

Appendix **D**

Relevant Correspondence for the LMA Reporting Program

Report Submission Letter to Libraries, January 13, 2014

Report Submission Letter to Counties, January 13, 2014

2014 Local Maintaining Agency Reporting Requirements Workshop Flyer, July 2014

Reporting Requirements Letter to the LMAs, September 2, 2014

Local Maintaining Agency Paper Copy Reporting Guidance

Five Part Reporting Forms

US Fish and Wildlife Letter Regarding Reclamation District Nos. 2099, 2100, and 2102, September 1, 2010

DWR response to US Fish and Wildlife Letter Regarding Reclamation District Nos. 2099, 2100, and 2102, November 4, 2010

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DEPARTMENT OF WATER RESOURCESDIVISION OF FLOOD MANAGEMENT
P.O. BOX 219000
SACRAMENTO, CA 95821-9000

January 13, 2014

To: Libraries Designated by California Water Code Sections 9140 and 9141

RE: Issuance of 2013 Inspection and Local Maintaining Agency (LMA) Report

We are hereby providing the 2013 Inspection and Local Maintaining Agency Report to your county Public Office. The enclosed CD holds the electronic version of this report. The legislatively mandated (Code of Federal Regulations, Title 33, Section 208.10 and California Water Code Section 9140-9141) report includes information from the California Department of Water Resources (DWR) inspection, DWR summary of LMA reporting, DWR Erosion Survey, DWR Points of Interest data, United States Army Corps of Engineers (USACE) periodic inspections, , USACE erosion data (repeated 2012 data due to unavailability of 2013 data at the time of reporting) along with other relevant information on the Central Valley State-Federal Flood Protection System. DWR is required to send the report to your library pursuant to California Water Code Section 9141, which follows:

"The department shall make the flood management report for each local agency available on the Internet Web site of the board and shall provide the report to all of the following entities:

- (1) The local agency.
- (2) Any city or county within the local agency's jurisdiction.
- (3) Any public library located within the local agency's jurisdiction."

The following web sites have links to the report along with other information relating to inspection and LMA reporting program:

http://cdec.water.ca.gov/current_reports.html

Hard copies of this report can be obtained via mail request to: Department of Water Resources, Publications, P.O. Box 942836, Sacramento, CA 94236, 916-653-1097 or by e-mail request to Publications at: imr-publications@water.ca.gov.

Thank you for helping to make this report available to the public. If you have any other question or need additional information, please contact me at teusuff@water.ca.gov or (916) 574-2362.

Sincerely,

A handwritten signature in cursive script that reads "Teusuff".

Tasmin Eusuff, Chief
Local Maintaining Agency Assessment Section

Enclosure: CD

DEPARTMENT OF WATER RESOURCES

DIVISION OF FLOOD MANAGEMENT
P.O. BOX 219000
SACRAMENTO, CA 95821-9000



January 13, 2014

To: Counties Designated by California Water Code Sections 9140 and 9141

RE: Issuance of 2013 Inspection and Local Maintaining Agency (LMA) Report

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Thank you for helping to make this report available to the public. If you have any other question or need additional information, please contact me at teusuff@water.ca.gov or (916) 574-2362.

Sincerely,

Handwritten signature of Tasmin Eusuff in black ink.

Tasmin Eusuff, Chief
Local Maintaining Agency Assessment Section

Enclosure: CD



Department of Water Resources



2014 Local Agency Reporting Requirements Workshop

California Water Code § 9140 (Assembly Bill 156)

Who should Attend?

