

Reclamation District No. 2029 Emergency Operations Plan Basic Plan

(California Water Code Section 9650 Safety Plan)



San Joaquin Operational Area
December 2015

DISCLAIMER

“This Emergency Operations Plan (“Plan”) is intended to be a set of guidelines to be followed in the event of a flood emergency. Emergency conditions may vary significantly, and may require that different elements of the Plan be utilized depending upon the nature and extent of the particular emergency event, despite language in the Plan that appears to mandate certain actions. Notwithstanding anything to the contrary set forth in the Plan, including any language that appears to require particular action(s), the District preserves the ability to undertake all or any portion of the Plan as necessary and appropriate to respond to the particular emergency and preserve life and property. Under no circumstances will the District Board or its officers or employees be personally responsible for the procedures undertaken or not undertaken by Reclamation District No. 2029 in the event of a flood emergency, regardless of whether such procedures were or were not included in the Plan.”

**RECLAMATION DISTRICT No. 2029
EMPIRE TRACT
421 South El Dorado St., Suite E
Stockton, California 95203**

December 21, 2015

To Whom It May Concern:

This document and accompanying annex map, having been duly reviewed and approved by the Board of Trustees of Reclamation District No. 2029, is hereby promulgated as the official Emergency Operations Plan (Plan) of the District. District 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 Engineer 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 Board of Trustees of Reclamation District No. 2029 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 Board plan reviews and approval actions in accordance with District documentation procedures and policies. The Board Secretary and/or District Engineer can make recommendations to the Board for routine updates and changes to the Plan, as needed, due to changes in district operations and personnel and changes to outside agency plans that affect district operations.

RECLAMATION DISTRICT No. 2029

Alan R. Coon, Secretary

RECORD OF INITIAL DISTRIBUTION

<u>Agency Name</u>	<u>Address</u>	<u>Date Provided</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 Emergency Management Agency	3650 Schriever Ave Mather, CA 95655	
Central Valley Flood Protection Board	3310 El Camino Ave., Rm 151 Sacramento, CA 95821	
San Joaquin County Sheriff's Office	7000 Michael Canlis Way French Camp, CA 95231	

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Section 1 - Plan Introduction

1.1 Purpose

The purpose of this Emergency Operations Plan (Plan) is to ensure the effective performance of Reclamation District No. 2029 (District) responsibilities in a flood emergency in collaboration with other jurisdictions performing emergency functions within and around the District. This Plan will be used in conjunction with the emergency operations plans of the State of California and the San Joaquin Operational Area (SJOA) to facilitate multi-jurisdictional coordination within District boundaries. Although this is a public document, specific procedures and information of a sensitive nature, as well as personal information, may be removed from publicly available versions. The full document is subject to restricted-use handling procedures. This Plan meets the requirements of Section 9650 of the California Water Code.

1.2 Scope

The District is an independent jurisdiction with responsibility for the operation and maintenance of the levee system within its jurisdictional boundaries. This Plan describes detailed procedures for meeting this District responsibility. Operational plans of other jurisdictions with public safety responsibilities within the District are only referenced in this Plan.

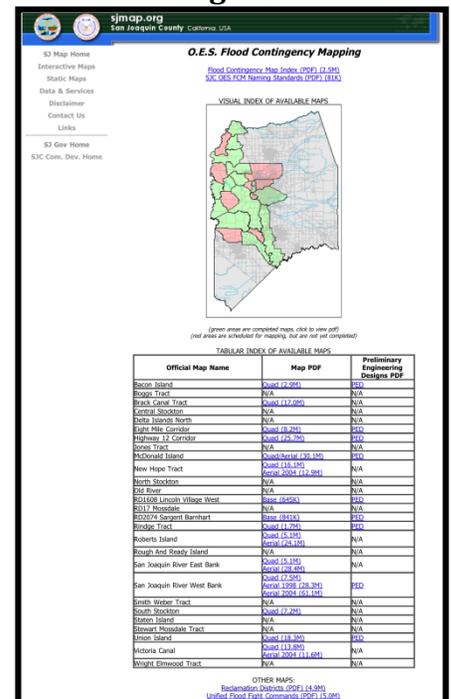
This Plan will cover in detail the following:

- 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 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 because of the District's limited responsibilities and lack of internal departments, this Plan consists of this Plan and one hazard-specific annex, Annex A – Flood Contingency Map (Annex A). Annex A contains the District's specific flood response procedures. Annex A is accessible on the SJOA Flood Contingency Map website. See Figure 1.

Figure 1



www.sjmap.org/oesfcm
Maintained by SJOA

Section 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 – Flood Contingency Map 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.

The District is located within the Delta in San Joaquin County, California. The District is located west of Interstate 5, near the town of Stockton. The tract is protected by 10.5 miles of non-project levee miles along Honker Cut to the east, White Slough to the northeast, Little Potato Slough to the northwest, Little Connection Slough to the west, Stockton Deep Water Ship Channel/Ward Cut to the southwest, and Disappointment Slough to the southeast. Surrounding districts include RD 2044 – King Island to the east; RD 548 – Terminous Tract and RD 756 – Bouldin Island to the north; RD 2023 – Venice Island to the west; and RD 2041 – Medford Island and RD 2037 – Rindge Tract to the South.

The District is susceptible to overtopping, seepage, and erosion due to tidal and riverine effects. High flows from the San Joaquin River, or the Mokelumne River can raise water levels in the Delta. High tides during these high flow events exacerbate the high water levels. Peaks during the high tide cycle can cause significant erosion and possible overtopping. Wind generated waves, during a high tide when the water levels are elevated due to flood flows, can cause additional waterside erosion and overtopping. The most susceptible areas of the District are the south and western levee segments where the wind fetch lengths are long and the levees are adjacent to the San Joaquin River. Some portions of Disappointment Slough have large fetch lengths that can generate significant wave action against the south levee.

The levee surrounding Empire Tract overtopped during high tides of February 1998 and December 2005. Since those occurrences portions of the levee have been raised several times and fill has been placed on the landside slope. Annual maintenance projects have focused on waterside erosion repair, raising portions of the levee crown to higher elevations, stability toe berm construction along certain levee reaches, and removal of anomalies and beaver dens. In 2004, a sheet pile wall was placed at Station 355+00 to prevent seepage. In 2008-2009, utilizing cost share funding from the Subventions Program, the District increased the lowest crown elevation locations, not including County roads, to above the average 100-year flood elevation. This project raised the elevation of over 13,000 lineal feet of levee at 18 different locations along the north and south levee, 0.5 feet above the 100-year flood elevation. In 2009-2010 the levee was raised to Hazard Mitigation Plan (HMP) standards along Little Potato and Little Connection Slough between Station 253+00 and 295+00 and the again in 2010-2011 along White Slough between Stations 126+00 and 149+00. In 2011, the levee was improved from Station 390+00 to 400+00 as a component of the City of Stockton intake facility construction along the San Joaquin River Deep Water Ship Channel. In 2015 and 2016, the District will bring an additional 9.1 miles of levee up to HMP standards along various stations around the levee.

The District protects Eight Mile and Empire Tract roads, which are used for access to Venice and Medford Islands, St. Francis Yacht Club, and the City of Stockton Delta Water Supply Project Pump Station. The District also protects access for roughly 20 full time residents; however, this number increases to over 100 during the winter hunting season. During certain harvest periods there could be up to 500 people working on the island during the day. There are multiple farming enterprises, each with warehouses, facilities, and farming equipment. The City of Stockton Pump Station facility is located on Empire Tract along the San Joaquin River.

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 – Flood Contingency Map 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 preparedness actions.

1. The District Trustees inspect District levees on a routine basis
2. A baiting program is ongoing
3. A vegetation control program is ongoing
4. Annual inspection and inventory of District flood fight supplies
5. Regular inspection and maintenance of access control gates on levees
6. Regular inspection and maintenance of pumping stations

The District owns and operates two (2) pumping stations for the internal drainage control. The western pumping station is located at Station 324+00 (38° 3.608' N, 121° 29.987' W). The southwestern pumping station is located at Station 416+25 (38° 2.520' N, 121° 29.368' W).

