
Lahontan Regional Water Quality Control Board

December 3, 2013

TO ALL INTERESTED PERSONS AND PARTIES:

**PROPOSED RESOLUTION APPROVING LAHONTAN WATER BOARD PUBLIC
HEARING PROCEDURES TEMPLATES AND PUBLIC PARTICIPATION FACT
SHEET**

Enclosed for your information is a copy of the above-referenced proposed resolution for your review. Please provide any written comments you may have by December 26, 2013. The Lahontan Water Board will be considering adoption of the proposed resolution during its January 8-9, 2014 meeting in Barstow, California.

If you need further information regarding this matter, please contact Scott C. Ferguson at (530) 542-5432 or Scott.Ferguson@waterboards.ca.gov.



Amber Wike
Office Technician

Enclosures

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**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
LAHONTAN REGION**

RESOLUTION NO. R6T-2014-(PROPOSED)

**HEARING PROCEDURE TEMPLATES AND PUBLIC PARTICIPATION
INFORMATION FOR ENFORCEMENT ACTION PUBLIC HEARINGS**

WHEREAS, the California Regional Water Quality Control Board, Lahontan Region (Water Board) finds:

1. The Water Board has for approximately one year been evaluating its Enforcement Program and has identified a number of actions that will improve the program's efficiency and effectiveness. Two of these identified actions are developing a Hearing Procedures template and a Public Participation Fact Sheet for proposed enforcement orders that are brought before the Water Board for its consideration.
2. The Water Board's public hearing process for proposed enforcement orders is complex. The public hearing process includes multiple parties with different roles and responsibilities and many deadlines for submitting information in a compressed time period. The Hearing Procedures identify the public hearing participants, their roles and responsibilities, the schedule for submitting information in preparation for the public hearing, and how the public hearing will proceed.
3. The number of enforcement-related Water Board public hearings has been increasing in frequency over the past three years. Each public hearing proceeding is described by Hearing Procedures that are lengthy and complex. The Hearing Procedures are also highly consistent in content.
4. Developing a Hearing Procedures template will save considerable Water Board staff time and resources given the high consistency level in the process they describe.
5. Posting the Hearing Procedures template on the Water Board's web site will allow current and potential public hearing participants to better understand the public hearing process and be better prepared to participate. Improved understanding and preparation should lead to fewer delays in bringing proposed enforcement orders before the Water Board for its consideration.
6. The complex and lengthy nature of the Hearing Procedures can inhibit the Public's (e.g., private citizen, public official, agency, or organization that is not identified in the Hearing Procedures as a "Designated Party") understanding of its role and responsibilities in the Water Board's public hearing process.
7. The Water Board values public participation in its decision-making process and has identified the need to enhance the Public's understanding of the public hearing process regarding enforcement actions.

8. Developing a Public Participation Fact Sheet that focuses on the Public's involvement in the Water Board's public hearing process will improve the Public's experience and enhance the Water Board's decision-making process by having better-informed and better-prepared public participants.
9. The Water Board has notified interested parties throughout the Lahontan Region of its intent to adopt this Resolution by posting to a list server and on the Water Board's web site.
10. The Water Board, in a public meeting, heard and considered all comments regarding the Resolution.

THEREFORE, BE IT RESOLVED THAT:

1. The Water Board approves for use the two Hearing Procedure templates, one for Administrative Civil Liability Complaints and one for Cease and Desist Orders (Attachments A and B).
2. The Water Board approves for use the Public Participation in the Enforcement Hearing Process (Attachment C).
3. The Water Board directs staff to post the three attached documents in a prominent location on the Water Board's web site.
4. The Water Board directs staff to enclose the Public Participation in the Enforcement Hearing Process with each Administrative Civil Liability Complaint and each Proposed Cease and Desist Order.
5. The Water Board authorizes the Executive Officer to modify any of the three attached documents for purposes of improving brevity, clarity, and understanding.

I, Patty Z. Kouyoumdjian, Executive Officer, do hereby certify that the foregoing is a full, true, and correct copy of a Resolution adopted by the California Regional Water Quality Control Board, Lahontan Region, on January XX, 2014.

PATTY Z. KOUYOUMDJIAN
EXECUTIVE OFFICER

Attachment A: Hearing Procedures Template-Administrative Civil Liability Complaint
Attachment B: Hearing Procedures Template-Proposed Cease and Desist Order
Attachment C: Public Participation in the Enforcement Hearing Process

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
LAHONTAN REGION**

HEARING PROCEDURES

**CONSIDERATION OF ADOPTION OF AN ADMINISTRATIVE CIVIL LIABILITY
ORDER FOR [DISCHARGER NAME, FACILITY/PROJECT NAME], [COUNTY NAME]
COUNTY**

WATER BOARD PUBLIC HEARING SCHEDULED FOR [BOARD MEETING DATES]

Please read these hearing procedures carefully. Failure to comply with the deadlines and other requirements contained herein may result in the exclusion of your documents and/or testimony.

Background

On [Date], the Lahontan Water Board Prosecution Team mailed an Administrative Civil Liability Complaint (Complaint) to [Discharger Name] regarding [Facility/Project Name] in [County Name] County. The Complaint alleges that [Discharger Name] violated [Identify what is being violated (e.g., Water Code section No.; waste discharge requirements prescribed by Water Board Order No. a waste discharge prohibition contained in the Water Quality Control Plan for the Lahontan Region, etc.)]. The Complaint recommends imposing a [\$Liability Amount] liability against [Discharger Name]. For more information, see:

http://www.waterboards.ca.gov/rwqcb6/water_issues/programs/enforcement/

Purpose and Timing of Public Hearing

The purpose of the public hearing is to consider relevant evidence and testimony regarding the Complaint. Following the hearing, the Water Board will consider adopting the liability (as proposed in the Complaint or for a different amount, either higher or lower than proposed, but not to exceed the maximum liability provided for by law), rejecting it, or referring the matter to the California Attorney General.

