

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

REGULAR MEETING

9:00 A.M.

November 19, 2025

PRESENT:

COMMISSIONERS:

| Regular Member | Alternate Member |
|------------------------|-------------------------|
| Joe Baca Jr. | Rick Denison |
| Jim Bagley, Vice Chair | Jim Harvey |
| Kimberly Cox | Kevin Kenley |
| Phill Dupper | |
| Steven Farrell, Chair | |
| Curt Hagman | |

STAFF:

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

ABSENT:

COMMISSIONERS:

| Regular Member | Alternate Member |
|-----------------------|-------------------------|
| Acquanetta Warren | Jesse Armendarez |

**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 Minutes for Regular Meeting of September 17, 2025**
- 3. Approval of Executive Officer's Expense Report**

Recommendation: Approve the Executive Officer's Expense Report for Procurement Card Purchases from August 23, 2025, to September 22, 2025 and September 23, 2025 to October 22, 2025.

4. Ratify Payments as Reconciled and Note Cash Receipts for the Months of August and September 2025 and Note Revenue Receipts

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

5. Consent Items Deferred for Discussion

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

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

Noes: None.

Abstain: None.

Absent: Warren (Denison voting in her stead).

DISCUSSION ITEMS:

6. First Quarter Financial Review for FY 2025/26

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

Chair Farrell states the item is to receive and file.

7. Review and Adoption of Amendments to LAFCO Policy and Procedure Manual: Section IV (Application Processing)

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. 3429 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 Hagman moves to approve staff recommendations. Second by Commissioner Baca. The motion passes with the following roll call vote:

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

Noes: None.
Abstain: None.
Absent: Warren (Denison voting in her stead).

8. Presentation by CALAFCO (California Association of Local Agency Formation Commissions)

*Presenters: Jose C. Henriquez, CALAFCO Executive Officer
Michelle McIntyre, Interim Executive Director
Pamela Miller, Transition Team Consultant*

INFORMATION ITEMS:

9. Legislative Update Report

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

10. Executive Officer's Report

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

11. Commissioner Comments

There are none.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNS AT 10:18 A.M.

ATTEST:



GAVIN CENTENO
Project Manager/Clerk to the Commission

LOCAL AGENCY FORMATION COMMISSION



STEVEN FARRELL, Chair