2.2.2 Monitoring and Analysis

The District Trustees and District Engineer will monitor and analyze throughout flood season the water conditions, elevations, and forecasts for waterways affecting the District levees for the purpose of promptly identifying heightened threats to the integrity of levee and drainage systems. 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 gauges and information sources in its monitoring effort.

Primary Reference Gauge (Datum NAVD88):

San Joaquin at Venice Island
(CDEC Station ID: VNI)

See Annex A for stage information

Secondary Reference Gauges (Datum NAVD88):

San Joaquin River at Mossdale Bridge
(CDEC Station ID: MSD)

See Annex A for stage information

Mokelumne River – Benson Ferry
(CDEC Station ID: BEN)

See Annex A for stage information

The District has traditionally used the NGVD 29 local datum to evaluate flood stage during an event. Stage elevations are now reported in NAVD 88 datum. The table below lists the conversion for the VNI gauge to define the shift in the reported elevation to help correlate to the old elevations used to determine high water events.

CONDITION	NGVD 29 DATUM Local – Historical	NAVD 88 DATUM Current	CONVERSION FACTOR
1.5' Below 100-Year Elevation	5.9 Feet	8.55 Feet	2.65 Feet
1.0' Below 100-Year Elevation	6.4 Feet	9.05 Feet	
100-Year Elevation	7.4 Feet	10.05 Feet	

2.2.3 Alerting, Activation, and Initial Response

The following actions will be taken when District Trustees or District Engineer identifies the trigger condition. The District may also take these actions at any time it is felt that conditions affecting the levees warrant such action.

ACTION	TRIGGER CONDITION
Alert the District Board of Trustees and staff Issue Delegation of Authority letter appointing District Incident Commander	Potential threat to levee integrity, or VNI forecasted to reach 8.55', 1.5' below 100- year flood elevation (NAVD 88)*
Activate District staff and initiate periodic focused levee inspections	VNI forecasted to reach 8.55'*
Initiate 24-hour continuous levee patrols	VNI forecasted to reach 9.05', 1.0' below 100-year flood elevation (NAVD 88) †

ACTION CONTINUED	TRIGGER CONDITION CONTINUED
Contact Woodbridge Fire District, San Joaquin Sheriff Department, and San Joaquin County OES	Potential threat to levee integrity
Contact the State-Federal Flood Operations Center	Identified problem on levee

* Elevation defined as 1.5 feet below 100-year flood elevation of 10.05'

† Elevation defined as 1.0 feet below 100-year flood elevation of 10.05'

The District does not use “phases” where objective conditions trigger a group of actions. Each action indicated will be taken upon reaching the trigger condition shown or if District staff feels it is warranted. As noted below, the District Engineer is responsible for monitoring objective conditions affecting the District.

District staff will take all of 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 District will promptly notify this jurisdiction 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 following jurisdictions are responsible for alerting and warning the general public within the District:

- San Joaquin County Sheriff’s Department
- Woodbridge Fire District

Alerting and warning will be conducted jointly by these jurisdictions through the San Joaquin Operational Area using the procedures contained in the SJOA Warning Annex (see www.sjgov.org/oes). The District will provide a representative to the Operational Area and SJOA Joint Information Center (JIC) to assist with alert and warning messages if requested.

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. Annex A displays the District’s concept of operations for emergency communications, patrol, and flood fight. 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 under the Federal Stafford Act 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.

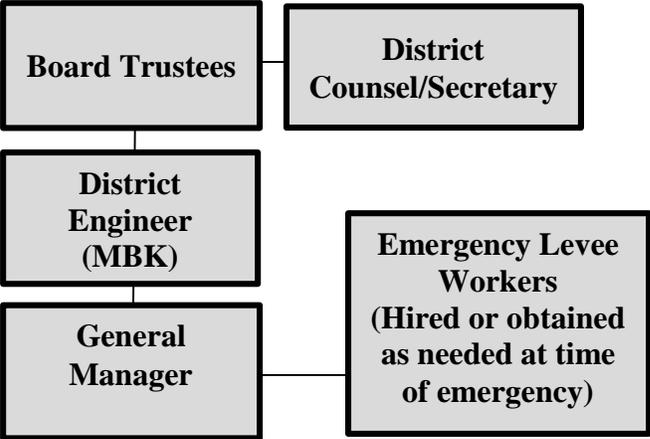
To ensure that the District takes steps to quickly access the recovery process, these actions should be considered if an incident is imminent or occurring:

- 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 - 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 Trustees 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

The District Secretary shall have the authority, once the District Board of Trustees has concurred that a local emergency is occurring, to 1) make a legal or financial commitment on behalf of District during emergency operations and 2) purchase additional flood fight supplies or materials. There is no limit to the commitment that can be made. Any single trustee, in the absence of the District secretary can take these actions upon recognition of a threat to levee integrity even without prior concurrence of the District Board of Trustees that a local emergency is occurring. In this case, the District Board of Trustees must be notified of the action within 24-hours.

3.2.2 Represent District in Operational Area Emergency Management Committee

The District Incident Commander is 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 Management Committee. He or she may speak for the District in matters pertaining to 1) the condition of District levees, 2) protective action decisions being made by public safety agencies, and 3) any requests to modify or conform District response that come out of the multi-agency coordination process.

The District Secretary will issue a Delegation of Authority letter (see Attachment 2) confirming and defining these specific authorities at the time of an emergency and formally identifying the District Incident Commander and Deputy Incident Commander upon reaching the trigger condition described in Section 2.2.3.

3.2.3 Provide Public Information

The District Trustees or District Secretary are authorized to speak to the media on behalf of the District as part of the SJOA JIC. The District Board Trustees may assign the District Secretary as the District Public Information Officer.

3.2.4 Maintain Emergency Supplies and Equipment

The District General Manager is authorized and responsible for maintaining the District's emergency flood fighting supplies. The District Engineer will ensure that supplies are maintained at inventory levels set by the District Board of Trustees or at any minimum levels that may be set by the Department of Water Resources guidance or statutes. The District General Manager is authorized to acquire supplies as necessary to maintain those levels.

3.2.5 Monitor Water Conditions, Elevations, and Forecasts

The District Engineer is 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.

3.2.6 Activate and/or Direct District Staff during Emergency Operations

The District Incident Commander as assigned by the District Trustees is authorized and responsible for:

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

The Board will use the emergency resolution template (See Attachment 5) to proclaim a local emergency. The Board Secretary will issue a Delegation of Authority letter (see Attachment 2) assigning a District Incident Commander as noted in Section 3.2.2.

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

The District Secretary and District Engineer are 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 Secretary and District Engineer are 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 and mutual aid requests.

Section 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 SJOA 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 District Secretary during emergency operations to perform their policy making and financial responsibilities during emergency response operations. Board meetings will occur in the field or if needed at the office of the District at 421 South El Dorado St., Suite E, Stockton, California 95203.

The Board of Trustees may issue a Delegation of Authority letter (see Attachment 2) appointing a District Incident Commander upon reaching the trigger condition indicated in Section 2.2.3. The District Incident Commander will be responsible for all District emergency actions.

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.

4.1.3 Incident Command Facilities

The District does not maintain pre-identified facilities for hosting emergency activities being undertaken by District staff. The District’s principal and official office is located at 421 South El Dorado Street, Suite E, Stockton, California. District activities will be organized and coordinated in the field at the supply and delivery point at Herman & Helen’s Marina located at 15135 W. Eight Mile Road, Stockton, CA, at the official District office or at other incident command facilities established by public safety agencies or the SJOA at the time of the emergency.

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 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.

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 on Woodbridge Road. The boundaries and assignments to this command may be viewed on the San Joaquin County Unified Flood Fight Command Map available at www.sjmap.org/oesfcm (see Figure 2).

4.2.2 SJOA Emergency Operations Center

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 OA-EOC located in separate locations.

