

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

**May 5, 2026**

**FROM**

**COL. PAUL COOK (RET.), First District Supervisor, Board of Supervisors**

**SUBJECT**

Board of Supervisors Discretionary Fund – District Specific Priorities Program

**RECOMMENDATION(S)**

Approve **Amendment No. 3 to Contract No. 24-642** with Wrightwood Community Services District to allow time to complete the public restroom facility improvements project, with no change to the not-to-exceed contract amount of \$324,500, and extending the contract term by an additional five months, for a total term of July 9, 2024 through December 31, 2026.

(Presenter: Paul Cook, First District Supervisor, 387-4830)

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

**Promote and Fulfill the Countywide Vision.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Foster Sustainable Development Through Strategic Partnerships.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). On September 21, 2021 (Item No. 18), November 16, 2021 (Item No. 33), February 6, 2024 (Item No. 61), June 11, 2024 (Item No. 110), April 29, 2025 (Item No. 86), and June 10, 2025 (Item No. 136), the Board of Supervisors (Board) approved an allocation of \$4 million, \$7 million, \$6 million, \$3 million, \$2.5 million, and \$2.5 million, respectively, to the Board Discretionary Fund – District Specific Priorities Program (Priorities Program), for each of the five supervisorial districts for projects that meet a public purpose, and provide services to citizens that promote health, safety, economic well-being, and other public services that enhance quality of life and meet the needs of County residents. On an annual basis, unspent appropriations for discretionary funding will be carried over into the subsequent year's budget.

The recommended project will be funded by the First District's Priorities Program budget.

**BACKGROUND INFORMATION**

Priorities Program projects help promote the vision of a complete County by recognizing the unique traits of each Supervisorial District and, thereby, allow individual Board Districts to work with community partners through County services and contractual agreements to identify programs, projects, and initiatives that support the vision, meet a public purpose and provide services to residents that promote health, safety, economic well-being, education, recreation, and other public services that enhance quality of life and meet the needs of the County's residents. Projects under the Priorities Program are based on District Supervisor discretion and are presented by each District Supervisor for Board approval.

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On July 9, 2024 (Item No. 16), the Board approved Contract No. 24-642 with the Wrightwood Community Services District (WCSD) in the not-to-exceed amount of \$324,500 to assist with costs related to improving the public restroom facility, for the period of July 9, 2024, through July 8, 2025.

Under the Board Discretionary Fund Priorities Program contract terms, the Chief Executive Officer (CEO), at the direction of the First District Supervisor, may extend the terms of the contracts, in writing, under the following conditions:

- a. In aggregate, all extensions do not exceed 12 calendar months;
- b. Is specifically requested by the contractor;
- c. Will not change the project goals or scope of services;
- d. Is in the best interest of the County and contractor in performing the scope of services under the contract; and
- e. Does not alter the amount of compensation under the contract.

On April 11, 2025, under delegated authority, the CEO approved Amendment No. 1 to Contract No. 24-642 to authorize WCSD's request to extend the contract by an additional 12 months, for a total contract term of July 9, 2024, through July 8, 2026.

On December 16, 2025 (Item No. 43), the Board approved Amendment No. 2 to Contract No. 24-642, revising the scope of work to remove improvements related to septic system replacement and work on the secondary structure housing additional restrooms due to budget constraints. The revised scope is limited to renovations of the existing public restroom facility, including increasing the number of toilets and urinals, and adding insulation, heating, an exhaust system, and other improvements necessary to ensure compliance with the Americans with Disabilities Act, with no change to the contract amount or term.

Following the scope modification approved by Amendment No. 2, updated architectural and civil engineering designs were required. As a result, submission for County permitting was delayed until the revised plans could be completed, which has extended the overall project timeline beyond original expectations.

Approval of Amendment No. 3 would extend the contract term by approximately an additional five months, resulting in a revised term of July 9, 2024, through December 31, 2026, to allow sufficient time for project completion. Since no additional funds will be provided to WCSD under Amendment No. 3 to Contract No. 24-642, the minimum 25% matching contribution to the project per County Policy 05-10 remains \$81,125 as stated in the previously approved Contract No. 24-642.

Board discretionary funding allocations under the Priorities Program with community partners must be for projects or services of \$10,000 or more as described in County Policy 05-10. Additionally, contracts that include non-profit organizations, government entities, or educational institutions are non-competitive. Contracts with community partners that include for-profit organizations are to be processed according to existing County procurement policies. Contracts with other government agencies or for-profit organizations require a matching contribution of at least 25% of the proposed projects if approved under the current County Policy 05-10. All contracts shall be paid on a lump-sum basis or under other terms as approved by the Board.

**PROCUREMENT**

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Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on April 17, 2026; and County Finance and Administration (Penelope Chang, Principal Administrative Analyst, 387-4886) on April 15, 2026.

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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 *Lynna Monell*  
DATED: May 5, 2026



cc:    BOS - Chang w/agree  
      Contractor - c/o BOS w/agree  
      File - w/agree  
CCM  05/6/2026