

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

**REGULAR MEETING**

**9:00 A.M.**

**May 21, 2025**

**PRESENT:**

**COMMISSIONERS:**

**Regular Member**

Joe Baca Jr.  
Jim Bagley  
Kimberly Cox  
Phill Dupper  
Steven Farrell, Vice Chair  
Acquanetta Warren, Chair

**Alternate Member**

Jesse Armendarez  
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  
Gavin Centeno, Project Manager/Clerk to the Commission  
Tom Dodson, Environmental Consultant

**ABSENT:**

**COMMISSIONERS:**

**Regular Member**

Curt Hagman

**Alternate Member**

None

**CONVENE REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION –  
9:12 A.M. – CALL TO ORDER – FLAG SALUTE AND ROLL CALL**

**1. Swear in Regular (Supervisor Curt Hagman) and Alternate (Supervisor Jesse Armendarez) County Members and Presentation**

Project Manager/Commission Clerk administers the Oath of Office for Commissioner Jesse Armendarez.

Chair Warren presents outgoing Commission Clerk Angela Schell with a resolution of appreciation for her more than twenty-six years of LAFCO service and congratulates her on her retirement.

**2. Selection of Chair & Vice Chair**

*Commissioner Cox nominates Commissioner Farrell as Chair of the Commission. Second by Commissioner Bagley. The motion passes with the following roll call vote:*

*Ayes: Armendarez, Baca, Bagley, Cox, Dupper, Farrell, and Warren.*

Noes: None.  
Abstain: None.  
Absent: Hagman (Armendarez voting in his stead).

*Commissioner Cox nominates Commissioner Bagley as Vice Chair of the Commission. Second by Commissioner Farrell. The motion passes with the following roll call vote:*

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

### **ANNOUNCEMENT OF CONTRIBUTIONS**

#### **3. Comments from the Public**

There are none.

### **CONSENT ITEMS:**

#### **4. Approval of Minutes for Regular Meeting of April 16, 2025**

#### **5. Approval of Executive Officer's Expense Report**

Recommendation: Approve the Executive Officer's Expense for Procurement Card Purchases from February 24, 2025 to March 24, 2025.

#### **6. Ratify Payments as Reconciled for the Month of March 2025 and Note Revenue Receipts**

Recommendation: Ratify payments as reconciled for the month of March 2025 and note revenue receipts for the same period.

#### **7. Review and Approve Amendment No. 2 to the Agreement for Services with Rebecca Lowery**

Recommendation: Staff recommends that the Commission approve Amendment No. 2 to the Agreement for Services between LAFCO and Rebecca Lowery and authorize the Executive Officer to sign.

#### **8. Consent Items Deferred for Discussion**

*Commissioner Baca moves the approval of the Consent Items. Second by Commissioner Dupper. The motion passes with the following roll call vote:*

Ayes: Armendarez, Baca, Bagley, Cox, Dupper, Farrell, and Warren.

Noes: None.  
Abstain: None.  
Absent: Hagman (Armendarez voting in his stead).

**PUBLIC HEARING ITEMS:**

**9. LAFCO 3273 - Annexation to the Twentynine Palms Water District (APN 0634-121-15)**

Recommendation: Staff recommends that the Commission approve LAFCO 3273 by taking the following actions:

1. For environmental review, certify that LAFCO 3273 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 3273, with the condition for the "hold harmless" clause for potential litigation costs, continuation of fees, charges, assessments, etc.;
3. Waive protest proceedings, as permitted by Government Code Section 56662(d), with 100% landowner consent to the annexation; and,
4. Adopt LAFCO Resolution No. 3418, setting forth the Commission's determinations and conditions of approval concerning LAFCO 3273.

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

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

**10. Review and Adoption of Amendments to LAFCO Policy and Procedure Manual Section III (Human Resources)**

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

1. Provide staff with any additional changes, corrections, or amendments to the Policy and Procedure Manual as presented.
2. Adopt the amendments to the Policy and Procedure Manual.
3. Adopt Resolution No. 3417 approving the amendments to the Policy and Procedure Manual and direct the Executive Officer to make the document available on the Commission's website.

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

Ayes: Armendarez, Baca, Bagley, Cox, Dupper, Farrell, and Warren.

Noes: None.  
Abstain: None.  
Absent: Hagman (Armendarez voting in his stead).

**11. Review and Adoption of Schedule of Fees, Deposits, and Charges Effective July 1, 2025**

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

1. For Environmental Review:
  - a. Make the findings required by Section 21080(b)(8) of the CEQA and Section 15273(c) of the CEQA Guidelines as follows:
    - i. Filing and processing fees are authorized by Government Code Section 56383 to cover the estimated reasonable cost of providing the service; and,
    - ii. The rates and charges identified in the Schedule are for the purpose of: (1) meeting operating expenses, including employee wage rates and fringe benefits; (2) purchasing or leasing supplies, equipment, or materials; and (3) meeting financial reserve needs and requirements.
  - b. Certify that the proposed revisions to the Schedule of Fees, Deposits, and Charges are statutorily exempt from the provisions of the California Environmental Quality Act and direct the Executive Officer to file a Notice of Exemption within five (5) days of this action.
2. Adopt the Schedule of Fees, Deposits, and Charges, as revised, to be effective July 1, 2025.
3. Adopt LAFCO Resolution No. 3416 reflecting the Commission's determinations related to the Schedule.

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

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

**12. Review and Adoption of Final Budget for Fiscal Year 2025/26 including the Apportionment for Independent Special Districts, Cities and County**

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

1. Adopt the Fiscal Year 2025/26 Final Budget with the apportionment of net LAFCO costs based upon the Auditor's information attached to this report; and,
2. Direct the Executive Officer to submit to the County Auditor-Controller the adopted Final Budget and request the apportionment of the Commission's net costs to the

County, Cities/Towns, and Independent Special Districts pursuant to the provisions of Government Code Section 56381 as shown in the approved Final Budget.

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

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

### **DISCUSSION ITEMS:**

#### **13. Legislative Update Report**

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

1. Receive and file the Legislative Report;
2. Indicate its Opposition to SB 777 (Richardson) related to abandoned endowment care cemeteries, and authorize the Chair to sign the opposition letter and direct staff to forward said letter to the appropriate recipients; and,
3. Provide direction to staff on legislation of interest or future actions, if any.

*Commissioner Cox moves to approve staff recommendations with a modification to Item #2 to revise the Commission's position on SB 777 to "Oppose Unless Amended." Second by Commissioner Farrell. The motion passes with the following roll call vote:*

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

### **INFORMATION ITEMS:**

#### **14. Executive Officer's Report**

Executive Officer Samuel Martinez provides a summary of the staff report. He noted that San Bernardino LAFCO staff along with other Southern Region LAFCO staffs participated in a focus group meeting facilitated by Pamela Miller (former CALAFCO Executive Director) who was tasked with engaging staffs from the different regions to provide input concerning the CALAFCO structure, member dues, and value-added services, and related topics related to the Association. He ended his report by thanking Chair Warren for her leadership over the last two years.

**15. Commissioner Comments**

Chair Warren thanks the Commissioners for their support throughout her term as Chair. Commissioner Bagley also thanks Chair Warren for her leadership on CALAFCO as Board member.

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

ATTEST:



GAVIN CENTENO

Project Manager/Clerk to the Commission

LOCAL AGENCY FORMATION COMMISSION



STEVEN FARRELL, Chair