

STATE OF FLORIDA



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DIVISION OF ECONOMICS
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(850) 413-6410

Public Service Commission

January 28, 2019

Mr. Chuck Finch
Village Lakeland Clubhouse
427 Leisure Place
Lakeland, FL. 33801

RECEIVED-FPSC
2019 JAN 28 PM 2:57
COMMISSION
CLERK

Re: Docket No. 20180202-SU - Application for staff-assisted rate case in Polk County by West Lakeland Wastewater, LLC.

Dear Mr. Finch:

This letter is to confirm our reservation of the Village Lakeland Clubhouse for Thursday, May 2, 2019, from 5:00 p.m. to 10:00 p.m. We are planning a general customer meeting beginning at 6:00 p.m. We may finish the general customer meeting before 10:00 p.m. depending on the number of attendees and the number of comments received.

The Florida Public Service Commission has previously held customer meetings at this location and the seating was sufficient to seat all willing participants. I understand that the Village Lakeland Clubhouse will have an audio system available for our use. I am enclosing a diagram of the standard set-up for the meeting. If you have any questions, please contact me at (850) 413-6435.

Sincerely,

Terence Bethea
Public Utility Analyst I

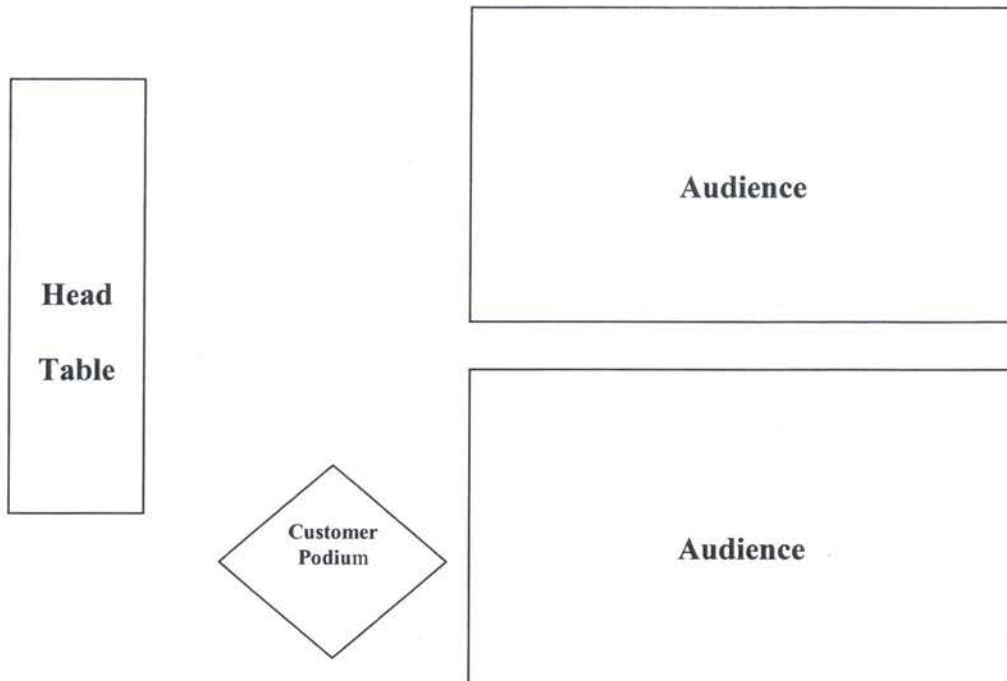
Enclosure

cc: Office of Commission Clerk (20180202-WU)

MEETING ROOM SET UP

Seating

The preferred 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.