

**WEST VIRGINIA WATER DEVELOPMENT AUTHORITY
CUSTOMER DELETION POLICY**

Statutory Requirement: West Virginia Code 22C-1-5(5) provides “The number of proposed customers and their physical locations within the project, and providing as a condition of the agreement, that no proposed customers listed in the project application agreement may be removed from inclusion in the project without prior authorization of the board.”

1. Project Sponsors/Governmental Agencies who propose to delete customers that were included in the application (the “Application”) to the West Virginia Infrastructure and Jobs Development Council (the “IJDC”) must receive prior authorization from the West Virginia Water Development Board (the “Board”) of the West Virginia Water Development Authority (the “Authority”).

2. If a Project Sponsor/Governmental Agency intends to delete lines or delete customers that were included in the Application or that have signed up for service, it must be at least ninety days prior to advertising for bids submit a written request to the Board stating its intention to modify the customer numbers set forth in the Application; the number of customers and/or lines proposed to be deleted; the reason for such deletions; and include a detailed map showing the location of the proposed customers and/or lines that would be deleted.

3. If after commencement of construction of a project approved by the IJDC, a Project Sponsor/Governmental Agency proposes to delete any customer which has signed up for service or who was listed in the Application, then the Project Sponsor/Governmental Agency must immediately notify the Board and submit a written request to the Board stating its intention to modify the customer numbers set forth in the Application and the closing documents; the number of customers and/or lines proposed to be deleted; the reason for such deletions; and include a detailed map showing the location of the proposed customers and/or lines that would be deleted.

4. If subsequent to the filing of the Application an event occurs that removes or destroys premises or buildings included in the Application, then the Project Sponsor/Governmental Agency must submit (a) a written notice to the Executive Director of the Authority that the proposed customers no longer require services and/or the proposed lines that are no longer required and (b) a map showing the same.

5. The Executive Director is authorized to approve the removal of the proposed customers and/or lines submitted under No. 4 above if the requested documentation is satisfactory and shall provide notice of any such approval at the next regular Board meeting.