**Jo Ann Cole-Hansen**

Name

**President**

Title

**Blue Mountain Subsection**

Committee or Subsection

**1/16/2020**

Date

## Blue Mountain Subsection Officer Conflict of Interest Statements

## 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: 5/30/19

Name (printed) Jo Ann Cole-Hansen

Committee or Subsection Blue Mountain

Title President

## 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

Tyler T. Palmer

Date:

5/30/19

Name (printed)

Tyler Palmer

Committee or Subsection

Blue Mountain

Title

Acting PW. Director / BMSS Board member  
Vice President

## 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: 2/7/2020

Name (printed) MICHAEL S. PARKER

Committee or Subsection AWWA - BLUE MOUNTAIN SUBSECTION

Title Secretary

**Print Form**

SF: adminpol/Conflict of interest



## 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 Michael Smith Date: 5/30/19  
Name (printed) Michael Smith  
Committee or Subsection Blue Mountain Sub Section (AWWA)  
Title Treasurer

## 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 *Matt Hammer* Date: 7/4/2020

Name (printed) Matt Hammer

Committee or Subsection Blue Mountain Subsection

Title Director #2

**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  Date: 2/4/20

Name (printed) STEVEN SCHRAMM

Committee or Subsection BLUE MOUNTAIN SUBSECTION

Title DIRECTOR

**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  Date: 5/30/19

Name (printed) Paul A. Grimes

Committee or Subsection BMS S

Title Past President

## 2019 Blue Mountain Subsection Financials



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 2019

Subsection Name: Blue Mountain

BANK STATEMENT PERIOD:

1/1/2019

THROUGH 12/31/2019

PREVIOUS BALANCE

8539.85

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

6388.09

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

6502.72

ENDING BALANCE:

8425.22





American Water Works Association  
**Pacific Northwest Section**

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

SUBSECTION PROFIT/LOSS STATEMENT AS OF: 12/31/2019

Subsection Name: Blue Mountain

INCOME:

Interest	
Receivables	6388.09
Miscellaneous	
<b>TOTAL INCOME:</b>	<b>6388.09</b>

EXPENSES:

\* scholarship donations

Accounting Fees	
Committee	292.50
Conference/Meetings	3410.22
Equipment	
Miscellaneous	2800.00 *
Officer Compensation	
Postage	
Printing	
Prizes & Awards	
Telephone	
Travel	
<b>TOTAL EXPENSES:</b>	<b>6502.72</b>



American Water Works Association  
**Pacific Northwest Section**

PO Box 872467  
Vancouver, WA 98687  
T 803-760-6460  
F 360-254-0896  
www.pnws-awwa.org

SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR **12/31/2019**

Subsection Number:

Subsection Name: **Blue Mountain**

- |   |                 |
|---|-----------------|
| 1. Total Subsection Balance of Funds at beginning of the year:  | 8539.85         |
| 2. Total receipts during the year. (Monies collected during the year):  | 6388.09         |
| <b>3. Total (Add Lines 1 and 2)</b>   | <b>14927.94</b> |
| 4. Total Expenses for the year:   | 6502.72         |
| <b>5. Balance at the end of the year. (Subtract Line 4 from Line 3)</b>   | <b>8425.22</b>  |
| 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), account number(s), cash, etc.) Remember to protect your bank account numbers! Do not transmit this form electronically with account numbers attached. |                 |

US Bank Checking Account

**Certification:**

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

Signed

Michael Smith  
Please Print Signed Name

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

PNWS-AWWA ANNUAL SUBSECTION ALLOTMENT

Date: 2/7/2020

To: Kyle Kihs  
Executive Director PNWS-AWWA  
P.O. Box 872467  
Vancouver, WA 98687  
Office: 503-760-6460  
Fax: 360-254-0695  
E-Mail: kkihs@pnws-awwa.org

Subsection: Blue Mountain Subsection

The Subsection has evaluated the options available to us and made the following selection regarding the annual allotment.

- ☐ Yes, the Subsection requests the allotment.
- ☒ No, the Subsection does not wish to collect the allotment.

