



Los Angeles Regional Water Quality Control Board

EXECUTIVE ORDER NO. EO-2014-02

AGENT FOR SERVICE OF PROCESS AND PROCEDURE FOR PUBLIC RECORDS ACT REQUESTS

In order to ensure that subpoenas, summons, complaints, or other legal proceedings against the Los Angeles Regional Water Quality Control Board (Los Angeles Water Board), and requests pursuant to the California Public Records Act (Government Code section 6250 et seq.) are routed to the appropriate personnel and timely addressed,

IT IS HEREBY ORDERED AS FOLLOWS:

A. Service of Subpoenas

- 1. Only the following personnel are authorized to receive service of a subpoena, including a subpoena duces tecum, for business records, persons most knowledgeable (PMK), the personal appearance by any staff member (in his/her capacity as such), or for any other subpoena directed to the Los Angeles Water Board (or any of its personnel in their capacity as such):

Table with 3 columns: Agent Role, Name/Title, and Contact Information (Address, Phone, Email). Rows include Ronji Moffett (Primary Agent), Deborah Smith (Alternate Agent), Paula Rasmussen (Alternate Agent), and Pat Guokas (Alternate Agent).

- 2. If none of the aforementioned agents are available, another alternate will be designated on the Primary or Alternate Agents' outgoing voice mail. If no such designation has been made, the Executive Officer will receive service of process.
3. Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.

4. Individual staff members are NOT authorized to receive service of a subpoena, even if the individual staff member is identified as the deponent.
5. The Los Angeles Water Board will not accept service of a subpoena involving a matter that is unrelated to Board business.

B. Service of Summons, Complaints, or Other Legal Proceedings

1. Only the following personnel (or their designees) are authorized to receive service of a summons relating to a civil complaint, a petition for writ of mandate, or other legal proceedings against the Los Angeles Water Board:

In Los Angeles

Samuel Unger, Executive Officer	320 West 4 th Street, Suite 200 Los Angeles, CA 90013 (213) 576-6605 Samuel.Unger@waterboards.ca.gov
Deborah Smith, Chief Deputy Executive Officer	320 West 4 th Street, Suite 200 Los Angeles, CA 90013 (213) 576-6609 Deborah.Smith@waterboards.ca.gov
Paula Rasmussen, Assistant Executive Officer	320 West 4 th Street, Suite 200 Los Angeles, CA 90013 (213) 576-6607 Paula.Rasmussen@waterboards.ca.gov

In Sacramento

Frances McChesney, Attorney IV	1001 I Street, 22 nd Floor Sacramento, CA 95814 (916) 341-5174 Frances.McChesney@waterboards.ca.gov
Jennifer Fordyce, Attorney III	1001 I Street, 22 nd Floor Sacramento, CA 95814 (916) 324-6682 Jennifer.Fordyce@waterboards.ca.gov
Nicole Kuenzi, Attorney	1001 I Street, 22 nd Floor Sacramento, CA 95814 (916) 322-4142 Nicole.Kuenzi@waterboards.ca.gov

2. The Chief Counsel and any Assistant Chief Counsel with the State Water Resources Control Board in Sacramento is also authorized to receive service of process on behalf of the Los Angeles Water Board.
3. Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.

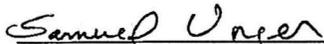
C. Public Records Act Requests

All requests pursuant to the California Public Records Act (Government Code section 6250 et seq.) shall be sent to the attention of:

Laura Gallardo, Associate Analyst
320 West 4th Street, Suite 200
Los Angeles, CA 90013
(213) 576-6636 (phone)
(213) 576-6676 (fax)
RB4-PublicRecords@waterboards.ca.gov

Questions regarding this Order should be directed to Jennifer Fordyce, Attorney III, at Jennifer.Fordyce@waterboards.ca.gov or (916) 324-6682.

IT IS SO ORDERED.



Samuel Unger, P.E.
Executive Officer

July 11, 2014
Date