

Lahontan Regional Water Quality Control Board

AGENT FOR SERVICE OF PROCESS

To ensure that subpoenas, summons, complaints, or other legal proceedings against the Lahontan Regional Water Quality Control Board (Lahontan Water Board or Board), are properly served on the Board and routed to the appropriate personnel and timely addressed,

IT IS HEREBY ORDERED AS FOLLOWS:

A. Service of Summons Complaints, or Other Legal Proceedings

- a. Only the following positions¹ 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 Lahontan Water Board:
 - i. In Lake Tahoe, 2501 Lake Tahoe Blvd., South Lake Tahoe, CA 96150, (530) 542-5400, and in Victorville, 15095 Amargosa Rd., Bldg 2 – Suite 210, Victorville, CA 92394, (760) 241-6583
 1. Executive Officer
 2. Assistant Executive Officer
 3. Administrative Officer
 4. Executive Assistant
 5. Administrative Staff Personnel [Analyst I and Analyst II]
 6. Division Manager
 7. Attorneys at the State Water Resources Control Board assigned to represent the Lahontan Water Board
 - ii. In Sacramento, 1001 I Street, 22nd Floor, Sacramento, CA 95814, (916) 341-5161
 1. Attorneys at the State Water Resources Control Board assigned to represent the Lahontan Water Board.
 2. The Chief Counsel of the State Water Resources Control Board
 3. Any Assistant Chief Counsel with the State Water Resources Control Board.

B. Service of Subpoenas

- a. Only the following Lahontan Water Board positions are authorized to receive service of a subpoena, including a subpoena duces tecum, for business records, persons most knowledgeable (PMK), the personal

¹ For the purposes of this Order, any current personnel occupying the positions or any person serving in an Acting capacity of any of the indicated positions are authorized to act as specified in this Order.

JEFF LOUX, CHAIR | BEN LETTON, EXECUTIVE OFFICER

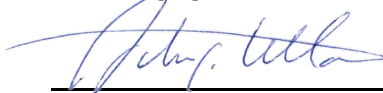
appearance by any staff member (in his/her capacity as such), or for any other subpoena directed to the Board (or any of its personnel in their capacity as such):

- i. In Lake Tahoe, 2501 Lake Tahoe Blvd., South Lake Tahoe, CA 96150, (530) 542-5400, and in Victorville, 15095 Amargosa Rd., Bldg 2 – Suite 210, Victorville, CA 92394, (760) 241-6583
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C. Procedures for Service

- a. Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.
- b. Identified agents are only authorized to receive service of process at the Lahontan Water Board's offices.
- c. 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.
- d. Checks accompanying subpoenas must be made out to "State Water Resources Control Board."
- e. The Lahontan Water Board will not accept service of a subpoena involving a matter that is unrelated to Board business.

IT IS SO ORDERED.



BEN LETTON
EXECUTIVE OFFICER

March 25, 2026

Date