

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF BIG BEAR VALLEY RECREATION AND PARK DISTRICT  
AND RECORD OF ACTION**

November 18, 2025

**FROM**

**NOEL CASTILLO, Director, Department of Public Works-Special Districts  
TERRY W. THOMPSON, Director, Real Estate Services Department**

**SUBJECT**

Amendment to Lease Agreement with Big Bear City Community Services District for the Non-Exclusive Use of 1.25 Acres of Land at Erwin Lake Park

**RECOMMENDATION(S)**

Acting as the governing body of the Big Bear Valley Recreation and Park District:

1. Find that Amendment No. 4 to Lease Agreement No. 86-94 with Big Bear City Community Service District, for non-exclusive use of 1.25 acres of land, at 1140 Hatchery Drive, Big Bear, known as Erwin Lake Park (Assessor's Parcel Number 0315-351-01-0000), is an exempt project under California Environmental Quality Act Guidelines, Section 15301 – Existing Facilities, Class 1.
2. Approve **Amendment No. 4 to Lease Agreement No. 86-94** with Big Bear City Community Services District, for non-exclusive use of 1.25 acres of land, at 1140 Hatchery Drive, Big Bear, known as Erwin Lake Park (Assessor's Parcel Number 0315-351-01-0000), the agreement has been in place since February 3, 1986, and Big Bear City Community Services District exercised the third of four five-year options to extend the term for the period of March 3, 2026, through March 2, 2031, and increasing the amount by five dollars, from the previous contracted total of \$40, for a new total amount of \$45.
3. Direct the Real Estate Services Department to file the Notice of Exemption, in accordance with the California Environmental Quality Act.

(Presenter: Terry W. Thompson, Director, 387-5000)

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

**Improve County Government Operations.**

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

**FINANCIAL IMPACT**

Approval of Amendment No. 4 (Amendment) to Lease Agreement No. 86-94 (Lease) will not result in the use of Discretionary General Funding (Net County Cost). The total cost of this Amendment is five dollars. Lease payments will be made from the Real Estate Services Department (RESD) Rents budget (7810001000) and reimbursed from the Big Bear Valley Recreation and Parks District (District) budget (6200002580). Other costs associated with the Lease include maintenance, utilities, and equipment, which will be paid for from the approved District budget. Sufficient appropriation is included in the 2025-26 RESD and District budgets and will be included in future recommended budgets. Annual Lease expenses are as follows:

Year	Lease Cost	Estimate of Other Costs
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March 3, 2026 – March 2, 2027	\$1.00	\$39,600
March 3, 2027 – March 2, 2028	\$1.00	\$40,800
March 3, 2028 – March 2, 2029	\$1.00	\$42,000
March 3, 2029 – March 2, 2030	\$1.00	\$43,300
March 3, 2030 – March 2, 2031	\$1.00	\$44,600
<b>Total</b>	<b>\$5.00</b>	<b>\$210,300</b>

**BACKGROUND INFORMATION**

The recommended action will extend the Lease with Big Bear City Community Services District (BBCSD), for the non-exclusive use of 1.25 acres of land at 1140 Hatchery Drive, Big Bear, known as Erwin Lake Park, Assessor’s Parcel Number (APN) 0315-351-01-0000, in Big Bear (Property). The Amendment extends the term for the period from March 3, 2026, through March 2, 2031, by exercising the third of four five-year options to extend the term updating the rental rate schedule and standard lease agreement language. All other Lease terms remain unchanged.

On February 3, 1986 (Item No. 55), the District Board of Directors (Board) approved a 25-year Lease, with one 25-year option to extend the term with BBCSD to develop the Property. The original term of the Lease was from February 3, 1986 through February 2, 2011. In the 35 years since the Lease was originally approved, the Board approved two amendments to extend the Lease term, replace the one 25-year option term with four five-year option terms, and update standard lease agreement language.

<b>Amendment No.</b>	<b>Approval Date</b>	<b>Item No.</b>
1	September 27, 2011	87
2	January 26, 2016	32
3	February 9, 2021	63

On July 23, 2025, RESD initiated negotiations for a Lease amendment covering the term from March 3, 2026 through March 2, 2031. All other terms and conditions of the Lease remain unchanged.

The project to approve the Amendment was reviewed pursuant to the California Environmental Quality Act (CEQA) Guidelines and determined to be categorically exempt under Section 15301– Class 1 Existing Facilities, because the proposed Lease is to secure property to operate within the existing structure with negligible or no expansion of existing use. Accordingly, no further action is required under CEQA.

**Summary of Lease Terms**

Lessor: Big Bear City Community Services District

Location: 1140 Hatchery Drive, Big Bear (APN 0315-351-01-0000)

Size: 1.25 acres

Term: Five-years

Options: One remaining option available

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Rent: Annual: \$1.00  
\*Low-range for comparable facilities in the Big Bear area per the competitive set analysis on file with RESD

Annual Increases: None

Improvement Costs: None

Custodial: Lessee responsibility

Maintenance: Lessee responsibility

Utilities: Lessee responsibility

Insurance: The Certificate of Liability Insurance, as required by the Lease, is on file with the RESD

Holdover: None

Right to Terminate: None

Parking: None

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II and Aaron Gest, Deputies County Counsel, 387-5455) on October 21, 2025; Special Districts (Noel Castillo, Director, 387-7906) on October 15, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on October 16, 2025; and County Finance and Administration (Amanda Trussell, Principal Administrative Analyst, 387-4773, and Eduardo Mora, Administrative Analyst, 387-4376) on October 31, 2025.

(CM: 840-266-0977)

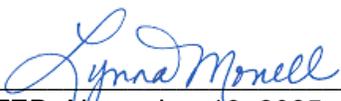
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Record of Action of the Board of Directors  
Big Bear Valley Recreation and Park District

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, SECRETARY

BY  \_\_\_\_\_  
DATED: November 18, 2025



cc:    RESD - Thompson w/ agree  
      Contractor c/o RESD w/ agree  
      File w/ agree  
JLL   11/20/2025