

Reclamation District 348 Emergency Operations Plan

California Water Code Section 9650



December 2015

Plan Promulgation

To whom it may concern:

This document and accompanying annex maps, having been duly reviewed and approved by the Board of Trustees of Reclamation District 348, is hereby promulgated as the official emergency plan of the District. District Trustees and Staff are directed to use this plan as the basis for emergency response to flood events. This plan meets the safety plan requirements of Section 9650 of the California Water Code and is compliant with the National Incident Management System (NIMS) and the National Response Framework.

The District Secretary is hereby directed to distribute this plan to outside agencies in accordance with the Record of Initial Distribution to ensure proper inter-agency coordination during emergency operations. Copies of the plan shall be provided to additional agencies upon request.

The District Secretary and District Engineer shall review this plan and accompanying annex maps annually for needed changes and updates. The District Engineer is authorized to make routine updates and changes to the plan as required by changes in District operations and personnel and changes to outside agency plans that affect District operations.

The Board of Trustees of Reclamation District 348 shall review this plan at least once every three years and after any major flood event where the plan was used to guide District response. The District Secretary shall maintain a record of the Board plan reviews and approval actions in accordance with District documentation procedures and policies.

Sincerely,

President
Board of Trustees
Reclamation District 348

Record of Initial Distribution

<u>Agency Name</u>	<u>Address</u>	<u>Date Approved</u>
San Joaquin County Office of Emergency Services	2101 E. Earhart Ave., Suite 300 Stockton, CA 95206	
Department of Water Resources Flood Operations Branch	3310 El Camino Ave. Sacramento, CA 95821	
California Office of Emergency Services	3650 Schriever Ave. Mather, CA 95655	
Central Valley Flood Protection Board	3310 El Camino Ave., Room 151 Sacramento, CA 95821	
Thornton Fire Department	25999 Thornton Road Thornton, CA 95686	
San Joaquin County Sheriff's Office	7000 Michaels Canlis Blvd. French Camp, CA 95231	

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Section 1

1 Plan Introduction

1.1 Purpose

The purpose of this Flood Safety Plan is to ensure that district staff can meet district response objectives in a flood emergency as well as interact with other jurisdictions performing emergency functions within and around the district. This plan is intended to be used in conjunction with the emergency operations plans of the State of California and San Joaquin Operational Area to facilitate multi-jurisdictional coordination within district boundaries. Although this is a public document, specific procedures and information of a sensitive nature and personal information may be edited out of publicly available versions. The full document is subject to restricted-use handling procedures.

1.2 Scope

A reclamation district (special district), as an independent jurisdiction, has responsibility for the maintenance of the levee and drainage systems within its jurisdictional boundaries. While the district will work with, and assist if possible, the local jurisdiction(s) responsible for other public safety functions within the district, this district Emergency Operations Plan only contains detailed procedures for carrying out the emergency responsibilities of the district. The manner of interacting with other jurisdictions is described, but the operational plans of other jurisdictions with public safety responsibilities within the district are only referenced.

This plan will cover in detail the following;

- District Flood Preparedness Procedures
- District Levee Patrol Procedures
- District Flood Fight Procedures
- District Flood Water Removal Procedures
- District Recovery and After-Action Follow up Procedures

1.3 Plan Structure

This Flood Safety Plan is structured as a traditional functional Emergency Operations Plan in accordance with Comprehensive Preparedness Guide (CPG) 101 issued by the Federal Emergency Management Agency (FEMA). Consistent with that guidance, and the district's limited responsibilities and lack of internal departments, this Emergency Operations Plan consists of this Basic Plan containing an overview of district response procedures, and one hazard-specific annex, Annex A – Flood Contingency Map (Annex), containing details of the district's flood response plan. The district's existing flood contingency map will constitute Annex A.

Section 2

2 Concept of Operations

2.1 Situation Overview

See the San Joaquin Operational Area Hazard Mitigation Plan for a comprehensive flood risk assessment for the County of San Joaquin. See Annex A for district boundaries, levees, pumping stations, supply depots, historical flooding summary, locations of past breaches and areas of historic seepage or erosion, topography, and characteristics of waterways fronting district levees.

New Hope Tract is bordered by the Mokelumne River to the west, north, and east, and by Beaver Slough to the south. The boundaries of New Hope Tract are the same boundaries as those of Reclamation District 348. The Mokelumne River varies from approximately 75-200 feet in width along the District boundary. No major islands or barriers exist in the river channel along the District boundary. There are, however, five bridges that cross the Mokelumne River within the District; New Hope Road, Thornton Road, Walnut Grove Road, Interstate 5 and the Union Pacific Railroad trestle. Beaver Slough averages approximately 200 feet in width along the District's southern boundary and contains no major islands or barriers, however, Interstate 5 crosses the slough near its eastern end.

The District is primarily threatened by riverine flooding from the Mokelumne River.

Today, New Hope Tract is protected by approximately 18.6 miles of levee which encompass approximately 9,300 acres of land. According to the Sacramento-San Joaquin Delta Atlas, which relies on the 1990 Census, the Island has a population 1,376, with 501 dwelling units. Although the census data is from 1990, the population has remained fairly stable over that time and probably does not exceed 1,500. During certain agricultural operations, agricultural workers may increase that figure. The San Joaquin County General Plan designates the majority of the New Hope Tract as agricultural land use, with the exception of the town of Thornton, an unincorporated community protected by the New Hope levee system. In addition to agricultural uses, two marinas for local and public use are located on New Hope Tract, including Wimpy's Marina and New Hope Landing along the Mokelumne River.

