

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-

DATE: February 26, 2016 24
TO: Carlotta S. Stauffer, Commission Clerk, Office of Commission Clerk
FROM: Melinda Watts, Engineering Specialist, Division of Engineering 
RE: Docket No. 150199-WU - Application for staff-assisted rate case in Lake County
by Raintree Waterworks, Inc.

Please file the attached Corrected, Confirmation for Reservation – Tavares Civic Center – Customer Meeting, in the above mentioned Docket File.

Thank you.

COMMISSIONERS:
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STATE OF FLORIDA



DIVISION OF ENGINEERING
TOM BALLINGER
DIRECTOR
(850) 413-6910

Public Service Commission

February 26, 2016

Ms. Debby Blais
City of Tavares Civic Center
100 E. Caroline Street
Tavares, FL 32778

Re: Docket No. 150199-WU - Application for staff-assisted rate case in Lake County by Raintree Waterworks, Inc.

Dear Ms. Blais:

This letter is to confirm our reservation of the Tavares Civic Center for March 9, 2016, from 5:00 p.m. to 11:00 p.m. We are also confirming that there are no charges incurred to use these facilities.

Please see the attached exhibit indicating the requirements for the customer meeting area. If you have any questions, please contact me by phone at (850) 413-6952. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Melinda Watts" followed by a stylized flourish.

Melinda Watts
Engineering Specialist
Division of Engineering

MW:tj

Enclosure

Via e-mail: Debby Blais (dblais@tavares.org)

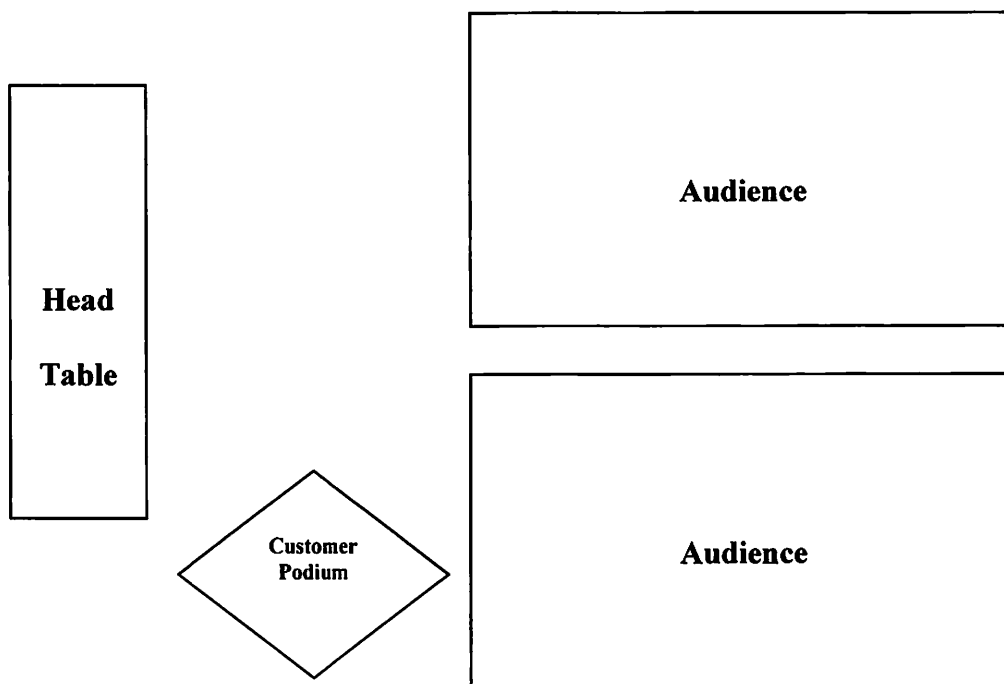
cc: Office of the Commission Clerk (Docket No, 150199-WU, for docket file)

MEETING ROOM SETUP

Seating

If at all possible, the head table should be on an elevated platform in front of the audience, and a separate podium or table to one side of and facing the head table (away from the audience) for customers. Another table near the entrance (either inside or just outside the meeting room) for customers to sign up to speak is desired.

The meeting set up should appear as shown below:



Public Address System

If possible, a minimum of two microphones, one for the head table and one for the customer podium, is desired. The public address system should be sufficient to ensure that the audience can hear what is being said in normal speaking voices. If this is not available, please let us know.