The public hearing will be held during the regular meeting of the Lahontan Water Board on [Board Meeting Dates]. The public hearing will begin at a time and location as announced in the Lahontan Water Board meeting agenda. An agenda for the meeting will be available on the Lahontan Water Board's web page at www.waterboards.ca.gov/lahontan no later than **10 days before the meeting**.

Public Hearing Deadlines

Deadline	Who Submits?	Written Item
[Date, 14 days from Complaint Release Date, 4pm]	Designated Parties and The Public	Objections to the Hearing Procedures
[Date, 14 days from Complaint Release Date, 4pm]	The Public	Requests for Designated Party status
[Date, 14 days from Complaint Release Date, 4pm]	Prosecution Team	Witness list, summaries of witness testimony, and referenced documents
[Date, 21 days from Complaint Release Date, 4pm]	Designated Parties	Objections to requests for Designated Party status
[Date, 45 days from Complaint Release Date, 4pm]	Designated Parties, except the Prosecution Team	Technical and legal arguments/briefs, supporting evidence and documents, and witness lists
[Date, 50 days from Complaint Release Date, 4pm]	Designated Parties and The Public	Requests for additional time at the hearing
[Date, 52 days from Complaint Release Date, 4pm]	The Public	Statements pertaining to the allegations
[Date, 59 days from Complaint Release Date, 4pm]	Prosecution Team	Rebuttal evidence or testimony
[Date, 66 days from Complaint Release Date, 4pm]	Designated Parties, except the Prosecution Team	Objections to Prosecution Team rebuttal evidence or testimony
As Received	Advisory Team	Proposed Orders, objections and comments received to be posted on Water Board's website and sent to parties

(Note: Schedule is based upon Prosecution Team releasing the Complaint a minimum of 85 days from the public hearing date, and submitting its evidence/supporting documentation with the Complaint. If Prosecution Team does not submit evidence/supporting documentation with the Complaint, then require Prosecution Team to submit technical and legal arguments/briefs, supporting evidence and documents, and witness lists... within two weeks of releasing the Complaint. The remaining deadlines extend out from there.)

The above-listed deadlines apply to those who want to participate in the Lahontan Water Board's [Board Meeting Dates] public hearing. The Lahontan Water Board's Prosecution Team and [Discharger Name] (**Designated Parties**) will have an opportunity to submit evidence, written testimony, technical briefs, and/or legal briefs prior to the public hearing. **The Public**, which includes, but is not limited to, any interested agency, organization, public official, or private citizen, will also have an opportunity to submit written comments or statements prior to the public hearing. The table, above, identifies when the Designated Parties and the Public are required to submit their written materials in preparation for the public hearing.

Instructions for All Submittals

To facilitate the public hearing process, the following types of information/documentation must be submitted prior to the public hearing for Lahontan Water Board review:

- Technical and legal arguments/briefs
- Supporting evidence and documents
- Statements pertaining to the allegations

All submittals must be on 8½" x 11" size paper (including attachments and figures), must be in a legible font no smaller than 11-point size, and should be submitted electronically in a searchable pdf format. In an effort to save paper and electronic file space, you may reference documents that have been previously submitted or are part of the public record for this case, and there is no need or requirement to include full copies of those documents. For each document included by reference, identify the name of that document, the location of where the document resides, a copy of the relevant pages from the document, and a statement explaining why those excerpts of the document are relevant to your case. Examples of such documents that need not be submitted in full include, but are not limited to, previously submitted monitoring reports, documents that have been shared between the Prosecution Team and [Discharger Name], and documents that can be downloaded from the Lahontan Water Board's website regarding this case:

http://www.waterboards.ca.gov/lahontan/water_issues/programs/enforcement/index

Party-Specific Instructions

For the Public – Please submit your information to the Lahontan Water Board's Executive Assistant, Sue Genera. Ms. Genera works at the Lahontan Water Board's South Lake Tahoe office and she can be reached at Sue.Genera@waterboards.ca.gov or (530) 542-5414. Please contact Ms. Genera directly if you have any questions. Each email or hard copy submittal sent to Ms. Genera must have in the subject line, "[Facility/Project Name] ACL

Hearing.” Ms. Genera will distribute your information to the Lahontan Water Board members, the Lahontan Water Board’s Advisory Team, and to the Designated Parties.

For the Prosecution Team – In addition to a hard copy original, the Prosecution Team shall submit an electronic copy of each submittal, in addition to 15 hard copies (double-sided, three-hole punched) to Ms. Genera. The originals, electronic copies, and 15 hard copies of each submittal must be received by Ms. Genera by the deadlines specified above. An additional copy (electronic or hard copy) of each submittal must also be sent to the Advisory Team’s Staff Counsel and to the other Designated Parties and received by the deadlines specified above. Each email or hard copy submittal must have in the subject line, “[Facility/Project Name] ACL Hearing.” Ms. Genera will distribute Prosecution Team submittals to the Lahontan Water Board members and the Lahontan Water Board’s Advisory Team.

For Designated Parties Other than the Prosecution Team – If the submittals include more than 20 pages, follow the directions for the Prosecution Team specified above. Otherwise, an original and one electronic copy must be received by Ms. Genera by the deadlines specified above. An additional copy (electronic or hard copy) of each submittal must also be submitted to the Advisory Team’s Staff Counsel and the Prosecution Team Primary Representatives identified, below, and received by the deadlines specified above. Each e-mail or hard copy submittal must have in the subject line, “[Facility/Project Name] ACL Hearing.” Ms. Genera will distribute your submittals to the Lahontan Water Board members and the Lahontan Water Board’s Advisory Team.

