

State of Florida



# Public Service Commission

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

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

**DATE:** September 3, 2004

**TO:** All Parties of Record

**FROM:** Katherine E. Fleming, Attorney, Office of the General Counsel *KEF*

**RE:** Docket No. 040316 – Analysis of Utilities, Inc.’s plan to bring all of its Florida subsidiaries into compliance with Rule 25-30.115, Florida Administrative Code.

Please note that the Commission Staff will conduct an informal meeting with All Parties of Record in the above-referenced docket at the following time and place:

3:00 p.m. EDT, Thursday, September 9, 2004  
 Florida Public Service Commission  
 Room 362, Gerald L. Gunter Building  
 2540 Shumard Oak Blvd.  
 Tallahassee, Florida

The purpose of this meeting is to discuss the books and records of the Florida subsidiaries of Utilities, Inc. Any party wishing to participate by phone may call (850) 921-6455 or Suncom 291-6455 at the time set forth above.

If you have any questions concerning this meeting, please call me at (850) 413-6218.

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cc: Division of the Commission Clerk and Administrative Services  
Division of Economic Regulation (Merchant)

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