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DIVISION OF ECONOMIC REGULATION
(850) 413-6900

Public Service Commission

March 26, 2009

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COMMISSION
CLERK

Ms. Christi McCormick
Keen Sales, Rentals and utilities, Inc.
685 Dyson Road
Haines City, FL 33844

Re: Docket No. 090072-WU – Application for staff assisted rate case in Polk County for Keen Sales, Rentals and Utilities, Inc.

Dear Ms. McCormick:

For the engineering portion of this rate case, staff requires that several items be completed prior to our field audit to ensure fast, expedient treatment of your rate case. Please have the following information for the period of January 1, 2008, to December 31, 2008 (test year) ready and available for the investigation on April 22, 2009.

1. Employees Salaries and Wages

List all of the field employees, their duties and responsibilities, certificates held, salary and explanation of how allocated to utility. A short personal interview with the available employees will help expedite the investigation.

2. Purchased Power

All utility related electricity bills from the beginning of the test year to present which include meter number and location, kilowatts used, dollars paid, and electric company's account numbers.

3. Chemicals

A list of all chemicals used in the treatment of water, amounts purchased, quantity purchased, unit prices paid and dosage rates utilized.

4. Material and Supplies

Total cost along with copy of invoices for purchased parts, materials and supplies used in the operation and maintenance of the water and wastewater system during the test year.

5. Contractual Services – Billing/Reading the Meter

The monthly costs associated with billing customers or reading the meters if such work is not performed by employees of the utility.

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6. Contractual Services – Professional

The cost of accounting, legal and engineering if such work is not performed by employees of the utility.

7. Contractual Services – Testing

A list of tests along with costs paid to outside laboratories for testing the water treatment during the test year, including estimated costs for required scheduled testing that did not occur during the test year.

8. Contractual Services – Other

Provide a schedule showing the costs of operation and maintenance work not performed by utility employees. These costs include the operator's fee, mowing and ground keeping and contracted repair for water system.

9. Transportation Expense

The schedule of all vehicles by serial number and description, owned or leased by the utility, original cost or lease documents, who assigned to, and an explanation of how allocated to the utility, or a copy of log book showing miles on personal vehicles associated with utility business. All vehicles are to be available for inspection.

10. Copies of monthly operation reports for water from January 1, 2008, to December 31, 2008, (test year) which includes:

FOR WATER	- total raw pumped, total wash water, total water treated leaving plant, total of each chemical in points, chemical dosages rates (average)

11. Copy of monthly totals of meter water sold for each month of the test year.

12. A written summary, by permit number, of all Department of Environmental Protection, Water Management District, and/or County Health Department permits.

13. If any plant addition has been or will be made due to a written order from a governmental agency, please provide a copy of that order.

14. A list of all service complaints received during test year and an explanation of how each was resolved.

15. A listing (engineering plants) of all assets owned by the utility.

Example: 250' – 6" PVC Pipe (Water)

50' – 6" Fire Hydrants (Water)

16. Number of customers classified as to meter size and class (commercial or residential) for the following points in time:

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- (a) A minimum of four years prior to the beginning of the test year.
 - (b) The beginning of the last calendar year.
 - (c) The end of the last calendar year.
 - (d) Present
17. Please provide a copy of the utility's engineering maps for water and wastewater showing location and size of water and wastewater mains throughout the service area.

During the course of my investigation, I will inspect the water plants, distribution systems, and the general service area. Please have someone (lead operator, chief maintenance person, or an assigned person with access to the plant) available for this tour. Commission practices dictate that this docket be processed within the statutory time frame, therefore, your full cooperation would be appreciated.

If you have any questions, do not hesitate to call me at (850) 413-6970

Sincerely,



Stanley D. Rieger

Bureau of Certification, Economics & Tariffs

SDR:kb

Cc: Division of Economic Regulation (Roberts)
Office of General the General Counsel (Klancke)
Office of Commission Clerk