

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

Approved

**September 16, 2025**

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee was held on September 16, 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 [arrived @ 10.33 am]
DENNIS CAFFERTY	El Toro Water District	Alternate Director
ERICA CASTILLO	South Coast Water District	Alternate Director
PAUL PENDER	Santa Margarita Water District	Alternate Director

**Staff Participation:**

AMBER BOONE	General Manager
JIM BURROR	Deputy GM/Chief Engineer
JACK BECK	Accountant
ANNA SUTHERLAND	Staff Accountant
RONI GRANT	Capital Improvement Program Manager
DINA ASH	HR Administrator
MATT CLARKE	Chief Technology Officer
LYNDA MAY	Administrative Assistant
DANITA HIRSH	Executive Assistant/Clerk of the Board

**Also Participating:**

ADRIANA OCHOA	Snell & Wilmer
KATHRYN FRESHLEY	El Toro Water District
JENNIFER LOPEZ	South Coast Water District
SAUNDER 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 10:31 a.m.

**2. Public Comments**

None.

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

None.

**4. Approval of Minutes**

- Finance Committee Meeting of August 19, 2025.

ACTION TAKEN

A motion was made by Director Castillo and seconded by Director Cafferty to approve the Minutes for August 19, 2025, as submitted.

Motion carried:	Aye 3, Nay 0, Abstained 0, Absent 1
	Director Curran            Absent
	Director Cafferty        Aye
	Director Pender         Aye
	Director Castillo        Aye

5. Financial Policies Update

An open discussion ensued regarding revisions, additions, and clarifications to the following SOCWA policies:

- Capitalization and Depreciation of Facilities & Equipment
- Cost Allocation Policy
- Disposal of Surplus Property
- External Auditor Policy; and
- Travel and Expense Reimbursement Policy

The Finance Committee reviewed the Capitalization and Depreciation of Facilities & Equipment and the External Auditor policies and expressed no further comments. They were satisfied with the content as presented.

The Finance Committee reached a consensus to direct staff to incorporate the feedback from the discussion into the remaining policies and return updated versions for the Committee's review at the October meeting.

6. Quarterly Investment Reporting Under Government Code Section 53646

An open discussion ensued regarding the framework for the quarterly reporting of the Local Agency Investment Fund (LAIF).

The Finance Committee reached a consensus to direct staff to incorporate the feedback from the discussion and return with an updated version for the Committee's review at the October meeting.

7. Ocean Institute Partnership Opportunity Funding Strategy

An open discussion ensued on the cost allocations of the proposed partnership with the Ocean Institute to support public outreach and internship opportunities.

ACTION TAKEN

A motion was made by Director Castillo and seconded by Director Curran recommending to the Board of Directors the cost allocation Option 2: Equal Split Among six (6) Board-Represented Agencies.

Motion carried:      Aye 3, Nay 1, Abstained 0, Absent 0  
Director Curran            Aye  
Director Cafferty          Nay  
Director Pender            Aye  
Director Castillo          Aye

ACTION TAKEN


A motion was made by Director Castillo and seconded by Director Pender recommending to the Board of Directors the payment structure: Annual Basis (\$10,000/yr for 5 years).

Motion carried:      Aye 3, Nay 0, Abstained 1, Absent 0  
Director Curran            Aye  
Director Cafferty          Abstained  
Director Pender            Aye  
Director Castillo          Aye

8. Adjournment

There being no further business, Chairperson Pender adjourned the meeting at 11:43 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 September 16, 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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Lynda May, Assistant Secretary  
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY