



MONTARA WATER & SANITARY DISTRICT

Serving the Communities of Montara and Moss Beach

P.O. Box 370131

8888 Cabrillo Highway

Montara, CA 94037-0131

Tel: (650) 728-3545

Fax: (650) 728-8556

E-mail: mwsd@montara.com

Visit Our Web Site: <http://www.mwsd.montara.com>

NOTICE OF SPECIAL MEETING

(Special Meeting begins at 6:30 p.m.; see Agenda for Special Meeting below)

AGENDA

Regular Meeting

District Board of Directors

8888 Cabrillo Highway
Montara, California 94037

April 4, 2013 at 7:30 p.m.
(Regular Meeting)

CALL TO ORDER

ROLL CALL

PRESIDENT'S STATEMENT

ORAL COMMENTS (Items other than those on the agenda)

PUBLIC HEARING

CONSENT AGENDA

1. Approve Minutes for Meeting of March 7, 2013.
2. Approve Warrants for April 1, 2013.
3. SAM Flow Report for February 2013.
4. Monthly Review of Current Investment Portfolio.
5. Connection Permit Applications Received.
6. Monthly Water Production Report for February 2013.
7. Rain Report.
8. Solar Energy Report.

OLD BUSINESS

1. Review and Possible Action Concerning Refinancing of PNCEF Lease.
2. Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.

NEW BUSINESS

1. Review and Possible Action Concerning Possible Reorganization of the Granada Sanitary District into a Community Services District.
2. Review and Possible Action Concerning Cancellation of the Next Regular Scheduled Meeting April 18, 2013.

REPORTS

1. Sewer Authority Mid-Coastside Meetings (Harvey)
2. MidCoast Community Council Meeting (Slater-Carter)
3. ACWA Board of Directors Report (Ptacek)
4. CSDA Report (Slater-Carter)
5. Integrated Regional Water Management Plan (Ptacek)
6. Attorney's Report (Schricker)
7. Directors' Reports
8. General Manager's Report (Heldmaier)

FUTURE AGENDAS

ADJOURN

AGENDA – SPECIAL MEETING (6:30 p.m.)

CALL TO ORDER

ROLL CALL

ORAL COMMENTS (Items other than those on the agenda)

CONVENE IN CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Gov't. C. §54956.9(a))

Names of cases:

- (i) Montara Water and Sanitary District v. County of San Mateo, Santa Clara Cnty. Super. Ct. No. 1-07-CV-088793 (inactive); U.S. Dist. Ct., N.D., San Jose Div. No. CV 08 2814 JF (closed); USCA, 9th Cir. No. 09-15822

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation (Gov't. C. §54956.9(b))

Number of cases: 1

PUBLIC EMPLOYEE EVALUATION (Gov't. Code §54957)

RECONVENE IN OPEN SESSION AND ADJOURN TO CONVENE FOR REGULAR MEETING

The District has a curfew of 11:00 p.m. for all meetings. The meeting may be extended for one hour by vote of the Board.

NOTE: In accordance with the Government Code, members of the public may address the Board on specific agenda items when that matter is discussed by the Board. Any other items of interest that is within the subject matter jurisdiction of the District may be addressed during the Oral Comments portion of the meeting. Upon request, this agenda will be made available in appropriate alternative formats to persons with a disability. Request for a disability-related modification or an accommodation in order to participate in the public meeting should be made at (650) 728-3545. Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available in the District Clerk's office during normal business hours. Such documents may also be available on the District's web site (www.mwsd.montara.org) subject to staff's ability to post the documents before the meeting.



MONTARA WATER & SANITARY

DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

March 7, 2013

MINUTES

REGULAR SESSION BEGAN AT 7:45 PM.

CALL TO ORDER

ROLL CALL

Directors Present: Boyd, Harvey, Slater-Carter and Thollaug

Directors Absent: Ptacek

Staff Present: General Manager Clemens Heldmaier,
District Clerk, Judy Gromm

Others Present: District Counsel Dave Schricker
District Water Engineer, Tanya Yurovsky

PRESIDENT'S STATEMENT – None

ORAL COMMENTS - None

PUBLIC HEARING - None

CONSENT AGENDA –

1. Approve Minutes for Meeting of February 7, 2013.
3. Approve Warrants for March 1, 2013
4. SAM Flow Report for January 2013.
5. Monthly Review of Current Investment Portfolio.
6. Connection Permit Applications Received.
7. Monthly Water Production Report for January 2013.
8. Rain Report.
9. Solar Energy Report.

Director Boyd moved to approve the Consent Agenda. Director Harvey seconded the motion. All Directors were in favor and the motion passed 4 – 0.

OLD BUSINESS – None

NEW BUSINESS -

1. Review and Possible Action Concerning Revisions to Accounting system and Monthly Financial Statements.

General Manager Heldmaier reported in late January 2013, the District engaged with Maze & Associates for accounting services. Under Peter Medina's supervision the Maze team started working with management on a revision of the accounting system to streamline and to correct known errors. The declared goal was to present an updated chart of accounts, Profit and Loss Statement and Balance Sheet to the Board at this meeting. In late February Peter Medina had to resign from his new responsibilities due to health reasons. Principal Tim Krisch has temporarily taken over Peter's duties until a replacement can be designated.

Currently no financial reports have been finalized for review by the finance committee.

Tim Krisch reported on the progress that has been made over the last few weeks. Some of the difficulties encountered were with learning the Districts Policies and Procedures. Mr. Krisch noted his goal is to have the financials cleaned up and consolidated by March 31st.

2. Review and Possible Action Concerning Approval of the FY 2011-12 Annual Audit.

General Manager Heldmaier reported Vavrinek, Trine, Day & Co. recently completed the audit for the Fiscal year ending on June 30, 2012.

The finance committee reviewed the audit and recommended the presentation of the audit at this meeting.

After review of the audit, the Board should acknowledge receipt and file with County, State, Standard & Poor's, I-Bank and First Republic Bank.

Director Thollaug acknowledged reviewing the document, however noted the Finance Committee had not met to discuss the audit.

Director Boyd motioned to acknowledge receipt of the Annual Audit for the period ending June 30, 2012, and subject to the Finance Committees final review, either direct the General Manager to distribute or to bring back for further review by the Board. Director Thollaug seconded the motion. All Board members were in favor and the motion passed 4 – 0.

3. Review and Possible Action Concerning Possible Leak Adjustment for 191 Arbor Lane.

General Manager Heldmaier reported the District had received a request to consider an adjustment to the water bill and 2012/13 sewer service charge for 191 Arbor Lane. The leak extended from November 1, 2012 through December 11, 2012 and occurred on the customer's landscaping piping in their backyard. Pictures of the location of the leak and where the water flowed to are included in the customer's adjustment request along with photos of the repair to the landscape piping. Staff was also able to confirm the location of the leaking piping.

After a discussion with the owner and looking over the submitted documentation, the Board approved the adjustments.

Director Harvey moved to authorize the General Manager to adjust the 2012/2013 sewer service charge from 253 HCF to 28 HCF which will represent a savings of \$8340.75, and authorize the credit of \$1334.19 to the water account for the January 2013 water bill. Director Boyd seconded the motion. All Directors were in favor and the motion passed 4 – 0.

4. Review and Possible Action Concerning Possible Leak adjustment for 146 Crescent Avenue.

General Manager Heldmaier reported the District received a request to consider an adjustment to the water bill and 2012/13 sewer service charge for 146 Crescent Avenue due to a leak. The leak extended intermittently from August 7, 2012 through August 11, 2012, and then resumed nonstop from August 15, 2012 through January 10, 2013. According to the customer's account of the situation the leak occurred due to a malfunctioning toilet.

After a lengthy discussion with the owner, the Board approved the adjustments recommended by the General Manager.

Director Boyd moved to authorize the General Manager to adjust the 2012/2013 sewer service charge from 48 HCF to 33 HCF which represents a savings of \$556.05. Director Harvey seconded the motion. All Directors were in favor and the motion passed 4 – 0.

