



FY 2021
MONTHLY STATUS REPORT
APRIL 2021



Interoffice Memorandum

TO: CARLA A. REID
GENERAL MANAGER/CEO ^{DS} JB

VIA: JOSEPH F. BEACH
DEPUTY GENERAL MANAGER OF ADMINISTRATION

FROM: PATRICIA A. COLIHAN ^{DS} PC
CHIEF FINANCIAL OFFICER

DATE: June 8, 2021

SUBJECT: MONTHLY STATUS REPORT – APRIL 2021

Attached is the April Monthly Status Report on the budgetary and fiscal performance of the Commission. The report provides summary information delineating the Commission's current and projected financial status for Fiscal Year 2021 (FY'21). Beginning back in April 2020 we developed a Cost Savings Plan to address the impacts of the Covid-19 pandemic on our operations. This aggressive plan continues in FY'21 with planned expenditure reductions across all departments, debt related savings and adjustments, and the elimination of the PAYGO transfer for capital projects with a portion (\$10 million) preserved to support operating costs. Due to the uncertainty surrounding the duration and impact of the COVID-19 pandemic, we will continue to monitor our position and expect to modify our projections over the course of the fiscal year as new information becomes available. The only change in this month's report is an accounting adjustment to reclassify certain prior year expenses for inactive capital projects as operating costs. This reclassification will primarily impact prior year costs.

In last month's report we had further lowered our revenue projections for water consumption and sewer use revenues due to more of the consumption occurring in the lower tiers. The continued impacts of the pandemic and our moratorium on turn-offs which, has led to significant increases in our past due accounts and past due amounts, even above our previous allowances.

CARLA A. REID
MONTHLY STATUS REPORT – APRIL
JUNE 8, 2021
PAGE 2

The sewer use revenue estimate also incorporates the reduction of \$12 million to recognize the previously identified need to re-baseline sewer use revenues due to historical trends. The Cost Savings Plan remains in force. In last month's report we noted that all departments had contributed with further reductions to their spending projections and that we would forgo our Bond Anticipation Note principal payment in order to reduce debt service expense and help build up our reserves.

The pandemic continues to impact our ability to execute our capital program. In last month's report we reduced our capital project expense projections based on update estimates from our project managers. Slower spending on bond funded projects may allow us to delay future bond sales, contributing to debt service savings in the operating funds.

As a result of the accounting adjustment to reclassify certain prior year expenses, and other routine prior year adjustments, the accumulated net revenue at year end has decreased by \$9.4 million and is now projected to be \$155.9 million (see page 2 of the report), of which \$80.9 million is restricted for our working capital reserve. Due to the impacts of the Covid-19 pandemic, fund balance amounts previously planned for use in the FY'22 through FY'24 budgets have been eliminated.

Beginning with FY'21 we have shifted away from water production to water consumption and sewer use data by tier as the basis for our modeling and revenue projections. The additional data points are expected to result in greater insight and more accurate forecasts of water and sewer revenue. While fiscal to date water consumption at 128.9 MGD is 0.8% above the five-year average, water consumption and sewer use revenue is currently tracking at 5.5% below budget primarily due to more of the consumption occurring in the lower tiers (pages 3 & 4) and an increase to our allowance for uncollectible water and sewer receivables due to growth in past due accounts and past due amounts during the pandemic

Other highlights of the April 2021 report are as follows:

Revenues

- Total revenues (all funds) through April were \$648.9 million or 78% of total budgeted.
- Total revenues (all funds) are projected to be \$768.9 million; \$59.5 million less than budgeted.

Expenses

- Total net expenses (all funds) through April were \$600.2 million or 72% of total budgeted.
- Total net expenses (all funds) are projected to be \$738.3 million; \$92.6 million less than budgeted.

Water Consumption

- Water consumption through April averaged 128.9 MGD (page 4).

CARLA A. REID
MONTHLY STATUS REPORT – APRIL
JUNE 8, 2021
PAGE 3

Workyears

- Cumulative workyears through the end of April were 1,678 (page 5).

System Development Charge

- The available account balance through April was \$21.1 million. The account balance will be used during the year to fund water and sewer growth-related capital projects (page 13).

I recommend transmittal of the attached report to Prince George's and Montgomery Counties.

