

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

May 5, 2026

FROM

NOEL CASTILLO, Director, Department of Public Works - Solid Waste Management

SUBJECT

Imprest Cash Fund Increase for Scale Operations

RECOMMENDATION(S)

Approve a \$2,000 increase to the Department of Public Works – Solid Waste Management Division’s imprest cash fund for scale operations, increasing the fund from \$34,650 to \$36,650. (Presenter: Noel Castillo, Director, 387-7906)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this amendment will not result in the use of Discretionary General Funding (Net County Cost) as the Department of Public Works – Solid Waste Management Division (SWMD) is funded by fee revenue. SWMD established fees that are charged to the public and other agencies for utilization of the County Waste Disposal System. Funds for the \$2,000 increase are available in SWMD’s 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The increase in SWMD’s imprest cash fund will be used to accommodate cash customers at the County’s waste disposal sites. A new Scale Operations Supervisor I position was approved and as a result SWMD is requesting to increase its imprest cash fund accordingly to minimize frequent trips to the bank to replenish the change needed for operations.

Scale Supervisors and Scale Operators collect fees and make change for waste accepted at nine scaled facilities throughout the County. Those facilities include five landfills located in Rialto (Mid Valley), Redlands (San Timoteo), Victorville, Barstow, and Landers, as well as four transfer stations located in Big Bear, Heaps Peak, Phelan (Sheep Creek), and Twentynine Palms. The imprest cash fund is used by Scale Operators to conduct cash transactions. This request will increase SWMD’s Imprest Cash Fund from \$34,650 to \$36,650. Imprest Funds will be routinely reconciled per the County’s Internal Control and Cash Manual (ICCM), Section 4-7.

This action supports the County and Chief Executive Officer’s goals and objectives of operating in a fiscally-responsible and business-like manner by providing the funding necessary to accommodate cash customers at the various disposal sites.

PROCUREMENT

Not applicable.

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REVIEW BY OTHERS

This item has been reviewed by County Counsel (Maria Insixiengmay, Deputy County Counsel, 387-5455) on March 19, 2026; and County Finance and Administration (Kathleen Gonzalez, Administrative Analyst, 387-5412) on April 15, 2026.

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May 5, 2026**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 5, 2026



cc: File - Solid Waste Management
MBA 05/11/2026