Local Agencies and their Representatives

Scheduled Agenda:

- Introductions
- Review of 2013 Annual Report
- Program Improvements in 2014
 - Integration of non-Project levees in Web-Application
 - Best Practices for Reporting
- Flood Emergency Response Grant Program
 - Updates and Grant Opportunities for Emergency Response Activities
- Updates from Inspection Program
- Latest from CVFPB Enforcement Authority Delegation Program
 - New Online Tool to Report Progress on USACE Inspection Issues
- Hands-on Demonstration of Web Application and CVFPB Online Tool
- Q&A Session
- Comments and Suggestions

Workshop Sessions:

August 5, 2014 9:00-11:30am

August 12, 2014 9:00-11:30am

Workshop Location:

Department of Water Resources Joint Operations Center
2nd Floor, Flood Operations Center
3310 El Camino Avenue
Sacramento, CA 95821

The Department of Water Resources (DWR) Flood Project Integrity and Inspection Branch will be hosting the seventh annual workshop in August 2014. To accommodate all interested Local Maintaining Agencies (LMAs), DWR will hold two workshops on two different dates. Please join us at the one that is most convenient for you. The workshops will inform LMAs on the program improvements made to the Local Maintaining Agency Annual Reporting Program and describe the latest features of the web application developed in partnership with the California Data Exchange Center.

In addition, DWR Regional Flood Preparedness Section staff will present grant opportunities and updates from the Flood Emergency Response Grant Program. Other attractions include updates from Flood Project Inspection Section and the latest from the Central Valley Flood Protection Board (CVFPB)'s Enforcement Authority Delegation Program. CVFPB staff will also unveil a new online tool designed to assist you in reporting any progress on USACE Inspection issues.

RSVP by calling or emailing:

Tariq Chechi at (916) 574-2354

(Tariq.Chechi@water.ca.gov)

or

Mahesh Gautam at (916) 574-2759

(Mahesh.Gautam@water.ca.gov)

Your response by July 25, 2014 will be much appreciated.

Please View the Updated Web Application

We invite you to view the updated reporting web application using the link below

<http://cdec.water.ca.gov/lma.html>

Individual usernames and password specific to your Local Agency or Agency representatives can be requested from us.

Existing users do not need to send another request.

We would like to hear from you. Please send any requests, comments, or suggestions to us at

LMAAS_fpiib@water.ca.gov

DEPARTMENT OF WATER RESOURCES

DIVISION OF FLOOD MANAGEMENT
P.O. BOX 219000
SACRAMENTO, CA 95821-9000



September 02, 2014

To: Local Maintaining Agencies

RE: Local Agency Reporting Requirements

The purpose of this letter is to remind you of the upcoming Local Maintaining Agency Annual Reporting deadline and the tools available for submitting the required information.

The CWC deadline for the LMA to submit the information to DWR is **September 30, 2014**, based on California Water Code (CWC) § 9140.

In turn, DWR is required to consolidate this information and provide a summary report to the CVFPB by **December 31, 2014**.

CWC § 9140 requires Local Maintaining Agencies (LMAs) to provide an annual report to the Department of Water Resources (DWR) which includes the following five categories of information:

1. Information known to the LMA that is relevant to the condition or performance of the project levee (or jurisdictional non-project levee).
2. Information identifying known conditions that might impair or compromise the level of flood protection provided by the project levee (or jurisdictional non-project levee).
3. A summary of maintenance performed by the LMA during the previous fiscal year.
4. A statement of work and estimated cost for operation and maintenance of the project levee (or jurisdictional non-project levee) for the current fiscal year, as approved by the LMA.
5. Any other readily available information contained in the records of the LMA relevant to the condition or performance of the project levee, (or jurisdictional non-project levee), as determined by the Central Valley Flood Protection Board (CVFPB) or DWR.

DWR has developed both electronic and hard copy reporting options to assist the LMA in meeting the annual reporting requirements. The electronic reporting 'Web Application' can be found by clicking on the *Local Maintaining Agency Annual Report (Web Application)* link at the LMA Program site located at:

<http://cdec.water.ca.gov/lma.html>

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Local Levee Maintaining Agencies
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This site, developed in coordination with the California Data Exchange Center (CDEC), provides additional references (Fact Sheet, Maps, Reporting Examples, Reporting Template forms, Web Application User Guide, etc) and instructions on how to request an online account.

