

86. Approve second amendments to agreements with CSG, Inc., 4Leaf, Inc., and Bureau Veritas of North America, Inc., for building plan checking services, extending the expiration date to June 30, 2026, and take related actions ()



## **County of Santa Cruz Board of Supervisors**

### **Agenda Item Submittal**

**From:** Community Development and Infrastructure

**Subject:** Approve Amendment #2 for Consulting Plan Check Contracts

**Meeting Date:** June 24, 2025

**Formal Title:** Approve second amendments to agreements with CSG, Inc., 4Leaf, Inc., and Bureau Veritas of North America, Inc., for building plan checking services, extending the expiration date to June 30, 2026, and take related actions

### **Recommended Actions**

1. Approve second amendments to contracts 24C4827 (CSG, Inc.), 24C4828 (4Leaf, Inc.), 24C4829 (Bureau Veritas North America, Inc.), extending the term until June 30, 2026, for building plan check services; and
2. Authorize the Community Development and Infrastructure Director or designee to sign the amendment.

### **Executive Summary**

The Department of Community Development and Infrastructure (CDI) is seeking Board approval for amendments to three separate expenditure agreements with CSG, Inc., 4Leaf, Inc., and Bureau Veritas North America, Inc., for building plan check services. These amendments extend the term of each contract by one year. No additional funding is requested at this time.

### **Discussion**

The department presently has three building plan check contracts in place, administratively approved in October 2023 and amended June 2024. More than 50% of the combined total encumbrance remains.

Consulting plan check support is crucial to ensure that state-mandated review timeframes are met and building permits are issued in a timely manner. The workload for building plan checks fluctuates as external circumstances such as economic conditions, time of year, or natural disasters occur. To ensure building plan check review times remain compliant with state law while upholding a high standard of customer service, CDI proposes extending the three agreements through June 30, 2026. These contract extensions do not obligate the full expenditure of the contract amounts. The Building Official and the UPC Manager continuously monitor the overall application submissions, reviews, and staffing levels within the Building Division for on time completion. If the volume of review requests decreases or the Division's capacity increases to the point that in-house staff can meet target review timelines (15 days for AB 2234 projects, 15 days for wireless projects, and 60 days for all other projects), the number of applications assigned to consulting building plan check services would be reduced accordingly. There will be no impact on the current building plan check staffing levels. Plan check support would only be utilized during times that the volume of work exceeds staff capacity.

### **Financial Impact**

These amendments only extend the expiration date. There are no additional funds being requested.

**Strategic Initiatives**

Equity Framework - Community Voices & Partnership

Operational Plan - Comprehensive Health & Safety, Attainable Housing, Dynamic Economy

Climate Action - Energy, Water, Waste

**Submitted By:**

Matt Machado, Deputy CEO / Director of Community Development and Infrastructure

**Recommended By:**

Carlos J. Palacios, County Executive Officer

**Artificial Intelligence Acknowledgment:**

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.

**AMENDMENT NO. 2 TO INDEPENDENT CONTRACTOR AGREEMENT**  
**24C4829**

This Amendment No. 2 (“Amendment”) shall serve to modify the existing Contract No. (“**Contract**”) between the County of Santa Cruz (“**County**”) and Bureau Veritas North America, Inc. (“**Contractor**”). County and Contractor may sometimes be referred to in this Amendment collectively as “**Parties**” or individually as “**Party**.”

**I. Background.**

- a. The Parties entered into the Contract effective October 27, 2023.
- b. The Contract was set to expire on June 30, 2024
- c. The Contract was amended to extend the agreement to June 30, 2025 and add an additional \$150,000 to each agreement.
- d. The Contract has funds remaining and available to perform services.

**II. Effective Date of Amendment.**

- a. This Amendment shall be effective as of June 30, 2025.

**III. Changes to Contract.**

- a. By executing this Amendment, the Parties agree that the Contract shall be changed in the following manner: Section 3 shall be changed to extend the term of the Contract to June 30, 2026.

**IV. Exhibits / Attachments.**

The following Exhibits and/or Attachments are attached to this Amendment hereby incorporated into its terms by this reference as though set forth in full:

- a. Insurance Policy, attached hereto as Exhibit 1.