Objections to Hearing Procedures

The public hearing will be conducted in accordance with this set of hearing procedures or as it may be amended. A copy of the general procedures governing adjudicatory hearings before the Lahontan Water Board may be found at California Code of Regulations, title 23, section 648 et seq., and is available at www.waterboards.ca.gov or upon request. In accordance with section 648, subdivision (d), any procedure not provided by this set of hearing procedures is deemed waived.

Ms. Genera must receive any objections to this set of hearing procedures **no later than 4:00 p.m. on [Date, 14 days after the Complaint release date]** or they will be considered waived.

Public Hearing Participants

Participants in these public hearings are identified as either “Designated Parties” or “Public” or “Advisory Team.” Designated Parties may present evidence and cross-

examine witnesses and are subject to cross-examination. The Public includes all parties (e.g., private citizens, public officials, agencies, organizations, interest groups), other than those identified as Designated Parties or Advisory Team. The Public may present non-evidentiary policy statements (statements or comments), but may not cross-examine witnesses and are not subject to cross-examination. The Advisory Team provides impartial technical and legal advice to the Lahontan Water Board members following the public hearing. Designated Parties and the Public may be asked to respond to questions from Lahontan Water Board members and the Advisory Team.

The following participants are hereby identified as Designated Parties in this proceeding:

1. Lahontan Water Board Prosecution Team
2. [Discharger Name]
3. [Others (e.g., parties identified as being responsible for paying liability)]

Requesting Designated Party Status

Persons not identified above who wish to participate in the public hearing as a Designated Party must submit their request for Designated Party status in writing (with copies of the request sent to the other Designated Parties). Such requests must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 14 days after the Complaint release date]**. The request shall: (1) include an explanation of the basis for the request (e.g., how the issues to be addressed in the hearing and the potential actions by the Lahontan Water Board affect the person requesting the status change); and, (2) include a statement explaining why the currently identified Designated Parties do not adequately represent the interests of the person requesting the status change. Objections to such request must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 21 days after the Complaint release date]**.

Primary Representatives

For the Lahontan Water Board's Advisory Team

Patty Z. Kouyoumdjian, Executive Officer Lahontan Regional Water Quality Control Board 2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 Patty.Kouyoumdjian@waterboards.ca.gov Phone: (530) 542-5412 Fax: (530) 544-2271	Kim Niemeyer, Staff Counsel State Water Resources Control Board, Office of Chief Counsel 1001 I Street Sacramento, CA 95814 Kim.Niemeyer@waterboards.ca.gov Phone: (530) 341-5549 Fax: (916) 341-5199
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For the Water Board's Prosecution Team

Chuck Curtis, Supervising WRC Engineer Lahontan Regional Water Quality Control Board 2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 Chuck.Curtis@waterboards.ca.gov Phone: (530) 542-5460 Fax: (530) 542-5470	[Office of Enforcement Attorney, Classification] State Water Resources Control Board, Office of Enforcement 1001 I Street Sacramento, CA 95814 [Email Address] Phone: [Phone No.] Fax: [Fax No.]
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For [Discharger Name]

[Discharger Representative's Name, Position] [Contact Information]

Separation of Functions

As indicated above, Lahontan Water Board staff participating in this proceeding has been separated into two teams to help ensure the fairness and impartiality of this proceeding. The Lahontan Water Board's Prosecution Team includes staff who will act in a prosecutorial role by presenting evidence for consideration by the Lahontan Water Board. The Lahontan Water Board's Advisory Team includes staff who will provide the Water Board with technical and legal advice.

Advisory Team members are: [Advisory Team Member Names and Classifications]

Prosecution Team members are: [Prosecution Team Member Names and Classifications]

Any members of the Advisory Team who normally supervise any members of the Prosecution Team are not acting as their supervisors in this proceeding, and vice versa. Members of the Prosecution Team may have acted as advisors to the Lahontan Water Board in other, unrelated matters, but they are not advising the Lahontan Water Board in this proceeding. Members of the Prosecution Team have not had any ex parte communications with Lahontan Water Board members or Advisory Team members regarding this proceeding.

Ex Parte Communication

The Designated Parties and Public are forbidden from engaging in ex parte communications regarding this matter with Lahontan Water Board members or Advisory Team members. An ex parte contact is any written or verbal communication pertaining to the investigation, preparation or prosecution of the Complaint between a Designated Party or the Public on one hand, and a Lahontan Water Board member or Advisory Team member on the other hand, unless the communication is copied to all other

Designated Parties (if written) or made in a manner open to all other Designated Parties (if verbal). Communications regarding non-controversial procedural matters are not ex parte contacts and are not restricted. Communications among one or more Designated Parties and the Public themselves are not ex parte contacts.

Hearing Time Limits

Please note that the scheduled public hearing is designed for the Designated Parties to simply summarize the previously submitted evidence/technical and legal arguments. This means that all evidence and/or arguments must be submitted by the deadlines specified in these Hearing Procedures, so the Designated Parties do not need to reintroduce any evidence. At the hearing, the Designated Parties should focus their limited time to highlight important points from the previously submitted evidence or testimony.

To ensure that all participants have an opportunity to participate in the hearing, the following time limits shall apply: each Designated Party shall have a combined **[Time Limit]** to present an overview of its evidence, to present and cross-examine witnesses, and to provide a closing statement; and each Public participant shall have **[Time Limit]** to present non-evidentiary statements. Participants with similar interests or comments are requested to make joint presentations, and participants are requested to avoid redundant comments. Participants (Designated Parties and the Public) who would like additional time must submit their request in writing to Ms. Genera with copies to the Designated Parties. Such requests must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 50 days after the Complaint release date]**. Additional time may be provided at the discretion of the Advisory Team (prior to the hearing) or the Water Board Chair (at the hearing) upon a showing that additional time is necessary.

