

ORDINANCE NO. 101 OCSD

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE OCCIDENTAL COUNTY SANITATION DISTRICT, STATE OF CALIFORNIA, SETTING SEWER SERVICE CHARGES, CALLING FOR COLLECTION ON THE TAX ROLL, AND MAKING FINDINGS AND DETERMINATION OF EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT. (2/3 VOTE REQUIRED).

The Board of Directors of the Occidental County Sanitation District (District), State of California, ordains as follows:

SECTION I

REPEALING PRIOR ORDINANCE.

Ordinance No. 100 is hereby repealed and re-enacted as follows:

SECTION II

TIME OF MEETING.

The District Board of Directors shall meet at the same time and place as established for the Board of Directors of the Sonoma County Water Agency.

SECTION III

SERVICE CHARGES.

“Annual Service Charge” is defined as a charge for use of the sewer system for a period of one year to each User, based on the estimated or actual usage of the sewer system, to cover the cost of operating, maintaining, and replacing the sewer system.

Annual Service Charges shall be based on an Equivalent Single Family Dwelling Unit (ESD) as defined in Section 2.01 of the Occidental County Sanitation District Sanitation Code and as calculated by the same methodology for connection fees set forth by this Ordinance.

An Annual Service Charge of three thousand one hundred and forty-six dollars and no cents (\$3,146.00) per ESD on properties within the boundaries established as the District’s is hereby prescribed and established effective July 1, 2025, for fiscal year 2025-2026.

At the discretion of the Board of Directors, the Board of Directors may impose or adjust Annual Service Charges by resolution for subsequent fiscal years.

SECTION IV

ANNUAL SERVICE CHARGES ON TAX ROLL.

Annual Service Charges shall be collected on the tax roll of the County of Sonoma, 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 Clerk of the Board.

SECTION V

METHODOLOGY FOR ESTABLISHING ANNUAL SEWER CHARGES AND SEWER SYSTEM CONNECTION FEES.

Connection fees shall be paid pursuant to Article V, Sections 5.01, 5.03, 5.04, 5.05, and 5.06 of the Occidental County Sanitation District Code. Calculation of connection fees shall be determined by the General Manager in accordance with the attached Equivalent Single-Family Dwelling Billing Unit tables (Exhibit A). The Annual Service Charge for various types of users shall also be determined by the General Manager in accordance with Exhibit A.

Where, in the opinion of the General Manager or his/her designee, the determination of connection fees or Annual Service Charges in accordance with Exhibit A is inconsistent with a proposed use, the General Manager may make an independent calculation and determination using flow, biological oxygen demand, suspended solids, or any other component of the wastewater that contributes to the cost of collection, treatment, and disposal. In making such a calculation, the General Manager or his/her designee may rely on one or more of the following resources to make an independent calculation for the user: (1) the use in Exhibit A that most closely matches the proposed use, (2) federal and state standard estimated wastewater flows for onsite or private wastewater treatment or disposal systems, (3) flow and strength factors published in rate studies conducted by other public entities in Sonoma County, (4) if applicable, data provided by the equipment manufacturer; or (5) other published data.

When requested by a user with five or more ESDs of capacity for any one parcel, the General Manager may allow the Annual Service Charges to be based on actual measured usage of the sewer system. The General Manager will base the charge on the user's contribution of wastewater into the District's facilities including, but not limited to, flow, biological oxygen demand, suspended solids, or any other component of the wastewater that contributes to the cost of collection, treatment, and disposal. Users requesting annual calculation of actual measured usage will pay an additional annual administrative charge of \$250, in addition to the Annual Service Charge based on actual measured usage.

SECTION VI

CONNECTION FEES.

A. Connection Fee Charge:

The term “connection fee” as used in this Ordinance and in the Sanitation Code means a capacity charge set pursuant to Government Code section 66013(b)(3). The connection fee shall be set by resolution and adjusted annually thereafter in accordance with paragraph C below.

