

UNITED STATES OF AMERICA  
U.S. DEPARTMENT OF HOMELAND SECURITY  
**UNITED STATES COAST GUARD**

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UNITED STATES COAST GUARD,  
Complainant,

vs.

WENDY LEIGH JORDAN,  
Respondent.

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Docket No. 2023-0416  
Enforcement Activity No. 7816537

**ORDER MEMORIALIZING PRE-HEARING CONFERENCE**  
**&**  
**CONSENT ORDER APPROVING SETTLEMENT AGREEMENT**

On January 25, 2024, I convened a pre-hearing telephone conference to discuss the United States Coast Guard's (Coast Guard) Motion for Approval of a Settlement Agreement and Entry of Consent Order (Motion). 33 C.F.R. § 20.501. Daniel B. Schaefer, Esq., and Steve Siler appeared on behalf of the Coast Guard. Wendy Leigh Jordan (Respondent) appeared on her own behalf, *pro se*.

At the outset of the conference, I inquired whether Respondent had retained an attorney or representative in this matter. Respondent stated she would proceed without counsel. I also advised the parties about my role as an independent fact finder and explained that my decisions and rulings are not graded nor scored by the Coast Guard and that I am not subject to performance evaluations. 33 C.F.R. § 20.206.

After some discussion and review of the Coast Guard's Motion, I explained to the parties that the signatures accompanying the agreement lacked a date. Furthermore, because the agreement specifically referenced the signature date, I noted those references would potentially

be unenforceable. To correct the issue, I suggested the parties file a motion to amend the agreement along with an affidavit indicating the date the original document was signed.

On January 29, 2024, the Coast Guard filed an Amended Unopposed Motion for Approval of Settlement Agreement and Entry of Consent Order (Amended Motion). As noted in the Amended Motion, the Coast Guard and Respondent met on November 13, 2023, to discuss the settlement agreement. On that date, Respondent signed but failed to date the Settlement Agreement. A new Settlement Agreement dated January 29, 2024, was included with the Amended Motion. The Amended Motion specified, “[S]ince a new ratification date [(i.e., January 29, 2024)] may negatively affect Respondent . . . Coast Guard and Respondent acknowledge and agree that all dates in the Settlement Agreement that refer to signature date of Respondent should be read as to refer to the date of November 13th, 2023.” Amended Motion at 2.

Upon review of the Settlement Agreement and after being sufficiently advised I find the Settlement Agreement is fair, reasonable, and in substantial compliance with the requirements of 33 C.F.R. § 20.502. Respondent shall receive credit for any remedial actions taken in compliance with the Settlement Agreement going back to the effective date of November 13, 2023.

Accordingly, the Coast Guard’s Amended Unopposed Motion for Approval of Settlement Agreement and Entry of Consent Order is **GRANTED**. The Settlement Agreement is **APPROVED** in full and incorporated herein by reference, with an effective date of November 13, 2023. This Consent Order shall constitute full, final, and complete adjudication of this proceeding.

Either party shall have 10 days to file any objection to this order.

Done and dated this 6th day of February 2024, at  
Houston, Texas

A handwritten signature in black ink that reads "Tommy Cantrell". The signature is written in a cursive style with a large, sweeping initial "T" and a long, trailing flourish at the end.

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HON. TOMMY CANTRELL  
ADMINISTRATIVE LAW JUDGE  
UNITED STATES COAST GUARD