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TIMOTHY DEVLIN, DIRECTOR
DIVISION OF ECONOMIC REGULATION
(850) 413-6900

Public Service Commission

July 10, 2002

Mr. Ray Keen
President
Keen Sales Rental and Utilities, Inc.
685 Dyson Road
Haines City, FL 33844

Re: Docket No. 020516-WU; Engineering Field Audit of Keen Sales Rental and Utilities, Inc.

Dear Mr. Keen:

This letter is to confirm my telephone conversation with your employee Ms. Mandy Chambers regarding our engineering field investigation in your plant from August 7-9, 2002. For the engineering portion of this rate case, staff requires that several items be completed prior to our field audit to ensure fast, expedient treatment of your rate case. Please have the following information ready and available for our investigation at 2:00 P.M. on Wednesday, August 7, 2002.

Items Required:

- (1) List of all the field employees, their duties and responsibilities, certificate(s) held, salary and explanation of how allocated to utility. A short personal interview with the available employees will help expedite the investigation.
- (2) The schedule of all vehicles by serial number and description, owned or leased by the utility, original cost or lease documents, who assigned to, and an explanation of how allocated to the utility. All vehicles are to be available for inspection.
- (3) A written summary, by permit number, of all Department of Environmental Protection, Water Management District, and/or County Health Department permits.

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- (4) Copies of monthly operation reports for sewer and/or water for the most recent 12 months ending December 31, 2001, plus January 2002 through June of 2002 (test year) which includes:

FOR WATER - Total raw pumped, total wash water, total water treated leaving plant, total of each chemical in points, chemical dosage rates (average)

- (5) All utility related electricity bills from the beginning of the test year to present which include meter number and location, kilowatts used, dollars paid, and electric company's account numbers.
- (6) A summary and description of all plant and system construction since the last rate case. If there is no rate case history, please provide all the cost associated with construction, past and current work in progress, whether interest bearing or not, the date completed and the date booked. Summary to indicate if revenue producing or non revenue producing.
- (7) A list of all service complaints received during test year and an explanation of how each was resolved.
- (8) A listing (engineering plans) of all assets owned by the utility.

EXAMPLE: 200' - 8" PVC (Sewer)
250' - 6" PVC Pipe (Water)
50 - 6" Fire Hydrants (Water)

- (9) An explanation of allocation procedures for items charged indirectly to the utility:
EXAMPLE: Office space, employee salary, etc.
- (10) If any plant addition has been or will be made due to a written order from a governmental agency, please provide a copy of that order.
- (11) A schedule of additions to the plant, by year, since inception or since the last rate case explaining each item, how it was acquired (CIAC, Investment) and the dollar value for each.

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- (12) A list of the chemicals used for water and/or sewer treatment, amount purchased, quantity purchased, unit prices paid and dosage rates utilized.
- (13) Number of customers classified as to meter size and class (commercial or residential) for the following points in time:
- A) A minimum of 4 years prior to the beginning of the test (or calendar last) year.
 - B) The beginning of the last calendar year.
 - C) The end of the last calendar year.
 - D) Present.
- (14) Please provide a copy of the Utility's engineering maps showing location and size of water mains throughout the service area.

On the afternoon of August 7, 2002, Ted Davis and I will inspect the water plant, the distribution system, and the general service area. Please have someone (lead operator, chief maintenance person, or an assigned person with access to the plant) available for this tour. Commission practices dictate that this docket be processed within the statutory time frame, therefore, your full cooperation would be appreciated.

If you have any questions, do not hesitate to call me at (850) 413- 6946 or Mr. Ted Davis at (850) 413-6966.

Sincerely,



Mahnaz Massoudi
Engineer IV

MM/mm

cc: Division of Economic Regulation (Troy Rendell, Ted Davis, Ryan Fitch,
Joe Jenkins)
Office of the General Counsel (Katherine Echternacht)
~~Division of Commission Clerk and Administrator Services~~ (DKT. No. 020516-WU)