

**NOTICE OF SPECIAL MEETING  
OF THE  
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY  
FINANCE COMMITTEE**

**April 15, 2025  
10:30 a.m.**

NOTICE IS HEREBY GIVEN that a Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee was called to be held on **April 15, 2025, at 10:30 a.m.** SOCWA staff will be present and conducting the meeting at the SOCWA Administrative Office located at 34156 Del Obispo Street, Dana Point, California.

THE SOCWA MEETING ROOM IS WHEELCHAIR ACCESSIBLE. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS, PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY'S OFFICE AT (949) 234-5452 AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING TO REQUEST SUCH ACCOMMODATIONS. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING. MEMBERS OF THE PUBLIC HAVE THE OPTION TO PARTICIPATE IN AND MAY JOIN THE MEETING REMOTELY VIA VIDEO CONFERENCE FOR VISUAL INFORMATION ONLY (USE ZOOM LINK BELOW) AND BY TELECONFERENCE FOR AUDIO PARTICIPATION (USE PHONE NUMBERS BELOW). THIS IS A PHONE-CALL MEETING AND NOT A WEB-CAST MEETING, SO PLEASE REFER TO AGENDA MATERIALS AS POSTED ON THE WEBSITE AT [WWW.SOCWA.COM](http://WWW.SOCWA.COM), ON YOUR REQUEST, EVERY EFFORT WILL BE MADE TO ACCOMMODATE PARTICIPATION. FOR PARTIES PARTICIPATING REMOTELY, PUBLIC COMMENTS WILL BE TAKEN DURING THE MEETING FOR ORAL COMMUNICATION IN ADDITION TO PUBLIC COMMENTS RECEIVED BY PARTIES PARTICIPATING IN PERSON. COMMENTS MAY BE SUBMITTED PRIOR TO THE MEETING VIA EMAIL TO ASSISTANT SECRETARY DANITA HIRSH AT [DHIRSH@SOCWA.COM](mailto:DHIRSH@SOCWA.COM) WITH THE SUBJECT LINE "REQUEST TO PROVIDE PUBLIC COMMENT." IN THE EMAIL, PLEASE INCLUDE YOUR NAME, THE ITEM YOU WISH TO SPEAK ABOUT, AND THE TELEPHONE NUMBER YOU WILL BE CALLING FROM SO THAT THE COORDINATOR CAN UN-MUTE YOUR LINE WHEN YOU ARE CALLED UPON TO SPEAK. THOSE MAKING PUBLIC COMMENT REQUESTS REMOTELY VIA TELEPHONE IN REAL-TIME WILL BE ASKED TO PROVIDE YOUR NAME, THE ITEM YOU WISH TO SPEAK ABOUT, AND THE TELEPHONE NUMBER THAT YOU ARE CALLING FROM SO THE COORDINATOR CAN UN-MUTE YOUR LINE WHEN YOU ARE CALLED UPON TO SPEAK. ONCE THE MEETING HAS COMMENCED, THE CHAIR WILL INVITE YOU TO SPEAK AND ASK THE COORDINATOR TO UN-MUTE YOUR LINE AT THE APPROPRIATE TIME.

AGENDA ATTACHMENTS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY FINANCE COMMITTEE IN CONNECTION WITH A MATTER SUBJECT FOR DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE FINANCE COMMITTEE ARE AVAILABLE FOR PUBLIC INSPECTION IN THE AUTHORITY ADMINISTRATIVE OFFICE LOCATED AT 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE") OR BY PHONE REQUEST MADE TO THE AUTHORITY OFFICE AT 949-234-5452. IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE FINANCE COMMITTEE LESS THAN TWENTY-FOUR (24) HOURS PRIOR TO THE MEETING, THEY WILL BE AVAILABLE IN THE RECEPTION AREA OF THE AUTHORITY OFFICE AT THE SAME TIME AS THEY ARE DISTRIBUTED TO THE FINANCE COMMITTEE AND SENT TO ANY REMOTE PARTICIPANTS REQUESTING EMAIL DELIVERY OR POSTED ON SOCWA'S WEBSITE. IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IN THE MEETING ROOM OR IMMEDIATELY UPON VERBAL REQUEST TO BE DELIVERED VIA EMAIL TO REQUESTING PARTIES PARTICIPATING REMOTELY.

**THE PUBLIC MAY PARTICIPATE REMOTELY BY VIRTUAL MEANS FOR AUDIO OF MEETING USE  
THE CALL IN PHONE NUMBERS BELOW AND FOR VIDEO USE THE ZOOM LINK BELOW.**

Join Zoom Meeting  
<https://socwa.zoom.us/>

Meeting ID: 885 8320 5941  
Passcode: 300495

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AGENDA

1. Call Meeting to Order
2. Public Comments

*THOSE WISHING TO ADDRESS THE FINANCE COMMITTEE ON ANY ITEM LISTED ON THE AGENDA WILL BE REQUESTED TO IDENTIFY AT THE OPENING OF THE MEETING AND PRIOR TO THE CLOSE OF THE MEETING. THE AUTHORITY REQUESTS THAT YOU STATE YOUR NAME WHEN MAKING THE REQUEST IN ORDER THAT YOUR NAME MAY BE CALLED TO SPEAK ON THE ITEM OF INTEREST. THE CHAIR OF THE MEETING WILL RECOGNIZE SPEAKERS FOR COMMENT AND GENERAL MEETING DECORUM SHOULD BE OBSERVED IN ORDER THAT SPEAKERS ARE NOT TALKING OVER EACH OTHER DURING THE CALL.*

3. Approval of Committee Member Request for Remote Participation (Standing Item)

**Recommended Action:** Committee Discussion/Direction and Action.

PAGE NO.

4. Approval of Minutes..... 1

- Finance Committee Meeting of March 18, 2025

**Recommended Action:** Staff recommends that the Finance Committee approve the subject minutes as submitted.

5. Financial Reports for the Month of February 2025 and Updated Quarterly Billings..... 4

The reports included are as follows:

- a. Capital Schedule (Exhibit A)
- b. Budget vs. Actual Expenses:
  - Operations and Environmental Summary (Exhibit B-1)
  - Operations and Environmental by PC (B-1.2)
  - Residual Engineering, after transfer to Capital (ExhibitB-2)
  - Administration (Exhibit B-3)
  - Information Technology (IT) (Exhibit B-4)

**Recommended Action:** Staff recommends that the Finance Committee recommend that the Board of Directors receive and file the February 2025 Financial Reports.

6. FY 25-26 Draft Final Budget.....20

**Recommended Action:** Committee Discussion, Direction, and Action.

FINANCE COMMITTEE MEETING  
April 15, 2025

7. Adjournment

I hereby certify that the foregoing Notice was personally emailed or mailed to each member of the SOCWA Finance Committee at least 24 hours prior to the scheduled time of the Special Meeting referred to above.

I hereby certify that the foregoing Notice was posted at least 24 hours prior to the time of the above-referenced Finance Committee meeting at the usual agenda posting location of the South Orange County Wastewater Authority and at [www.socwa.com](http://www.socwa.com).

Dated this 10th day of April 2025.



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Danita Hirsh, Assistant Secretary  
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING  
OF THE  
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

**Finance Committee**

**March 18, 2025**

**DRAFT**

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee Meeting was held on March 18, 2025, at 10:30 a.m. in-person and via teleconference from the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Finance Committee were present:

GAVIN CURRAN	City of Laguna Beach	Alternate Director
DENNIS CAFFERTY	El Toro Water District	Alternate Director
RICK SHINTAKU	South Coast Water District	Alternate Director [arrived @ 10:48 a.m.]
PAUL PENDER	Santa Margarita Water District	Alternate Director

Staff Participation:

AMBER BOONE	General Manager
JIM BURROR	Deputy GM/Chief Engineer
JACK BECK	Staff Accountant
ANNA SUTHERLAND	Accountant
DINA ASH	HR Administrator
RONI GRANT	CIP Manager
JAMES JONES	Superintendent of O&M
MATT CLARKE	Chief Technology Officer
DANITA HIRSH	Executive Assistant/Clerk of the Board

Also Participating:

ADRIANA OCHOA	Snell & Wilmer
KATHRYN FRESHLEY	El Toro Water District
KRISTI EVEN	South Coast Water District
JENNIFER LOPEZ	South Coast Water District
JENNY PAN	South Coast Water District
SANDER HUANG	South Coast Water District
KELSEY DECASAS	Moulton Niguel Water District

1. Call Meeting to Order

Chairperson Paul Pender called the meeting to order at 10:43 a.m.

2. Public Comments

None.

3. Approval of Minutes

- Finance Committee Meeting of January 21, 2025.

ACTION TAKEN

A motion was made by Director Curran and seconded by Director Pender to approve the Minutes for January 21, 2025, as submitted.

