

Wills | Trusts | Probate | Real Estate | Guardianship | Medicaid | Business Law

August 8, 2017

### **VIA E-FILING**

Carlotta S. Stauffer, Commission Clerk Office of Commission Clerk Florida Public Service Commission 2540 Shumard Oak Boulevard Tallahassee, FL 32399

RE: Docket No. 20160065-WU; Application for an increase in water rates in Charlotte

County by Bocilla Utilities, Inc.

Our File No. 47016.04

Dear Ms. Stauffer:

Staff has advised me that some of the Exhibits attached to my August 4, 2017, letter were illegible. Therefor enclosed are legible copies of those Exhibits.

Should you or Staff have any questions regarding this filing, please do not hesitate to give me a call.

Very truly yours,

/s/ Martin S. Friedman

MARTIN S. FRIEDMAN For the Firm

MSF/ Enclosure

cc: Craig Noden (via email)

Ray Flischel (via email)

Margo DuVal, Esquire (via email)

Adam Hill (via e-mail)

Patty Christensen, Esquire (via email)

### **CUSTOMER SERVICE POLICY**

### **BUSINESS OFFICE HOURS**

OFFICE LOCATION:

7025-A Placida Road, Englewood, FL 34224

Tuesday -- 9:00 am to 5:00 pm Thursday - 9:00 am to 5:00 pm

Office personnel on site to handle walk-in customers, phone calls, and emails. All inquiries/reports made during office hours are responded to within the same business day, ideally within 2 hours. Account inquiries made during non-business hours are responded to the following office business day.

- Office hours are posted on the front door where customers enter. (Exhibit 1a)
- Office hours are posted online. (Exhibit 1b)
- > Office hours are indicated on phone voice mail message. (Exhibit 1c)
- Office hours are indicated on monthly bills. (Exhibit 1d)

WATER EMERGENCY (Service needed outside business hours)

Dedicated EMERGENCY phone number in place. Forwarded, 24 hours a day/7 days a week, to on-call Field Technician. All calls responded to as soon as possible by Technician.

- Phone number posted on front door where customers enter (Exhibit 1a)
- Phone number posted online on company website (Exhibit 1b)
- Phone number indicated on phone voice mail message (Exhibit 1c)

### **CUSTOMER CONTACT**

WALK-IN, PHONE, EMAIL

All customer contact is logged immediately on Master Customer Service Log (Exhibit 2a), with dates, account number, issue and resolution.

As applicable, a Service Request (Exhibit 2b) is opened and forwarded to Field Technician. Field Technician returns completed Request upon completion/resolution of issue, with description of services rendered.

All customer contact is notated in detail in "ABS" utility software. (Exhibit 2c)

Pertinent documentation (i.e. test results, photos, signed Transfers, etc.) is filed in customer's hard service agreement file in business office.

### **COMPANY WEBSITE**

### www.bocillautilities.com (Exhibit 3a)

Available 24 hours a day/7 days a week. Accessible by PC and mobile devices. Formatted for current versions of Internet Explorer/Edge, Chrome, Safari and Firefox browsers.

Using the CUSTOMER PORTAL, the customer has the ability to:

- View their account, including balance due, payment history, meter readings and usage history (Exhibit 3b)
- ➤ Make a one-time online E-Payment using a checking account
- > Send E-Messages to the Business Office (for a response during office business hours)
- ➤ Inquire about enrolling in the Automatic Payment Plan
- Receive instructions as to how to transfer existing water service and how to arrange for new service hook-ups.

