

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

**REGULAR MEETING**

**9:00 A.M.**

**AUGUST 16, 2023**

**PRESENT:**

**COMMISSIONERS:**

**Regular Member**

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

**Alternate Member**

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

**ABSENT:**

**COMMISSIONERS:**

**Regular Member**

**Alternate Member**

Rick Denison  
Dawn Rowe

**CONVENE REGULAR MEETING OF THE LOCAL AGENCY FORMATION COMMISSION –  
9:00 A.M. – CALL TO ORDER – FLAG SALUTE AND ROLL CALL**

**ANNOUNCEMENT OF CONTRIBUTIONS**

**1. Comments from the Public**

*Jan Orbaker, Chair, Mentone Chamber of Commerce*

**CONSENT ITEMS:**

**2. Approval of Regular Meeting of July 19, 2023**

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

Recommendation: Approve the Executive Officer's Expense Report for Procurement Card Purchases from June 23 to July 24, 2023.

**4. Ratify Payments as Reconciled and Note Revenue Receipts for the Month of June 2023**

Recommendation: Ratify payments as reconciled for the month of June 2023 and note revenue receipts for the same period.

**5. Initiate Special Study Pursuant to Government Code Section 56378 for Barstow Cemetery District**

Recommendation: Staff recommends that the Commission initiate a special study for the Barstow Cemetery District.

*Public comment: David Maya, Friends of Barstow Cemetery Task Force, related to Item 5.*

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

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

**PUBLIC HEARING ITEMS:**

**7. LAFCO SC#509 – City of Redlands OSC 23-07 for Water and Sewer Service (APN 0298-231-06)**

Recommendation: Staff recommends that the Commission approve LAFCO SC#509 by taking the following actions:

1. Certify that LAFCO SC#509 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#509 authorizing the City of Redlands to extend water and sewer service outside its boundaries to Assessor Parcel Number 0298-231-06.
3. Adopt Resolution No. 3378 setting forth the Commission's determinations and approval of the agreement for service outside the City of Redlands' boundaries.

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

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

*Commissioner Hagman arrives at the dais at 9:22 a.m.*

**8. LAFCO 3259 – Reorganization to Include Annexation to the City of Loma Linda and Detachment from the San Bernardino County Fire Protection District, its Valley Service Zone, and its Zone FP-5, and County Service Area 70**

Recommendation: Staff recommends that the Commission approve LAFCO 3259 by taking the following actions:

1. With respect to environmental review:
  - a. Certify that the Commission, its staff, and its Environmental Consultant have independently reviewed and considered the City's Initial Study and Mitigated Negative Declaration for the Canyon Ranch Annexation (ANX No. P21-072), General Plan Amendment (GPA No. P21-073), Zone Change (ZC No. P21-074), and Tentative Tract Maps 20403 and 20404 (TTM No. P-21-075) for approximately 141 acres.
  - b. Determine that the City's environmental assessment and Mitigated Negative Declaration are adequate for the Commission's use as a CEQA Responsible Agency for its consideration of LAFCO 3259;
  - c. Determine that the Commission does not intend to adopt alternative or additional mitigation measures for the project; that the mitigation measures identified in the City's environmental document are the responsibility of the City and/or others, not the Commission; and,
  - d. Direct the Executive Officer to file the Notice of Determination within five (5) days and find that no further Department of Fish and Wildlife filing fees are required by the Commission's approval of LAFCO 3259 since the City of Loma Linda, as lead agency, has paid said fees.
2. Approve LAFCO 3259, with the standard LAFCO terms and conditions that include the "hold harmless" clause for potential litigation costs by the applicant and the continuation of fees, changes, and/or assessments currently authorized by the annexing agency; and,
3. Adopt LAFCO Resolution #3379, setting for the Commission's determinations and conditions of approval concerning this reorganization proposal.

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

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

*Noes: None.*

*Absent: None.*

**9. Review and Adoption of Amendments to LAFCO Policy and Procedure Manual – Chapter 2: Out-of-Agency Service Contracts of 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. 3380 approving the amendments to the Policy and Procedure Manual and direct the Executive Officer to make the document available on the Commissions website.

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

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

**DISCUSSION ITEMS:**

**10. Unaudited Year-End Financial Report for Fiscal Year 2022/23**

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

Chair Warren states the item is to receive and file.

**INFORMATION ITEMS:**

**11. Legislative Update Report**

Executive Officer Samuel Martinez states he has no legislative report for today.

**12. Executive Officer's Report**

Executive Officer Samuel Martinez reminds the Commission of the September 20 meeting, which will have several service contracts and also an item to review the Commission's policy related to Gov Code 56133. He also notes that the month of October will be dark due to the CALAFCO Conference and that the Commission will return for a November meeting.

**14. Commissioner Comments**

There is none.

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNS AT 9:53 A.M.**

ATTEST:

for   
ANGELA SCHELL, Clerk to the Commission

LOCAL AGENCY FORMATION COMMISSION

  
ACQUANEETA WARREN, Chair