For hard copy reporting, or for submitting documents or attachments, we have enclosed the reporting instructions and the template forms. After completing these forms, please send them to the return address provided below:

Department of Water Resources
Flood Project Integrity and Inspection Branch
P.O. BOX 219000, Room 256
Sacramento, CA 95821-9000
Attn: Nekane Hollister

To meet the CVFPB's December 31 deadline, LMAs must submit reports by September 30, 2014. Any information submitted after this date may not be included in the 2014 Annual Report.

If your agency provided **non-Project** levee information to DWR, that information is now available on the web application and you are encouraged to report for non-Project levees using the web application. Directions on how to report for non-Project levee units are provided in the updated User Guide. If your agency maintains non-Project levees but has not yet provided information on them, DWR encourages you to do so with this year's reporting.

DWR is also offering one-on-one training for the web application. Staff from DWR will come to your office and help you with the Five-Part Reporting as well as the non-project levee information submission. Please RSVP as soon as possible to schedule your one-on-one training session.

To qualify for DWR Flood Emergency Response Grants, LMAs must be in compliance with CWC § 9140, which means they must have submitted their Local Maintaining Agency Annual Report. For more information regarding these grants, please visit <http://www.water.ca.gov/floodmgmt/hafoofob/floodER/> or contact Pat Clark at (916) 574-1249 (Patricia.Clark@water.ca.gov).

If you would like to RSVP for the one-on-one training, or have any other questions or comments regarding the Local Maintaining Agency Annual Reporting Program (CWC § 9140), please contact me at (916) 574-2762 (Nekane.Hollister@water.ca.gov), Tariq Chechi at (916) 574-2354 (Tariq.Chechi@water.ca.gov) or Mahesh Gautam at (916) 574-2759 (Mahesh.Gautam@water.ca.gov).

Sincerely,



Nekane Hollister, Chief
Flood Project Engineering Assessment Section

September 02, 2014
Local Levee Maintaining Agencies
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Enclosures:
Local Agency Paper Copy Reporting Guidance
2014 Reporting Forms

Local Agency Paper Copy Reporting Guidance

The enclosed forms are provided for your use in reporting Local Agency information required by California Water Code (CWC) § 9140.

As a reminder, information may also be submitted using the electronic reporting web application developed in partnership with the California Data Exchange Center (CDEC). This electronic reporting application can be found at:

<http://cdec.water.ca.gov/lma.html>

For paper copy reporting you may also wish to include, or simply submit reports your Local Agency generates, other attachments, photographs, spreadsheets, etc. An overview of the information required by CWC § 9140 is shown below:

CWC § 9140 'Parts'	Information Requested
Part 1 Reporting	Issues Relevant to Levee Condition or Performance
Part 2 Reporting	Conditions that might Impair or Compromise Level of Flood Protection
Part 3 Reporting	Summary of Levee Maintenance Performed during the Previous Fiscal Year (July 1, 2013 – June 30, 2014)
Part 4 Reporting	Statement of Levee Work and Estimated Cost for Operation & Maintenance for Current Fiscal Year (July 1, 2014 – June 30, 2015)
Part 5 Reporting	Other Readily Available Information Relevant to Levee Condition or Performance

When completed, please return the information using the enclosed pre-addressed envelope. Local Agency reports are due to the Department by **September 30th of each year**.

Further guidance on the type of information requested is described below:

Part 1 Reporting: Issues Relevant to Levee Condition or Performance	
<i>Type of Information Requested</i>	<i>Condition/Performance Feature or Category</i>
<p>In Part 1, the Department would like to receive information on areas of concern known by the Local Agencies relative to levee operation or maintenance conditions. The Condition/Performance Feature or Category items shown to the right are intended as a guide to the type of information categories the Department would like to see reported for Part 1. The list of items was developed using operation, maintenance, and inspection items which are related to the condition or performance of levees. The items were derived from the Standard Operation and Maintenance (O&M) Manuals published for the Sacramento and San Joaquin River Flood Control Projects, inspection checklists provided in the Supplemental Unit O&M Manuals, and the Superintendent's Guide to Operation and Maintenance of California's Flood Control Projects. These are suggested reporting items and/or categories which are intended to facilitate consistent reporting. The list is not all inclusive, and 'Other' may be used for items that are not identified. Issues identified by the Department in your inspection report do not need to be reported.</p>	Settlement, Sloughing, or Loss of Grade
	Caving (Either side of the Levee – W.S. or L.S.)
	Seepage, Saturated Areas, Sand Boils
	Levee/Berm Erosion
	Waterway/Channel Migration
	Sediment Accumulation
	Revetment/Rip-Rap
	Barren Area/no cover or sod
	Access Gates
	Access Roads and Road Ramps
	Cattle Guards and Gates
	Levee Crown Shape
	Unauthorized Grazing or Vehicle Traffic
	Unauthorized Encroachment
	Compaction/Loose Fill
	Borrow/Excavation Sites
	Accumulations of drift, trash or debris
	Vegetation
	Pipes/Crossings
	Pipe Flap Gates, Gate Valves
	Toe/Drainage Systems
	Pump Stations
Relief Wells/Piezometers	
Bridges and Crossings	
Slurry Walls	
Flood Walls	
Closure Structures	
Miscellaneous Facilities	
Other	

Part 2 Reporting: Levee Conditions that might Impair or Compromise Level of Flood Protection	
<i>Type of Information Requested</i>	Condition Feature or Category
<p>In Part 2, the Department would like to receive information on areas of concern known by the Local Agencies relative to levee integrity/stability conditions. The Levee Condition Feature or Category items shown to the right are intended as a guide to the type of information categories the Department would like to see reported for Part 2. The selectable items list was developed considering items and conditions related to the structural integrity of, or structural changes to, the levee system. There may be many overlapping items that could be entered into either Part 2 or Part 1. The list includes typical geotechnical levee distress issues, and conditions described in the “Suggested Methods of Combating Flood Conditions” sections of the Standard Operation and Maintenance (O&M) Manuals published for the Sacramento and San Joaquin River Flood Control Projects and the associated Supplemental Unit O&M Manuals. These are suggested reporting items and/or categories which are intended to facilitate consistent reporting. The list is not all inclusive, and ‘Other’ may be used for items that are not identified. Issues identified by the Department in your inspection report do not need to be reported.</p>	Erosion
	Seepage
	Burrow Holes
	Cracks
	Sand Boils
	Subsidence
	Freeboard/Deficient Levee Crown Height
	Toe Drainage
	Visibility/Access
	Problems Identified on adjacent levees protecting same area
	Slurry Walls
	Flood Walls
	Closure Structures
	Other

Part 3 Reporting: Summary of Levee Maintenance Performed during the Previous Fiscal Year (July 1, 2013 – June 30, 2014)

Type of Information Requested	Maintenance Category
<p>Reporting that is due on September 30th each year for Part 3 encompasses maintenance activities performed during the previous fiscal year (July 1, 2013 – June 30, 2014). The list of Maintenance Categories shown to the right is intended as a guide. The list was developed considering typical levee maintenance activities reported in previous years as well as activities described in the Standard Operation and Maintenance (O&M) Manuals published for the Sacramento and San Joaquin River Flood Control Projects, the associated Supplemental Unit O&M Manuals, and the Superintendent's Guide to Operation and Maintenance of California's Flood Control Projects. These are suggested reporting items and/or categories which are intended to facilitate consistent reporting. The list is not all inclusive, and 'Other' may be used for items that are not identified.</p>	Encroachment Control
	Erosion Repair
	Gates
	Inspections
	Insurance/Dues
	Legal/Administrative/Management Services
	Minor Structure Repair/Maintenance
	Mobile Equipment Costs
	Office Overhead
	Other
	Patrolling
	Permitting
	Restoration
	Roadways
	Rodent Control/Bait & Traps
	Rodent Control/Grouting
	Rodent Control/Other
	Sediment Removal
	Seepage Control
	Slope Dragging
	Surveying/Engineering
	Telemetry Maintenance
	Vegetation Control/Burn
	Vegetation Control/Mow
	Vegetation Control/Channel
Vegetation Control/Spray	
Vegetation Control/Thin & Trim	
Vegetation Control/Tree Removal	
Vegetation Control/Other	

Part 4 Reporting: Statement of Levee Work and Estimated Cost for Operation & Maintenance for Current Fiscal Year (July 1, 2014 – June 30, 2015)	
<i>Type of Information Requested</i>	Maintenance Category
<p>Reporting that is due on September 30th each year for Part 4 encompasses completed or planned levee operation and maintenance activities or repair or improvement projects and their estimated costs for the current fiscal year (July 1, 2014 – June 30, 2015). The list of Maintenance Categories shown to the right is intended as a guide. The list was developed considering typical levee maintenance activities reported in 2008, as well as activities described in the Standard Operation and Maintenance (O&M) Manuals published for the Sacramento and San Joaquin River Flood Control Projects, the associated Supplemental Unit O&M Manuals, and the Superintendent's Guide to Operation and Maintenance of California's Flood Control Projects. These are suggested reporting items and/or categories which are intended to facilitate consistent reporting. The list is not all inclusive, and 'Other' may be used for items that are not identified.</p>	Encroachment Control
	Erosion Repair
	Gates
	Inspections
	Insurance/Dues
	Legal/Administrative/Management Services
	Minor Structure Repair/Maintenance
	Mobile Equipment Costs
	Office Overhead
	Other
	Patrolling
	Permitting
	Restoration
	Roadways
	Rodent Control/Bait & Traps
	Rodent Control/Grouting
	Rodent Control/Other
	Sediment Removal
	Seepage Control
	Slope Dragging
	Surveying/Engineering
	Telemetry Maintenance
	Vegetation Control/Burn
Vegetation Control/Mow	
Vegetation Control/Channel	
Vegetation Control/Spray	
Vegetation Control/Thin & Trim	
Vegetation Control/Tree Removal	
Vegetation Control/Other	

Part 5 Reporting: Readily Available Information Relevant to Levee Condition or Performance	
<i>Type of Information Requested</i>	Other Relevant Information
<p>In Part 5, the Department would like to receive other information known by the Local Agencies relevant to levee condition or performance. The Other Relevant items shown to the right are intended as a guide to the type of information categories the Department would like to see reported for Part 5. The list is intended as a guide to the type of information the Department would like to see reported for Part 5. The list was developed considering more general information items related to the levee system including reports, studies, investigations, site conditions, construction drawings, or upcoming activities which may modify, change, or impact the levee system. These are suggested reporting items and/or categories which are intended to facilitate consistent reporting. The selectable menu list is not all inclusive, and the 'Other' menu item may be selected for items that are not listed.</p>	Historical Construction Issues
	Dump/Hazardous Waste Sites
	Construction Drawings/As-Builts
	Plat Maps
	Reports/Studies
	Geotechnical Investigations
	Well Logs
	Encroachments
	Rights of Way/Easements
	Permits/MOU's
	Safety Plan
	EAP, EOP, and ERP
	Other

2014 Reporting Forms

Agency Name:			Date:	
PART 1 Reporting Form				
Part 1: Information known to the Local Agency that is relevant to the condition or performance of the Project Levee (or jurisdictional Non-Project Levee)				
Levee Unit	Location Lat/Long (Decimal) Levee Mile (LM) River Mile (RM) Stationing Other	Condition/Performance Feature or Category (See Part 1 Reporting Guidance)	Observation/Description	Date Date Identified (DI) Date Occurred (DO) Date Reported (DR)

2014 Reporting Forms

PART 2 Reporting Form				
Part 2: Information identifying known conditions that might impair or compromise the level of flood protection provided by the Project Levee (or jurisdictional Non-Project Levee)				
Levee Unit	Location Lat/Long (Decimal) Levee Mile (LM) River Mile (RM) Stationing Other	Condition Feature or Category (See Part 2 Reporting Guidance)	Observation/Description	Date Date Identified (DI) Date Occurred (DO) Date Reported (DR)