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

The SJOA Planning/Intelligence Section will provide disaster intelligence and situational status to participating jurisdictions upon activation in an emergency. This District will participate as needed in this disaster intelligence and information sharing process. See www.sjgov.org/oes for relevant SJOA plans.

The District is a signatory to the SJOA Agreement and as such, its Incident Commander 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

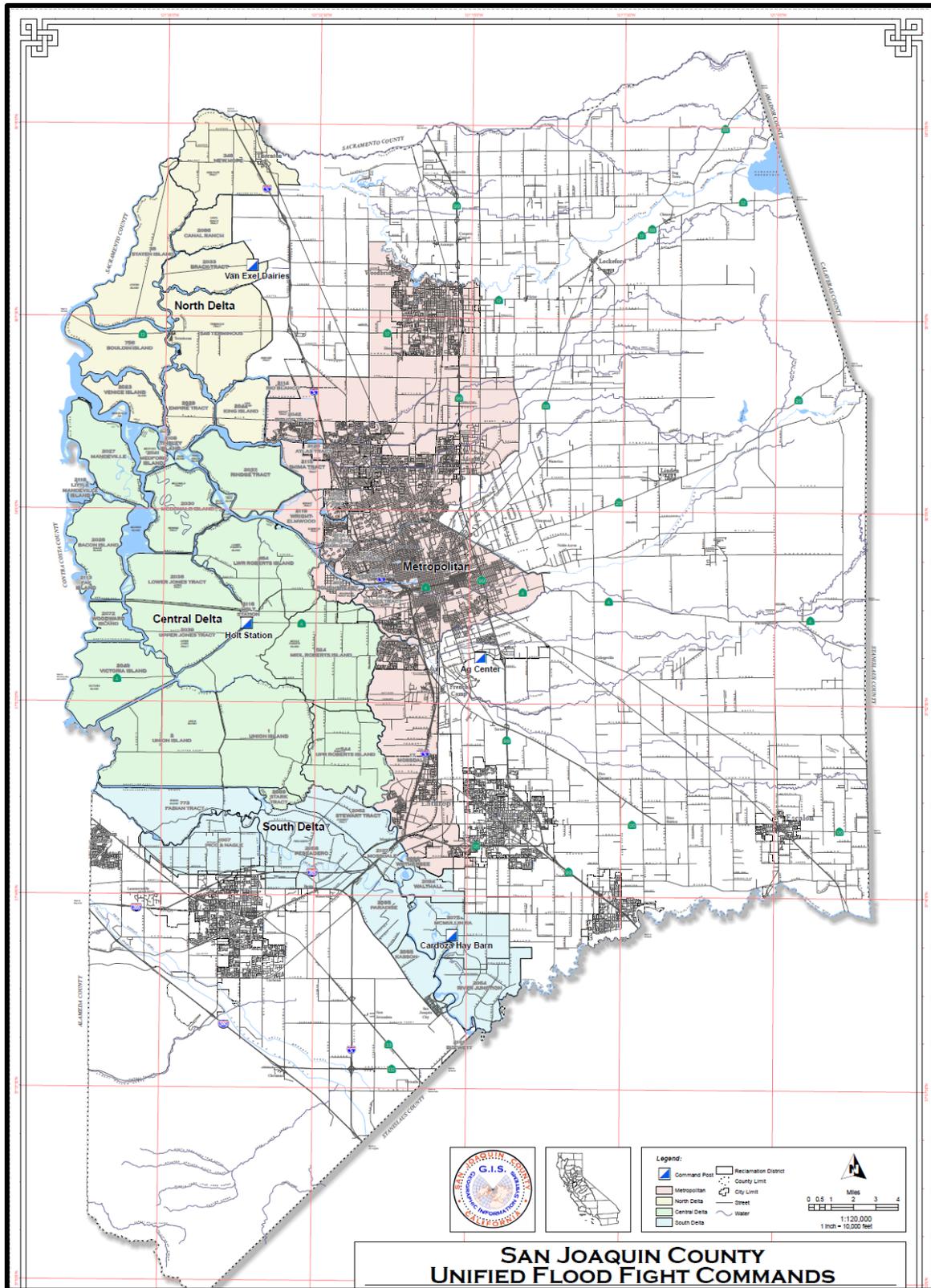
The Department of Water Resources has special authority under Water Code Section 128 to assist reclamation districts with flood fight operations. The Department of Water Resources maintains the State-Federal Flood Operations Center (FOC) to perform these functions and support the operations of other state and federal agencies. The District will maintain communications with the FOC to receive and provide information with that facility and to request technical assistance. The District will maintain communications with the FOC through telephone systems or at the North Delta Unified Flood Fight Command multi-agency coordination activities where FOC representatives are present.

