

MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

Finance Committee

January 21, 2025

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee Meeting was held on January 21, 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
KATHRYN FRESHLEY	El Toro Water District	Director
RICK SHINTAKU	South Coast Water District	Alternate Director
PAUL PENDER	Santa Margarita Water District	Alternate Director [exited @ 11:34 a.m.]

Absent:

UNREPRESENTED	Moulton Niguel Water District
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Staff Participation:

AMBER BOONE	Acting General Manager
MARY CAREY	Finance Controller
JIM BURROR	Director of Operations
JACK BECK	Staff Accountant
ANNA SUTHERLAND	Accounts Payable
DINA ASH	HR Administrator
MATT CLARKE	IT Administrator
DANITA HIRSH	Executive Assistant

Also Participating:

ADRIANA OCHOA	Snell & Wilmer
JOE MULLER	South Coast Water District
KRISTI EVEN	South Coast Water District
JENNY PAN	South Coast Water District
SANDER HUANG	South Coast Water District
CHRIS WILLIAMS	Public Participant

1. Call Meeting to Order

Chairperson Paul Pender called the meeting to order at 10:40 a.m.

2. Public Comments

None.

3. Approval of Minutes

- Finance Committee Meeting of November 19, 2024.

ACTION TAKEN

A motion was made by Director Shintaku and seconded by Director Freshley to approve the Minutes for November 19, 2024, as submitted.

Motion carried:	Aye 4, Nay 0, Abstained 0, Absent 1
	Director Curran Aye
	Director Freshley Aye
MNWD	Unrepresented Absent
	Director Pender Aye
	Director Shintaku Aye

4. Financial Reports for the Month of November 2024 & Cash Disbursements for the Months of October 2024 & November 2024

ACTION TAKEN

A motion was made by Director Freshley and seconded by Director Curran to recommend that the Board of Directors (i) receive and file the November 2024 Financial Reports, (ii) ratify the October 2024 disbursement for the period from October 1, 2024, through October 31, 2024, totaling \$2,654,991, and (iii) ratify the November 2024 Disbursement for the period from November 1, 2024, through November 30, 2024, totaling \$2,193,190.

Motion carried:	Aye 4, Nay 0, Abstained 0, Absent 1
	Director Curran Aye
	Director Freshley Aye
MNWD	Unrepresented Absent
	Director Pender Aye
	Director Shintaku Aye

5. Fiscal Year 2023-24 Supplemental Financial Report

ACTION TAKEN

A motion was made by Director Freshley and seconded by Director Curran to recommend that the Board of Directors approve the FY 2023-24 Annual Financial Statements Audit.

Motion carried:	Aye 4, Nay 0, Abstained 0, Absent 1
	Director Curran Aye
	Director Freshley Aye
MNWD	Unrepresented Absent
	Director Pender Aye
	Director Shintaku Aye

6. Budgeted Capacity for FY2025-26

ACTION TAKEN

A motion was made by Director Shintaku and seconded by Director Curran to recommend that the Board of Directors approve the Environmental Technical Services cost allocations.

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Motion carried:	Aye 4, Nay 0, Abstained 0, Absent 1
	Director Curran Aye
	Director Freshley Aye
MNWD	Unrepresented Absent
	Director Pender Aye
	Director Shintaku Aye

7. Finance Committee Bylaws Update

ACTION TAKEN

A motion was made by Director Curran and seconded by Director Freshley to recommend that the Board of Directors (i) update the number of representatives from “up to six” to “four” representatives and (ii) amend Section 5 of the Finance Committee Bylaws to modify the quorum requirement from a majority to three (3) members to be approved.

Motion carried:	Aye 4, Nay 0, Abstained 0, Absent 1
	Director Curran Aye
	Director Freshley Aye
MNWD	Unrepresented Absent
	Director Pender Aye
	Director Shintaku Aye

8. Chart of Accounts Update to Improve Administrative Efficiency

The meeting lost quorum at 11:34 a.m. Therefore, only an open discussion occurred; no action was taken on agenda item 8.

9. Adjournment

There being no further business, Kathryn Freshley adjourned the meeting at 11:41 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 January 21, 2025, and approved by the Finance Committee and received and filed by the Board of Directors of the South Orange County Wastewater Authority.



Danita Hirsh / Assistant Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY