



American Water Works Association  
**Pacific Northwest Section**

PO Box 872467  
Vancouver, WA 98687  
T 303-760-6460  
F 360-254-0695  
[www.pnws-awwa.org](http://www.pnws-awwa.org)

**President/Chair**

Jolene Gibson  
Operations Manager  
Tacoma Water  
3506 S 35th St.  
Tacoma, WA 98409  
(253) 396-3046  
[jgibson2@cityoftacoma.org](mailto:jgibson2@cityoftacoma.org)

**Secretary**

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

**In-coming Officer/Officer-Elect**

Board Members:  
Will Smythe - Parametrix  
Claire Litsky - Tacoma Water  
Kali Kocdemir - Olea Edge

**Vice-President/Vice-Chair**

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

**Treasurer**

Michelle Poquette  
Mobile Work Management Analyst  
Tacoma Water  
3506 S 35th St.  
Tacoma, WA 98409  
(253) 355-1838  
[MPoquette@cityoftacoma.org](mailto:MPoquette@cityoftacoma.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.cc](mailto:MichaelLubovich@kennedyjenks.cc)



## 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
1/19/2022	Virtual - Zoom	Board Meeting - Agenda Topics	7
2/16/2022	Virtual - Zoom	Board Meeting - Agenda Topics	12
3/8-9/2022	Virtual - Zoom	Training - Waterworks 101	30
3/16/2022	Virtual - Zoom	Board Meeting - Agenda Topics	9
4/20/2022	Virtual - Zoom	Board Meeting - Agenda Topics	11
5/18/2022	Virtual - Zoom	Board Meeting - Agenda Topics	8
6/15/2022	Virtual - Zoom	Board Meeting - Agenda Topics	7
7/20/2022	Virtual - Zoom	Board Meeting - Agenda Topics	11
7/22/2022	Oakbrook Golf Course	<b>SSS Golf Tournament</b>	<b>95</b>
8/17/2022	Virtual - Zoom	Board Meeting - Agenda Topics	7
8/26/2022	Dystopian State Brewing	<b>SSS Social</b>	<b>30</b>
9/21/2022	Virtual - Zoom	Board Meeting - Agenda Topics	7
10/19/2022	Virtual - Zoom	Board Meeting - Agenda Topics	9
11/16/2022	Virtual - Zoom	Board Meeting - Agenda Topics	6
11/17/2022	Virtual - Zoom	Training - Asset Management Workshop	22
3/25/2022	Best Tasting Water	<b>Internal event for BTW</b>	<b>11</b>



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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
1/18/2023	Virtual - Zoom	Agenda Topics
2/15/2023	Virtual - Zoom	Agenda Topics
3/15/2023	Virtual - Zoom	Agenda Topics
4/19/2023	Virtual - Zoom	Agenda Topics
5/17/2023	Virtual - Zoom	Agenda Topics
6/19/2023	Virtual - Zoom	Agenda Topics
7/19/2023	Virtual - Zoom	Agenda Topics
8/16/2023	Virtual - Zoom	Agenda Topics
9/20/2023	Virtual - Zoom	Agenda Topics
10/18/2023	Virtual - Zoom	Agenda Topics
11/15/2023	Virtual - Zoom	Agenda Topics
12/20/2023*	Virtual - Zoom	Agenda Topics

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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
March 2023	Zoom	Training - Waterworks 101
3/31/2023	TBD	South Sound Best Tasting Water/Meter Chall
7/14/2023	Oakbrook Golf Course	South Sound Golf Tournament
4/18/2023	Zoom	Training - Topic TBD (Construction Mgmt/Pi
TBD*	Zoom	Training - Topic TBD (DOH)
TBD*	Zoom	Training - Topic TBD (Water Systems Plannin

Print Form

## South Sound Subsection

### 2023 Activities

- Best Tasting Water/Meter Challenge Event 3/31/2023
- Golf Tournament 7/14/2023
- Fall Social\*

### 2023 Trainings

- Waterworks 101 – March 2023 (TBD)
- Construction Management – April 18, 2023
- Water Quality/DOH – TBD
- System Planning – TBD

### 2023 Goals

- Continue to provide trainings to support continued professional development. We will focus on virtual format and transition to in person for 2023, to provide one training per quarter.
- Provide at least one networking event,.
- Increase membership, outreach to new members and involvement from members in the South Sound.

\*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)	[REDACTED]	
Employer	[REDACTED]	
Previous Financial Inst.	[REDACTED]	
E-Mail	KKIHS@PNWS-AWWA.ORG	
Work Phone	(503) 760-6460	
Home Phone	[REDACTED]	Mobile Phone: [REDACTED]
Blrth 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]

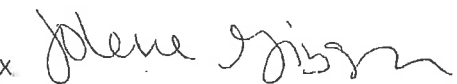
(3):

[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# WA Is [REDACTED] Ex [REDACTED]  
 Other ID (description, details):  
 Employer: CITY OF TACOMA  
 Previous Financial Inst.:  
 E-Mail: mlpoquette@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**

*Jolene Gibson*

Name

**President**

Title

**South Sound Subsection**

Committee or Subsection

**12/23/2023**

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: 2022.12.23 11:21:33 -08'00' Date: 12/23/2023

