

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, 2011 – June 30, 2012)
Part 4 Reporting	Statement of Levee Work and Estimated Cost for Operation & Maintenance for Current Fiscal Year (July 1, 2012 – June 30, 2013)
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>	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/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, 2011 – June 30, 2012)

<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, 2011 – June 30, 2012). 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, 2012 – June 30, 2013**)

<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, 2012 – June 30, 2013). 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