2014 Reporting Forms

PART 3 Reporting Form

Part 3: A summary of maintenance performed by the Local Agency during the previous fiscal year (July 1, 2013 – June 30, 2014)

Levee Unit	Location Lat/Long (Decimal) Levee Mile (LM) River Mile (RM) Stationing Other	Maintenance Category (See Part 3 Reporting Guidance)	Description of Activity	Date

2014 Reporting Forms

PART 4 Reporting Form					
Part 4: A statement of levee work and estimated cost for operation and maintenance of the Project Levee (or jurisdictional Non-Project Levee) for the current fiscal year, as approved by the Local Agency (July 1, 2014 – June 30, 2015)					
Levee Unit	Location Lat/Long (Decimal) Levee Mile (LM) River Mile (RM) Stationing Other	Maintenance Category (See Part 4 Reporting Guidance)	Description of Activity & Cost	Date	Estimated Cost

2014 Reporting Forms

PART 5 Reporting Form

Part 5: Any other readily available information contained in the records of the Local Agency relevant to the condition or performance of the Project Levee (or jurisdictional Non-Project Levee), as determined by the CVFPB or DWR

Levee Unit	Location Lat/Long (Decimal) Levee Mile (LM) River Mile (RM) Stationing Other	Other Relevant Information Category (See Part 5 Reporting Guidance)	Observation/Description	Date Date Identified (DI) Date Occurred (DO) Date Reported (DR)



United States Department of the Interior



FISH AND WILDLIFE SERVICE

San Luis National Wildlife Refuge Complex
Post Office Box 2176
Los Banos, California 93635

01 September 2010

Mr. Tasmin Eusuff, Chief
Local Maintaining Agency Assessment Section
California Department of Water Resources
Flood Project Integrity and Inspection Branch
P.O. Box 219000
Sacramento, CA 95821-9000

**Re: Memo "Request for Local Picture for
California Water Code (CWC) 9141 Local Agency Annual Report (AB 156)"**

Dear Mr. Eusuff:

We received three letters, addressed to Reclamation District Nos. 2099, 2100, and 2102. These three districts were purchased in their entirety by the U. S. Fish and Wildlife Service over ten years ago, and are now a part of the San Joaquin River National Wildlife Refuge. Those Reclamation Districts are now non-functional and no longer exist. The levees are no longer maintained because they only protected lands that are now within the Refuge. We are also working with the Army Corps of Engineers to remove any Corps levee from their Maintenance Manual. In fact, these levees have been breached by floodwaters, and we intend to construct additional breaches to restore the natural floodplain hydrology.

Please remove this Refuge from the mailing list that pertains to reclamation districts. If you have any questions, please don't hesitate to call (209/826-3508).

Sincerely,

Kim Forrest
Wildlife Refuge Manager

DEPARTMENT OF WATER RESOURCES
FLOOD PROJECT INTEGRITY AND INSPECTION BRANCH
P.O. BOX 219000
SACRAMENTO, CA 95821-9000



November 4, 2010

To: Kim Forrest, Fish and Wildlife Service

RE: Response to your September 1, 2010 letter and request for reprint

Thank you for clarifying the ownership and maintenance situation regarding the non-functional Reclamation Districts 2099, 2100, and 2102.

We do not expect any reports from this area. However, until we receive a letter from US Corps of Engineers indicating changes in their Operation and Maintenance Manual, we are required according to CWC §9141 to keep these non-functional districts in our list.

We request your permission to use your September 1, 2010 letter in our 2010 Annual Report to explain the situation to the Central Valley Flood Protection Board. If you prefer a different version of the letter, please send it to the address below.

If you have any questions, please call or email me at 916-574-2362 or teusuff@water.ca.gov.

Thank you for good cooperation with us.

Sincerely,

A handwritten signature in cursive script that reads "T. Eusuff".

Tasmin Eusuff, Chief
Local Maintaining Agency Assessment Section
CA Department of Water Resources
P.O. Box 219000
Sacramento, CA 95821

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