B. Connection Fee and Miscellaneous Terms and Conditions:

Pursuant to Article V, Section 5.05 of the Occidental County Sanitation District Sanitation Code, in the event of alteration of the building or of additional use of the sewer facilities for which the connection fee was originally established, additional fees shall be paid for the added equivalent single family dwelling units as calculated in Exhibit A.

In addition to Article V, Section 5.05 of the Occidental County Sanitation District Sanitation Code, users who wish to connect a building which is a replacement of a previously connected building, destroyed by no fault of the user, may have the connection fee waived if the user presents to the General Manager a valid Fire Marshal’s report or insurance report within one year of the date of either report. Users not making such a presentation are deemed to have discontinued their connection to the sewer system.

C. Connection Fee Adjustment per ENR-CCI Index:

Connection fees shall be automatically adjusted annually each year on July 1 in proportion with the most recent change in the Engineering News Record Construction Cost Index (ENR-CCI) for San Francisco.

D. Payment Plan:

Where warranted by exceptional circumstances, the General Manager may agree to a payment plan for the payment of capacity charges. Any such payment plan shall include a reasonable processing fee for staff time.

E. Housing Developments:

Subject to the exceptions in Government Code section 65589.5(o), capacity charges shall be calculated based on the charges that were “in effect when a preliminary application” is submitted to the city or county, or in the case of no “preliminary application,” at the time the application is deemed complete by the entitling land use agency, and subject to the same exceptions in Government Code section 65589.5(o). For the purposes of this paragraph, the term “housing development” has the same meaning as the term “housing development project” in Government Code section 65589.5(h).

In addition to the connection fees and Annual Service Charges adopted by the Board of Directors, the General Manager may establish additional terms and conditions of the usage permit or agreement pursuant to the Occidental County Sanitation District Sanitation Code, including but not limited to the fees discussed in this Ordinance.

SECTION VII

PAYMENT FOR ANNUAL SERVICE CHARGES.

New users, as defined in Section 2.01 of the Occidental County Sanitation District Sanitation Code, issued permits shall have the Annual Service Charge prorated from the first day of the month in which the permit is issued to the last day of the following June. Annual Service Charges for that period of time due hereunder shall be paid prior to issuing a permit to connect to the District's sewer system.

For the purpose of this Ordinance, each improved property shall be deemed to be fully and continuously occupied from and after the date of issuance of a permit to connect. Annual Service Charges for improved property shall not be refunded even though sewer service is abandoned or discontinued to the satisfaction of the General Manager prior to the last day of the following June. In such case, the Annual Service Charge shall cease as of the following July 1.

All Annual Service Charges payable hereunder, except others who have separate agreements for payment with the District, shall be paid in two equal installments. The payment for the first one-half of any fiscal year shall be due and payable on, or before, December 10th of the particular year. The payment for the second one-half of any fiscal year shall be due and payable on, or before, April 10th of the particular fiscal year.

If said Annual Service Charges are not paid by the due date(s) shown above, a penalty of ten (10) percent of the amount due shall be applied as well as a one-half of one (1) percent per month penalty for nonpayment of said charges and the basic penalty.

The General Manager may rebate a portion of Annual Service Charges paid by low income property owners with respect to their residence where the Board of Directors has approved rebate policies and procedures and any amendments to these policies and procedures. The submission of false information to the General Manager in connection with a rebate application is a violation of this ordinance.

The General Manager is authorized to enter into written payment plans for delinquent charges, in a form approved by counsel, with a repayment term of no more than 5 years.

The General Manager may calculate rebates or credits to be applied prior to placing Annual Service Charges on the tax roll.

The General Manager may, when necessary or convenient, bill Annual Service Charges to a property owner directly via invoice rather than placing the Annual Service Charge on the tax

roll.

Delinquent Annual Service charges and penalties may be placed on the tax roll, and collected in the same manner, by the same persons, and at the same time as property taxes in accordance with the procedures set forth in California Health and Safety Code section 5473 et seq. and any amendments thereto, or pursuant to any other procedure authorized by law. Delinquent Annual Service Charges and penalties, shall constitute a lien upon the real property served and such lien shall continue until the amount owed is fully paid or the property is sold to satisfy the lien. Property may be discharged from the lien by payment of all delinquent charges and penalties.

