



American Water Works Association  
**Pacific Northwest Section**

PO Box 872467  
Vancouver, WA 98687  
T 803-760-6460  
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

Vice-President/Vice-Chair

Shantel Broussard  
Workforce Development Analyst  
Tacoma Water  
3506 S 35th St  
Tacoma, WA 98409  
(253) 396-3130  
SBroussard@cityoftacoma.org

Secretary

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

Treasurer

Michelle Poquette  
  
Mobile Work Management Analyst  
Tacoma Water  
3506 S 35th St.  
Tacoma, WA 98409  
(253) 355-1838  
MPoquette@cityoftacoma.org

In-coming Officer/Officer-Elect

Board Members:  
Will Smythe - Parametrix (804)543-  
Kali Kocdemir - Smart Earth Techn  
YP/SP Liaisons:  
Claire Litsky - Tacoma Water (253)  
Jacki Brown - City of Port Orchard (

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.c



## 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
1/20/2021	Virtual - Zoom	Board Meeting - Agenda Topics	6
2/17/2021	Virtual - Zoom	Board Meeting - Agenda Topics	8
3/17/2021	Virtual - Zoom	Board Meeting - Agenda Topics	8
3/30-31/2021	Virtual - Zoom	Training - Waterworks 101	44
4/21/2021	Virtual - Zoom	Board Meeting - Agenda Topics	6
5/19/2021	Virtual - Zoom	Board Meeting - Agenda Topics	9
6/16/2021	Virtual - Zoom	Board Meeting - Agenda Topics	10
7/21/2021	Virtual - Zoom	Board Meeting - Agenda Topics	8
8/18/2021	Virtual - Zoom	Board Meeting - Agenda Topics	8
9/15/2021	Virtual - Zoom	Board Meeting - Agenda Topics	9
10/20/2021	Virtual - Zoom	Board Meeting - Agenda Topics	10
11/2/2021	Virtual - Zoom	Training - Water System Analyzers	17
11/17/2021	Virtual - Zoom	Board Meeting - Agenda Topics	11
12/2/2021	Virtual - Zoom	Training - Asset Management/Reliability	16
12/15/2021	Virtual - Zoom	Board Meeting - Agenda Topics	8



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## 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
1/19/2022	Virtual - Zoom	Agenda Topics
2/16/2022	Virtual - Zoom	Agenda Topics
3/16/2022	Virtual - Zoom	Agenda Topics
4/20/2022	Virtual - Zoom	Agenda Topics
5/18/2022	Virtual - Zoom	Agenda Topics
6/15/2022	Virtual - Zoom	Agenda Topics
7/20/2022	Virtual - Zoom	Agenda Topics
8/17/2022	Virtual - Zoom	Agenda Topics
9/21/2022	Virtual - Zoom	Agenda Topics
10/19/2022	Virtual - Zoom	Agenda Topics
11/16/2022	Virtual - Zoom	Agenda Topics
12/21/2022*	Virtual - Zoom	Agenda Topics



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Date	Location	Discussion Topics
3/8, 3/9 2022*	Zoom	Training - Waterworks 101
3/25/2022	Dystopian State Brewing	South Sound Best Tasting Water/Meter Chall
7/22/2022	Oakbrook Golf Course	South Sound Golf Tournament
TBD*	Zoom	Training - Topic TBD (Safety)
TBD*	Zoom	Training - Topic TBD (Asset Management 2.0)
TBD*	Zoom	Training - Topic TBD (Construction Mgmt/Pr

## South Sound Subsection

### 2022 Activities

- Best Tasting Water/Meter Challenge Event 3/25/2022
- Golf Tournament 7/22/2022
- Fall Social\*

### 2022 Trainings

- Waterworks 101 – 3/8 and 3/9 (half day virtual sessions)
- Safety\*
- Asset Management 2.0/System Planning\*
- Customer Service\*
- Construction Management \*

### 2022 Goals

- Continue to provide trainings to support continued professional development. We will focus on virtual format for 2022, to provide one training per quarter.
- 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.