**OPERATING FUNDS
CONSOLIDATED STATEMENT OF REVENUES AND EXPENDITURES**

(In Thousands)

	FY'20 ACTUAL	FY'21 APPROVED BUDGET	FY'20 ACTUAL THRU 4/29/20	FY'21 ACTUAL THRU 4/30/21	PROJECTED THRU 6/30/21
<u>REVENUES</u>					
Water Consumption and Sewer Use Charges	\$618,158	\$689,210	\$530,432	\$547,371	\$642,000
Use of Accumulated Net Revenue	11,341	8,000	0	0	8,000
All Other Revenues	135,690	131,248	108,220	101,536	118,945
TOTAL REVENUES	765,189	828,458	638,652	648,907	768,945
<u>EXPENSES</u>					
Operating Expenses	473,862	493,046	383,532	377,179	470,700
PAYGO	0	31,016	0	0	0
Debt Service Expense	292,322	325,593	242,445	243,417	292,000
GROSS EXPENSES	766,184	849,655	625,977	620,596	762,700
Less: Reconstruction Debt Service Offset	(11,600)	(9,500)	(9,667)	(7,917)	(9,500)
Less: SDC Debt Service Offset	(6,695)	(5,772)	(5,580)	(4,810)	(5,772)
Less: Premium & Underwriter's Discount Transfers	(7,904)	(3,500)	(2,417)	(7,626)	(9,151)
NET EXPENSES	739,985	830,883	608,313	600,243	738,277
NET REVENUE (LOSS) FOR YEAR	\$25,204	(\$2,425)	\$30,339	\$48,664	\$30,668

COMBINED WATER AND SEWER OPERATING FUNDS

(In Thousands)