## 2019 Blue Mountain Subsection Meeting Agendas and Minutes

Blue Mountain Subsection of the AWWA Meeting Agenda			
Meeting Date: Wednesday, 3/6/2019 @ Noon - City Hall, Large Conference Room, Pullman, WA			
Officers and Board of Directors : Art GARRO [ ] Ryan LANCASTER [ ] Paul GRIMES [ ] Jo Ann COLE-HANSEN [ ] Tyler PALMER [ ] Mike PARKER [ ] Matt HAMMER [ ]			
Next Meeting: TBD			
Consent Agenda			
	Minutes from 11/14/2018 Meeting		
	Treasurer's Report		
Date	Expenditures	Amount	
11/14/2018	11/14/2018 Quarterly meeting supplies	\$ 6.35	
11/15/2018	11/14/2018 Quarterly meeting lunch	\$ 151.21	
12/31/2018	Instructor Fee for Spring training event	\$ 298.03	
2/11/2019	Payments (3) for Constant Contact service	\$ 67.50	
	Total	\$ 523.09	
	Approve Minutes 11/14/2018		
	Approve Lunch expenditure - Reimburse Paul \$148.42		
Business			
	Consider Consent Agenda		
	Recap of Winter Meeting		
	Director #2 Nominations and Voting		
	Officer Succession - Paul Grimes - Past President, Jo Ann Cole-Hansen - President, Tyler Palmer - Vice President, Mike Parker - Secretary, Matt Hammer - Director 1, Mike Smith - Treasurer		
	Status of Meter Madness/Hydrant Hysteria (Subsection Sponsorship)		
	Update Spring Training (HAMMER)		
	A day with DOH (Cole-Hansen)		
	Budget for Spring Training		
	Water for People and PNWS Scholarships		
	2019 Social Event Fundraiser		
	Annual Budget (LANCASTER)		
Meeting Notes			

## Blue Mountain Subsection of the AWWA Meeting Minutes

**Meeting Date: Wednesday, 3/6/2019 @ Noon - Pullman, WA City Hall**

Officers and Board of Directors : Art GARRO ☒ Paul GRIMES ☒ Ryan LANCASTER ☒ Jo Ann COLE-  
HANSEN ☒ Tyler PALMER ☐ Mike PARKER ☐ Matt HAMMER ☒

**Next Meeting: Lewiston, ID May 29**

	DISCUSSION	PERSON RESP	TARGET DATE
	President Grimes called the meeting to order at 12:00 p.m.		

## Consent Agenda

	Expenditures	Amount	
11/14/2018	11/14/2018 Quarterly meeting supplies	\$ 6.35	
11/15/2018	11/14/2018 Quarterly meeting lunch	\$ 151.21	
12/31/2018	Instructor Fee for Spring training event	\$ 298.03	
2/11/2019	Payments (3) for Constant Contact service	\$ 67.50	
	Total	\$ 523.09	

## Business

## Consent Agenda

Expenditure approval: Motion Jo Ann C. Seconded by Michael Smith Unanimous approval. Reimbursement check for Paul Grimes Motion Jo Ann C. Seconded by Michael Smith Unanimous approval. Ryan provided financial report. Indicated that we are in good financial shape. Minutes approved: Ryan Motion, Michael Smith Second. Unanimous

## Recap of Winter Meeting

Jo Ann gave a recap of the winter meeting. The philanthropy advisory council (PAC) is headed by Ronda Farmer and Kristin Kihs. Training in the Box classes are being added and are more popular.

### Director #2 Nominations and Voting

Steven Schramm from JUB was nominated and voted into the Director #2 position. Motion Cory Baune  
Seconded by Paul Grimes. Unanimous approval.

## Officer Succession



The succession of officers occurs on May 1. The succession is as follows:

Jo Ann Cole Hansen – President

Tyler Palmer – Vice President

Mike Parker – Secretary

Matt Hamer – Director #1

Motion by Jo Ann Cole Hansen, Barney Metz seconded. Unanimous approval.

Ryan Lancaster resigned from the position of Treasurer.

Michael Smith nominated as Treasurer. Motion by Jo Ann Cole Hansen, Barney Metz seconded. Unanimous approval.

The following individuals will have signature authority on the subsection bank accounts:

PNWS Executive Director, Kyle Kihs

BMSS President, Jo Ann Cole Hansen

BMSS Treasurer, Michael Smith

#### **Status of Meter Madness/Hydrant Hysteria (Subsection Sponsorship)**

Only one participant for meter madness so far. Paul will schedule a competition before April 1.

#### **Update Spring Training**

Spring training will be held at the SEL event center. The cost for the room is \$150. Matt Hammer has found an instructor and the classes will be point blank chlorination and an overview on asbestos pipe. Art Garro has agreed to help Matt Hammer get CEU approval for Washington. Paul Grimes will work on Idaho approval.

#### **A day with DOH**

DOH asked the subsection if we wanted to sponsor a training event with WA DOH. The subsection didn't think participation would be too high since the courses would be specific to Washington state.

#### **Spring Training Event Budget**

Spring Training Event Budget set to \$2000. \$15 per CEU for members so the price for members is \$90. Motion by Paul Grimes, Barney Metz seconded

#### **Water for People and PNWS Scholarships**

\$400 will be donated to WFP and One operator each. \$2000 will be donated for the Named Scholarship. Motion by Paul Grimes, Barney Metz seconded

#### **2019 Social Event Fundraiser**

Gary has been nominated as the director for the social event. Paul Grimes will get a hold of Water For People to see what kind of assistance they can provide.

