

WV Public Sewer Utility COVID-19 Impact Survey

THE LOCAL UTILITY SHOULD PREPARE ON A MONTHLY BASIS THE FOLLOWING REPORT:

The report should be completed by the 15th day of the month following that for which you are reporting data. If your billing period is not at the end of a month (.e.g. the 15th), you should report your monthly data for that period by the 15th of the next month. If you bill bi-monthly or quarterly, please treat the previous billing as the last billing period prior to March 1 and then complete the survey on the 15th day of the month after the end of each billing cycle, which may be every other month or quarterly depending on your situation.

Date of Survey Submission

This field is autofilled by the form and does not need to be addressed.

County

Select the county in which the office of your utility is located.

Utility

Select the proper utility from the drop-down list. If your utility is not shown, please contact mduminiak@wvwd.org for assistance.

Regional Council

This field is autofilled by the form and does not need to be addressed.

Beginning of Reporting Period

Click on the calendar and select the beginning of the billing period for which you are reporting. For example, if you are reporting in June for the May billing period, the beginning may be May 1 or if your billing period begins in the middle of a month, in this example you would select April 15.

End of Reporting Period

Click on the calendar and select the end of the billing period for which you are reporting. For example, if you are reporting in June for the May billing period, the end may be May 31 or if your billing period ends in the middle of a month, in this example you would select May 15. If you have a billing period with a length greater than one month, you can report that longer period through these dates and submit surveys in conjunction with your billing periods.

Address

Enter the mailing address of the office of your utility. If the mailing address is not the same as the physical location of your utility's office (e.g. a PO Box), use the mailing address here and the physical location of your utility's office in below.

Location of Local Utility

**You may copy and past the address previously entered into the search bar on the map and choose enter to move the point. The search bar is located in the top left corner of the map. Please ensure the Pin is located at the PSD location.*

This is the physical location of your utility's office. Please be sure to fill this out or your utility's data will show up in the wrong location and that may result in it not being properly included in fund distribution should funds become available.

Set Location

Clicking on this will lock in the location you selected and adjusted above. Please be sure not to forget to lock in your location by clicking this.

Pre-Virus Main Office Opening Time

Pre-Virus Main Office Closing Time

Current Main Office Opening Time

Current Main Office Closing Time

All of the times should be the times that the office is open to the public.

Name of Main Contact

Main Contact E-mail

Main Contact Office Phone Number

Main Contact Cell Phone Number

The main contact person and information should be for the person who would be the appropriate point of contact should assistance funding become available.

Narrative Payment Procedures

The narrative field allows you to enter any information you believe is relevant in understanding any special circumstances that affect your utility's payment procedures. For example, if you bill bi-monthly or quarterly or if you have suspended all in-person payments.

Narrative for Field Work Orders

This narrative field should be used to explain any changes in your field work orders as a result of the COVID-19 precautions. If additional equipment is used, certain types of work are postponed or done differently, etc. are all examples of items you may want to include in order to better assess the impact on your operations from the pandemic.

Is the broadband service sufficient for the Local Utility's needs?

This is a yes or no question for which you should give your best choice. If there is any additional information related to this that you wish to explain, it can go in the final comment box at the end of the survey.

Date of Most Recent Rate Increase

Please be sure to use the calendar date when the rate increase went into effect.

Revenues

Pre Virus Monthly Revenues

This dollar amount is for the last billing period prior to March 1, 2020 and will remain the same in each subsequent submission.

Current Monthly Revenues

This dollar amount is for the billing period immediately preceding each submission.

If decreased why?

If increased why?

Please select the option that best fits the situation for the decrease or increase shown in your revenues when comparing prior to March 1, 2020 to the current period. Only answer the one (decreased or increased) that is appropriate for this period.

Billings

Pre Virus Monthly Billings

This dollar amount is for the last billing period prior to March 1, 2020 and will remain the same in each subsequent submission.

Current Monthly Billings

This dollar amount is for the billing period immediately preceding each submission.

Number of Customers

This is the number of customers for the current billing period being reported.

Account Information

Pre Virus Number of Monthly Delinquent Accounts

This is the count of delinquent accounts for the last billing period prior to March 1, 2020 and will remain the same in each subsequent submission.

Current Number of Monthly Delinquent Accounts

This is the count of delinquent accounts for the billing period immediately preceding each submission.

Total Dollar Amount of Delinquent Accounts

This is the dollar amount of the total currently owed to the date of the billing period immediately preceding the current submission.

If increased why?

Please select the reason that best explains the majority cause.

Dollar Amount of Lost Delinquent Penalties and Cutoff Re-Connection Fees

This is the dollar amount of lost revenue from expected penalties and reconnect fees that would normally be charged if your utility is not charging those during the pandemic. This should be for the current submission period and not a cumulative amount.

Is staff processing payments?

Only select "No" if you are not processing payments in any form. If you have closed in-person payments but are still processing mail-in or electronic payments, you would select "Yes".

Please provide the current balance in each of the following accounts

Debt Service Reserve

Definitions:

- *Sinking Fund at the West Virginia Municipal Bond Commission-Monthly Deposits are made to meet principal and interest payments on the loan. If it is a USDA loan, this fund will not be at the Municipal Bond Commission.*
- *Reserve Account- Held at the West Virginia Municipal Bond Commission-This account is usually funded over 10 years. It is funded until the amount on deposit at the Municipal Bond Commission is equal to the maximum annual principal and interest payment on the loan. Monthly payments are equal to one twelfth (1/12) of one-tenth (1/10) of the Reserve Requirement.*

If the information is maintained by the Municipal Bond Commission, it can be accessed for your utility by going to <http://mbc.wv.gov/StatementofAccountsMonthly.cfm> then selecting the proper month and county. A report will be displayed through which you can scroll until you reach the section for your utility. Find the appropriate dollar amount and enter it in this box.

Renewal and Replacement Accounts

Definition:

- *Renewal and Replacement Fund-* This fund is equal to two and one-half percent (2 ½%) of the Gross Revenues from the System (calculated monthly), exclusive of any payments into the Reserve Account. The fund is for the purpose of improving or making emergency repairs or replacements to the System or eliminating any deficiencies. This fund is held at a local bank.

Capital Maintenance Reserve

Definition:

- *Capital Maintenance Reserve or Working Capital Reserve-* Is calculated as one eighth (1/8) of the actual annual Operation and Maintenance Expenses. The Public Service Commission may determine the amount in local rate structure. This fund is held at a local bank.

Debt Service Coverage

Definition:

- *Debt Service Coverage-* That the schedule of rates or charges for the services of the System shall be sufficient to provide funds which, along with other revenues of the System, will pay all Operating Expenses and leave a balance each year equal to at least one hundred fifteen percent (115%) of the maximum amount required in any year for debt service on the Local Bonds and all other obligations secured by a lien on or payable from the revenues of the System prior to or on parity with the Local Bonds or, if the Reserve Account is funded at the equal to the Reserve Requirement and any reserve account for any such prior or parity obligations is funded at least at the requirement therefor, equal to at least one hundred ten percent (110%) of the maximum amount required in any year for debt service on the Local Bonds an any such prior or parity obligations.

If you are unable to determine the appropriate answer for this field, you may leave it blank.

Please provide any additional comments here:

This comment section gives you the opportunity to explain any of the information above or include relevant issues not captured in the preceding questions. If you have no additional information, you may leave it blank.

Submit

Once a survey is submitted, you cannot edit it so give it a quick review before you submit it. Hit the submit button when you are finished.

Please note that you may wish to print a copy of your return before you submit it as you will be using the same pre-virus information in each subsequent submission.