4.2.4 SJOA Joint Information Center

Public Information to the general public and jurisdictions will also be coordinated, planned, and carried out through the SJOA Joint Information Center (JIC). The District will assist with risk communication as requested by the operational area. See www.sjgov.org/oes for relevant SJOA plans and procedures.

The District will provide a public information officer as requested who will have authority to approve information releases. The District information officer will identify the location and schedule of the JIC from the SJOA Public Information Officer at the beginning of the flood event.

Figure 2: Unified Flood Fight Commands



Section 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 the District staff, contractors, and other staff working under the District Superintendent
- 2) With other public agencies operating within the District
- 3) With neighboring reclamation districts
- 4) With the SJOA EOC
- 5) With the State Flood Operations Center

5.2 District Communications

The District does not own or operate communications equipment. The District will rely primarily on personal cell phones of its staff and trustees to maintain communications between the Board of Trustees, District Secretary, District Incident Commander, and other temporary help response staff that may be hired during the emergency period. In the event of failure of cellular telephone systems the District will use messengers to transmit information between its staff and other jurisdictions as well as regularly scheduled coordination meetings of the field unified commands and the SJOA organization.

5.3 Communications with Other Jurisdictions

The District will maintain communications with other jurisdictions by cellular telephone and by participation in meetings of the North Delta Unified Flood Fight Command. The Operational Area may assign radio or phone communications equipment to the District if this will provide reliable contact.

5.3.1 SJOA 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 FOC by cellular telephone. Additional communications equipment may also be provided to ensure contact.

Section 6 – Logistics, Finance and Administration

6.1 Mutual Aid

San Joaquin County is a signatory to the California Master Mutual Aid Agreement. The District is a signatory to the SJOA Agreement, and will participate in the mutual aid system, and follow the processes outlined in those documents for requesting mutual aid. The SJOA Agreement and San Joaquin County Ordinances have provisions allowing the SJOA 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 SJOA Logistics Section and/or the Operational Area Public Works Mutual Aid Coordinator. See www.sjgov.org/oes for operational area plans and procedures.

6.2 Resources

Annually, the District stockpiles materials at specified delivery point location prior to the flood season. Other flood fight materials are purchased prior to identifiable events, as necessary. The District is in the process of procuring additional flood fight supplies to be stored on-island. The plan will be updated once these supplies have been purchased and staged accordingly. SJOA maintains seven twenty-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. See Attachment 3 for minimum inventory supply recommendations and image for future potential supply storage locations.

6.3 Procurement

The 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 and informal bid process if practicable in light of emergency conditions. If an emergency situation is present, the District may administer contracts, as legally allowed under a declared emergency. See Attachment 4 for sample contract.

6.4 Logistics Facilities

See Annex A 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 Engineer and are retained as prescribed by the grant authority.

Section 7 - Plan Development and Maintenance

7.1 Plan Development and Maintenance

The District Board Trustees, District Secretary and District Engineer are responsible for overseeing the development of the District Plan. The District Engineer will maintain the Annex A. The District Board Trustees and District Engineer are responsible for periodic review of these documents to determine the need for revisions or updates.

The District Board will approve this Plan when initially completed. The Board Secretary and/or District Engineer can make recommendations to the Board for routine updates and changes to the Plan, as needed. The District Board will review and re-approve the Plan and Annex A at least every three years. Revised plans must be reviewed and approved by the County.

