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DKT: 160101-WS

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-M-E-M-O-R-A-N-D-U-M-

DATE: December 20, 2016

TO: All Parties of Record & Interested Persons

FROM: Walt Trierweiler, Senior Attorney, Office of the General Counsel

RE: Docket No. 160101-WS - Application for increase in water and wastewater rates in Charlotte, Highlands, Lake, Lee, Marion, Orange, Pasco, Pinellas, Polk, and Seminole Counties by Utilities, Inc. of Florida.

Please note that an informal meeting between Commission staff and interested persons to the above-captioned docket has been scheduled for the following time and place:

Tuesday, January 3, 2017, at 2:00 p.m.
Gerald L. Gunter Building, Room 105
Florida Public Service Commission
2540 Shumard Oak Boulevard
Tallahassee, Florida 32399-0850

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The purpose of the meeting is to discuss the issues in this docket. Attendance is not required; however, all interested persons are encouraged to attend.

Interested persons may participate telephonically in this meeting by dialing **1-888-670-3525**, Passcode **3498283979 then #**. If you have any questions about the meeting, please call Walt Trierweiler at (850) 413-6584.

If settlement of the case or a named storm or other disaster requires cancellation of the meeting, Commission staff will attempt to give timely direct notice to the parties. Notice of cancellation will also be provided on the Commission's website (<http://www.psc.state.fl.us/>) under the Hot Topics link found on the home page. Cancellation can also be confirmed by calling the Office of the General Counsel at 850-413-6199.

WLT

cc: Office of Commission Clerk