#### **Annual Budget**

Lancaster provided the annual budget. An amended budget was approved effective Mar 6 to Dec 31st. Motion by Paul Grimes, Barney Metz seconded

Blue Mountain Subsection of the AWWA Meeting Agenda
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**Meeting Date: Wednesday, 5/30/2019 @ Noon - City Hall, Large Conference Room, Pullman, WA**

Officers and Board of Directors : Paul GRIMES [ ] Michael SMITH [ ] Jo Ann COLE-HANSEN [ ] Tyler PALMER [ ] Mike PARKER [ ] Matt HAMMER [ ] Steven Schramm [ ]

Next Meeting: August 21, 2019 - Moscow, ID
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Consent Agenda
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	Minutes from March 6, 2019 Meeting		
	Treasurer's Report		
Date	Expenditures	Amount	
3/6/2019	Subway - 03/06/2019 Quarterly meeting lunch	\$ 148.42	
4/23/2019	Dissmores - Food and supplies for Spring training event	\$ 64.32	
4/24/2019	Dissmores - Food and supplies for Spring training event	\$ 27.68	
4/23/2019	Fork in the Road - Lunch for Spring training event	\$ 654.35	
4/23/2019	Sun Rental - Coffee maker rental for Spring training event	\$ 23.72	
4/24/2019	SEL Event Center - Venue rental fee for Spring training event	\$ 161.70	
5/10/2019	Payments (3) for Constant Contact service	\$ 67.50	
	Total	\$ 1,147.69	
	Lunch expenditure		

Business
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	Treasurer's Report - Michael Smith	
	Consider Consent Agenda	
	Officer Succession -Conflict of Interest Forms	
	Constant Contact - Is everyone on that wants to be on	
	PNWS Section Conference Recap - Competitions - Michael Smith	
	Spring Training Event - Recap - Matt Hammer	
	Fall Training Event - Matt Hammer	
	Social Event Update - Gary McKinney	
	Next Meeting - Aug 21, 2019 Location Moscow	

Meeting Notes	
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The AWWA Blue Mountain Subsection met on Wednesday, May 30, 2019. Board members present included: Art Garro, Paul Grimes, Jo Ann Cole-Hansen, Tyler Palmer, Michael Smith and Steven Schramm

The following members were not in attendance: Mike Parker and Matt Hammer

12:00 PM Jo Ann called the meeting to order.

*February minutes approved (Motion: Ryan Lancaster 2nd: Paul Grimes)*

*A summary of the meeting follows:*

*Treasurers Report by Ryan Lancaster. (Motion: Barney Metz 2nd: Tyler Palmer)*

*A report on the spring training was presented. It was a success. The Schweitzer Event Center was a good venue.*

*Topics for the fall training event were discussed. Sanitary surveys was the topic provided by Matt Hammer. Most members thought that would be a good training topic.*

*After discussing a social event, it was decided that we would not pursue a fundraiser, but rather a purely social event this year. Ryan Lancaster moved that we approve a \$1,000 cap, and form a committee to plan the activity. Ryan will reach out to Gary McKinney who indicated he wanted to participate. Paul Grimes Seconded the motion, and it passed unanimously.*

*Art Garro recommended that we consider setting up a "buddy system" to help first-time attendees navigate, and feel welcome at, the Section Conference in Spokane. We discussed the desire to have robust attendance from our Sub-Section at this conference. We discussed scholarships.*

*The next meeting to be at JUB offices in Moscow on August 21, 2019.*



## Blue Mountain Subsection of the AWWA Meeting Agenda

Meeting Date: Wednesday, 8/21/2019 @ Noon - JUB, 201 S Jackson St, Moscow, ID

Officers and Board of Directors : Paul GRIMES [ ] Michael SMITH [ ] Jo Ann COLE-HANSEN [ ] Tyler PALMER [ ] Mike PARKER [ ] Matt HAMMER [ ] Steven Schramm [ ]

**Next Meeting: November 20, 2019**

## Consent Agenda

	Minutes from May 30, 2019 Meeting		
	Treasurer's Report		
Date	Expenditures	Amount	
6/17/2019	Reimburesment: Ryan Lancaster, Heros N' Sports lunch for May subsection meeting. 5/30/19	\$ 119.70	
8/9/2019	Payments (3) for Constant Contact service	\$ 67.50	
6/28/2019	BMSS Named Scholarship Fund (donation)	\$ 2,000.00	
6/28/2019	Water For People (donation)	\$ 400.00	
6/28/2019	"One Operator Fund" (donation)	\$ 400.00	
	Total	\$ 2,987.20	
	Lunch expenditure		

