



SANTA CRUZ COUNTY SANITATION DISTRICT

701 OCEAN STREET, SUITE 410 · SANTA CRUZ, CA · 95060-4073
(831) 454-2160 · FAX (831) 454-2089 · TDD: (831) 454-2123 · WWW.SCCSD.US
MATT MACHADO, DISTRICT ENGINEER

AGENDA DATE: FEBRUARY 15, 2024

BOARD OF DIRECTORS
SANTA CRUZ COUNTY SANITATION DISTRICT
701 Ocean Street, Room 410
Santa Cruz, California 95060

Adopted by the
Board of Directors, SCCSD
on *February 15, 2024*
ATTEST: *[Signature]*
Secretary

SUBJECT: FINAL ADOPTION OF AN ORDINANCE ENACTING AND AMENDING DISTRICT CODE TITLES 2 AND 5 RELATED TO "RATE SETTING," "SEWER SERVICE CHARGES," AND "BILLING AND COLLECTION"

Members of the Board:

On February 1, 2024, the Board adopted, in concept, a proposed ordinance Enacting and Amending District Code Titles 2 and 5 Related to "Rate Setting," "Sewer Service Charges," and "Billing and Collection." This ordinance is now before you for final adoption.

It is therefore recommended that the Board of Directors take the following actions:

1. Find and determine the adoption of the subject ordinance is exempt from CEQA as set forth in the attached Notice of Exemption and direct the District Secretary to submit the Notice of Exemption to the Santa Cruz County Clerk of the Board for posting; and
2. Adopt the subject ordinance, Enacting and Amending District Code Titles 2 and 5 Related to "Rate Setting," "Sewer Service Charges," and "Billing and Collection," and direct the District Secretary to publish said ordinance, or a summary of said ordinance, in accordance with applicable law.

DocuSigned by:
Yours truly,
Matt Machado
MATT MACHADO
District Engineer

RI/tlp:B2658.docx

Attachments:

- A. District Code Revisions, Title 2, Chapter 2.04, Section 2.04.150
- B. District Code Revisions, Title 5, Chapter 5.04 Various Chapters
- C. Proposed Ordinance Clean Copy
- D. Notice of Exemption

2.04.150 Rate Setting.

The District may, by ~~an ordinance~~resolution approved by a two-thirds vote of the Board, prescribe, revise and collect fees, tolls, rates, rentals, and other charges, including connection charges, for services and facilities furnished by it (Health and Safety Code Section [5473](#)).

Article III Sewer Service Charges

5.04.160 Establishment. Sewer service charges are established in the ~~amounts manner~~ provided for set forth in this article for each facility which has a sewer connection with the works of the District or which discharges sewage that ultimately passes through the works of the District.

5.04.170 Schedule of Sewer Service Charges. The District Board of Directors shall establish sewer service charges by resolution, and in so doing shall distinguish the different classes of service made available and set sewer service charges appropriate to each class of service. Charges may be fixed and revised from time to time with the objective that the District sewer system shall be operated on a sound economic basis.

5.04.180 Residential Facilities.

- ~~A. The sewer service charge for each townhouse or condominium for each of which a separate Assessor's parcel number has been assigned shall be \$861.36 per year.~~
- ~~B. The sewer service charge for each unit of a multi-family dwelling on a single parcel, for which only one Assessor's parcel number has been assigned, shall be \$861.36 per year.~~
- ~~C. The sewer service charge for each space of a mobile home park shall be \$738.84 per year.~~
- ~~D. The sewer service charge for each single-family dwelling shall be \$997.56 per year.~~
- ~~E. The sewer service charge for each accessory dwelling unit (ADU) shall be \$861.36 per year.~~

A sewer service charge shall be fixed by resolution from time to time for each of the following residential facilities:

- A. Each townhouse or condominium which a separate Assessor's parcel number has been assigned;
- B. A multi-family dwelling on a single parcel for which only one Assessor's parcel number has been assigned;
- C. Each space of a mobile home park;
- D. Each single-family dwelling; and,
- E. Each accessory dwelling unit ("ADU").