7.2 Training and Exercises

The District will maintain a training program to implement this 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). The District [Emergency Response and Training Policy](#) describes the District training program in detail (see Attachment 1).

District employees involved in the implementation of this Plan will receive training on the District EOP and Annex A.

District staff will participate in internal exercises and exercises sponsored by the SJOA jurisdictions.

7.3 Plan Evaluation

The District Engineer will prepare a written After-Action Report (AAR) after any District-declared emergency affecting District levees. 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 District Board of Trustees will provide direction to staff as to the preparation of changes, additions, or revisions to the Plan.

Section 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 RESPONSE AND TRAINING POLICY

Attachment 1

Reclamation District No. 2029 Emergency Response and Training Policy

Emergency Response

In an emergency, the District Board of Trustees is responsible for determining general response policy and performing financial oversight. The District Incident Commander is responsible for organizing District response activities, supervising any hired staff or contractors working for the District, and for coordinating with outside agencies. The District hereby appoints the position of general manager or any trustee for purposes of hiring or otherwise obtaining non-District staff, or re-assigning District staff, for levee patrol or other flood fighting tasks at the time of the emergency.

National Incident Management System Training Guidance

In regard to meeting national training requirements, the District will comply with the provisions of the National Incident Management System Training Program Manual, September 2011 and any subsequent revisions to that document. The District will also comply with California Standardized Emergency Management System (SEMS) training requirements.

The NIMS Training Program Manual indicates that federal training guidance is not absolute and that organizations should tailor their training to the level of incident complexity that their staff would potentially manage. After careful review of the definitions of incident complexity levels shown on Page 16 of the NIMS Training Program Manual, this Board has determined that District responsibilities to patrol its levees and respond to threats to levee structural integrity would require District staff to manage Type 4 incidents. District training requirements outlined below meet NIMS training recommendations for Type 4 incidents (pages 17 and 18, NIMS Training Program Manual, September 2011) and SEMS training requirements.

Reclamation District No. 2029 Training Requirements

The Board of Trustees hereby establishes the following training requirements for District staff involved in flood emergency operations.

Members of the Board of Trustees responding during an emergency and District Secretary shall complete the G-402, Incident Command System Overview for Executives and Senior Officials and the SEMS Executive Course.

The District Engineer staff shall complete, at a minimum, the Combined SEMS/NIMS Course, ICS-100 Introduction to the Incident Command System, ICS-200 ICS for Single Resources and Initial Action Incidents, and IS-700 NIMS An Introduction courses to meet Type 4 incident management requirements. In addition, the District Engineer staff shall complete IS-800

National Response Framework and IS-701 NIMS MACS course to meet inter-agency coordination responsibilities.

Staff hired or transferred to serve as Emergency Levee Workers at the time of an emergency shall receive a 2-hour RD2029 Emergency Safety and NIMS Course that will include a 60 minute summary of the Combined SEMS/NIMS Course, ICS-100 and IS-700 courses and 60 minutes of specific safety and procedures information for their emergency duties prior to beginning work.

ATTACHMENT 2
DELEGATION OF AUTHORITY LETTER

Attachment 2

Reclamation District No. 2029 Delegation of Authority Letter

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

complete management of the Reclamation District No. 2029 _____
(Name of Incident)

Incident to _____ acting as District
(Name of Individuals)

Incident Commander and Deputy Incident Commander respectively.

Instructions

As Incident Commander, you are accountable to the Board of Trustees and me for the overall management of this incident including but not limited to, 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 Reclamation District No. 2029 Emergency Operations Plan and document conditions requiring its modification.

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

- 1.
- 2.
- 3.

