

**MINUTES OF REGULAR MEETING  
OF THE  
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY  
Board of Directors**

Approved

**August 7, 2025**

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held in person and via teleconference on August 7, 2025, at 8:30 a.m. at their Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

KATHRYN FRESHLEY	El Toro Water District	Director
MIKE DUNBAR	Emerald Bay Service District	Director
GAVIN CURRAN	City of Laguna Beach	Alternate Director
RICK SHINTAKU	South Coast Water District	Alternate Director [Zoom]
ROBB GRANTHAM	Santa Margarita Water District	Alternate Director
DAVE REBENDS DORF	City of San Clemente	Director

Staff Present:

AMBER BOONE	General Manager
JIM BURROR	Deputy GM/Chief Engineer
DINA ASH	HR Administrator
BOB CULVER	Environment Services Manager
ANNA SUTHERLAND	Staff Accountant
ERNIE LEAL	Chief Operator
JAMES JONES	Superintendent of O&M
MATT CLARKE	Chief Technology Officer
DANITA HIRSH	Executive Assistant/Clerk of the Board

Also Present:

ADRIANA OCHOA	Snell & Wilmer
MIKE GASKINS	El Toro Water District
JASON PIVOVAROFF	Dopudja & Wells Consulting
ERICA CASTILLO	South Coast Water District
MARC SERNA	South Coast Water District
DENNIS CAFFERTY	El Toro Water District
MATT COLLINGS	Moulton Niguel Water District

1. CALL TO ORDER

Director Kathryn Freshley called the meeting to order at 8:31 a.m.

2. PLEDGE OF ALLEGIANCE – Mr. Jim Burror

3. ORAL COMMUNICATIONS

None.

4. APPROVAL OF BOARD MEMBER REQUEST FOR REMOTE PARTICIPATION

Alternate Director Rick Shintaku participated via Zoom.

5. CONSENT CALENDAR

ACTION TAKEN

A motion was made by Director Grantham and seconded by Director Dunbar to approve the Consent Calendar as submitted.

Motion carried: Aye 6, Nay 0, Abstained 0, Absent 0  
Director Dunbar Aye  
Director Freshley Aye  
Director Curran Aye  
Director Grantham Aye  
via Zoom Director Shintaku Aye  
Director Rebensdorf Aye

(5A-5E)

- A. Minutes of Board of Directors Special Meeting for June 23, 2025
- B. Minutes of PC 2/PC 15 Joint Meeting for July 10, 2025
- C. May 2025 Operations Reports  
**Approved Action:** Information Item; received and filed.
- D. June 2025 Operations Reports  
**Approved Action:** Information Item; received and filed.
- E. Capital Improvement Construction Projects Progress and Change Order Report (July) [Project Committees 2 and 15]  
**Approved Action:** Information Item; received and filed.

6. ENGINEERING MATTERS

- A. CTP Master Plan Revised Draft RFP Review [Project Committee 15]

An open discussion ensued regarding the timing of releasing RFP for CTP first, with the release of RFP for JBL to follow in 3-4 weeks. Due to the timing of the release of RFP's for PC 15 and PC 2, the motion applies to both agenda items 6A and 6B with separate voting.

Public Speaker: Matt Collings, Moulton Niguel Water District

ACTION TAKEN

A motion was made by Director Dunbar and seconded by Director Curran to authorize the General Manager to release the RFP for PC15 in 3-4 weeks following the release of the RFP for PC 2, subject to discussion with all agency staff.

Motion carried: Aye 3, Nay 0, Abstained 0, Absent 0  
Director Dunbar Aye  
Director Curran Aye  
Director Shintaku Aye

B. JBL Master Plan Revised Draft RFP Review [Project Committee 2]

ACTION TAKEN

A motion was made by Director Grantham and seconded by Director Shintaku to authorize the General Manager to release the RFP for PC 2, subject to discussion with all agency staff and with direction to release the RFP for PC 15 in the following 3-4 weeks.

