

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

**June 18, 2025**

**FROM**

**NOEL CASTILLO, Director, Department of Public Works - Transportation**

**SUBJECT**

Cooperative Agreement with City of Big Bear Lake for Maintenance and Emergency Work

**RECOMMENDATION(S)**

Approve Cooperative **Agreement No. 25-460** with the City of Big Bear Lake for street repairs, maintenance, and emergency work within the incorporated area of the City and the surrounding unincorporated area, effective July 1, 2025, through June 30, 2030, for an amount not to exceed \$60,000 per project and an aggregate total of \$100,000 per fiscal year.  
(Presenter: Noel Castillo, Director, 387-7906)

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

**Improve County Government Operations.**

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

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

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The Department of Public Works (Department) is funded by Gas Tax revenue, fees, federal, state and other local funding. Costs to the Department for this proposed Cooperative Agreement (Agreement) will vary depending upon the maintenance or repair needs.

All work requested by the Department will be performed by the City of Big Bear Lake (City) staff or contractors and will be 100% reimbursable by the County, up to a total of \$60,000 for each project and not to exceed an aggregate total of \$100,000 per fiscal year. All work requested by the City will be performed by Department staff or contractors and will be 100% reimbursable by the City, up to a total of \$60,000 for each project and not to exceed an aggregate total of \$100,000 per fiscal year.

Sufficient appropriation and revenue are included in the 2025-26 Road Operations budget (6650002000 – 71H15035) and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The recommended Agreement will allow the Department and the City to provide mutual maintenance and emergency work within the unincorporated area of the County and the incorporated areas of the City. The Department and City have determined that occasionally utilizing each other's labor and equipment resources can be the most cost-effective and timely process for maintenance and repairs of roadways within Department and City jurisdictions. It is anticipated at this time that requested work assignments may include, but are not limited to, maintenance or emergency repair of streets and highways, appurtenant fencing, culvert or

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drainage facilities, grading and application of soil stabilization product on dirt roads, as well as providing heavy equipment for storm debris cleanup, striping, chip sealing, and maintenance or emergency paving.

According to the terms of the Agreement, the requesting agency will prepare and submit a work assignment request that outlines the work being requested within the scope and budget limitations of the Agreement. The performing agency will then prepare a cost estimate and a project schedule prior to the start of work. The requesting agency will be invoiced based on actual costs incurred by the agency performing the maintenance and/or emergency work.

Under the Agreement, the Director of the Department is authorized to identify specific County projects in which the City may take the lead utilizing City forces or City contractors. With respect to work provided to the City, the Agreement provides that the Director of the Department of Public Works for the City is authorized to approve or disapprove an individual project and specific services for the City. In addition, the Agreement provides that the performing agency is under no obligation to perform the work request.

After completion of all requested work, receipt of an invoice, and acceptance by the requesting agency of the work, the requesting agency shall reimburse the performing agency. The requesting agency will also be responsible for all future maintenance and repair work, unless the requesting agency submits a future request to the performing agency to provide additional maintenance and repair work under the Agreement.

This Agreement aligns with the County and the Chief Executive Officer's goals of improving County government operations, providing for the safety, health, and social service needs of county residents and pursuing County goals and objectives by working with other agencies by providing a streamlined approach to the maintenance and repair of road facilities within the incorporated area of the City and the surrounding unincorporated area.

This Agreement shall expire on June 30, 2030, or it may be terminated by either party upon providing the other party a 30-day advance written notice. The City approved this item at its City Council meeting on May 14, 2025.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Aaron Gest, Deputy County Counsel, 387-5455) on April 14, 2025; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on May 27, 2025; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 30, 2025.

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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   
DATED: June 18, 2025



cc: PW/Trans - Gayman w/agree  
Contractor - c/o PW/Trans w/agree  
File - w/agree  
MBA 06/26/2025