

AGENDA

Denver Board of Water Commissioners

Denver Water Administration Building
1600 West 12th Avenue
Denver, CO
Board Room, Third Floor

Wednesday, October 14, 2015 9:00 a.m.

I. BOARD ADMINISTRATIVE BUSINESS

A. Call to Order and Determination of Quorum

B. Public Comment and Communications

At this point in the agenda, the Board may allow members of the public to address the Board on any item of interest within the jurisdiction of the Board, and not on the agenda for action. Speakers wishing to address a specific Action Item will be invited to address the Board when the item is being considered. Three minutes are allowed for each person unless the President determines otherwise.

1. Distributor Communications
2. Citizen Advisory Committee Communications

C. Ceremonies, Awards and Introductions

II. ACTION ITEMS

A. Consent Items

Items listed below are considered routine and may be enacted by one motion and vote. If any Board member desires discussion beyond explanatory questions, or corrections to the Minutes, the President may order that item to be considered in a separate motion and vote.

1. Minutes from September 9, 2015 – Open and Executive
2. Minutes from September 23, 2015 – Open and Executive
3. Employees Eligible for Regular Status
4. Employees Hired Above Mid-Point
5. 2016 Internal Audit Plan
6. Mount Thorodin Radio Tower Contract Extension
7. Additional Contract Funds for the Symantec Protection Software
8. Tabulation of Bids for Resilient Seated Gate and Tapping Valves

Denver Water aspires to be the best water utility in the nation.

Integrity :: Vision :: Passion :: Excellence :: Respect



9. Inspection, Repair and Maintenance of Overhead Cranes Agreement
10. First Amendment for Armed Guard Services
11. Lease Agreement with 701 Osage Owner, LLC for use of Surface Parking Lot for Employee/Contractor Parking
12. Tabulation of Bids for 2015 Roof Replacement
13. Ratification of Construction Contracts Change Orders and Amendments to Contracts/Agreements
14. Second Contract Amendment with SNI Companies for IT Infrastructure Services
15. Agreement for Electrical Services and Instrument and Controls Relocation for the RTD – North Metro Rail Line Project at Bambei-Walker Reservoir Sturgeon Electric Company

B. Individual Approval Items

- | | | |
|---|----------------|------------|
| 1. Denver Water’s Sponsorship of Children’s Museum of Denver New Water Exhibit | Kathie Dudas | 5 minutes |
| 2. Audit Services | Terri Bryant | 10 minutes |
| 3. Personnel Policy Amendment Chapter 2 – Employee Community Engagement | Alexis Woodrow | 5 minutes |
| 4. First Amendment to Lease and Intergovernmental Agreement with Cherry Hills Village for Public Use of the Highline Canal | Tom Roode | 5 minutes |

III. POLICY MATTERS

- | | | |
|--|----------------|------------|
| A. O&M Efficiency Initiatives | Tom Roode | 30 minutes |
| 1. Services for Aggregates, Spoils and Hauling | Brandon Maulis | |
| 2. Leasing Motor Pool Vehicles | Jim Dye | |
| 3. IBS-NAPA Parts Supplies Agreement | Jim Dye | |

- B. Downstream Reservoir** Greg Fisher/Greg Gully 30 minutes

IV. MONTHLY AND QUARTERLY REPORTS

- A. CEO Report**
- B. CFO Report**
- C. Operations Report**

V. INFORMATION ITEMS

- A. Scheduling of Future Board Meetings and Tentative Discussion Topics**
- B. Event Calendar**
- C. New Contract Summary**

VI. ADJOURNMENT

VII. TRUSTEE MATTERS

VIII. EXECUTIVE SESSION

The Board may adjourn the regular meeting and reconvene in executive session on topics authorized by C.R.S. Sec. 24-6-402 or D.R.M.C Sec. 2-34.