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\*Tentative/Placeholder

# Account Agreement

Date: 07/22/2021

## Institution Name & Address

Timberland Bank  
Tacoma Branch  
7805 S Hosmer St  
Tacoma, WA 98408-0000

Internal Use 9034

## Account Title & Address

PNWS-AWWA SOUTH SOUND SUBSECTION  
PO BOX 11007  
TACOMA, WA 98411

## Owner/Signer Information 1

Name	KYLE A KIHS
Relationship	AUTHORIZED SIGNER
Address	[REDACTED]
Mailing Address (if different)	[REDACTED]
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	DL# [REDACTED] WA IS [REDACTED] EX [REDACTED]
Other ID (description, details)	
Employer	
Previous Financial Inst.	
E-Mail	KKIHS@PNWS-AWWA.ORG
Work Phone	(503) 760-6460
Home Phone	[REDACTED]
Mobile Phone	[REDACTED]
Birth Date	[REDACTED]
SSN/TIN	[REDACTED]

Enter Non-Individual Owner Information on page 2. There is additional Owner/Signer Information space on page 2.

If checked, this is a temporary account agreement.

Number of signatures required for withdrawal: \_\_\_\_\_

## Signature(s)

The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:

- Terms & Conditions     Truth in Savings     Funds Availability  
 Electronic Fund Transfers     Privacy     Substitute Checks  
 Common Features     Overdraft Policy

Agent (See Owner/Signer Information for Agent Designation(s).)

## Ownership of Account

The specified ownership will remain the same for all accounts.

- Single  
 Joint with Survivorship (not as tenants in common)  
 Joint with No Survivorship (as tenants in common)  
 Community Property Account
- Sole Proprietorship or Single Member LLC     Partnership  
 LLC-enter tax classification ( C Corp  S Corp  Partnership)  
 C Corporation     S Corporation     ASSOCIATION OR OR  
 Trust-Separate Agreement Dated: \_\_\_\_\_

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

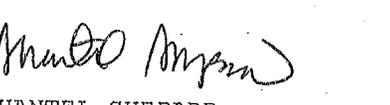
## Beneficiary Designation

(Check appropriate ownership above.)

- Revocable Trust     Pay-On-Death (POD)

## Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

- (1): [X]  ]  
KYLE A KIHS  
I.D. # [REDACTED] D.O.B. [REDACTED]
- (2): [X]  ]  
MICHELLE L POQUETTE  
I.D. # [REDACTED] D.O.B. [REDACTED]
- (3): [X]  ]  
SHANTEL SHEPARD  
I.D. # [REDACTED] D.O.B. [REDACTED]
- (4): [X]  ]  
JOLENE A GIBSON  
I.D. # [REDACTED] D.O.B. [REDACTED]

# Account Agreement

Date: 07/22/2021

## Institution Name & Address

Timberland Bank  
Tacoma Branch  
7805 S Hosmer St  
Tacoma, WA 98408-0000

Internal Use 9277

## Account Title & Address

PNWS-AWWA SOUTH SOUND SUBSECTION  
PO BOX 11007  
TACOMA, WA 98411

## Owner/Signer Information 1

Name	MICHELLE L POQUETTE
Relationship	AUTHORIZED SIGNER
Address	[REDACTED]
Mailing Address (if different)	[REDACTED]
Gov't Issued Photo ID (type, number, state, issue date, exp. date)	DL# [REDACTED] WA Is [REDACTED] Ex [REDACTED]
Other ID (description, details)	
Employer	CITY OF TACOMA
Previous Financial Inst.	
E-Mail	mipoquette@hotmail.com
Work Phone	(253) 355-1838
Home Phone:	[REDACTED]
Mobile Phone:	[REDACTED]
Birth Date:	[REDACTED]
SSN/TIN:	[REDACTED]

Enter Non-Individual Owner Information on page 2. There is additional Owner/Signer Information space on page 2.

