

**DEPARTMENT OF WATER RESOURCES**

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



August 30, 2012

To: Local Levee Maintaining Agencies

RE: Local Agency Reporting Requirements

The purpose of this letter is to remind you of the California Water Code (CWC) § 9140 Local Maintaining Agency Annual Reporting deadline and the tools available for submitting the required information.

CWC § 9140 includes requirements for Local Levee Maintaining Agencies (Local Agencies) to provide an annual report to DWR on the following five categories of information:

1. Information known to the Local Agency 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 Local Agency 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 Local Agency.
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 Central Valley Flood Protection Board (CVFPB) or DWR.

The CWC deadline for Local Agencies to submit this information for 2012 is **September 30, 2012**.

In turn, DWR is required to consolidate this information and provide a summary report to CVFPB by **December 31, 2012**.

DWR has developed both electronic and hard copy reporting options to assist Local Agencies in meeting the annual reporting requirements. The electronic reporting 'Web Application' can be found by clicking on the *Local Agency Information & Reporting* link at the Local Agency Program site located at:

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

This site, developed in coordination with the California Data Exchange Center (CDEC), provides additional references (Fact Sheet, Maps, Reporting Examples, Web Application User Manual, etc) and instructions on how to request a Local Agency account by establishing a user login and password.

For hard copy reporting, or for submitting documents or attachments, we have enclosed reporting instructions and template forms. Please also find an envelope enclosed with the address noted below for returning the information to DWR:

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

**To meet the CVFPB's December 31 deadline, DWR is encouraging Local Agencies to submit reports by September 30, 2012. Any information submitted after this date may not be included in the 2012 Annual Report.**

In an effort to understand and potentially address regulatory challenges faced by local levee maintaining agencies, DWR is interested in learning about future maintenance activities that are likely to remain incomplete because of mitigation requirements, such as when avoidance of species listed by the federal Endangered Species Act and/or the California Endangered Species Act, cannot be met. Please describe these activities under Part 5 of the Local Maintaining Agency's Annual Report. DWR is looking into obtaining permits which could aid locals with these and similar issues, but need a better understanding of the size and scope of the problem. If you have questions about this reporting, please contact Leah McNearney at (916) 653-8170 or [lmcnearn@water.ca.gov](mailto:lmcnearn@water.ca.gov).

Additionally, to qualify for the DWR Flood Emergency Response Grants, Local Agencies must be in compliance with Local Maintaining Agency Annual Report. If you need more information regarding these grants, please visit <http://www.water.ca.gov/floodmgmt/hafoo/fob/floodER/> or contact Pat Clark at (916) 574-1249 ([clarkp@water.ca.gov](mailto:clarkp@water.ca.gov)).

If you have any other question or comment regarding the Local Maintaining Agency Annual Reporting program (CWC § 9140), please contact me at (916) 574-2362 ([teusuff@water.ca.gov](mailto:teusuff@water.ca.gov)), Tariq Chechi at (916) 574-2354 ([tchechi@water.ca.gov](mailto:tchechi@water.ca.gov)) or Mahesh Gautam at (916) 574-2759 ([mgautam@water.ca.gov](mailto:mgautam@water.ca.gov)).

Sincerely,



Tasmin Eusuff, Chief  
Local Maintaining Agency Assessment Section

Enclosures