



American Water Works Association

Pacific Northwest Section

2020 Annual Report

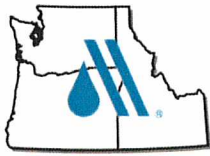
South Sound Subsection



American Water Works Association **Pacific Northwest** Section

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American Water Works Association **Pacific Northwest** Section

South Sound Subsection-PNWS-AWWA Officers

President

Jolene Gibson

Tacoma Water
3506 S.35th St.
Tacoma, WA 98409
(253) 396-3046
Jgibson2@cityoftacoma.org

Vice President

Shantel Shepard

Tacoma Water
3506 S.35th St.
Tacoma, WA 98409
(253)396-3130
sshepard@ci.tacoma.wa.us

Treasurer - 2020

Tim Wells

Spanaway Water Co
PO Box 1000
18413 B Street East
Spanaway, WA 98387
(253)531-9024
twells@spanaway-water.org

Secretary

Jeremy Djajadi

SYBIS LLC
9925 NE 134th Ct
Suite 100
Kirkland, WA 98034
(206)686-8463
jeremy@sybissolution.com

Board Members

Board Member Position #1

Past-President

Michael Lubovich

Kennedy/Jenks Consultants
32001 32nd Ave South Suite 100
Federal Way, WA 98001
(253)835-6459
MichaelLubovich@kennedyjenks.com

Board Member Position #2

Will Smythe

Parametrix
1019 39th Avenue SE, Suite 100
Puyallup, WA 98374
(804) 543-1907
WSmythe@parametrix.com

Board Member Position #3

Kali Kocdemir

Nicor, Inc.
Tacoma, WA 98404
(303) 681-4304
KaliLKocdemir@nicorinc.net

Incoming Officers

President:

Vice President:

Secretary:

Treasurer: Michelle Poquette – 2021

Past Chair:

Board Member #2:

Board Member #3:

Incoming Treasurer - 2021

Michelle Poquette

Tacoma Water
3506 S.35th St.
Tacoma, WA 98409
(253) 779-7026
MPoquette@cityoftacoma.org



American Water Works Association **Pacific Northwest** Section

Subsection Activities

2020 Meetings

- January 15
- February 19
- March 18
- April 15
- May 20
- June 17
- July 15
- August 19
- September 16
- October 21
- November 18
- December 16

January and February 2020 meetings were held at Tacoma Water, the remainder of the meetings for the year were held virtually, and will continue until further notice.

2020 Trainings

Waterworks 101

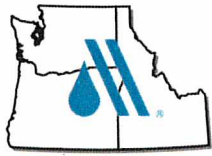
Our Waterworks 101 class was held in Tacoma, Washington on February 26th and had a great turnout. This was a great training for both new water professionals and public officials (board members, commissioners, etc.). The material covered everything from principals of water quality to regulatory requirements. Those who attended learned everything they needed to know about the water infrastructure and what it takes to succeed in this industry.

RRA/ERP

Risk and Resiliency Assessment and Emergency Response Plan was our first virtual training held on November 19th. We had about 30 attendees learn about new requirements and guidance on how to conduct the RRA and utilize it to develop or update emergency plans.

2020 Competitions and Events

We were sad to cancel our Best Tasting Water and Meter Madness event in March, along with our annual Golf Tournament in July. 2021 is looking to be another year on hold, but we hope to see you again to resume our favorite events in 2022!



American Water Works Association Pacific Northwest Section

Proposed 2021 Activities Schedule

Meetings, Trainings, and Events

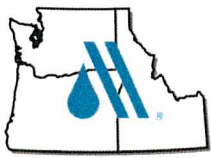
- January 20th – Monthly Board Meeting
- February 17th – Monthly Board Meeting
- March 17th – Monthly Board Meeting
- **End of March – Waterworks 101 (virtually)**
- April 21st – Monthly Board Meeting
- May 19th – Monthly Board Meeting
- June 16th – Monthly Board Meeting
- July 21st – Monthly Board Meeting
- August 18th – Monthly Board Meeting
- September 15th – Monthly Board Meeting
- October 20th – Monthly Board Meeting
- November 17th – Monthly Board Meeting
- December 15th – Monthly Board Meeting*

Meeting

Training

Event

The South Sound Subsection hopes to conduct quarterly trainings and at least one social/networking event in 2021. Dates have not been determined, watch our website for information.



