

**ACTION MINUTES OF THE  
LOCAL AGENCY FORMATION COMMISSION  
FOR SAN BERNARDINO COUNTY**

**REGULAR MEETING**

**9:00 A.M.**

**JULY 19, 2023**

**PRESENT:**

**COMMISSIONERS:**

**Regular Member**

Joe Baca, Jr.  
James Bagley  
Kimberly Cox  
Phil Dupper  
Steven Farrell, Vice Chair  
Curt Hagman

**Alternate Member**

Rick Denison  
Jim Harvey  
Kevin Kenley

**STAFF:**

Samuel Martinez, Executive Officer  
Paula de Sousa, Legal Counsel  
Michael Tuerpe, Assistant Executive Officer  
Arturo Pastor, Analyst  
Angela Schell, Commission Clerk

**ABSENT:**

**COMMISSIONERS:**

**Regular Member**

Acquanetta Warren, Chair

**Alternate Member**

Dawn Rowe

**CONVENE REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION –  
9:01 A.M. – CALL TO ORDER – FLAG SALUTE AND ROLL CALL**

**ANNOUNCEMENT OF CONTRIBUTIONS**

**1. Comments from the Public**

David Maya, Friends of Barstow Cemetery Task Force  
Jan Orbaker, Chair, Mentone Chamber of Commerce

**CONSENT ITEMS:**

*Commissioner Dupper request to pull Items 7, 8, and 9 from Consent Items for discussion. Vice Chair Farrell states a move to approve Items 1-6 and pull Items 7-9 for discussion.*

**2. Approval of Minutes for Regular Meeting of May 17, 2023**

**3. Approval of Executive Officer's Expense Report**

Recommendation: Approve the Executive Office's Expense for Procurement Card Purchases from April 25 to May 22, 2023, and May 23 to June 22, 2023.

**4. Ratify Payments as Reconciled and Note Cash Receipts for the Months of April and May 2023**

Recommendation: Ratify payments as reconciled for the months of April and May 2023 and note revenue receipts for the same period.

**5. Approval of Fiscal Year 2014-15 Financial Records Destruction Pursuant to Commission Policy**

Recommendation: Staff recommends the Commission direct the Executive Officer, as Records Management Coordinator to:

1. Destroy the Commission's financial records for Fiscal Year 2014-15 pursuant to the Commission's Records Retention Policy, and
2. Record the items to be destroyed in the Destruction Log along with a copy of the Commission's minute action authorizing destruction.

**6. Review and Update the Catalog Enterprise Systems per Government Code Section 6270.5**

Recommendation: Staff recommends that the Commission take the following actions:

1. Approve the Enterprise Systems Catalog as of July 1, 2023, as identified in this staff report.
2. Direct the Executive Officer to post the Enterprise Systems Catalog as of July 1, 2023, on the LAFCO website.

*Commissioner Cox moves the approval of Consent Items 1-6: Second by Commissioner Bagley. The motion passes with the following roll call vote:*

*Ayes: Baca, Bagley, Cox, Dupper, Farrell, Hagman, and Denison.*

*Noes: None.*

*Abstain: None.*

*Absent: Warren (Denison voting in her stead).*

**Items 7, 8 and 9 Pulled from Consent Items for Discussion**

**7. Consideration of: (1) CEQA Exemption as CEQA Lead Agency for LAFCO SC#503; and (2) LAFCO SC# 503 – City of Redlands OSC 23-01 for Water and Sewer Service (APN 0298-391-07)**

Recommendation: Staff recommends that the Commission approve LAFCO SC#503 by taking the following actions:

1. Certify that LAFCO SC#503 is exempt from environmental review and direct the Executive Officer to file a Notice of Exemption within five (5) days of this action.

2. Approve LAFCO SC#503 authorizing the City of Redlands to extend water and sewer service outside its boundaries to Assessor Parcel Number 0298-391-07.
3. Adopt LAFCO Resolution #3375 setting forth the Commission's determinations and approval of the agreement for service outside the City of Redlands' boundaries.

**8. Consideration of: (1) CEQA Exemption as CEQA Lead Agency for LAFCO SC#504; and (2) LAFCO SC# 504 – City of Redlands OSC 23-02 for Water and Sewer Service (APN 0298-391-08)**

Recommendation: Staff recommends that the Commission approve LAFCO SC#504 by taking the following actions:

1. Certify that LAFCO SC#504 is exempt from environmental review and direct the Executive Officer to file a Notice of Exemption within five (5) days of this action.
2. Approve LAFCO SC#504 authorizing the City of Redlands to extend water and sewer service outside its boundaries to Assessor Parcel Number 0298-391-08.
3. Adopt LAFCO Resolution #3376 setting forth the Commission's determinations and approval of the agreement for service outside the City of Redlands' boundaries.

**9. Consideration of: (1) CEQA Exemption as CEQA Lead Agency for LAFCO SC#505; and (2) LAFCO SC# 505 – City of Redlands OSC 23-09 for Water Service (APN 0298-295-12)**

Recommendation: Staff recommends that the Commission approve LAFCO SC#505 by taking the following actions:

1. Certify that LAFCO SC#505 is exempt from environmental review and direct the Executive Officer to file a Notice of Exemption within five (5) days of this action.
2. Approve LAFCO SC#505 authorizing the City of Redlands to extend water service outside its boundaries to Assessor Parcel Number 0298-295-12.
3. Adopt LAFCO Resolution #3377 setting forth the Commission's determinations and approval of the agreement for service outside the City of Redlands' boundaries.