5. Review and Possible Action Concerning Nomination of Representative on the CSDA Board of Directors.

General Manager Heldmaier reported the California Special Districts Association (CSDA) is conducting a call for nominations for Seat B for the 2014-2016 term. Our district is part of Region 3 which includes the greater Bay Area (from Mendocino to Monterey counties). A board member is

expected to attend all Board meetings, usually eight per year, but is reimbursed for travel by CSDA. Any independent special district with current membership in CSDA is eligible to designate one person, such as a board member or managerial employee, for election as a director of CSDA.

Director Thollaug moved to adopt the next resolution in line of the Montara Water and Sanitary District Authorizing the Nomination of Kathryn Slater-Carter as Region 3 Representative to the CSDA Board of Directors. Director Boyd seconded the motion. All Directors were in favor and the motion passed 4 – 0.

6. Review and Possible Action Concerning Cancellation of the Next Regular Scheduled Meeting March 21, 2013.

After a brief discussion, it was decided the cancellation of this scheduled meeting would be determined at a later date.

REPORTS

1. **Sewer Authority Mid-Coastside Meetings (Harvey)** Director Harvey reported staff found a problem with the meter. SAM believes the problems have been fixed and the meter is now giving proper flow measurements.
Director Harvey additionally reported HMB made a motion to authorize the SAM General Manager to issue an RFP for a consulting firm to evaluate how the SAM office is run.
The SAM representatives will keep the MWSD Board informed.
2. **Midcoast Community Council Meeting (Slater-Carter)** – Bill Kehoe reported the Midcoast Community Council meetings will now be held at the GSD Office at 7:00 p.m.
There will be a Fire Board recall forum at the Adcock Center on March 14th at 7:00 pm. The second will be held at Seton on March 20th at 7:00 pm.
The next meeting scheduled for March 13th has been cancelled.
The Princeton Plan is scheduled to be on the Board of Supervisors agenda on April 9th.
The Harbor District is reviewing the Master Plan of 1991.
3. **ACWA Board of Directors Report (Ptacek)** - None
4. **CSDA Report (Slater-Carter)** - None
5. **Integrated Regional Water Management Plan (Ptacek)** – None
6. **Attorney's Report (Schricker)** – None
7. **Directors' Reports** - None
8. **General Manager's Report (Heldmaier)** – None

FUTURE AGENDAS-

REGULAR MEETING ENDED at 9:26 P.M.

Respectfully Submitted,

Signed _____
Secretary

Approved on the 4th of April, 2013

Signed _____
President



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: April 4, 2013

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: SAM Flow Report for February 2013

The Sewer Authority Mid-Coastside (SAM) has prepared the following attached reports for the SAM Board of Directors and the California Regional Water Quality Control Board:

- Flow Report for February 2013.
- Collection System Monthly Overflow Report – February 2013.

The Average Daily Flow for Montara was 0.299 MGD in February 2013. There was no reportable overflow in February and no reportable overflow in the Montara System. SAM indicates there were 0.96 inches of rain in February 2013.

RECOMMENDATION:

Review and file.

Attachments

Sewer Authority Mid-Coastside

Monthly Collection System Activity/SSO Distribution Report, February 2013

February 2013

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	2	0	2	0	0
Grease	0	0	0	0	0
Mechanical	0	0	0	0	0
Wet Weather	0	0	0	0	0
Other	0	0	0	0	0
Total	2	0	2	0	0
		0%	100%	0%	0%

12 Month Moving Total

	Total	Number			
		HMB	GSD	MWSD	SAM
Roots	4	0	3	1	0
Grease	3	2	0	1	0
Mechanical	1	0	1	0	0
Wet Weather	0	0	0	0	0
Other	5	2	1	2	0
Total	13	4	5	4	0
		31%	38%	31%	0%

Reportable SSOs

	Total	Number			
		HMB	GSD	MWSD	SAM
February 2013	2	0	2	0	0
12 Month Moving Total	13	4	5	4	0

SSOs / Year / 100 Miles

	Total	Number			
		HMB	GSD	MWSD	SAM
February 2013	1.9	0.0	6.0	0.0	0.0
12 Month Moving Total	12.4	10.8	15.1	14.8	0.0
Category 1	4.8	5.4	3.0	7.4	0.0
Category 2	7.7	5.4	12.0	7.4	0.0
Miles of Sewers	104.5	37.0	33.2	27.0	7.3
		35.4%	31.8%	25.8%	7.0%

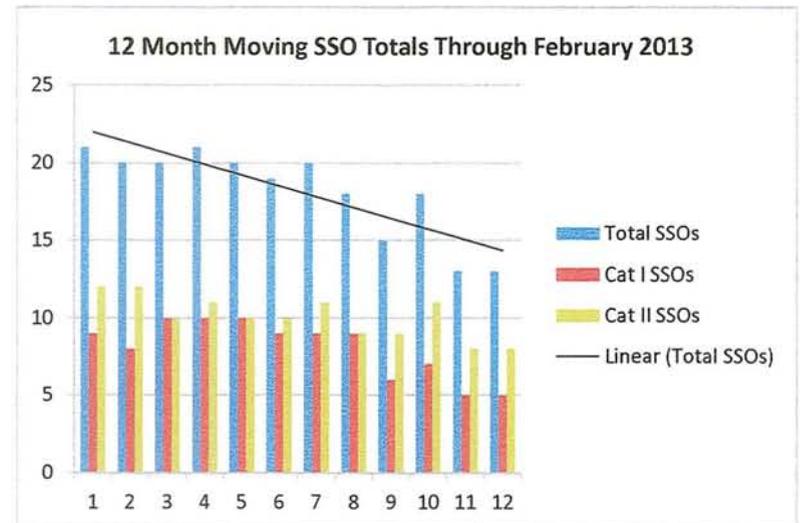
12 Month Rolling Total Sewer Cleaning Summary

Month	HMB	GSD	MWSD	Total Feet	Total Miles
Mar-12	6,928	7,691	29,309	43,928	8.3
Apr-12	4,233	19,091	21,728	45,052	8.5
May-12	5,436	26,778	28,572	60,786	11.5
Jun-12	24,985	23,475	0	48,460	9.2
Jul-12	26,884	17,883	647	45,414	8.6
Aug-12	27,679	19,304	1,308	48,291	9.1
Sep-12	26,704	25,303	1,192	53,199	10.1
Oct-12	22,287	14,171	107	36,565	6.9
Nov-12	30,283	1,792	1,411	33,486	6.3
Dec-12	35,498	438	0	35,936	6.8
Jan-13	8,166	16,246	22,109	46,521	8.8
Feb-13	2,904	12,821	19,669	35,394	6.7

Annual ft	221,987	184,993	126,052	533,032	
-----------	---------	---------	---------	---------	--