Motion carried:	Aye 2, Nay 0, Abstained 1, Absent 1
	Director Curran           Aye
	Director Cafferty       Abstain
	Director Pender         Aye
	Director Shintaku       Absent

4. Financial Reports for the Month of January 2025 & Cash Disbursements for the Months of December 2024 & January 2025, and FY 2024-25 Q2 Capital Cash Roll Forward

ACTION TAKEN

A motion was made by Director Cafferty and seconded by Director Shintaku to recommend that the Board of Directors (i) ratify the December 2024 disbursement for the period from December 1, 2024, through December 31, 2024, totaling \$3,167,378, (ii) ratify the January 2025 Disbursement for the period from January 1, 2025, through January 31, 2025, totaling \$7,158,373, (iii) receive and file the January 2025 Financial Reports, and (iv) receive and file the Fiscal Year 2024-25 Q2 Cash Roll Forward as submitted.

Motion carried:	Aye 4, Nay 0, Abstained 0, Absent 1
	Director Curran           Aye
	Director Cafferty       Aye
	Director Pender         Aye
	Director Shintaku       Aye

5. FY 25-26 Draft Budget

An open discussion ensued regarding the FY 2025-26 draft budget and its current structure. The discussion noted the reduction in administrative overhead, line item specifics impacting labor costs, and the need for more detail on the capital projects and O&M.

There was consensus of the Finance Committee directing staff to present Table 2 (Administrative and IT Expenses) to the Board of Directors for feedback at the upcoming meeting.

6. Employee Reimbursement to Moulton Niguel Water District

This agenda item was pulled and will be brought back to the Finance Committee at a later date. No action was taken.

7. Adjournment

There being no further business, Director Pender adjourned the meeting at 11:39 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Finance Committee of March 18, 2025, and approved by the Finance Committee and received and filed by the Board of Directors of the South Orange County Wastewater Authority.

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Danita Hirsh / Assistant Secretary  
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

# Agenda Item

# 5

**Finance Committee Meeting**

**Meeting Date:** April 15, 2025

**TO:** Finance Committee

**FROM:** Amber Boone, General Manager

**STAFF CONTACT:** Jack Beck, Accountant

**SUBJECT:** Financial Reports for the Month of February 2025 and Updated Quarterly Billings

## Summary/Discussion

The enclosed financial reports are provided to the Finance Committee for recommendation to the Board of Directors to ratify Cash Disbursements and receive and file the remaining documents. Below is a summary of the O&M Budget vs. Actual Expenses as of February 28, 2025:

	<b>FY 2024-25 Budget <sup>1</sup></b>	<b>Actual</b>	<b>(Over)/Under Budget</b>	<b>% Expended</b>
<b>02 - Jay B. Latham Plant</b>	7,838,158	4,879,190	2,958,968	62.2%
<b>05 - San Juan Creek Ocean Outfall</b>	693,802	524,833	168,969	75.6%
<b>08 - Pre Treatment</b>	344,331	142,225	202,106	41.3%
<b>12 - Water Reclamation Permits</b>	274,945	86,979	187,966	31.6%
<b>15 - Coastal Treatment Plant</b>	3,256,411	2,128,778	1,127,633	65.4%
<b>17 - Joint Regional Wastewater Reclamation</b>	8,535,931	4,405,214	4,130,717	51.6%
<b>24 - Aliso Creek Ocean Outfall</b>	670,212	479,812	190,400	71.6%
<b>Total</b>	<b>21,613,791</b>	<b>12,647,031</b>	<b>8,966,759</b>	<b>58.5%</b>

<sup>1</sup> FY24-25 Budget does not include the mid-year budget adjustment

The reports included are as follows:

- a. Capital Schedule (Exhibit A)
- b. Budget vs. Actual Expenses:
  - Operations and Environmental Summary (Exhibit B-1)
  - Operations and Environmental by PC (B-1.2)
  - Residual Engineering, after transfer to Capital (Exhibit B-2)
  - Administration (Exhibit B-3)
  - Information Technology (IT) (Exhibit B-4)

## Moving Forward; Post-Reorganization Billing Methodology:

Not reflected on the February 2025 Budget Vs. Actual reports, the agency has performed a mid-year budget adjustment based on the updated allocations outlined in the contract derived from the acquisition of the Regional Treatment Plant by MNWD. Beginning with the Q4 Billings that were sent on April 1, 2025, this is the allocation methodology that will be used by the agency moving forward. Methodology is as follows:

1. **Capacity Assignments** are allocated as follows per the 12/9/2024 SOCWA Reorganization Agreements:

o **PC 2 Costs:**

- The O&M costs are billed based on an average of solids and liquid costs based on the Assignment and Assumption Agreement (PC2) (Agreement No.5/Agreement #7 to PC2) as follows:

Agency	Common-S (%)	Common - L (%)	Average (%)
SCWD	42%	52%	47%
SMWD	58%	48%	53%
Total	100%	100%	100%

- MNWD costs combined with SCWD costs.

o **PC 5 Costs:**

- The O&M costs are billed based on the Assignment and Assumption Agreement (Agreement No.6) PC5 as follows:

Agency	Ownership (%)
CSC	16.620%
SCWD	18.829%
SMWD	64.551%
Total	100.000%

- MNWD Costs combined with SMWD

o **PC 24 Costs:**

- The O&M costs are billed based on the Assignment and Assumption Agreement (Agreement No.7) PC21 & 24 as follows:

Agency	Ownership Percent (%)
CLB	11.00%
EBSB	0.78%
ETWD	75.91%
SCWD	12.31%
Total	100.00%

- MNWD costs combined with ETWD.



2. **PC 8 (Pretreatment Costs):** All costs remain in budget with direct costs billed to MNWD, per the Moulton Niguel Water District SOCWA Continued Services Agreement (Agreement #9).
3. **PC 12 (Water Reclamation Permits):** All costs remain in budget with direct costs billed to MNWD, per the Moulton Niguel Water District SOCWA Continued Services Agreement (Agreement #9).
4. **PC 15 Common Costs:** MNWD costs distributed evenly among the remaining PC15 agencies based on the Coastal Treatment Plant Capacity Rights Transfer Agreement (Agreement No.3).
5. **Administrative Budget Adjustments:** Exclusions due to termination costs will be resolved in the Use Audit.
6. **Administrative Cost Allocations:** Administrative expenses are based on the “where labor worked” methodology, historically used by the Agency for consistency in practice.
7. **General Fund Costs:** Remain unchanged and are evenly allocated among the six remaining agencies.
8. **UAL & OPEB Expenses:** No changes.
9. **MNWD Billings on Behalf of MA’s:** The following illustrates the approach on behalf of MA’s to account for MNWD Billings.

Updated Quarterly Billings FY2024-2025											
	City of Laguna Beach	City of San Clemente	El Toro Water District	Emerald Bay Service District	IRWD (C.O. ETWD)	MNWD (C.O. ETWD)	Moulton Niguel Water District	Santa Margarita Water District	MNWD (C.O. SMWD)	South Coast Water District	MNWD (C.O. SCWD)
PC 2	-	-	-	-	-	-	-	1,312,044	-	596,064	523,576
PC 5	-	49,215	-	-	-	-	-	121,396	18,277	27,649	12,700
PC 8	6,541	25,770	3,509	2,070	13,230	-	39,984	30,454	-	15,236	-
PC 12	-	-	-	-	-	-	52,790	45,268	-	13,180	-
PC 15	466,079	-	-	62,963	-	-	-	-	-	558,911	-
PC 17	-	-	-	-	-	-	374,563	-	-	-	-
PC 21	-	-	-	-	-	-	-	-	-	-	-
PC 23	-	-	-	-	-	-	-	-	-	-	-
PC 24	25,190	-	68,722	2,295	33,298	84,598	-	-	-	26,367	-
<b>Total</b>	<b>497,810</b>	<b>74,985</b>	<b>72,231</b>	<b>67,328</b>	<b>46,528</b>	<b>84,598</b>	<b>467,337</b>	<b>1,509,162</b>	<b>18,277</b>	<b>1,237,406</b>	<b>536,276</b>

**Recommended Action:** Staff recommends that the Finance Committee recommend that the Board of Directors receive and file the February 2025 Financial Reports.

