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State Office of Administrative Hearings

Kristofer Monson
Chief Administrative Law Judge

October 19, 2020

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Re: Mediation, SOAH Docket No. 473-20-4071.WS, Ratepayers Appeal of the Decision by Windmere Oaks Water Supply Corporation to Change Water and Sewer Rates

Dear Counsel & Self-Represented Parties:

This case has been referred to mediation and Jeff Huhn and I have been assigned as the mediators.¹ Your confidence in our ability to serve as impartial mediators is important to the process. If you have any concerns, please immediately contact ALJ Holly Vandrovec, Alternative Dispute Resolution Team Leader. Her direct telephone number is (512) 475-2417. A description of mediation at SOAH is available on SOAH's website at <http://www.soah.texas.gov/Hearings-And-Mediation/mediation.html>.

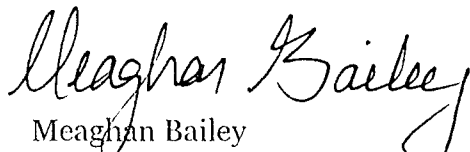
¹ Out biographies are available upon request.

The mediation in this case will take place at **9:00 a.m. on November 20, 2020** via the Zoom videoconferencing platform. The meeting details will be emailed you. Please share with your client and any individual that will participate for your side. I encourage you to familiarize yourself with the Zoom platform in advance of the mediation to make sure you and your client are able to connect and be seen and heard. To participate via videoconference, you will need: (1) a computer with a functional webcam and microphone; or (2) any mobile or smart device, such as a smart phone, iPad, iPhone, or Android phone with the latest version of the Zoom application installed. More information on how to join a Zoom meeting is available here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

If you would like to do so, you have the option of submitting written pre-mediation documents to help familiarize us with the case prior to the mediation.² If you choose to submit pre-mediation documents, you may do so by emailing those documents to us at jeffrey.huhn@soah.texas.gov and meaghan.bailey@soah.texas.gov. Please DO NOT submit documents to the presiding administrative law judge or e-file any documents.

We wish you success in your efforts to reach common ground. If you have any questions, you may contact us at the email addresses provided above.

Sincerely,



Meaghan Bailey
Administrative Law Judge/Mediator

Sincerely,



Jeffrey J. Huhn
Administrative Law Judge

cc: ALJ Holly Vandrovec, ADR Team Leader

² Written pre-mediation documents are not required, but you are free email them if you feel it would be helpful.