

State of Florida



## Public Service Commission

CAPITAL CIRCLE OFFICE CENTER • 2540 SHUMARD OAK BOULEVARD  
TALLAHASSEE, FLORIDA 32399-0850

**-M-E-M-O-R-A-N-D-U-M-**

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**DATE:** February 9, 2016  
**TO:** Carlotta S. Stauffer, Commission Clerk, Office of Commission Clerk  
**FROM:** Melinda Watts, Engineering Specialist, Division of Engineering   
**RE:** DN 150199-WU – Application for staff-assisted rate case in Lake County by Raintree Waterworks, Inc.

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Please file the attached in the “Correspondence Side” of the above mentioned Docket File.

Thank you.

## Melinda Watts

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**From:** Melinda Watts  
**Sent:** Wednesday, February 03, 2016 2:56 PM  
**To:** Debby Blais (dblais@tavares.org)  
**Cc:** Terri Jones  
**Subject:** FW: Tavares Customer Meeting Reseveration...  
**Attachments:** Tavares Customer Meeting Reservation Form.pdf

Debby,

Here is the reservation form. I hope I did it right. I put 50 chairs, but I don't think there will be that many people. You never know though. There were seven customers and one company representative that showed up in 2008, in addition to the Commission staff. There are 112 residences, probably with most having more than one occupant, in the territory, so theoretically there could be more, but it's not likely. We have a sort of form letter that we send to confirm reservations from our end that Terri is working on now. It has to be reviewed before it goes out, so it will probably be tomorrow. We will send it in the mail, but I will have Terri scan it in so we can email it as well.

Let me know if you need anything else. I may not be the one going to the customer meeting; it may be one of my colleagues. When I know who it is, I will update you with the name and cell phone number.

Thank you so much.

*Melinda Watts*

Florida Public Service Commission  
(850) 413-6952 (voice)  
(850) 413-6953 (fax)

**From:** Terri Jones  
**Sent:** Wednesday, February 03, 2016 2:48 PM  
**To:** Melinda Watts  
**Subject:** Tavares Customer Meeting Reseveration...

Much better!

Thank You!

Terri Jones  
Administrative Assistant  
Room 215-H  
Telephone Number : (850) 413-6127  
Fax: (850) 413-6128  
E-Mail: [tjones@psc.state.fl.us](mailto:tjones@psc.state.fl.us)

**PARKS AND RECREATION FACILITY RESERVATION FORM**

Person/Group Melinda Watts / Pub. Serv. Cld Date Needed 3.9.16  
 Address 2540 Schumard Oak Blvd, Tallahassee, FL 32399 Time (From) 5:00 PM (To) 11:00 PM (est.)  
 Function Raintree Waterworks Customer Meeting  
 Telephone (850) 413-6952 Cell # \_\_\_\_\_

E-mail mwatts@psc.state.fl.us Fax (850) 413-6953

Is the reservation for a Non-Profit Organization?  Yes  No

If yes provide Tax Exempt # \_\_\_\_\_

Please identify which facility you will be renting and the amenities you need. Check all that apply.

- Civic Center. Kitchen: \_\_\_\_\_ Chairs (Quantity Needed): 50 Tables (Quantity Needed): long 1 round \_\_\_\_\_
- \_\_\_\_\_ TRA Room. Chairs (Quantity Needed): \_\_\_\_\_ Tables (Quantity Needed): \_\_\_\_\_
- \_\_\_\_\_ Ingraham Center. Kitchen: \_\_\_\_\_ Chairs (Quantity Needed): \_\_\_\_\_ Tables (Quantity Needed): \_\_\_\_\_
- \_\_\_\_\_ Tavares Recreation Park: Reservation for boat tournaments required. Only one picnic table will be reserved for tournament.
- \_\_\_\_\_ Other Facilities: \_\_\_\_\_

Are there any safety/security precautions required? : Yes  No \_\_\_\_\_

Please Explain: Handicap Access

I have read and understand all of the rules and regulations governing the use of the City of Tavares facilities as defined on the back of this page. I Agree to indemnify and save harmless the City of Tavares from and against all claims, suites, damages, cost, losses and expenses in any manner resulting from, arising out of, or connected with their events, as a result of the use of the above rented premises. Facility keys to be picked up and returned to the Community Services Department at Tavares City Hall.

