

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

**REGULAR MEETING**

**9:00 A.M.**

**July 16, 2025**

**PRESENT:**

**COMMISSIONERS:**

**Regular Member**

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

**Alternate Member**

Rick Denison  
Jim Harvey  
Kevin Kenley

**STAFF:**

Samuel Martinez, Executive Officer  
Paula de Sousa, Legal Counsel  
Michael Tuerpe, Assistant Executive Officer  
Gavin Centeno, Project Manager/Clerk to the Commission  
Tom Dodson, Environmental Consultant

**ABSENT:**

**COMMISSIONERS:**

**Regular Member**

None

**Alternate Member**

Jesse Armendarez

**CONVENE REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION –  
9:02 A.M. – CALL TO ORDER – FLAG SALUTE AND ROLL CALL**

**1. Swear in Regular County Member (Supervisor Curt Hagman)**

Project Manager/Commission Clerk administers the Oath of Office for Commissioner Curt Hagman.

**ANNOUNCEMENT OF CONTRIBUTIONS**

*Commissioner Warren arrives at the dais at 9:03 a.m.*

**2. Comments from the Public**

There are none.

**CONSENT ITEMS:**

**3. Approval of Minutes for Regular Meeting of May 21, 2025**

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

Recommendation: Approve the Executive Officer's Expense Report for Procurement Card Purchases from April 23, 2025 to May 22, 2025 and May 23, 2025 to June 23, 2025.

**5. Ratify Payments as Reconciled and Note Cash Receipts for the Months of April and May 2025**

Recommendation: Ratify payments as reconciled for the months of April and May 2025 and note revenue receipts for the same period.

**6. Approval of Records Destruction Pursuant to Commission Records Retention Policy**

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

1. Destroy the Commission's Miscellaneous, Personnel, and Financial files as identified in this staff report on page 2 pursuant to the Commission's Records Retention Policy and Records Retention Schedule, and
2. Record the items to be destroyed in the Destruction Log along with a copy of the Commission's minute action authorizing destruction.

**7. 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, 2025, as identified in this staff report.
2. Direct the Executive Officer to post the Enterprise Systems Catalog as of July 1, 2025, on the LAFCO website.

**8. Consent Items Deferred for Discussion**

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

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

*Noes: None.*

*Abstain: None.*

*Absent: None.*

**PUBLIC HEARING ITEMS:**

- 9. Consideration of: 1) Review of Mitigated Negative Declaration Prepared by the County of San Bernardino for a Tentative Tract Map (No. 20348) to Subdivide Two Lots into a 31 Lot Townhome Development and a Minor Use Permit for the**

**Development of 31 Condominiums (Multi-Family Development) on a total of Approximately 2.42 Acres as a Responsible Agency for LAFCO SC#538; and 2) LAFCO SC#538 – City of Montclair Irrevocable Agreement to Annex No. 24-43-1111 for Sewer Service (Assessor Parcel Numbers 1011-351-04 and 1011-351-05)**

Recommendation: Staff recommends that the Commission approve LAFCO SC#538 by taking the following actions:

1. For environmental review as a responsible agency:
  - a. Certify that the Commission, its staff, and its Environmental Consultant have reviewed and considered the Initial Study and Mitigated Negative Declaration prepared by the County of San Bernardino for a Tentative Tract Map (TTM 20348) to subdivide two lots into a 31-lot townhome development and a Minor Use Permit for the construction of 31 two-story single-family homes including a community room with centralized open areas on a total of approximately 2.42 acres, and found them to be adequate for Commission use;
  - b. Determine that the Commission does not intend to adopt alternatives or additional mitigation measures for this project; that all mitigation measures identified in the County's environmental documents are the responsibility of the County and/or others, not the Commission, and are self-mitigating through implementation of the Conditions of Approval; and,
  - c. Direct the Executive Officer to file a Notice of Determination within five (5) days of this action.
2. Approve LAFCO SC#538 authorizing the City of Montclair to extend sewer service outside its boundaries to TTM 20348, proposed for a 31-lot townhome development on Assessor Parcel Numbers 1011-351-04 and 1011-351-05.
3. Adopt LAFCO Resolution No. 3421 setting forth the Commission's determinations and approval of the agreement for service outside the City of Montclair's boundaries.

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

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

*Noes: None.*

*Abstain: None.*

*Absent: None.*

**10. Consideration of: 1) CEQA Exemption for LAFCO SC#540; and 2) LAFCO SC#540 – City of Colton Extra-Territorial Sewer Service Agreement (Assessor Parcel Number 0274-131-50)**

Recommendation: Staff recommends that the Commission approve LAFCO SC#540 by taking the following actions:

1. Certify that LAFCO SC#540 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#540 authorizing the City of Colton to extend sewer service outside its boundaries to Assessor Parcel Number 0274-131-50.
3. Adopt LAFCO Resolution No. 3422 setting forth the Commission's determinations and approval of the agreement for service outside the City of Colton's boundaries.