American Water Works Association **Pacific Northwest** Section

2021 Goals

- Continue to provide trainings to support continued professional development. We will focus on virtual format for 2021, and provide at least three trainings.
- Provide at least one networking event, in person would be ideal, however virtual if needed.
- Increase membership, outreach to new members and involvement from members in the South Sound.
- Transition the Treasurer role.



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.

Jolene Gibson

Name

President

Title

South Sound Subsection

Committee or Subsection

1/12/2021

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 Jolene Gibson Date: 1/12/2021

Name (printed) Jolene Gibson

Committee or Subsection South Sound 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:

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Signature



Date:

01 / 20 / 2021

Name (printed) JEREMY DJAJADI

Committee or Subsection South Sound 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  Date: 1/20/2021

Name (printed) Michael Lubovich

Committee or Subsection South Sound Subsection

Title Past President

[Print Form](#)

Certification

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Signature Tim Wells Date: 1/20/21

Name (printed) Tim Wells

Committee or Subsection South Sound Subsection

Title Treasurer

[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 Shepard, Shantel Digitally signed by Shepard, Shantel
Date: 2021.01.20 15:28:19 -08'00' Date: 1/20/2021

Name (printed) Shantel Shepard

Committee or Subsection South Sound Subsection

Title Vice President

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:

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Signature Michelle Poquette Digitally signed by Michelle Poquette
Date: 2021.01.20 09:29:38 -08'00' Date: 01/20/2021

Name (printed) Michelle Poquette

Committee or Subsection South Sound Subsection

Title Treasurer

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

Will Smythe

Digitally signed by Will Smythe
DN: cn=Will Smythe, o=Pacific Northwest Section of the American Water Works Association, ou=PNW SSS, cn=Will Smythe
Reason: I have reviewed this document
Contact info: wsmythe@parametrix.com
Date: 2021.01.21 11:00:47 -08'00'

Date:

01/21/2021

Name (printed)

Will Smythe

Committee or Subsection

PNW SSS

Title

Print Form

SF: adminpol/Conflict of interest

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – January 1, 2020 - January 31, 2020

PREVIOUS BALANCE \$ 19,988.75

DEPOSITS AND ADDITIONS \$ 1,337.26
(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 2,288.25
(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 19,037.76

SAVINGS ACCOUNT Bank Statement Period – January 1, 2020 - January 31, 2020

PREVIOUS BALANCE \$ 7,613.66

DEPOSITS AND ADDITIONS \$ 0.19
(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00
(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,613.85

REVENUE/EXPENSE STATEMENT

Bank Statement Period – January 1, 2020 - January 31, 2020

INCOME:

Interest (Savings Account)	\$ 0.19
Receivables (Checking Account)	\$ 1,337.26
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 1,337.45

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 2,250.00	see below
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	see below

TOTAL EXPENSES \$ 2,288.25

Notes:

Miscellaneous - Check Number 2228 (\$1,000.00) to Oakbrook Golf Club for tournament deposit, Debit Card (\$1,250.00) to Dystopian State Brewing Co. for the Best Tasting Water event room rental (5 hrs @ \$250 per hr)

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – February 1, 2020 - February 28, 2020

PREVIOUS BALANCE \$ 19,037.76

DEPOSITS AND ADDITIONS \$ 3,240.76

(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 238.25

(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 22,040.27

SAVINGS ACCOUNT Bank Statement Period – February 1, 2020 - February 28, 2020

PREVIOUS BALANCE \$ 7,613.85

DEPOSITS AND ADDITIONS \$ 0.17

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,614.02

REVENUE/EXPENSE STATEMENT

Bank Statement Period – February 1, 2020 - February 28, 2020

INCOME:

Interest (Savings Account)	\$ 0.17
Receivables (Checking Account)	\$ 3,240.76
Miscellaneous	\$ 0.00

TOTAL INCOME

\$ 3,240.93

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	.
Conference/Meeting	\$ 200.00	PNWS Conference YP
Equipment	\$ 0.00	Scavenger Hunt
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES

\$ 238.25

Notes:

Miscellaneous -

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – February 29, 2020 - March 31, 2020