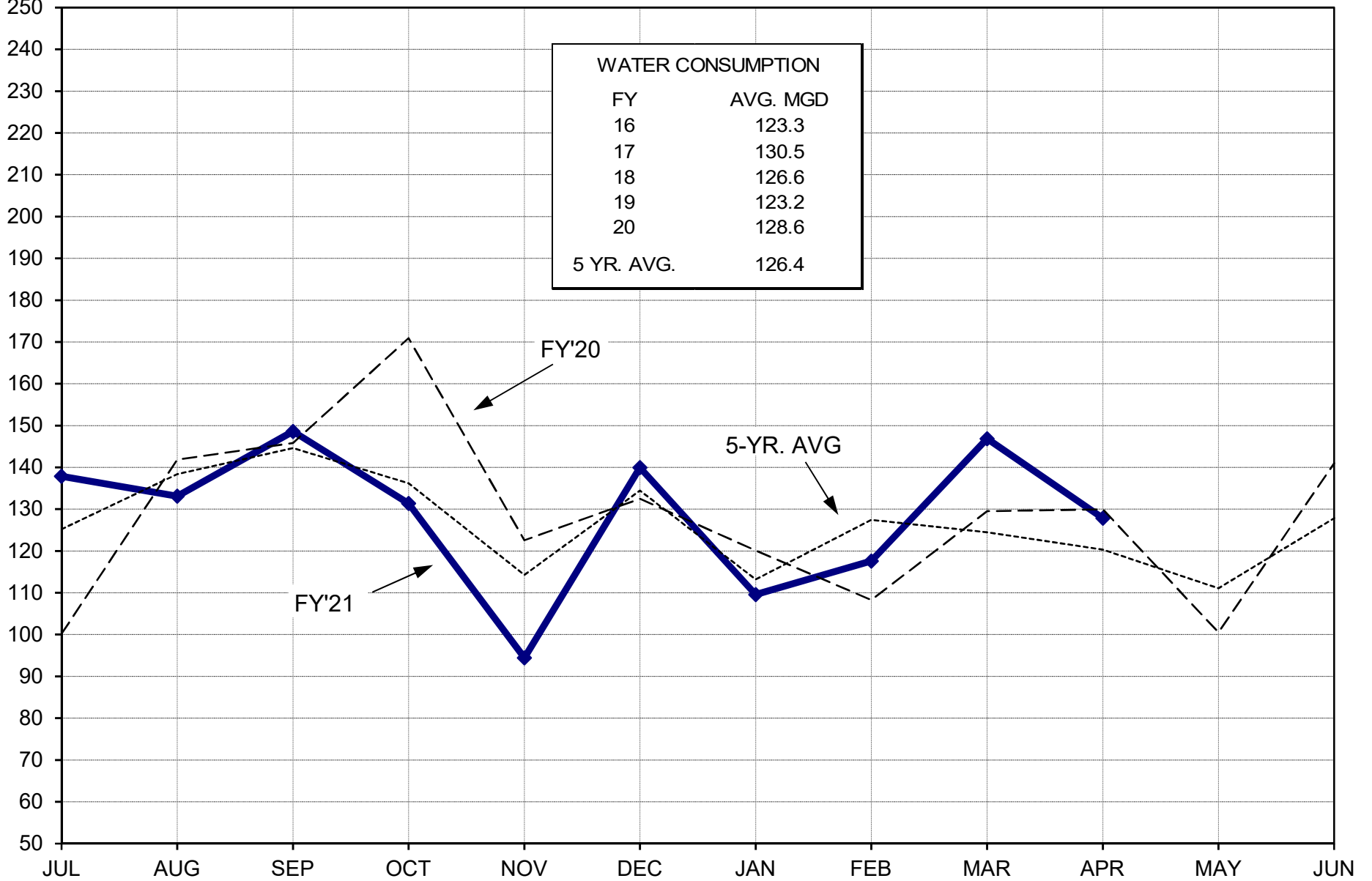
	<u>FY'20 ACTUAL</u>	<u>FY'21 APPROVED BUDGET</u>	<u>FY'20 ACTUAL THRU 4/29/20</u>	<u>FY'21 ACTUAL THRU 4/30/21</u>	<u>PROJECTED THRU 6/30/21</u>
REVENUES					
Water Consumption & Sewer Use Charges	\$618,158	\$689,210	\$530,432	\$547,371	\$642,000
Use of Accumulated Net Revenue	11,341	8,000	0	0	8,000
All Other Revenues	122,209	120,040	96,890	92,463	107,990
TOTAL REVENUES	<u>751,708</u>	<u>817,250</u>	<u>627,322</u>	<u>639,834</u>	<u>757,990</u>
EXPENSES					
Operating Expenses	472,147	491,141	382,250	375,744	468,800
PAYGO	0	31,016	0	0	0
Debt Service Expense	279,745	313,865	232,142	235,054	280,000
GROSS EXPENSES	<u>751,892</u>	<u>836,022</u>	<u>614,392</u>	<u>610,798</u>	<u>748,800</u>
Less: Reconstruction Debt Service Offset	(11,600)	(9,500)	(9,667)	(7,917)	(9,500)
Less: SDC Debt Service Offset	(6,695)	(5,772)	(5,580)	(4,810)	(5,772)
Less: Premium & Underwriter's Discount Transfers	(7,904)	(3,500)	(2,417)	(7,626)	(9,151)
NET EXPENSES	<u>725,693</u>	<u>817,250</u>	<u>596,728</u>	<u>590,445</u>	<u>724,377</u>
NET REVENUE (LOSS) FOR YEAR	<u>\$26,015</u>	<u>\$0</u>	<u>\$30,594</u>	<u>\$49,389</u>	<u>\$33,613</u>
ACCUMULATED NET REVENUE - BEGINNING OF YEAR	132,931				130,312
NET REVENUE (LOSS) FOR YEAR	26,015				33,613
USE OF ACCUMULATED NET REVENUE	(11,341)				(8,000)
ACCUMULATED NET REVENUE - END OF YEAR	<u>\$147,605</u>				<u>\$155,925</u> *
WATER CONSUMPTION (MGD)	128.6	122.1	130.2	128.9	122.1

* Includes Working Capital Reserve of \$80.9 million.

NOTE: Refer to Pages 8 and 9 for details of Water and Sewer Operating Funds.

