

UNDERSTANDING OF RESPONSIBILITIES

SPRING BIOSOLIDS SYMPOSIUM

November, 2004

General Understanding: The Spring Biosolids Symposium (Symposium) will be presented to provide treatment plant operators, consulting engineers, municipal officials, and interested parties with an overview of current issues and activities that relate to environmental practices, policies and regulations related to biosolids. The Symposium is intended to be provided as an educational service at a reasonable cost.

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

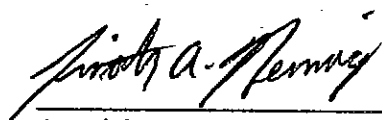
Contributing Organizations: The Wisconsin Department of Natural Resources (WDNR), League of Wisconsin Municipalities (League), and the University of Wisconsin - Extension (UW-EX) will be involved in planning and holding the Symposium, without financial responsibility, and will be officially recognized as Contributing Organizations of the Symposium.

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

1. The Symposium planning committee will consist of nine individuals; two each from WWOA and the Wisconsin Section, one from WDNR, one from the League, and one from the UW-EX. In addition, two at-large positions will be filled by committee vote.
2. Committee members will normally serve three years, with member appointments being made by each organization as soon as practical after conclusion of the annual Symposium. The terms of committee members will be staggered to provide planning continuity.

3. The chairmanship of the Symposium planning committee will alternate annually between the WWOA , Wisconsin Section, and DNR.
4. The planning committee structure will follow the general guidelines as outlined with changes to be voted by committee members.
5. An ex-officio member of the planning committee will be the Executive Secretary of the WWOA. This person shall be responsible for performing the following duties; (1) act as the financial coordinator of the seminar, (2) maintain all Symposium records as required, (3) accept all registration forms, (4) pay all expenses associated with the Symposium, (5) complete a final accounting of each annual Symposium.
6. A balance of up to \$2,500.00 may be retained by the Financial Coordinator for use as seed money for the upcoming Symposium. These funds shall be used to cover printing/ mailing costs for the next year and possible facility rental fees. Any excess funds generated by the Symposium will be split equally between the WWOA and the Wisconsin Section. Any losses incurred by the Symposium will also be absorbed equally by the WWOA and the Wisconsin Section.


Signed and 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 WI Municipalities

 12/13/04

Representative, UW-EX