Motion carried: Aye 2, Nay 0, Abstained 0, Absent 0  
Director Grantham Aye  
Director Shintaku Aye

7. GENERAL MANAGER'S REPORT

- A. Resolution No. 2025-11: A Resolution of the Board of Directors of the South Orange County Wastewater Authority for A Commendation to Ernie Leal for providing Dedicated Service to the South Orange County Wastewater Authority and the Residents of Southern Orange County for the period of February 2004 to August 2025

ACTION TAKEN

A motion was made by Director Dunbar and seconded by Director Freshley to approve Resolution No. 2025-11: A Resolution of the Board of Directors of the South Orange County Wastewater Authority for A Commendation to Ernie Leal for providing Dedicated Service to the South Orange County Wastewater Authority and the Residents of Southern Orange County for the period of February 2004 to August 2025.

Motion carried: Aye 6, Nay 0, Abstained 0, Absent 0  
Director Dunbar Aye  
Director Freshley Aye  
Director Curran Aye  
Director Grantham Aye  
Director Shintaku Aye  
Director Rebensdorf Aye

B. Strategic Planning Discussion

An open discussion ensued on the strategic planning for SOCWA with a focus on the organization's future direction and staff development.

This was an information item; no action was taken.

C. General Counsel's Report

Ms. Adriana Ochoa, General Counsel, reported on the status of several legislative assembly bills that may impact SOCWA and or its member agencies. An open discussion ensued.

This was an information item; no action was taken.

D. General Manager's Report

Ms. Amber Boone, General Manager, noted the list of purchases on page 110 under the Uniform Purchasing Policy with no additional comments.

This was an information item: no action was taken.

E. Upcoming Meetings Schedule:

- August 7, 2025 – Board of Directors Regular Meeting
- August 14, 2025 – Engineering Committee Meeting
- August 19, 2025 – Finance Committee Meeting
- September 4, 2025 – Board of Directors Regular Meeting

This was an information item; no actions were taken.

9. OTHER MATTERS

None.

10. ADJOURNMENT

There being no further business, Director Freshley adjourned the meeting at 9:15 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Regular Meeting of the South Orange County Wastewater Authority Board of Directors on August 7, 2025, and approved by the Board of Directors of the South Orange County Wastewater Authority.



---

Danita Hirsh, Assistant Secretary  
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY



## SOCWA BOARD MEETING REMOTE APPEARANCE FORM

**Board Member Name** Rick Shintaku \_\_\_\_\_

**Member Agency** South Coast Water District \_\_\_\_\_

**Date of Requested**

**Remote Participation** August 7, 2025

**Date Request**

**Submitted** August 5, 2025

### Basis for Remote Appearance (select one)

Emergency Circumstances (*i.e.*, a physical or family medical emergency that prevents in-person participation) \*Subject to Board approval

Just Cause (select applicable reason below)

- A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires remote participation
- A contagious illness that prevents in-person participation
- A need related to a physical or mental disability
- Travel while on official business of this legislative body or another state or local agency

**General Description of Need to Appear Remotely** – *Approximately 20 words. No need to disclose any medical diagnosis, disability or personal medical information.*

**Director Shintaku has a contagious illness that prevents in person participation and is requesting remote participation.**

### Important Reminders

- Notify the agency of your need to appear remotely at the earliest opportunity.
- You must participate remotely by both audio and video.
- At the meeting before any action is taken, you must publicly disclose whether there are any individuals 18 years of age or older in the room with you, and the general nature of your relationship with the individual(s).
- You must submit a request for each meeting in which you seek to appear remotely.
- You may not participate remotely for more than three consecutive months or for 20% of regular meetings within the calendar year. If the board meets 10 or fewer times per year, you may only participate remotely for two meetings per calendar year.
- You may only participate remotely for “just cause” for two meetings per calendar year.
- Requests to appear remotely under emergency circumstances require a Board action to approve the request.