Evidence, Exhibits and Policy Statements

The following information must be submitted in advance of the public hearing:

1. All written evidence and exhibits that a Designated Party would like the Lahontan Water Board to consider. Evidence and exhibits already in the Lahontan Water Board's public files may be submitted by reference as long as the exhibits and their location are clearly identified in accordance with California Code of Regulations, title 23, section 648.3.
2. All legal briefs and technical arguments or analysis.
3. The name of each witness, if any, whom a Designated Party intends to call at the hearing, and the subject of each witness' proposed testimony.
4. The qualifications of each expert witness, if any.

[Select the appropriate Paragraph Option, below, based upon whether or not the Prosecution Team has submitted its evidence with the ACL Complaint.]

[Option 1 -]The Prosecution Team has indicated that it has submitted its evidence as part of the Complaint, which has been transmitted to each Designated Party. The Prosecution Team has yet to submit its Witness List, Summaries of Witness Testimony, and List of Documents to be Incorporated by Reference. The Prosecution Team shall submit this information according to the Instructions for All Submittals, above. This information must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 14 days after the Complaint release date]**.

[Option 2 -]The Prosecution Team shall submit their information (described in Nos. 1 - 4, above) according to the Instructions for All Submittals, above. This information must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 14 days after the Complaint release date]**.

The remaining Designated Parties shall submit their information (described in Nos. 1 - 4, above) according to the Instructions for All Submittals, above. This information must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 45 days after the Complaint release date]**.

The Prosecution Team has the opportunity to submit rebuttal evidence or testimony in conformance with the Instructions for All Submittals. This material must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 59 days after the Complaint release date]**.

The Public who would like to submit written non-evidentiary statements pertaining to the allegations are encouraged to submit them to Ms. Genera as early as possible, but **no later than 4:00 p.m. on [Date, 52 days after the Complaint release date]**. Public members do not need to submit written comments in order to speak at the public hearing.

In accordance with California Code of Regulations, title 23, section 648.4, the Lahontan Water Board endeavors to avoid surprise testimony or evidence. Absent a showing of good cause and lack of prejudice to the parties, the Lahontan Water Board may exclude evidence and testimony that is not submitted in accordance with these hearing procedures. Excluded evidence and testimony will not be considered by the Lahontan Water Board and will not be included in the administrative record for this proceeding. Power Point and other visual presentations may be used at the hearing, but their content may not exceed the scope of other timely submitted written material. A written and electronic copy of such material that Designated Parties or the Public intend to present at the hearing must be submitted to Ms. Genera at or before the hearing for inclusion in the administrative record. Additionally, any witness who has submitted written testimony for the hearing shall appear at the hearing and affirm that the written testimony is true and correct, and shall be available for cross-examination.

Evidentiary Objections

The Designated Parties other than the Prosecution Team shall submit all written objections to the Prosecution Team's evidence and testimony as part of the Designated Parties' information due **[Date, 45 days after the Complaint release date]**. The Prosecution Team shall submit all written objections to the other Designated Parties' evidence and testimony as part of the Prosecution Team's rebuttal due **[Date, 59 days after the Complaint release date]**. The Designated Parties other than the Prosecution Team shall submit their written objections to the Prosecution Team's rebuttal evidence and testimony according to the Instructions for All Submittals, above. This information must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 66 days after the Complaint release date]**. The Advisory Team will notify the parties about further action to be taken on such objections (if any) and when that action will be taken.

Request for Pre-hearing Conference

A Designated Party may request that a pre-hearing conference be held before the public hearing in accordance with Water Code section 13228.15. A pre-hearing conference may address any of the matters described in subdivision (b) of Government Code section 11511.5:

1. Exploration of settlement possibilities.
2. Preparation of stipulations.
3. Clarification of issues.
4. Rulings on identity and limitation of the number of witnesses.
5. Objections to proffers of evidence.
6. Order of presentation of evidence and cross-examination.
7. Rulings regarding issuance of subpoenas and protective orders.
8. Schedules for the submission of written briefs and schedules for the commencement and conduct of the hearing.
9. Exchange of witness lists and of exhibits or documents to be offered in evidence at the hearing.
10. Motions for intervention.
11. Exploration of the possibility of using alternative dispute resolution provided in Article 5 (commencing with Section 11420.10) of, or the informal hearing procedure provided in Article 10 (commencing with Section 11445.10) of, Chapter 4.5, and objections to use of the informal hearing procedure. Use of alternative dispute resolution or of the informal hearing procedure is subject to subdivision (d).
12. Any other matters as shall promote the orderly and prompt conduct of the hearing.

Requests must contain a description of the issues proposed to be discussed during that conference, and must be submitted to Ms. Genera, with a copy to all other Designated Parties, as early as practicable.

Evidentiary Documents and File

The Complaint and related evidentiary documents are on file and may be inspected or copied at the Lahontan Water Board's office at 2501 Lake Tahoe Blvd, South Lake Tahoe, CA. These files shall be considered part of the official administrative record for this public hearing. Other submittals received for this proceeding will be added to these files and will become part of the administrative record absent a contrary ruling by the Lahontan Water Board Chair.

Questions

Please send any questions regarding this public hearing to Ms. Genera at (530) 542-5414 (Sue.Genera@waterboards.ca.gov).

