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Public Service Commission

July 27, 2012

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12 JUL 31 AM 9:56
COMMISSION
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Mr. R. Greg Harris, President
Country Club Utilities, Inc.
3035 Wynstone Drive
Sebring, Florida 33875

Re: Docket No. 120172-WS – Application for staff-assisted rate case in Highlands County by Country Club Utilities, Inc.

Dear Mr. Harris:

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 for the period of July 1, 2011 to June 30, 2012 (test year) ready and available for the investigation on September 17, 2012.

1. Employees Salaries and Wages

List all of the field employees, their duties and responsibilities, certificates held, salary and explanation of how allocated to utility. A short personal interview with the available employees will help expedite the investigation.

2. Purchased Power

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.

3. Chemicals

A list of all chemicals used in the treatment of wastewater, amounts purchased, quantity purchased, unit prices paid and dosage rates utilized.

4. Sludge Removal Expenses

Provide a schedule showing the total cost and the quantity of removing the sludge, if persons other than owners, stockholders, and employees of the utility perform such work during the test year.

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5. Material and Supplies
Total cost along with copy of invoices for purchased parts, materials and supplies used in the operation and maintenance of the water and wastewater system during the test year.
6. Contractual Services – Billing/Reading the Meter
The monthly costs associated with billing customers or reading the meters if such work is not performed by employees of the utility.
7. Contractual Services – Professional
The cost of accounting, legal and engineering if such work is not performed by employees of the utility.
8. Contractual Services – Testing
A list of tests along with costs paid to outside laboratories for testing the water and wastewater treatment during the test year.
9. Contractual Services – Other
Provide a schedule showing the costs of operation and maintenance work not performed by utility employees. These costs include the operator's fee, mowing and ground keeping and contracted repair for water and wastewater system.
10. Transportation Expense
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, or a copy of log book showing miles on personal vehicles associated with utility business. All vehicles are to be available for inspection.
11. Copies of monthly operation reports for water and wastewater from July 1, 2011 to June 30, 2012 (test year) which includes:

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

12. Copy of monthly totals of meter water sold for each month of the test year.
13. A written summary, by permit number, of all Department of Environmental Protection, Water Management District, and/or County Health Department permits.
14. 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.

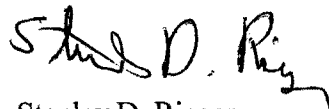
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15. A list of all service complaints received during test year and an explanation of how each was resolved.
16. Number of customers classified as to meter size and class (commercial or residential) for the following points in time:
 - (a) A minimum of four 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
17. Please provide a copy of the utility's engineering maps for water and wastewater showing location and size of water and wastewater mains throughout the service area.

On September 17, 2012, we will inspect the water and wastewater plants, the distribution and collection systems, 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) 413-6970.

Sincerely,



Stanley D. Rieger
US Engineering Specialist

SR:jc

cc: Division of Accounting & Finance (Smith)
Division of Engineering (Trapp, Ballinger, Graves)
Office of General the General Counsel (Harris)
Office of Commission Clerk (Doc. No. 120172-WS)