

Lahontan Regional Water Quality Control Board

AGENT FOR SERVICE OF PROCESS AND PROCEDURE FOR PUBLIC RECORDS ACT REQUESTS January 22, 2019

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

A. Service of Subpoenas

1. Only the following personnel, and only in the following order, 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 Regional Board (or any of its personnel in their capacity as such):

South Lake Tahoe

Primary Agent:	Eric Shay Administrative Officer	2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 (530) 542-5428 eric.shay@waterboards.ca.gov
Alternate Agent:	Doug Smith Assistant Executive Officer	2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 (530) 542-5453 doug.smith@waterboards.ca.gov

Victorville

Primary Agent:	Sandra Lopez Associate Governmental Program Analyst	15095 Amargosa Rd, Bldg 2, Ste 210 Victorville, CA 92394 (760) 241-7306 rebecca.phillips@waterboards.ca.gov
Alternate Agent:	Patrice Copeland Supervising Engineering Geologist	15095 Amargosa Rd, Bldg 2, Ste 210 Victorville, CA 92394 (760) 241-7404 patrice.copeland@waterboards.ca.gov

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.

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 Lahontan Water Board will not accept service of a subpoena involving a matter that is unrelated to Lahontan Water Board business.

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

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 action or process against the Lahontan Water Board:

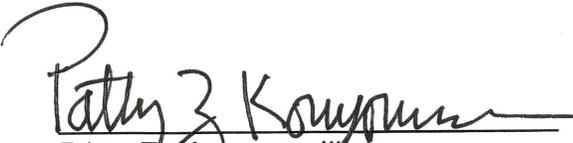
Patty Kouyoumdjian Executive Officer	2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 (530) 542-5400 patty.kouyoumdjian@waterboards.ca.gov
Elizabeth Beryt Staff Counsel	1001 I Street, 22 nd Floor Sacramento, CA 95814 (916) 327-7507 elizabeth.beryt@waterboards.ca.gov

2. 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 Request

Amber Wike Management Services Technician	2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 (530) 542-5400 lahontan@waterboards.ca.gov
Sandra Lopez Associate Governmental Program Analyst	15095 Amargosa Rd, Bldg 2, Ste 210 Victorville, CA 92394 (760) 241-6583 lahontan@waterboards.ca.gov

Questions regarding this Order should be directed to Staff Counsel Elizabeth Beryt, at elizabeth.beryt@waterboards.ca.gov or (916) 327-7507.


Patty Z. Kouyoumdjian
Executive Officer

1-22-2019
Date