WATER CONSUMPTION

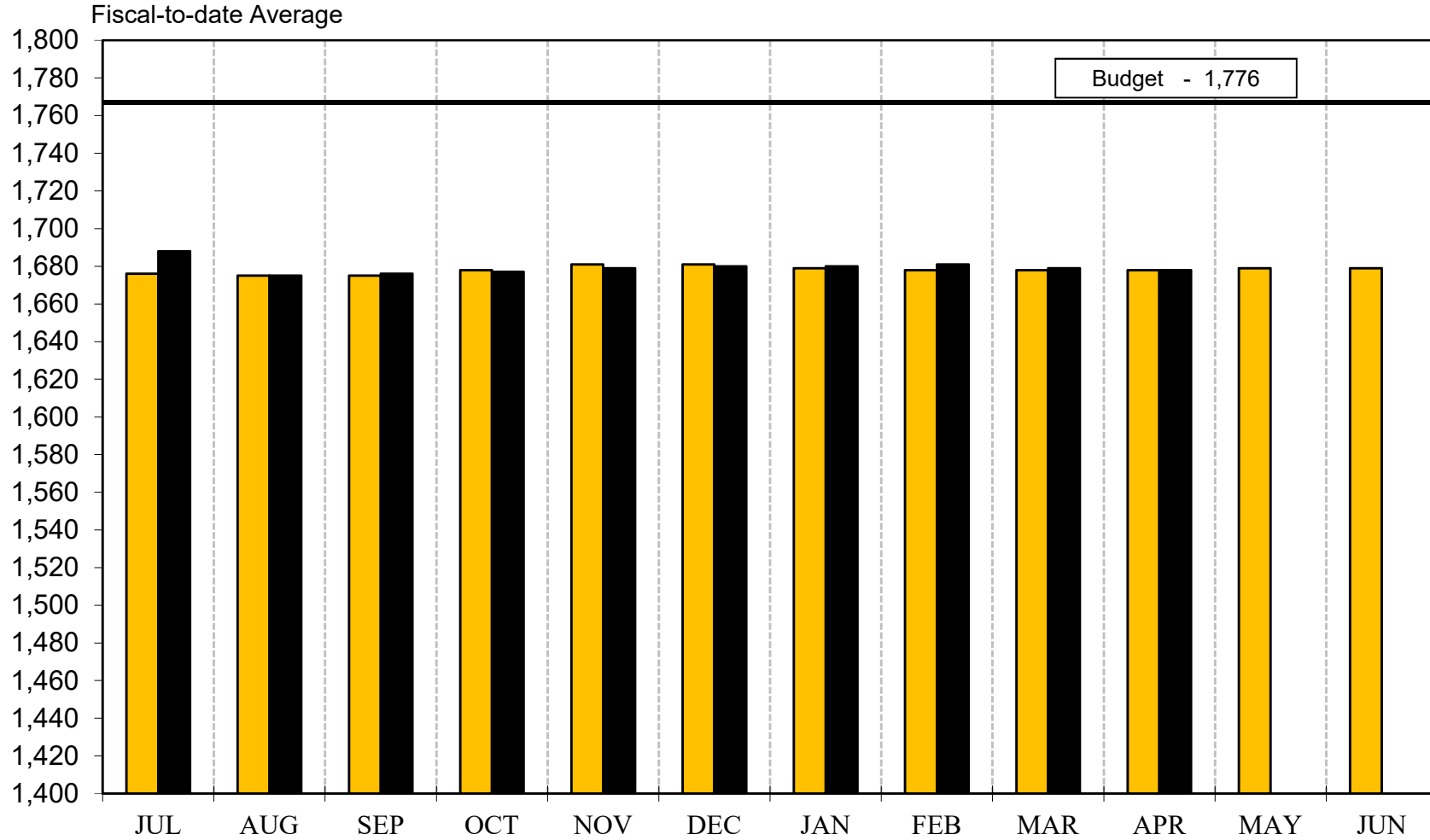
AVERAGE MGD



**FY'21
WATER CONSUMPTION**

<u>MONTH</u>	<u>MONTHLY AVERAGE (MGD)</u>	<u>FY'21 CUMULATIVE AVERAGE (MGD)</u>	<u>FY'20 CUMULATIVE AVERAGE (MGD)</u>
July	137.879	137.879	100.173
August	133.079	135.479	121.024
September	148.602	139.758	129.285
October	131.358	137.641	139.689
November	94.436	129.170	136.267
December	139.932	130.983	135.637
January	109.541	127.891	133.419
February	117.588	126.704	130.276
March	146.817	128.980	130.194
April	127.825	128.866	130.172
May			127.475
June			128.601

ACTUAL WORKYEARS



 FY'20	1,676	1,675	1,675	1,678	1,681	1,681	1,679	1,678	1,678	1,678	1,678	1,679	1,679
 FY'21	1,688	1,675	1,676	1,677	1,679	1,680	1,680	1,681	1,679	1,678	-	-	-

STATEMENT OF CAPITAL FUNDS INCOME AND EXPENDITURES
CAPITAL FUNDS TOTAL

(In Thousands)