**South Orange County Wastewater Authority  
Capital Projects Summaries  
For the Period Ended February 28, 2025  
(in dollars)**

<b>FY 2024-25 Budget vs. Actual Spending</b>				
<b>Description</b>	<b>Capital Budget</b>	<b>Fiscal Year Spending<sup>1</sup></b>	<b>(Over)/ Under Budget</b>	<b>% Expended</b>
PC 2-JB Latham	\$ 5,092,547	\$ (80,967)	\$ 5,173,514	-1.6%
PC 5-San Juan Creek Outfall	-	29,583	(29,583)	-
PC 15-Coastal	2,025,000	1,545,498	479,502	76.3%
PC 17-Regional	1,114,393	516,113	598,280	46.3%
PC 21 Effluent Transmission	96,632	29,534	67,098	30.6%
PC 24 Aliso Creek Outfall	45,000	8,718	36,282	19.4%
<b>Total Large Capital</b>	<b>\$ 8,373,572</b>	<b>\$ 2,048,479</b>	<b>\$ 6,325,093</b>	<b>24.5%</b>
Non-Capital Engineering	302,000	38,875	263,125	12.9%
Non-Capital Misc Engineering	-	-	-	-
Small Internal Capital	2,061,000	916,579	1,144,421	44.5%
<b>Total Capital</b>	<b>\$ 10,736,572</b>	<b>\$ 3,003,933</b>	<b>\$ 7,732,639</b>	<b>28.0%</b>

<sup>1</sup>The PC 2 fiscal year spending account is negative because the quoted project cost by Olsson Construction for work performed in FY23-24 was \$1.6 million, but the actual costs applied to the project in FY24-25 were only ~\$800,000. The original accrual has been reversed, causing a net negative fiscal year spending amount for PC 2 as of January 31, 2025.

**South Orange County Wastewater Authority**  
**Preliminary O & M & Environmental Safety Costs Summary<sup>1</sup>**  
 For the Period Ended February 28, 2025  
 (in dollars)

		FY 2024-25 Budget	Actual	(Over)/Under Budget	% Expended	
<b>Salary and Fringe</b>						
**_5000-**-**_**	Regular Salaries-O&M	5,706,265	3,024,567	2,681,698	53.0%	
**_5001-**-**_**	Overtime Salaries-O&M	65,000	47,078	17,922	72.4%	(1)
**_5306-**-**_**	Scheduled Holiday Work	30,000	27,902	2,098	93.0%	
**_5315-**-**_**	Comp Time - O&M	15,000	21,367	(6,367)	142.4%	(1)
**_5401-**-**_**	Fringe Benefits IN to PC's & Depts.	3,071,493	1,520,787	1,550,706	49.5%	
**_5700-**-**_**	Standby Pay	99,992	69,500	30,492	69.5%	
	<b>Total Payroll Costs</b>	<b>8,987,750</b>	<b>4,711,201</b>	<b>4,276,549</b>	<b>52.4%</b>	
<b>Other Expenses</b>						
**_5002-**-**_**	Electricity	1,299,100	1,037,272	261,828	79.8%	
**_5003-**-**_**	Natural Gas	509,860	201,696	308,164	39.6%	
**_5004-**-**_**	Potable & Reclaimed Water	79,400	40,462	38,938	51.0%	
**_5005-**-**_**	Co-generation Power Credit	(1,367,100)	(491,653)	(875,447)	36.0%	
**_5006-**-**_**	Chlorine/Sodium Hypochlorite	219,300	238,392	(19,092)	108.7%	(2)
**_5007-**-**_**	Polymer Products	1,153,500	653,799	499,701	56.7%	
**_5008-**-**_**	Ferric Chloride	982,500	708,519	273,981	72.1%	
**_5009-**-**_**	Odor Control Chemicals	181,700	122,587	59,113	67.5%	
**_5010-**-**_**	Other Chemicals - Misc.	2,000	-	2,000	0.0%	
**_5011-**-**_**	Laboratory Services	62,128	25,926	36,202	41.7%	
**_5012-**-**_**	Grit Hauling	135,800	89,207	46,593	65.7%	
**_5013-**-**_**	Landscaping	217,300	129,919	87,381	59.8%	
**_5015-**-**_**	Management Support Services	285,550	113,827	171,723	39.9%	
**_5016-**-**_**	Audit - Environmental	1,324	-	1,324	0.0%	
**_5017-**-**_**	Legal Fees	19,000	-	19,000	0.0%	
**_5018-**-**_**	Public Notices/ Public Relations	1,550	-	1,550	0.0%	
**_5019-**-**_**	Contract Services Misc.	364,700	227,136	137,564	62.3%	
**_5021-**-**_**	Small Vehicle Expense	24,548	19,484	5,064	79.4%	
**_5022-**-**_**	Miscellaneous Expense	16,068	3,332	12,736	20.7%	
**_5023-**-**_**	Office Supplies - All	49,500	19,213	30,287	38.8%	
**_5024-**-**_**	Petroleum Products	28,400	8,125	20,275	28.6%	
**_5025-**-**_**	Uniforms	80,400	126,400	(46,000)	157.2%	(3)
**_5026-**-**_**	Small Vehicle Fuel	20,404	9,925	10,479	48.6%	
**_5027-**-**_**	Insurance - Property/Liability	638,224	592,814	45,411	92.9%	(4)
**_5028-**-**_**	Small Tools & Supplies	80,052	27,308	52,744	34.1%	
**_5030-**-**_**	Trash Disposal	10,000	3,991	6,009	39.9%	
**_5031-**-**_**	Safety Program & Supplies	117,252	56,376	60,876	48.1%	
**_5032-**-**_**	Equipment Rental	7,000	6,384	616	91.2%	(1)
**_5033-**-**_**	Recruitment	2,300	-	2,300	0.0%	
**_5034-**-**_**	Travel Expense/Tech. Conferences	69,775	11,550	58,225	16.6%	
**_5035-**-**_**	Training Expense	87,050	32,763	54,287	37.6%	
**_5036-**-**_**	Laboratory Supplies	140,048	96,230	43,818	68.7%	
**_5037-**-**_**	Office Equipment	27,000	11,421	15,579	42.3%	
**_5038-**-**_**	Permits	698,551	646,624	51,926	92.6%	
**_5039-**-**_**	Membership Dues/Fees	12,647	9,823	2,824	77.7%	
**_5044-**-**_**	Offshore Monitoring	60,116	50,914	9,202	84.7%	
**_5045-**-**_**	Offshore Biochemistry - 20B	22,854	5,310	17,544	23.2%	
**_5046-**-**_**	Effluent Chemistry	51,908	33,747	18,162	65.0%	
**_5047-**-**_**	Access Road Expenses	45,000	264	44,736	0.6%	
**_5048-**-**_**	Storm Damage	20,000	-	20,000	0.0%	

**South Orange County Wastewater Authority**  
**Preliminary O & M & Environmental Safety Costs Summary<sup>1</sup>**  
 For the Period Ended February 28, 2025  
 (in dollars)

	<b>FY 2024-25 Budget</b>	<b>Actual</b>	<b>(Over)/Under Budget</b>	<b>% Expended</b>	
**_5049-**-**_**	Biosolids Disposal	1,854,800	915,981	938,819	49.4%
**_5050-**-**_**	Contract Services Generators - 29A	23,200	3,287	19,913	14.2%
**_5052-**-**_**	Janitorial Services	97,900	60,469	37,431	61.8%
**_5053-**-**_**	Contract Serv - Digester Cleaning - 29E	65,000	-	65,000	0.0%
**_5054-**-**_**	Diesel Truck Maint	44,300	19,556	24,744	44.1%
**_5055-**-**_**	Diesel Truck Fuel	12,100	8,154	3,946	67.4%
**_5056-**-**_**	Maintenance Equip. & Facilities (Solids)	305,300	143,993	161,307	47.2%
**_5057-**-**_**	Maintenance Equip. & Facilities (Liquids)	500,000	274,996	225,004	55.0%
**_5058-**-**_**	Maintenance Equip. & Facilities (Common)	92,000	42,070	49,930	45.7%
**_5059-**-**_**	Maintenance Equip. & Facilities (Co-Gen)	826,000	530,652	295,348	64.2%
**_5060-**-**_**	Maintenance Equip. & Facilities (AWT)	30,000	8,394	21,606	28.0%
**_5061-**-**_**	Mileage	2,950	1,533	1,417	52.0%
**_5068-**-**_**	MNWD Potable Water Supplies & Svcs.	40,000	24,125	15,875	60.3%
**_5076-**-**_**	SCADA Infrastructure	93,600	59,431	34,169	63.5%
**_5077-**-**_**	IT Direct	58,000	71,574	(13,574)	123.4% (5)
**_5105-**-**_**	Co-Generation Power Credit - Offset	1,367,100	491,653	875,447	36.0%
**_5309-**-**_**	Operating Leases	20,000	16,098	3,902	80.5% (6)
**_5705-**-**_**	Monthly Car Allowance	25,200	16,362	8,838	64.9%
**_5791-**-**_**	CTP Access Road Insurance Cost Share	-	(8,000)	8,000	0.0% (7)
**_5799-**-**_**	Stormwater Station Costs Share-O&M	(14,000)	(14,000)	-	100.0% (8)
**_6500-**-**_**	IT Allocations in to PC's & Depts.	725,880	400,414	325,466	55.2%
	Total Other Expenses	12,626,041	7,935,830	4,690,211	62.9%
	<b>Total O&amp;M Expenses</b>	<b>21,613,791</b>	<b>12,647,031</b>	<b>8,966,760</b>	<b>58.5%</b>

<sup>1</sup> This report intends to monitor the Annual Budget % Expended at the Project Committee and Functional Department levels.

