

**WATER PURVEYORS ASSOCIATION OF KITSAP
PROCEDURES AND BYLAWS
Amended May 2026**

A. PURPOSE

The Water Purveyors Association of Kitsap, hereinafter referred to as WaterPAK, is established with the purpose of:

1. Supporting the implementation of and recommending changes to the Kitsap County Coordinated Water System Plan and related planning efforts, including resource research and modeling, regional emergency management and response, and other matters of regional concern.
2. Gathering and disseminating information regarding water utility service and water resources.
3. Advising Kitsap County and other appropriate governmental officials concerning water utility standards.
4. Actively participating in water-related public information activities to educate county citizens on water quality, resources, conservation, and other pertinent issues.
5. Establishing a communication network among interested water purveyors for all aspects of water utility management, operations, and maintenance.
6. Collaborating with regulatory agencies on projects related to drinking water.

B. MEMBERSHIP

Water purveyors within Kitsap County and with systems serving 100 or more connections are eligible for utility membership in WaterPAK. Associate members (non-voting) may join by a vote of the utility members at a regular monthly meeting. Each utility member will have one vote on matters covered in these bylaws (i.e., purveyors operating multiple water systems shall collectively exercise one vote). Each member, both utility and associate, may designate an unlimited number of individuals to attend meetings, serve on taskforces, and participate in WaterPAK activities.

C. ORGANIZATION

1. **OFFICERS:** Officers shall be elected by the voting members of WaterPAK. Newly elected officers will take office in January, unless an officer is being replaced as a result of an individual leaving office before term expiration.

PRESIDENT – Duties: Preside over meetings and serve on the Executive Committee. The President is a member ex officio of all committees.

VICE PRESIDENT – Duties: Perform the duties of the President in their absence and serve on the Executive Committee.

SECRETARY/TREASURER – Duties: Record meeting minutes, send meeting notices, maintain financial records, disburse funds as authorized, and serve on the Executive Committee.

2. **TERM OF OFFICE:** No two officers shall be representatives of the same organization. The term of office shall be one year. In the event an officer is unable to complete their term, the position shall be filled by a member appointed by the Executive Committee.
3. **PROCEDURES:** *Robert's Rules of Order Newly Revised* shall govern parliamentary procedures.
4. **QUORUM:** A minimum number of members is sufficient to hold a meeting. To conduct business requiring a membership vote, a quorum of at least 25 percent of voting member representatives must be present.

D. COMMITTEES

1. **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of the three elected officers. It shall provide general advice and consultation and conduct routine business that does not require a vote of the membership. Procedural and bylaw revisions shall be prepared by this committee for submission to the membership for vote.
2. **TASKFORCES:** The Executive Committee may establish taskforces as needed to research, evaluate, and address matters of general interest to the membership, including but not limited to public outreach and regional planning activities such as emergency management response planning. Each taskforce shall operate under the scope and duration defined by the Executive Committee, and participation in any taskforce shall be voluntary and open to all members.

E. MEETINGS

1. **EXECUTIVE COMMITTEE:** The Executive Committee shall meet as deemed necessary by the President, or at the request of any two Executive Committee members.
2. **GENERAL MEMBERSHIP:** The membership shall convene on a regular monthly basis at a time and place determined by the Association. In addition, the Executive Committee may call special meetings of the membership at its discretion whenever it deems necessary.
3. **TASKFORCES:** The chairperson of each taskforce shall call meetings as deemed appropriate.

F. MEMBERSHIP DUES

Annual dues statements shall be disseminated to members via email no later than February 28, with payment due by March 31. Annual dues for associate members shall be \$50.00. Utility member dues shall be determined by the number of connections served within Kitsap County, as outlined in the following schedule.

Number of Connections	Annual Dues
<500	\$50.00
501 to 3,000	\$200.00
3,001 to 6,000	\$300.00
>6,000	\$500.00

G. BANKING

The WaterPAK bank account balance shall not exceed \$10,000. An annual review shall be conducted each January to ensure that income from dues does not cause the account balance to exceed this limit. Dues shall be adjusted as necessary.

H. AUTHORIZATION OF EXPENDITURES

Authorization by at least two officers is required to approve any expenditure exceeding \$500.00. Any two officers may authorize expenditures up to \$1,500 without a vote of the membership. Expenditures exceeding \$1,500 require approval by a vote representing at least 25 percent of the voting membership.

I. AMENDMENTS TO BYLAWS

Amendments to these bylaws may be adopted by a simple majority vote of the voting members present.

ADOPTED this **14th** day of **May 2026**.



JASON NUTSFORD, PRESIDENT



CAMI APFELBECK, VICE PRESIDENT



DIANA CRAIGEN, SECRETARY/TREASURER