	<u>FY'20 ACTUAL</u>	<u>FY'21 APPROVED BUDGET</u>	<u>FY'20 ACTUAL THRU 4/29/20</u>	<u>FY'21 ACTUAL THRU 4/30/21</u>	<u>PROJECTED THRU 6/30/21</u>
<u>GROSS FUNDS AVAILABLE</u>					
Bonds Issued and Cash on Hand	\$289,097	\$562,675			
Anticipated Contributions:					
Federal & State Grants	1,589	23,000			
System Development Charge	14,077	9,530			
Other	12,451	10,177			
Available for Current Construction	<u>317,214</u>	<u>605,382</u>			
<u>CAPITAL COSTS</u>					
Salaries & Wages	\$26,388	\$27,826	\$22,001	\$21,412	\$27,826
Contract Work	211,404	353,066	148,262	165,484	250,000
Consulting Engineers	44,478	77,182	29,615	27,168	40,000
All Other *	112,115	147,308	61,734	66,994	135,000
TOTAL COSTS	<u><u>\$394,385</u></u>	<u><u>\$605,382</u></u>	<u><u>\$261,612</u></u>	<u><u>\$281,058</u></u>	<u><u>\$452,826</u></u>

*Reflects the transfer of \$6.0 million of Bond Premium to the Water & Sewer Operating funds.

CONSOLIDATED STATEMENT OF OPERATING FUNDS, REVENUES AND EXPENDITURES

(In Thousands)

	FY'20 ACTUAL	FY'21 APPROVED BUDGET	FY'20 ACTUAL THRU 4/29/20	FY'21 ACTUAL THRU 4/30/21	PROJECTED THRU 6/30/21
REVENUES					
Water Consumption Charges	\$271,173	\$295,512	\$233,199	\$238,916	\$280,000
Sewer Use Charges	346,985	393,698	297,233	308,455	362,000
Account Maintenance Fees	35,922	32,360	27,024	26,960	31,900
Infrastructure Investment Fee	42,781	39,410	32,625	33,240	39,100
Front Foot Benefit & House Connection Assessments	12,824	10,378	10,614	8,869	10,700
Plumbing & Inspection Fees	14,425	14,470	11,928	14,148	15,090
Interest Income	5,364	10,600	4,984	399	625
Rockville Sewer Use	3,147	3,000	2,617	2,595	3,000
Use of Accumulated Net Revenue	11,341	8,000	0	0	8,000
Miscellaneous	21,227	21,030	18,428	15,325	18,530
TOTAL REVENUES	765,189	828,458	638,652	648,907	768,945
EXPENSES					
Salaries & Wages	132,574	128,370	111,963	109,632	128,900
Heat, Light & Power	15,534	20,423	12,921	15,052	19,400
Regional Sewage Disposal	56,414	58,000	46,703	46,984	58,000
All Other	269,340	286,253	211,945	205,511	264,400
PAYGO	0	31,016	0	0	0
Debt Service	292,322	325,593	242,445	243,417	292,000
GROSS EXPENSES	766,184	849,655	625,977	620,596	762,700
Less: Reconstruction Debt Service Offset	(11,600)	(9,500)	(9,667)	(7,917)	(9,500)
Less: SDC Debt Service Offset	(6,695)	(5,772)	(5,580)	(4,810)	(5,772)
Less: Premium & Underwriter's Discount Transfers	(7,904)	(3,500)	(2,417)	(7,626)	(9,151)
NET EXPENSES	739,985	830,883	608,313	600,243	738,277
NET REVENUE (LOSS) FOR YEAR	25,204	(\$2,425)	\$30,339	\$48,664	30,668
ACCUMULATED NET REVENUE - JULY 1	167,160				152,130
Use of Fund Balance	(22,941)				(17,500)
ACCUMULATED NET REVENUE - JUNE 30	\$169,423				\$165,298

Note: Details of the Water and Sewer Operating Funds and General Bond Debt Service Fund are on pages 8, 9 & 12, respectively.