Annual Mi.	42	35	24		101
------------	----	----	----	--	-----

Attachment D



Attachment A

Flow Distribution Report Summary For February 2013

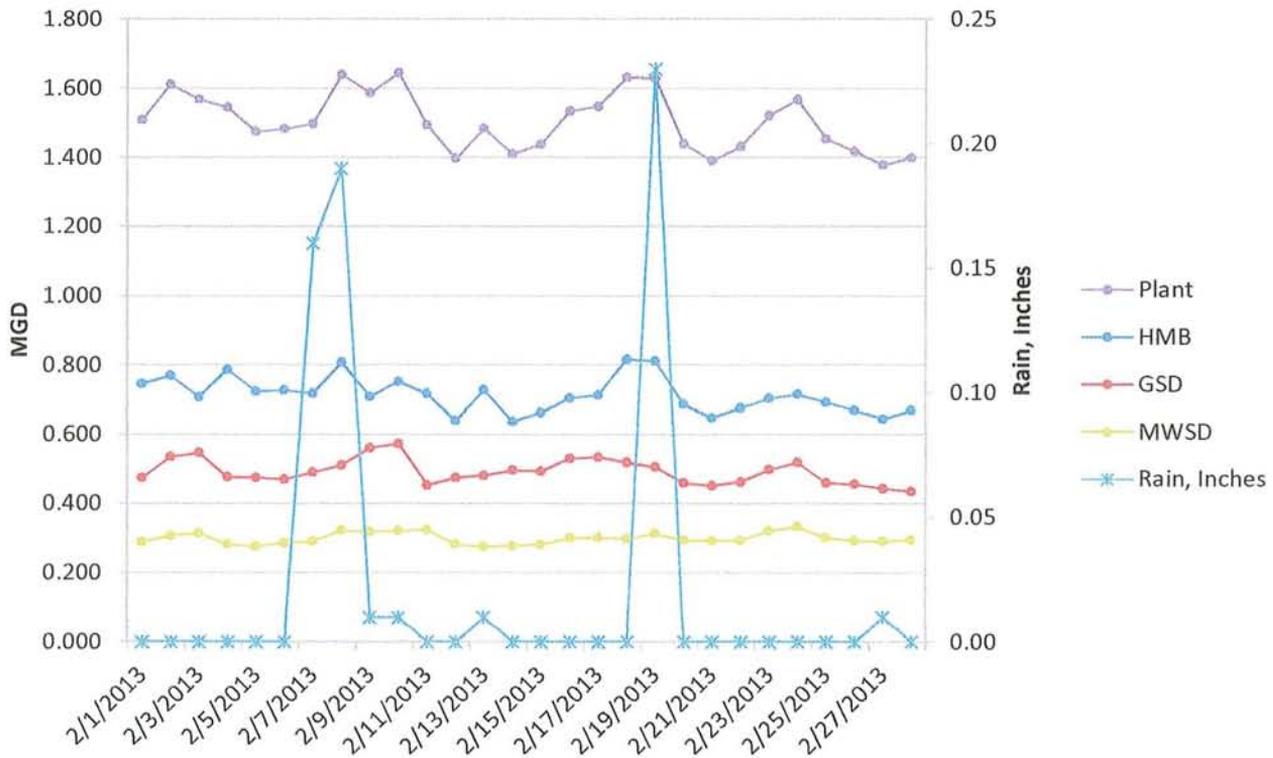
The daily flow report figures for the month of February 2013 have been converted to an Average Daily Flow (ADF) for each Member Agency. The results are attached for your review.

*Influent flow is calculated using the mid-plant flow meter less process water and trucked in waste

The summary of the ADF information is as follows:

	<u>MGD</u>	<u>%</u>
The City of Half Moon Bay	0.714	47.4%
Granada Sanitary District	0.492	32.7%
Montara Water and Sanitary District	<u>0.299</u>	<u>19.9%</u>
Total	1.505	100.00%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2012