By: _____
Secretary

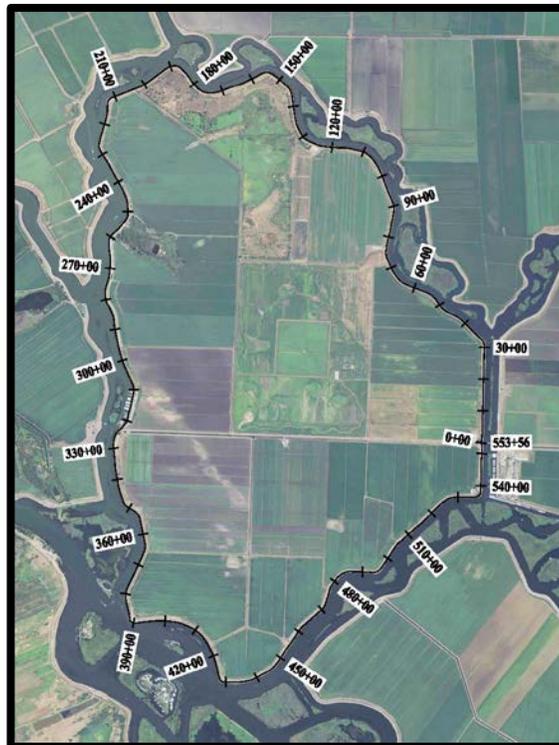
Date

**ATTACHMENT 3
FLOOD FIGHT SUPPLY INVENTORY**

ATTACHMENT 3: FLOOD FIGHT SUPPLY INVENTORY

Description/units	Recommended Minimum	Quantity on Hand as of _____
Visqueen Plastic, roll 100'X20'X10 mil	10	
Sandbag Burlap, each	10,000	
Twine (250lb), box	3	
Wooden Stakes, each	200	
Tie Buttons, each	1,000	
Lineman Pliers, each	5	
Sledge Hammers, each	5	
Shovel, each	6	
Life Vests, each	10	
Survey Lathe, bundle	2	
Flagging Tape, box	1	
Permanent Marker, pack	1	
Pad/Pencil Set, each	1	
Spotlight w/extra battery, each	1	

The image of the reclamation district will be updated to show the specific location of any flood fight supplies once the District has purchased and stored the materials.



ATTACHMENT 4
STANDARD CONTRACT FORM

Contract No. 2029-##-##-##
FORM "A-3"

CONTRACT FORM

This agreement, made and entered this _____ day of _____, YEAR, by and between Reclamation District No. 2029, 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 California Department of Water Resources and their respective officers, agents and employees.

Contract No. 2029-##-##-##
FORM "A-3"

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. 2029 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.

Contract No. 2029-##-##-##
FORM "A-3"

CONTRACTOR specifically obligates itself to DISTRICT in the following respects (and this agreement is made upon such express condition), to wit:

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 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.

Contract No. 2029-##-##-##
FORM "A-3"

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

Contract No. 2029-##-##-##
FORM "A-3"

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. 2029

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
EMERGENCY RESOLUTION TEMPLATE

**RESOLUTION OF THE BOARD OF TRUSTEES
OF RECLAMATION DISTRICT NO. 2029
(EMPIRE TRACT)
EMERGENCY MEETING DATE: _____**

RESOLUTION No.

Upon special notice to and consent by the Trustees of Reclamation District No. 2029, of the County of San Joaquin, State of California, an emergency meeting of the Board of Trustees was held at the district offices at 421 South El Dorado Street, Suite E., Stockton CA 95203 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 No. 2029 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. 2029, 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 Board Secretary, 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, Alan Coon, Secretary for Reclamation District No. 2029 (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.

Alan Coon,
Secretary

ATTACHMENT 6
REGULATORY NOTIFICATION TEMPLATE



Water Resources • Flood Control • Water Rights

EMERGENCY NOTIFICATION

DATE: DATE

TO: John Paasch, Chief: Flood Operations Branch: DWR Division of Flood Management
Alan Coon, Secretary, Reclamation District No. 2029

FROM: Gilbert Cosio, Jr., District Engineer: Reclamation District No. 2029

SUBJECT: Reclamation District No. 2029: Emergency Notification
Request for Regulatory Coordination Support

Mr. Paasch,

Reclamation District No. 2029, Empire 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 Districts 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) 456-4400 or (916) 761-1282.

Regards,

Gilbert Cosio, Jr., District Engineer
Reclamation District No. 2029

MM/
4641/MEMO-STANDARD.DOCX