WATER OPERATING

(In Thousands)

	FY'20 ACTUAL	FY'21 APPROVED BUDGET	FY'20 ACTUAL THRU 4/29/20	FY'21 ACTUAL THRU 4/30/21	PROJECTED THRU 6/30/21
<u>REVENUES</u>					
Water Consumption Charges	\$271,173	\$295,512	\$233,199	\$238,916	\$280,000
Account Maintenance Fee	18,912	16,503	14,279	14,247	16,800
Infrastructure Investment Fee	22,373	20,099	17,099	17,444	20,700
Plumbing & Inspection Fees	8,296	8,380	6,869	8,096	9,000
Interest Income	(181)	1,000	(218)	90	100
Use of Accumulated Net Revenue	5,784	4,080	0	0	4,080
Miscellaneous	9,816	10,500	8,856	6,872	8,000
TOTAL REVENUES	336,173	356,074	280,084	285,665	338,680
<u>EXPENSES</u>					
Salaries & Wages	72,619	69,910	61,268	59,754	69,700
Heat, Light & Power	8,654	11,671	7,265	8,680	11,100
All Other	133,623	140,636	106,419	107,501	127,900
PAYGO	0	9,969	-	0	0
Debt Service	123,575	133,004	102,021	102,903	123,000
GROSS EXPENSES	338,471	365,190	276,973	278,838	331,700
Less: Reconstruction Debt Service Offset	(4,000)	(4,845)	(3,334)	(4,038)	(4,845)
Less: SDC Debt Service Offset	(3,475)	(2,731)	(2,896)	(2,276)	(2,731)
Less: Premium & Underwriter's Discount Transfers	(1,337)	(1,540)	(1,114)	(1,283)	(1,540)
NET EXPENSES	329,659	356,074	269,629	271,241	322,584
NET REVENUE (LOSS)	6,514	\$0	\$10,455	\$14,424	16,096
ACCUMULATED NET REVENUE - JULY 1	14,669				23,956 *
Use of Fund Balance	(5,784)				(4,080)
Fund Balance Transfer	19,070				0
ACCUMULATED NET REVENUE - JUNE 30	\$34,469				\$35,972

*Reflects a decrease in net revenues of \$10,513,000 resulting from prior year adjustments.

SEWER OPERATING

(In Thousands)

	FY'20 ACTUAL	FY'21 APPROVED BUDGET	FY'20 ACTUAL THRU 4/29/20	FY'21 ACTUAL THRU 4/30/21	PROJECTED THRU 6/30/21
<u>REVENUES</u>					
Sewer Use Charges	\$346,985	\$393,698	\$297,233	\$308,455	\$362,000
Account Maintenance Fee	17,010	15,857	12,745	12,713	15,100
Infrastructure Investment Fee	20,408	19,311	15,526	15,796	18,400
Rockville Sewer Use	3,147	3,000	2,617	2,595	3,000
Interest Income	5,062	9,000	4,751	290	500
Plumbing & Inspection Fees	6,129	6,090	5,059	6,052	6,090
Use of Accumulated Net Revenue	5,557	3,920	0	0	3,920
Miscellaneous	11,237	10,300	9,307	8,268	10,300
TOTAL REVENUES	415,535	461,176	347,238	354,169	419,310
<u>EXPENSES</u>					
Salaries & Wages	59,092	57,816	50,000	49,126	58,300
Heat, Light & Power	6,880	8,752	5,656	6,372	8,300
Regional Sewage Disposal	56,414	58,000	46,703	46,984	58,000
All Other	134,865	144,356	104,939	97,327	135,500
PAYGO	0	21,047	0	0	0
Debt Service	156,170	180,861	130,121	132,151	157,000
GROSS EXPENSES	413,421	470,832	337,419	331,960	417,100
Less: Reconstruction Debt Service Offset	(7,600)	(4,655)	(6,333)	(3,879)	(4,655)
Less: SDC Debt Service Offset	(3,220)	(3,041)	(2,684)	(2,534)	(3,041)
Less: Premium & Underwriter's Discount Transfers	(6,567)	(1,960)	(1,303)	(6,343)	(7,611)
NET EXPENSES	396,034	461,176	327,099	319,204	401,793
NET REVENUE (LOSS)	19,501	\$0	\$20,139	\$34,965	17,517
ACCUMULATED NET REVENUE - JULY 1	118,262				106,356 *
Use of Fund Balance	(5,557)				(3,920)
Fund Balance Transfer	(19,070)				0
ACCUMULATED NET REVENUE - JUNE 30	\$113,136				\$119,953

