



EDMUND G. BROWN JR.
GOVERNOR

MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

Los Angeles Regional Water Quality Control Board

EXECUTIVE ORDER NO. EO-2018-01

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

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

IT IS HEREBY ORDERED AS FOLLOWS:

A. Service of Subpoenas

1. Only the following Los Angeles Water Board positions and 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 Board (or any of its personnel in their capacity as such):

	Position and/or Personnel	Contact Information
Primary Agents:	Executive Assistant*	(213) 576-6612
	Executive Officer*	(213) 576-6605
	Assistant Executive Officer*	(213) 576-6607
	Assistant Executive Officer*	(213) 576-6609
	Administrative Officer*	(213) 576-6611
Alternate Agents:	Rosie Villar, Associate Governmental Program Analyst	(213) 576-6630 Rosie.Villar@waterboards.ca.gov
	Gwendolyn Monroe, Associate Governmental Program Analyst	(213) 576-6631 Gwendolyn.Monroe@waterboards.ca.gov

* Personnel occupying these positions are identified on the Los Angeles Water Board's organization chart, available on the Board's webpage.

2. If none of the aforementioned agents are available, any Los Angeles Water Board Section Chief or Board attorney is authorized to 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. Identified agents are only authorized to receive service of process at the Los Angeles Water Board's office.
5. Unless identified as an agent, individual staff members are NOT authorized to receive service of a subpoena, even if the individual staff member is identified as the deponent.
6. Checks accompanying subpoenas must be made out to "State Water Resources Control Board."
7. 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
320 West 4th Street, Suite 200, Los Angeles, CA 90013**

Position	Contact Information
Executive Officer*	(213) 576-6605
Assistant Executive Officer*	(213) 576-6607
Assistant Executive Officer*	(213) 576-6609

* Personnel occupying these positions are identified on the Los Angeles Water Board's organization chart, available on the Board's webpage.

**In Sacramento
1001 I Street, 22nd Floor, Sacramento, CA 95814**

Attorneys assigned to represent the Los Angeles Water Board are authorized to accept service of process. Attorneys representing the Board are identified on the Board's organization chart. As of the date of this Order, these attorneys include:

Personnel and Position	Contact Information
Jennifer Fordyce, Attorney IV	(916) 324-6682 Jennifer.Fordyce@waterboards.ca.gov
David Coupe, Attorney IV	(510) 622-2306 David.Coupe@waterboards.ca.gov
Sophie Froelich, Attorney III	(916) 319-8557 Sophie.Froelich@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

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

Laura Gallardo
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 IV, at Jennifer.Fordyce@waterboards.ca.gov or (916) 324-6682.

IT IS SO ORDERED.



Deborah J. Smith
Executive Officer

8-1-18

Date