

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

REGULAR MEETING

9:00 A.M.

April 15, 2026

PRESENT:

COMMISSIONERS:

Regular Member

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

Alternate Member

Rick Denison
Jim Harvey

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

Jesse Armendarez
Kevin Kenley

**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

There are none.

CONSENT ITEMS:

2. Approval of Minutes for Regular Meeting of March 18, 2026

3. Approval of Executive Officer's Expense Report

Recommendation: Approve the Executive Officer's Expense Report for Procurement Card Purchases from February 24, 2026, to March 23, 2026.

4. Ratify Payments as Reconciled and Note Cash Receipts for the Months of January 2026 (Revision) and February 2026

Recommendation: Ratify payments as reconciled for the months of January 2026 (Revised) and February 2026 and note revenue receipts for the same period.

5. Review and Approval of Contract with Davis Farr, LLP for Financial Audit Services for the Period FY 2025-26 through Fiscal Year 2028-29

Recommendation: Staff recommends that the Commission:

- A. Approve the Agreement with Davis Farr, LLP to provide annual Financial Audit Services in the amount not-to-exceed \$46,140 for the four (4) year term, with an additional one (1) year option, at the discretion of the Commission; and,
- B. Authorize the Executive Officer to sign and execute the agreement with Davis Farr, LLP.

6. Consent Items Deferred for Discussion

None.

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

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

Noes: None.

Abstain: None.

Absent: None.

PUBLIC HEARING ITEMS:

7. Review of Compensation Study and Consideration of Proposed Salary Range and Salary Equity Adjustments

Recommendation: It is staff's recommendation that the Commission:

1. Approve the proposed salary range adjustments for the Executive Officer from the current salary range to match the salary range for Salary Grade 91B of the County's Exempt Salary Table (Effective 2/21/2026);
2. Approve the proposed salary range adjustment for the Assistant Executive Officer from the current salary range to match the salary range for Salary Grade 75D of the County's Exempt Salary Table (Effective 2/21/2026) and return to the Commission in two (2) years to reevaluate the salary range of the Assistant Executive Officer position;
3. Approve the proposed salary equity adjustment for the Assistant Executive Officer's salary, which is being increased by approximately five percent to match Step 9 of Salary Grade 75D of the County's Exempt Salary Table Effective 2/21/2026 and return

to the Commission in two (2) years to reevaluate the actual salary of the Assistant Executive Officer; and,

4. Adopt Resolution No. 3433 outlining the proposed salary range adjustment for the Executive Officer and the proposed salary range and salary equity adjustment for the Assistant Executive Officer.

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

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

Noes: None.

Abstain: None.

Absent: None.

8. Third Quarter Financial Review for FY 2025/26

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

1. Note receipt of this report and file.
2. Direct the Executive Officer to issue payment to SBCERA for \$56,397 as a credit towards paying down LAFCO's share of the Unfunded Actuarial Liability.

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

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

Noes: None.

Abstain: None.

Absent: None.

9. Preliminary Budget Review for Fiscal Year 2026/27:

a. Proposed Schedule of Fees, Deposits, and Charges for Fiscal Year 2026/27

Recommendation: Staff recommends that the Commission take the following actions related to the Proposed Schedule of Fees, Deposits and Charges for Fiscal Year 2026/27:

1. Review the proposed amendments and provide staff with direction on changes, corrections, or modifications to be included.
2. Direct staff to forward the Proposed Schedule of Fees, Deposits, and Charges for FY 2026/27 to the County, all Cities/Towns, and all Independent Special Districts for their review and comments pursuant to Government Code Section 56383.
3. Schedule the final review and adoption of the Schedule of Fees, Deposits, and Charges for the May 20, 2026 hearing.

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

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

b. Proposed Budget for Fiscal Year 2026/27

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

1. Adopt the Proposed Budget and Work Plan for FY 2026/27 as presented by staff.
2. Direct staff to forward the adopted Proposed Budget, as may be modified at this hearing, to all the independent special districts, cities/towns, and the County for their comment pursuant to Government Code Section 56381.
3. Schedule a public hearing for May 20, 2026 for formal:
 - a. Approval of the amendments to the Policy and Procedure Manual for Salaries and Benefits;
 - b. Adoption of the Final Budget for FY 2026/27.

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

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

DISCUSSION ITEMS:

10. Review and Adoption of Amendments to LAFCO Policy and Procedure Manual Section V – Environmental Review (Administrative Guidelines, Policies, and Procedures) and Environmental Checklist Form (CEQA Appendix G)

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

1. Provide staff with any additional changes, corrections, or amendments to Section V (Environmental Review) of the Policy and Procedure Manual as presented.
2. Adopt the amendments to Section V of the Policy and Procedure Manual as well as the most current Environmental Checklist Form (CEQA Appendix G).
3. Adopt Resolution No. 3434 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 Jr. moves to approve staff recommendations. Second by Commissioner Warren. The motion passes with the following roll call vote:

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

Noes: None.

Abstain: None.

Absent: None.

11. Review and Approval of Amended Contract with Samuel Martinez as Executive Officer for the Local Agency Formation Commission for San Bernardino County effective April 15, 2026

Recommendation: That the Commission approve the Amended Contract with Samuel Martinez as Executive Officer for the Local Agency Formation Commission for San Bernardino effective April 15, 2026.

Prior to consideration of the item, Legal Counsel de Sousa provided an oral announcement of the proposed changes to the Executive Officer's compensation included in the proposed Amended Contract, noting that the Amended Contract, if approved, would increase the Executive Officer's annual compensation by 5.243% to \$ 217,193.60.

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

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

Noes: None.

Abstain: None.

Absent: None.

12. Review and Consideration of Rejoining CALAFCO Membership for FY 2026-27

Recommendation: The Commission may consider the following options:

Option 1:

1. Rejoin CALAFCO for FY 2026-27;
2. Return with a budget adjustment at the mid-year financial review to increase appropriation authority related to the CALAFCO membership cost; and,
3. Return to the Commission on or before June 2027 to reassess continued membership for FY 2027-28.

Option 2:

Do not join CALAFCO for FY 2026-27 and return to the Commission on or before June 2027 to reassess membership for FY 2027-28.

Commissioner Cox moves to approve Option 2 with a modification not to return to the Commission unless needed or requested. Second by Commissioner Warren. The motion passes with the following roll call vote:

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

INFORMATION ITEMS:

13. Legislative Update Report

Executive Officer Samuel Martinez states that there is no legislative update for this month.

14. Executive Officer's Report

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

15. Commissioner Comments

There are none.


THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNS AT 9:55 A.M.

ATTEST:



GAVIN CENTENO
Project Manager/Clerk to the Commission

LOCAL AGENCY FORMATION COMMISSION


STEVEN FARRELL, Chair