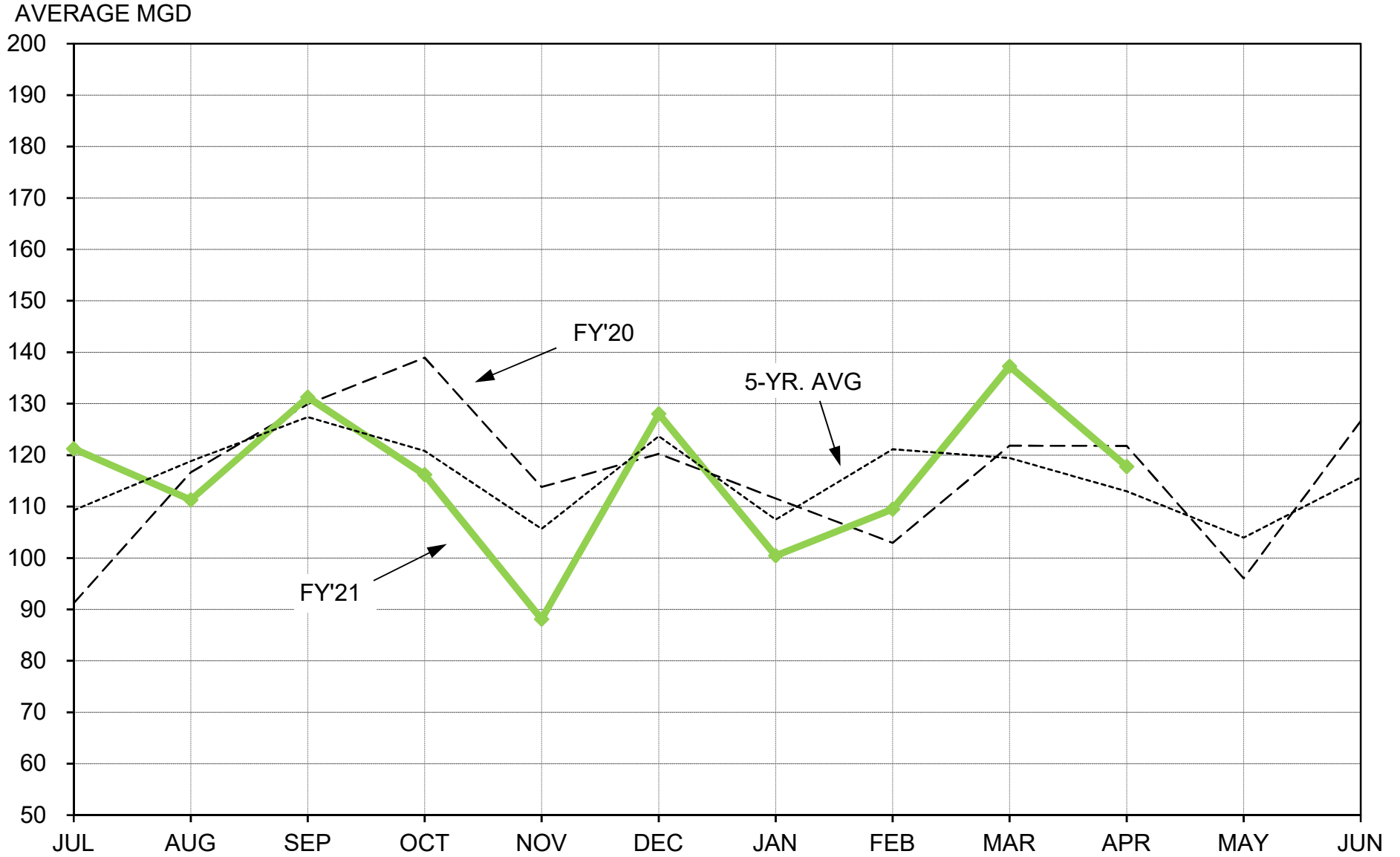
*Reflects a decrease in net revenues of \$6,780,000 resulting from prior years' Blue Plains audit adjustments and other prior year adjustments.