Melinda Watts  
 Signature of Representative

February 3, 2016  
 Date Signed

\_\_\_\_\_  
 Staff Approval

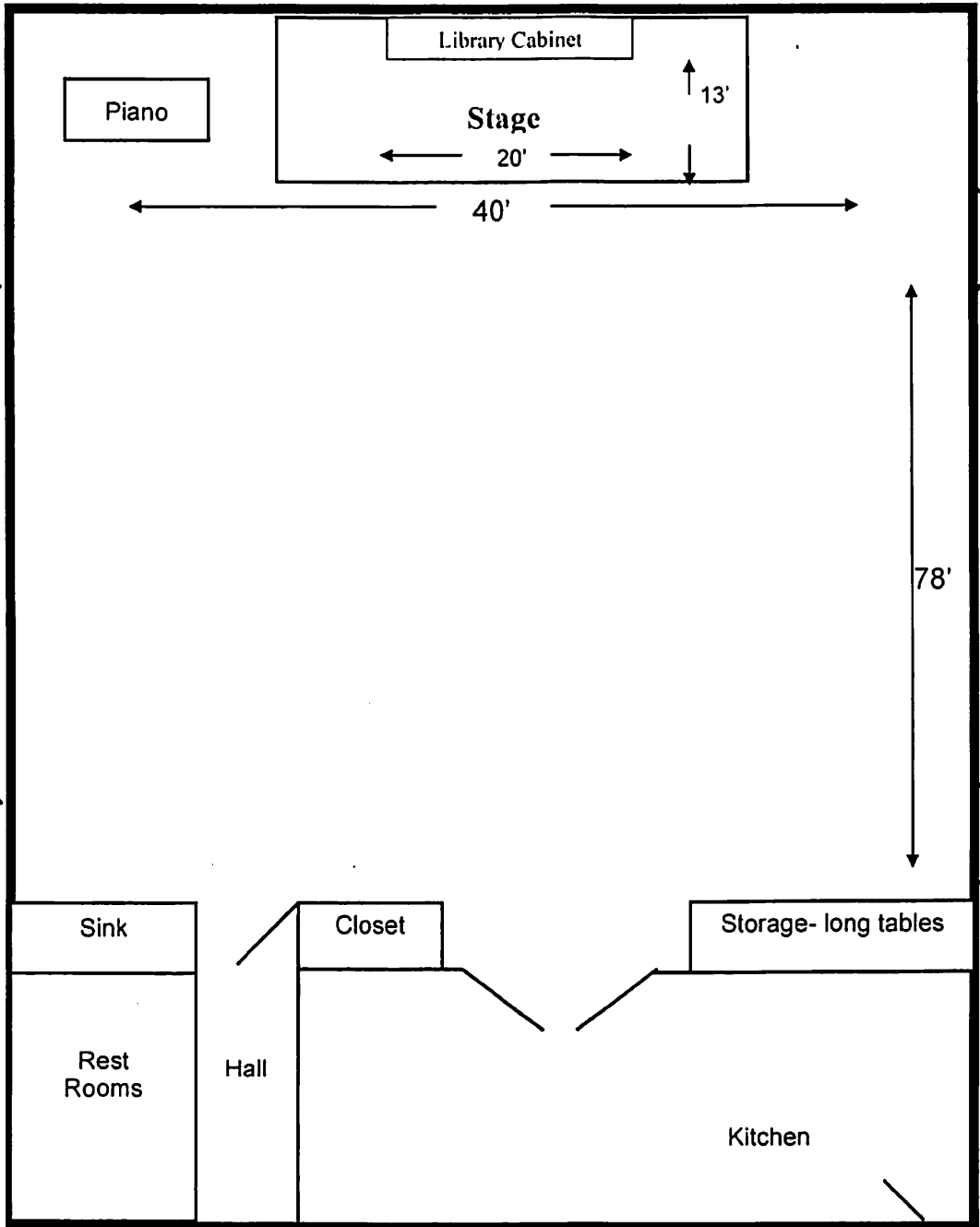
\_\_\_\_\_  
 Date Signed

Insurance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Staff Use Only</b>
Facility Rental: Date Paid _____	Received Date _____
Keys Needed: Civic Center _____ Kitchen _____ Microphone _____	Amount Paid \$ _____ Check # _____
TRA Room _____ Ingraham Center _____	

# Civic Center Set-Up

Organization/Name Florida Public Service Commission Cell Phone # (850) 510-2166

Date of Event MARCH 9, 2016 Time of Event 5:00



**Available:**

22 Round Tables – 60" Seats 7 max.

25 Long Tables 96" x 30" Seats 8 max.

200 chairs

**Please check if needed:**

Podium & Microphone

Kitchen

(keys must be checked out for both of the above)

**Tavares Community Services:**

Phone: (352) 742-6319  
Fax: (352) 742-6351

