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STATE OF FLORIDA



DIVISION OF
ACCOUNTING AND FINANCE
ANDREW L. MAUREY
DIRECTOR
(850) 413-6900

Public Service Commission

May 11, 2018

Mrs. Lorraine Knox
cook775815@embarqmail.com
3143 Bluebird Ave.
Lake Placid, Florida 33852

VIA EMAIL
AND U.S. MAIL

Mrs. Knox:

This letter is confirm our reservation of the Country Walk Clubhouse for Wednesday, July 25, 2018, from 4:00 p.m. to 9:00 p.m. We are planning to hold a general customer meeting beginning at 6:00 p.m. We may finish the general customer meeting before 9:00 p.m. depending on the number of attendees and the number of comments received. 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 Lee Smith at (850) 413-7003. Thank You.

Sincerely,

A handwritten signature in black ink that reads "Lee Smith".

Lee Smith
Public Utilities Analyst

LS/jh

cc: **Division of Commission Clerk (Docket No. 20180021-WU)**

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2018 MAY 14 AM 8:32
COMMISSION
CLERK

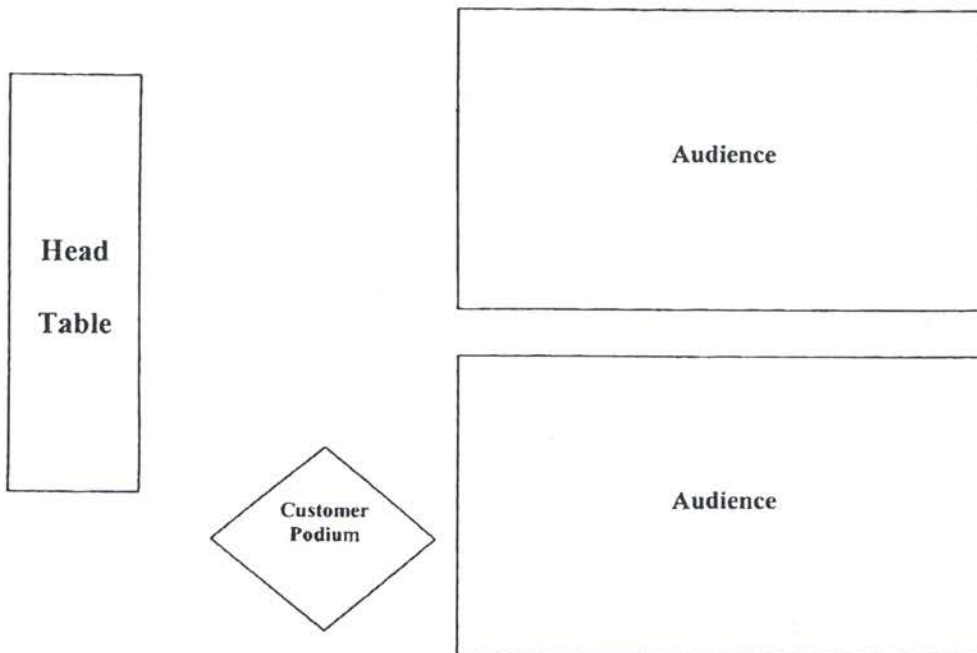
MEETING ROOM SETUP

Seating

If at all possible, the head table should be on an elevated platform in front of the audience. A raised bench such as we have at the Commission is best. A table may only be used if the front and sides are covered with a modesty skirt. Folding tables with an open front are appropriate only when using a modesty skirt.

A separate podium or table to one side of and facing the head table (away from the audience) is required for customers. Another table may be necessary if a court reporter is required.

The 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.