

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

November 18, 2025

**FROM**

**JOANI FINWALL, Registrar of Voters**

**SUBJECT**

Memorandum of Understanding with California State University, San Bernardino

**RECOMMENDATION(S)**

Approve non-financial **Memorandum of Understanding No. 25-921** with the California State University, San Bernardino, for the continued presence of a ballot drop box on its property effective upon execution through October 1, 2030.

(Presenter: Joani Finwall, Registrar of Voters, 387-2100)

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

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

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

**FINANCIAL IMPACT**

The Memorandum of Understanding (MOU) is non-financial in nature and will not result in the use of Discretionary General Funding (Net County Cost).

**BACKGROUND INFORMATION**

On August 25, 2020 (Item No. 60), the Board of Supervisors (Board) approved four template agreements (Agreements) for the installation and maintenance of the Registrar of Voter's (ROV) secure outdoor ballot drop boxes that are used during elections. State law required ROV to provide a minimum number of lockable mail ballot drop boxes for the November 3, 2020 Presidential General Election.

ROV identified the campus of California State University, San Bernardino (CSUSB) as a location to install a secure mail ballot drop box. CSUSB agreed to the installation of a secure mail ballot drop box but declined to execute one of the Board-approved template agreements and instead provided the County with an MOU that included similar provisions as the County template agreement, with a term of September 29, 2020 to October 1, 2025. Under this MOU, the County was required to install, unlock, and lock the drop box. It was signed by the County Chief Executive Officer (CEO) on October 1, 2020.

On October 27, 2020 (Item No. 38), the Board ratified the CEO's approval of the MOU.

A new MOU is needed because CSUSB's standard terms and conditions have been updated since the existing MOU was signed. As the Board has delegated authority to the Registrar to execute template agreements only, the new MOU is being brought to the Board for approval.

**Memorandum of Understanding with California State University, San Bernardino  
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Approval of the recommended MOU will allow for the ballot drop box located at CSUSB to remain and continue to serve the voters of northern San Bernardino city.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jolena Grider, Deputy County Counsel, 387-5455) on October 15, 2025; Risk Management (Stephanie Pacheco, Staff Analyst II, 386-9039) on October 23, 2025; and County Finance and Administration (Elias Duenas, Administrative Analyst, 387-4052) on October 26, 2025.

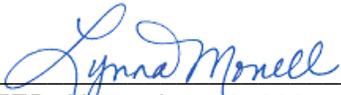
**Memorandum of Understanding with California State University, San Bernardino**  
**November 18, 2025**

Record of Action of the Board of Supervisors  
San Bernardino County

**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, CLERK OF THE BOARD

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



cc:   ROV - Finwall w/agree  
      Contractor - c/o ROV w/agree  
      File - w/agree  
MBA  11/25/2025