The financial information contained in this report, in some cases, is based on the full accrual basis of accounting, whereby expense are recognized in the period in which the liability is incurred, i.e., payroll and fringe benefits

There are instances where we will include the total expense for the entire accounting fiscal year if the information is available, i.e property and liability insurance premiums.

The audited financial statements for the fiscal year recognize all expenses on the full accrual basis of accounting

- (1) O&M completed several nighttime repairs before the winter season started.
- (2) Increased bleach AWT at CTP usage compared to last fiscal year and continued septicity issues at JBL.
- (3) SOCWA is working with Cintas to resolve several billing errors and contract closeout charges for RTP.
- (4) Annual charges incurred at the beginning of the fiscal year and the end of the calendar year.
- (5) Unanticipated Aptean Tabware upgrades were required this year.
- (6) Annual increases in lease costs were unknown during the preparation of the budget.
- (7) Shared insurance cost with the County of Orange for joint use of the CTP access road.
- (8) Shared cost for treatment of South Cove stormwater and urban runoff.at JBL.

**South Orange County Wastewater Authority**  
**Preliminary O&M Budget vs. Actual Comparison by PC<sup>1</sup>**  
 For the Period Ended February 28, 2025  
 (in dollars)

	FY 2024-25 Budget	Actual	(Over)/Under Budget	% Expended
<b>02 - Jay B. Latham Plant</b>	7,838,158	4,879,190	2,958,968	62.2%
<b>05 - San Juan Creek Ocean Outfall</b>	693,802	524,833	168,969	75.6%
<b>08 - Pre Treatment</b>	344,331	142,225	202,106	41.3%
<b>12 - Water Reclamation Permits</b>	274,945	86,979	187,966	31.6%
<b>15 - Coastal Treatment Plant</b>	3,256,411	2,128,778	1,127,633	65.4%
<b>17 - Joint Regional Wastewater Reclamation and Sludge Handling</b>	8,535,931	4,405,214	4,130,717	51.6%
<b>24 - Aliso Creek Ocean Outfall</b>	670,212	479,812	190,400	71.6%
<b>Total</b>	<b>21,613,791</b>	<b>12,647,031</b>	<b>8,966,759</b>	<b>58.5%</b>

**02 - Jay B. Latham Plant**

Salary and Fringe

02-5000-**-***	Regular Salaries-O&M	2,090,768	1,173,225	917,543	56.1%
02-5001-**-***	Overtime Salaries-O&M	21,693	22,896	(1,203)	105.5% (1)
02-5306-**-***	Scheduled Holiday Work	13,820	14,849	(1,029)	107.4%
02-5315-**-***	Comp Time - O&M	7,078	11,903	(4,825)	168.2% (1)
02-5401-**-***	Fringe Benefits IN to PC's & Depts.	1,125,391	589,911	535,480	52.4%
02-5700-**-***	Standby Pay	40,300	33,000	7,300	81.9%
	Total Payroll Costs	<u>3,299,050</u>	<u>1,845,784</u>	<u>1,453,266</u>	<u>55.9%</u>

Other Expenses

02-5002-**-***	Electricity	683,100	514,534	168,566	75.3%
02-5003-**-***	Natural Gas	259,560	102,458	157,102	39.5%
02-5004-**-***	Potable & Reclaimed Water	27,000	15,452	11,548	57.2%
02-5006-**-***	Chlorine/Sodium Hypochlorite	40,000	55,687	(15,687)	139.2% (2)
02-5007-**-***	Polymer Products	458,000	329,507	128,493	71.9%
02-5008-**-***	Ferric Chloride	300,000	306,737	(6,737)	102.2% (2)
02-5009-**-***	Odor Control Chemicals	38,000	29,475	8,525	77.6%
02-5010-**-***	Other Chemicals - Misc.	1,000	-	1,000	0.0%
02-5011-**-***	Laboratory Services	20,508	6,361	14,147	31.0%
02-5012-**-***	Grit Hauling	72,600	57,736	14,864	79.5%
02-5013-**-***	Landscaping	70,000	52,634	17,366	75.2%
02-5015-**-***	Management Support Services	35,950	27,887	8,063	77.6%
02-5017-**-***	Legal Fees	5,000	-	5,000	0.0%
02-5019-**-***	Contract Services Misc.	132,900	84,084	48,816	63.3%
02-5021-**-***	Small Vehicle Expense	11,000	7,401	3,599	67.3%
02-5022-**-***	Miscellaneous Expense	8,000	1,812	6,188	22.7%
02-5023-**-***	Office Supplies - All	30,900	9,371	21,529	30.3%
02-5024-**-***	Petroleum Products	12,000	582	11,418	4.8%
02-5025-**-***	Uniforms	37,100	44,460	(7,360)	119.8% (3)
02-5026-**-***	Small Vehicle Fuel	8,000	4,257	3,744	53.2%
02-5027-**-***	Insurance - Property/Liability	224,629	208,703	15,927	92.9% (4)
02-5028-**-***	Small Tools & Supplies	36,100	3,558	32,542	9.9%
02-5030-**-***	Trash Disposal	3,000	1,958	1,042	65.3%
02-5031-**-***	Safety Program & Supplies	40,840	22,043	18,797	54.0%
02-5032-**-***	Equipment Rental	3,000	-	3,000	0.0%
02-5033-**-***	Recruitment	1,000	-	1,000	0.0%
02-5034-**-***	Travel Expense/Tech. Conferences	19,379	4,220	15,159	21.8%

**South Orange County Wastewater Authority**  
**Preliminary O&M Budget vs. Actual Comparison by PC<sup>1</sup>**  
For the Period Ended February 28, 2025  
(in dollars)

		FY 2024-25 Budget	Actual	(Over)/Under Budget	% Expended
02-5035-**-***	Training Expense	25,592	12,587	13,005	49.2%
02-5036-**-***	Laboratory Supplies	21,000	16,384	4,616	78.0%
02-5037-**-***	Office Equipment	14,000	5,559	8,441	39.7%
02-5038-**-***	Permits	29,735	49,645	(19,910)	167.0% (4)
02-5039-**-***	Memberships Dues/Fees	4,025	4,075	(50)	101.2%
02-5049-**-***	Biosolids Disposal	787,500	375,914	411,586	47.7%
02-5050-**-***	Contract Services Generators - 29A	10,000	-	10,000	0.0%
02-5052-**-***	Janitorial Services	44,300	28,757	15,543	64.9%
02-5054-**-***	Diesel Truck Maint	23,700	10,023	13,677	42.3%
02-5055-**-***	Diesel Truck Fuel	3,400	2,568	832	75.5%
02-5056-**-***	Maintenance Equip. & Facilities (Solids)	125,000	82,942	42,058	66.4%
02-5057-**-***	Maintenance Equip. & Facilities (Liquids)	200,000	98,522	101,478	49.3%
02-5058-**-***	Maintenance Equip. & Facilities (Common)	30,000	16,857	13,143	56.2%
02-5059-**-***	Maintenance Equip. & Facilities (Co-Gen)	308,000	216,240	91,760	70.2%
02-5061-**-***	Mileage	1,450	1,133	317	78.2%
02-5076-**-***	SCADA Infrastructure	31,200	29,716	1,485	95.2%
02-5077-**-***	IT Direct	20,000	32,799	(12,799)	164.0% (5)
02-5309-**-***	Operating Leases	20,000	16,098	3,902	80.5% (6)
02-5705-**-***	Monthly Car Allowance	8,400	9,254	(854)	110.2%
02-5799-**-***	Stormwater Station Costs Share-O&M	(14,000)	(14,000)	-	100.0% (7)
02-6500-**-***	IT Allocations in to PC's & Depts.	267,238	147,416	119,822	55.2%
	Total Other Expenses	4,539,107	3,033,406	1,505,702	66.8%
	Total Expenses	7,838,158	4,879,190	2,958,968	62.2%

**05 - San Juan Creek Ocean Outfall**

Salary and Fringe

05-5000-**-***	Regular Salaries-O&M	104,602	65,013	39,589	62.2%
05-5001-**-***	Overtime Salaries-O&M	76	837	(761)	1101.2%
05-5306-**-***	Scheduled Holiday Work	488	-	488	0.0%
05-5315-**-***	Comp Time - O&M	-	794	(794)	100.0%
05-5401-**-***	Fringe Benefits IN to PC's & Depts.	56,304	32,689	23,614	58.1%
	Total Payroll Costs	161,470	99,334	62,136	61.5%

Other Expenses

05-5015-**-***	Management Support Services	57,500	15,772	41,728	27.4%
05-5017-**-***	Legal Fees	1,000	-	1,000	0.0%
05-5027-**-***	Insurance - Property/Liability	25,347	23,540	1,807	92.9% (4)
05-5031-**-***	Safety Supplies	1,036	24	1,012	2.3%
05-5034-**-***	Travel Expense/Tech. Conferences	4,739	1,875	2,864	39.6%
05-5035-**-***	Training Expense	1,087	298	789	27.4%
05-5036-**-***	Laboratory Supplies	40,000	14,094	25,906	35.2%
05-5038-**-***	Permits	332,746	311,610	21,136	93.6%
05-5039-**-***	Memberships Dues/Fees	-	242	(242)	100.0%
05-5044-**-***	Offshore Monitoring	18,500	25,957	(7,457)	140.3%
05-5045-**-***	Offshore Biochemistry - 20B	7,550	2,655	4,895	35.2%
05-5046-**-***	Effluent Chemistry	28,500	22,081	6,419	77.5%
05-5058-**-***	Maintenance Equip. & Facilities (Common)	1,000	-	1,000	0.0%
05-6500-**-***	IT Allocations in to PC's & Depts.	13,327	7,350	5,977	55.2%
	Total Other Expenses	532,332	425,499	106,833	79.9%
	Total Expenses	693,802	524,833	168,969	75.6%

**South Orange County Wastewater Authority**  
**Preliminary O&M Budget vs. Actual Comparison by PC<sup>1</sup>**  
For the Period Ended February 28, 2025  
(in dollars)

		FY 2024-25 Budget	Actual	(Over)/Under Budget	% Expended
<b>08 - Pre Treatment</b>					
Salary and Fringe					
08-5000-**-**-**	Regular Salaries-O&M	176,735	77,561	99,175	43.9%
08-5401-**-**-**	Fringe Benefits IN to PC's & Depts.	95,131	38,998	56,132	41.0%
	Total Payroll Costs	271,866	116,559	155,307	42.9%
Other Expenses					
08-5011-**-**-**	Laboratory Services	3,120	1,610	1,510	51.6%
08-5015-**-**-**	Management Support Services	20,000	-	20,000	0.0%
08-5016-**-**-**	Audit - Environmental	1,324	-	1,324	0.0%
08-5017-**-**-**	Legal Fees	1,000	-	1,000	0.0%
08-5018-**-**-**	Public Notices/ Public Relations	1,550	-	1,550	0.0%
08-5021-**-**-**	Small Vehicle Expense - 31A	1,148	-	1,148	0.0%
08-5022-**-**-**	Miscellaneous Expense	2,068	-	2,068	0.0%
08-5026-**-**-**	Small Vehicle Fuel - 37A	1,304	-	1,304	0.0%
08-5027-**-**-**	Insurance - Property/Liability	8,540	7,931	609	92.9% (4)
08-5028-**-**-**	Small Tools & Supplies	3,752	588	3,165	15.7%
08-5034-**-**-**	Travel Expense/Tech. Conferences	4,739	1,249	3,490	26.4%
08-5035-**-**-**	Training Expense	2,000	2,238	(238)	0.0%
08-5038-**-**-**	Permits and Fines	520	-	520	0.0%
08-5039-**-**-**	Membership Dues/Fees	500	522	(22)	104.4%
08-6500-**-**-**	IT Allocations in to PC's & Depts.	20,900	11,528	9,372	55.2%
	Total Other Expenses	72,465	25,666	46,799	35.4%
	Total Expenses	344,331	142,225	202,106	41.3%
<b>12 - Water Reclamation Permits</b>					
Salary and Fringe					
12-5000-**-**-**	Regular Salaries-O&M	113,444	19,015	94,430	16.8%
12-5401-**-**-**	Fringe Benefits IN to PC's & Depts.	61,063	9,561	51,502	15.7%
	Total Payroll Costs	174,507	28,575	145,932	16.4%
Other Expenses					
12-5015-**-**-**	Management Support Services	45,000	14,879	30,121	33.1%
12-5017-**-**-**	Legal Fees	1,000	-	1,000	-
12-5027-**-**-**	Insurance - Property/Liability	2,946	2,736	210	92.9% (4)
12-5034-**-**-**	Travel Expense/Tech. Conferences	4,739	-	4,739	0.0%
12-5038-**-**-**	Permits	28,050	32,505	(4,455)	115.9%
12-5039-**-**-**	Membership Dues/Fees	72	-	72	0.0%
12-5705-**-**-**	Monthly Car Allowance	4,200	323	3,877	7.7%
12-6500-**-**-**	IT Allocations in to PC's & Depts.	14,431	7,961	6,470	55.2%
	Total Other Expenses	100,438	58,404	42,034	58.1%
	Total Expenses	274,945	86,979	187,966	31.6%



**South Orange County Wastewater Authority**  
**Preliminary O&M Budget vs. Actual Comparison by PC<sup>1</sup>**  
For the Period Ended February 28, 2025  
(in dollars)

		FY 2024-25 Budget	Actual	(Over)/Under Budget	% Expended
<b>15 - Coastal Treatment Plant</b>					
Salary and Fringe					
15-5000-**-***	Regular Salaries-O&M	1,058,595	644,952	413,643	60.9%
15-5001-**-***	Overtime Salaries-O&M	10,849	4,440	6,409	40.9%
15-5306-**-***	Scheduled Holiday Work	5,240	3,407	1,834	65.0%
15-5315-**-***	Comp Time - O&M	1,578	4,317	(2,738)	273.5%
15-5401-**-***	Fringe Benefits IN to PC's & Depts.	569,807	324,289	245,517	56.9%
15-5700-**-***	Standby Pay	12,000	11,000	1,000	91.7%
	Total Payroll Costs	1,658,069	992,405	665,664	59.9%
Other Expenses					
15-5002-**-***	Electricity	310,000	252,134	57,866	81.3%
15-5003-**-***	Natural Gas	3,500	1,509	1,991	43.1%
15-5004-**-***	Potable & Reclaimed Water	24,000	13,587	10,413	56.6%
15-5006-**-***	Chlorine/Sodium Hypochlorite	117,500	137,146	(19,646)	116.7% (8)
15-5008-**-***	Ferric Chloride	160,000	89,696	70,304	56.1%
15-5009-**-***	Odor Control Chemicals	70,000	67,341	2,659	96.2%
15-5011-**-***	Laboratory Services	10,500	5,574	4,926	53.1%
15-5012-**-***	Grit Hauling	22,000	14,497	7,502	65.9%
15-5013-**-***	Landscaping	64,900	44,552	20,348	68.6%
15-5015-**-***	Management Support Services	33,500	5,199	28,301	15.5%
15-5017-**-***	Legal Fees	5,000	-	5,000	0.0%
15-5019-**-***	Contract Services Misc.	113,300	69,219	44,081	61.1%
15-5021-**-***	Small Vehicle Expense - 31A	4,200	7,128	(2,928)	169.7%
15-5022-**-***	Miscellaneous Expense	1,000	819	181	81.9%
15-5023-**-***	Office Supplies - All	5,200	3,973	1,227	76.4%
15-5024-**-***	Petroleum Products	4,000	2,887	1,113	72.2%
15-5025-**-***	Uniforms	10,300	14,615	(4,315)	141.9% (3)
15-5026-**-***	Small Vehicle Fuel	2,100	891	1,209	42.4%
15-5027-**-***	Insurance - Property/Liability	94,591	87,848	6,743	92.9% (4)
15-5028-**-***	Small Tools & Supplies	9,300	9,788	(488)	105.3%
15-5030-**-***	Trash Disposal	3,000	1,333	1,667	44.4%
15-5031-**-***	Safety Supplies	34,124	15,474	18,650	45.3%
15-5032-**-***	Equipment Rental	1,000	-	1,000	0.0%
15-5033-**-***	Recruitment	300	-	300	0.0%
15-5034-**-***	Travel Expense/Tech. Conferences	12,059	1,213	10,847	10.1%
15-5035-**-***	Training Expense	21,017	8,806	12,211	41.9%
15-5036-**-***	Laboratory Supplies	22,000	20,236	1,764	92.0%
15-5037-**-***	Office Equipment	3,000	2,286	714	76.2%
15-5038-**-***	Permits	3,000	2,716	284	90.5%
15-5039-**-***	Membership Dues/Fees	4,025	1,765	2,260	43.8%
15-5047-**-***	Access Road Expenses	45,000	264	44,736	0.6%
15-5048-**-***	Storm Damage	20,000	-	20,000	0.0%
15-5050-**-***	Contract Services Generators	5,200	-	5,200	0.0%
15-5052-**-***	Janitorial Services	15,500	13,321	2,179	85.9%
15-5054-**-***	Diesel Truck Maint - 31B	1,000	41	959	4.1%
15-5055-**-***	Diesel Truck Fuel - 37B	500	3,178	(2,678)	635.5%
15-5057-**-***	Maintenance Equip. & Facilities (Liquids)	100,000	88,976	11,024	89.0%
15-5058-**-***	Maintenance Equip. & Facilities (Common)	24,000	8,327	15,673	34.7%
15-5060-**-***	Maintenance Equip. & Facilities (AWT)	30,000	8,394	21,606	28.0%
15-5061-**-***	Mileage	500	32	468	6.4%
15-5076-**-***	SCADA Infrastructure	31,200	29,716	1,485	95.2%
15-5077-**-***	IT Direct	18,000	32,771	(14,771)	182.1% (5)
15-5705-**-***	Monthly Car Allowance	4,200	2,746	1,454	65.4%
15-5791-**-***	CTP Annual Bridge Maintenance	-	(8,000)	8,000	0.0% (9)
15-6500-**-***	IT Allocations in to PC's & Depts.	134,825	74,374	60,451	55.2%
	Total Other Expenses	1,598,342	1,136,373	461,969	71.1%
	Total Expenses	3,256,411	2,128,778	1,127,633	65.4%



