

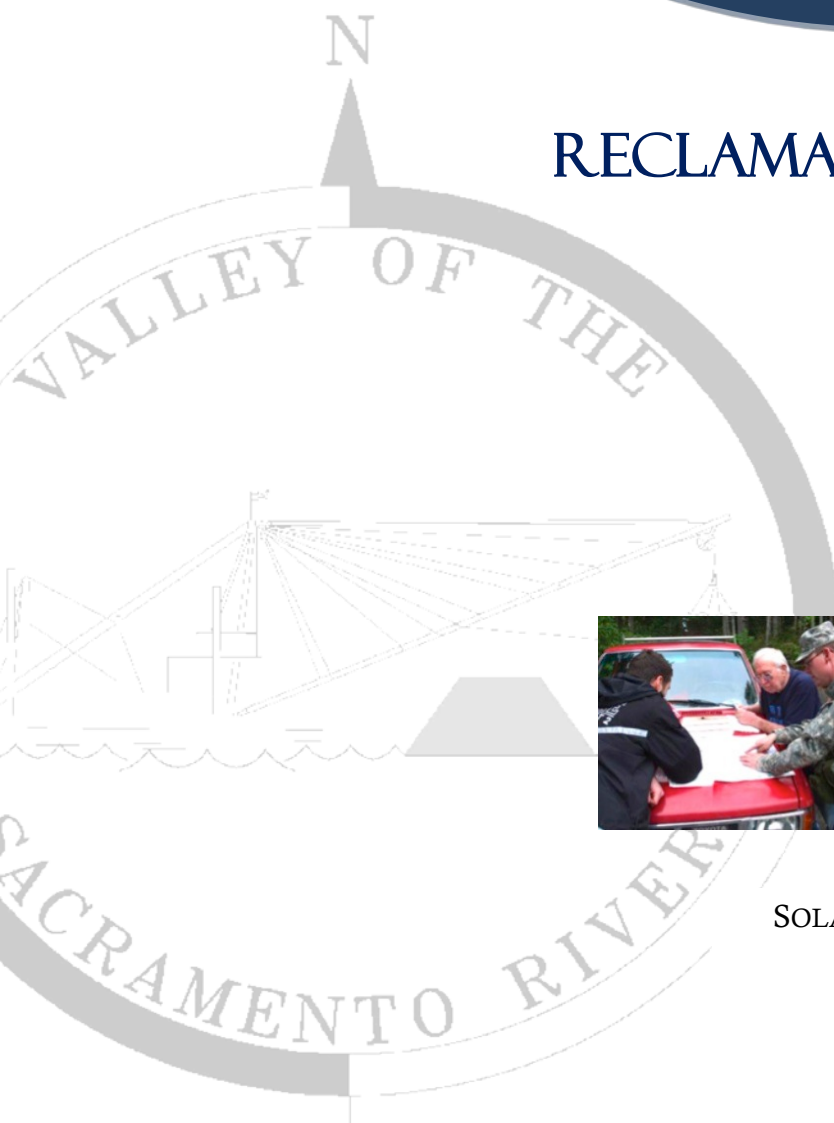


# RECLAMATION DISTRICT N<sup>o</sup> 2084

## Little Egbert

Emergency Operations Plan-Basic Plan

California Water Code Section 9650 Safety Plan



SOLANO COUNTY EMERGENCY RESPONSE & FLOOD  
PREPAREDNESS PROJECT

JANUARY 2017

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Prepared by KJELDTSEN SINNOCK & NEUDECK, INC. for Reclamation District 2084 – Little Egbert funds awarded to Solano County under the California Department of Water Resources Flood Emergency Response Grant Program—Delta Phase I.

This document satisfies the requirements of California Water Code Section 9650.



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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. 2084 – Little Egbert Tract in the event of a flood emergency, regardless of whether such procedures were or were not included in the Plan.

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## PLAN PROMULGATION

Date: \_\_\_\_\_

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 2084, Little Egbert (hereinafter referred to as RD2084), is hereby promulgated as the official emergency plan of the District. District personnel are hereby directed to use this plan as the basis for emergency response to flood events on RD2084 levees. This plan meets the safety plan requirements of Section 9650 of the California Water Code (AB156) and is compliant with the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and National Response Framework.

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

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

Sincerely,

\_\_\_\_\_, President  
Board of Trustees, RD2084

**RECORD OF CHANGES AND REVIEWS**

<b>Revision # or Review Date</b>	<b>Name of Person Performing Review</b>	<b>Sections Revised</b>	<b>Date of Distribution</b>	<b>Name of Approving Authority</b>

## RECORD OF INITIAL DISTRIBUTION

Agency Name	Address	Date Provided
Reclamation District 2084	4196 Liberty Island Road Rio Vista, CA 94571	
Montezuma Fire Protection District	21 N. 4 <sup>th</sup> Street Rio Vista, CA 94571	
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	
Solano County Office of Emergency Services	530 Clay Street Fairfield, CA 94533	
Central Valley Flood Protection Board	3310 El Camino Ave. Rm 151 Sacramento, CA 95821	

## SECTION 1 - PLAN INTRODUCTION

### 1.1 Purpose

The purpose of the Reclamation District 2084 Flood Safety Plan is to ensure that District personnel can meet response objectives in a flood emergency as well as effectively interact with other jurisdictions performing emergency functions within and around RD2084 boundaries. This plan is intended to be used in conjunction with the Emergency Operations Plans (EOP) of the State of California and the Solano Operational Area (OA) 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

The 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 emergency operations plan only contains detailed procedures for District emergency responsibilities. The manner of interacting with other jurisdictions is described, but the operational plans of other jurisdictions with public safety responsibilities within the area protected by District levees are only referenced in this document.