Sewer Authority Mid-Coastside

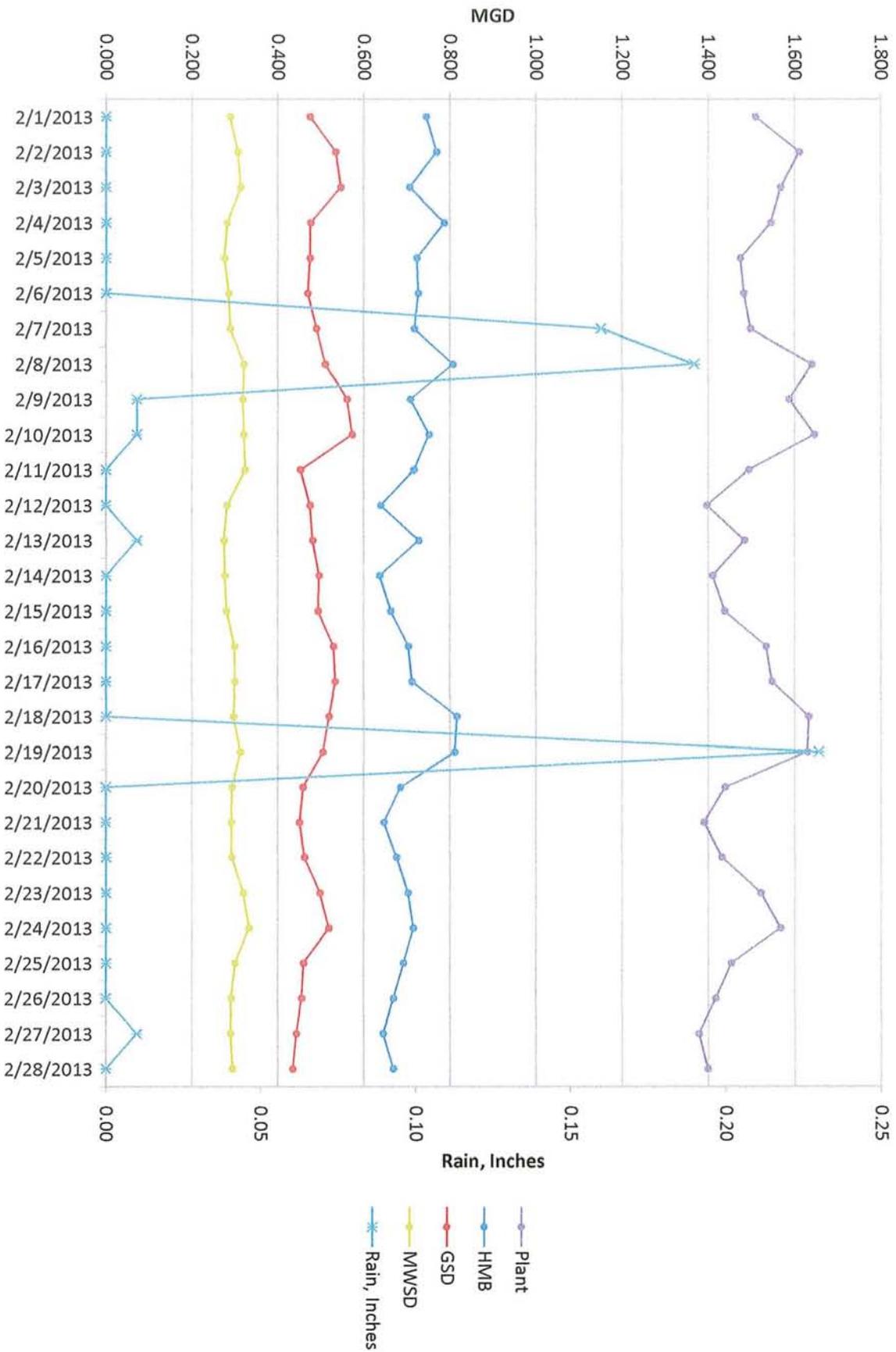
Monthly Flow Distribution Report

<u>Date</u>	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>	<u>Rain Plant</u>	<u>Rain Portola</u>	<u>Rain Montara</u>
2/1/2013	0.745	0.475	0.289	1.510	0.00	No Data	0.00
2/2/2013	0.770	0.535	0.307	1.612	0.00	No Data	0.00
2/3/2013	0.707	0.547	0.314	1.569	0.00	No Data	0.00
2/4/2013	0.787	0.476	0.282	1.545	0.00	No Data	0.00
2/5/2013	0.724	0.475	0.276	1.475	0.00	No Data	0.00
2/6/2013	0.727	0.470	0.286	1.483	0.00	No Data	0.00
2/7/2013	0.718	0.490	0.290	1.498	0.16	No Data	0.22
2/8/2013	0.808	0.511	0.322	1.641	0.19	No Data	0.30
2/9/2013	0.708	0.561	0.318	1.587	0.01	No Data	0.00
2/10/2013	0.752	0.573	0.321	1.646	0.01	No Data	0.00
2/11/2013	0.717	0.453	0.324	1.494	0.00	No Data	0.00
2/12/2013	0.640	0.475	0.282	1.397	0.00	No Data	0.00
2/13/2013	0.728	0.481	0.275	1.484	0.01	No Data	0.00
2/14/2013	0.637	0.496	0.277	1.410	0.00	No Data	0.00
2/15/2013	0.663	0.494	0.281	1.438	0.00	No Data	0.00
2/16/2013	0.704	0.530	0.300	1.534	0.00	No Data	0.00
2/17/2013	0.713	0.534	0.301	1.548	0.00	No Data	0.00
2/18/2013	0.816	0.519	0.297	1.632	0.00	No Data	0.00
2/19/2013	0.812	0.505	0.313	1.630	0.23	No Data	0.44
2/20/2013	0.686	0.459	0.294	1.439	0.00	No Data	0.00
2/21/2013	0.647	0.451	0.292	1.391	0.00	No Data	0.00
2/22/2013	0.676	0.462	0.293	1.431	0.00	No Data	0.00
2/23/2013	0.703	0.498	0.320	1.521	0.00	No Data	0.00
2/24/2013	0.715	0.519	0.333	1.568	0.00	No Data	0.00
2/25/2013	0.693	0.460	0.301	1.454	0.00	No Data	0.00
2/26/2013	0.669	0.456	0.292	1.418	0.00	No Data	0.00
2/27/2013	0.645	0.443	0.290	1.378	0.01	No Data	0.00
2/28/2013	0.669	0.435	0.295	1.399	0.00	No Data	0.00
Totals	19.980	13.788	8.365	42.133	0.62	No Data	0.96

Summary

	<u>HMB</u>	<u>GSD</u>	<u>MWSD</u>	<u>Plant</u>
Minimum	0.637	0.435	0.275	1.378
Average	0.714	0.492	0.299	1.505
Maximum	0.816	0.573	0.333	1.646
Distribution	47.4%	32.7%	19.9%	100.0%

Sewer Authority Mid-Coastside Monthly Flow Distribution Report, February 2012





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **March 7, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

SUBJECT: Review of Current Investment Portfolio

The District's Investment Policy and Guidelines requires that the Board review the status of the current investment portfolio. The following summarizes the status of these accounts:

- The District has most of its idle sewer funds deposited in the State of California's Local Agency Investment Fund (LAIF). The Monthly Average interest rate for January 2013 was 0.300%.
- The District has set up two checking accounts that are largely backed by Federal securities: Water General Account and the Sewer General Account with Wells Fargo Bank.

RECOMMENDATION:

District staff attempts to cash manage idle funds in LAIF as long as possible before transferring to the Wells Fargo checking accounts for disbursements.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 4, 2013**

TO: BOARD OF DIRECTORS

SUBJECT: Connection Permit Applications Received

As of April 4, 2013 the following new Sewer Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of April 4, 2013 the following new Water (Private Fire Sprinkler) Connection Permit applications were received since the last report:

Date of Application	Property Owner	Site Address	Home Size

As of April 4, 2013 the following new Water Connection Permit applications were received since the last report:

Date of App.	Property Owner	Site Address	Home Size	Type of Connection

RECOMMENDATION:

No action is required. This is for Board information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 4, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Monthly Water Production Report

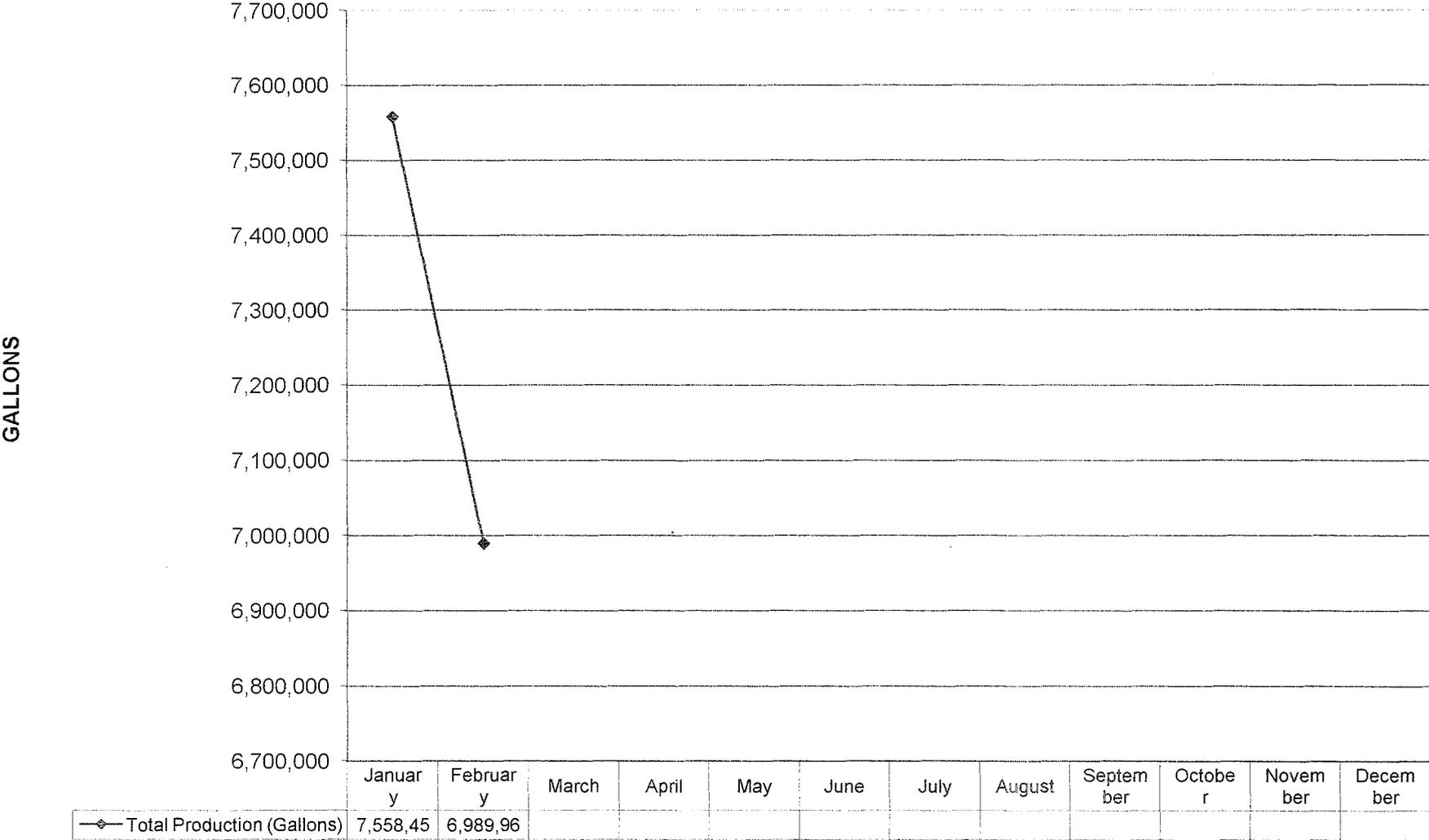
The attached two charts summarize the monthly water production for the District. The first shows a consolidated report from all sources by month. The second shows each water source the District uses, both wells and surface water. The production is shown in gallons of water produced.

RECOMMENDATION:

No action is required. This information is presented for the Board's information only.

Attachments

Total Production 2013(Gallons)



MONTH



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 4, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in black ink, appearing to be 'Clemens Heldmaier', located to the right of the 'FROM' line.

