

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

August 6, 2024

**FROM**

**DON DAY, Director, Project and Facilities Management Department**

**SUBJECT**

Execution of Public Utility Documents for New or Upgraded Utility Services that May Contain Non-Standard Terms

**RECOMMENDATION(S)**

Authorize the Chief Executive Officer or the Director of Project and Facilities Management Department, after consultation with County Counsel and Risk Management, to execute and submit public utility authorization forms with utility companies, including those containing non-standard terms such as indemnification of third parties and utility companies, which are necessary to request new utility services or upgraded utility services, as well as relocation of existing services, on projects of existing facilities, approved by the Board of Supervisors and/or Board of Directors.

(Presenter: Don Day, Director, 387-5000)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

This item will not result in the use of additional Discretionary General Funding (Net County Cost). Impact on individual department budgets is based upon need for service, and departments that require new or upgraded public utility services are responsible for ensuring adequate funding in their current and future budgets.

**BACKGROUND INFORMATION**

In facilitating capital improvement program projects, it is necessary for the Project and Facilities Management Department (PFMD) to obtain new or additional services from utility companies in order to initiate, continue, or finish work on a particular project. In some instances, this includes removal or movement of existing services to facilitate the overall project. To perform these services, utility companies require PFMD to execute contracts that contain non-standard terms such as indemnification of third parties and utility companies. Such terms are normally required to be approved by the Board of Supervisors (Board) before execution in accordance with County Policy 11-05. In some instances, the delay caused by taking an item to the Board delays a project in such a way that creates a cascading effect to the project schedule, pushing the completion date back months.

**Execution of Public Utility Documents for New or Upgraded Utility Services that May Contain Non-Standard Terms**  
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Approval of this item will give the PFMD Director authority to sign and submit all documents with utility companies, such as the Public Utility Authorization Forms, for new construction projects or remodels requiring utility services (gas, water, electric, and sewer). Upon approval of this Board Item, PFMD will be able to request new utility service or relocation of existing services on future projects. This approval will streamline the process and help ensure timely completion of projects throughout the county.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on May 8, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2148) on June 18, 2024; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-5000) on June 20, 2024; Finance (Garrett Baker, Administrative Analyst, 387-3077) on July 23, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on July 23, 2024.

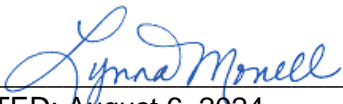
**Execution of Public Utility Documents for New or Upgraded Utility  
Services that May Contain Non-Standard Terms  
August 6, 2024**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: August 6, 2024



cc: File - PFMD/General  
MBA 08/8/2024