The New Hope Tract levee system protects non-local assets which provide a public benefit, including infrastructure and utilities, including:

- Interstate 5
- Union Pacific Railroad
- Thornton Road and Walnut Grove Road
- Thornton Fire District
- New Hope Elementary School
- Cell Tower
- Natural Gas Wells

2.2 General Approach to Seasonal Flood Operations

District staff will carry out routine preparedness activities at the beginning of flood season as described in this section. Annex A of this plan describes the concept of operations and protocols for active district flood fight activities. Section 3, Organization and Responsibilities, describes authorities and responsibilities for performing routine and emergency activities.

2.2.1 Routine Preparedness and Infrastructure Maintenance

The District performs the following routine levee maintenance:

- Inspects District levees on a weekly basis
- Ongoing rodent extermination program
- Ongoing vegetation control program
- Semi-Annual joint inspection with State inspectors
- Annual inspection and inventory of flood fight supplies

The District owns and operates four non-emergency pumping stations that are inspected and maintained weekly.

2.2.3 Monitoring and Analysis

The district will monitor and analyze the water conditions, elevations, and forecasts for waterways affecting district levees for the purpose of promptly identifying heightened threats to the integrity of levee and drainage systems throughout flood season. The objective of this monitoring effort is to identify conditions that warrant additional actions beyond routine flood season preparedness activities.

The district will use the following gages and information sources in its monitoring effort.

Benson's Ferry Gage (Station ID: BEN) on the Mokelumne River operated by the California Department of Water Resources (DWR). Vertical Datum: NAVD88.

Cosumnes River at Michigan Bar (Station ID: MHB) on the Cosumnes River operated by the California Department of Water Resources (DWR). Vertical Datum: NAVD88.

DWR has determined that the Mokelumne River monitor stage is 12.0 feet and flood stage at 17.0 feet at Benson's Ferry.

2.2.4 Alerting, Activation, and Initial Response

The District's Emergency Response Plan will be put into effect within 24 hours after the Federal/State Flood Center has predicted that the high tide river stages are expected to reach project flood stage at the Benson Ferry gage or such other level that the trustees feel flooding of the lands within the District may be expected to occur. The District will promptly notify DWR and the San

Joaquin Office of Emergency Services once it is determined that the Emergency Response Plan will be implemented.

EMERGENCY RESPONSE PLAN

1. The command center for New Hope Tract will be the Thornton Fire Station located in the town of Thornton. Continuous 24-hour levee patrols will be organized immediately and each patrol unit will consist of the following:
 - a. Two persons each with one person experienced in flood fighting techniques.
 - b. Each patrol unit will be equipped with either a mobile radio or telephone.
 - c. Each patrol unit will be limited to 12 hour shifts and be responsible for 3-4 miles of levee.
2. Sand bags, sand, shovels and other required emergency materials will be stockpiled at Stokes Farming Shed at 12487 W. Walnut Grove Road (Supply Staging Area identified on Annex A) and distributed to one or more strategic locations on the tract as necessary.
3. Trucks and equipment will be placed on standby for immediate dispatch to locations around the levee system where emergency work is needed.
4. Materials and equipment necessary for flood fight work can be brought over from Walnut Grove Road. The materials and equipment will be stored on high ground at strategic locations and dispatched to locations around the island as needed.

District staff will also take the above actions upon the identification, or verified report, of any out of the ordinary condition on a district levee that presents a potential risk of failure.

2.3 Public Alert and Warning

The San Joaquin County Sheriff's Department has the responsibility for alerting and warning the general public within district boundaries. The district will promptly notify this agency of identified threats to its levees or internal drainage system and will provide detailed information on the characteristics of the threat. The district will assist, to the extent possible, with notification of the public if requested. All alert and warning of the general public will be carried out in accordance with the plan referenced below.

The District representative who will be responsible for communication with the Incident Command Post will be the Reclamation District 348 President. Emergency information will be distributed to the general public according to Section 3 of the San Joaquin County Flood Evacuation Plan "Alerting and Warning of the Public".

Evacuation maps and brochures for the public are available at a dedicated website maintained by San Joaquin Operational Area. These maps contain information on receiving alerts and warnings within the District along with evacuation and safety instructions. The website can be found at: **www.sjmap.org/evacmaps**

2.4 Flood Fight Operations

Flood fight operations, including levee patrol, will be conducted in accordance with the procedures in this Basic Plan and those shown on Annex A, the district flood contingency map. Annex A displays the district's concept of operations for emergency communications, patrol, flood fight, and dewatering operations. This concept of operations will be modified as needed to meet the demands of actual emergency conditions. Plans of jurisdictions with responsibility for warning and evacuation within the district are referenced on Annex A as well as in this plan.

2.5 Federal and State Disaster Assistance

The District's policy is to maintain mitigation and emergency plans and procedures, as well as the physical condition of its levees, at the level required to be eligible for disaster public and individual assistance programs, such as Federal Stafford Act and PL84-99 programs, as well as the California Disaster Assistance Act (CDAA).

Emergency operations will be conducted and documented in compliance with conditions of those programs for reimbursement of disaster expenses. The District has assigned its District Engineer to maintain necessary documentation during an emergency and to participate in any available assistance programs after a disaster on behalf of the District.