Patty Z. Kouyoumdjian
Executive Officer

DATE: _____

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
LAHONTAN REGION**

HEARING PROCEDURES

**CONSIDERATION OF ADOPTION OF A CEASE AND DESIST ORDER FOR
[DISCHARGER NAME, FACILITY/PROJECT NAME], [COUNTY NAME] COUNTY**

WATER BOARD PUBLIC HEARING SCHEDULED FOR [BOARD MEETING DATES]

Please read these hearing procedures carefully. Failure to comply with the deadlines and other requirements contained herein may result in the exclusion of your documents and/or testimony.

Background

On [Date], the Lahontan Water Board Prosecution Team mailed a proposed Cease and Desist Order (Proposed Order) to [Discharger Name] regarding [Facility/Project Name] in [County Name] County. The Proposed Order alleges that [Discharger Name] violated [Identify what is being violated (e.g., Water Code section No.; waste discharge requirements prescribed by Water Board Order No.; a waste discharge prohibition contained in the Water Quality Control Plan for the Lahontan Region, etc.)]. The Proposed Order requires [Discharger Name] to [Summarize requirements of Cease and Desist Order]. For more information, see:

http://www.waterboards.ca.gov/rwqcb6/water_issues/programs/enforcement/

Purpose and Timing of Public Hearing

The purpose of the public hearing is to consider relevant evidence and testimony regarding the Proposed Order. Following the hearing, the Water Board will consider adopting the Cease and Desist Order (as proposed or modified), rejecting it, or referring the matter to the California Attorney General.

The public hearing will be held during the regular meeting of the Lahontan Water Board on [Board Meeting Dates]. The public hearing will begin at a time and location as announced in the Lahontan Water Board meeting agenda. An agenda for the meeting will be available on the Lahontan Water Board's web page at www.waterboards.ca.gov/lahontan no later than **10 days before the meeting**.

Public Hearing Deadlines

Deadline	Who Submits?	Written Item
[Date, 14 days from Prop. Order Release Date, 4pm]	Designated Parties and The Public	Objections to the Hearing Procedures
[Date, 14 days from Prop. Order Release Date, 4pm]	The Public	Requests for Designated Party status
[Date, 14 days from Prop. Order Release Date, 4pm]	Prosecution Team	Witness list, summaries of witness testimony, and referenced documents
[Date, 21 days from Prop. Order Release Date, 4pm]	Designated Parties	Objections to requests for Designated Party status
[Date, 45 days from Prop. Order Release Date, 4pm]	Designated Parties, except the Prosecution Team	Technical and legal arguments/briefs, supporting evidence and documents, and witness lists
[Date, 50 days from Prop. Order Release Date, 4pm]	Designated Parties and The Public	Requests for additional time at the hearing
[Date, 52 days from Prop. Order Release Date, 4pm]	The Public	Statements pertaining to the allegations
[Date, 59 days from Prop. Order Release Date, 4pm]	Prosecution Team	Rebuttal evidence or testimony
[Date, 66 days from Prop. Order Release Date, 4pm]	Designated Parties, except the Prosecution Team	Objections to Prosecution Team rebuttal evidence or testimony
As Received	Advisory Team	Proposed Orders, objections and comments received to be posted on Water Board's website and sent to parties

(Note: Schedule is based upon Prosecution Team releasing the Proposed CDO a minimum of 85 days from the public hearing date, and submitting its evidence/supporting documentation with the Proposed CDO. If Prosecution Team does not submit evidence/supporting documentation with the Proposed Order, then require Prosecution Team to submit technical and legal arguments/briefs, supporting evidence and documents, and witness lists... within two weeks of releasing the Proposed Order. The remaining deadlines extend out from there.)

The above-listed deadlines apply to those who want to participate in the Lahontan Water Board's [Board Meeting Dates] public hearing. The Lahontan Water Board's Prosecution Team and [Discharger Name] (**Designated Parties**) will have an opportunity to submit evidence, written testimony, technical briefs, and/or legal briefs prior to the public hearing. **The Public**, which includes, but is not limited to, any interested agency, organization, public official, or private citizen, will also have an opportunity to submit written comments or statements prior to the public hearing. The table, above, identifies when the Designated Parties and the Public are required to submit their written materials in preparation for the public hearing.

Instructions for All Submittals

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All submittals must be on 8½" x 11" size paper (including attachments and figures), must be in a legible font no smaller than 11-point size, and should be submitted electronically in a searchable pdf format. In an effort to save paper and electronic file space, you may reference documents that have been previously submitted or are part of the public record for this case, and there is no need or requirement to include full copies of those documents. For each document included by reference, identify the name of that document, the location of where the document resides, a copy of the relevant pages from the document, and a statement explaining why those excerpts of the document are relevant to your case. Examples of such documents that need not be submitted in full include, but are not limited to, previously submitted monitoring reports, documents that have been shared between the Prosecution Team and [Discharger Name], and documents that can be downloaded from the Lahontan Water Board's website regarding this case:

http://www.waterboards.ca.gov/lahontan/water_issues/programs/enforcement/index

Party-Specific Instructions

For the Public – Please submit your information to the Lahontan Water Board's Executive Assistant, Sue Genera. Ms. Genera works at the Lahontan Water Board's South Lake Tahoe office and she can be reached at Sue.Genera@waterboards.ca.gov or (530) 542-5414. Please contact Ms. Genera directly if you have any questions. Each email or hard copy submittal sent to Ms. Genera must have in the subject line, "[Facility/Project Name] CDO Hearing." Ms. Genera will distribute your information to the Lahontan Water

Board members, the Lahontan Water Board's Advisory Team, and to the Designated Parties.