5.04.190 Commercial Facilities.

The sewer service charge for each commercial facility or for each separate business within such a facility shall be fixed by resolution from time to time and computed by the District Engineer, based upon the previous calendar year's water use (typically October through September, but January through September for fiscal year 2023-24 only):

- ~~• Bakeries/Donut Shops \$407.64/year plus \$18.68/HCF~~
- ~~• Restaurants/Catering \$407.64/year plus \$18.68/HCF~~
- ~~• Feed Processing \$407.64/year plus \$22.05/HCF~~
- ~~• Funeral Parlor/Mortuary \$407.64/year plus \$22.05/HCF~~

- ~~• Hospital/Convalescent \$407.64/year plus \$14.72/HCF~~
- ~~• Other Business (General) \$407.64/year plus \$14.11/HCF~~
- ~~• Dominican Hospital \$407.64/year plus \$14.72/HCF~~
- ~~• Chaminade \$407.64/year plus \$19.20/HCF~~

5.04.210 State Beach or Park Facilities.

~~The A sewer service charge shall be assessed fixed by resolution from time to time and computed by the District Engineer, for each state beach and/or park facility shall be \$407.64 per year plus \$13.63 per HCF based upon the previous twelve-month water use (typically October through September, but January through September for fiscal year 2023-24 only).~~

5.04.220 School Facilities.

A. ~~The A sewer service charge shall be assessed fixed by resolution from time to time fixed by resolution from time to time for each elementary school, middle school, or junior high school, or high school based on ADA (average daily attendance), shall be \$407.64 per year plus \$24.63 per student based on the ADA (average daily attendance), including night and adult classes for the school during the school year.~~

~~B. The sewer service charge for each high school shall be \$407.64 per year plus \$36.89 per student based on ADA (average daily attendance), including night and adult classes for the school during the school year.~~

~~C. The A sewer service charge for each community college shall be fixed by resolution from time to time \$407.64 per year, plus \$32.50 per student based on full-time equivalent student (FTES), including night and adult classes for the school during the school year.~~

~~D. All schools have the option to pay an alternative fee of \$407.64 per year plus \$13.63 per HCF the annual flat rate plus the commercial rate for hundreds of cubic feet of water used (HCF) if they can provide the District with the previous calendar year's domestic water use (typically October through September, but January through September for fiscal year 2023-24), excluding irrigation water, or provide the winter water use and the corresponding number of school days during the winter billing period.~~

5.04.225 Effective Date of Rates.

The fees and charges established pursuant to Sections 5.04.180 through 5.04.220 by resolution shall take effect beginning July 1, ~~2023, or as soon thereafter as the ordinance codified in this section takes effect.~~ following the adoption of the resolution by the Board.~~following the adoption of the resolution by the Board.~~

Article IV Billing and Collection

5.04.290 Collection – with General Taxes.

~~The District may, by ordinance approved by a two-thirds vote of the members of the Board, elect to have sewer service charges for the forthcoming fiscal year and/or delinquent sewer service charges collected on the tax roll on which its general taxes are collected, in the same manner, by the same persons, and at the same time as, together with and not separately from, its general taxes.~~

The sewer service charge may be collected on the tax roll of the County of Santa Cruz, State of California, in the manner provided pursuant to Section 5471 through 5473.11 of the Health and Safety Code of the State of California, as amended. Pursuant to Health and Safety Code section 5473 and 5473.1, a written report containing a description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel shall be filed with the Secretary of the District. This election may be amended by the District, by a resolution approved by two-thirds vote of the members of the Board.