To ensure that the District takes steps to quickly access the recovery process, these actions should be considered if an incident is imminent or occurring:

- PL-84-99:
 - Pre-develop a USACE PL84-99 request letter on District letterhead
 - Contact DWR Flood Operations Center
 - Follow-up call to USACE District office that a request was made to DWR
 - Notify Operational Area of PL84-99 request, send copy of written request

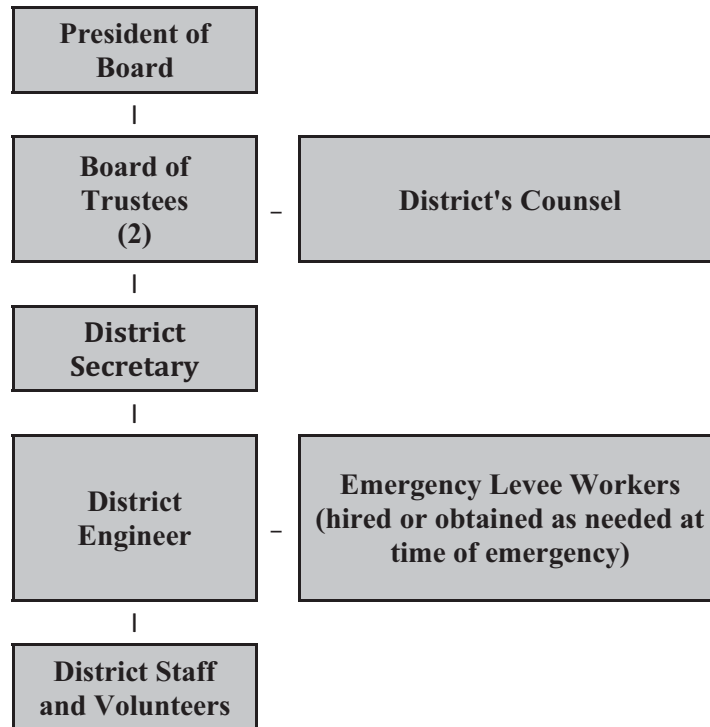
- State and other Federal programs:
 - Request San Joaquin County to Proclaim the Existence of a Local Emergency
 - Notify District administration when the Proclamation is established

Section 3

3 Organization and Assignment of Responsibilities

3.1 Organization

The district will use its paid, contract, and volunteer staff as shown below to perform its responsibilities in a flood emergency.



3.2 Assignment of Responsibilities

The district Board of Directors has made the following assignments of authority and responsibility to ensure that needed emergency actions can be taken promptly and efficiently.

3.2.1 Make Legal and Financial Commitments on behalf of district

Board Authorization is required for all legal or financial commitments during emergency operations. The Board, District Counsel and the District engineer are typically in constant contact during an emergency operation. The Board will authorize the District Engineer, under the advice of District Counsel, to sign contracts with private vendors or other public agencies and purchase supplies and equipment in an emergency situation.

3.2.2 Represent District in Operational Area Emergency Management Committee

The District President and District Engineer are authorized and responsible for representing the District at unified field commands as may be established by the SJOA as well as for representing the District at the SJOA and may speak for the District in matters pertaining to:

- The condition of District levees.
- Protective action decisions being made by public safety agencies.
- Any requests to modify District responses that come out of the multi-agency coordination process.

3.2.3 Provide Public Information

Any Board Trustee is authorized to speak to the media on behalf of the District as part of the SJOA Joint Information Center (JIC). The District Incident Commander may assign the District General Manager as the District Public Information Officer (PIO).

3.2.4 Maintain Emergency Equipment, Supplies, and Resources

The District Trustees are authorized and responsible for maintaining the District's emergency flood fighting supplies and ensuring that supplies are maintained at inventory levels set by the District Board of Trustees or at any minimum levels that may be set by DWR guidance or statutes. The District President is authorized to acquire supplies as necessary to maintain those levels.

3.2.5 Monitor Water Conditions, Elevations, and Forecasts

The District President and Engineer are authorized and responsible for monitoring water conditions, elevations, and forecasts for the purpose of identifying conditions warranting additional action beyond routine flood preparedness as outlined in this plan.

The real time gages can be accessed through the internet through the California Data Exchange Center (CDEC) within the California Department of Water Resource website:

<http://cdec.water.ca.gov/river/rivcond.html>

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

The CDEC includes links to the National Weather Service and links to satellite photos. CDEC provides information on all California rivers and reservoirs. This allows direct monitoring of outflows at key waterways affecting the District.

3.2.6 Activate and/or Direct District Staff During Emergency Operations

The District Incident Commander as Assigned by the District President is authorized and responsible for:

- Activating District Staff and resources.
- Requesting or providing mutual aid assistance from public agencies.
- Supervising District Staff, volunteers, contractors, and/or mutual aid resources assigned to the District for: 1) levee patrol, 2) flood fight operations, and 3) District de-watering operations.

Refer to Attachments 2 and 3 for Emergency Resolution and Delegation of Authority, respectively.

3.2.7 Document Expenditures, Emergency Actions, and Requests for Mutual Aid

The District Secretary is authorized and responsible for maintaining necessary documentation of emergency expenditures, damage to District infrastructure, and use of supply inventories in accordance with the requirements of Federal and State disaster assistance programs.

The District Engineer is authorized and responsible for the preparation and submission of disaster assistance claims during the recovery period through all Federal and State disaster assistance programs that may be applicable and relevant to District costs.

Section 4

4 Direction, Control, and Coordination

4.1 Management and Control of District Operations and Coordination within District

District staff authorized and responsible for carrying out the actions outlined in Section 3, Organization and Responsibilities, will use the direction, control, and coordination facilities and processes described in this section. Communications and logistics systems for command, coordination, and response are described in Sections 5 and 6.