SUBJECT: Rain Report

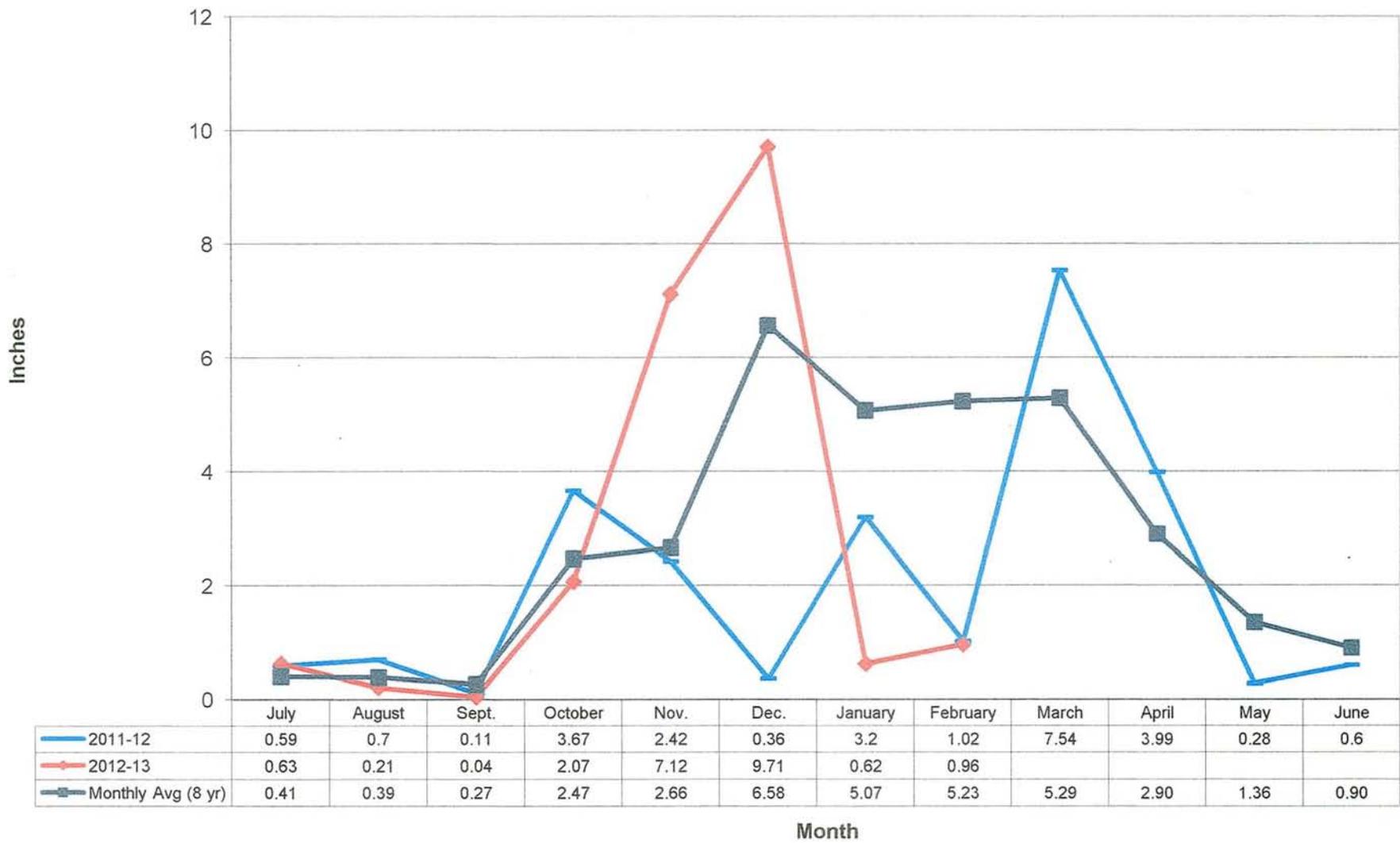
The attached chart shows the monthly rainfall at the Alta Vista Treatment Plant for the current and prior fiscal years along with the seven year average of rainfall.

RECOMMENDATION:

No action is required. This is presented for the Board's information only.

Attachment

RAIN REPORT





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 4, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

A handwritten signature in blue ink, appearing to be 'Clemens Heldmaier', written in a cursive style.

SUBJECT: Monthly Solar Energy Report

The attached chart summarizes the monthly solar production at the Alta Vista Array. Since the installation of the solar panels the District produced 28,523 kWh and saved 48,490 lbs of CO₂.

RECOMMENDATION:

No action is required. This information is presented for the Board's information only.

Attachments

SOLAR ENERGY PRODUCED IN 2013 (kWh)





MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 4, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Refinancing of PNCEF Lease.

Staff asked Bartle Wells to provide an analysis to refinance a lease agreement over \$1,786,674 that was obtained in 2006 for a major project with Chevron Energy Solutions. The project focused on energy and operational efficiencies, which consisted of improvements at the Alta Vista well site, SCADA system, emergency and maintenance supplies, installation of variable speed drives at well sites, and replacement of all District water meters. The financing was originally provided by Citibank with a 4.56% interest for a 20 year term and is now held by PNCEF.

At the February meeting the Board authorized Staff by motion to proceed with the PNCEF lease restructuring. At this meeting we ask the Board to adopt a Resolution authorizing the General Manager to execute the planned amendment.

PNCEF is proposing an amendment to the existing agreement with a lower interest rate of 2.95% and reduced interest payments. No change to the principal amortization schedule is proposed. This will result in higher savings in the early years, and declining savings in later years. Total gross savings are \$198,219 and only a marginal amendment processing fees of around \$500 applies.

RECOMMENDATION:

Adopt Resolution No___, RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AMENDMENT TO ENERGY CONSERVATION FACILITY LEASE/PURCHAS FINANCING CONTRACT AND LEASE PAYMENT SCHEDULE THEREUNDER; AUTHORIZING AND DIRECTING EXECUTION THEREOF; AND AUTHORIZING AND DIRECTING DISTRICT GENERAL MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY OR CONVINIENT FOR THE ADMINISTRATION AND IMPLEMENTATION OF SAID AMENDMENT.

RESOLUTION NO.

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AMENDMENT TO ENERGY CONSERVATION FACILITY LEASE/PURCHASE FINANCING CONTRACT AND LEASE PAYMENT SCHEDULE THEREUNDER; AUTHORIZING AND DIRECTING EXECUTION THEREOF; AND AUTHORIZING AND DIRECTING DISTRICT GENERAL MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY OR CONVENIENT FOR THE ADMINISTRATION AND IMPLEMENTATION OF SAID AMENDMENT
(PNC Equipment Financing, LLC)**

WHEREAS, pursuant to Resolution No. 1375, adopted November 16, 2006, the Montara Water and Sanitary District ("MWSD"), as lessee, and Citimortgage, Inc. ("Citimortgage"), as lessor, entered into that certain agreement entitled "Master State and Municipal Lease/Purchase Agreement" ("Agreement") for the financing and acquisition by MWSD of the energy conservation facilities therein described; and

WHEREAS, Citimortgage assigned its interest in the Agreement to PNC Equipment Financing, LLC ("PNC"); and

WHEREAS, PNC has proposed that the lease payment schedule under the Agreement be amended; and

WHEREAS, this Board desires to approve and effectuate said amended schedule;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO, CALIFORNIA, AS FOLLOWS:

1. That certain agreement entitled, "Amendment of Lease (Revised Schedule A-1)" amending the Agreement and lease payment schedule thereunder, a copy of which amendatory agreement is on file in the Administrative Offices of the District, to which copy reference is hereby made for the full particulars thereof, is hereby approved and the President of the Board and District Secretary are hereby authorized and directed to execute and to countersign, respectively, said amendatory agreement for and on behalf of the District.

2. The General Manager is hereby authorized and directed to execute or otherwise sign any and all documents (in form approved by the District Counsel) that are necessary or convenient for the administration and implementation of the amendatory agreement hereby approved.

(Signed, countersigned on following page)

RESOLUTION NO.