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 EOP in accordance with Comprehensive Preparedness Guide (CPG) 101 v. 2.0 issued by the Federal Emergency Management Agency (FEMA). Consistent with that guidance, and a levee maintaining agency's (LMA) limited responsibilities and lack of internal departments, this EOP consists of this Basic Plan, containing general District response procedures, and one hazard-specific annex, Annex A, containing the District's detailed flood fight plan. This Annex A is in map format and is also referred to as the "flood contingency map" in reference and guidance documents.



## SECTION 2 - CONCEPT OF OPERATIONS

### 2.1 Situation Overview

Reclamation District 2084 (District) is located within Solano County in the North Delta, at the lower reach of the Yolo Bypass immediately north of Rio Vista. The District has restricted height levees on the west bank of Cache Slough to allow overtopping when flow in the Yolo Bypass exceed 490,000 cfs (per Sacramento River Flood Control Project design flows for the Yolo Bypass). The restricted height levee crown has an elevation of 12ft NGVD88 at the north end of the District and 7ft NAVD88 at the south end of the district. Based on these elevation, the restricted height levees are expected to overtop 20 to 30 hours after the Lisbon Gauge (CDEC ID – LIS) exceeds 19.6ft NAVD88. In the event of overtopping, District personnel will communicate, and coordinate to the extent possible, with RD536 – Egbert Island to protect the west levee of RD2084.

See Annex A of this RD2084 emergency operations plan for District jurisdictional 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.

For more information, refer to the Solano County Local Hazard Mitigation Plan for a flood risk assessment. See Annex A for District jurisdictional 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.

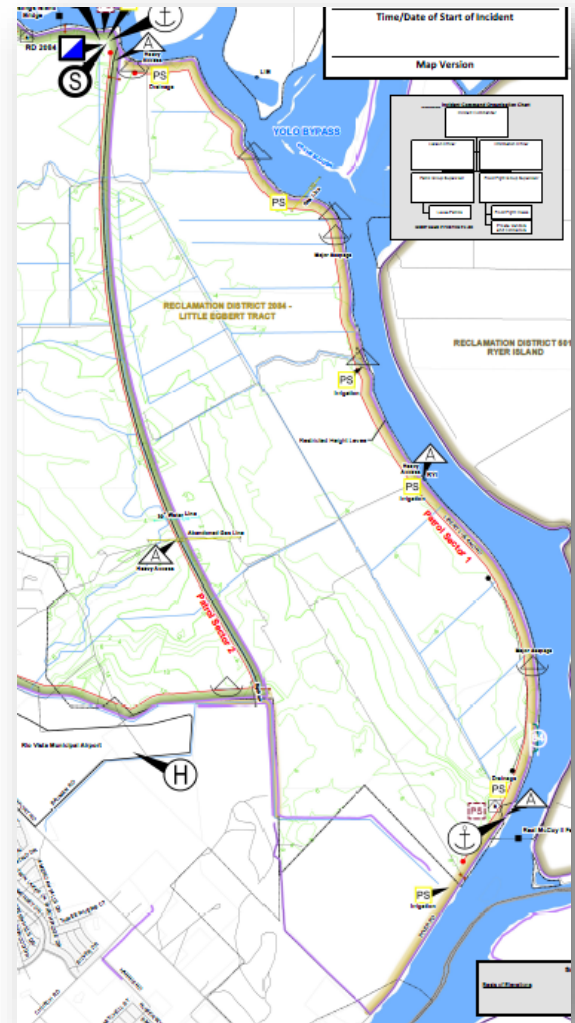


Figure 1 - RD 2084 Map

### 2.2. General Approach to Seasonal Flood Operations

District personnel 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 conducting flood fight activities. Section 3, Organization and Responsibilities, of this document describes District authorities and responsibilities for performing both routine and emergency activities.

#### 2.2.1 Routine Preparedness and Infrastructure Maintenance

District personnel perform the following routine flood preparedness actions.

1. Daily inspection of levees in accordance with the District Operations and Maintenance Manual
2. Inspect annually supplies or materials maintained by District for response
3. Perform seasonal vegetation control activities and rodent control activities
4. Respond to reports of leaking pipe penetrations and communicate problems to owners as needed
5. Conduct semi-annual joint inspections of levees with State inspectors
6. Conduct periodic joint inspections of levees with Federal inspectors

The District operations & maintenance program is available for review in separate documents.

### ***2.2.2 Monitoring and Analysis***

The District General Manager will monitor and analyze, throughout the flood season, the water conditions, elevations, and forecasts for waterways affecting RD2084 levees for the purpose of promptly identifying heightened threats to the integrity of its levee and drainage systems. The objective of this monitoring effort is to identify objective conditions that warrant additional actions beyond routine flood season preparedness activities.

The individual shown above is responsible for conducting this monitoring process to identify objective conditions for taking additional action beyond routine flood preparedness as described in **Section 2.2.3**. The District will use the following gauges and information sources in its monitoring effort.

#### **Primary Monitoring Gauges**

##### **CDEC Gauges**

- Sacramento River at Fremont Weir (CDEC Station ID – **FRE**)

<b>FRE</b> DWR Designation	<b>Elevation</b> <b>(NAVD88)</b> CDEC referenced Datum, Jan. 2017
Monitor	32.0 ft
Flood	39.5 ft
Danger	40.5 ft
<i>Top of Levee</i>	<i>44.0 ft</i>

- Yolo Bypass at Lisbon (CDEC Station ID – LIS)

LIS DWR Designation	Elevation (NGVD29)	Elevation (NAVD88) CDEC referenced Datum, Jan. 2017
Monitor	12.0 ft	13.0 ft
Flood	18.0 ft	19.0 ft
Danger	25.2 ft	26.2 ft

***\*The estimated travel time for the flood flows in the Yolo Bypass to travel from the Fremont Weir to the Lisbon (LIS) gauge is 36 hours.***

### **Local Staff Gauges**

- Pump #3 at Paige’s House (gauge on concrete bunker)

### **Secondary Monitoring Gauges and Information Sources**

California Data Exchange Center (CDEC) – River and Tide Forecast

National Weather Service California-Nevada River Forecast Center forecasts

Department of Water Resources Flood Operations Branch alerts

Local waterway conditions as monitored by District personnel

### **Datum Conversion**

All elevations in this plan or displayed on the Annex A flood contingency maps will use the NAVD88 datum (North American Vertical Datum, 1988) to remain consistent with DWR funding requirements, USACE (US Army Corp of Engineers), FEMA (Federal Emergency Management Agency) and DWR flood modeling and mapping standards. Further discussions will be conducted with DWR to finalize flood safety plan datum standards.

It is important to note that several local staff and CDEC gauges report elevations using the USED (US Engineering Datum), NGVD29 (National Geodetic Vertical Datum 1929), or an unknown local datum. Therefore, to use this plan, conversion factors have been provided to convert CDEC reported values or direct staff gauge readings to NAVD88.

For the purposes of this plan, datum conversions are provided from the sources listed below and are assumed to be correct:

### **2.2.3 Alerting, Activation, and Initial Response**

Gauges and information sources previously identified will be monitored to detect the following objective conditions which will trigger the response actions shown below. These, and additional actions as needed, may be taken by District personnel at any time it is felt that conditions affecting the levees and drainage system warrant such action.

In addition to monitoring river stages, the following conditions should also be monitored since they could exacerbate the threat to levee integrity and/or prompt an increase in level of alertness. These conditions can include:

- Low tide reaches Monitor Stage (33.5) at Sac River at Fremont Wier (FRE) gauge and is forecast to rise;
- Low barometric pressure conditions that can cause tides to be higher than predicted;
- Spring tide conditions; and
- Rapid rise in water elevations around Island.

The following conditions and respective required actions are hereby established:

Table 2. Trigger Elevations and Response Action Triggers		
Condition	Action(s)	Action Taken? Yes/No If No, Explain
<b>THREAT TO LEVEE INTEGRITY</b>		
Identification, or verified report, of any out of the ordinary condition on the RD2084 levee system that presents a potential risk of levee failure	<ol style="list-style-type: none"> <li>1. District President/General Manager notifies <b>Board of Trustees and District Engineer</b>, and a Delegation of Authority Letter is issued confirming a RD2084 Incident Commander.</li> <li>2. RD2084 Incident Commander activates District personnel and arranges safety/staking and SEMS/NIMS review.</li> <li>3. RD2084 Incident Commander activates District response facilities and resources per Annex A and assigns response functions as needed in accordance with Incident Command System (ICS) protocols.</li> <li>4. RD2084 Incident Commander initiates action to prevent levee failure and restore levee condition.</li> <li>5. RD2084 Incident Commander contacts Solano County Office of Emergency Services.</li> <li>6. RD2084 Incident Commander notifies the State/Federal Flood Operations Center.</li> <li>7. RD 2084 considers executing Emergency Resolution (Attachment 4) or Notification of Emergency (Attachment 5), if not already done.</li> </ol>	

LEVEL 1 – MONITOR STAGE		
Condition	Action(s)	Action Taken? Yes/No If No, Explain
<b>32 ft (NAVD88) at FFE</b> at low tide AND forecast to rise –	<ol style="list-style-type: none"> <li>1. District President/General Manager notifies Board of Trustees and District Engineer that Monitor Stage conditions have been reached at LIS</li> <li>2. A Delegation of Authority Letter is issued appointing or confirming District Incident Commander</li> <li>3. District President/General Manager activates District personnel and arranges safety/staking and SEMS/NIMS review.</li> <li>4. District President/General Manager initiates additional tidal patrols in accordance with District patrol plan; typically occur on a 24-hr schedule.</li> </ol>	

LEVEL II – FLOOD STAGE		
Condition	Action(s)	Action Taken? Yes/No If No, Explain
<b><u>39.5 ft (NAVD88) at FRE</u></b> at Low tide AND forecast to rise – Corresponds to elevation of <b>7ft above weir crest</b>  OR  <b><u>17.6 ft (NAVD88) at LIS</u></b>	<ol style="list-style-type: none"> <li>1. District President/General Manager notifies Board of Trustees and a Delegation of Authority Letter is issued appointing or confirming District Incident Commander, if not already</li> <li>2. RD2084 Incident Commander activates District response facilities and resources per Annex A and assigns response functions as needed in accordance with Incident Command System (ICS) protocols.</li> <li>3. District Patrol Group Supervisor initiates 24-hour continuous levee patrols in accordance with District patrol plan.</li> <li>4. RD 2084 considers executing Emergency Resolution (Attachment 4) or Notification of Emergency (Attachment 5), if not already.</li> <li>5. District Incident Commander contacts Solano County OES and provides emergency declaration.</li> </ol>	

### 2.3 Alert and Warning

The jurisdictions identified below have the responsibility for providing emergency response to the general public within RD2084 boundaries. The District will promptly notify these jurisdictions of identified concerns with their levees or internal drainage system in accordance with the Solano OA protocols and will provide detailed information on the characteristics of the threat.