The General Manager may institute an action in any court of competent jurisdiction to collect any charges which may be due and payable in the same manner as any other debts owing to the District may be collected.

SECTION VIII

OUTSIDE USERS.

Unless provided otherwise by separate agreement, outside users, as defined by Section 3.28(E) of the Occidental County Sanitation District Sanitation Code, shall pay an Annual Service Charge based on 1.25 times the ESDs determined for that user.

SECTION IX

OTHER FEES AND CHARGES.

- A. Relief of Variance Fees: Pursuant to Section 1.06 of the Occidental County Sanitation District Sanitation Code, any person making application for relief on variance will pay an application fee of \$750 at the time of submittal of the application.
- B. Wastewater Discharge Fees: Pursuant to Section 6.25 of the Occidental County Sanitation District Sanitation Code, any person making application for a wastewater discharge permit shall pay fees according to the following Table 1:

TABLE 1 – WASTEWATER DISCHARGE PERMIT FEES

TYPE OF FEE	SIGNIFICANT INDUSTRIAL USER/ CATEGORICAL	* GROUNDWATER WASTE HAULERS	* NON- RESIDENTIAL	** ZERO DISCHARGE & NON- RESIDENTIAL
Application Fee	\$175	\$50	\$100	\$50
Renewal Application Fee	\$175	\$50	\$100	\$50
Permit Issuance Fee	\$500	\$50	\$200	\$50
Permit Monitoring and Inspection Fee	Actual costs will be incurred by the District for monitoring of permit conditions, including direct cost, labor burden, overhead and testing costs.			
Non- Compliance Monitoring Fee	Actual costs incurred by the District associated with monitoring non-compliance with permit conditions, including direct cost, labor burden, overhead and testing costs.			
Surcharge Fee	Users will be charged the actual treatment cost per pound to process the biochemical oxygen demand (BOD) and total suspended solids (TSS) discharged at levels above ordinance limits.			
* Includes businesses with pretreatment facilities, such as grease traps, interceptors, ion exchange unit, or metals recovery units. ** Includes businesses without pretreatment.				

USER CATEGORIES

(refer to the Occidental County Sanitation District Sanitation Code, Section 6.17)

SECTION X

ADDITIONAL SERVICE CHARGES AND CONNECTION FEES FOR EXCEEDING ESTABLISHED BILLING BASIS.

Whenever the General Manager determines that a user is exceeding the use for which the user is charged pursuant to the established billing bases set forth in this Ordinance for Annual Sanitation Charges or for connection fees, in addition to all other fines and penalties

the District may impose, the user shall be charged an additional service charge. In addition, the General Manager may recalculate the user's annual service charge and charge additional connection fees. Additional charges and fees may be invoiced to user or collected on the tax roll. If additional charges and fees are invoiced and are not paid within 30 days of invoice, a basic penalty of ten percent (10%) for nonpayment and an additional penalty of one and one-half percent (1½%) per month for nonpayment of the charges and/or fees and the basic penalty shall be added to the charges and/or fees due.

SECTION XI

CALIFORNIA ENVIRONMENTAL ACT.

The Board hereby finds that the California Environmental Quality Act does not apply to the establishment of charges pursuant to this Ordinance, as such fees are for the purpose of meeting operations expenses, meeting financial reserve needs and requirements, and setting aside funds for capital projects necessary to maintain service within the existing District (15273 California Code of Regulations, 21080 Public Resources Code).

SECTION XII

SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

SECTION XII

This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Directors voting for or against the same, in a newspaper of general circulation, published in the County of Sonoma, State of California, and the District's Clerk of the Board shall post in the office of the District's Clerk, a certified copy of the full text of this Ordinance along with the names of those Directors voting for or against the Ordinance.