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AMENDMENT TO ENERGY CONSERVATION FACILITY LEASE/PURCHASE FINANCING CONTRACT AND LEASE PAYMENT SCHEDULE THEREUNDER; AUTHORIZING AND DIRECTING EXECUTION THEREOF; AND AUTHORIZING AND DIRECTING DISTRICT GENERAL MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY OR CONVENIENT FOR THE ADMINISTRATION AND IMPLEMENTATION OF SAID AMENDMENT
(PNC Equipment Financing, LLC)

President, Montara Water and Sanitary District

COUNTERSIGNED:

Secretary, Montara Water and Sanitary District

* * * *

I **HEREBY CERTIFY** that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 4th day of April 2013, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

Secretary, Montara Water and Sanitary District

Schedule A-1 – Revised as of March 15, 2013

1. EQUIPMENT LOCATION & DESCRIPTION:

MONTARA WATER AND SANITARY DISTRICT
8888 Cabrillo Highway, Montara, CA 94037

Energy Conservation Equipment as Further Described in Scope of Work.

2. LEASE PAYMENT SCHEDULE.

- (a) Accrual Date: March 15, 2013
- (b) Amount Financed: \$1,588,455.16
- (c) Payment Schedule (Revised as of March 15, 2013):

Accrual Date: March 15, 2013

Rent Payment Number	Rent Payment Date	Rent Payment Amount	Interest Portion	Principal Portion	Termination Value
1	4/15/2013	8,500.00	3,904.95	4,595.05	No Call
2	5/15/2013	8,500.00	3,893.66	4,606.34	No Call
3	6/15/2013	8,500.00	3,882.33	4,617.67	No Call
4	7/15/2013	8,500.00	3,870.98	4,629.02	No Call
5	8/15/2013	8,950.00	3,859.60	5,090.40	No Call
6	9/15/2013	8,950.00	3,847.09	5,102.91	No Call
7	10/15/2013	8,950.00	3,834.54	5,115.46	No Call
8	11/15/2013	8,950.00	3,821.97	5,128.03	No Call
9	12/15/2013	8,950.00	3,809.36	5,140.64	No Call
10	1/15/2014	8,950.00	3,796.72	5,153.28	No Call
11	2/15/2014	8,950.00	3,784.05	5,165.95	No Call
12	3/15/2014	8,950.00	3,771.35	5,178.65	No Call
13	4/15/2014	8,950.00	3,758.62	5,191.38	No Call
14	5/15/2014	8,950.00	3,745.86	5,204.14	No Call
15	6/15/2014	8,950.00	3,733.07	5,216.93	No Call
16	7/15/2014	8,950.00	3,720.24	5,229.76	No Call
17	8/15/2014	9,430.00	3,707.39	5,722.61	No Call
18	9/15/2014	9,430.00	3,693.32	5,736.68	No Call
19	10/15/2014	9,430.00	3,679.22	5,750.78	No Call

20	11/15/2014	9,430.00	3,665.08	5,764.92	No Call
21	12/15/2014	9,430.00	3,650.91	5,779.09	No Call
22	1/15/2015	9,430.00	3,636.70	5,793.30	No Call
23	2/15/2015	9,430.00	3,622.46	5,807.54	No Call
24	3/15/2015	9,430.00	3,608.18	5,821.82	No Call
25	4/15/2015	9,430.00	3,593.87	5,836.13	1,499,758.98
26	5/15/2015	9,430.00	3,579.52	5,850.48	1,493,732.99
27	6/15/2015	9,430.00	3,565.14	5,864.86	1,487,692.18
28	7/15/2015	9,430.00	3,550.72	5,879.28	1,481,636.52
29	8/15/2015	9,920.00	3,536.27	6,383.73	1,475,061.28
30	9/15/2015	9,920.00	3,520.58	6,399.42	1,468,469.88
31	10/15/2015	9,920.00	3,504.84	6,415.16	1,461,862.26
32	11/15/2015	9,920.00	3,489.07	6,430.93	1,455,238.40
33	12/15/2015	9,920.00	3,473.26	6,446.74	1,448,598.26
34	1/15/2016	9,920.00	3,457.41	6,462.59	1,441,941.79
35	2/15/2016	9,920.00	3,441.53	6,478.47	1,435,268.97
36	3/15/2016	9,920.00	3,425.60	6,494.40	1,428,579.74
37	4/15/2016	9,920.00	3,409.64	6,510.36	1,421,874.07
38	5/15/2016	9,920.00	3,393.63	6,526.37	1,415,151.91
39	6/15/2016	9,920.00	3,377.59	6,542.41	1,408,413.22
40	7/15/2016	9,920.00	3,361.50	6,558.50	1,401,657.97
41	8/15/2016	10,430.00	3,345.38	7,084.62	1,394,360.81
42	9/15/2016	10,430.00	3,327.96	7,102.04	1,387,045.71
43	10/15/2016	10,430.00	3,310.51	7,119.49	1,379,712.63
44	11/15/2016	10,430.00	3,293.00	7,137.00	1,372,361.52
45	12/15/2016	10,430.00	3,275.46	7,154.54	1,364,992.35
46	1/15/2017	10,430.00	3,257.87	7,172.13	1,357,605.05
47	2/15/2017	10,430.00	3,240.24	7,189.76	1,350,199.60
48	3/15/2017	10,430.00	3,222.56	7,207.44	1,342,775.94
49	4/15/2017	10,430.00	3,204.85	7,225.15	1,335,334.03
50	5/15/2017	10,430.00	3,187.08	7,242.92	1,327,873.83
51	6/15/2017	10,430.00	3,169.28	7,260.72	1,320,395.29
52	7/15/2017	10,430.00	3,151.43	7,278.57	1,312,898.36
53	8/15/2017	10,920.00	3,133.54	7,786.46	1,304,878.30
54	9/15/2017	10,920.00	3,114.39	7,805.61	1,296,838.53
55	10/15/2017	10,920.00	3,095.21	7,824.79	1,288,778.99
56	11/15/2017	10,920.00	3,075.97	7,844.03	1,280,699.64
57	12/15/2017	10,920.00	3,056.69	7,863.31	1,272,600.43
58	1/15/2018	10,920.00	3,037.36	7,882.64	1,264,481.31
59	2/15/2018	10,920.00	3,017.98	7,902.02	1,256,342.23
60	3/15/2018	10,920.00	2,998.55	7,921.45	1,248,183.14
61	4/15/2018	10,920.00	2,979.08	7,940.92	1,240,003.99

62	5/15/2018	10,920.00	2,959.56	7,960.44	1,231,804.74
63	6/15/2018	10,920.00	2,939.99	7,980.01	1,223,585.33
64	7/15/2018	10,920.00	2,920.37	7,999.63	1,215,345.71
65	8/15/2018	11,530.00	2,900.70	8,629.30	1,206,457.53
66	9/15/2018	11,530.00	2,879.49	8,650.51	1,197,547.50
67	10/15/2018	11,530.00	2,858.22	8,671.78	1,188,615.57
68	11/15/2018	11,530.00	2,836.91	8,693.09	1,179,661.69
69	12/15/2018	11,530.00	2,815.54	8,714.46	1,170,685.79
70	1/15/2019	11,530.00	2,794.11	8,735.89	1,161,687.83
71	2/15/2019	11,530.00	2,772.64	8,757.36	1,152,667.75
72	3/15/2019	11,530.00	2,751.11	8,778.89	1,143,625.49
73	4/15/2019	11,530.00	2,729.53	8,800.47	1,134,561.01
74	5/15/2019	11,530.00	2,707.89	8,822.11	1,125,474.23
75	6/15/2019	11,530.00	2,686.20	8,843.80	1,116,365.12
76	7/15/2019	11,530.00	2,664.46	8,865.54	1,107,233.61
77	8/15/2019	12,120.00	2,642.67	9,477.33	1,097,471.96
78	9/15/2019	12,120.00	2,619.37	9,500.63	1,087,686.31
79	10/15/2019	12,120.00	2,596.02	9,523.98	1,077,876.61
80	11/15/2019	12,120.00	2,572.60	9,547.40	1,068,042.79
81	12/15/2019	12,120.00	2,549.13	9,570.87	1,058,184.80
82	1/15/2020	12,120.00	2,525.60	9,594.40	1,048,302.56
83	2/15/2020	12,120.00	2,502.02	9,617.98	1,038,396.05
84	3/15/2020	12,120.00	2,478.37	9,641.63	1,028,465.17
85	4/15/2020	12,120.00	2,454.67	9,665.33	1,018,509.88
86	5/15/2020	12,120.00	2,430.91	9,689.09	1,008,530.11
87	6/15/2020	12,120.00	2,407.09	9,712.91	998,525.82
88	7/15/2020	12,120.00	2,383.21	9,736.79	988,496.92
89	8/15/2020	12,740.00	2,359.28	10,380.72	977,804.78
90	9/15/2020	12,740.00	2,333.76	10,406.24	967,086.35
91	10/15/2020	12,740.00	2,308.18	10,431.82	956,341.58
92	11/15/2020	12,740.00	2,282.53	10,457.47	945,570.39
93	12/15/2020	12,740.00	2,256.82	10,483.18	934,772.71
94	1/15/2021	12,740.00	2,231.05	10,508.95	923,948.49
95	2/15/2021	12,740.00	2,205.22	10,534.78	913,097.67
96	3/15/2021	12,740.00	2,179.32	10,560.68	902,220.17
97	4/15/2021	12,740.00	2,153.36	10,586.64	891,315.93
98	5/15/2021	12,740.00	2,127.33	10,612.67	880,384.88
99	6/15/2021	12,740.00	2,101.24	10,638.76	869,426.96
100	7/15/2021	12,740.00	2,075.09	10,664.91	858,442.10
101	8/15/2021	13,370.00	2,048.87	11,321.13	846,781.33
102	9/15/2021	13,370.00	2,021.04	11,348.96	835,091.91
103	10/15/2021	13,370.00	1,993.14	11,376.86	823,373.74

