

STATE OF FLORIDA

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DIVISION OF ECONOMIC REGULATION
(850) 413-6900

Public Service Commission

March 11, 2003

RECEIVED - PSC
03 MAR 11 PM 3:57
COMMISSION
CLERK

Bill Goaziou
5601 Windhover Ave.
Orlando, FL 32819

Re: Docket No. 021067-WS, Staff Assisted Rate Case for River Ranch Water Management, L.L.C., in Polk County

Dear Mr. Gaoziou:

This letter is to follow-up your correspondence with Mr. Ryan Fitch and confirm our reservation of the River Ranch Saloon for Wednesday, April 23, 2003 from 2:00 pm to 10:00 pm. We are planning to hold afternoon meetings from 2:00 pm to 5:00 pm, followed-up by a general customer meeting beginning at 6:00 pm. We may finish the general customer meeting before 10:00 pm depending on the number of attendees and the number of comments received.

I understand that the Saloon seats at least 100 people and an audio system will be available for our use. I am also attaching the standard setup for these meetings. If you have any questions, please contact Linda Stone at (850) 413-6690 or Ryan Fitch at (850)413-6928. Thank You.

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Sincerely,

Marshall Willis
Bureau Chief

DOCUMENT NUMBER DATE
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MW:ls
Enclosure

cc: Division of Economic Regulation (Willis, Rendell, Stone, Fitch)
Division of Legal Services (Holley)
Division of Commission Clerk and Administrative Services (021067-WS)

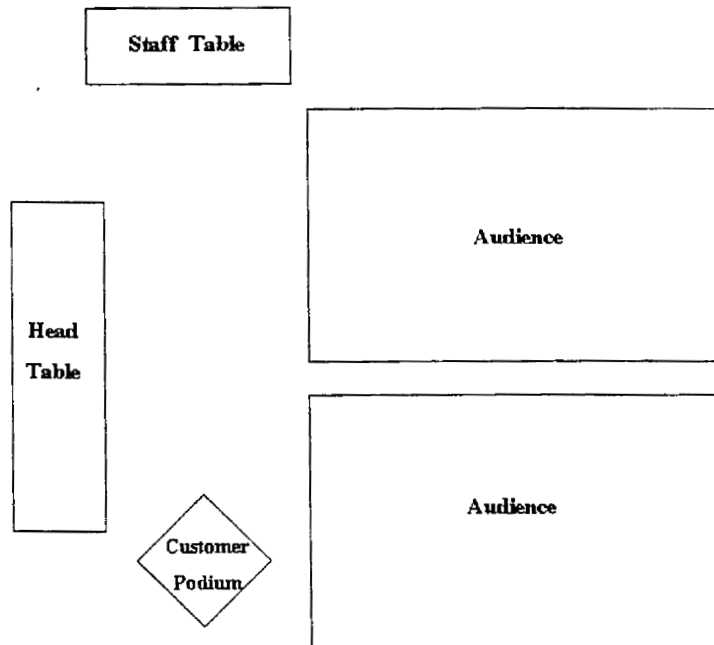
MEETING ROOM SETUP

Seating

If at all possible, the head table should be on an elevated platform in front of the audience. 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 head table (away from the audience) is required for customers. A second table or bench on the opposite side of the head table from the customer podium is for staff. Another table may be necessary if a court reporter is required.

The meeting set up should appear as shown below:



Public Address System

A minimum of two microphones (three are preferred), one for the head table and one for the customer podium, is required. The public address system should be sufficient to ensure that the audience can hear what is being said in normal speaking voices.