- Solano County Office of Emergency Services (see contact card for #'s)
- Solano County Sheriff's Department (see contact card for #'s)
- Montezuma Fire Protection District (see contact card for #'s)

The District will coordinate operations with the above jurisdictions/agencies through the Solano County Sheriff's Department Field Command Post to manage the public safety operations within the District. District personnel will assist, to the extent possible, with public safety actions if requested. Response procedures for above public safety agencies will be found in agency emergency plans and Solano Operational Area plans and protocols.

## **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 in Annex A. 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.

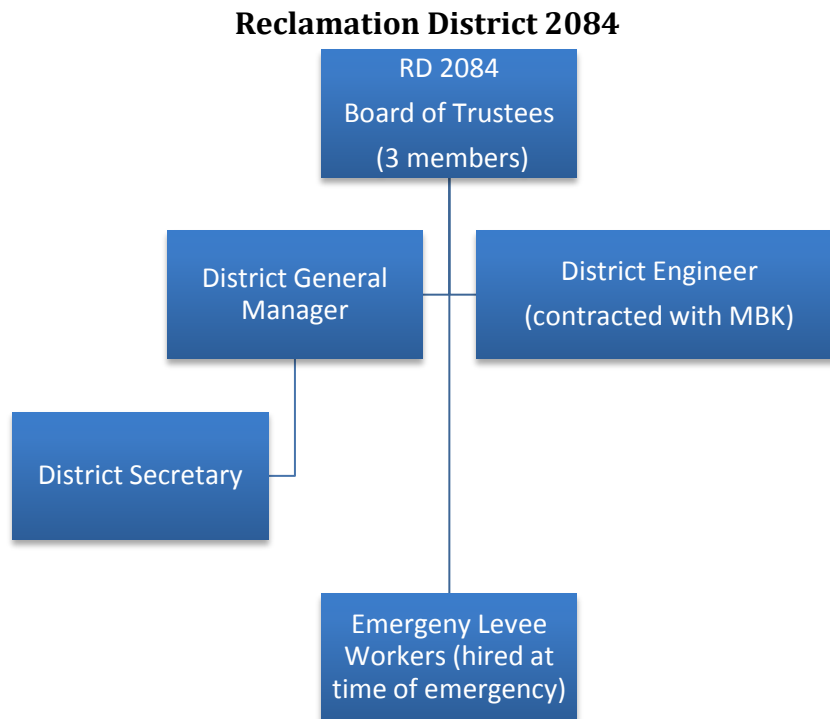
## **2.5 Federal and State Disaster Assistance**

The policy of RD2084 is to maintain mitigation and emergency plans and procedures, and the physical condition of its levees at the level required to be eligible for disaster assistance under the Federal Stafford Act and PL84-99 program and 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 designated the District General Manager or District Engineer or designee to maintain documentation during an emergency necessary for receipt of such assistance.

## SECTION 3 - ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### 3.1 Organization

The District will use its staff, contractors, and personnel as shown below to perform its responsibilities in a flood emergency.



RD2084 establishes through approval of this plan the additional job description and function of “Emergency Levee Worker (ELW)” for the purpose of hiring of staff, acquisition of volunteers, or re-assignment of current District staff to support emergency operations. Emergency Levee Workers will work under the District Incident Commander, if appointed, or the District Superintendent. Emergency Levee Workers can be requested through the Solano OA when local resources have been depleted. Emergency Levee Workers in “volunteer” work status will be registered with the Solano County’s Disaster Service Worker Program if activated. Staff hired by District at time of emergency will be documented in the District’s payroll.

### 3.2 Assignment of Responsibilities

The Board of Trustees of RD2084 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*

Normal purchasing and contract authorities remain in effect. Upon designation of a District Incident Commander in accordance with trigger conditions of Section 2.2.3, Resolution Template (Attachment 6) will be effective with those normal authorities.



### ***3.2.2 Represent District in Solano Operational Area or at Solano Sheriff Field Incident Command Post***

District President/General Manager  
RD2084 Incident Commander if appointed

### ***3.2.3 Provide Public Information***

District President/District Engineer

### ***3.2.4 Maintain Emergency Equipment, Supplies, and Resources***

District President/General Manager

### ***3.2.5 Monitor Water Conditions, Elevations, and Forecasts***

District President/General Manager

### ***3.2.6 Activate and Direct Volunteers and/or Other Personnel Acquired During Emergency Operations***

District President/General Manager or RD2084 Incident Commander when activated

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

District President/General Manager, District Engineer, or Assignee

## SECTION 4 - DIRECTION, CONTROL, AND COORDINATION

### 4.1 Management and Control of District Operations and Coordination within District

District personnel 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 available for command, coordination, and response are described in Sections 5 and 6.

