

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

Approved

Finance Committee

November 18, 2025

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee was held on November 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
KATHRYN FRESHLEY	El Toro Water District	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
MATT CLARKE	Chief Technology Officer
LYNDA MAY	Administrative Assistant/ Assistant Secretary

Also Participating:

ADRIANA OCHOA	Snell & Wilmer
JENNIFER LOPEZ	South Coast Water District
JOE MULLER	South Coast Water District
KELSEY DECASAS	Moulton Niguel Water District

1. Call Meeting to Order

Chairperson Paul Pender called the meeting to order at 10:32 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 September 16, 2025.

ACTION TAKEN

A motion was made by Director Freshley and seconded by Director Castillo to approve the Minutes for September 16, 2025, as submitted.

Motion carried: Aye 4, Nay 0, Abstained 0, Absent 0
Director Curran Aye
Director Freshley Aye
Director Pender Aye
Director Castillo Aye

5. Financial Reports for Q1 FY 25/26

ACTION TAKEN

A motion was made by Director Curran and seconded by Director Castillo to recommend that the Board of Directors receive and file the Q1 FY 25/26 Financial Reports.

Motion carried: Aye 4, Nay 0, Abstained 0, Absent 0
Director Curran Aye
Director Freshley Aye
Director Pender Aye
Director Castillo Aye

6. Finance Committee Bylaws

An open discussion ensued regarding Virtual Meetings and provisions of SB 707. The benefits of virtual meetings was widely agreed on, though no one intends to use this option proactively. Director Freshley countered with a preference for in person meetings only. Discussion will continue at the Board Meeting in December. Ms. Amber Boone clarified that the Finance Committee will remain at 4 members with 3 as quorum.

7. Annual Financial Audit Update

An open discussion ensued regarding the timeline of distributing the audit to member agencies, and the legality of submitting the audit directly to the Board of Directors without having to go to the Finance Committee first.

8. 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
- Travel and Expense Reimbursement Policy
- Vehicle Charging Policy

The Finance Committee reviewed the newly added Vehicle Charging Policy. Comments, and adjustments were discussed with the Cost Allocation Policy.

ACTION TAKEN

A motion was made by Director Castillo and seconded by Director Curran to recommend that the Finance Committee recommend the updated policies to the Board of Directors for inclusion into the SOCWA Policy Handbook.

Motion carried:	Aye 4, Nay 0, Abstained 0, Absent 0
	Director Curran Aye
	Director Freshley Aye
	Director Pender Aye
	Director Castillo Aye

9. Quarterly Investment Reporting Under Government Code Section 53646

Ms. Amber Boone updated the committee that Moulton Niguel Water District will be providing monies, and a discussion on where the funds will be invested will take place at the next Finance Committee meeting.

10. Adjournment

There being no further business, Chairperson Pender adjourned the meeting at 11:49 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 November 18, 2025, and approved by the Finance Committee and received and filed by the Board of Directors of the South Orange County Wastewater Authority.



Lynda May/ Assistant Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY