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STATE OF FLORIDA



DIVISION OF ENGINEERING  
TOM BALLINGER  
DIRECTOR  
(850) 413-6910

## Public Service Commission

February 9, 2016

Ms. Debby Blais  
City of Tavares Civic Center  
100 E. Caroline Street  
Tavares, FL 32775

**Re: Docket No. 150199-WU - Application for staff-assisted rate case in Lake County by Raintree Waterworks, Inc.**

Dear Ms. Blais:

This letter is to confirm our reservation of the Tavares Civic Center for March 9, 2016, from 5:00 p.m. to 11:00 p.m. We are also confirming that there are no charges incurred to use these facilities.

Please see the attached exhibit indicating the requirements for the customer meeting area. If you have any questions, please contact me by phone at (850) 413-6952. Thank you.

Sincerely,

A handwritten signature in purple ink that reads "Melinda Watts".

Melinda Watts  
Engineering Specialist  
Division of Engineering

MW:tj

Enclosure

Via e-mail: Debby Blais ([dblais@tavares.org](mailto:dblais@tavares.org))

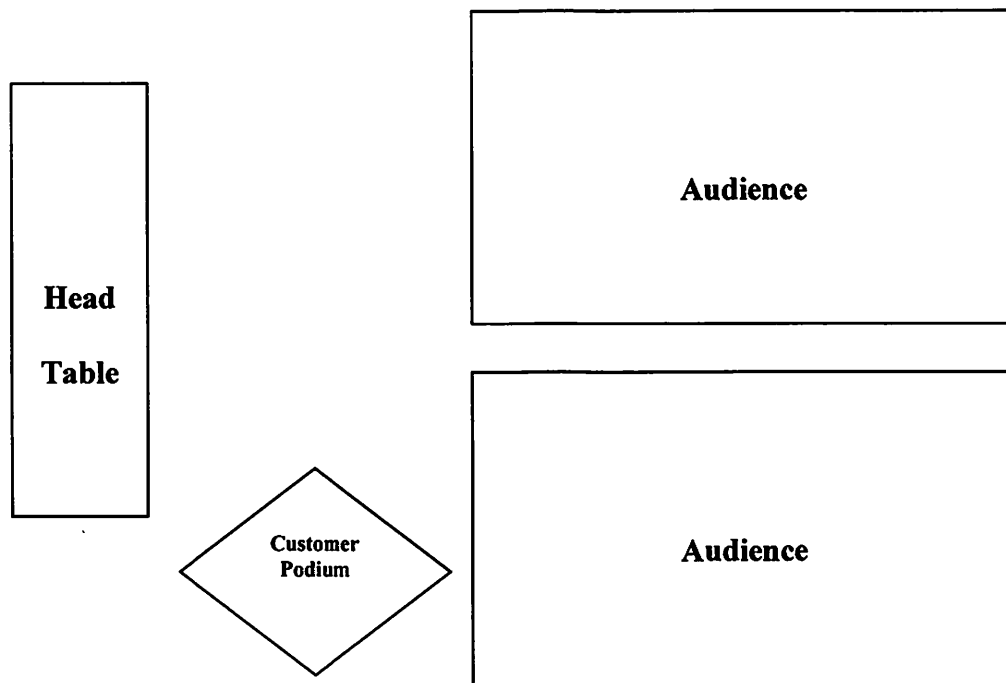
cc: office of the Commission Clerk (Docket No, 150199-WU, for docket file)

## **MEETING ROOM SETUP**

### **Seating**

If at all possible, the head table should be on an elevated platform in front of the audience, and a separate podium or table to one side of and facing the head table (away from the audience) for customers. Another table near the entrance (either inside or just outside the meeting room) for customers to sign up to speak is desired.

The meeting set up should appear as shown below:



### **Public Address System**

If possible, a minimum of two microphones, one for the head table and one for the customer podium, is desired. The public address system should be sufficient to ensure that the audience can hear what is being said in normal speaking voices. If this is not available, please let us know.