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

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

*Noes: None.*

*Abstain: None.*

*Absent: None.*

**11. Consideration of LAFCO 3276 and LAFCO 3277 identified as follows:**

- A. Consideration of: 1) Review of Mitigated Negative Declaration Prepared by the County of San Bernardino for a Minor Use Permit to establish a personal self-storage facility (mini storage) to include (155) 8'x20' and (8) 8'x10' standard height shipping containers totaling 25,440 square feet of structures on approximately 9.46 acres as a Responsible Agency for LAFCO 3276 and LAFCO 3277**
- B. LAFCO 3276 – Sphere of Influence Amendment (Expansion) for the Hi-Desert Water District**
- C. LAFCO 3277 – Annexation to the Hi-Desert Water District (Assessor Parcel Number 0585-273-04)**

Recommendation: Staff recommends that the Commission approve LAFCOs 3276 and 3277 by taking the following actions:

1. With respect to environmental review for LAFCO 3276 and LAFCO 3277:
  - a. Certify that the Commission, its staff, and its Environmental Consultant have independently reviewed and considered the County's Initial Study and Mitigated Negative Declaration for a Minor Use Permit to establish a personal self-storage facility (mini storage) to include (155) 8'x20' and (8) 8'x10' standard height shipping containers totaling 25,440 square feet of structures on approximately a 9.46-acre parcel;
  - b. Determine that the County's environmental assessment and Mitigated Negative Declaration are adequate for the Commission's use as a CEQA ITEM #11 LAFCOs 3276 & 3277 JULY 9, 2025 2 Responsible Agency for its consideration of LAFCO 3276 and LAFCO 3277;
  - c. Determine that the Commission does not intend to adopt alternatives or additional mitigation measures for the project; that the mitigation measures identified in the

County's environmental document are the responsibility of the County and/or others, not the Commission; and,

- d. Direct the Executive Officer to file the Notices of Determination within five (5) days.
2. For LAFCO 3276 (sphere of influence amendment):
    - a. Determine that the proposed sphere of influence amendment, submitted under the provisions of Government Code Section 56428, does not require a service review;
    - b. Approve the sphere of influence amendment (expansion) for the Hi-Desert Water District;
    - c. Affirm the description of the functions and services for the Hi-Desert Water District, as identified in the LAFCO Policy and Procedure Manual; and,
    - d. Adopt LAFCO Resolution No. 3423 reflecting the Commission's determinations for the sphere of influence amendment as identified.
  3. For LAFCO 3277 (annexation):
    - a. Approve LAFCO 3277, with the standard terms and conditions that include, but are not limited to, the "hold harmless" clause for potential litigation costs by both the Hi-Desert Water District and the property owner;
    - b. Waive protest proceedings, as permitted by Government Code Section 56662(d), with 100% landowner consent to the annexation proposal; and,
    - c. Adopt LAFCO Resolution No. 3424 setting forth the Commission's determinations and conditions for LAFCO 3277.

*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 Warren.*

*Noes: None.*

*Abstain: None.*

*Absent: None.*

## **DISCUSSION ITEMS:**

### **12. Unaudited Year-End Financial Report for Fiscal Year 2024/25 to include Transfer from Services and Supplies to Salaries and Benefits**

Recommendation: Staff recommends that the Commission:

1. Note receipt of this report and file.

2. To accommodate the increase in expenditures due to the retirement of the Clerk, transfer appropriation of \$56,000 as follows:
  - a. From Expenditure Accounts (Services and Supplies) and Reserve Account:
    1. 2400 (Legal Counsel) by \$14,000 from \$37,500 to \$23,500
    2. 2449 (Outside Legal Services) by \$10,000 from \$10,000 to \$0
    3. 2905 (Office/Hearing Rental) by \$14,000 from \$64,142 to \$50,142
    4. 6030 (Compensated Absences Reserve) by \$18,000 from \$182,652 to \$164,652
  - b. To Expenditure Accounts (Salaries and Benefits):
    1. 1010 (Earnable Compensation) by \$44,000 from \$529,170 to \$573,170
    2. 1045 (Termination Payment) by \$12,000 from \$0 to \$12,000
3. To accommodate additional cash carryover, increase two Reserve accounts as follows:
  - a. 6010 (Application Reserve) by \$40,000 from \$110,000 to \$150,000
  - b. 6025 (General Reserve) by \$25,000 from \$235,000 to \$260,000

*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 Warren.  
 Noes: None.  
 Abstain: None.  
 Absent: None.*

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

Recommendation: Staff recommends that the Commission:

1. Consider selecting up to four candidates for seats on the Special District Risk Management Authority Board of Directors; and,
2. Authorize the Executive Officer to submit the Commission's selection(s), if any, via the SDRMA Voting Page.

*Commissioner Cox moves to approve staff recommendations and selects Robert Housley, Mike Schaefer, Tom Wright, and Steven Ruettgers. Second by Commissioner Baca. The motion passes with the following roll call vote:*

*Ayes: Baca, Bagley, Cox, Dupper, Farrell, Hagman and Warren.  
 Noes: None.  
 Abstain: None.  
 Absent: None.*

### **14. Legislative Update Report**

Executive Officer Samuel Martinez provides a summary of the staff report.

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

**INFORMATION ITEMS:**

**15. Executive Officer's Report**

Executive Officer Samuel Martinez provides a summary of the staff report.

**16. Commissioner Comments**

Commissioner Hagman suggests placing simpler service contracts on the Consent Calendar. Staff outlines a process that will require a policy change, which will be brought back to the Commission at a later date.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNS AT 10:02 A.M.**

ATTEST:



GAVIN CENTENO  
Project Manager/Clerk to the Commission

LOCAL AGENCY FORMATION COMMISSION



STEVEN FARRELL, Chair