For the Prosecution Team – In addition to a hard copy original, the Prosecution Team shall submit an electronic copy of each submittal, in addition to 15 hard copies (double-sided, three-hole punched) to Ms. Genera. The originals, electronic copies, and 15 hard copies of each submittal must be received by Ms. Genera by the deadlines specified above. An additional copy (electronic or hard copy) of each submittal must also be sent to the Advisory Team's Staff Counsel and to the other Designated Parties and received by the deadlines specified above. Each email or hard copy submittal must have in the subject line, "[Facility/Project Name] CDO Hearing." Ms. Genera will distribute Prosecution Team submittals to the Lahontan Water Board members and the Lahontan Water Board's Advisory Team.

For Designated Parties Other than the Prosecution Team – If the submittals include more than 20 pages, follow the directions for the Prosecution Team specified above. Otherwise, an original and one electronic copy must be received by Ms. Genera by the deadlines specified above. An additional copy (electronic or hard copy) of each submittal must also be submitted to the Advisory Team's Staff Counsel and the Prosecution Team Primary Representatives identified, below, and received by the deadlines specified above. Each e-mail or hard copy submittal must have in the subject line, "[Facility/Project Name] CDO Hearing." Ms. Genera will distribute your submittals to the Lahontan Water Board members and the Lahontan Water Board's Advisory Team.

Objections to Hearing Procedures

The public hearing will be conducted in accordance with this set of hearing procedures or as it may be amended. A copy of the general procedures governing adjudicatory hearings before the Lahontan Water Board may be found at California Code of Regulations, title 23, section 648 et seq., and is available at www.waterboards.ca.gov or upon request. In accordance with section 648, subdivision (d), any procedure not provided by this set of hearing procedures is deemed waived.

Ms. Genera must receive any objections to this set of hearing procedures **no later than 4:00 p.m. on [Date, 14 days after the Proposed Order release date]** or they will be considered waived.

Public Hearing Participants

Participants in these public hearings are identified as either "Designated Parties" or "Public" or "Advisory Team." Designated Parties may present evidence and cross-examine witnesses and are subject to cross-examination. The Public includes all

parties (e.g., private citizens, public officials, agencies, organizations, interest groups), other than those identified as Designated Parties or Advisory Team. The Public may present non-evidentiary policy statements (statements or comments), but may not cross-examine witnesses and are not subject to cross-examination. The Advisory Team provides impartial technical and legal advice to the Lahontan Water Board members following the public hearing. Designated Parties and the Public may be asked to respond to questions from Lahontan Water Board members and the Advisory Team.

The following participants are hereby identified as Designated Parties in this proceeding:

1. Lahontan Water Board Prosecution Team
2. [Discharger Name]
3. [Others (e.g., parties identified as being responsible for violation(s))]

Requesting Designated Party Status

Persons not identified above who wish to participate in the public hearing as a Designated Party must submit their request for Designated Party status in writing (with copies of the request sent to the other Designated Parties). Such requests must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 14 days after the Proposed Order release date]**. The request shall: (1) include an explanation of the basis for the request (e.g., how the issues to be addressed in the hearing and the potential actions by the Lahontan Water Board affect the person requesting the status change); and, (2) include a statement explaining why the currently identified Designated Parties do not adequately represent the interests of the person requesting the status change. Objections to such request must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 21 days after the Proposed Order release date]**.

Primary Representatives

For the Lahontan Water Board's Advisory Team

Patty Z. Kouyoumdjian, Executive Officer Lahontan Regional Water Quality Control Board 2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 Patty.Kouyoumdjian@waterboards.ca.gov Phone: (530) 542-5412 Fax: (530) 544-2271	Kim Niemeyer, Staff Counsel State Water Resources Control Board, Office of Chief Counsel 1001 I Street Sacramento, CA 95814 Kim.Niemeyer@waterboards.ca.gov Phone: (530) 341-5549 Fax: (916) 341-5199
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For the Water Board's Prosecution Team

Chuck Curtis, Supervising WRC Engineer Lahontan Regional Water Quality Control Board 2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 Chuck.Curtis@waterboards.ca.gov Phone: (530) 542-5460 Fax: (530) 542-5470	[Office of Enforcement Attorney, Classification] State Water Resources Control Board, Office of Enforcement 1001 I Street Sacramento, CA 95814 [Email Address] Phone: [Phone No.] Fax: [Fax No.]
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For [Discharger Name]

[Discharger Representative's Name, Position] [Contact Information]

Separation of Functions

As indicated above, Lahontan Water Board staff participating in this proceeding has been separated into two teams to help ensure the fairness and impartiality of this proceeding. The Lahontan Water Board's Prosecution Team includes staff who will act in a prosecutorial role by presenting evidence for consideration by the Lahontan Water Board. The Lahontan Water Board's Advisory Team includes staff who will provide the Water Board with technical and legal advice.

Advisory Team members are: [Advisory Team Member Names and Classifications]

Prosecution Team members are: [Prosecution Team Member Names and Classifications]

Any members of the Advisory Team who normally supervise any members of the Prosecution Team are not acting as their supervisors in this proceeding, and vice versa. Members of the Prosecution Team may have acted as advisors to the Lahontan Water Board in other, unrelated matters, but they are not advising the Lahontan Water Board in this proceeding. Members of the Prosecution Team have not had any ex parte communications with Lahontan Water Board members or Advisory Team members regarding this proceeding.

Ex Parte Communication

The Designated Parties and Public are forbidden from engaging in ex parte communications regarding this matter with Lahontan Water Board members or Advisory Team members. An ex parte contact is any written or verbal communication pertaining to the investigation, preparation or prosecution of the Proposed Order between a Designated Party or the Public on one hand, and a Lahontan Water Board member or Advisory Team member on the other hand, unless the communication is copied to all

other Designated Parties (if written) or made in a manner open to all other Designated Parties (if verbal). Communications regarding non-controversial procedural matters are not ex parte contacts and are not restricted. Communications among one or more Designated Parties and the Public themselves are not ex parte contacts.