In regular session of the Board of Directors of the Occidental County Sanitation District, State of California, introduced, passed, and adopted after hearing this 13th day of May 2025, on regular roll call of the members of said Board by the following vote:

DIRECTORS:

HERMOSILLO: RABBITT: COURSEY: GORE: HOPKINS:

Ayes _____ Noes _____ Absent _____ Abstain _____

WHEREUPON, the Chair declared the above and foregoing ordinance duly adopted and

SO ORDERED.

By: _____
Chair, Board of Directors
County of Sonoma, State of California

ATTEST:

By: _____
Clerk of the Board

EXHIBIT A

EQUIVALENT SINGLE-FAMILY DWELLING BILLING UNIT FOR OCCIDENTAL CSD

Use Category		Billing Basis			2025-2026	
		Flow gallons	BOD mg/l	TSS mg/l	Use	ESD
Residential	Single-Family	66	250	250	connections	1.00
	Condominium (Over 900 square ft)	66	250	250	dwelling units	1.00
	Condominium (Under 900 square ft)	52.8	250	250	dwelling units	0.80
	Multiple-Family (Apts,Duplex/Triplex)	52.8	250	250	dwelling units	0.80
	Mobile home park	52.8	250	250	spaces	0.80
	Mobile home (Individual)	52.8	250	250	units	0.80
	JADU	-	250	250	units	0.00
	ADU, under 751 sq ft*	26.4	250	250	units	0.40
	ADU, 751-900 sq ft*	52.8	250	250	units	0.80
	ADU, over 900 sq ft*	66	250	250	units	1.00
Commercial	Appliance repair	190	200	200	1,000 sq. ft.	2.50
	Art gallery	190	200	200	1,000 sq. ft.	2.50
	Auto dealers					
	With service facilities	190	180	280	connection	2.73
	With service facilities	38	180	280	add per service bay	0.55
	Without service facilities	190	200	200	connection	2.50
	Auto repair	38	325	325	per service bay	0.69
	Bakery	190	1000	600	1,000 sq. ft.	7.06
	Beer Making/Brewery	see note 1 below				
	Butcher	see note 1 below				
	Banks & financial institutions	190	130	80	1,000 sq. ft.	1.78
	Barber shop	19	130	80	per chair	0.18
	Beauty shop	38	130	80	per chair	0.36
	Bars & taverns	20	200	200	per seat	0.26
	Camp ground or RV park					
	with hookups	125	200	200	site	1.64
	without hookups	75	200	200	site	0.99
	Cannabis production/manufacturing	see note 1 below				
	Car washes					
	manual	190	20	150	per bay	1.62
	automatic	125	228	228	per bay	1.78
	Cheese Maker	see note 1 below				
	Churches, hall & lodges	2	200	200	per seat	0.03
	Coffee shops with some food service	6	1000	600	per seat	0.22
	Dry cleaners	285	150	110	1,000 sq. ft.	2.95
	Fire stations					
	with sleeping quarters and kitchens	220	325	325	1,000 sq. ft.	3.99
	without sleeping quarters and kitchens	190	228	228	1,000 sq. ft.	2.71
	Garages	95	180	280	per service bay	1.36
	Gas Stations (no other automotive services)					
	with convenience store	70	520	520	1,000 sq. ft.	1.82
	without convenience store	38	228	228	1,000 sq. ft.	0.54
	Gym					
	with shower	400	325	325	1,000 sq. ft.	7.26
	without shower	50	228	228	1,000 sq. ft.	0.71
	High Tech Medical Manufacturing	see note 1 below				
	Hospitals					
	Convalescent	125	250	100	per bed	1.52
	General	175	250	100	per bed	2.13
	Veterinarian	6	250	100	per cage	0.07
	Hotels/motels/B&B	100	310	120	per guest room	0.37
	Hydroponic Cultivation (including cannabis)	1.2	228	228	per plant	0.02
	Laundromats					
	High efficiency washers	250	228	228	washing machines	3.57
	Regular washers	500	150	110	washing machines	5.18
	Library	190	200	200	1,000 sq. ft.	2.50
	Machine shops	152	180	280	1,000 sq. ft.	2.18
	Markets	38	800	800	1,000 sq. ft.	1.41
	Nail Salon	10	228	228	per seat	0.14
	Offices					
	Business	76	130	80	1,000 sq. ft.	0.71
	Chiropractic Office	190	228	228	Exam. room	2.71
	Dental	190	130	80	Exam. room	1.78
	Medical (clinic)					
	with central handwashing stations	175	325	325	Exam. room	3.18
	with office, surgery, lab and treatment rooms	190	325	325	Exam. room	3.45
	offices with sink	125	325	325	Exam. room	2.27
	offices without sink	100	325	325	Exam. room	1.82
	Veterinarian					
	with office, surgery, and treatment rooms	130	325	325	Exam. room	2.36
	Pet Groomers	260	228	228	1,000 sq. ft.	3.71
	Post office	190	130	80	1,000 sq. ft.	1.78