BEFORE THE BOARD OF DIRECTORS
OF THE SANTA CRUZ COUNTY SANITATION DISTRICT
SANTA CRUZ COUNTY, CALIFORNIA

ORDINANCE NO. 154

On the motion of Alternate Director Bertrand
duly seconded by Director Koenig
the following ordinance is adopted:

AN ORDINANCE ENACTING AND AMENDING DISTRICT CODE TITLES 2 AND 5
RELATED TO "RATE SETTING," "SEWER SERVICE CHARGES," AND "BILLING AND
COLLECTION"

The Board of Directors of the Santa Cruz County Sanitation District DO ORDAIN as follows:

Section I

Section 2.04.150 of Title 2, Chapter 2.04 of Santa Cruz County Sanitation District Code is hereby amended to read as follows:

2.04.150 Rate Setting. The District may, by resolution approved by a two-thirds vote of the Board, prescribe, revise and collect fees, tolls, rates, rentals, and other charges, including connection charges, for services and facilities furnished by it (Health and Safety Code Section 5473).

Section II

Section 5.04.160 of Title 5, Article III of Santa Cruz County Sanitation District Code is hereby amended to read as follows:

5.04.160 Establishment. Sewer service charges are established in the manner provided for in this article for each facility which has a sewer connection with the works of the District or which discharges sewage that ultimately passes through the works of the District.

Section III

Title 5, Article III of the Santa Cruz County Sanitation District Code is hereby amended to add section 5.04.170 as follows:

5.04.170 Schedule of Sewer Service Charges. The District Board of Directors shall establish sewer service charges by resolution, and in so doing shall distinguish the different classes of service made available and set sewer service charges appropriate to each class of service. Charges may be fixed and revised from time to time with the objective that the District sewer system shall be operated on a sound economic basis.

ORDINANCE NO. 154

PAGE 2

Section IV

Sections 5.04.180 through 5.04.225 of Title 5, Article III of Santa Cruz County Sanitation District Code are hereby amended to read as follows:

5.04.180 Residential Facilities. A sewer service charge shall be fixed by resolution from time to time for each of the following residential facilities:

- A. Each townhouse or condominium which a separate Assessor's parcel number has been assigned;
- B. A multi-family dwelling on a single parcel for which only one Assessor's parcel number has been assigned;
- C. Each space of a mobile home park;
- D. Each single-family dwelling; and,
- E. Each accessory dwelling unit ("ADU").

5.04.190 Commercial Facilities. The sewer service charge for each commercial facility or for each separate business within such a facility shall be fixed by resolution from time to time and computed by the District Engineer, based upon the previous calendar year's water use (typically October through September, but January through September for fiscal year 2023-24 only).

5.04.210 State Beach or Park Facilities. A sewer service charge shall be fixed by resolution from time to time and computed by the District engineer, for each state beach and/or park facility based upon the previous twelve-month water use (typically October through September, but January through September for fiscal year 2023-24 only).

5.04.220 School Facilities.

- A. A sewer service charge shall be fixed by resolution from time to time for each elementary school, middle school, junior high school, or high school based on ADA (average daily attendance), including night and adult classes for the school during the school year.
- B. A sewer service charge for each community college shall be fixed by resolution from time to time based on full-time equivalent student (FTES), including night and adult classes for the school during the school year.
- C. All schools have the option to pay an alternative fee of the annual flat rate plus the commercial rate for hundreds of cubic feet of water used (HCF) if they can provide the District with the previous calendar year's domestic water use (typically October through September, but January through September for fiscal year 2023-24), excluding irrigation water, or provide the winter water use and the corresponding number of school days during the winter billing period.

5.04.225 Effective Date of Rates. The fees and charges established by resolution shall take effect beginning July 1 following the adoption of the resolution by the Board.

ORDINANCE NO. 154
PAGE 3

Section V

Section 5.04.290 of Title 5, Article IV of Santa Cruz County Sanitation District Code is hereby amended to read as follows:

Section 5.04.290 Collection – with General Taxes. The sewer service charge may be collected on the tax roll of the County of Santa Cruz, State of California, in the manner provided pursuant to Section 5471 through 5473.11 of the Health and Safety Code of the State of California, as amended. Pursuant to Health and Safety Code section 5473 and 5473.1, a written report containing a description of each parcel of real property receiving such services and facilities and the amount of the charge for each parcel shall be filed with the Secretary of the District. This election may be amended by the District, by a resolution approved by two-thirds vote of the members of the Board.