- A. Confidential Report § 24-6-402(4)**

Employees Eligible for Regular Status

Board Item: II-A-3

Action by Consent

Action

Information

The following employees have completed the introductory period and are recommended for regular status effective October 1, 2015, unless otherwise noted *:

<u>Employee Name, ID#</u>	<u>Employment Date</u>	<u>Division/Section</u>
GONZALES,CHRISTINA A, #64949	2015-03-09	Customer Relations Division Customer Care, #460
HILL,MELISSA M, #64963	2015-03-23	Customer Relations Division Customer Care, #460
DOUR,JAMES J, #64954	2015-03-16	Customer Relations Division QA & Reporting, #463

Monthly Employment Totals

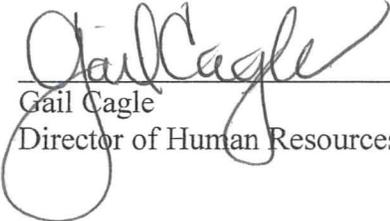
	Reg& <u>Intro</u>	Reg <u>P.T.</u>	Reg <u>Total</u>	Temp <u>Total</u>	Temp <u>P.T.</u>	Temp <u>Total</u>
September 2015 – FTE End of Mo.	1048.0	7.1	1055.1	5.0	2.0	7.0
August 2015 – FTE End of Mo.	1045.0	7.1	1052.1	11.0	0.5	11.5
September 2014 – FTE End of Mo.	1048.0	9.6	1057.6	5.0	0.5	5.5

Recommendation:

It is recommended that the Board approve these employees for regular status.

Approvals:

Respectfully submitted,



 Gail Cagle
 Director of Human Resources



 James S. Lochhead
 CEO/Manager

Employees Hired Above Mid-Point

Board Item: II-A-4

Action by Consent

Action

Information

Denver Water Personnel Policies require that the Board approve placement of new hires whose recommended pay rate is above the midpoint of their respective pay range. Such placement is recommended by Human Resources based on a candidate's education, experience, certifications, and other qualifications. The following individual is recommended for placement at a rate of pay higher than the midpoint of the pay range:

Candidate Name	Job Title	Hire Date	Rate of Pay	Midpoint of Range	% Higher than Midpoint
Lucy Basaldua	Mgr. of Learning and OD	9/29/2015	\$9,585.33	\$9,142.47	4.6%

The Personnel Policies also require that the Board approve pay increases upon promotion, when such a pay increase is greater than 10% *and* which places the employee above the midpoint of their new pay range. Such a pay increase is only recommended under exceptional circumstances such as a competitive job market, difficult to find skills or exceptionally high skill levels. The following individual has recently been promoted and is recommended for placement at a rate of pay higher than the midpoint of the pay range:

Candidate Name	Job Title	Promotion Date	Rate of Pay	Midpoint of Range	% Higher than Midpoint
Jaclyn Gorman	Engineer Specialist II	9/26/2015	\$6,693.26	\$6,084.87	9.1%

Recommendation:

It is recommended that the Board approve these employees to be hired or promoted above the midpoint of the pay range.

Approvals:



Sandra Miller on behalf of
Gail Cagle
Director of Human Resources

Respectfully submitted,



James S. Lochhead
CEO/Manager

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: 10/14/15

Board Item: II-A-5

2016 Internal Audit Plan

Action by Consent

Action

Information

Summary:

On August 12, 2015, the Board of Water Commissioners, by resolution, revised its Internal Audit Charter to include as one of its responsibilities, "Approve the risk based internal audit plan, as developed in consultation with the CEO/Manager." Approval of this Board Item will satisfy this responsibility.

The Internal Audit Plan, as defined in the attached document dated October 5, 2015, covers the mix of audit work intended to be completed. This plan was developed in consultation with the CEO/Manager, as well as the Executive Team.

Under the Internal Audit Charter, the Board has granted the Chief Internal Auditor authority to manage and modify the annual audit plan as appropriate and necessary throughout the year. Internal Audit will communicate to the Board any substantive modifications to the 2016 plan, along with performance against this plan, as part of the quarterly reporting specified in the Internal Audit Charter.

Recommendation:

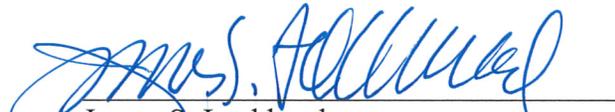
It is recommended that the Board approve the 2016 Internal Audit Plan.

