

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
SITTING AS THE GOVERNING BODY FOR THE FOLLOWING:
SAN BERNARDINO COUNTY
BOARD GOVERNED COUNTY SERVICE AREAS
AND RECORD OF ACTION**

May 20, 2025

FROM

DON DAY, Director, Project and Facilities Management

NOEL CASTILLO, Director, Department of Public Works-Special Districts

SUBJECT

Memorandum of Understanding between Project and Facilities Management Department and County Service Area 70 for Operations and Maintenance of County-owned Water Systems

RECOMMENDATION(S)

1. Acting as the governing body of San Bernardino County, approve **Memorandum of Understanding No. 25-300** between the County, through its Project and Facilities Management Department, and County Service Area 70, to provide operations, maintenance and management services of the County-owned Glen Helen Water System, in Devore and the Gilbert Street Complex Water System in San Bernardino, for an amount not to exceed \$3,119,036.69 for the period of July 1, 2025 to June 30, 2030.
2. Acting as the governing body of County Service Area 70, approve **Memorandum of Understanding No. 25-300** between the County, through its Project and Facilities Management Department, and County Service Area 70 to provide operations, maintenance and management services of the County-owned Glen Helen Water System in Devore and Gilbert Street Complex Water System in San Bernardino, for an amount not to exceed \$3,119,036.69 for the period of July 1, 2025 to June 30, 2030.

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

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

FINANCIAL IMPACT

Approval of the Memorandum of Understanding (MOU) will not require additional Discretionary General Funding (Net County Cost). The total cost for the County Service Area 70 (CSA 70) to operate, maintain and manage the County-owned water systems for five years is \$3,119,036.69, subject to the availability of funds of the Project and Facilities Management Department (PFMD). Included in this cost is the installation of a new water meter for the Glen Helen water system and the purchase of emergency backup generators for both the Glen Helen Water System and Gilbert Street Complex water system.

Operations and Maintenance fee increase an average of 3.5% percent annually. Payments will be made from the PFMD – Utilities cost center (7777001000).

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Sufficient appropriation will be included in the 2025-26 Utilities Recommended Budget and will be included in future recommended budgets for the term of the contract.

The estimated cost for CSA 70 to operate, maintain, and manage the County-owned water systems per fiscal year is reflected in the following table:

Year	Operations and Maintenance/ Meter/Generators	Emergency Repairs	Estimated Annual Cost
2025-26	\$454,834.91	\$70,000	\$524,834.91
2026-27	\$470,754.13	\$70,000	\$540,754.13
2027-28	\$487,230.53	\$70,000	\$557,230.53
2028-29	\$504,283.60	\$70,000	\$574,283.60
2029-30	\$521,933.52	\$70,000	\$591,933.52
Totals	\$2,439,036.69	\$350,000	\$2,789,036.69

The estimated cost for CSA 70 to purchase the generator \$300,000 and \$30,000 for the installation, for a final total cost of \$3,119,036.69.

BACKGROUND INFORMATION

The MOU will allow CSA 70 to continue to provide operations and maintenance of County-owned water systems for the PFMD. PFMD is responsible for providing water system operations and maintenance service to the Glen Helen and Gilbert Street complex County-owned water systems. The State Water Resources Control Board (SWRCB) requires professionally licensed operators to provide water distribution systems, operation, maintenance and management services. PFMD does not have certified staff to provide this service; however, CSA 70 has staff with the required licensing to provide the service for PFMD.

The MOU is for various duties and responsibilities that include, but are not limited to, the following:

- Prepare the necessary communications and reports
- Ensure compliance with all permit and regulatory requirements
- Procure and maintain all water facility permits, licenses and certificates
- Inspect the water distribution system as required and maintain logs
- Provide operation, maintenance and management of the water systems

Funding has been allocated for a new meter installed for the Operating Engineers site located within the Glen Helen water system and the purchase of emergency generators for Glen Helen and Gilbert Street Complex water systems.

The Glen Helen water system located in Devore serves the following facilities:

- Glen Helen Regional Park
- Glen Helen Pavilion
- Glen Helen Raceway
- Sheriff's Academy North
- Sheriff's Emergency Vehicle Operation Center (EVOC)
- Sheriff's Rehabilitation Center
- Sheriff's Training Center

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The Gilbert Street complex water system located in San Bernardino serves the following facilities:

- Children Assessment Center, 700 East Gilbert Street
- Transitional Age Youth Center, 780 East Gilbert Street
- Phoenix Community Counseling Center, 820 East Gilbert Street
- Juvenile Dependency Court, 860 East Gilbert Street
- Cottage Buildings 1-11, Central Juvenile Detention, 900 East Gilbert Street
- Assessment Center, 900 East Gilbert Street
- Juvenile Court, 900 East Gilbert Street

The MOU may be terminated by either party without cause with a 90-days prior written notice.

PROCUREMENT

On June 23, 2020 (Item No. 115) the Board of Supervisors approved an MOU between Real Estate Services Department and CSA 70, which enabled CSA 70 to provide water system maintenance and operation services for Glen Helen and the Gilbert Street complex potable water systems. The new five-year MOU will replace the current MOU which expires June 30, 2025.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Aaron Gest and Kaleigh Ragon, Deputy County Counsels, 384-5455) on March 18, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on March 31, 2025; Project and Facilities Management (Jennifer Costa, Chief of Facilities Management, 387-2227) on April 9, 2025; Finance (Kathleen Gonzalez, 387-5412, and Eduardo Mora, 387-4222, Administrative Analysts) on April 30, 2025, and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 4, 2025.

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Record of Action of the Board of Supervisors
San Bernardino County
Board Governed County Service Areas

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 20, 2025



cc: PFMD - Ayala w/agree
Contractor - c/o PFMD w/agree
File - w/agree
CCM 05/21/2025