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MAY 17 2016

**SOUTH DAKOTA PUBLIC
UTILITIES COMMISSION**

DATE: May 17, 2016
TO: Rules Contacts
FROM: Doug Decker, Code Counsel *Doug*
RE: Interim Rules Review Committee Meeting – June 1, 2016

Your agency has been scheduled to present rules at the next Interim Rules Review Committee meeting. An agenda is enclosed. The agency must have a representative present at this meeting to explain the rules, give background information, or answer any questions from the committee.

Each agency must serve a copy of the rules and other information on the committee members at least five days before the meeting. The "Directions for Submitting the Final Draft" paragraph B which was mailed to you earlier tells you what documents to serve on the committee. The five-day requirement is considered the minimum time allowed for service of the rules before the meeting. The committee members will use this information to prepare for the meeting. The Affidavit of Service, Form 12 is available on the LRC website. Please use the "Rules Presentation Format" which was mailed to you earlier to organize your presentation to the committee. Please note Form 12 was updated on May 2nd.

Following this procedure will expedite the presentation of your rules before the committee and give the committee members access to the most recent version of your rules.

Thank you.

DD:ks

Enc.: Agenda