**South Orange County Wastewater Authority**  
**Preliminary O&M Budget vs. Actual Comparison by PC<sup>1</sup>**  
For the Period Ended February 28, 2025  
(in dollars)

	FY 2024-25 Budget	Actual	(Over)/Under Budget	% Expended	
<b>17 - Joint Regional Wastewater Reclamation and Sludge Handling</b>					
Salary and Fringe					
17-5000-**-**-**	Regular Salaries-O&M	2,053,997	982,315	1,071,682	47.8%
17-5001-**-**-**	Overtime Salaries-O&M	31,931	18,514	13,417	58.0%
17-5306-**-**-**	Scheduled Holiday Work	10,152	9,647	505	95.0%
17-5315-**-**-**	Comp Time - O&M	6,344	4,354	1,991	68.6%
17-5401-**-**-**	Fringe Benefits IN to PC's & Depts.	1,105,598	493,919	611,679	44.7%
17-5700-**-**-**	Standby Pay	47,692	25,500	22,192	53.5%
	Total Payroll Costs	3,255,714	1,534,248	1,721,466	47.1%

Other Expenses

17-5002-**-**-**	Electricity	306,000	270,604	35,396	88.4%
17-5003-**-**-**	Natural Gas	246,800	97,729	149,071	39.6%
17-5004-**-**-**	Potable & Reclaimed Water	28,400	11,423	16,977	40.2%
17-5005-**-**-**	Co-generation Power Credit	(1,367,100)	(491,653)	(875,447)	36.0%
17-5006-**-**-**	Chlorine/Sodium Hypochlorite	61,800	45,559	16,241	73.7%
17-5007-**-**-**	Polymer Products	695,500	324,292	371,208	46.6%
17-5008-**-**-**	Ferric Chloride	522,500	312,085	210,415	59.7%
17-5009-**-**-**	Odor Control Chemicals	73,700	25,771	47,929	35.0%
17-5010-**-**-**	Other Chemicals - Misc.	1,000	-	1,000	0.0%
17-5011-**-**-**	Laboratory Services	28,000	12,381	15,619	44.2%
17-5012-**-**-**	Grit Hauling - 21A	41,200	16,973	24,227	41.2%
17-5013-**-**-**	Landscaping	82,400	32,734	49,666	39.7%
17-5015-**-**-**	Management Support Services	36,100	5,200	30,900	14.4%
17-5017-**-**-**	Legal Fees	5,000	-	5,000	0.0%
17-5019-**-**-**	Contract Services Misc.	118,500	73,833	44,667	62.3%
17-5021-**-**-**	Small Vehicle Expense	8,200	4,955	3,245	60.4% (4)
17-5022-**-**-**	Miscellaneous Expense	5,000	701	4,299	14.0%
17-5023-**-**-**	Office Supplies - All	13,400	5,870	7,530	43.8%
17-5024-**-**-**	Petroleum Products	12,400	4,656	7,744	37.6%
17-5025-**-**-**	Uniforms	33,000	67,326	(34,326)	204.0% (3)
17-5026-**-**-**	Small Vehicle Fuel	9,000	4,778	4,222	53.1%
17-5027-**-**-**	Insurance - Property/Liability	252,549	234,545	18,004	92.9% (4)
17-5028-**-**-**	Small Tools & Supplies	30,900	13,374	17,526	43.3%
17-5030-**-**-**	Trash Disposal	4,000	700	3,300	17.5%
17-5031-**-**-**	Safety Supplies	40,212	18,811	21,401	46.8%
17-5032-**-**-**	Equipment Rental	3,000	6,384	(3,384)	212.8% (1)
17-5033-**-**-**	Recruitment	1,000	-	1,000	0.0%
17-5034-**-**-**	Travel Expense/Tech. Conferences	19,379	763	18,616	3.9%
17-5035-**-**-**	Training Expense	36,267	8,277	27,990	22.8%
17-5036-**-**-**	Laboratory Supplies	30,000	31,547	(1,547)	105.2%
17-5037-**-**-**	Office Equipment	10,000	3,576	6,424	35.8%
17-5038-**-**-**	Permits	18,500	931	17,569	5.0%
17-5039-**-**-**	Membership Dues/Fees	4,025	2,977	1,048	74.0%
17-5049-**-**-**	Biosolids Disposal	1,067,300	540,068	527,232	50.6%
17-5050-**-**-**	Contract Services Generators - 29A	8,000	3,287	4,713	0.41
17-5052-**-**-**	Janitorial Services	38,100	18,390	19,710	48.3%
17-5053-**-**-**	Contract Serv - Digester Cleaning - 29E	65,000	-	65,000	0.0%
17-5054-**-**-**	Diesel Truck Maint	19,600	9,491	10,109	48.4%
17-5055-**-**-**	Diesel Truck Fuel	8,200	2,408	5,792	29.4%
17-5056-**-**-**	Maintenance Equip. & Facilities (Solids)	180,300	61,050	119,250	33.9%
17-5057-**-**-**	Maintenance Equip. & Facilities (Liquids)	200,000	87,498	112,502	43.7%
17-5058-**-**-**	Maintenance Equip. & Facilities (Common)	36,000	16,886	19,114	46.9%
17-5059-**-**-**	Maintenance Equip. & Facilities (Co-Gen)	518,000	314,412	203,588	60.7%
17-5061-**-**-**	Mileage	1,000	368	632	36.8%

**South Orange County Wastewater Authority**  
**Preliminary O&M Budget vs. Actual Comparison by PC<sup>1</sup>**  
For the Period Ended February 28, 2025  
(in dollars)

		FY 2024-25 Budget	Actual	(Over)/Under Budget	% Expended
17-5068-**-**-**	MNWD Potable Water Supplies & Svcs.	40,000	24,125	15,875	60.3%
17-5076-**-**-**	SCADA Infrastructure	31,200	-	31,200	0.0%
17-5077-**-**-**	IT Direct	20,000	6,004	13,996	30.0%
17-5105-**-**-**	Co-Generation Power Credit - Offset	1,367,100	491,653	875,447	36.0%
17-5705-**-**-**	Monthly Car Allowance	8,400	4,039	4,361	48.1%
17-6500-**-**-**	IT Allocations in to PC's & Depts.	261,384	144,186	117,198	55.2%
	Total Other Expenses	5,280,217	2,870,966	2,409,251	54.4%
	Total Expenses	8,535,931	4,405,214	4,130,717	51.6%

**24 - Aliso Creek Ocean Outfall**

Salary and Fringe

24-5000-**-**-**	Regular Salaries-O&M	108,123	62,487	45,636	57.8%
24-5001-**-**-**	Overtime Salaries-O&M	450	390	60	86.6%
24-5306-**-**-**	Scheduled Holiday Work	300	-	300	0.0%
24-5401-**-**-**	Fringe Benefits IN to PC's & Depts.	58,199	31,419	26,780	54.0%
	Total Payroll Costs	167,072	94,295	72,777	56.4%

Other Expenses

24-5015-**-**-**	Management Support Services	57,500	44,891	12,609	78.1%
24-5017-**-**-**	Legal Fees	1,000	-	1,000	0.0%
24-5027-**-**-**	Insurance - Property/Liability	29,622	27,511	2,112	92.9% (4)
24-5031-**-**-**	Safety Supplies	1,040	24	1,016	2.3%
24-5034-**-**-**	Travel Expense/Tech. Conferences	4,739	2,230	2,509	47.0%
24-5035-**-**-**	Training Expense	1,087	557	530	51.3%
24-5036-**-**-**	Laboratory Supplies	27,048	13,968	13,080	51.6%
24-5038-**-**-**	Permits	286,000	249,217	36,783	87.1%
24-5039-**-**-**	Membership Dues/Fees	-	242	(242)	100.0%
24-5044-**-**-**	Offshore Monitoring	41,616	24,957	16,659	60.0%
24-5045-**-**-**	Offshore Biochemistry - 20B	15,304	2,655	12,649	17.3%
24-5046-**-**-**	Effluent Chemistry	23,408	11,666	11,743	49.8%
24-5058-**-**-**	Maintenance Equip. & Facilities (Common)	1,000	-	1,000	0.0%
24-6500-**-**-**	IT Allocations in to PC's & Depts.	13,775	7,599	6,177	55.2%
	Total Other Expenses	503,140	385,516	117,624	76.6%
	Total Expenses	670,212	479,812	190,400	71.6%

**Total O&M Expenses**

<b>21,613,791</b>	<b>12,647,031</b>	<b>8,966,759</b>	<b>58.5%</b>
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<sup>1</sup> This report intends to monitor the Annual Budget % Expended at the Project Committee and Functional Department levels.