Revised: 07/26/17



## **BUSINESS OFFICE HOURS**

**TUESDAY** 

9:00 TO 5:00

&

**THURSDAY** 

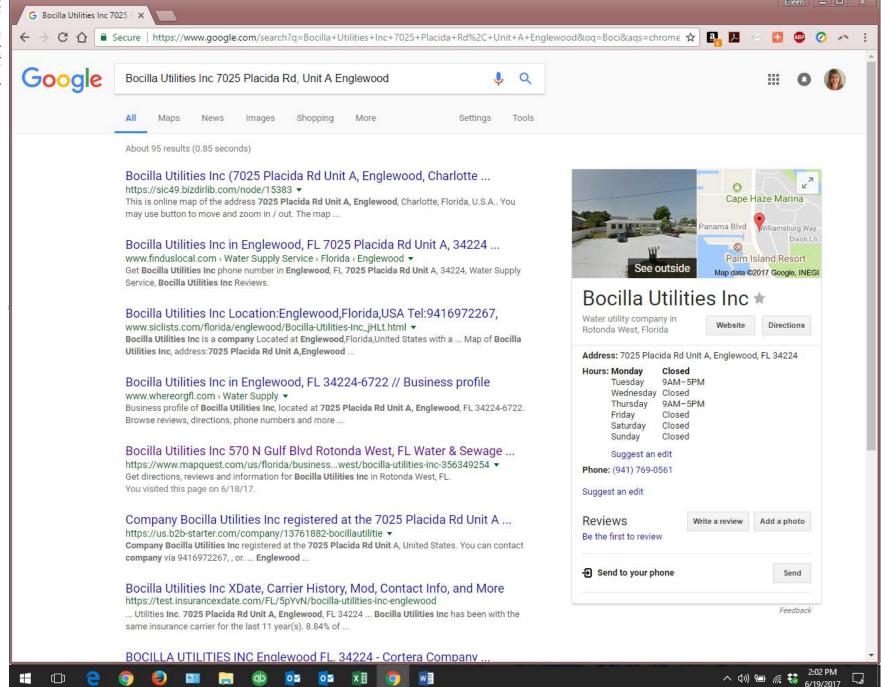
9:00 TO 5:00

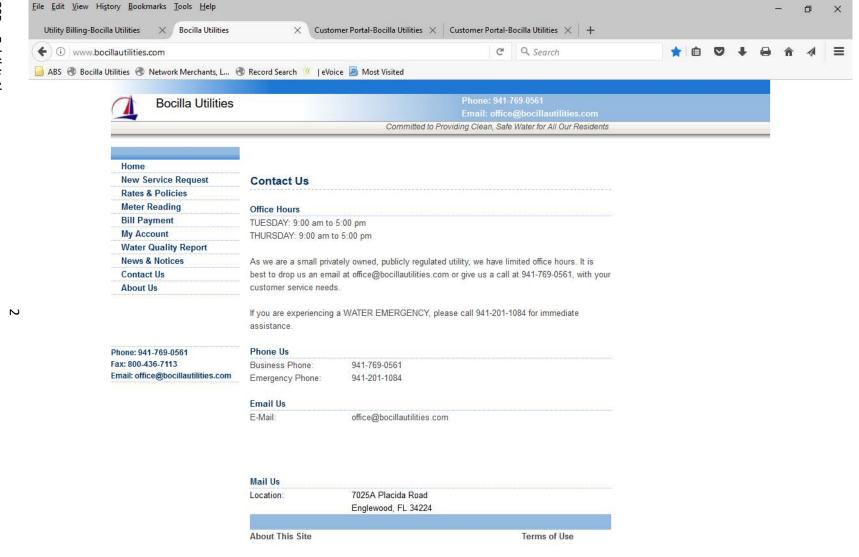
**VIEW YOUR ACCOUNT 24/7 AT:** 

WWW.BOCILLAUTILITIES.COM

941-769-0561/office@bocillautilities.com

WATER SERVICE EMERGENCY 941-201-1084

































### Voice Mail Message

Thank you for calling Bocilla Utilities on Don Pedro/Palm Island in Charlotte County Florida. Our business office hours are Tuesday, from 9 am to 5 pm, and Thursday, from 9 am to 5 pm. Please visit our Customer Portal, available 24 hours a day, 7 days a week, at <a href="mailto:bocillautilties.com">bocillautilties.com</a> to view your account balance, payment history, and usage details. You can even make a one-time online payment. You may also email us at <a href="mailto:office@bocillautilties.com">office@bocillautilties.com</a> with your billing questions.

If you are calling about a water service problem, or an emergency with water service, please call 941-201-1084. Again that emergency number is 941-201-1084.

If a return call is necessary, please leave your name, account number, reason for the call and our customer service representative will return your call during our business hours.

Thank you and have a great day!