Approvals:

Respectfully submitted,



Prescott B. Coleman
Chief Internal Auditor



James S. Lochhead
CEO/Manager



Patricia Wells
General Counsel

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-6

Mount Thorodin Radio Tower Contract Extension Contract # 06418A

Action by Consent

Action

Information

Summary:

The Mount Thorodin Radio Tower is a repeater site for Denver Water's VHF radio system used to provide radio communications for our Source of Supply employees at Gross Reservoir and the surrounding area. Denver Water approached American Tower Systems for additional space on this tower for adding a data radio repeater that will transmit the stream gage flows for the East Portal of the Moffat Tunnel and the Pine Cliff River. The existing communications to each of the stream gages uses obsolete technology and has proven unreliable. The additional repeater increases the monthly cost by \$250 per month.

Budget Information:

This contract amendment is fully budgeted in the 2015 budget under IT Network Services formerly Process Control (CCCN 780 / MPC 4HE0001 / TOE 5010 and proposed budgets 2016-2020 under IT Network Services (CCCN 178 / MPC 4HE0001 / TOE 5010 .

2015 Budget	\$ 78,932.00
Amount Requested This Item	\$ 41,100.00
YTD Expenditures	\$ 47,906.90
Dollars Budgeted for Future Years 2016 – 2020	\$ 250,000.00
Revised Estimate	\$ 78,932.00
Budget Adjustment	\$ 0.00

Selection of Business Partner:

Denver Water has leased space on the Mount Thorodin Radio Tower since 2001 and is a key infrastructure location for radio coverage at Gross Reservoir and the northern Front Range.

Recommendation:

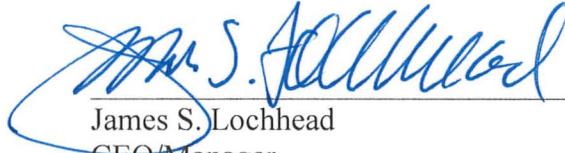
It is recommended that the Board approve this Second Contract Amendment to contract 06418A with American Tower Systems for a continued lease agreement for the Board's use of the Mount Thorodin tower through October 1, 2020, at an additional cost of \$41,100.00 for the total amended contract amount not to exceed \$119,100.00.

Approvals:



Chris Dermody
Director of Information Technology

Respectfully submitted,



James S. Lochhead
CEO/Manager



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-7

Additional Contract Funds for the Symantec Protection Software Contract # 14555A

Action by Consent

Action

Information

Summary:

Denver Water purchases annual maintenance and support for Symantec Protection Software from Insight Public Sector Inc. Annual renewal of this maintenance and support provides on going protection for the Board's SharePoint and Cloud servers and services.

Budget Information:

Funding for annual maintenance and support for the Symantec Protection Software is fully budgeted within Information Technology's Information Security Office (CCCN 175) budget under MPC 4JN0002. The total amount spent on this contract to-date is \$78,931.06. Currently the total contract amount for Contract# 14555A is \$75,931.06. With the additional request of \$32,350.47, the total contract amount will exceed \$100,000.00 thus requiring Board level approval.

2015 Budget	\$	256,680.00
Amount Requested This Item	\$	32,350.47
YTD Expenditures	\$	56,307.00
Dollars Budgeted for Future Years	\$	236,810.99
Revised Estimate	\$	256,680.00
Budget Adjustment	\$	N/A

Selection of Business Partner:

Denver Water uses the State of Colorado WSCA contract for value pricing through Insight Public Sector Inc.

Recommendation:

It is recommended that the Board approve the Sixth Amendment to Contract Number 14555A with Insight Public Sector Inc. for Symantec Protection Software annual maintenance and support for an extension of the contract period through October 9, 2016 and for an addition of \$32,350.47 for a total amended contract amount not to exceed \$108,281.53

Approvals:



Chris Dermody
Director of Information Technology

Respectfully submitted,



James S. Lochhead
CEO/Manager



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-8

Tabulation of Bids for Resilient Seated Gate and Tapping Valves

Contract #16284A

Action by Consent

Action

Information

Summary:

Denver Water requires resilient seated gate and tapping valves for new installations and repairs to the water distribution system. These items are maintained in warehouse stock.