The financial information contained in this report, in some cases, is based on the full accrual basis of accounting, whereby expenses are recognized in the period in which the liability is incurred, i.e., payroll and fringe benefits.

There are instances where we will include the total expense for the entire accounting fiscal year if the information is available, i.e., property and liability insurance premiums.

The audited financial statements for the fiscal year recognize all expenses on the full accrual basis of accounting.

**South Orange County Wastewater Authority**  
**Preliminary O&M Budget vs. Actual Comparison by PC**  
For the Period Ended February 28, 2025

- (1) O&M completed several nighttime repairs before the upcoming winter season.
- (2) Usage continues to be elevated due to the septicity of the sewage entering plants that started last year as discussed with the Engineering Committee in 2023.
- (3) SOCWA is working with Cintas to resolve several billing errors and contract closeout charges for RTP.
- (4) Annual charges incurred at the beginning of the fiscal year and the end of the calendar year.
- (5) Unanticipated Apteau Tabware upgrades were required this year.
- (6) Annual increases in lease costs were unknown during the preparation of the budget.
- (7) Shared cost for treatment of South Cove stormwater and urban runoff at JBL.
- (8) Increased bleach AWT usage compared to last fiscal year.
- (9) Shared insurance cost with the County of Orange for joint use of the CTP access road.

**South Orange County Wastewater Authority**  
**Preliminary Budget vs. Actual Comparison - Engineering**  
 For the Period Ended February 28, 2025  
 (in dollars)

		FY 2024-25 Budget	Actual	(Over)/Under Budget	% Expended
<b>Salary and Fringe</b>					
01-5000-03-00-00	Regular Salaries-O&M	115,868	31,867	84,001	27.5%
01-5401-03-00-00	Fringe Benefits IN to PC's & Depts.	62,368	16,023	46,345	25.7%
	Total Payroll Costs	178,237	47,890	130,347	26.9%
<b>Other Expenses</b>					
01-5022-03-00-00	Miscellaneous Expense	1,000	234	766	23.4%
01-5023-03-00-00	Office Supplies	100	-	100	0.0%
01-5031-03-00-00	Safety Supplies	100	-	100	0.0%
01-5034-03-00-00	Travel Expense/Tech. Conferences	2,500	-	2,500	0.0%
01-5035-03-00-00	Training Expense	1,300	139	1,161	10.7%
01-5037-03-00-00	Office Equipment	153	-	153	0.0%
01-5039-03-00-00	Membership Dues/Fees	1,150	184	966	16.0%
01-5061-03-00-00	Mileage	150	41	109	27.2%
01-5309-03-00-00	Operating Leases	20,000	18,471	1,529	92.4%
01-5802-03-00-00	Shipping/Freight	102	-	102	0.0%
01-6500-03-00-00	IT Allocations in to PC's & Depts.	22,499	12,411	10,088	55.2%
	Total Other Expenses	49,054	31,479	17,575	64.2%
	<b>Total Engineering Expenses</b>	<b>227,291</b>	<b>79,369</b>	<b>147,922</b>	<b>34.9%</b>

**South Orange County Wastewater Authority**  
**Preliminary Budget vs. Actual Comparison- Administration**  
 For the Period Ended February 28, 2025  
 (in dollars)

	<b>FY 2024-25 Budget</b>	<b>Actual</b>	<b>(Over)/Under Budget</b>	<b>% Expended</b>
01-6000-04-00-00 Regular Salaries-Admin or IT	1,116,326	659,262	457,064	59.1%
01-6001-04-00-00 Overtime Salaries-Admin or IT	7,500	795	6,705	10.6%
01-6315-04-00-00 Comp Time - Admin	2,000	-	2,000	0.0%
01-6318-04-00-00 Severance Costs	-	80,253	(80,253)	100.0% (1)
01-6401-04-00-00 Fringe Benefits IN to ADMIN or IT	600,881	331,485	269,397	55.2%
<b>Total Payroll Costs</b>	<b>1,726,707</b>	<b>1,071,795</b>	<b>654,912</b>	<b>62.1%</b>
<b>Other Expenses</b>				
01-6101-04-00-00 HR Recruitment & Employee Relations	32,100	11,515	20,585	35.9%
01-6102-04-00-00 Subscriptions	2,030	9,325	(7,295)	459.4%
01-6103-04-00-00 Contract Labor	35,000	27,004	7,996	77.2%
01-6200-04-00-00 Management Support Services	55,000	46,307	8,693	84.2%
01-6201-04-00-00 Audit	40,800	23,220	17,580	56.9%
01-6202-04-00-00 Legal	125,000	186,653	(61,653)	149.3%
01-6203-04-00-00 Outside Services	-	315	(315)	100.0%
01-6204-04-00-00 Postage	1,545	921	624	59.6%
01-6223-04-00-00 Office Supplies - Admin	4,120	63	4,057	1.5%
01-6224-04-00-00 Office Equipment Admin or IT	1,000	8,611	(7,611)	861.1%
01-6234-04-00-00 Memberships & Trainings	107,500	81,946	25,554	76.2%
01-6239-04-00-00 Travel & Conference	25,000	19,085	5,915	76.3%
01-6240-04-00-00 Scholarship Sponsorship	1,000	1,000	0	100.0%
01-6241-04-00-00 Education Reimbursement	1,500	560	940	37.3%
01-6310-04-00-00 Miscellaneous	27,000	20,495	6,505	75.9%
01-6311-04-00-00 Mileage	800	469	331	58.6%
01-6317-04-00-00 Contract Services Misc	5,800	3,600	2,200	62.1%
01-6500-04-00-00 IT Allocations in to PC's & Depts.	142,005	78,334	63,671	55.2%
01-6601-04-00-00 Shipping/Freight	2,000	2,083	(83)	104.2%
01-6705-04-00-00 Monthly Car Allowance	10,200	6,808	3,392	66.7%
<b>Total Other Expenses</b>	<b>619,400</b>	<b>528,313</b>	<b>91,088</b>	<b>85.3%</b>
<b>Total Admin Expenses</b>	<b>2,346,107</b>	<b>1,600,108</b>	<b>746,000</b>	<b>68.2%</b>

(1) Costs for paid leave and final pay for 2 eliminated positions.

**South Orange County Wastewater Authority  
Preliminary Budget vs. Actual Comparison-IT**

For the Period Ended February 28, 2025  
(in dollars)

		<b>FY 2024-25 Budget</b>	<b>Actual</b>	<b>(Over)/Under Budget</b>	<b>% Expended</b>
<b>Salary &amp; Fringe</b>					
01-6000-05-00-00	Regular Salaries-Admin or IT	132,980	87,523	45,456	65.8%
01-6401-05-00-00	Fringe Benefits IN to ADMIN or IT	71,578	44,008	27,571	61.5%
	<b>Total Salary &amp; Fringe</b>	<b>204,558</b>	<b>131,531</b>	<b>73,027</b>	<b>64.3%</b>
<b>Other Expenses</b>					
01-6028-05-00-00	Small Tools & Supplies	1,000	-	1,000	0.0%
01-6035-05-00-00	Training Expense	3,000	-	3,000	0.0%
01-6101-05-00-00	Recruitment & Employee Relations, IT DEPT	600	-	600	0.0%
01-6234-05-00-00	Memberships & Trainings	5,950	1,339	4,611	22.5%
01-6239-05-00-00	Travel & Conference	1,500	-	1,500	0.0%
01-6300-05-00-00	Software Maintenance Agreements	63,180	15,017	48,163	23.8%
01-6301-05-00-00	Hardware Maintenance Agreements	10,300	2,018	8,282	19.6% (1)
01-6302-05-00-00	Cloud Subscriptions (Internet)	195,018	104,361	90,657	53.5%
01-6303-05-00-00	Telecommunications	163,882	106,824	57,058	65.2% (1)
01-6305-05-00-00	IT Professional Services	106,200	54,593	51,607	51.4%
01-6306-05-00-00	Small Hardware Purchases (< \$5k)	28,400	5,553	22,847	19.6%
01-6307-05-00-00	Small Software Purchases & Licenses (<\$5k)	31,000	26,804	4,196	86.5%
01-6308-05-00-00	IT Memberships	160	-	160	0.0%
01-6309-05-00-00	Operating Leases	64,173	42,176	21,997	65.7%
01-6310-05-00-00	Miscellaneous	5,000	386	4,614	7.7%
01-6312-05-00-00	Computer & Photocopy Supplies	3,264	559	2,705	0.0%
	<b>Total Other Expenses</b>	<b>682,627</b>	<b>359,629</b>	<b>322,998</b>	<b>52.7%</b>
	<b>Total Expenses before Allocation</b>	<b>887,185</b>	<b>491,160</b>	<b>396,025</b>	<b>55.4%</b>

(1) Annual charges incurred at the beginning of the Fiscal Year.

# Agenda Item

# 6

**Legal Counsel Review:** No

**Meeting Date:** April 15, 2025

**TO:** Finance Committee  
**FROM:** Amber Boone, General Manager  
**SUBJECT:** FY 25-26 Draft Final Budget

## Summary

This report provides a comprehensive analysis of the budget changes between fiscal years 2024-25 and 2025-26, highlighting key drivers across each Project Committee (PC), administration, and retirement costs. The overall budget shows a net increase of \$208,186, representing a 1.13% change from the previous fiscal year. These budget numbers do not include increases in the budget from labor for the merit pool or cost of living (COLA) adjustments.

Table 1: Total Draft Budget Comparison between Fiscal Years (FY)

Project Committee	FY 2025-26 (\$)	FY 2024-25 (\$)	Difference (\$)	Change (%)	Budget Driver
PC2	\$8,401,298	\$7,838,158	\$563,140	7.18%	3A facility shutdown, utility cost increases and inflation
PC5	\$820,125	\$693,802	\$126,323	18.21%	NPDES permit costs, exceedances, and special studies
PC8	\$280,941	\$344,331	(\$63,390)	-18.41%	Labor reductions
PC12	\$88,400	\$274,945	(\$186,545)	-67.85%	Salt & Nutrient Management plan completion
PC15	\$3,645,615	\$3,256,411	\$389,204	11.95%	Utility cost increases and inflation
PC17	\$500,892	\$641,236	(\$140,344)	-21.89%	Estimated comparison
PC21	\$3,006	\$3,051	(\$45)	-1.47%	Minor adjustment
PC23	\$7,514	\$7,629	(\$115)	-1.51%	Minor adjustment
PC24	\$710,665	\$670,212	\$40,453	6.04%	Effluent testing; special studies
Total Operating	\$14,458,455	\$13,729,775	\$728,680	5.31%	Operation increases
Administration	\$1,730,344	\$2,078,073	(\$347,729)	-16.73%	Administrative efficiencies & position elimination
General Fund	\$0	\$495,324	(\$495,324)	-100.00%	Included in Admin
UAL/OPEB	\$2,477,818	\$2,155,259	\$322,559	14.97%	UAL increase
TOTAL BUDGET	\$18,666,617	\$18,458,431	\$208,186	1.13%	Net increase

## Discussion:

The draft FY 2025-26 budget is presented for consideration by the Finance Committee members. The draft budget comprises four main components: Capital Improvement Plan (CIP) budget, Operations and Maintenance Budget (O&M), Administration Budget, and Unfunded Accrued Liability (UAL)/Other Post-Employment Benefits (OPEB) budget. The O&M, Administration, and UAL/OPEB budgets are presented as a one-year look ahead based on surveying of the member agency general manager needs.

The budget is structured into several key components, as outlined below. The CIP budget is under review by the Engineering Committee and is not presented in this budget review.

1. **Capital Improvement Plan (CIP)** - A 10-year budget with input from the Engineering Committee.
2. **Operations and Maintenance Budget** - Contains two departments:
  - Department 01: Operations and Maintenance
  - Department 02: Environmental Services
3. **Administrative Components:**
  - Department 03: Engineering. Greater than 60% of non-labor expenses (residual engineering) in this department are administrative in nature, which were combined with administrative expenses. Engineering labor is billed directly to Capital projects in the CIP with minimal time billed to administration.
  - Department 04: Administration. Includes general funds and administration expenses.
  - Department 05: Information Technology - Expenses are budgeted as direct costs where technology services or equipment are needed at SOCWA facilities or as indirect costs based on the IT pool of expenses. Department 05 expenses are distributed to all project committees and departments based on the "where labor worked" methodology.
4. **Other Budget Components:**
  - UAL
  - OPEB

## COST ALLOCATION METHODOLOGIES

### General Fund

The General Fund Budget is allocated evenly amongst the six (6) Member Agencies, consistent with FY 2024-25. General Fund Expenses are added back into the Administration Budget for tracking costs and showing total Administration by Member Agency and Project Committee. The current administration budget includes the general fund expenses. Moulton Niguel Water District (MNWD) does not participate in the General Fund<sup>1</sup>.

### Administrative Cost Allocation

Administrative costs are based on Section 6.2 of the SOCWA JPA agreement, with Board direction of pulling out the administration costs received in 2017 for separate approval of the administrative budget. It was noted in Section 6.3.1 of the JPA that "Any change of the foregoing may be made by the unanimous consent of all the Participating Member Agency."

The December 2024 reorganization agreements did not provide SOCWA staff with a specific agreed upon methodology for all the administration costs due to the restructuring. The general agreement of administrative costs "will be proportional to the services received and identified in the annual budget and

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<sup>1</sup> Moulton Niguel Water District – SOCWA Withdrawal Agreement (Agreement No. 4)



use audit as part of the costs (and include reasonable overhead and administration costs)<sup>1</sup>. It was noted in the Transfer Price MOU that: “SOCWA shall distribute the portion of the Transfer Price allocated to Administration Cost and PC 17 to the Remaining Member Agencies as defined in Table 1 and Table 2 below within 30 days of receipt of payments from MNWD.” The allocation of administration costs was completed to member agencies.

To reconcile the intent of the agreements, staff conducted a mid-year budget adjustment, and an updated admin rate was implemented. The previous methodology was to divide the costs per agency by the total O&M (Departments 01 & 02) budget without Admin, UAL, or OPEB costs. This practice was continued in FY 25-26 and is reflected in Table 2.

Table 2: Administration Rate Change from FY 24-25 vs. Proposed FY 25-26

Member Agency	Proposed FY 25-26 (%)	FY 24-25 (%)	Difference (%)
City of Laguna Beach	10.6%	9.2%	1.5%
City of San Clemente	1.3%	0.8%	0.5%
El Toro Water District	0.8%	4.4%	-3.5%
Emerald Bay Service District	1.1%	0.5%	0.7%
IRWD (C.O. ETWD)	1.1%	0.7%	0.4%
Moulton Niguel Water District	22.0%	41.5%	-19.5%
Santa Margarita Water District	34.8%	23.4%	11.4%
South Coast Water District	28.2%	19.6%	8.6%
Total	100.0%	100.0%	0.0%

**Information Technology Allocation**

IT costs are distributed following a labor-based (“where labor worked”) allocation methodology.

**FRINGE BENEFIT POOL**

The budgeted fringe benefit rate is 50.3%, which includes costs of accrued leave, group insurances, PERS Normal Costs, and other paid benefits. This represents a 3.52% reduction from the prior year's rate of 53.8%. The pay for time worked rate is 86%.

<sup>1</sup> Moulton Niguel Water District – SOCWA Withdrawal Agreement (Agreement No. 4)

SOCWA staff reviewed previous budget projections and calculated the FY 25-26 budget to reflect the actual costs by the agency. Staff anticipates utilizing actual costs and moving away from the fringe pool to optimize the reconciliation of costs due to labor changes throughout the year for the FY 26-27 budget.

#### **UNFUNDED LIABILITIES**

##### **UAL Required Annual Payment FY 2025-26**

The UAL payment reflects a 16.3% increase from the prior year's budget of \$1,513,373.

##### **Employer Retirement Costs**

This represents a 4.1% increase from the prior year's budget of \$717,208.

##### **Advisory Committee Review**

The allocation of costs was contemplated on December 9, 2024, reorganization agreements and will be utilized to distribute costs for member agencies as presented to the Executive Committee on April 8, 2025, and the Engineering Committee on April 10, 2025. However, the administration budget was not fully contemplated across all agreements, which is presented for direction from the Finance Committee.

**Recommended Action:** Board Discussion, Direction, and Action.