**In Witness Whereof**, the Parties have executed this Agreement by their duly authorized officers or representatives.

<b>BUREAU VERITAS NORTH AMERICA, INC.</b> <b>(“Contractor”)</b>	<b>COUNTY OF SANTA CRUZ (“County”)</b>
<div> <div>[Signature of person signing for Contractor]</div> <div> <div>Signed by:</div> <div><i>Craig Baptista</i></div> <div>BA9398A6B6514BE...</div> </div> <div> <div>5/20/2025</div> <div>Date</div> </div> </div>	<div> <div>Matt Machado</div> <div>Deputy CAO, Director of Community Development and Infrastructure</div> <div>_____</div> <div>Date</div> </div>
<div> <div>Address:</div> <div>1411 Marsh Street, Ste. 107</div> <div>San Luis Obispo, CA 93401</div> </div> <div> <div>Telephone:</div> <div>805-792-1109</div> </div>	<div> <div>Approved as to Form:</div> </div>

Email: craig.baptista@bureauveritas.com	<div>Office of County Counsel</div> <div>1 <i>Natalie Kirkish</i></div> <div>Date</div> <div>5/19/2025</div>
<b>DISTRIBUTION:</b> Planning Department Contractor	<div>Approved as to Insurance:</div> <div>Signed by:</div> <div><i>Gina Borasi</i></div> <div>5/23/2025</div> <div>3 <div>Risk Management</div><div>Date</div></div>

## Certificate Of Completion

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Time Zone: (UTC-08:00) Pacific Time (US & Canada)	701 Ocean Street
	Santa Cruz, CA 95060
	Dacia.Mendoza-Isaac@santacruzcountyca.gov
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	Pool: County of Santa Cruz	Location: Docusign

## Signer Events

Signer Events	Signature	Timestamp
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Craig Baptista craig.baptista@bureauveritas.com Vice President Bureau Veritas N.A. Security Level: Email, Account Authentication (None)	<p>Signed by:</p>  <p>BA9398A6B6514BE...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 163.116.132.117</p>	<p>Sent: 5/19/2025 1:52:21 PM</p> <p>Viewed: 5/20/2025 8:26:47 AM</p> <p>Signed: 5/20/2025 8:27:25 AM</p>
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Gina Borasi Gina.Borasi@santacruzcountyca.gov Risk Manager County of Santa Cruz Security Level: Email, Account Authentication (None)	<p>Signed by:</p>  <p>E4EADC5BA53B4DB...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 24.6.202.106</p>	<p>Sent: 5/20/2025 8:27:27 AM</p> <p>Viewed: 5/23/2025 10:15:11 AM</p> <p>Signed: 5/23/2025 9:48:09 PM</p>
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Amy Willbanks  
Amy.Willbanks@santacruzcountyca.gov  
Senior Department Admin Analyst  
County of Santa Cruz  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
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Notary Events	Signature	Timestamp
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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](mailto: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](mailto: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](mailto: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](mailto: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.

**AMENDMENT NO. 2 TO INDEPENDENT CONTRACTOR AGREEMENT**  
**24C4827**

This Amendment No. 2 (“Amendment”) shall serve to modify the existing Contract No. (“**Contract**”) between the County of Santa Cruz (“**County**”) and CSG, Inc. (“**Contractor**”). County and Contractor may sometimes be referred to in this Amendment collectively as “**Parties**” or individually as “**Party**.”

**I. Background.**

- a. The Parties entered into the Contract effective October 27, 2023.
- b. The Contract was set to expire on June 30, 2024
- c. The Contract was amended to extend the agreement to June 30, 2025 and add an additional \$150,000 to each agreement.
- d. The Contract has funds remaining and available to perform services.

**II. Effective Date of Amendment.**

- a. This Amendment shall be effective as of June 30, 2025.

**III. Changes to Contract.**

- a. By executing this Amendment, the Parties agree that the Contract shall be changed in the following manner: Section 3 shall be changed to extend the term of the Contract to June 30, 2026.

