

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

**November 4, 2025**

**FROM**

**TERRY W. THOMPSON, Director, Real Estate Services Department**

**SHANNON D. DICUS, Sheriff/Coroner/Public Administrator, Sheriff's Department**

**SUBJECT**

Intergovernmental Agreement with the Arizona State Parks Board for Office Space and Boat Dock Space in Lake Havasu City

**RECOMMENDATION(S)**

1. Find that approval of an Intergovernmental Agreement with the Arizona State Parks Board for office space and boat dock space, is an exempt project under the California Environmental Quality Act Guidelines, Section 15301 – Existing Facilities (Class 1).
2. Approve **Intergovernmental Agreement No. 25-854** with the Arizona State Parks Board, for three Tier I reserved boat slips and three Tier II reserved boat slips, 512 square feet of dedicated office space and storage space, located within the Lake Havasu State Park Water Safety and Information Center in Lake Havasu City, for an initial period of three years and eight months, from May 1, 2025 through December 31, 2028, in the amount of \$55,000, plus four additional three-year options to extend, including a permitted month-to-month holdover period from February 1, 2020, through April 30, 2025, at a cost of \$14,415, for a new total contract amount of \$69,415.
3. Direct the Real Estate Services Department to file the Notice of Exemption in accordance with the California Environmental Quality Act.

(Presenter: Terry W. Thompson, Director, 387-5000)

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

**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 require Discretionary General Funding (Net County Cost). The total cost for the three-year, eight-month period is \$69,415, which includes a permitted month-to-month holdover period amount of \$14,415. The Sheriff/Coroner/Public Administrator's (Sheriff) annual cost is \$15,000 and quarterly payments of \$3,750 will be made from the Sheriff's budget (4430001000). Sufficient appropriation is included in the 2025-26 Sheriff's budget and will be included in future recommended budgets. Annual costs are as follows:

<b>Year</b>	<b>Lease Cost</b>
*February 1, 2020 – April 30, 2025	\$14,415
**May 1, 2025 – June 30, 2025	\$2,500
July 1, 2025 – June 30, 2026	\$15,000
July 1, 2026 – June 30, 2027	\$15,000

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<b>Year</b>	<b>Lease Cost</b>
July 1, 2027 – June 30, 2028	\$15,000
July 1, 2028 – December 31, 2028	\$7,500
<b>Total Cost</b>	<b>\$69,415</b>

\*Holdover Period

\*\*Two months of the quarter fees are due

**BACKGROUND INFORMATION**

This item requests Board of Supervisors (Board) approval of a new Intergovernmental Agreement (Agreement) with the Arizona State Parks Board (ASPB) for the continued use of office space and boat dock space located at the Lake Havasu State Park Water Safety and Information Center in Lake Havasu City, Arizona. The Agreement has an initial term of three years and eight months, from May 1, 2025, through December 31, 2028, and includes four additional three-year extension options.

On April 5, 2011 (Item No. 57), the Board approved Intergovernmental Agreement No. 11-192 with ASPB for two boat slips and three dry storage spaces at the same location. The agreement commenced on April 1, 2011, was amended once, and expired on February 1, 2020. Continued occupancy was necessary to maintain Sheriff's operations. However, execution of a new agreement was delayed due to staffing changes within Arizona State Parks and impacts from the COVID-19 pandemic. As a result of these delays, the ASPB determined that a new agreement should be drafted to formally define the Sheriff's use of the office space and boat dock space.

The Sheriff's Marine Enforcement Unit (Unit), based at the Colorado River Station, is responsible for patrolling 90 miles of County waterway, which attracts approximately 17 million visitors annually. The Unit enforces boating regulations, assists distressed boaters, and conducts search and rescue/recovery operations.

At the Sheriff's request, the Real Estate Services Department (RESA) negotiated the terms of a new intergovernmental agreement with ASPB to support continued operations. The Agreement outlines the responsibilities of both parties related to the use of the facilities. The quarterly costs of \$3,750 cover utilities, trash service, janitorial, landscaping, and routine maintenance and repair. RESA confirmed that the annual cost is consistent with comparable facilities and services in the surrounding Arizona and California areas.

This Agreement includes terms that differ from the standard County contract. The non-standard terms include the following:

1. The Agreement will be governed and interpreted by the laws of the State of Arizona.
  - The County's standard contract is governed by the law of the State of California, and venue is in San Bernardino County.
  - Potential Impact: The Agreement will be interpreted under Arizona law. Any questions, issues or claims arising under this contract will require the County to hire outside counsel competent to advise on Arizona law, which may result in fees that exceed the total contract amount. Having a venue in Arizona may result in additional expenses that exceed the amount of the contract.
2. The Agreement requires disputes to be resolved by arbitration.

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- The County's standard contract does not require arbitration but may include non-binding arbitration as a form of dispute resolution.
- Potential Impact: The contract may require binding arbitration for all disputes between the parties. Disputes that might otherwise be settled in small claims or limited civil court would incur arbitration costs that could exceed the costs of a small claims or limited civil action. Arbitration decisions are not appealable.

County staff recommends the approval of this Agreement, including non-standard terms, for the continued use of office space and boat dock space located at the Lake Havasu State Park Water Safety and Information Center in Lake Havasu City, Arizona because it best fits the current needs of the Sheriff and serves a public safety need.

Staff has reviewed the recommended action pursuant to the California Environmental Quality Act (CEQA) and has determined that it does not constitute a project. Accordingly, no further action is required under CEQA.

Summary of Terms

Lessor:	Arizona State Parks Board Eleda Greenfield, Chief Contract Officer
Location:	Lake Havasu Water Safety Center 1801 Highway 95, Lake Havasu City, AZ 86403
Size:	512 square feet of office space six boat docks (three Tier I docks and three Tier II docks)
Term:	May 1, 2025, through December 31, 2028
Options:	Four three-year extension periods
Rent:	Quarterly: \$3,750 Annual: \$15,000 * Mid-range for comparable facilities in the Lake Havasu area per the competitive set analysis on file with RESD
Annual Increases:	None; however, the annual cost in subsequent years may be adjusted based on previous year's actual costs and usage by the Sheriff
Improvement Costs:	None
Custodial:	Provided by County
Maintenance:	Provided by Lessor
Utilities:	Provided by Lessor
Insurance:	Both parties are self-insured public entities

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Holdover: None

Right to Terminate: Either party has the right to terminate with 60-days' notice

Parking: Sufficient for County needs

**PROCUREMENT**

County Policy 12-02 shall not apply to leases of real property owned by a federal agency, the State, a city, a county, a school district, special district, or other public entity. The Board shall, as required by law, approve all such leases.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (John Tubbs II and Grace Parsons, Deputies County Counsel, 387-5455) on October 24, 2025; Risk Management (Stephanie Pacheco, Staff Analyst II, 386-9039) on August 21, 2025; Sheriff (Jose Torres, Administrative Manager, 387-3648) on October 8, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on October 8, 2025; and County Finance and Administration (Erika Rodarte, 387-4919, and Eduardo Mora, 387-4376, Administrative Analysts) on October 15, 2025.

(BR: 531-2674)

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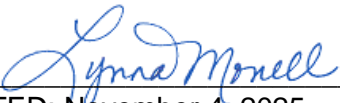
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: November 4, 2025



cc: RESD - Thompson w/agree for sign  
Contractor - c/o RESD w/agree  
File - w/agree

CCM 11/5/2025