



Interoffice Memorandum

Lobbyist Activity Report

Lobbyist activity reports can be submitted online using DocuSign. Send an email to ethicsquestions@wsscwater.com or call 301-206-8010 to request a link.

For those unable to submit online, use the fillable form on the next page. It can be saved and sent to the email address above or printed and mailed to:

WSSC Water
ATTN: ETHICS OFFICE
14501 Sweitzer Lane
Laurel, MD 20707-5901

Washington Suburban Sanitary Commission
Board of Ethics c/o Ethics Officer
14501 Sweitzer Lane
Laurel, Maryland 20707
301-206-8010

WSSC LOBBYIST ACTIVITY REPORT

This lobbyist reporting form describes all interests and related transactions and matters required to be disclosed by Washington Suburban Sanitary Commission Code of Ethics Chapter 1.70.420, with respect to the period indicated and pertaining to the lobbyist filing the statement. *(Note: If you had no reportable compensation or expenses during the reporting period, but were registered to engage in lobbying, check here [] and complete Parts A, B, C, E, F, and G.)*

Period covered by this report: [] January 1, 20____ through June 30, 20____
[] July 1, 20____ through December 31, 20____

PART A. LOBBYIST INFORMATION

First Name: _____ Last Name: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PART B. WILL OTHERS LOBBY ON BEHALF OF LOBBYIST?

No Yes (If yes, complete this section)

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PART C. EMPLOYER – WHO PAYS YOU TO LOBBY ON THEIR BEHALF?

First Name: _____ Last Name: _____

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Nature of Business: _____

Phone: _____ Email: _____

Authorized Matters: _____

PART D. COMPENSATION AND EXPENSES

None to report [_____]

(Note: Skip this section if you had no reportable compensation or expenses during the reporting period)

<p>Section 1 Total expenses incurred for meals and beverages for the Commissioners, WSSC employees, immediate families, qualifying relatives, or significant others. Do not include expenses for meal and beverages, which are part of special events or meetings and are reported in Section D-2 or Section D-3 below.</p>	D-1 \$ _____
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<p>Section 2 Date, location and total expense incurred for each special event to which any of the WSSC Commissioners or WSSC employees were invited. The term “special event” includes such functions as parties, dinners, athletic events, and entertainment. The names of all WSSC Commissioners or employees who attended must be entered.</p>			
Event Date	Location	Event Expense	Employees in Attendance
Total Expense All Events D-2 \$ _____			

<p>Section 3 Date, location, and total expense incurred for food, lodging, or scheduled entertainment of WSSC Commissioners and/or employees for a meeting which was given in return for participation in a panel or speaking engagement at the meetings. If there is more than one panel or meeting, list date, location, and total expense for each panel or meeting. Place the total expense for each panel/event in the space provided. Place the total for all panels/events in the right-hand column. This section includes the formal role as a participant on a panel or engagement as a speaker at a meeting that has a published agenda. It does not include mere attendance at a meeting or incidental dialogue at a meeting. The names of all WSSC Commissioners or employees who attended must be listed.</p>			
Meeting Date	Location	Meeting Expense	Employees in Attendance
Total Expense All Meetings D-3 \$ _____			

<p>Section 4 Value of all other gifts (other than food or beverages, special events, or panels/meetings reported in Sections D-1, D-2, or D-3) made to, or for the benefit of, WSSC Commissioners or employees or their immediate families, qualifying relatives, or significant others. If the recipient is immediate family, qualifying relative or significant other list employee name and relationship. Include expenses for a ticket or free admissions.</p>				
Recipient's Name	Position/Relationship	Date	Nature of Gift	Value of Gift
Total Value All Gifts D-4 \$ _____				

Subtotal Sections D-1 through D-4 \$ _____

PART D. COMPENSATION AND EXPENSES (Continued) None to report []

(Note: Skip this section if you had no reportable compensation or expenses during the reporting period)

<p>Section 5 Total compensation paid or to be paid to the regulated lobbyist for lobbying activities during the reporting period. Include expenses incurred by the staff, which were reimbursed by the lobbyist. If the lobbying activities addressed in Part C are only a portion of the services for which the employer compensated the lobbyist, put the prorated amount for lobbying services in this section. If the reported compensation has been prorated, check the box below item D-10. If there are multiple-fee or contract lobbyists within a firm registered for a client, you need to document the basis for the fee allocation.</p>	D-5 \$ _____
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<p>Section 6 Total expenses incurred for operating the regulated lobbyist's office in connection with lobbying activities included in this report. Office expenses may include rent, telephone, utilities, transportation, parking, etc. Do not include expenses reported in Section D-5. If a fee or contract lobbyist is not billing office costs directly, it may be sufficient to assume that these costs are included in the amount reported as compensation.</p>	D-6 \$ _____
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<p>Section 7 Total cost of professional and technical research and other assistance in support of the lobbying activities included in this report. Do not include expenses reported in Sections D-5, D-6, or D-10.</p>	D-7 \$ _____
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<p>Section 8 Total cost of preparing, printing, and distributing publications or other expenses that expressly encourage people to communicate with WSSC Commissioners or employees for the purpose of influencing administrative or executive action.</p>	D-8 \$ _____
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<p>Section 9 List the names of each witness who testified in a proceeding before WSSC and the fees and expenses paid to each. Put the total amount of fees and expenses paid to all witnesses on the line in the column on the right.</p>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Witness Name</th> <th style="width: 10%;">Date</th> <th style="width: 40%;">Nature of Testimony</th> <th style="width: 30%;">Fees Paid</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Witness Name	Date	Nature of Testimony	Fees Paid													
Witness Name	Date	Nature of Testimony	Fees Paid														
Total All Fees D-9 \$ _____																	

<p>Section 10 List the total amount of all expenses not otherwise reported that were incurred in support of the lobbying activities included in this report. The lobbyist's own meals and lodging, and mileage or travel reimbursements are listed in this section.</p>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Lobbyist Name</th> <th style="width: 30%;">Type of Expense</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Lobbyist Name	Type of Expense	Amount										
Lobbyist Name	Type of Expense	Amount											
Total All Expenses D-10 \$ _____													
Check here if the amount has been prorated because the lobbyist is compensated for services other than lobbying activities. []													

Total Sections D-1 through D-10 \$ _____

PART E. BENEFICIARIES OF GIFTS WITH CUMULATIVE VALUE OF \$100 OR MORE

<p>In this section, please identify the Commissioners, WSSC employees, immediate families, qualifying relatives or significant others, to whom the lobbyist or anyone on his or her behalf has given gifts with a cumulative value of at least \$100 during the reporting period. Gifts must be reported whether or not given in connection with lobbying activities. If the recipient is immediate family, qualifying relative or significant other list employee name and relationship.</p> <p>Tickets or free admissions provided to the Commissioners, WSSC employees, immediate families, qualifying relatives or significant others, or a gift of two or more tickets or free admissions count toward the \$100 threshold and should be included here. Expenses for meals and beverages are gifts and are reportable on this report if above the \$100 threshold and not reportable in Sections D-2, D-3, or D-4.</p> <p>When the cumulative value of \$100 has been reached in a six-month reporting period with respect to any official or employee, the beneficiary of the gifts must be identified on this form. This form must also be completed if the total non-qualifying gift of multiple registrations for a particular employer reaches \$100 even if a single lobbyist for that employer did not reach that level. If any of the gifts reported was only a portion of a gift because it was partially paid by others, you must note this on the form. The gifts are reported whether or not they were given in connection with lobbying activities.</p>					
Person's Name	Position/Relationship	Date	Nature of Gift	Value of Gift	\$ _____ Total Section E

PART F. BUSINESS TRANSACTIONS WITH A COMMISSIONER, GENERAL MANAGER OR WSSC EMPLOYEE

<p>An individual regulated lobbyist must report any business transaction(s) with a Commissioner, the General Manager, WSSC employees or their immediate families, qualifying relatives, significant others or related business entity involving the exchange of value of \$1,000 or more for a single transaction or of \$5,000 or more for a series of transactions in the previous 6 months. A related business entity is one in which the individual participates as a proprietor, or partner or if these persons have a 30% or more ownership interest in the entity. If the recipient is immediate family, qualifying relative or significant other list employee name and relationship. Both direct and indirect transactions must be included in this report.</p>					
Person's Name	Position/Relationship	Date	Nature of Transaction	Value	\$ _____ Total Section F

PART G. AFFIRMATION AND OATH

Submission of this activity report is required to be made under oath or affirmation. The oath or affirmation shall be confirmed by the lobbyist's signature (either written or electronic), which is made expressly under penalties for perjury, to the same extent as an oath or affirmation made before an individual authorized to administer oaths.

I have read the disclaimer above and hereby swear and affirm that the information contained in this report is complete and accurate to the best of my knowledge and belief.

Lobbyist Signature _____ Date _____