*Commissioner Hagman moves to approve Items 7, 8 and 9. Second by Commissioner Baca. The motion passes with the following roll call vote:*

*Ayes: Baca, Bagley, Cox, Dupper, Farrell, Hagman, and Denison.  
Noes: None.  
Abstain: None.  
Absent: Warren (Denison voting in her stead).*

**PUBLIC HEARING ITEM:**

**11. Consideration of Amendments to Chapter 2: Out-of-Agency Service Contracts, Section IV – Application Processing of the Policy and Procedure Manual**

Recommendation: Staff recommends that the Commission:

1. Provide staff with any additional changes, corrections or amendments to the policies and procedures related to Out-of-Agency Service Contracts as presented; and,
2. Schedule a public hearing for August 16, 2023, for formal approval of the amendments to Chapter 2: Out-of-Agency Service Contracts of Section IV – Application Processing of the Policy and Procedure Manual.

*Commissioner Hagman moves to approve staff recommendations. Second by Commissioner Baca. The motion passes with the following roll call vote:*

*Ayes: Baca, Bagley, Cox, Dupper, Farrell, Hagman, and Denison.  
Noes: None.  
Abstain: None.  
Absent: Warren (Denison voting in her stead).*

**DISCUSSION ITEMS:**

**12. Appointment of Voting Delegate for the CALAFCO Conference Regional Caucus Elections and the Annual Business Meeting and Consideration of Nominations for CALAFCO Board of Directors**

Recommendation: Staff recommends that the Commission:

1. Select Chair Acquanetta Warren as voting delegate (and Vice Chair Steven Farrell as alternate voting delegate) to cast this Commission's vote for CALAFCO Board Member during the Regional Caucus Elections and for any items during the Annual Business Meeting; and,
2. For CALAFCO Board Member election nomination/selection:
  - a) Nominate Commissioner Kimberly Cox for the District Seat for the CALAFCO Board of Directors;
  - b) Nominate a County Commissioner for the County Seat for the CALAFCO Board of Directors;
  - c) Authorize the Executive Officer to submit to the CALAFCO Board Election Committee the Nomination Form(s) reflecting the Commission's nomination(s) and coordinate with the nominee(s) on completing the Candidate Resume Form; and,
  - d) Direct the voting delegate to select this LAFCO's nominated District member and/or this LAFCO's nominated or supported County member as the Southern Region representative(s) to the CALAFCO Board of Directors.

*Commissioner Bagley moves to approve staff recommendations. Second by Commissioner Hagman. The motion passes with the following roll call vote:*

*Ayes: Baca, Bagley, Cox, Dupper, Farrell, Hagman, and Denison.  
Noes: None.  
Abstain: None.  
Absent: Warren (Denison voting in her stead).*

**13. Consideration of Candidate Election for Board of Directors to the Special District Risk Management Authority**

Recommendation: Staff recommends that the Commission:

1. Select Commissioner Acquanetta Warren to serve as Director on the Special District Risk Management Authority Board; and,
2. Authorize the Executive Officer to submit the signed Official Election Ballot reflecting the Commission's selection and vote.

*Commissioner Baca moves to approve staff recommendations. Second by Commissioner Cox. The motion passes with the following roll call vote:*

*Ayes: Baca, Bagley, Cox, Dupper, Farrell, Hagman, and Denison.  
Noes: None.  
Abstain: None.  
Absent: Warren (Denison voting in her stead).*

**INFORMATION ITEMS:**

**14. Legislative Oral Report**

Executive Officer Samuel Martinez states that he does not have a legislative report for this month. He concludes the report noting that the CALAFCO Omnibus Bill AB1753 that the Commission supported was signed by the Governor on June 30.

**15. Executive Officer's Oral Report**

Executive Officer Samuel Martinez reminds the Commission that there will be an August Commission meeting and that registration is now open for the CALAFCO Conference, and staff will be coordinating for the Commission's attendance. He states that the CALAFCO Conference will take place on October 18 through October 20, which is on the week of the Commission's Oct. 18 meeting, therefore, the October 18 Commission meeting will be cancelled. He further reports that staff attended a meeting with the Barstow Cemetery District to discuss their ongoing issues. He asked if the Commission would like staff to move forward with a service review for the district, and comments that staff would be more than happy to look at the district again. Commissioner Bagley comments that if there is new data on the district's sustainability, he would like staff to come forward with a recommendation for a service review. Commissioner Dupper comments that he is also in support for staff's recommendation for a service review. Executive Officer Sam Martinez and Assistant Executive Officer Michael Tuerpe responds to Commissioner Dupper's question.

**16. Commissioner Comments**

Commissioner Cox thanks the Commission for their nomination.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNS AT 10:05A.M.**

ATTEST:

  
ANGELA SCHELL, Clerk to the Commission

LOCAL AGENCY FORMATION COMMISSION

  
ACQUANNETTA WARREN, Chair