If checked, this is a temporary account agreement.

Number of signatures required for withdrawal: \_\_\_\_\_

## Signature(s)

The undersigned authorize the financial institution to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s), provided the required number of signatures indicated above is satisfied. The undersigned personally and as, or on behalf of, the account owner(s) agree to the terms of, and acknowledge receipt of copy(ies) of, this document and the following:

- Terms & Conditions
- Truth in Savings
- Funds Availability
- Electronic Fund Transfers
- Privacy
- Substitute Checks
- Common Features
- Overdraft Policy

Agent (See Owner/Signer Information for Agent Designation(s).)

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

## Ownership of Account

The specified ownership will remain the same for all accounts.

- Single
- Joint with Survivorship (not as tenants in common)
- Joint with No Survivorship (as tenants in common)
- Community Property Account
- Sole Proprietorship or Single Member LLC
- Partnership
- LLC-enter tax classification ( C Corp  S Corp  Partnership)
- C Corporation  S Corporation  AUTHORIZED SIGNER
- Trust-Separate Agreement Dated: \_\_\_\_\_

## Beneficiary Designation

(Check appropriate ownership above.)

- Revocable Trust
- Pay-On-Death (POD)

## Beneficiary Name(s), Address(es), and SSN(s)

(Check appropriate beneficiary designation above.)

- (1): [X]   
MICHELLE L POQUETTE  
I.D. # [REDACTED] D.O.B. [REDACTED]
- (2): [X]   
SHANTEL H SHEPARD  
I.D. # [REDACTED] D.O.B. [REDACTED]
- (3): [X]   
KYLE A KIHS  
I.D. # [REDACTED] D.O.B. [REDACTED]
- (4): [X]   
JOLENE A GIBSON  
I.D. # [REDACTED] D.O.B. [REDACTED]



## 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

**1/18/2022**

Date

## 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 Gibson, Jolene Digitally signed by Gibson, Jolene  
Date: 2022.01.18 11:37:28 -08'00' Date: 1/18/2022

Name (printed) Jolene Gibson

Committee or Subsection South Sound Subsection

Title President

**Print Form**

SF: adminpol/Conflict of interest

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Signature Shantel Broussard Date: 1/19/2022

Name (printed) Shantel Broussard

Committee or Subsection South Sound Subsection

Title Vice Chair

**Print Form**

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Signature Michelle Poquette Digitally signed by Michelle Poquette  
Date: 2021.12.20 06:56:24 -08'00' Date: 12/20/2021

Name (printed) Michelle Poquette

Committee or Subsection PNWS - South Sound Subsection

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:

N/A

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Signature  Date: 01/19/2022

Name (printed) JEREMY DJAJADI

Committee or Subsection SOUTH SOUND SUBSECTION

Title SECRETARY

**Print Form**

SF: adminpol/Conflict of interest

## Certification

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Signature  Date: 12/20/21

Name (printed) Kali Kocdemir

Committee or Subsection South South Subsection

Title Member

**Print Form**

SF: adminpol/Conflict of interest

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Signature Will Smythe Date: 01.19.2022

Name (printed) Will Smythe

Committee or Subsection PNW South Sound Subsection

Title Board Member

**Print Form**

SF: adminpol/Conflict of interest

## Certification

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Signature Litsky, Claire Digitally signed by Litsky, Claire  
Date: 2021.12.27 14:57:27  
-08'00' Date: 12/27/2021

Name (printed) Claire Litsky

Committee or Subsection PNWS - South Sound

Title Member

**Print Form**

SF: adminpol/Conflict of interest

## Certification

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Signature

Jacki Brown

Date:

1-24-22

Name (printed)

JACKI BROWN

Committee or Subsection

SOUTH SOUND

Title

SEASONED PROFESSIONAL REP.