**IV. Exhibits / Attachments.**

The following Exhibits and/or Attachments are attached to this Amendment hereby incorporated into its terms by this reference as though set forth in full:

- a. Insurance Policy, attached hereto as Exhibit 1.

**In Witness Whereof**, the Parties have executed this Agreement by their duly authorized officers or representatives.

CSG, INC. (“Contractor”)	COUNTY OF SANTA CRUZ (“County”)
<div>[Signature of person signing for Contractor]</div> <div><div><div>DocuSigned by:</div><div>Cyrus Kianpour</div><div>7AC12FF2224A4B2...</div></div><div>5/20/2025</div><div>Date</div></div> <div>2</div>	<div>Matt Machado</div> <div>Deputy CAO, Director of Community Development and Infrastructure</div> <div></div> <div>Date</div> <div>4</div>
<div>Address: 550 Pilgrim Drive Foster City, CA 94404</div> <div>Telephone: 209-595-7103</div>	<div>Approved as to Form:</div> <div></div>

Email:           cyrusk@csgengr.com	Office of County Counsel	Date
	<div>Signed by:</div> <div>Natalie Kirkish</div>	5/19/2025
<b>DISTRIBUTION:</b> Planning Department Contractor	Approved as to Insurance:	
	<div>Signed by:</div> <div>Gina Borasi</div>	5/23/2025
	Risk Management	Date
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## Certificate Of Completion

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	Dacia.Mendoza-Isaac@santacruzcountyca.gov
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## Record Tracking

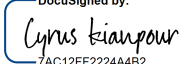
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## Signer Events

Signer Events	Signature	Timestamp
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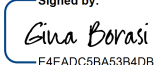
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Cyrus Kianpour cyrus@csgengr.com President CSG Consultants Inc/ Security Level: Email, Account Authentication (None)	<p>DocuSigned by:</p>  <p>7AC12FF2224A4B2...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 99.72.234.56</p>	<p>Sent: 5/19/2025 1:52:44 PM</p> <p>Resent: 5/19/2025 1:58:22 PM</p> <p>Viewed: 5/19/2025 2:48:04 PM</p> <p>Signed: 5/20/2025 1:53:40 PM</p>
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Gina Borasi Gina.Borasi@santacruzcountyca.gov Risk Manager County of Santa Cruz Security Level: Email, Account Authentication (None)	<p>Signed by:</p>  <p>E4EADC5BA53B4DB...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 24.6.202.106</p>	<p>Sent: 5/20/2025 1:53:41 PM</p> <p>Viewed: 5/23/2025 8:53:44 PM</p> <p>Signed: 5/23/2025 9:01:58 PM</p>
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Amy Willbanks  
Amy.Willbanks@santacruzcountyca.gov  
Senior Department Admin Analyst  
County of Santa Cruz  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
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Notary Events	Signature	Timestamp
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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**

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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.

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### **To advise County of Santa Cruz of your new email address**

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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](mailto: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](mailto: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..

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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.

**AMENDMENT NO. 2 TO INDEPENDENT CONTRACTOR AGREEMENT**  
**24C4828**

This Amendment No. 2 ("Amendment") shall serve to modify the existing Contract No. ("Contract") between the County of Santa Cruz ("County") and 4Leaf, Inc. ("Contractor"). County and Contractor may sometimes be referred to in this Amendment collectively as "**Parties**" or individually as "**Party**."

**I. Background.**

- a. The Parties entered into the Contract effective October 27, 2023.
- b. The Contract was set to expire on June 30, 2024
- c. The Contract was amended to extend the agreement to June 30, 2025 and add an additional \$150,000 to each agreement.
- d. The Contract has funds remaining and available to perform services.

**II. Effective Date of Amendment.**

- a. This Amendment shall be effective as of June 30, 2024.

**III. Changes to Contract.**

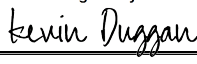
- a. By executing this Amendment, the Parties agree that the Contract shall be changed in the following manner: Section 3 shall be changed to extend the term of the Contract to June 30, 2026.

**IV. Exhibits / Attachments.**

The following Exhibits and/or Attachments are attached to this Amendment and hereby incorporated into its terms by this reference as though set forth in full:

- a. Insurance Policy, attached hereto as Exhibit 1.

**In Witness Whereof**, the Parties have executed this Agreement by their duly authorized officers or representatives.

4LEAF, INC. ("Contractor")	COUNTY OF SANTA CRUZ ("County")
<p>[Signature of person signing for Contractor]</p> <p>DocuSigned by:    813734D554DD4B5...  2</p> <p align="right">5/19/2025  _____  Date</p>	<p>Matt Machado</p> <p>Deputy CAO, Director of Community Development and Infrastructure</p> <p align="right">_____  Date</p> <p align="center">4</p>
<p>Address: 2126 Rheem Drive  Pleasanton, CA 94588</p> <p>Telephone: 925-785-3581</p>	<p>Approved as to Form:</p> <p>_____</p>

Email: kduggan@4leafinc.com	Office of County Counsel	Date
	Signed by: Natalie Kirkish	5/19/2025
<b>DISTRIBUTION:</b> Planning Department Contractor	Approved as to Insurance:	
	Signed by: Gina Borasi	5/19/2025
	Risk Management	Date

## Certificate Of Completion

Envelope Id: E74F6D66-6712-4670-8E44-B2D89A29A6BE  
 Subject: Complete with Docusign: 24C4828 4LEAF AMENDMENT 2.pdf  
 Source Envelope:  
 Document Pages: 2  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Dacia Mendoza-Isaac  
 701 Ocean Street  
 Santa Cruz, CA 95060  
 Dacia.Mendoza-Isaac@santacruzcountyca.gov  
 IP Address: 73.189.188.196

## Record Tracking

Status: Original  
 5/15/2025 1:20:35 PM  
 Holder: Dacia Mendoza-Isaac  
 Location: DocuSign  
 Dacia.Mendoza-Isaac@santacruzcountyca.gov  
 Pool: FedRamp  
 Pool: County of Santa Cruz  
 Location: Docusign

## Signer Events

Natalie Kirkish  
 Natalie.Kirkish@santacruzcountyca.gov  
 County Counsel  
 Security Level: Email, Account Authentication  
 (None)

## Signature

Signed by:  
  
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 98.51.47.121

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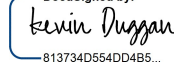
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Accepted: 8/1/2024 2:49:37 PM  
 ID: b763e46b-8c75-436f-b147-3f5717480ab2

Kevin Duggan  
 kduggan@4leafinc.com  
 President  
 4LEAF

Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
 813734D554DD4B5...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 96.90.210.142  
 Signed using mobile

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 Viewed: 5/19/2025 1:06:57 PM  
 Signed: 5/19/2025 1:26:11 PM

## Electronic Record and Signature Disclosure:

Accepted: 5/19/2025 1:06:57 PM  
 ID: 551a7c19-aac2-4e8c-8569-5b7344b3633b

Gina Borasi  
 Gina.Borasi@santacruzcountyca.gov  
 Risk Manager  
 County of Santa Cruz  
 Security Level: Email, Account Authentication  
 (None)

Signed by:  
  
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 24.6.202.106

Sent: 5/19/2025 1:26:13 PM  
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 Signed: 5/19/2025 8:08:19 PM

## Electronic Record and Signature Disclosure:

Accepted: 12/18/2023 9:38:58 AM  
 ID: 5f1392e5-7eb7-47e8-b6a6-baa8d5c3b8c6

## Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
In Person Signer Events	Signature	Timestamp
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
Amy Willbanks Amy.Willbanks@santacruzcountyca.gov Senior Department Admin Analyst County of Santa Cruz Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 8/21/2024 1:31:36 PM ID: 4cfba887-72b8-40e2-adcc-4a307b8cc682	<div>COPIED</div>	Sent: 5/20/2025 8:52:51 AM Viewed: 5/20/2025 11:02:22 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/15/2025 1:23:00 PM
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Completed	Security Checked	5/20/2025 8:52:51 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](mailto: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](mailto: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](mailto: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](mailto: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..

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