## Business

	Treasurer's Report - Michael Smith	
	Consider Consent Agenda	
	Social Event Update - Ryan Lancaster	
	Fall Training Update-Matt Hammer	
	Set Budget for Fall Training	
	Set Fee for Fall Training	
	Spring Training Update - Steven Schramm	
	Next Meeting - November 20, 2019 - Deary	
	February 26, 2020 - Genesee	

## Meeting Notes

[illegible]



Blue Mountain Subsection of AWWA  
Meeting Minutes for 8-21-19 at JUB Engineering, Moscow, ID

- 8 people in attendance. Barney Metz, Jo Ann Cole-Hansen, Steven Schramm, Matt Hammer, Mike Parker, Tyler Palmer, Michael Smith and Cory Baune.
- Mike Parker volunteered to be chair of the “social event” committee with Ryan and Steve agreeing to participate on the committee. Members voted to table the event topic discussion until the Spring meeting.
- A budget of \$1500 was discussed for the Fall Training.
- Members agreed to set the Fall training fee at \$90 for members and \$105 for non-members. Training topic will be “Sanitary Surveys” and will take place at the Colton Gun Club. Matt Hammer has arranged for a speaker and lunch catering.
- Steven Schram said he would do an update for the Spring training at the November meeting.
- Michael Smith confirmed that the Fall meeting will take place at Fuzzy’s Grill in Deary, ID on November 20<sup>th</sup>. Members agreed that we should try having the subsection meetings outside of the Moscow/Pullman area for at least a few meetings to give exposure to possible new members.

## Blue Mountain Subsection of the AWWA Meeting Agenda

**Meeting Date: Wednesday, 11/20/2019 @ Noon - Fuzzy's Grill, 408 2nd Ave, Deary, ID 83823**

Officers and Board of Directors : Paul GRIMES [ ] Michael SMITH [ ] Jo Ann COLE-HANSEN [ ] Tyler PALMER [ ] Mike PARKER [ ] Matt HAMMER [ ] Steven Schramm [ ]

**Next Meeting: November 20, 2019**

## Consent Agenda

	Minutes from August 21, 2019 Meeting		
	Treasurer's Report		
	Lunch expenditure		

## Business

	Open meeting and introductions - Jo Ann Cole-Hansen	
	Treasurer's Report - Michael Smith	
	Consider Consent Agenda	
	Consider 2020 Budget	
	PNWS Allotment	
	Fall Training Recap- Matt Hammer	
	Spring Training Planning - Steven Schramm	
	Announcements:	
	Annual Conference April 29-May 1 Spokane	
	Competitions	
	Officer Training November 2020, Sunriver, Oregon	
	Officer Transition and new director	
	Paypal Credit Cards & Constant Contact Hack	
	Next Meeting - February 26, 2020 - Genesee	

## Meeting Notes

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## Blue Mountain Subsection Meeting Minutes

November 20, 2019

Fuzzy's Grill, 408 2<sup>nd</sup> Ave, Deary, ID

- 12:03 P.M. Meeting called to order
- 12:05 P.M. Treasures report was presented by Michael Smith. Consent agenda was presented and discussed. A motion was made by Barney Metz to accept the consent agenda and second by Tyler Palmer. Motion passed unanimously.
- 12:10 Jo Ann Cole-Hansen presented the 2020 budget. Also, presented was the Subsection allotment. A motion was made by Tyler Palmer to NOT request an allotment at this time, second by Barney Metz. Barney Metz made a motion to pass the budget. Michael Parker seconded the motion. Motion passed unanimously.
- 12:18 P.M. 1) Matt Hammer presented on the fall training and that things went smoothly, and the trainer refunded \$400.00. Matt provided the explanation that the trainer charged us his rate for the condensed class.
- 2) Steven Schramm presented on three possible trainings that he is considering for spring. The date suggested for the training was May 20<sup>th</sup>. All agreed with May 20<sup>th</sup> due to the holiday Memorial Day. Classes being considered are: Chlorine Testing, Water Main Disinfection or Open Trench Safety. Steve provide more details at the next meeting. The proposed fee for the training will be \$90.00 for members.
- 12:23 P.M. A discussion of officer transitioning was presented. We are looking for a new Director 2. Nominations will be taken at the February meeting.
- 12:23 P.M. Information was provided regarding PayPal and the recent Constant Contact Hack. Matt asked if the emails notifications has been fixed. Michael Smith provided and explanation of possible firewalls stopping email from getting through. Mike Parker and Michael volunteered to continue to investigate.
- 12:28 P.M. Michael Smith presented on "Hydrant Hysteria", "Meter Madness", "Top Opp's" and "Gimmicks and Gadgets". Also, it was discussed how to volunteer for the upcoming Conference April 29<sup>th</sup> – May 1, 2020 in Spokane. For those interested Michael Smith or Dan Taff can be contacted. No volunteers came forward during the meeting.
- 12:31 P.M. Motion to adjourn meeting made by Tyler Palmer second by Barney Metz.