Section VI

Upon adoption, this Ordinance shall be entered in the minutes of the Santa Cruz County Sanitation District Board of Directors and shall be published once within fifteen (15) days following its adoption in a newspaper having general circulation in the District. This Ordinance shall take effect on the 31st day after the date of final passage.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz County Sanitation District this 15th day of February, 2024, by the following vote:

- AYES: ALTERNATE DIRECTOR BERTRAND, DIRECTORS KOENIG AND BROWN
- NOES: NONE
- ABSENT: DIRECTOR FRIEND
- ABSTAIN: NONE


Chairperson of said Board

ATTEST: 
Secretary of said Board

Approved as to Form:

DocuSigned by:

77B7BAAA5B324E0
District Counsel

State of California)
County of Santa Cruz) SS.

I the undersigned Secretary of the Board of Directors of the Santa Cruz County Sanitation District, County of Santa Cruz, State of California, do hereby certify that the foregoing is a true and correct copy of an ordinance passed and adopted by and entered in the minutes of said Board.

In witness whereof, I have hereunto set my hand and affixed the seal of the said Board on February 20, 2024

Signed: 



County of Santa Cruz

DEPARTMENT OF COMMUNITY DEVELOPMENT & INFRASTRUCTURE

701 OCEAN STREET, FOURTH FLOOR, SANTA CRUZ, CA 95060-4070
Planning (831) 454-2580 Public Works (831) 454-2160

Matt Machado, Deputy CAO, Director of Community Development and Infrastructure

NOTICE OF EXEMPTION

To: Clerk of the Board
701 Ocean Street, Room 500
Santa Cruz, CA 95060

Project Name: An Ordinance Enacting and Amending District Code Titles 2 and 5 Related to "Rate Setting," "Sewer Service Charges," and "Billing and Collection"

Project Location: District Wide

Assessor Parcel No.: N/A

Project Applicant: Santa Cruz County Sanitation District

Project Description: This proposal involves amending various sections of the Santa Cruz County Sanitation District Code, Title 2, Chapter 2.04, Section 2.04.150 "Rate Setting," Title 5, Chapter 5.04, Article III "Sewer Service Charges," Section 5.04.160, Enacting Section 5.04.170, and amending Section 5.04.180 through Section 5.04.225, and Title 5, Chapter 5.04, Article IV "Billing And Collection," Section 5.04.290. To consolidate the rate setting process, District staff recommends amending the District code to allow rates to be set by resolution instead of ordinance. This amendment would allow for increased administrative efficiency in the rate setting process, while continuing to fulfill legal requirements set forth for in California Health and Safety Code Section 5473. The proposed amendments do not involve potential direct or indirect changes to the environment.

Agency Approving Project: County of Santa Cruz

County Contact: Ashleigh Trujillo **Telephone No.** (831) 454- 2384

Date Completed: 12/18/2023

This is to advise that the County of Santa Cruz has found the project to be exempt from CEQA under the following criteria:

Exempt status: *(check one)*

- The proposed activity is not a project under CEQA Guidelines Section 15378.
- The proposed activity is not subject to CEQA as specified under CEQA Guidelines Section 15060 (c).
- The proposed activity is exempt from CEQA as specified under CEQA Guidelines Section 15061(b)(3).
- Ministerial Project** involving only the use of fixed standards or objective measurements without personal judgment.
- Statutory Exemption** other than a Ministerial Project (CEQA Guidelines Section 15260 to 15285).

Specify type:

- Categorical Exemption**

Reasons why the project is exempt:

This ordinance is not an action which has potential for resulting in either direct or indirect physical change in the environment, and it can be seen with certainty that there is no possibility the activity in question may have a significant effect on the environment.

Signature: _____ Date: 12/18/2023 Title: Resource Planner IV
Juliette Robinson

Certificate Of Completion

Envelope Id: 5325D3174B71439D86BD9C94A30626D2	Status: Completed
Subject: Complete with DocuSign: SCCSD Board item Feb. 1 - Public Hearing - Ord. setting rates by reso.	
Source Envelope:	
Document Pages: 11	Signatures: 2
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
EnvelopeId Stamping: Enabled	Terra Prestwich
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	701 Ocean Street
	Santa Cruz, CA 95060
	Terra.Prestwich@santacruzcountyca.gov
	IP Address: 63.194.190.100

Record Tracking

Status: Original	Holder: Terra Prestwich	Location: DocuSign
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Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: DocuSign

Signer Events

Michael De Smidt
 Michael.DeSmidt@santacruzcountyca.gov
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Timestamp

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 Viewed: 1/22/2024 8:27:04 AM
 Signed: 1/22/2024 9:10:40 AM

Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:
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Matt Machado
 Matt.Machado@santacruzcountyca.gov
 Director of Community Development & Infrastructure
 County of Santa Cruz
 Security Level: Email, Account Authentication (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events**Status****Timestamps**

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Envelope Updated	Security Checked	1/22/2024 9:08:27 AM
Certified Delivered	Security Checked	1/22/2024 10:08:38 AM
Signing Complete	Security Checked	1/22/2024 10:08:47 AM
Completed	Security Checked	1/22/2024 10:08:47 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.

Certificate Of Completion

Envelope Id: 05AD6A1132354FCDBF18E047A9701F92 Status: Completed
Subject: Complete with DocuSign: SCCS Board item Feb. 15 - Final Adoption Ord. Amend. Code Titles 2 and 5
Source Envelope:
Document Pages: 10 Signatures: 1 Envelope Originator:
Certificate Pages: 5 Initials: 4 Terra Prestwich
AutoNav: Enabled 701 Ocean Street
Envelopeld Stamping: Enabled Santa Cruz, CA 95060
Time Zone: (UTC-08:00) Pacific Time (US & Canada) Terra.Prestwich@santacruzcountyca.gov
IP Address: 63.194.190.100

Record Tracking

Status: Original Holder: Terra Prestwich Location: DocuSign
1/25/2024 11:50:41 AM Terra.Prestwich@santacruzcountyca.gov
Security Appliance Status: Connected Pool: FedRamp
Storage Appliance Status: Connected Pool: County of Santa Cruz Location: DocuSign

Signer Events

Michele Suttora
Michele.Suttora@santacruzcounty.us
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 63.194.190.100

Timestamp

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Signed: 1/25/2024 3:36:53 PM

Electronic Record and Signature Disclosure:

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ID: 13887cf8-7de2-46a4-b075-49abffb8d9f0

Kim Moore
Kim.Moore@santacruzcountyca.gov
Assistant Director - Public Works
County of Santa Cruz
Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 63.194.190.100

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Signed: 1/31/2024 4:00:11 PM

Electronic Record and Signature Disclosure:

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Michael De Smidt
Michael.DeSmidt@santacruzcountyca.gov
Security Level: Email, Account Authentication (None)



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Electronic Record and Signature Disclosure:

Accepted: 1/31/2024 4:09:37 PM
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Matt Machado
Matt.Machado@santacruzcountyca.gov
Director of Community Development & Infrastructure
County of Santa Cruz
Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 107.193.187.138

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Electronic Record and Signature Disclosure:

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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Andrea Gifford Andrea.Gifford@santacruzcountyca.gov Board Clerk County of Santa Cruz Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 5/2/2022 11:48:55 AM ID: 098da81a-7523-4cdc-a1ac-872ede37676f		Sent: 1/31/2024 4:30:43 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	1/31/2024 4:30:41 PM
Completed	Security Checked	1/31/2024 4:30:43 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.