Hearing Time Limits

Please note that the scheduled public hearing is designed for the Designated Parties to simply summarize the previously submitted evidence/technical and legal arguments. This means that all evidence and/or arguments must be submitted by the deadlines specified in these Hearing Procedures, so the Designated Parties do not need to reintroduce any evidence. At the hearing, the Designated Parties should focus their limited time to highlight important points from the previously submitted evidence or testimony.

To ensure that all participants have an opportunity to participate in the hearing, the following time limits shall apply: each Designated Party shall have a combined **[Time Limit]** to present an overview of its evidence, to present and cross-examine witnesses, and to provide a closing statement; and each Public participant shall have **[Time Limit]** to present non-evidentiary statements. Participants with similar interests or comments are requested to make joint presentations, and participants are requested to avoid redundant comments. Participants (Designated Parties and the Public) who would like additional time must submit their request in writing to Ms. Genera with copies to the Designated Parties. Such requests must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 50 days after the Proposed Order release date]**. Additional time may be provided at the discretion of the Advisory Team (prior to the hearing) or the Water Board Chair (at the hearing) upon a showing that additional time is necessary.

Evidence, Exhibits and Policy Statements

The following information must be submitted in advance of the public hearing:

1. All written evidence and exhibits that a Designated Party would like the Lahontan Water Board to consider. Evidence and exhibits already in the Lahontan Water Board's public files may be submitted by reference as long as the exhibits and their location are clearly identified in accordance with California Code of Regulations, title 23, section 648.3.
2. All legal briefs and technical arguments or analysis.
3. The name of each witness, if any, whom a Designated Party intends to call at the hearing, and the subject of each witness' proposed testimony.
4. The qualifications of each expert witness, if any.

[Select the appropriate Paragraph Option, below, based upon whether or not the Prosecution Team has submitted its evidence with the Proposed Order.]

[Option 1 -]The Prosecution Team has indicated that it has submitted its evidence as part of the Proposed Order, which has been transmitted to each Designated Party. The Prosecution Team has yet to submit its Witness List, Summaries of Witness Testimony, and List of Documents to be Incorporated by Reference. The Prosecution Team shall submit this information according to the Instructions for All Submittals, above. This information must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 14 days after the Proposed Order release date]**.

[Option 2 -]The Prosecution Team shall submit their information (described in Nos. 1 - 4, above) according to the Instructions for All Submittals, above. This information must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 14 days after the Proposed Order release date]**.

The remaining Designated Parties shall submit their information (described in Nos. 1 - 4, above) according to the Instructions for All Submittals, above. This information must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 45 days after the Proposed Order release date]**.

The Prosecution Team has the opportunity to submit rebuttal evidence or testimony in conformance with the Instructions for All Submittals. This material must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 59 days after the Proposed Order release date]**.

The Public who would like to submit written non-evidentiary statements pertaining to the allegations are encouraged to submit them to Ms. Genera as early as possible, but **no later than 4:00 p.m. on [Date, 52 days after the Proposed Order release date]**. Public members do not need to submit written comments in order to speak at the public hearing.

In accordance with California Code of Regulations, title 23, section 648.4, the Lahontan Water Board endeavors to avoid surprise testimony or evidence. Absent a showing of good cause and lack of prejudice to the parties, the Lahontan Water Board may exclude evidence and testimony that is not submitted in accordance with these hearing procedures. Excluded evidence and testimony will not be considered by the Lahontan Water Board and will not be included in the administrative record for this proceeding. Power Point and other visual presentations may be used at the hearing, but their content may not exceed the scope of other timely submitted written material. A written and electronic copy of such material that Designated Parties or the Public intend to present at the hearing must be submitted to Ms. Genera at or before the hearing for inclusion in the administrative record. Additionally, any witness who has submitted written testimony for the hearing shall appear at the hearing and affirm that the written testimony is true and correct, and shall be available for cross-examination.

Evidentiary Objections

The Designated Parties other than the Prosecution Team shall submit all written objections to the Prosecution Team's evidence and testimony as part of the Designated Parties' information due **[Date, 45 days after the Proposed Order release date]**. The Prosecution Team shall submit all written objections to the other Designated Parties' evidence and testimony as part of the Prosecution Team's rebuttal due **[Date, 59 days after the Proposed Order release date]**. The Designated Parties other than the Prosecution Team shall submit their written objections to the Prosecution Team's rebuttal evidence and testimony according to the Instructions for All Submittals, above. This information must be received by Ms. Genera **no later than 4:00 p.m. on [Date, 66 days after the Proposed Order release date]**. The Advisory Team will notify the parties about further action to be taken on such objections (if any) and when that action will be taken.

Request for Pre-hearing Conference

A Designated Party may request that a pre-hearing conference be held before the public hearing in accordance with Water Code section 13228.15. A pre-hearing conference may address any of the matters described in subdivision (b) of Government Code section 11511.5:

1. Exploration of settlement possibilities.
2. Preparation of stipulations.
3. Clarification of issues.
4. Rulings on identity and limitation of the number of witnesses.
5. Objections to proffers of evidence.
6. Order of presentation of evidence and cross-examination.
7. Rulings regarding issuance of subpoenas and protective orders.
8. Schedules for the submission of written briefs and schedules for the commencement and conduct of the hearing.
9. Exchange of witness lists and of exhibits or documents to be offered in evidence at the hearing.
10. Motions for intervention.
11. Exploration of the possibility of using alternative dispute resolution provided in Article 5 (commencing with Section 11420.10) of, or the informal hearing procedure provided in Article 10 (commencing with Section 11445.10) of, Chapter 4.5, and objections to use of the informal hearing procedure. Use of alternative dispute resolution or of the informal hearing procedure is subject to subdivision (d).
12. Any other matters as shall promote the orderly and prompt conduct of the hearing.