**FY'21
SEWER USE**

<u>MONTH</u>	<u>FY'21 MONTHLY AVERAGE (MGD)</u>	<u>FY'21 CUMULATIVE AVERAGE (MGD)</u>	<u>FY'20 CUMULATIVE AVERAGE (MGD)</u>
July	121.25	121.25	91.21
August	111.30	116.27	103.93
September	131.27	121.16	112.59
October	116.18	119.91	119.18
November	88.10	113.67	118.10
December	128.02	116.09	118.46
January	100.44	113.83	117.48
February	109.48	113.33	115.66
March	137.26	116.04	116.35
April	117.77	116.21	116.89
May			115.00
June			115.96

SEWER USE

(INCLUDES BLUE PLAINS)



GENERAL BOND DEBT SERVICE FUND

(In Thousands)

	FY'20 ACTUAL	FY'21 APPROVED BUDGET	FY'20 ACTUAL THRU 4/29/20	FY'21 ACTUAL THRU 4/30/21	PROJECTED THRU 6/30/21
REVENUES					
Front Foot Benefit & House Connection					
Assessments	\$12,824	\$10,378	\$10,614	\$8,869	\$10,700
Interest Income	483	600	451	19	25
Miscellaneous	174	230	265	185	230
Use of Accumulated Net Revenue	11,600	9,500	9,667	7,917	9,500
Reconstruction Debt Service Offset	(11,600)	(9,500)	(9,667)	(7,917)	(9,500)
TOTAL REVENUES	13,481	11,208	11,330	9,073	10,955
EXPENSES					
Salaries & Wages	863	644	695	752	900
All Other	852	1,261	587	683	1,000
Debt Service	12,577	11,728	10,303	8,363	12,000
GROSS EXPENSES	14,292	13,633	11,585	9,798	13,900
NET EXPENSES	14,292	13,633	11,585	9,798	13,900
NET REVENUE (LOSS)	(811)	<u>(\$2,425)</u>	<u>(\$255)</u>	<u>(\$725)</u>	(2,945)
ACCUMULATED NET REVENUE - JULY 1	34,229				21,818
Use of Fund Balance	(11,600)				(9,500) *
ACCUMULATED NET REVENUE - JUNE 30	<u>\$21,818</u>				<u>\$9,373</u>

* Reflects transfer of \$9,500,000 for Reconstruction Debt Service from General Bond Debt Service Fund to Water & Sewer Operating Funds.

SYSTEM DEVELOPMENT CHARGE ACCOUNT

(In Thousands)

ACCOUNT BALANCE, JULY 1, 2020	\$13,730
<u>ACCOUNT ADDITIONS:</u>	
SDC Revenues, Net	26,912
Interest Income	12
	<hr/>
FUNDS AVAILABLE	40,654
Less MOU Credit Reimbursement	(2,538)
<u>TRANSFERRED TO OPERATING FUNDS:*</u>	
Water Operating - Debt Service	(2,276)
Sewer Operating - Debt Service	(2,534)
<u>TRANSFERRED TO BOND FUNDS:</u>	
Water Supply Bond	0
Sewer Disposal Bond	0
	<hr/>
Account Balance	33,306
Less Amounts Billed But Not Yet Collected	0
Less Reserve for MOU Related Reimbursements	(12,200)
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AVAILABLE ACCOUNT BALANCE, APRIL 30, 2021	<u><u>\$21,106</u></u>

*Transfers to operating funds service debt issued in FY'16, FY'18 & FY'19 and are shown on pages 8 & 9 as SDC Debt Service Offset.

Certificate Of Completion

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
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Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: WSSC Water	Location: DocuSign

Signer Events

Patricia Colihan
 patricia.colihan@wsscwater.com
 Chief Financial Officer
 WSSC Water
 Security Level: Email, Account Authentication (Optional)

Signature




Signature Adoption: Pre-selected Style
 Using IP Address: 205.167.187.197

Timestamp

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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Joseph Beach
 Joseph.Beach@wsscwater.com
 Deputy Gen Mgr Admin
 WSSC Water
 Security Level: Email, Account Authentication (Optional)



Signature Adoption: Pre-selected Style
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 Signed using mobile

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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carla Reid
 Carla.Reid@wsscwater.com
 General Manager/CEO
 Security Level: Email, Account Authentication (Optional)

COPIED

Sent: 6/8/2021 7:08:11 AM

Electronic Record and Signature Disclosure:
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	6/8/2021 7:08:11 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, WSSC Water (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact WSSC Water:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To advise WSSC Water of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at WSSCWater@wsscwater.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from WSSC Water

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to WSSCWater@wsscwater.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with WSSC Water

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify WSSC Water as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by WSSC Water during the course of your relationship with WSSC Water.