



**CITY OF AZUSA**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE AZUSA UTILITY BOARD/CITY COUNCIL**  
**MONDAY, JULY 25, 2011 – 6:30 P.M.**

The Utility Board/City Council of the City of Azusa met in regular session, at the above date and time, at the Azusa Light and Water Conference Room, located at 729 N. Azusa Avenue, Azusa, California.

Chairman Hanks called the meeting to order.

Call to Order

Assistant to the Director of Utilities Kalscheuer led in the Flag Salute.

Flag Salute

**ROLL CALL**

Roll Call

**PRESENT:** BOARD MEMBERS: GONZALES, CARRILLO, HANKS, ROCHA  
**ABSENT:** BOARD MEMBERS: MACIAS

**ALSO PRESENT:**

Also Present

City Attorney Carvalho, City Manager Delach, Assistant City Manager Makshanoff, Director of Utilities Morrow, Assistant to the Director of Utilities Kalscheuer, Assistant Director of Customer Service Vanca, Senior Management Analyst Del Toro, City Engineer Hassel, Public Works Director/Assistant City Manager Haes, Assistant Director of Electric Operations Langit, Captain Momot, City Clerk Mendoza, Deputy City Clerk Toscano.

**PUBLIC PARTICIPATION**

Pub Part

Mr. Art Morales addressed the Board Members with comments regarding the safety barricades and notice of street closure at the Foothill Boulevard Crosswalk Project.

A. Morales  
Comments

**UTILITIES DIRECTOR COMMENTS**

Dir Comment

Director of Utilities Morrow stating that he is waiting for the environmental ruling from the EPA on August 5<sup>th</sup> with regard to the San Juan plant.

G. Morrow  
San Juan

**UTILITY BOARD MEMBER COMMENTS**

Brd Mbr Com

None.

None

The **CONSENT CALENDAR** consisting of Items D-1 through D-3, were approved by motion of Board Member Carrillo, seconded by Board Member Gonzales and unanimously\* carried.

Consent Cal  
Appvd

1. The minutes of the regular meeting of June 27, 2011, were approved as written.	Minutes
2. SPECIAL CALL ITEM.	Spec Call
3. Approval was given for a contract with Systems & Software to convert 111 reports using the new reporting software that is compatible with the enQuesta Customer Information System upgrade in the amount of \$23,040.	Systems & Software
<b><u>SPECIAL CALL ITEM</u></b>	Spec Call Item
<b><u>Professional Services Agreement with Huls Environmental Management LLC.</u></b>	PSA Huls Env
Assistant to the Director of Utilities Kalscheuer responded to comments on the item stating that there are many program requirements and the guidelines to follow are very detailed and technical, and noted the consultant is specialized in administering this type of program.	C. Kalscheuer Comments
Chairperson Hanks addressed the item suggesting that in the future, if feasible, staff consider using in-house or volunteer organization to assist in administering programs provided by the City.	Hanks Comments
Moved by Chairman Hanks, seconded by Board Member Carrillo and unanimously* carried to waive formal Request for Qualifications (RFQ) and award a three-year Professional Services Agreement with Huls Environmental Management, LLC in the amount of \$6,380 per year for the administration of oil payment program.	PSA Huls Administer Oil Payment Program
<b><u>SCHEDULED ITEMS</u></b>	Sched Items
<b><u>Safety Manual for Electric Division and Safety Audit for Water and Electric Operations.</u></b>	Safety Manual
Assistant Director of Electric Operations Langit and Director of Utilities Morrow addressed the Board Members detailing the issues regarding the Safety Manual and Audit stating that there is a need for a formal adoption of the American Public Power Association safety manual and conduct an independent safety audit as a way to find safety deficiencies, if any.	F. Langit G. Morrow Presentation
Moved by Board Member Carrillo, seconded by Board Member Gonzales and unanimously* carried to adopt the Safety Manual for the electric Division and authorize staff to solicit proposals from an independent third party to perform a safety audit of its water and electric field operations.	Adopt Safety Manual & Safety audit
<b><u>Electric Yard Improvements.</u></b>	Elect Yard Imp
Assistant Director of Electric Operations Langit presented the item detailing the improvements which consisted of roofing solutions due to leaking and rear property fencing/block wall to prevent vandalism and burglary.	F. Langit Comments
Discussion was held between Board Members and staff regarding the fencing portion of the project, i.e. chain link, wrought iron or block wall.	Discussion
Moved by Board Member Carrillo, seconded by Board Member Rocha and unanimously* carried to approve plans to refurbish existing roof and perimeter fence of the electric Yard at 1020 West Tenth Street, and authorize the City Clerk to advertise Notice Inviting bids.	Plans Roof & Fence Elect yard
<b><u>Participation in Hydroelectric Feasibility Study.</u></b>	Hydro-Electric Study
Director of Utilities Morrow addressed the issue presenting background regarding the addition of hydro units on SGVMWD pipeline as well as a short video with information on San Gabriel Valley Municipal Water District. He detailed the item.	G. Morrow Presentation

Moved by Board Member Rocha, seconded by Board Member Gonzales and unanimously\* carried to authorize the Director of Utilities to consummate arrangements with the San Gabriel Valley Municipal Water District (SGMWD) to pay 35% of the costs to perform an update Hydroelectric Feasibility Study with Azusa's share not-to-exceed \$15,000, and further, to obtain legal review of an agreement for first right of refusal to purchase energy from SGMWD. Update Hydroelectric Feasibility Study

Adoption of Legislative Positions.

Director of Utilities Morrow presented and detailed each Legislative Bill and recommendations of staff as follows: AB 316 Copper Theft - Support, AB 341 Solid Waste - Oppose, AB 403 Water Quality - Support, AB 723 Public Goods Charge – Support, AB 1027 Pole Attachments – Oppose, SB 34 Water Surcharge – Oppose, and SB 859 EV Disclosure – Support. Discussion was held regarding SB 859 Vehicle Disclosure. Legislative Positions G. Morrow Presentation

Moved by Board Member Carrillo, seconded by Board Member Gonzales and unanimously\* carried to adopt Legislative positions referenced and authorize the Mayor to sign letter addressed to legislators to advocate the adopted positions. Legislative Positions Adopted

**STAFF REPORTS/COMMUNICATIONS**

Staff Rpts

Utility Bill Postage Update

Utility Postage

Director of Utilities Morrow addressed the item stating that in re-evaluating postage cost options, it was found that if actual rates were used instead of presorted mail rates the city would save approximately \$8,100; hence a change was made to “actual basis” effective July 1, 2011. Rates changed To “actual basis”

Lodi Energy Center Update

Lodi Update

Director of Utilities Morrow addressed the item stating that the city has a large investment in the project and provided an update on construction scheduled to open in June 2012. He stated that the heat stack is coming from Norway and the logistics to move the equipment require significant planning. Scheduled to Open in June of 2012

AB 939 Compliance Update

AB 939 Com

Assistant to the Director of Utilities Kalscheuer presented the AB 939 2010 Annual Report stating that Azusa disposed of 4.3 pounds per person per day, about 12% lower than the reported 4.9 pounds per day in 2009, which he believes is down due to the economy. He presented the Diversion History and detailed the diversion programs. C. Kalscheuer Comments

Moved by Board Member Carrillo, seconded by Board Member Gonzales and unanimously\* carried to adjourn. Adjourn

**TIME OF ADJOURNMENT: 7:27 P.M.**

---

**SECRETARY**

**NEXT RESOLUTION NO. 11-C60.**

**\* Indicates Macias absent.**

**07/25/11 PAGE THREE**