Requests must contain a description of the issues proposed to be discussed during that conference, and must be submitted to Ms. Genera, with a copy to all other Designated Parties, as early as practicable.

Evidentiary Documents and File

The Proposed Order and related evidentiary documents are on file and may be inspected or copied at the Lahontan Water Board's office at 2501 Lake Tahoe Blvd, South Lake Tahoe, CA. These files shall be considered part of the official administrative record for this public hearing. Other submittals received for this proceeding will be added to these files and will become part of the administrative record absent a contrary ruling by the Lahontan Water Board Chair.

Questions

Please send any questions regarding this public hearing to Ms. Genera at (530) 542-5414 (Sue.Genera@waterboards.ca.gov).

Patty Z. Kouyoumdjian
Executive Officer

DATE: _____

**California Regional Water Quality Control Board
Lahontan Region**

**PUBLIC PARTICIPATION IN THE ENFORCEMENT
HEARING PROCESS**

Many steps take place before the Lahontan Water Board makes its decision regarding proposed formal enforcement actions (e.g., Cease and Desist Orders, Administrative Civil Liability Orders (fines) at a public hearing. One important element in the Lahontan Water Board's decision-making process is **public participation**. This document helps to identify how the public can participate in the Lahontan Water Board's decision-making process regarding formal enforcement actions brought before the Lahontan Water Board.

There are four major sequential steps involved with Lahontan Water Board decision-making process that include: 1) The Proposed Enforcement Action, 2) Hearing Procedures, 3) Evidence Submittal, Rebuttal, and Objections, and 4) Lahontan Water Board Public Hearing. **The Public**, which includes but is not limited to, any private citizen, public official, interested agency, or organization that is not identified as a "Designated Party" by the Hearing Procedures, has multiple opportunities to participate in the Lahontan Water Board's public hearing process, as described below.

Step 1: The Proposed Enforcement Action

The Lahontan Water Board's Prosecution Team (Prosecution Team) gathers evidence and presents its case by releasing a proposed enforcement action, either a complaint or proposed enforcement order. The proposed enforcement actions contain allegations regarding responsible parties and violations of laws, regulations, and/or permit requirements, in addition to requirements for taking corrective actions or paying fines.

Hearing Procedures are released by the Lahontan Water Board's Advisory Team (Advisory Team) at the same time or shortly after the proposed enforcement action is released. The Hearing Procedures, in part, identify how and when the Public participates in the Lahontan Water Board's decision-making process regarding the proposed enforcement actions. The Hearing Procedures and proposed enforcement actions can be found through this Lahontan Water Board webpage:

http://www.waterboards.ca.gov/lahontan/water_issues/programs/enforcement/index.shtml

Step 2: Hearing Procedures

The Hearing Procedures identify numerous opportunities for submitting evidence, testimony, and public comments in preparation for the public hearing. The Hearing Procedures also explain how the public hearing itself will proceed.

Opportunity #1 for Public Participation-Objections to Hearing Procedures

The Hearing Procedures establish a deadline for all parties, including the Public, to review and submit objections/requests regarding the Hearing Procedures.

Opportunity #2 for Public Participation-Request for Designated Party Status

The Hearing Procedures establish an opportunity for Public participants to request Designated Party status. Designated Party status allows the participant to submit evidence relevant to the allegations, to cross-examine witnesses, and to be cross-examined.

Opportunity #3 for Public Participation-Request for Additional Presentation Time

The Hearing Procedures establish time limits for presentations at the public hearing. All parties, including the Public, may request additional time to present information at the public hearing. Such requests must be accompanied with an explanation of why the additional time is necessary.

Step 3: Evidence Submittal, Rebuttal, and Objections

The Hearing Procedures require the Designated Parties (Prosecution Team, Responsible Parties, Parties granted Designated Party status) to submit their evidence and supporting documentation by specific deadlines. This information is posted on the Lahontan Water Board's web site as it is received.

Opportunity #4 for Public Participation-Comments Regarding the Allegations

Public participants have an opportunity to review the Designated Parties' information and the proposed enforcement action and submit written comments regarding the Designated Parties' information and the proposed enforcement action.

Step 4: Water Board Hearing

The Lahontan Water Board's meeting agenda is typically posted approximately three weeks before the scheduled Lahontan Water Board public hearing. The meeting agenda identifies the specific date, meeting location, and approximate starting time for the public hearing. The meeting agenda can be found at this Lahontan Water Board webpage:

http://www.waterboards.ca.gov/lahontan/board_info/

Opportunity #5 for Public Participation-Oral Presentation

The Public may present oral comments at the Lahontan Water Board's public hearing regarding the proposed enforcement action.

The Hearing Procedures establish deadlines for submitting the information the Lahontan Water Board will largely rely upon in making its decision regarding proposed formal enforcement actions. The section titled, "Instructions for All Submittals" describes how to submit information in preparation for the public hearing. Be sure to read and follow these instructions. Doing so will help ensure that your valuable input, as a public participant, will be included in the Lahontan Water Board's Enforcement Public Hearing Process.

If you have questions, please contact Sue Genera, Executive Assistant to Patty Z. Kouyoumdjian, Executive Officer, at (530) 542-5414, or Sue.Genera@waterboards.ca.gov. She will either answer your questions, or make sure that the appropriate Lahontan Water staff member responds to your questions.