PREVIOUS BALANCE \$ 22,040.27

DEPOSITS AND ADDITIONS \$ 2,071.96

(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 3,549.22

(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 20,563.01

SAVINGS ACCOUNT Bank Statement Period – February 29, 2020 - March 31, 2020

PREVIOUS BALANCE \$ 7,614.02

DEPOSITS AND ADDITIONS \$ 0.17

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,614.19

REVENUE/EXPENSE STATEMENT

Bank Statement Period – February 29, 2020 - March 31, 2020

INCOME:

Interest (Savings Account)	\$ 0.17
Receivables (Checking Account)	\$ 2,071.96
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 2,072.13

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 3,510.97	Sirius Pizza BTW catering
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES \$ 3,549.22

Notes:

Miscellaneous -

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – April 1, 2020 - April 30, 2020

PREVIOUS BALANCE \$ 20,563.01

DEPOSITS AND ADDITIONS \$ 0.00
(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 978.25
(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 19,584.76

SAVINGS ACCOUNT Bank Statement Period – April 1, 2020 - April 30, 2020

PREVIOUS BALANCE \$ 7,614.19

DEPOSITS AND ADDITIONS \$ 0.12
(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00
(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,614.31

REVENUE/EXPENSE STATEMENT

Bank Statement Period – April 1, 2020 - April 30, 2020

INCOME:

Interest (Savings Account)	\$ 0.12
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 0.12

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 940.00	\$540 golf \$400 BTW sponsor

TOTAL EXPENSES \$ 978.25

Notes:

Miscellaneous -

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – May 1, 2020 - May 29, 2020

PREVIOUS BALANCE \$ 19,584.76

DEPOSITS AND ADDITIONS \$ 4,810.97 (see misc.)
(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 236.62
(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 24,159.11

SAVINGS ACCOUNT Bank Statement Period – May 1, 2020 - May 29, 2020

PREVIOUS BALANCE \$ 7,614.31

DEPOSITS AND ADDITIONS \$ 0.12
(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00
(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,614.43

REVENUE/EXPENSE STATEMENT

Bank Statement Period – April 1, 2020 - April 30, 2020

INCOME:

Interest (Savings Account)	\$ 0.12
Receivables (Checking Account)	\$ 4,810.97
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 4,811.09

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 198.37	BTW awards
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES \$ 236.62

Notes:

Miscellaneous - the \$4,810.97 deposit was made up of the following: 1) the return of our payment to Sirius Pizza for catering to be provided at the Best Tasting Water event - less the non-refundable \$500 deposit (\$3,010.97) 2) \$1,300 check from Parametrix for BTW, 3) \$500 check from Kennedy Jenks, also for the BTW event

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – May 30, 2020 - June 30, 2020

PREVIOUS BALANCE \$ 24,159.11

DEPOSITS AND ADDITIONS \$ 0.00

(Should total the Income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 38.25

(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 24,120.86

SAVINGS ACCOUNT Bank Statement Period – May 30, 2020 - June 30, 2020

PREVIOUS BALANCE \$ 7,614.43

DEPOSITS AND ADDITIONS \$ 0.13

(Should total the Income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,614.56

REVENUE/EXPENSE STATEMENT

Bank Statement Period – May 30, 2020 - June 30, 2020

INCOME:

Interest (Savings Account)	\$ 0.13
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME

\$ 0.13

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES

\$ 38.25

Notes:

Miscellaneous -

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – July 1, 2020 - July 31, 2020

PREVIOUS BALANCE \$ 24,120.86

DEPOSITS AND ADDITIONS \$ 0.00

(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 38.25

(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 24,082.61

SAVINGS ACCOUNT Bank Statement Period – July 1, 2020 - July 31, 2020

PREVIOUS BALANCE \$ 7,614.56

DEPOSITS AND ADDITIONS \$ 0.13

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,614.69

REVENUE/EXPENSE STATEMENT

Bank Statement Period – July 1, 2020 - July 31, 2020

INCOME:

Interest (Savings Account)	\$ 0.13
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 0.13
--------------	---------

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 38.25
----------------	----------

Notes:

Miscellaneous -

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – August 1, 2020 - August 31, 2020

PREVIOUS BALANCE \$ 24,082.61

DEPOSITS AND ADDITIONS \$ 0.00

(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 24,082.61

SAVINGS ACCOUNT Bank Statement Period – August 1, 2020 - August 31, 2020

PREVIOUS BALANCE \$ 7,614.69

DEPOSITS AND ADDITIONS \$ 0.13

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,614.82

REVENUE/EXPENSE STATEMENT

Bank Statement Period – August 1, 2020 - August 31, 2020

INCOME:

Interest (Savings Account)	\$ 0.13
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 0.13

EXPENSES:

Accounting Fees	\$ 0.00	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES \$ 0.00

Notes:

Miscellaneous -

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – September 1, 2020 - September 30, 2020

PREVIOUS BALANCE \$ 24,082.61

DEPOSITS AND ADDITIONS \$ 156.49 (see Notes)
(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 76.50
(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 24,162.60

SAVINGS ACCOUNT Bank Statement Period – September 1, 2020 - September 30, 2020

PREVIOUS BALANCE \$ 7,614.82

DEPOSITS AND ADDITIONS \$ 0.12
(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00
(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,614.94

REVENUE/EXPENSE STATEMENT

Bank Statement Period – September 1, 2020 - September 30, 2020

INCOME:

Interest (Savings Account)	\$ 0.12
Receivables (Checking Account)	\$ 156.49
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 156.61

EXPENSES:

Accounting Fees	\$ 76.50	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES \$ 76.50

Notes:

income of \$156.49 last of 'Best Tasting Water' money transferred over from PayPal

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – October 1, 2020 - October 30, 2020

PREVIOUS BALANCE \$ 24,162.60

DEPOSITS AND ADDITIONS \$ 0.00
(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 38.25
(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 24,124.35

SAVINGS ACCOUNT Bank Statement Period – October 1, 2020 - October 30, 2020

PREVIOUS BALANCE \$ 7,614.94

DEPOSITS AND ADDITIONS \$ 0.12
(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00
(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,615.06

REVENUE/EXPENSE STATEMENT

Bank Statement Period – October 1, 2020 - October 30, 2020

INCOME:

Interest (Savings Account)	\$ 0.12
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME \$ 0.12

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES \$ 38.25

Notes:

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – October 31, 2020 - November 30, 2020

PREVIOUS BALANCE \$ 24,124.35

DEPOSITS AND ADDITIONS \$ 0.00

(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 38.25

(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 24,086.10

SAVINGS ACCOUNT Bank Statement Period – October 31, 2020 - November 30, 2020

PREVIOUS BALANCE \$ 7,615.06

DEPOSITS AND ADDITIONS \$ 0.13

(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00

(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,615.19

REVENUE/EXPENSE STATEMENT

Bank Statement Period – October 31, 2020 - November 30, 2020

INCOME:

Interest (Savings Account)	\$ 0.13
Receivables (Checking Account)	\$ 0.00
Miscellaneous	\$ 0.00

TOTAL INCOME

\$ 0.13

EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES

\$ 38.25

Notes:

BALANCE SHEET YEAR 2020

CHECKING ACCOUNT Bank Statement Period – December 1, 2020 - December 31, 2020

PREVIOUS BALANCE \$ 24,086.10

DEPOSITS AND ADDITIONS \$ 2,143.08 (RRA/ERP Training)
(Should total the income listed on
the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 38.25
(Should total the expenses listed on
the Revenue/Expense Statement)

ENDING BALANCE \$ 26,190.93

SAVINGS ACCOUNT Bank Statement Period – December 1, 2020 - December 31, 2020

PREVIOUS BALANCE \$ 7,615.19

DEPOSITS AND ADDITIONS \$ 0.13
(Should total the income
listed on the Revenue/Expense Statement)

CHECKS AND WITHDRAWALS \$ 0.00
(Should total the expenses
listed on the Revenue/Expense Statement)

ENDING BALANCE \$ 7,615.32

REVENUE/EXPENSE STATEMENT

Bank Statement Period – December 1, 2020 - December 31, 2020

INCOME:

Interest (Savings Account)	\$ 0.13
Receivables (Checking Account)	\$ 2,143.08
Miscellaneous	\$ 0.00

TOTAL INCOME	\$ 2,143.21
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EXPENSES:

Accounting Fees	\$ 38.25	Constant Contact
Committee	\$ 0.00	
Conference/Meeting	\$ 0.00	
Equipment	\$ 0.00	
Miscellaneous	\$ 0.00	
Officer Compensation	\$ 0.00	
Postage	\$ 0.00	
Printing	\$ 0.00	
Prizes & Awards	\$ 0.00	
Snacks	\$ 0.00	
Telephone	\$ 0.00	
Travel	\$ 0.00	
Reimbursement	\$ 0.00	