104	11/15/2021	13,370.00	1,965.17	11,404.83	811,626.76
105	12/15/2021	13,370.00	1,937.14	11,432.86	799,850.92
106	1/15/2022	13,370.00	1,909.03	11,460.97	788,046.12
107	2/15/2022	13,370.00	1,880.85	11,489.15	776,212.30
108	3/15/2022	13,370.00	1,852.61	11,517.39	764,349.38
109	4/15/2022	13,370.00	1,824.30	11,545.70	752,457.31
110	5/15/2022	13,370.00	1,795.91	11,574.09	740,536.00
111	6/15/2022	13,370.00	1,767.46	11,602.54	728,585.38
112	7/15/2022	13,370.00	1,738.94	11,631.06	716,605.39
113	8/15/2022	13,970.00	1,710.34	12,259.66	703,977.94
114	9/15/2022	13,970.00	1,680.21	12,289.79	691,319.46
115	10/15/2022	13,970.00	1,649.99	12,320.01	678,629.85
116	11/15/2022	13,970.00	1,619.71	12,350.29	665,909.05
117	12/15/2022	13,970.00	1,589.35	12,380.65	653,156.98
118	1/15/2023	13,970.00	1,558.91	12,411.09	640,373.56
119	2/15/2023	13,970.00	1,528.40	12,441.60	627,558.71
120	3/15/2023	13,970.00	1,497.81	12,472.19	614,712.35
121	4/15/2023	13,970.00	1,467.15	12,502.85	601,834.42
122	5/15/2023	13,970.00	1,436.42	12,533.58	588,924.83
123	6/15/2023	13,970.00	1,405.61	12,564.39	575,983.51
124	7/15/2023	13,970.00	1,374.72	12,595.28	563,010.37
125	8/15/2023	14,590.00	1,343.75	13,246.25	549,366.73
126	9/15/2023	14,590.00	1,311.19	13,278.81	535,689.56
127	10/15/2023	14,590.00	1,278.55	13,311.45	521,978.77
128	11/15/2023	14,590.00	1,245.82	13,344.18	508,234.26
129	12/15/2023	14,590.00	1,213.02	13,376.98	494,455.97
130	1/15/2024	14,590.00	1,180.13	13,409.87	480,643.80
131	2/15/2024	14,590.00	1,147.17	13,442.83	466,797.69
132	3/15/2024	14,590.00	1,114.12	13,475.88	452,917.53
133	4/15/2024	14,590.00	1,080.99	13,509.01	439,003.25
134	5/15/2024	14,590.00	1,047.78	13,542.22	425,054.77
135	6/15/2024	14,590.00	1,014.49	13,575.51	411,071.99
136	7/15/2024	14,590.00	981.12	13,608.88	397,054.84
137	8/15/2024	14,775.00	947.66	13,827.34	382,812.68
138	9/15/2024	14,775.00	913.67	13,861.33	368,535.51
139	10/15/2024	14,775.00	879.60	13,895.40	354,223.25
140	11/15/2024	14,775.00	845.44	13,929.56	339,875.81
141	12/15/2024	14,775.00	811.19	13,963.81	325,493.08
142	1/15/2025	14,775.00	776.86	13,998.14	311,075.00
143	2/15/2025	14,775.00	742.45	14,032.55	296,621.47
144	3/15/2025	14,775.00	707.96	14,067.04	282,132.42
145	4/15/2025	14,775.00	673.37	14,101.63	267,607.74

146	5/15/2025	14,775.00	638.71	14,136.29	253,047.36
147	6/15/2025	14,775.00	603.96	14,171.04	238,451.19
148	7/15/2025	14,775.00	569.12	14,205.88	223,819.13
149	8/15/2025	14,775.00	534.20	14,240.80	209,151.11
150	9/15/2025	14,775.00	499.19	14,275.81	194,447.03
151	10/15/2025	14,775.00	464.09	14,310.91	179,706.79
152	11/15/2025	14,775.00	428.91	14,346.09	164,930.32
153	12/15/2025	14,775.00	393.64	14,381.36	150,117.51
154	1/15/2026	14,775.00	358.29	14,416.71	135,268.30
155	2/15/2026	14,775.00	322.85	14,452.15	120,382.59
156	3/15/2026	14,775.00	287.32	14,487.68	105,460.28
157	4/15/2026	14,775.00	251.71	14,523.29	90,501.29
158	5/15/2026	14,775.00	216.00	14,559.00	75,505.52
159	6/15/2026	14,775.00	180.21	14,594.79	60,472.89
160	7/15/2026	14,775.00	144.33	14,630.67	45,403.30
161	8/15/2026	14,775.00	108.37	14,666.63	30,296.67
162	9/15/2026	14,775.00	72.31	14,702.69	15,152.90
163	10/15/2026	14,747.70	36.15	14,711.55	1.00

MONTARA WATER AND SANITARY DISTRICT
("Lessee")

PNC EQUIPMENT FINANCE, LLC
("Lessor")

By: _____

By: _____

Title: _____

Title: _____

CERTIFICATE OF INCUMBENCY

Lessee: MONTARA WATER AND SANITARY DISTRICT

Lease Schedule No.: 136999000

Dated: March 15, 2013

I, the undersigned Secretary/Clerk identified below, do hereby certify that I am the duly elected or appointed and acting Secretary/Clerk of the above Lessee (the "Lessee"), a political subdivision duly organized and existing under the laws of the State where Lessee is located, that I have the title stated below, and that, as of the date hereof, the individuals named below are the duly elected or appointed officers of the Lessee holding the offices set forth opposite their respective names.

[NOTE: Use same titles as Authorized Representatives stated in Resolutions.]

Name	Title	Signature
------	-------	-----------

Name	Title	Signature
------	-------	-----------

IN WITNESS WHEREOF, I have duly executed this certificate and affixed the seal of such Lessee as of the date set forth below.

Signature of Secretary/Clerk of Lessee

[SEAL]

Print Name: _____

Official Title: _____

Date: _____

**PNC EQUIPMENT FINANCE, LLC
INVOICE**

LESSEE: MONTARA WATER AND SANITARY DISTRICT
DATE: March 15, 2013
LEASE NUMBER: 136999000
TOTAL AMOUNT DUE: \$500.00
MAKE CHECK PAYABLE TO: PNC Equipment Finance, LLC
155 East Broad Street,
Columbus, OH 43215

Documentation Fee DUE **\$500.00**

MAKE CHECK PAYABLE TO: PNC Equipment Finance, LLC
155 East Broad Street,
Columbus, OH 43215

- Please detach top portion and return with your payment.