District personnel will use the National Incident Management System (NIMS), and the Standardized Emergency Management System (SEMS), to organize their response activities. District personnel, contract personnel, and volunteers will comply with the procedures of any command and control structure established by Solano OA to which the District is assigned, the Solano OA or any other “as needed” command structure put in place by local officials for purposes of inter-agency coordination.

#### 4.1.1 Management and Policy

The District Board of Trustees shall maintain direction and control of their operations during emergency periods. The District Board shall meet and confer as deemed necessary by the District President or Incident Commander during emergency operations to perform their policy making and financial responsibilities during emergency response operations. Governing body meetings will occur in the field or if needed at the office of the District.

The District President will issue or confirm a Delegation of Authority letter (see Attachment 2) appointing a District Incident Commander upon reaching the trigger condition(s) indicated in Section 2.2.3.

#### 4.1.2 District Incident Command

The District will appoint one Incident Commander to manage all threats to levee integrity or containment actions occurring on its levee system as a single *Incident Complex* during any single flood event as allowed and defined in NIMS protocols. The District will operate on a 24-hour operational period and issue an Incident Action Plan (written or verbal) outlining District response objectives at the beginning of each operational period.

#### RD2084 District Incident Commander Protocol

The Board of Trustees of RD2084 authorize, through the approval of this plan, the District President/General Manager to assume the position of District Incident Commander in accordance with the trigger conditions of Section 2.2.3. In that case, the District President will complete and distribute the modified Delegation of Authority Letter (Attachment 2) to Solano County OES.

#### 4.1.3 Incident Command Facilities

District Field Incident Command Post, upon activation, will be located at:  
**RD2084 Offices, 4196 Liberty Island Road, Rio Vista**

Other incident command facilities (e.g. staging areas, helispots) for District are as shown in Annex A.

## **4.2 Management and Coordination with Other Jurisdictions**

The District President/General Manager or District Incident Commander 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. Solano Operational Area.

The following procedures will be followed to accomplish this function.

### **4.2.1 Solano County Inter-Jurisdictional Command and Coordination**

Solano County has an established system to facilitate coordination and mutual aid between levee maintaining agencies and supporting city/county/fire district, state, and federal agencies. This system includes establishment of one Solano Sheriff Incident Commands in the field. RD2084 will coordinate as needed with the assigned field public safety incident command and with the OA to coordinate the development and implementation of joint flood response incident action plans. Unified situation assessment, resources, and tactical planning of multi-agency flood fight activities will take place within the operational protocols of the Solano OA. 4.2.2 Operational Area (OA) Emergency Operations Center

The County of Solano maintains and hosts the operational area emergency operations center (EOC) 530 Clay St. Fairfield, CA. The operational area will prioritize allocation of resources including mutual aid, perform information sharing, and conduct coordination processes in accordance with the EOC procedures maintained by the Solano OES. The OA emergency operations center will communicate with reclamation districts through established Solano Sheriff field incident commands.

The OA Planning/Intelligence Section will provide disaster situational status information to participating jurisdictions upon activation in an emergency. RD2084 staff will participate in this disaster information sharing process. See relevant Solano OA plans and procedures.

The District will communicate with the Solano OA through cellular telephones or physical participation in OA meetings. In addition, the District Incident Commander will communicate with the Solano OA through the established EOP protocols.

### **4.2.3 State-Federal Flood Operations Center**

The Department of Water Resources (DWR) provides flood alerts, forecasts, and current water conditions through the web-based California Data Exchange Center (CDEC) and through designated communications systems. DWR also has special authority under Water Code Section 128 to assist LMAs with flood fight operations. DWR maintains the State-Federal Flood

Operations Center (FOC) to perform these functions and support the operations of other State and Federal agencies and local agencies. The FOC will issue flood alerts as needed to LMAs.

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 State-Federal Flood Operations Center through cellular telephones, internet email, or physical participation in the Solano OA where State and federal representatives are present.

#### ***4.2.4 Operational Area Joint Information Center***

Communication to the general public will also be coordinated, planned, and carried out through the Solano OA Joint Information Center (JIC). The District will assist with communication as requested through the OA. See relevant Solano OA plans and procedures.

The District will provide a Public Information Officer (PIO) as requested who will have authority to approve information releases. The District PIO, if appointed, will identify the location and schedule of the Joint Information Center (JIC) if established from the OA PIO at the beginning of the flood event.

## **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 District personnel, contractors, and other personnel working under District supervision
2. With other public agencies operating within RD2084
3. With neighboring Reclamation Districts
4. With the Solano OA Emergency Operations Center (EOC)
5. With the DWR Flood Operations Center (FOC)

### **5.2 Internal District Communications**

The District staff and volunteers or emergency hires acquired by the District will communicate with each other through the use of cell phones, email, face to face contact or courier service.

### **5.3 Communications with Other Jurisdictions**

Communications with neighboring levee maintaining agencies and with Solano County agencies will be by cellular phone, email, or courier service.

Solano County maintains a cache of radios for issuance as deemed appropriate to assist with maintaining inter-agency communications. District may request access to this cache as appropriate through its established protocols.

#### ***5.3.1 Solano Operational Area EOC***

Cellular telephones, internet email, and physical participation in management meetings.

