

# California Regional Water Quality Control Board

## Los Angeles Region

Recipient of the 2001 *Environmental Leadership Award* from Keep California Beautiful

320 W. 4th Street, Suite 200, Los Angeles, California 90013  
Phone (213) 576-6600 FAX (213) 576-6640 - Internet Address: <http://www.waterboards.ca.gov/losangeles>

### EXECUTIVE ORDER

No. EO-2008-02

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

May 8, 2008

In order to ensure that subpoenas, summons and complaints or other legal proceedings against the Regional Board, and requests for public documents under the California Public Records Act (Government Code § 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, and only in the following order, are authorized to receive service of a subpoena, including subpoenas duces tecum, for business records, for person most knowledgable (PMK), for the personal appearance by any staff member (in their capacity as such), or any other subpoena directed to the Regional Board (or any of its personnel in their capacity as such):

|                  |   |  |
|------------------|---|--|
| Primary Agent:   | Stephen Cain,<br>Senior Environmental Planner | LARWQCB<br>320 West 4 <sup>th</sup> Street, Suite 200<br>Los Angeles, CA 90013<br>(213) 576-6694<br><a href="mailto:scain@waterboards.ca.gov">scain@waterboards.ca.gov</a>         |
| Alternate Agent: | Laura Gallardo,<br>AGPA                       | LARWQCB<br>320 West 4 <sup>th</sup> Street, Suite 200<br>Los Angeles, CA 90013<br>(213) 576-6613<br><a href="mailto:lgallardo@waterboards.ca.gov">lgallardo@waterboards.ca.gov</a> |

2. If neither agent is available, another alternate will be designated on the Primary Agent's outgoing voice mail. If no such designation has been made, the Executive Officer will receive service of process.

*California Environmental Protection Agency*



*Our mission is to preserve and enhance the quality of California's water resources for the benefit of present and future generations.*

- 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.

B. Service of Summons and Complaint or Other Legal Action or Process

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 action or process against the Regional Board:

|  |  |
|--|--|
| Tracy J. Egoscue,<br>Executive Officer   | LARWQCB<br>320 West 4 <sup>th</sup> Street, Suite 200<br>Los Angeles, CA 90013<br>(213) 576-6605<br><a href="mailto:tegoscue@waterboards.ca.gov">tegoscue@waterboards.ca.gov</a> |
| Michael J. Levy,<br>Senior Staff Counsel | LARWQCB--OCC<br>1001 I Street<br>Sacramento, CA 95814<br>(916) 341-5193<br><a href="mailto:mlevy@waterboards.ca.gov">mlevy@waterboards.ca.gov</a>                                |

C. Public Records Act Requests

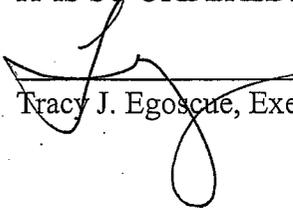
All requests pursuant to the California Public Records Act (Government Code section 6250 et seq.) shall be sent to the attention of:

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|--|
| Laura Gallardo, AGPA<br>LARWQCB<br>320 West 4 <sup>th</sup> Street, Suite 200<br>Los Angeles, CA 90013<br>(213) 576-6613 (phone)<br>(213) 576-6625 (fax)<br><a href="mailto:lgallardo@waterboards.ca.gov">lgallardo@waterboards.ca.gov</a> |
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Questions regarding this Order should be directed to Senior Staff Counsel Michael J. Levy, at [mlevy@waterboards.ca.gov](mailto:mlevy@waterboards.ca.gov), or (916) 341-5193.

IT IS SO ORDERED.

  
\_\_\_\_\_  
Tracy J. Egoscue, Executive Officer

5/8/08  
Date

***California Environmental Protection Agency***

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