TOTAL EXPENSES	\$ 38.25
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Notes:



South Sound Subsection

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

Jolene Gibson
Maint & Construction Planner
Tacoma Water
3506 S 35th St.
Tacoma, WA 98409
(253) 396-3046
jgibson2@cityoftacoma.org

Secretary

Jeremy Djajadi

SYBIS LLC
9925 NE 134th Ct Ste 100
Kirkland, WA 98034
(206) 686-8463 x2
jeremy@sybissolution.com

In-coming Officer/Officer-Elect

Board Members:
Will Smythe - Parametrix (804)543-
Kali Kocdemir - Nicor (303) 681-430
David Busto - Sigma (360) 485-576
(YP Liaison)
Jacki Masters - City of Port Orchard
(SP Liaison)

Vice-President/Vice-Chair

Shantel Shepard
Workforce Development Analyst
Tacoma Water
3506 S 35th St
Tacoma, WA 98409
(253) 396-3130

Treasurer

Tim Wells
Manager
Spanaway Water Company
PO Box 1000
Spanaway, WA 98387
(253) 531-9024
twells@spanaway-water.org

Past President/Past Chair

Michael Lubovich
Project Engineer/Project Manager
Kennedy/Jenks Consultants
32001 32nd Ave S Suite 100
Federal Way, WA 98001
(253) 835-6459
MichaelLubovich@kennedyjenks.com



South Sound Subsection

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
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8. E-mail



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www.pnws-awwa.org

President/Chair

Vice-President/Vice-Chair

Secretary

Treasurer

In-coming Officer/Officer-Elect

Michelle Poquette - Treasurer
Mobile Work Management Analyst
Tacoma Water
3506 S 35th St.
Tacoma, WA 98409
(253) 779-7026
MPoquette@cityoftacoma.org

Past President/Past Chair

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 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
1/15/2020	Tacoma Water	Agenda Topics
2/19/2020	Tacoma Water	Agenda Topics
3/18/2020	Phone conference call	Agenda Topics
4/15/2020	Phone conference call	Agenda Topics
5/20/2020	Virtual - GoToMeeting	Agenda Topics
6/17/2020	Virtual - GoToMeeting	Agenda Topics
7/15/2020	Virtual - GoToMeeting	Agenda Topics
8/19/2020	Virtual - GoToMeeting	Agenda Topics
9/16/2020	Virtual - GoToMeeting	Agenda Topics
10/21/2020	Virtual - GoToMeeting	Agenda Topics
11/18/2020	Virtual - GoToMeeting	Agenda Topics
12/16/2020	Virtual - GoToMeeting	Agenda Topics

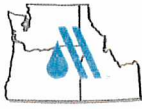


PNWS-AWWA Subsection Meeting Schedule

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
1/20/2021	Virtual - GoToMeeting	Agenda Topics
2/17/2021	Virtual - GoToMeeting	Agenda Topics
3/17/2021	Virtual - GoToMeeting	Agenda Topics
4/21/2021	Virtual - GoToMeeting	Agenda Topics
5/19/2021	Virtual - GoToMeeting	Agenda Topics
6/16/2021	Virtual - GoToMeeting	Agenda Topics
7/21/2021	Virtual - GoToMeeting	Agenda Topics
8/18/2021	Virtual - GoToMeeting	Agenda Topics
9/15/2021	Virtual - GoToMeeting	Agenda Topics
10/20/2021	Virtual - GoToMeeting	Agenda Topics
11/17/2021	Virtual - GoToMeeting	Agenda Topics
12/15/2021*	Virtual - GoToMeeting	Agenda Topics

Print Form



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SUBSECTION BALANCE SHEET FOR CALENDAR YEAR

Subsection Name:

BANK STATEMENT PERIOD:

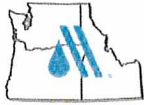
THROUGH

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:



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Pacific Northwest Section

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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:



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SUBSECTION PROFIT/LOSS STATEMENT AS OF: 12/31/2020

Subsection Name: South Sound Subsection

INCOME:

Interest	\$1.66
Receivables	\$13,760.52
Miscellaneous	
TOTAL INCOME:	\$13,762.18

EXPENSES:

Accounting Fees	\$459.00
Committee	
Conference/Meetings	\$200.00
Equipment	
Miscellaneous	\$6,700.97
Officer Compensation	
Postage	
Printing	
Prizes & Awards	\$198.37
Telephone	
Travel	
TOTAL EXPENSES:	\$7,558.34

Print Form



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR **2020**

Subsection Number: Subsection Name: **South Sound Subsection**

- | | |
|---|--------------------|
| 1. Total Subsection Balance of Funds at beginning of the year: | \$27,602.41 |
| 2. Total receipts during the year. (Monies collected during the year): | \$13,762.18 |
| 3. Total (Add Lines 1 and 2) | \$41,364.59 |
| 4. Total Expenses for the year: | \$7,558.34 |
| 5. Balance at the end of the year. (Subtract Line 4 from Line 3) | \$33,806.25 |
| 6. Of the Balance on Line 5, how much is earned Interest from the bank? | \$1.66 |
| 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. | |

Checking and Savings - Chase Bank, Lakewood WA account # last 4 - 6726 & 3879

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

T. Wells
Signed

Tim Wells

Please Print Signed Name

South Sound Subsection-PNWS-AWWA
Account Report 2020

Checking	beginning bal	\$	19,988.75	Savings	beginning bal	\$	7,613.66
Jan	deposits	\$	1,337.26	Jan	deposits	\$	0.19 interest
	withdrawal\checks				withdrawal		
Feb	deposits	\$	3,240.76	Feb	deposits	\$	0.17 interest
	withdrawal\checks	\$			withdrawal		
Mar	deposits	\$	2,071.96	Mar	deposits	\$	0.17 interest
	withdrawal\checks	\$			withdrawal		
Apr	deposits	\$	-	Apr	deposits	\$	0.12 interest
	withdrawal\checks	\$			withdrawal		
May	deposits	\$	4,810.97	May	deposits	\$	0.12 interest
	withdrawal\checks				withdrawal		
Jun	deposits	\$	-	Jun	deposits	\$	0.13 interest
	withdrawal\checks	\$			withdrawal		
Jul	deposits	\$	-	Jul	deposits	\$	0.13 interest
	withdrawal\checks	\$			withdrawal		
Aug	deposits	\$	-	Aug	deposits	\$	0.13 interest
	withdrawal\checks	\$			withdrawal		
Sep	deposits	\$	156.49	Sep	deposits	\$	0.12 interest
	withdrawal\checks	\$			withdrawal		
Oct	deposits	\$	-	Oct	deposits	\$	0.12 interest
	withdrawal\checks	\$			withdrawal		
Nov	deposits	\$	-	Nov	deposits	\$	0.13 interest
	withdrawal\checks	\$			withdrawal		
Dec	deposits	\$	2,143.08	Dec	deposits	\$	0.13 interest
	withdrawal\checks	\$			withdrawal		
		\$	13,760.52		Total	\$	1.66 YTD Total
	Ending Balance	\$	26,190.93		Ending Balance	\$	7,615.32

expense report

[illegible]



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
1/15/2020	Tacoma Water	Board Meeting - Agenda Topics	11
2/19/2020	Tacoma Water	Board Meeting - Agenda Topics	13
2/26/2020	Tacoma Public Utilities	Training - Waterworks 101	56*
3/18/2020	Phone conference call	Board Meeting - Agenda Topics	11
4/15/2020	Phone conference call	Board Meeting - Agenda Topics	7
5/20/2020	Virtual - GoToMeeting	Board Meeting - Agenda Topics	8
6/17/2020	Virtual - GoToMeeting	Board Meeting - Agenda Topics	9
7/15/2020	Virtual - GoToMeeting	Board Meeting - Agenda Topics	4
8/19/2020	Virtual - GoToMeeting	Board Meeting - Agenda Topics	8
9/16/2020	Virtual - GoToMeeting	Board Meeting - Agenda Topics	6
10/21/2020	Virtual - GoToMeeting	Board Meeting - Agenda Topics	4
11/18/2020	Virtual - GoToMeeting	Board Meeting - Agenda Topics	9
11/19/2020	Virtual - Zoom	Training - RRA/ERP	30
12/16/2020	Virtual - GoToMeeting	Board Meeting - Agenda Topics	7