PNC EQUIPMENT FINANCE, LLC
INVOICE

LESSEE: MONTARA WATER AND SANITARY DISTRICT
DATE: April 15, 2013
LEASE NUMBER: 136999000
TOTAL AMOUNT DUE: \$8,500.00
MAKE CHECK PAYABLE TO: PNC Equipment Finance, LLC
155 East Broad Street,
Columbus, OH 43215

April 15th 2013 Payment DUE **\$8,500.00**

MAKE CHECK PAYABLE TO: PNC Equipment Finance, LLC
995 Dalton Avenue
Cincinnati, OH 45203

- Please detach top portion and return with your payment.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 4, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Revisions to Accounting System and Monthly Financial Statements.

In late January 2013 the District engaged with Maze & Associates for accounting services. Under Peter Medina's supervision the Maze team started working with management on a revision of the accounting system to streamline and to correct known errors. The declared goal was to present an updated chart of account, Profit and Loss Statement and Balance Sheet to the Board at this meeting. In late February Peter Medina had to resign from his new responsibilities due to health reasons. Principal Tim Krisch has temporarily taken over the Peter's duties until a replacement can be designated.

The above report was submitted to the Board at the March 7 meeting. Currently no financial reports have been finalized for review by the finance committee.

RECOMMENDATION:

This is for Board Information only.



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 4, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Possible Reorganization of the Granada Sanitary District into a Community Services District.

The neighboring Granada Sanitary District (GSD) has published a Notice that indicates its interest to reorganize into a Community Services District to provide public recreation facilities and services to the community. A resolution of application for the reorganization will be considered at GSD's next regular scheduled meeting on April 18, 2013.

RECOMMENDATION:

This is for Board Information only.

Attachment

RECEIVED
MAR 25 2013

GRANADA SANITARY DISTRICT

NOTICE OF INTENT TO ADOPT A RESOLUTION OF APPLICATION FOR A REORGANIZATION OF THE GRANADA SANITARY DISTRICT INTO A COMMUNITY SERVICES DISTRICT ON APRIL 18, 2013

WHEREAS, the Board of Directors of the Granada Sanitary District has determined that it is in the public interest for it to reorganize the Granada Sanitary District into a Community Services District under the Cortese-Knox-Hertzberg Local Government Reorganization Act; and

WHEREAS, Government Code Section 56654(c) provides that "At least 21 days before the adoption of the resolution, the legislative body may give mailed notice of its intention to adopt a resolution of application to the commission and to each interested agency and each subject agency. The notice shall generally describe the proposal and the affected territory"; and

WHEREAS, the proposed Reorganization will include reorganization of the Granada Sanitary District into the Granada Community Services District; and

WHEREAS, a map depicting the new district boundaries is attached as Exhibit A hereto; and

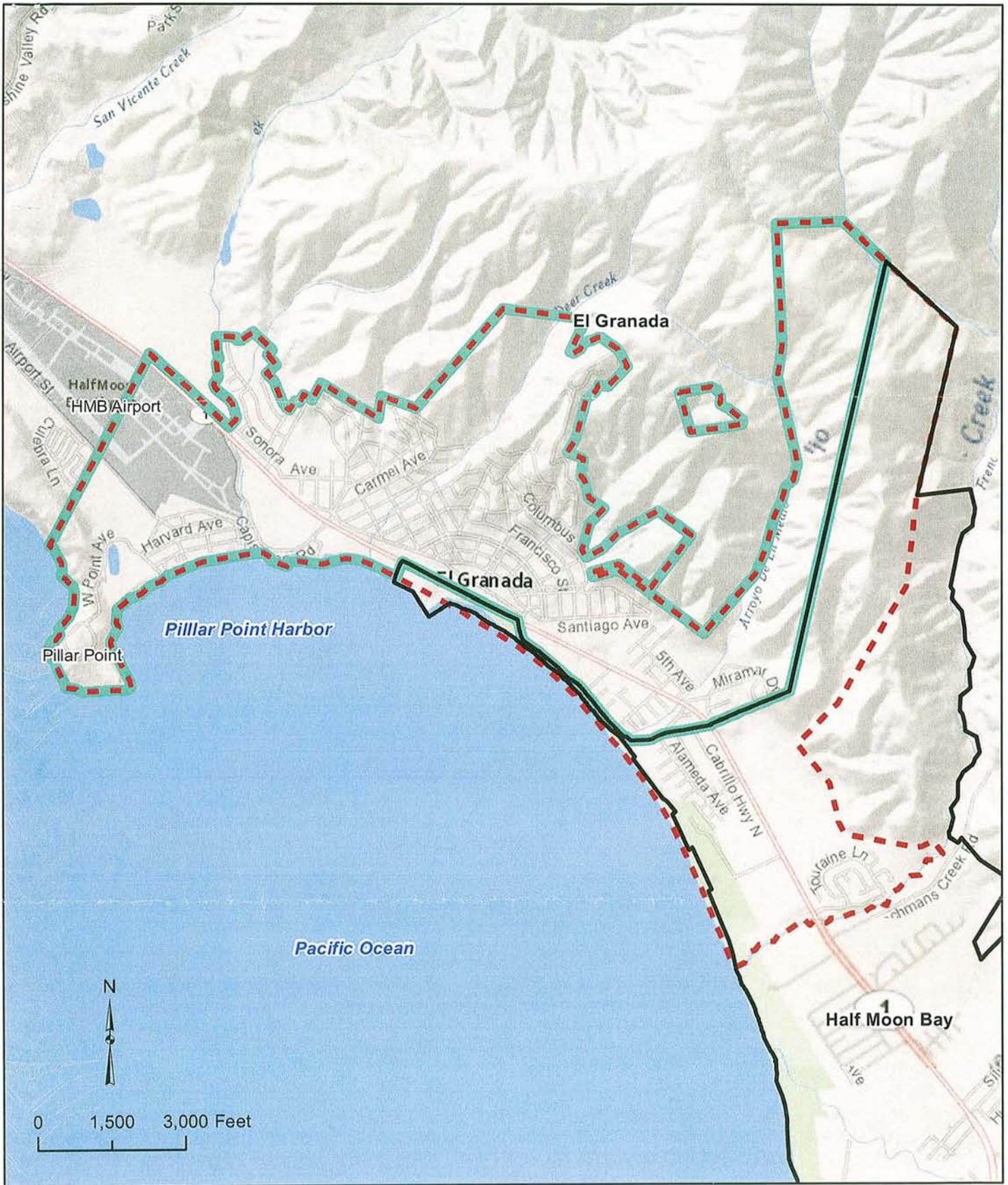
WHEREAS, the purpose of this reorganization is to provide public recreation facilities and community recreation services to the surrounding community;

NOW, THEREFORE, NOTICE IS HEREBY GIVEN by the Board of Directors of the Granada Sanitary District that the Board shall consider adoption of a Resolution of Application for Reorganization of the Granada Sanitary District into a Community Services District to LAFCO on:

DATE: April 18, 2013
TIME: 7:30 p.m.
PLACE: Granada Sanitary District
504 Avenue Alhambra, 3rd Floor
El Granada, CA 94018

Granada Sanitary District

By Delia Comito
Delia Comito
District Administrator



Legend

-  City of Half Moon Bay
-  District Boundary (Proposed)
-  Parks & Rec Boundary (Proposed)

Granada Sanitary District Reorganization - MND
Proposed Project

Figure 3



MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **April 4, 2013**

TO: BOARD OF DIRECTORS

FROM: Clemens H. Heldmaier, General Manager

**SUBJECT: Review and Possible Action Concerning
Cancellation of Next Regular Scheduled Meeting
April 18, 2013.**

Staff anticipates the need for a second meeting in April.

RECOMMENDATION:

This is for Board information only.