



Control Number: 46948



Item Number: 35

Addendum StartPage: 0

# State Office of Administrative Hearings



Lesli G. Ginn  
Chief Administrative Law Judge

October 17, 2017

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**VIA FACSIMILE NO. 512-936-7268**

Re: Mediation, SOAH Docket No. 473-17-5930, *Application of Vineyard Ridge LLC for a Water Certificate of Convenience and Necessity in Gillespie County*

Dear Counsel:

This case has been referred to mediation and I have been assigned as the mediator.<sup>1</sup> Your confidence in my ability to serve as an impartial mediator is important to the process. If you have any concerns, please immediately contact Administrative Law Judge (ALJ) Howard Seitzman, Alternative Dispute Resolution Team Leader. His direct telephone number is (512) 936-0701. A description of mediation at the State Office of Administrative Hearings

<sup>1</sup> My biography is available upon request.

35

(SOAH) is available on SOAH's website at <http://www.soah.texas.gov/about-us/mediations/index.asp>.

The mediation in this case will take place at **9 a.m. on November 17, 2017, at SOAH's facilities located at 300 W. 15th St., fourth floor, Austin, Texas.**

If you would like to do so, you have the option of submitting to me written pre-mediation documents to help familiarize me with the case prior to the mediation.<sup>2</sup> *If you choose to submit pre-mediation documents, you may do so by e-mail, fax, electronic media, or hard copy. Please carefully follow these instructions when submitting the documents:*

- (1) DO NOT SUBMIT DOCUMENTS TO THE PRESIDING ALJ.**
- (2) DOCUMENTS SUBMITTED SHOULD BE CLEARLY MARKED AS CONFIDENTIAL.**
- (3) IF YOU FAX THE DOCUMENTS, PLEASE FAX THEM TO ME AT (512) 936-0730, AND CONTACT MY ASSISTANT, ERIN HURLEY, AT (512) 475-3419 SHORTLY BEFORE YOU TRANSMIT THE FAX, SO THAT SHE WILL KNOW TO CHECK THE FAX MACHINE.**
- (4) IF THE DOCUMENTS ARE DELIVERED TO SOAH'S DOCKETING OFFICE, THEY SHOULD BE ENCLOSED IN A SEALED ENVELOPE, CLEARLY MARKED "CONFIDENTIAL MEDIATION INFORMATION," WITH THE DOCKET NUMBER AND THE MEDIATOR'S NAME CLEARLY DISPLAYED ON THE ENVELOPE.**

I wish you success in your efforts to reach common ground. If you have any questions, you may call me at (512) 936-0725.

Sincerely,



Elizabeth Drews  
Administrative Law Judge/Mediator

cc: ALJ Howard Seitzman, ADR Team Leader

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<sup>2</sup> Written pre-mediation documents are not required, but you are free to submit them if you feel it would be helpful.