#### ***5.3.2 Department of Water Resources State-Federal Flood Operations Center***

Cellular telephones, internet email

## **SECTION 6 - LOGISTICS AND FINANCE/ADMINISTRATION**

### **6.1 Mutual Aid**

The District is a member of the California Master Mutual Aid Agreement by virtue of being located within Solano County, which is a signatory to that agreement. RD2084 will follow the processes outlined in those documents and the California Standardized Emergency Management System (SEMS) for requesting and providing mutual aid through protocols established by Solano OA. Requests for support outside of the established Mutual Aid systems, such as requests for technical assistance and services, flood fight crews, supplies and materials, and other flood fight resources will be made through the assigned Solano Sheriff field Incident Command in accordance with Solano OA protocols. See Solano OA plans and procedures for additional information.

### **6.2 Resources**

See Attachment 3 for District inventories and stockpiles of flood fight resources and location(s) where they are stored during pre-event period.

### **6.3 Procurement**

In the event of the issuance of a proclamation of local emergency by Solano County, or issuance of an emergency resolution by the District Board of Trustees, the following emergency procurement procedures will be followed by the District President or Incident Commander if appointed:

District maintains standard forms and processes for initiating and executing contracts with appropriately licensed contractors in accordance with Public Contract Code Article 60.5 Sections (20920-20927) and (22050). The District maintains a standard contract form for contracts under \$25,000 which do not require a formal public bid process. The District maintains a separate contract form for all contracts for any improvement or unit of work, or for materials or supplies over \$25,000 adding a formal bidding process whereby the District shall be responsible for awarding to the to the lowest responsive, responsible bidder except as otherwise provided below.

In the event of any emergency, the District, upon approval of the Board of Trustees, may negotiate and award a contract for the construction of work to prevent damage or repair damaged works without advertising for bids and expend any sum reasonably required in the emergency. If notice for bids to let contracts will not be given, the District shall comply with Chapter 2.5 (commencing with Section 22050).

### **6.4 Logistics Facilities**

See Annex A for locations of pre-planned delivery points, locations of District supplies, and District supply staging areas and other logistics facilities.

## 6.5 Finance and Administration

The District will maintain 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 construction records, including field reports, procurement and construction management files will be maintained by the District Superintendent. The District Superintendent will maintain a safety plan for employees and work rules as appropriate.

Normal District work rules and financial procedures will remain in effect during the emergency period except where modified or supplemented by procedures in this plan or issued by the District Board at the time of the emergency.

The District President/General Manager will maintain and ensure compliance with District financial and administrative procedures during an emergency period to include compliance with any special procedures that may be appropriate to emergency operations and in accord with Board policies

## **SECTION 7 - PLAN DEVELOPMENT AND MAINTENANCE**

### **7.1 Plan Development and Maintenance**

The District President/General Manager is responsible for overseeing the development of this Flood Safety Plan. The District President and District Superintendent will perform an annual review of this plan to determine the need for revisions or updates and issue authorized to approve routine updates and revisions.

The District governing body will approve this plan when initially completed and will formally review and re-approve the Emergency Operations Plan and Annex A at least every three years.

### **7.2 Training and Exercises**

The District will comply with the Solano County Training Program to ensure effective 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 elected officials, personnel, and volunteers who have emergency assignments or who could be assigned to the “emergency levee worker” job function will receive NIMS/SEMS training in accordance with the RD2084’s Emergency Operations Plan Training Policy shown in Attachment 1.

In addition, District personnel will also receive annual training on the following subjects.

- Reclamation District 2084 Flood Safety Plan (EOP – Basic Plan and Annex A)

Personnel who might provide flood fight assistance to District will receive the following training.

- DWR Flood Fight Methods

District personnel will participate in internal exercises and exercises sponsored by the Solano OA.

### **7.3 Plan Evaluation**

The District President will oversee the preparation of a written After-Action Report (AAR) after any emergency affecting District levees where a proclamation of local emergency was issued or an emergency resolution by the District Board. The District Board will review and approve the AAR which will briefly describe District operations, any response problems that arose, and damage sustained by the District levees and infrastructure. The AAR will also contain recommendations for improving flood emergency operations in the future. The District Board will provide direction to District staff as to the preparation of changes, additions, or revisions to the District’s flood safety 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)

Comprehensive Preparedness Guidance (CPG) 101 v. 2.0

### **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**

Solano County Hazard Mitigation Plan

Solano County Emergency Operations Plan

## **ATTACHMENT 1: EMERGENCY RESPONSE/TRAINING POLICY**

### **RD2084**

#### **Emergency Response and Training Policy**

The Board of Trustees of Reclamation District 2084 hereby adopt the National Incident Management System (NIMS) for organizing emergency response activities. The Boards further establish the following emergency response and training policies compliant with that system and the Standardized Emergency Management System (SEMS).

#### **Emergency Response**

In an emergency, the District Board of Trustees is responsible for determining general response policy and performing financial oversight. The District President, or District Incident Commander if appointed, are responsible for organizing District response activities, supervising any hired or contract staff or private contractors working for the District, and for coordinating with outside agencies. The District hereby establishes the position of Emergency Levee Worker for purposes of hiring or re-assigning staff or recruiting volunteers at the time of the emergency for levee patrol and basic flood fight duties.

#### **National Incident Management System Training Guidance**

In regard to meeting national and State 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.

#### **District 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 shall complete the Solano County Minimum required training.

Staff hired or otherwise acquired to serve as Emergency Levee Workers at the time of an emergency who have not met training requirements shall complete an on-line Basic Emergency Levee Worker Course (ELW-1) that will include a summary and key elements of the SEMS Introduction, IS-100, IS-200, and IS-700 courses and Department of Water Resources levee monitoring and marking procedures and safety information for their emergency duties prior to

beginning work. In addition, such staff will receive tailgate safety briefings for specific, complex emergency work that they may be called upon to perform.