Name (printed) Jolene Gibson

Committee or Subsection South Sound Subsection

Title President

**Print Form**

SF: adminpol/Conflict of interest

## Certification

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Signature Broussard, Shantel Digitally signed by Broussard, Shantel  
Date: 2023.01.17 11:17:12 -08'00' Date: 1/17/2023

Name (printed) Shantel Broussard

Committee or Subsection South Sound Subsection

Title Vice Chair

**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 / 19 / 2023

Name (printed) JEREMY DJAJADI

Committee or Subsection South Sound Subsection PNWS-AWWA

Title Secretary


**Print Form**

SF: adminpol/Conflict of interest

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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: 1-17-2023

Name (printed) Michelle Poquette

Committee or Subsection South Sound Subsection

Title Treasurer

**Print Form**

SF: adminpol/Conflict of interest

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Signature Litsky, Claire Digitally signed by Litsky, Claire  
Date: 2023.01.17 10:52:00  
-08'00' Date: 1/17/2023

Name (printed) Claire Litsky

Committee or Subsection South Sound Subsection

Title South Sound Subsection Board Member

**Print Form**

SF: adminpol/Conflict of interest

## Certification

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Signature *William Smythe* Date: 01/19/2023

Name (printed) William Smythe

Committee or Subsection PNW SSSS

Title Board Member

**Print Form**



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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: 2022

Subsection Name: South Sound Subsection

INCOME:

Interest	0.76
Receivables	19,709.29
Miscellaneous	
<b>TOTAL INCOME:</b>	<b>19,710.05</b>

EXPENSES:

Accounting Fees	424.71
Committee	
Conference/Meetings	
Equipment	11.02
Miscellaneous	17,584.39
Officer Compensation	
Postage	
Printing	
Prizes & Awards	1,282.55
Telephone	
Travel	
<b>TOTAL EXPENSES:</b>	<b>19,638.97</b>

Print Form



SUMMARY REPORT OF SUBSECTION CASH RECEIPTS AND EXPENSES FOR 2022


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

- |   |                  |
|---|------------------|
| 1. Total Subsection Balance of Funds at beginning of the year:  | <b>34,784.92</b> |
| 2. Total receipts during the year. (Monies collected during the year):  | <b>21,803.25</b> |
| <b>3. Total (Add Lines 1 and 2)</b>   | <b>56,588.17</b> |
| 4. Total Expenses for the year:   | <b>19,709.29</b> |
| <b>5. Balance at the end of the year. (Subtract Line 4 from Line 3)</b>   | <b>36,878.88</b> |
| 6. Of the Balance on Line 5, how much is earned Interest from the bank?   | <b>0.76</b>      |
| 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 Timberland Bank (Tacoma Branch last 4 x9034, x92

**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

South Sound Subsection  
Balance Sheet 2022

Checking	Beginning Total		Savings	Beginning Total	
Jan	Deposits	\$ 27,168.53	Jan	Deposits	\$ 7,616.39
	Withdrawals/Checks	\$ -		Withdrawals/Checks	\$ 0.06
Feb	Deposits	\$ -	Feb	Deposits	\$ 0.06
	Withdrawals/Checks	\$ -		Withdrawals/Checks	\$ -
Mar	Deposits	\$ 2,999.77	Mar	Deposits	\$ 0.06
	Withdrawals/Checks	\$ -		Withdrawals/Checks	\$ -
Apr	Deposits	\$ -	Apr	Deposits	\$ 0.07
	Withdrawals/Checks	\$ 273.17		Withdrawals/Checks	\$ -
May	Deposits	\$ 545.98	May	Deposits	\$ 0.06
	Withdrawals/Checks	\$ 445.23		Withdrawals/Checks	\$ -
Jun	Deposits	\$ 250.00	Jun	Deposits	\$ 0.06
	Withdrawals/Checks	\$ 49.63		Withdrawals/Checks	\$ -
Jul	Deposits	\$ 16,692.45	Jul	Deposits	\$ 0.07
	Withdrawals/Checks	\$ 3,767.95		Withdrawals/Checks	\$ -
Aug	Deposits	\$ 283.40	Aug	Deposits	\$ 0.06
	Withdrawals/Checks	\$ 9,087.39		Withdrawals/Checks	\$ -
Sept	Deposits	\$ -	Sept	Deposits	\$ 0.07
	Withdrawals/Checks	\$ 38.61		Withdrawals/Checks	\$ -
Oct	Deposits	\$ -	Oct	Deposits	\$ 0.06
	Withdrawals/Checks	\$ 313.19		Withdrawals/Checks	\$ -
Nov	Deposits	\$ -	Nov	Deposits	\$ 0.06
	Withdrawals/Checks	\$ 38.61		Withdrawals/Checks	\$ -
Dec	Deposits	\$ 1,031.65	Dec	Deposits	\$ 0.07
	Withdrawals/Checks	\$ 38.61		Withdrawals/Checks	\$ -
		\$ 21,803.25			\$ 0.76
		\$ 19,709.29			\$ -
	Ending Balance	\$ 29,262.49		Ending Balance	\$ 7,617.15

