

UNDERSTANDING OF RESPONSIBILITIES

GOVERNMENT AFFAIRS SEMINAR

November, 2004

Received
DEC - 5 2004
EPA/OWA

General Understanding: The Government Affairs Seminar (Seminar) will be presented to provide municipal officials, treatment plant operators, consulting engineers and others with an overview of current issues that relate to environmental policy, regulation, and activities. The seminar is intended to be provided as a public educational service at a reasonable cost, resulting in minimal excess funds.

Sponsoring Organizations: Wisconsin Section of Central States Water Environment Association (Wisconsin Section) and the Wisconsin Wastewater Operators Association (WWOA) will co-sponsor the annual Seminar, will assume equal financial responsibility for the seminar, and will be officially recognized as Sponsoring Organizations of the Seminar.

Contributing Organizations: The Wisconsin Department of Natural Resources (WDNR), League of Wisconsin Municipalities (League), and the Municipal Environment Group (MEG) will be involved in planning and holding the Seminar, without financial responsibility for the seminar, and will be officially recognized as Contributing Organizations of the Seminar.

Responsibilities: The following operating responsibilities and methods of operation are agreed upon by the sponsors:

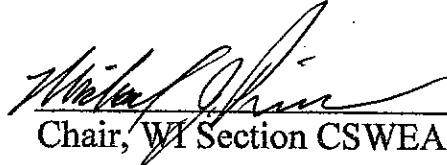
1. The Seminar planning committee will consist of a minimum of nine individuals; three from the Wisconsin Section, two from WWOA, two from WDNR, one from the League, and one from MEG. Up to three additional at large members may be added at the committee's discretion.
2. Committee members other than the Financial Coordinator, will normally serve three years, with member appointments being made by each organization as soon as practical after conclusion of the annual Seminar.
3. The chairmanship of the Seminar planning committee will rotate annually between the Wisconsin Section, WWOA, and WDNR.

4. The third member of the planning committee from the Wisconsin Section will be the Wisconsin Section Secretary/Treasurer, who will act as Financial Coordinator of the Seminar. The Financial Coordinator will keep all the financial records of the Seminar, will accept registrations, pay all bills and make a final accounting of each annual Seminar.
5. A balance of \$500.00 will always be maintained by the financial coordinator for use as "seed" money, for the upcoming Seminar. Any excess funds above the \$500.00 seed money generated by the Seminar, will be split equally between the Wisconsin Section and WWOA. Any losses incurred by the Seminar will also be absorbed equally by the Wisconsin Section and WWOA.

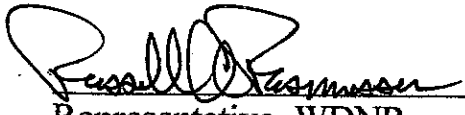
Signed/Dated

 11/22/04

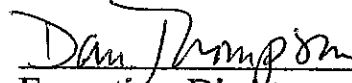
President, WWOA

 11/29/04

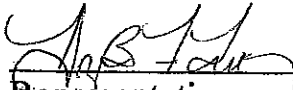
Chair, WI Section CSWEA

 12/02/04

Representative, WDNR

 12/7/04

Executive Director,
League of Wisconsin Municipalities

 12/20/04

Representative,
Municipal Environmental Group