**Bocilla Utilities Inc** 7025-A Placida Road Englewood, FL 34224 941-769-0561

Acct: ZZZ1 **Dummy Account** AMT DUE: \$0.00 **Bocilla Utilities Inc** 

Date:

7/01/2017

Account No: ZZZ1

Service Dates: 06/01/17-06/30/17

Terms:

Due 07/24/17

0.00 - Date: Received: Office: Tue&Thu-9 to 5 / www.bocillautilities.com

Service:

**Dummy Meter** 

Current Previous Usage Description

Amount

**PRESORTED** FIRST CLASS

MAIL US

POSTAGE PAID

PERMIT NO 47

PLACIDA FL

33946

Water

Other

TOTAL AMOUNT DUE

\$0.00

Please Return This Stub With Payment (7)

**Dummy Account** 

SAMPLE - MAILED POSTCARD

### SAMPLE - EMAIL BILL

### **Bocilla Utilities Business Office**

From:

office=bocillautilities.com@mail1.absmailserver.com on behalf of

office@bocillautilities.com

Sent:

Wednesday, July 26, 2017 12:33 PM

To:

Bocilla Utilities Business Office

Subject:

Statement PB10

**Bocilla Utilities Inc** 

7025-A Placida Road Englewood FL, 34224 Page:

Statement Date:

PB10

1

Account No:

Due 07/24/17

07/26/2017

Terms: Previous Balance:

110.22

SAMPLE

7025-A Placida Road

Last Payment:

188.69

Englewood, FL 34224

DO NOT PAY-PAID BY ACH

Office: Tue&Thu-9 to 5 / www.bocillautilities.com

Other Charges This Period

Description

Amount

Payment #:10071087 Payment #:10071699 -110.22 -78.47

Water Charges This Period

Meter Current

Previous

Usage

Units

Description

Tier Amount

Amount

\$0.00

PB10

184040.00

179460.00

4580.00

Monthly Residential Service

78.47

Subtotal: Water Charges This Period

\$78.47

**Payment Coupon** 

Account No: PB10

DO NOT PAY-PAID BY ACH:

Name: SAMPLE

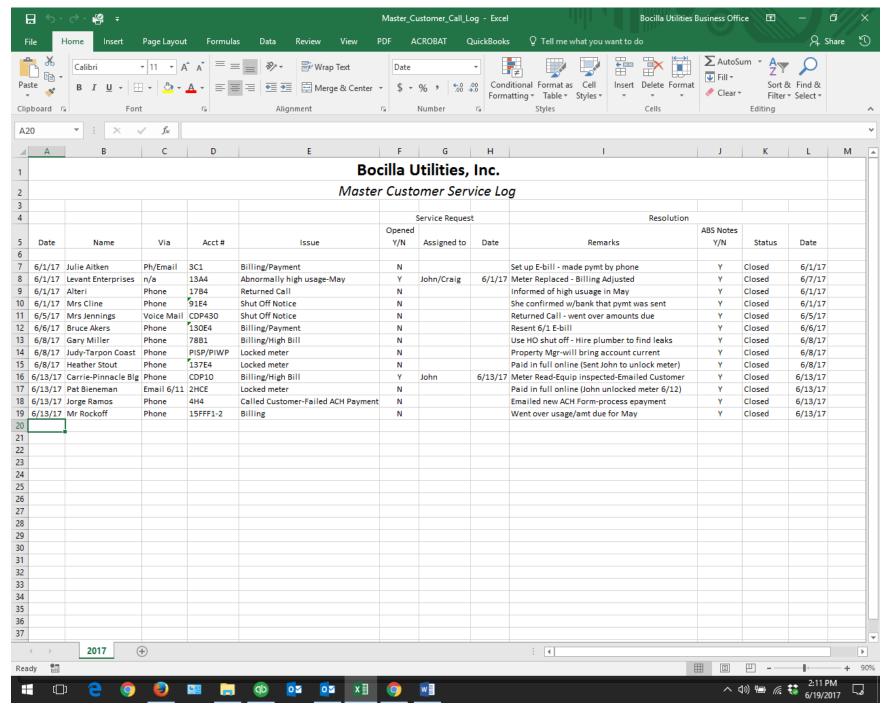
Service Address: 10 Pointe Way

Please Return This Stub

With Payment (7)

Write Account Number on Check and Mail to:

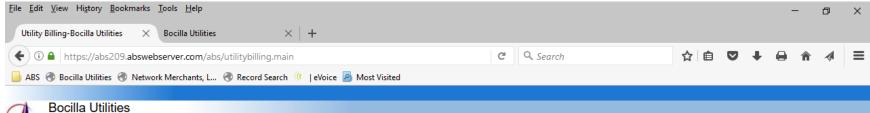
Bocilla Utilities Inc 7025-A Placida Road Englewood, FL 34224