EXHIBIT A

EQUIVALENT SINGLE-FAMILY DWELLING BILLING UNIT FOR OCCIDENTAL CSD

Use Category	Billing Basis			2025-2026	
	Flow gallons	BOD mg/l	TSS mg/l	Use	ESD
Resort	see note 1 below				
Restaurants					
Dine-in					
With DW & garbage disp.	6	1000	600	per seat	0.22
With DW or garbage disp.	6	619	371	per seat	0.15
Without DW & garbage disp.	6	238	143	per seat	0.08
Take-out	475	238	143	1,000 sq. ft.	6.07
Rest homes	125	250	100	per bed	1.52
Retail stores	38	150	150	1,000 sq. ft.	0.42
Schools					
Elementary	9	130	100	per student day	0.09
High	14	130	100	per student day	0.14
with entertainment facilities	19	325	325	per student day	0.34
Service stations	380	180	280	set of gas pumps	5.45
	38	180	280	add per service bay	0.55
Shoe repair	190	200	200	1,000 sq. ft.	2.50
Spa with various beauty treatments	38	325	325	per chair	0.69
Supermarkets	76	325	325	1,000 sq. ft.	1.38
Tasting Rooms					
Ale, Winery (no food)	120	228	228	1,000 sq. ft.	1.71
Ale, Winery (with food)	240	520	520	1,000 sq. ft.	6.23
Theaters	2	200	200	per seat	0.03
Trash Enclosures	see note 1 below				
Warehouse	see note 1 below				
Winery	see note 1 below				
Others as determined by the Engr.	see note 1 below				

ALL COMMERCIAL ESDs TO BE DETERMINED BY THE GENERAL MANAGER USING THE FOLLOWING FORMULA:

$$ESD = (TSS \times FLOW \times 0.33) / (SFD \text{ TSS} \times SFD \text{ FLOW}) + (BOD \times FLOW \times 0.33) / (SFD \text{ BOD} \times SFD \text{ FLOW}) + (FLOW \times (0.34 / SFD \text{ FLOW}))$$

Note 1: For non-standard uses, uses and when agreement on a use category cannot be reached, the General Manager, in his or her sole discretion, may

a) base charges on the user's actual or estimated contribution of wastewater into the District's facilities in terms of flow, biological oxygen demand (BOD), and total suspended solids (TSS), and

b) calculate the user's charge using the above Charge Formula. The user shall provide verifiable data, as requested by the General Manager, for the charge to be determined.

Note 2: In general, users with annual average TSS and/or BOD over 1,000 mg/L and users with annual average Flow greater than 5,000 gallons per day should be considered Monitored Users and use the Monitored User Charge Formula.

Definitions	Flow = Gallons per Day	TSS = Total Suspended Solids			
	BOD = Biological Oxygen Demand	DW = dishwasher			
	ESD = Equivalent Single Family Dwelling	disp. = disposal			

* Note that no Capacity Charge is assessed when existing structures are converted in accordance with CGC 65852.2 (e)(1)(A) as determined by the County of Sonoma or the jurisdiction having authority per the Building Code.