District staff will use the National Incident Management System (NIMS), and the Standardized Emergency Management System (SEMS), to organize district response activities. District staff will comply with the procedures of the San Joaquin County Unified Flood Fight Command to which the district is assigned, the San Joaquin Operational Area Multi-Agency Coordination System (MACS) or any other “as needed” command structure put in place by local officials purposes of inter-agency coordination.

4.1.1 Management and Policy

The District shall maintain direction and control of District operations during emergency periods. The District Board of Trustees shall meet and confer as deemed necessary by the Board President during emergency operations to perform their policy-making and financial responsibilities during emergency response operations. Board meetings will occur at the most convenient location.

If necessary the Board will authorize the District Engineer the responsibilities required in Section 3.2.1.

4.1.2 District Incident Command

The District will appoint one incident commander to manage all individual incidents occurring on the District levee system as an “incident complex” during any single disaster event as allowed in NIMS protocols. The District will operate on a 24-hour operational period.

The District Incident Commander at the flood fight scene are in charge of all resources responding to that emergency site and may assign missions to flood fight crews acquired under mutual aid from other governmental agencies, tasking them to perform specific tasks to facilitate the response.

4.1.3 Incident Command Facilities

The Unified Command Center of Operations will be formed to meet and make decisions during an emergency at:

Thornton Fire District, 25999 Thornton Road, Thornton, CA 95686

4.2 Management and Coordination with Other Jurisdictions

The district will ensure that proper management and coordination is maintained with 1) other public agencies and jurisdictions operating within the district, 2) neighboring reclamation districts, and 3) the San Joaquin Operational Area (SJOA). The following procedures will be followed to accomplish this function.

4.2.1 Unified Flood Fight Command Post

The County of San Joaquin has established four pre-planned unified flood fight commands with pre-identified command post locations to facilitate coordination and mutual aid between neighboring reclamation districts and supporting city/county, state, and federal agencies. The district will provide a representative to its assigned unified flood fight command to coordinate the development and implementation of incident action plans. Unified situation assessment, resources, and tactical planning of multi-agency flood fight activities will take place within this unified command. See Unified Flood Fight Command Map at www.sjmap.org/oesfcm.

The District operates under the San Joaquin County Office of Emergency Services. The District is a member of the NORTH DELTA FLOOD FIGHT COMMAND established by the SJOA. The North Delta Flood Fight Command meets at the Van Exel Dairies, 20002 Thornton Rd, Lodi.. The boundaries and assignments to this command may be viewed on the SJ County Unified Flood Fight Command Map available at www.sjmap.org/oesfcm.

4.2.2 San Joaquin Operational Area Emergency Operations Center (EOC)

The County of San Joaquin maintains and hosts the SJOA Emergency Operations Center (EOC) at 2101 E. Earhart Avenue, Stockton, in the Robert J. Cabral Agricultural Center. There could be other emergency facilities established under the SJOA-EOC located in separate locations

The Operational Area Multi-Agency Coordination Group (MAC Group) may be activated to assist the EOC Director to prioritize incidents for allocation of scarce resources, including mutual aid, assist Planning/Intelligence in information sharing, and conduct resource coordination processes in accordance with the procedures maintained by San Joaquin County Office of Emergency Services. The MAC Group works closely with the OA-EOC Logistics Section.

The San Joaquin Operational Area Planning/Intelligence Section will provide disaster intelligence and situational status to participating jurisdictions upon activation in an emergency. This district will participate in this disaster intelligence and information sharing process. See www.sjgov.org/oes for relevant San Joaquin Operational Area plans and procedures.

Reclamation District 348 is a signatory to the San Joaquin Operational Area Agreement and, as such, its Board President will participate in SJOA multi-agency coordination processes and procedures on behalf of the District. General travel times from District to the SJOA emergency

operations center is 30 minutes. District representative may remotely communicate with the SJOA EOC through cellular telephone.

4.2.3 State-Federal Flood Operations Center

The Department of Water Resources has special authority under Water Code Section 128 to assist reclamation districts with flood fight operations. The Department of Water Resources maintains the State-Federal Flood Operations Center (FOC) to perform these functions and support the operations of other State and Federal agencies. The district will maintain communications with the FOC in order to receive and provide information with that facility and to request technical assistance.

The District will communicate with the FOC through telephone systems or at the North Delta Unified Flood Fight Command multiagency coordination activities where FOC representatives are present.

4.2.4 San Joaquin Operational Area JIC

Public information for the general public and jurisdictions will also be coordinated, planned, and carried out through the San Joaquin Operational Area (JIC). The district will assist with public information as requested through the SJOA. See www.sjgov.org/oes for relevant San Joaquin Operational Area plans and procedures.

The district will provide a Public Information Officer (PIO), as requested, who will have authority to approve information releases. The district's PIO will identify the location and schedule of the JIC from the San Joaquin Operational Area PIO at the beginning of the flood event.

Section 5

5 Communications

5.1 Communications Organization

The district will maintain adequate communications equipment to implement this emergency plan. This section identifies equipment and/or systems available for communications,

- 1) Between district staff, contractors, and other staff working under district supervision
- 2) With other public agencies operating within the district
- 3) With neighboring reclamation districts
- 4) With the San Joaquin Operational Area EOC
- 5) With the State Flood Operations Center

5.2 District Communications

Members of the District maintain cellular phones for its employees. The District Board of Trustees maintains their own personal cell phones, as do any volunteers. A list of personal contact numbers for all District Trustees, Staff, and volunteers will be kept by the District Secretary.

Communication with cellular phones is the District's best assurance that communications needs will be met:

- 1) With district board
- 2) With and between levee patrols
- 3) With district staff, contractors, and volunteers conducting flood fight activities

The District Secretary has an emergency call list for the District as well as a list provided by DWR for the District's supporting agencies. An emergency meeting will be called in the event of an emergency and notification will begin with the call lists.

District Emergency Contact Call List:

- District President
- District Trustees
- District Secretary
- District Engineer
- District Staff

5.3 Communications with Other Jurisdictions

The District will communicate with other jurisdictions using cellular phones and through participation in meetings of the North Delta Unified Flood Fight Command. The SJOA may

assign radio or phone communications equipment to the District if this will provide reliable contact.

5.3.1 San Joaquin Operational Area EOC

The District will maintain communications with the SJOA EOC by cellular telephone and participation in scheduled meetings of the SJOA management. The District will maintain telephone numbers assigned by the SJOA for use by reclamation districts to contact the EOC.

5.3.2 Department of Water Resources State-Federal Flood Operations Center

The District will communicate with the Flood Operations Center by cellular telephone and office landline. Additional communications equipment may also be provided to ensure contact.

Section 6

6 Logistics and Finance/Administration

6.1 Mutual Aid

The district is a signatory to the California Master Mutual Aid Agreement, and the San Joaquin Operational Area Agreement, and will follow the processes outlined in those documents for requesting and providing mutual aid. The San Joaquin Operational Area Agreement and San Joaquin County Ordinances have provisions allowing the San Joaquin Operational Area Logistics Section and San Joaquin County Purchasing Agent to acquire and transport, on behalf of the district, resources requested by the district.

Mutual aid requests for technical assistance and services, flood fight crews, supplies and materials, and other resources will be made through the Public Works representative in the San Joaquin Operational Area Logistics Section. See www.sjgov.org/oes for operational area plans and procedures.

6.2 Resources

The District is in the process of purchasing and plans to have the following inventory of flood fight supplies on-site by the middle of January 2016.

<u>Supplies</u>	<u>Quantity</u>
Visquine (100' x 20' x 10 mil)	30 (rolls)
Sandbags	15,000
Twine (200 lb. Test)	24 (rolls)
Wooden Stakes	600
Tie Buttons	3,000
Lineman Pliers	24
Sledge Hammers	24
Shovels	30

SJOA maintains seven 20-foot containers with flood fight supplies that the District can draw on through the SJOA Agreement. Inventory of that resource can be obtained from SJOA. In addition, DWR stores resources near the Port of Stockton.

6.3 Procurement

District maintains standard forms and processes for initiating and executing contracts with private vendors. The District maintains a standard contract form for contracts under \$25,000 in a no-bid environment. The District maintains a separate contract form for contracts over \$25,000 adding a bonding requirement. Contracts over \$25,000 will be awarded through an informal bid process.

6.4 Logistics Facilities

See Annex A, District Flood Contingency Map, for locations of pre-planned delivery points, locations of district supplies, and district supply staging areas and points.

6.5 Finance and Administration

The District maintains financial and administrative records associated with emergency response in accordance with *44 C.F.R. Part 13--Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments*. Emergency response and construction records, including field reports, procurement and construction management files are maintained by both the District and the District's Engineer and are retained as prescribed by the grant authority. District maintains a safety plan for employees and work rules as appropriate.

Section 7

7 Plan Development and Maintenance

7.1 Plan Development and Maintenance

The District Secretary, President, and Engineer are responsible for overseeing the development of the Reclamation District 348 Emergency Operations Plan. The District Engineer will maintain Annex A. The District Secretary, President, and Engineer are responsible for periodic review of the District Emergency Operations Plan and Annex A to determine the need for revisions or updates.

The District Board will approve this plan when initially completed. The District President is authorized to approve routine updates and revisions. The District Board will review and re-approve the Emergency Operations Plan and Annex A at least every three years. Revised plans must be reviewed and approved by protected cities and the County.

7.2 Training and Exercises

The District will maintain a training program for its staff to ensure implementation of this Emergency Operations Plan and to meet minimum federal and state requirements for disaster reimbursement. All district training will comply with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

All district trustees, employees, and volunteers who have supervisory or management emergency assignments will receive at a minimum the following NIMS training and bi-annual refreshers.

- SEMS Introduction Course
- IS700 - NIMS An Introduction
- IS701 - NIMS Multi-Agency Coordination System
- IS800 - National Response Framework An Introduction
- ICS100- Introduction to the Incident Command System
- ICS200- ICS for Single Resources and Initial Action Incidents

In addition, district employees will receive training on the following subjects.

District EOP – Basic Plan and Annex A Contingency Map

District staff will participate in internal exercises and exercises sponsored by the San Joaquin Operational Area jurisdictions.

7.3 Plan Evaluation

District Incident Commander or Staff will prepare a written After-Action Report (AAR) after any District-declared emergency affecting District levees. The District Engineer is responsible for the preparation of this report. The Board will review and approve the AAR, which will briefly describe District operations, any response problems that arose, and damage sustained by the District. The AAR will also contain recommendations for improving District emergency operations in the future. The Board will provide direction to the District Incident Commander or Staff as to the preparation of changes, additions, or revisions to the District emergency operations plan.

Section 8

8 Authorities and References

Federal

Federal Civil Defense Act of 1950 (Public Law 920, as amended)

Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)

State

California Emergency Services Act (Chapter 7, Division 1 of Title 2 of the Government Code)

Standardized Emergency Management System Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations)

Local

Ordinance Code of San Joaquin County 1995, Title 4 – Public Safety, Division 3. – Civil Defense And Disaster, Section 4-3008

ATTACHMENT 1
EMERGENCY NOTIFICATION

EMERGENCY NOTIFICATION

DATE:

TO: John Paasch, Chief: Flood Operations Branch: DWR Division of Flood Management
Aleck Dambaucher, President, Trustee: RD 348

FROM: Robert Wagner, District Engineer: RD 348

SUBJECT: Reclamation District No. 348: Emergency Notification
Request for Regulatory Coordination Support

Mr. Paasch,

Reclamation District No. 348, New Hope Tract, is preparing for an eminent emergency situation. Depending on changes in weather and river conditions, the District shall declare that there is an emergency situation that may threaten the District's ability to provide flood protection. The District is formally requesting the support of the Flood Operations Branch Chief of the California Department of Water Resources to support the District efforts to notify all required regulatory agencies to satisfy state and federal notification requirements. It is the intent of the District to prepare for and flood fight any and all incidents that may arise during this pending emergency situation.

The Notification that is being requested by the District should satisfy the regulatory agencies request to provide sufficient time to respond to the pending actions. Depending on conditions, and willingness of the responding regulatory agencies, representatives may be able to access the District levees along with the District Incident Commander or District Engineer to assess the flood fight preparations or potential ongoing activities. The representative must be properly equipped with suitable supplies and equipment to be prepared for on-site conditions. Contact me immediately for any information at (916) 441-6850 or (916) 718-6203.

Regards,

Robert Wagner, District Engineer
Reclamation District No. 348

ATTACHMENT 2
EMERGENCY RESOLUTION

**RESOLUTION OF THE BOARD OF TRUSTEES
OF RECLAMATION DISTRICT NO. 348
(NEW HOPE TRACT)
EMERGENCY MEETING DATE:**

RESOLUTION No.

Upon special notice to and consent by the Trustees of Reclamation District No. 348, of the County of San Joaquin, State of California, an emergency meeting of the Board of Trustees was held at the principal office of the District located at the office of Croce & Company 3247 West March Lane, Suite 200, Stockton, CA on **[DAY and DATE]** at **[TIME]**. The Board agreed that an emergency situation exists which requires immediate action by the District.

[DESCRIPTION OF EMERGENCY EVENT, JUSTIFICATION]

EMERGENCY DECLARATION

WHEREAS, the trustees of Reclamation District 348 have considered the condition of the District Levees and the potential risk of general operation at the expense of public safety and agricultural production; and

WHEREAS, the Trustees have noted that the Sacramento and San Joaquin Delta is and will continue to experience high water levels resulting from heavy rainfalls and runoff, high tides, and high winds; and

WHEREAS, the District is experiencing **[DESCRIPTION OF EMERGENCY EVENT]**;
and

WHEREAS, after consultation with the District Engineers and after a visual assessment of the condition of the District levees on **[DATE(S) and TIME(S)]**, the District found and declared on **[DATE]** that an emergency situation existed and that all necessary and required work to protect the District and the District's levees should be completed at the earliest possible date.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Trustees of the Reclamation District No. 348, as follows:

1. As of **[DATE]** an emergency situation exists within the District and along the District's levees, which requires the District to proceed immediately with the work to prevent the possible flooding of the district, and failure to its levees at the earliest possible time.
2. That the emergency condition will not permit a delay resulting from a competitive solicitation for bids for securing materials and equipment needed to address the emergency.
3. That the district President, and/or District Engineer be hereby authorized and directed to acquire such materials and equipment and to enter into contracts necessary and appropriate to meet the emergency needs of the district, without observing the need to seek formal competitive solicitation of bids, or bonding.

CERTIFICATION

I, Aleck Dambaucher, President and trustee for Reclamation District No. 348 (District) do hereby certify that the above is a true and correct copy of the resolution which the Board of Trustees of the District unanimously adopted on **[DATE]**.

Executed on _____, in Stockton, California.

Aleck Dambacher

ATTACHMENT 3
DELEGATION OF AUTHORITY

Reclamation District No 348 Delegation of Authority Letter

As of _____ hrs, _____, I have delegated the authority and responsibility for the
(Time) (Date)

complete management of the Reclamation District 348 _____ Incident to
(Name of Incident)
_____ acting as District Incident
(Name of Individuals)

Commander and Deputy Incident Commander respectively.

Instructions

As Incident and Deputy Commander, you are accountable to me and the Board of Trustees for the overall management of this incident including control and supervision over District staff and contractors. I expect you to adhere to relevant and applicable laws, policies, and professional standards.

My general considerations for management of the incident are:

1. Provide for safety of District staff.
2. Keep the Board and District Secretary informed of key actions, and the situation.
3. Comply with the RD348 Flood Safety Plan and document conditions requiring its modification

My specific directions and clarifications of authority for this incident are:

- 1.
- 2.
- 3.
- 4.

By: _____
(President, Board of Trustees)

(Date)

ATTACHMENT 4
STANDARD CONTRACT FORM

CONTRACT FORM

This agreement, made and entered this _____ day of _____, YEAR, by and between Reclamation District No. 348, hereinafter DISTRICT, and _____ hereinafter CONTRACTOR.

For and in consideration of the payments hereinafter specified to be made by DISTRICT, CONTRACTOR agrees at its own proper cost and expense, to do and/or provide the following in accordance with applicable plans and specifications and as directed by DISTRICT:

PROJECT DESCRIPTION DETAILS and PROPOSAL SUBMITTED by CONTRACTOR, Exhibit A.

The total agreed upon price: NOT TO EXCEED AMOUNT based on unit prices.

Payment shall be made within sixty (60) days after acceptance of work or portions thereof by DISTRICT or as follows: _____

CONTRACTOR shall provide DISTRICT with payment bond in the amount of _____ in accordance with Civil Code Sections 3247 through 3258. No payment will be made by DISTRICT until such bond has been received.

CONTRACTOR shall provide DISTRICT with performance bond in the amount of _____ guaranteeing faithful performance of said contract.

The complete Contract between the DISTRICT and CONTRACTOR shall consist of the following component parts, to-wit: This instrument; the NOTICE INVITING BIDS; the addenda, if any; the accepted Bid Schedule, including all required attached documents; the required bond(s) fully executed; and each of the component parts of the "EMERGENCY REPAIR PROJECT," dated MONTH AND YEAR.

This instrument and the other documents mentioned above constitute the complete Contract between the DISTRICT and CONTRACTOR and the said other documents are as fully a part of this Contract as if hereto attached or herein repeated.

As used herein, "INDEMNIFIED PARTIES" collectively refers to all the following: DISTRICT and its board of trustees, officers, agents and employees; and the State of California, and all of its agencies, departments, officers, agents and employees, including but not limited to the Central Valley Flood Protection Board and the Department of Water Resources and their respective officers, agents and employees

CONTRACTOR shall be responsible for its own work, property, and/or materials until completion and final acceptance of the work by the DISTRICT. In the event of loss or damage, it shall proceed promptly to make repairs or replacement of the damaged work, property, and/or materials at its own expense, as directed by the DISTRICT. CONTRACTOR waives all rights CONTRACTOR might have against DISTRICT for loss of or damage to CONTRACTOR's work, property, or materials. Payment shall not be construed as a waiver of this or of any other terms of the Contract.

CONTRACTOR shall pay for all material, labor, taxes, insurance and other claims, liabilities, and obligations of any nature arising from any aspect of its work performed under this Contract, and shall furnish satisfactory evidence of such payments upon request of DISTRICT. CONTRACTOR agrees to indemnify, defend, and hold harmless INDEMNIFIED PARTIES from all suits, liens, or other claims of any nature arising from its failure to make such payments.

CONTRACTOR shall provide and maintain at all times during the performance the following insurance:

Workers' Compensation insurance meeting the requirements of both the State of California and the Federal Longshore and Harbor Workers' Compensation Act to the extent applicable.

Insurance covering Public Liability, Property Damage, and Contractor's Contractual Liability arising out of or relating to CONTRACTOR's performance hereunder (all including but not limited to work performance and the operation of automobiles, trucks and other vehicles) in amounts of not less than \$1,000,000 per occurrence, protecting CONTRACTOR and INDEMNIFIED PARTIES against liability for damages because of injuries (including death) and in an amount of not less than \$1,000,000 per occurrence against liability for damages to property. All of the following shall be named as additional insureds on said policies: "Reclamation District No. X and its board of trustees, officers, agents and employees; and the State of California, and all of its agencies, departments, officers, agents and employees."

All insurance required hereunder shall be maintained in full force and effect in a company or companies satisfactory to DISTRICT, shall be maintained at CONTRACTOR's expense until performance in full hereof and such insurance shall be subject to requirement that DISTRICT must be notified by thirty (30) days' written notice before cancellation of any such policy. In the event of threatened cancellation for non-payment of premium, DISTRICT may pay same for CONTRACTOR and deduct the same payment from amounts then or subsequently owing to CONTRACTOR hereunder.

Evidence of such insurance shall be furnished by CONTRACTOR to DISTRICT upon request.

CONTRACTOR specifically obligates itself to DISTRICT in the following respects (and this agreement is made upon such express condition), to wit:
for any cost, expense or judgment (including attorney's fees) paid or incurred in that behalf.

CONTRACTOR shall be fully and exclusively responsible for and shall pay when due any and all applicable contributions, allowances or other payments or deductions, however termed, required by union labor agreements now or hereafter in force.

CONTRACTOR shall indemnify INDEMNIFIED PARTIES against, and save them harmless from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred on account of any breach of the aforesaid obligations and covenants, and any other provisions or covenants of this Contract.

At any time before final settlement or adjudication of any loss, damage, liability, claim, demand, suit or cause of action for which CONTRACTOR hereby agrees to indemnify and save INDEMNIFIED PARTIES harmless, DISTRICT may withhold from any payments due or to become due under this Contract the reasonable value thereof, as determined by DISTRICT.

CONTRACTOR specifically agrees that it is, or prior to the start of work hereunder will become, a CONTRACTOR and an employing unit subject as an employer, to all applicable Unemployment Compensation Statutes.

CONTRACTOR further agrees as regards, (a) the production, purchase and sale, furnishing and delivering, pricing, and use or consumption of materials, supplies and equipment, (b) the hire, tenure or conditions of employment of employees and their hours of work and rates of and the payment of their wages, and (c) the keeping of records, making of reports, and the payment, collection, and/or deduction of Federal, State and Municipal taxes and contributions that CONTRACTOR will keep and have available all necessary records and make all payments, reports, collections, deductions, and otherwise do any and all things so as to fully comply with all Federal, State and Municipal laws, ordinances, regulations, and requirements in regard to any and all said matters insofar as they affect or involve the CONTRACTOR's performance of this Contract, all so as to fully relieve INDEMNIFIED PARTIES from and protect it against any and all responsibility or liability therefore or in regard thereto.

CONTRACTOR shall protect and keep INDEMNIFIED PARTIES harmless and free from all liability, penalties, losses, damages, costs, expenses, causes of action, claims and judgments resulting from injury or harm to any person or property arising out of or in any way connected with the performance hereof.

CONTRACTOR shall further hold INDEMNIFIED PARTIES harmless from liability or claims for any injuries to or death of CONTRACTOR's employees resulting from any cause whatsoever, and shall indemnify INDEMNIFIED PARTIES

CONTRACTOR further agrees as to comply with California Labor Codes including, but not limited to:

Pursuant to Labor Code Section 1771 for contracts over \$1,000.00, this district works with the Compliance Monitoring Unit/Division of Labor Standards Enforcement and requires that all contractors and subcontractors working on this project keep certified payroll records in accordance with Labor Code Section 1776, and to submit electronically via the Department of Industrial Relations (DIR) Compliance Monitoring Unit website. For any questions please email CMU@dir.ca.gov or call 916-263-1811.

Pursuant to Labor Code Section 1771.1, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to Section 1725.5.

In accordance with the provisions of Labor Code Section 1720 et seq., the Division of Labor Standards and Research has determined the general prevailing rates or wages and employer payments for health and welfare, pension, vacation, travel time, and subsistence pay as provided for in Labor Code Section 1773.8.

It shall be mandatory upon the CONTRACTOR herein and upon any Subcontractor to pay not less than the said specified rates to all laborers, workers, and mechanics employed by them in the execution of the Agreement pursuant to Labor Code Section 1774.

The CONTRACTOR shall post job site notices, as prescribed by regulation 1771.4(a)(2).

The District or District Representative shall make periodic site visits to observe and interview workers regarding the payment of prevailing wages and proper work classifications. Contractor and each Subcontractor shall cooperate and coordinate with the District and provide unaccompanied access to workers on the job site.

Attention is directed to the provisions in section 1777.5 and sections 1777.6 of the Labor Code concerning the requirement to employ apprentices by the CONTRACTOR or any Subcontractor under it.

Contractors and any Subcontractors shall be assessed penalties for violating labor code sections as stated above and as specified in the labor code.

CONTRACTOR certifies that he is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that he will comply with such provisions before commencing the performance of the work of this Contract.

This agreement shall not be modified except by written document executed by the parties hereto.

CONTRACTOR

RECLAMATION DISTRICT No. 348

By: _____

By: _____

Title: _____

Title: _____

APPENDIX A

The federal and state labor law requirements applicable to the contract are composed of but not limited to the following items:

1. The contractor's duty to pay prevailing wages under Labor Code Section 1770 et seq., should the project exceed the exemption amounts.
2. The contractor's duty to employ registered apprentices on the public works project under Labor Code Section 1777.5.
3. The penalties for failure to pay prevailing wages (for non-exempt projects) and employ apprentices including forfeitures and debarment under Labor Code Sections 1775 and 1777.7.
4. The requirement to keep and submit copies upon request of certified payroll records under Labor Code Section 1776, and penalties for failure to do so under Labor Code Section 1776(g).
5. The prohibition against employment discrimination under Labor Code Section 1777.6; the Government Code, and Title VII of the Civil Rights Act of 1964.
6. The prohibition against accepting or extracting kickback from employee wages under Labor Code Section 1778.
7. The prohibition against accepting fees for registering any person for public work under Labor Code Section 1779, or for filling work orders on public works under Labor Code Section 1780.
8. The requirement to list all subcontractors under Public Contracts Code Section 4104.
9. The requirement to be properly licensed and to require all subcontractors to be properly licensed and the penalty for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractors License Law, found at Business and Professions Code Section 7000 et seq.
10. The prohibition against unfair competition under Business and Professions Code Section 17200-17208.
11. The requirement that the contractor be properly insured for Workers Compensation under Labor Code Section 1861.
12. The requirement that the contractor abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project.
13. The federal prohibition against hiring undocumented workers, and the requirement to secure proof of eligibility/citizenship from all workers.
14. The requirement to provide itemized wage statements to employees under Labor Code Section 226.

Certification: I acknowledge that I have been informed and am aware of the foregoing requirements and that I am authorized to make this certification on behalf of [name of subcontractor].

Date

Name of person signing and company

ATTACHMENT 5
PL 84-99 LETTER



COUNTY OF SAN JOAQUIN

OFFICE OF EMERGENCY SERVICES

2101 E. EARHART AVENUE, SUITE 300

STOCKTON, CA 95206

TELEPHONE (209) 953-6200

FAX (209) 953-6268

August 12, 2008

District Commander
U.S. Army Engineer District, Sacramento
1325 J Street
Emergency Management Section
Sacramento, CA 95814-2922

SUBJECT: PUBLIC LAW 84-99 ASSISTANCE REQUEST

Dear Sir:

The existing high water conditions constitute a flood threat to the safety of persons and property of: Reclamation District 348, located in the County of: San Joaquin State of California.

The potential threat is beyond our capability to address. It is requested that the U.S. Army Corps of Engineers provide emergency assistance in the form of temporary protection.

Sincerely,

(signature) (public official)

(print name)

(title)

Contact phone:
(Contact Fax) :