# Service Report

Account #		Customer na	ame			
Date:	[Date]	Location				
Reported by						
Received by		Via:	[Dat	e]		
Nature of Probl	em					
Problem reported						
Location						
System down?	No	Meter Ser	ial #			
Assigned to	Assigned to Current Reading					
Date   time	[Date   time] Previous Reading					
Equipment	Spinning/Speed					
Service Details						
Service rendered						
Date   Time	[Date   time]					
Status after service	C Comp	lete observation	<ul><li>Incomplete</li><li>Working sol</li></ul>	<ul><li>Pending for parts</li><li>ution provided</li></ul>		
Service Remarks						
Technician Signatur	re					





Menu	Notes for Customer ZZZ1					
Account	Date Description		Status	Туре		
Unpaid Charges	6/19/2017	Test note: All customer notations can be made here in detail.	Planned			
Customer	6/01/2017	Email Statement to ZZZ1	Completed			
Info	5/01/2017	Email Statement to ZZZ1	Completed			
Notes	3/31/2017	Email Statement to ZZZ1	Completed			
Locations	3/01/2017	/01/2017 Email Statement to ZZZ1				
Meters	2/01/2017 Email Statement to ZZZ1		Completed			
Add Note	1/20/2017	1/20/2017 Bocilla Utilities Automatic Payment Plan TEST		Message		
Add Document	1/11/2017	Bocilla Utilities Automatic Payment Plan	Completed	Message		
Page Top	1/11/2017	Bocilla Utilities Automatic Payment Plan	Completed	Message		
	1/04/2017	Email Statement to ZZZ1	Completed			
Page Down	— 12/01/2016 Email Statement to ZZZ1		Completed			
Report	12/01/2016 Email Statement to ZZZ1		Completed			
User Manual	11/02/2016	Email Statement to ZZZ1	Completed			
Close	9/30/2016	Email Statement to ZZZ1	Completed			
Search For	9/01/2016	Email Statement to ZZZ1	Completed			
	8/01/2016	Email Statement to ZZZ1	Completed			
Form Type:  LATENOTICE	7/01/2016	Email Statement to ZZZ1	Completed			
Apply	7/01/2016	Email Statement to ZZZ1	Completed			
Descending V	7/01/2016	Email Statement to ZZZ1	Completed			
Apply	7/01/2016	Email Statement to ZZZ1	Completed			

















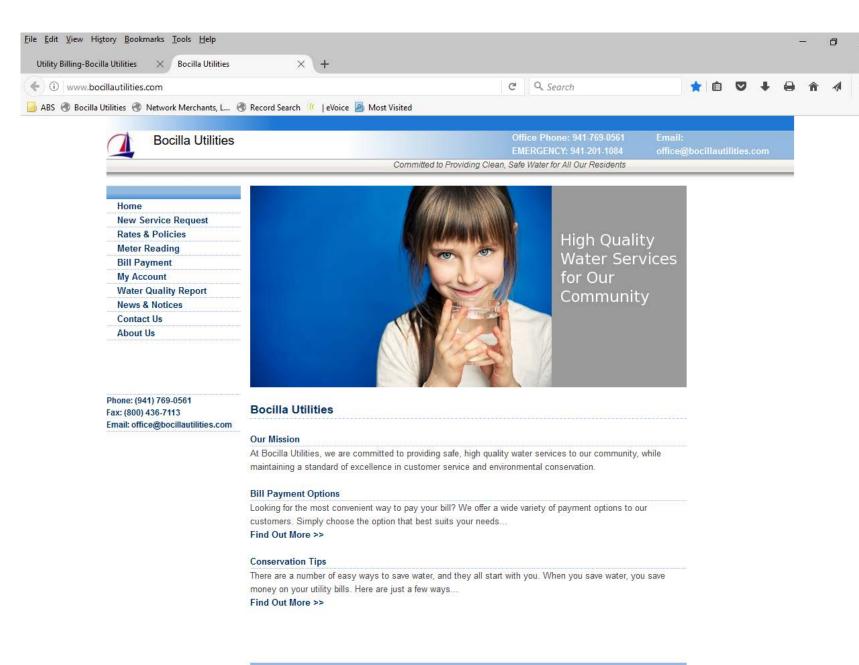












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