

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) §9141.

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 §9141 is shown below:

| CWC §9141 '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, 2009 – June 30, 2010) |
| Part 4 Reporting | Statement of Levee Work and Estimated Cost for Operation & Maintenance for Current Fiscal Year (July 1, 2010 – June 30, 2011) |
| 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 30, 2010**.

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> | Condition/Performance Feature or Category |
| <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/Peizometers |
| 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, 2009 – June 30, 2010)

| <i>Type of Information Requested</i> | 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, 2009 – June 30, 2010). 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, 2009 – June 30, 2010)

| <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, 2009 – June 30, 2010). 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 |
| | Plate Maps |
| | Reports/Studies |
| | Geotechnical Investigations |
| | Well Logs |
| | Encroachments |
| | Rights of Way/Easements |
| | Permits/MOU's |
| | Safety Plan |
| | Other |