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TIMOTHY DEVLIN, DIRECTOR
DIVISION OF ECONOMIC REGULATION
(850) 413-6900

Public Service Commission

June 7, 2000

Mr. William D. McGowan
Buffalo Bluff Utilities, Inc.
P.O. Drawer 70
St. Augustine, Florida 32084

Re: Staff Assisted Rate Case for Buffalo Bluff Utilities, Inc. in Putnam County, Docket No. 000327-WS.

Dear Mr. McGowan:

This letter is to follow up your phone conversation with Ryan Fitch on May 11, 2000 in regards to a customer meeting place for Buffalo Bluff Utilities, Inc.(Buffalo Bluff). As part of a staff assisted rate case (SARC), staff of the Florida Public Service Commission will hold customer meetings. The purpose of these meetings is to receive input from customers of Buffalo Bluff concerning the rate case being processed by the Commission. In the phone conversation, staff confirmed that Buffalo Bluff has a clubhouse available for the meeting. However, at that time staff had not set a date for the customer meeting. Staff has set a customer meeting date for October 18, 2000. We will need the clubhouse to be available from 2:00pm - 10:00pm. We will conduct afternoon meetings from 2:00pm - 4:00pm and evening meetings from 6:00pm - 10:00pm. The afternoon meetings are generally for representatives of homeowners associations who would like to discuss the rate case prior to the general customer meeting at 6:00pm. We will need you to reserve the club house for this date and these times.

In order to prepare our customer meeting notifications we will need you to send us the following information:

- APP _____
 - CAF _____
 - CMP _____
 - COM _____
 - CTR _____
 - ECR _____
 - LEG _____
 - OPC _____
 - PAI _____
 - RGO _____
 - SEC _____
 - SER _____
 - OTH _____
- Name and address of the club house
 - A contact person to reach at the club house
 - Whether or not there is a homeowners association
 - Name and phone # of the president of the homeowners associations (if any)
 - Whether or not the club house has a PA system (we will need a PA system with two microphones)

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PSC Website: <http://www.floridapsc.com>

Internet E-mail: contact@psc.state.fl.us

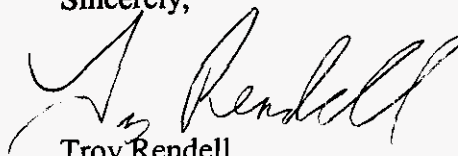
DOCUMENT NUMBER - DATE

07053 JUN-98

FPSC-RECORDS/REPORTING

I am also attaching the standard setup for these meetings. If you have any questions, please do not hesitate to call Ryan Fitch at (850) 413-6928, Fax (850) 413-6929, or E-mail RFITCH@psc.state.fl.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Troy Rendell". The signature is fluid and cursive, with a large initial "T" and "R".

Troy Rendell
Public Utilities Supervisor

TR/rf
Enclosure (1)

cc: Division of Economic Regulation (Fitch, Dewberry)
Division of Legal Services (Van Leuven)
Division of Records and Reporting (000327-WS)

**PUBLIC SERVICE COMMISSION - DIVISION OF WATER AND WASTEWATER
STANDARD OPERATING PROCEDURE**

**SUBJECT: BUREAU OF ECONOMIC REGULATION NO. 2002 PAGE 2 OF 22
EFFECTIVE: 02/01/90
APPROVED: 01/25/90**

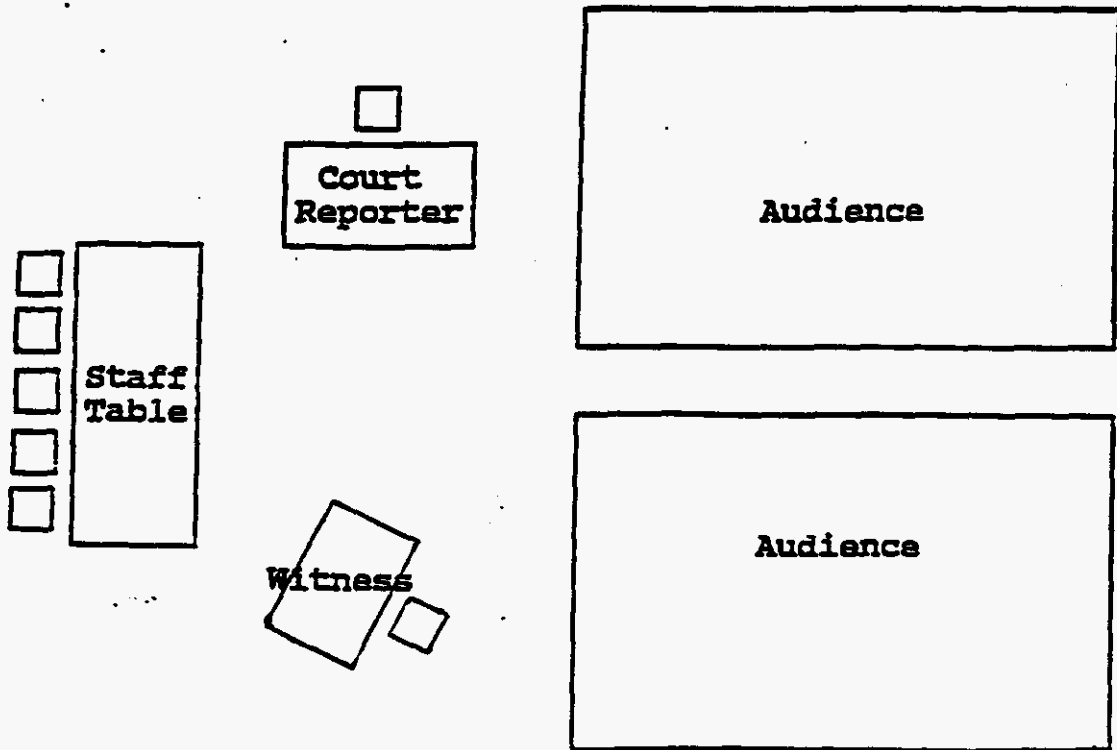
2. Seating

Staff should be seated at an elevated platform in front of the audience if at all possible. A raised bench such as we have at the Commission is best. A table may only be used if the front and sides are covered with a modesty skirt. Folding tables with an open front are appropriate only when using a modesty skirt.

A separate podium or table to one side of and facing the staff bench (away from the audience) is required for witnesses.

A second table or bench on the opposite side of the staff bench from the witness podium is required for the court reporter. If a fixed bench is not available, a table may be used provided the front and sides are covered as described above.

The meeting set up should appear as shown below:



**PUBLIC SERVICE COMMISSION - DIVISION OF WATER AND WASTEWATER
STANDARD OPERATING PROCEDURE**

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3. Public Address System

A minimum of two microphones, one for staff and one for the witness, is required. The public address system should be sufficient to ensure that the audience can hear what is being said in normal speaking voices.

NOTE: If it is impossible to secure a location that meets all of the above criteria, the Bureau OPR should notify the Bureau Chief immediately and arrangements made for the staff to take with them whatever equipment is needed (e.g., privacy skirts for tables, public address system)