

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

**REGULAR MEETING**

**9:00 A.M.**

**JANUARY 17, 2024**

**PRESENT:**

**COMMISSIONERS:**

**Regular Member**

Joe Baca, Jr.  
James Bagley  
Kimberly Cox  
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  
Tom Dodson, Environmental Consultant

**ABSENT:**

**COMMISSIONERS:**

**Regular Member**

Acquanetta Warren, Chair  
Phill Dupper

**Alternate Member**

Dawn Rowe

**CONVENE REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION –  
9:04 A.M. – CALL TO ORDER – FLAG SALUTE AND ROLL CALL**

**ANNOUNCEMENT OF CONTRIBUTIONS**

**1. Comments from the Public**

There are none.

**CONSENT ITEMS:**

**2. Approval of Regular Meeting of November 15, 2023**

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

Recommendation: Approve the Executive Officer's Expense Report for Procurement Card Purchases from October 24, 2023, to November 22, 2023.

**4. Ratify Payments as Reconciled for the Months of October and November 2023 and Note Revenue Receipts**

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

**5. Review and Approve Agreement with Language Network, Inc. for Language Interpretation/Translation Services**

Recommendation: Staff recommends that the Commission approve the Language Services Agreement with Language Network, Inc. and authorize the Executive Officer to sign.

**6. Consent Items Deferred for Discussion**

No items are deferred for discussion.

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

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

**PUBLIC HEARING ITEMS:**

*Executive Officer Sam Martinez announces Holly Whately from Colantuono, Highsmith & Whatley will be representing the Commission as Special Counsel for Item 7.*

**7. LAFCO 3260 – Annexation to the Lake Arrowhead Community Services District (Hesperia Farms Property – District Owned)**

Recommendation: Staff recommends that the Commission approve LAFCO 3260 by taking the following actions:

1. For environmental review, certify that LAFCO 3260 is exempt from the provisions of the California Environmental Quality Act and direct the Executive Officer to file the Notice of Exemption within five (5) days;
2. Approve LAFCO 3260, with the standard LAFCO terms and conditions that include the “hold harmless” clause for potential litigation costs by the applicant.
3. Waive protest proceedings, as permitted by Government Code Section 5662(d), with 100% landowner consent to the annexation proposal; and,
4. Adopt LAFCO Resolution #3386, setting forth the Commission’s determinations and conditions of approval concerning LAFCO 3260.

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

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

Noes: None.

Absent: Warren (Denison voting in her stead) and Phill Dupper.

**8. LAFCO 3267 – Sphere of Influence Designation for the Twentynine Palms Public Cemetery District**

Recommendation: Staff recommends that the Commission take the following actions related to the sphere of influence designation for the Twentynine Palms Public Cemetery District:

1. Certify that LAFCO 3267 is exempt from environmental review, and direct the Executive Officer to file a Notice of Exemption within five (5) days;
2. Determine that the proposed sphere of influence designation, processed under the provisions of Government Code Section 56428, does not require a service review;
3. Approve the sphere of influence designation for the Twentynine Palms Public Cemetery District as coterminous with the District's boundaries;
4. Affirm the descriptions of the functions and services for the Twentynine Palms Public Cemetery District as identified in the San Bernardino LAFCO Policy and Procedure Manual; and
5. Adopt LAFCO Resolution No. 3389 reflecting the Commission's determinations for LAFCO 3267.

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

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

*Noes: None.*

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

**9. LAFCO 3266 – Special Study of the Barstow Cemetery District**

Recommendation: Staff recommends that the Commission take the following actions related to LAFCO 3266:

1. Review and accept the Special Study of the Barstow Cemetery District (LAFCO 3266).
2. Direct staff to return to the Commission at its May 15, 2024, meeting with an update.

*Public Comment: Peter Castillo, Member of Task Force, Friends of Barstow Cemetery  
Cecilia Cordova, Friends of Barstow Cemetery*

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

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

*Noes: None.*

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

**DISCUSSION ITEM:**

**10. Mid-Year Financial Review for FY 2023/24**

Recommendation: Staff recommends that the Commission note receipt of this report and file.

*Vice Chair Farrell states the item is to receive and file.*

**INFORMATION ITEMS:**

**10. Legislative Update Report**

Executive Officer Samuel Martinez states that there is no legislative report for today.

**11. Executive Officer's Report**

Executive Officer Samuel Martinez reminds the Commission that there will be the February Commission meeting. He also states that the Commission's second Governance Training session has been scheduled, which is a webinar on Ethics AB 1234 Compliance. He concludes his EO report stating that a new LAFCO Guide has come out and will be provided to the Commission via email and to contact staff to request a hard copy.

**12. Commissioner Comments**

Commissioner Harvey comments by asking who will be giving the AB 1234 presentation. Executive Officer Martinez responds that it is a CSDA webinar. Vice Chair wishes the Commission a happy new year and adjourns the meeting.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNS AT 10:09 A.M.**

ATTEST:

  
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ANGELA SCHELL, Clerk to the Commission

LOCAL AGENCY FORMATION COMMISSION

  
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STEVEN FARRELL, Vice Chair