Individuals appointed as District Incident Commander and Deputy Incident Commander at the time of the emergency shall have completed, at a minimum, the [SEMS Introduction, 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. The G606 SEMS/NIMS Combined Course may be substituted. If neither individual has completed those courses prior to this assignment, then both individuals will complete the Basic Emergency Levee Worker Course (ELW-1) to include the Incident Commander Module (ELW-IC) upon receipt of flood warning. The ELW-1 Course can be accessed via the following link: <http://musrflood.com/>

This policy was hereby approved by the Board of Trustees on \_\_\_\_\_.

By: \_\_\_\_\_  
President, Reclamation District 2084

## ATTACHMENT 2: DELEGATION OF AUTHORITY LETTER

### Reclamation District 2084

### Delegation of Authority Letter

As of \_\_\_\_\_ hrs, \_\_\_\_\_, I have delegated/assumed the authority and responsibility for the  
(Time) (Date) (circle one)

complete management of the District \_\_\_\_\_ Incident to \_\_\_\_\_  
(Name of Incident)

\_\_\_\_\_ acting as District Incident Commander and Deputy  
(Name of Individuals if other than District Superintendent)

Incident Commander respectively.

### Instructions

The Incident Commander is accountable to the Board of Trustees for the overall management of this incident including control of all District personnel and contractors. Incident commander will adhere to relevant and applicable laws, policies, and professional standards.

General considerations for management of the incident are:

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

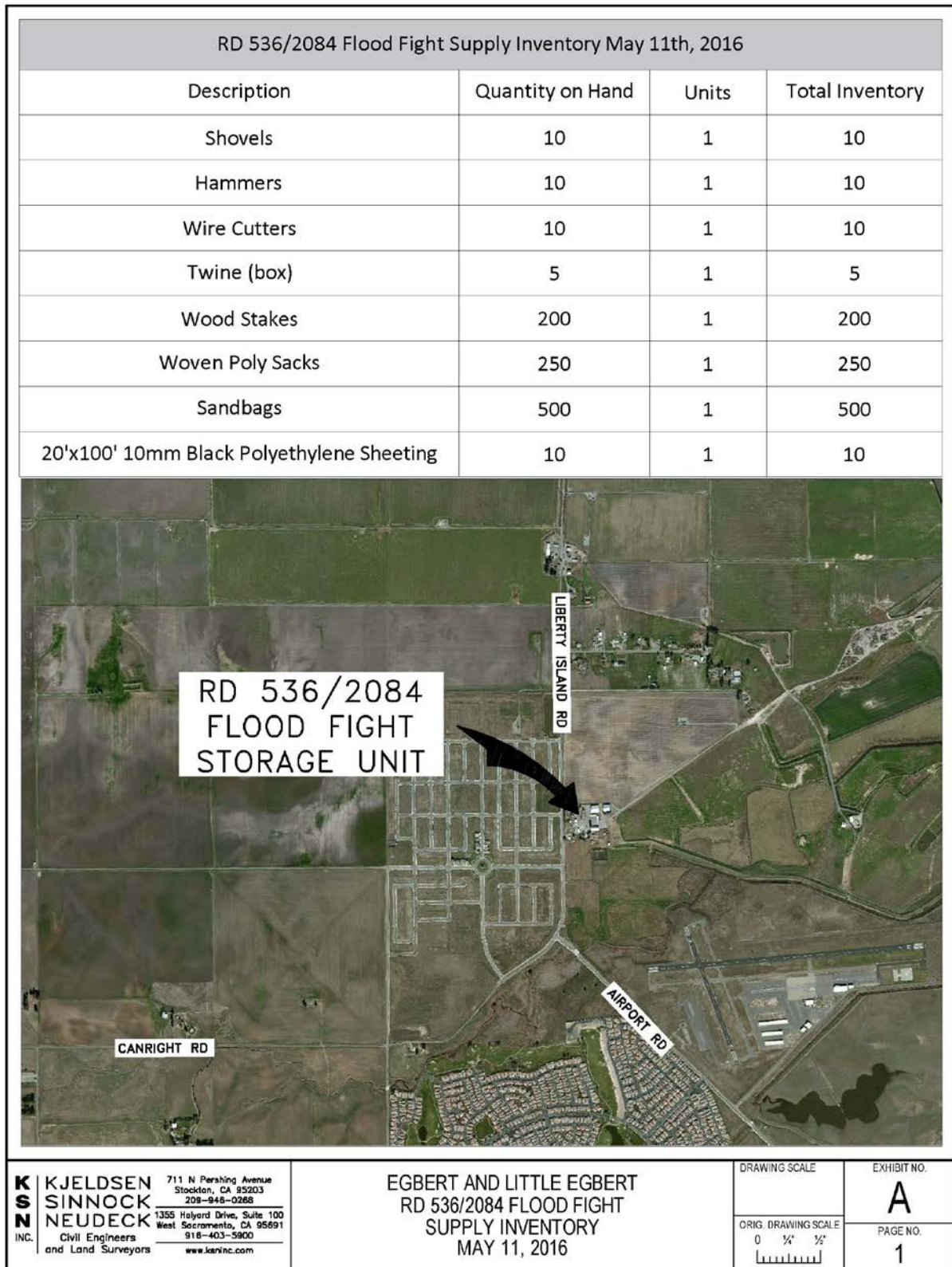
Specific directions and clarifications of authority for this incident are:

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

By: \_\_\_\_\_  
(Title)

\_\_\_\_\_  
Date

### ATTACHMENT 3: DISTRICT FLOOD FIGHT SUPPLY INVENTORY



**ATTACHMENT 4: RESOLUTION TEMPLATE**  
**RESOLUTION OF THE BOARD OF TRUSTEES**  
**OF RECLAMATION DISTRICT NO. \_\_\_\_**

**RESOLUTION No. \_\_\_\_**

Upon special notice to and consent by the Trustees of Reclamation District No. \_\_\_\_, of the County of \_\_\_\_, State of California, an emergency meeting of the Board of Trustees was held at the district offices at **[LOCATION]** on **[DAY and DATE]** at **[TIME]**. The Board agrees 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 \_\_\_\_ 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, and high winds; and

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

WHEREAS, after consultation with the District staff and engineers after a visual assessment of the condition of the District levees on **[DATE(S) and TIME(S)]**, the District finds and declares on **[DATE]** that an emergency situation exists 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. \_\_\_\_, 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 district President, and/or staff 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 in accordance with the Grimes Basin Flood Safety Plan.

**CERTIFICATION**

I, \_\_\_\_\_, President and trustee for Reclamation District No. \_\_\_\_ (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 \_\_\_\_\_, California.

\_\_\_\_\_  
District No. \_\_\_\_ President

## ATTACHMENT 5: 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  
Little Egbert

**FROM:** Gilbert Cosio, Jr., District Engineer: RD 2084

**SUBJECT:** Little Egbert: Emergency Notification  
Request for Regulatory Coordination Support

Mr. Paasch,

Little Egbert, 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  
Little Egbert

MM/GC

4125/MEMO-STANDARD.DOCX



**ATTACHMENT 6: EMERGENCY AUTHORITIES RESOLUTION**

**RECLAMATION DISTRICT NO. 2084 DISTRICT**

**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
RECLAMATION DISTRICT NO. 2084 SETTING PRIORITIES FOR  
DECISION MAKING AUTHORITY IN EVENT OF EMERGENCY**

WHEREAS, in the event any or all Trustees of the Reclamation District are not available, and an emergency action requires that authority be exercised, there is a need to establish a chain of command for such emergency decision making authority;

WHEREAS, pursuant to California Public Contract Code section 20926 and section 22050, Little Egbert may take action to negotiate and award a contract for construction of work to prevent damage or repair damaged works, and procure necessary equipment, services, and supplies, without advertising for bids and expend any sum reasonably required in an emergency; and

WHEREAS, such action either requires a 2/3 vote of the Board of Trustees, and/or such authority may be delegated to an appropriate person or persons;

WHEREAS, the Board of Trustees desires to delegate such authority as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF RECLAMATION DISTRICT 2084 AS FOLLOWS:

1. In the unavailability either in person or telephone of a majority of the Board of Trustees, emergency decision-making authority relative to emergencies may be exercised by the following persons in the order of priority listed.

- a. District General Manager;
- b. District President;
- c. Any Single Trustee;
- d. Engineers for the District, who are presently MBK Engineers.

Name \_\_\_\_\_  
Day Phone: (    )  
Mobile Phone: (    )  
Home Phone: (    )



2. Such emergency decision-making authority includes the following powers:
- a. In case of emergency, the person designated above as the emergency decision-maker may negotiate and award a contract for construction of work to prevent damage or repair damaged works, and procure necessary equipment, services, and supplies, and take any directly related and immediate action required by that emergency, without advertising for bids, and expend any sum reasonably necessary to cure the emergency.
  - b. The emergency decision-maker shall, if practicable, informally solicit bids or request for proposals to seek to obtain the best terms possible, including the lowest price term, given the urgent circumstances of the emergency, and, promptly after the emergency ends, shall document the circumstances of the emergency and the bid or proposal accepted.
  - c. The emergency decision-maker shall report to the Board of Trustees the reasons justifying why the emergency did not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. Such report shall be made at the next regular meeting of the District, if such meeting occurs within 14 days of the emergency, or if no such meeting will occur within 14 days, the decision-maker shall call a special meeting of the Board of Trustees within 7 days after the emergency, and make such report at that time, and, for this purpose only, shall have the power to call such meeting.
3. For the purpose of this Resolution, “emergency” is defined as an imminent threat to public health, safety, or welfare or an imminent threat to the flood control or drainage facilities of Reclamation District 2084, or an imminent threat of flooding of Reclamation District 2084, and action is necessary to respond to such threat, and the imminence of such is that it will not permit a delay resulting from a competitive solicitation of bids.
4. All previous resolutions relating to the subject of this resolution are repealed.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote, TO WIT:

AYES:

NOES:

ABSENT:

ABSTENTION:

RECLAMATION DISTRICT NO. 2084

By: \_\_\_\_\_  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

## ATTACHMENT 7: SAMPLE DISTRICT CONTRACT

RD2084  
Little Egbert

Emergency Repair Project  
Solano County

Contract No. 2084-##-##-##  
FORM "A-3"

### CONTRACT FORM

This agreement, made and entered this \_\_\_\_\_ day of \_\_\_\_\_, YEAR, by and between Reclamation District No. 20184, 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. 2084-##-##-##  
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. 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.

Contract No. 2084-##-##-##  
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.

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](mailto: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. 2084-##-##-##

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

Little Egbert

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