
Los Angeles Regional Water Quality Control Board

EXECUTIVE ORDER NO. EO-2020-01

**AGENTS 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:

Agents for Service of Subpoenas

Only the following positions¹ and persons 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):

Primary Agents

- Executive Officer: (213) 576-6605
- Assistant Executive Officer: (213) 576-6607 or (213) 576-6609
- Administrative Officer: (213) 576-6611

Alternate Agents

- Rosie Villar, Associate Governmental Program Analyst: (213) 576-6630, Rosie.Villar@waterboards.ca.gov
- Helen Rowe, Staff Services Analyst: (213) 576-6612, Helen.Rowe@waterboards.ca.gov
- Younga Choi, Associate Governmental Program Analyst: (213) 576-6631, Younga.Choi@waterboards.ca.gov
- 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.

¹ Los Angeles Water Board personnel occupying these positions are available on the “Staff Directory” on the Los Angeles Water Board’s webpage.

Identified agents are only authorized to receive service of process at the Los Angeles Water Board's office.

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.

Agents for Service of Summons, Complaints, or Other Legal Proceedings

Only the following persons or positions² 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

- Executive Officer: (213) 576-6605
- Assistant Executive Officer: (213) 576-6607 or (213) 576-6609

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

- Attorneys assigned to represent the Los Angeles Water Board. As of the date of this Order, these attorneys include:
 - Tamarin Austin, Attorney IV: (916) 341-5171, Tamarin.Austin@waterboards.ca.gov
 - Sophie Froelich, Attorney III: (916) 319-8557, Sophie.Froelich@waterboards.ca.gov
 - Adriana Nunez, Attorney: (916) 322-3313, Adriana.Nunez@waterboards.ca.gov
- Chief Counsel of the State Water Resources Control Board
- Any Assistant Chief Counsel with the State Water Resources Control Board

Procedures for Service

- Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.
- The Los Angeles Water Board will not accept service involving a matter that is unrelated to Board business.
- Checks accompanying subpoenas must be made out to "State Water Resources Control Board."

² Los Angeles Water Board personnel occupying these positions are available on the "Staff Directory" on the Los Angeles Water Board's webpage.

Procedures for 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:

Younga Choi

- Address: 320 West 4th Street, Suite 200, Los Angeles, CA 90013
- Phone: (213) 576-6631
- Email: RB4-PublicRecords@waterboards.ca.gov

Questions regarding this Order should be directed to Adriana Nunez, Attorney, at Adriana.Nunez@waterboards.ca.gov or (916) 322-3313.

IT IS SO ORDERED.

 Digitally signed by R.
Purdy
Date: 2020.04.08
08:47:27 -07'00'

Renee Purdy
Executive Officer

April 8, 2020

Date