**Print Form**

SF: adminpol/Conflict of interest

## Certification

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Signature



Date: Jan 18, 2022

Name (printed) Yuna Kim

Committee or Subsection South Sound Subsection

Title Member

**Print Form**

SF: adminpol/Conflict of interest



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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 BALANCE SHEET FOR CALENDAR YEAR

Subsection Name:

BANK STATEMENT PERIOD:

THROUGH

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

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SUBSECTION PROFIT/LOSS STATEMENT AS OF: 2021

Subsection Name: South Sound Subsection

INCOME:

Interest	1.05
Receivables	6,716.86
Miscellaneous	
<b>TOTAL INCOME:</b>	<b>6,717.91</b>

EXPENSES:

Accounting Fees	504.47
Committee	
Conference/Meetings	50.00
Equipment	
Miscellaneous	30,575.24
Officer Compensation	
Postage	
Printing	
Prizes & Awards	
Telephone	
Travel	
<b>TOTAL EXPENSES:</b>	<b>31,129.71</b>

Print Form



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR 2021

Subsection Number: \_\_\_\_\_ Subsection Name: **South Sound Subsection**

- |   |                  |
|---|------------------|
| 1. Total Subsection Balance of Funds at beginning of the year:  | 33,806.25        |
| 2. Total receipts during the year. (Monies collected during the year):  | 39,724.43        |
| <b>3. Total (Add Lines 1 and 2)</b>   | <b>73,530.68</b> |
| 4. Total Expenses for the year:   | 38,745.76        |
| <b>5. Balance at the end of the year. (Subtract Line 4 from Line 3)</b>   | <b>34,784.92</b> |
| 6. Of the Balance on Line 5, how much is earned Interest from the bank?   | 1.05             |
| 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 account at Chase Bank January-June 2021 (Lakewood Branch)  
 x6726 and x3879  
 Timberland Bank - Tacoma Branch July 2021 - December 2021  
 Checking x9034 and Savings x9277

**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.

  
 \_\_\_\_\_  
 Signed

**Michelle Poquette**

Please Print Signed Name







American Water Works Association  
**Pacific Northwest** Section  
South Sound Subsection

Memo for 7/23/2021

When trying to process the Constant Contact payment on 7/13/2021, it was discovered that our bank accounts at Chase had been closed.

I called the bank and they reported that they sent a letter to us stating that the account was being restricted for 75 days and we needed to respond to resolve the issue or the account would be closed. I did not receive that letter. The accounts were closed on 6/25/2021 and the funds from each account (checking and savings) were mailed out.

They closed the account due to a discrepancy with the business type, which was reported incorrectly when we visited a branch to change signers. I had been contacted by the bank, signed the verification of entity type and was told things were fine.

This discrepancy with the entity type triggered a compliance check and Chase ultimately closed the accounts.

In the process of closing the accounts, once I received the checks, I realized the amount mailed for the checking balance was not what was expected. I then noticed a \$6,535.75 withdrawal listed on 6/14/21. I called the bank to find out what that was and was informed that 3 PayPal deposits were made payable to the South Sound Subsection which is not how the account was titled, so they removed the funds while confirming that they were indeed our funds. That check is being mailed to us separately.

The three PayPal deposits that were withheld are:

\$4296.18	04/06/2021
\$2083.08	12/18/2020
\$156.49	09/28/2020

These funds for \$6535.75 have been mailed but not received at the time of this memo. If they have not been received by July 27<sup>th</sup>, Chase will place a stop payment and send us the funds via UPS.

While we are without a banking account, I entered my personal credit card information in the Constant Contact account for our Subsection so we could maintain our services through them. My personal card number ends in 4433, while my PNWS-AWWA debit card number ends in 2977.

8/16/2021 – All funds have been recovered and deposited to the new accounts for our subsection with Timberland Bank.