Budget Information:

Funds for these services and materials are included in the 2015 Operations and Maintenance budget as warehouse stock items.

2015 Budget (Warehouse Stock)	\$ 10,100,000.00
Amount Requested This Item	\$ 899,776.83
YTD Expenditures	\$ 4,404,769.21
Dollars Budgeted for Future Years	\$
Revised Estimate	\$
Budget Adjustment	\$

Selection of Business Partner:

In August 2015, Denver Water issued an Invitation for Bid on Rocky Mountain E-Purchasing System (BidNet), Denver Water’s website, and notified the Small Business Enterprise (SBE)/Minority Women Business Enterprise (MWBE) trade organizations. Seven vendors responded; none were MWBE or SBE. HD Supply Waterworks was selected based on lowest total bid.

Recommendation:

It is recommended that the Board approve Contract 16284A with HD Supply Waterworks for Resilient Seated Gate and Tapping Valves for the contract period November 1, 2015 through October 31, 2018 for a total contract amount not to exceed \$899,776.83.

Approvals:

Respectfully submitted,



 Thomas J. Roode
 Director of Operations and Maintenance



 James S. Lochhead
 CEO/Manager



 Terri Bryant
 Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-9

Inspection, Repair and Maintenance for Overhead Cranes Agreement Contract # 15931A

Action by Consent

Action

Information

Summary:

Denver Water needs a licensed, OSHA certified company to perform inspections and routine preventative and corrective maintenance on Denver Water's overhead cranes. Denver Water currently does not have any certified crane inspectors on staff. This is a critical service that is needed to ensure the safe operation of our overhead cranes.

Budget Information:

Funds for this contract were included in the 2015 budget, and will be added to future years.

2015 Budget	\$ 250,000
Amount Requested This Item	\$ 331,000
YTD Expenditures	\$ 0
Dollars Budgeted for Future Years	\$
Revised Estimate	\$
Budget Adjustment	\$

Selection of Business Partner:

On June 19, 2015 Denver Water issued a Request for Proposals (RFP) for the crane repair services. This RFP was posted on the Denver Water website, the Rocky Mountain E-Purchasing System and notified the Small Business Enterprise (SBE) / Minority Women Business Enterprise (MWBE) trade organizations. Two vendors responded, neither are MWBE. The vendor selection criteria included an evaluation of price, understanding of work, project plan, qualifications, experience and organizational qualities.

Recommendation:

It is recommended that the Board approve Agreement 15931A with Timken Motor & Crane Services, LLC. DBA Wazee Electric for the inspection, repair and maintenance of overhead cranes for the contract period October 14, 2015 through September 30, 2018 for a total contract amount not to exceed \$331,000.00.

Approvals:

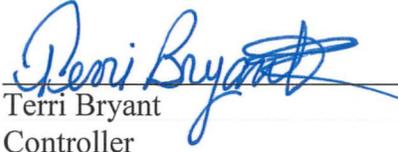


Tom Roode
Director of Operations and Maintenance

Respectfully submitted,



James S. Lochhead
CEO/Manager



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2014

Board Item: II-A-10

First Amendment for Armed Guard Services Contract # 15328A

Action by Consent

Action

Information

Summary:

Denver Water requires armed security guard services to protect its Critical Infrastructure and Key Resources located in the Denver Metropolitan Area as well as those located in the mountain areas.

Budget Information:

There are sufficient funds for armed security guard services in the 2015 Operations and Maintenance Budget; sufficient funds are included in the proposed 2016 Operations and Maintenance Budget.

2015 Budget	\$1,893,790.00
Amount Requested This Item	\$1,100,000.00
YTD Expenditures	\$1,426,687.38
Dollars Budgeted for 2016	\$2,200,000.00
Revised Estimate	\$
Budget Adjustment	\$

Selection of Business Partner:

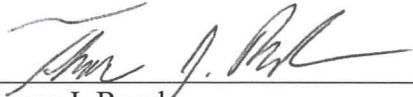
This service was competitively bid as a Request for Proposal in 2014 with a total contract amount of \$2,800,446.00.

Additional funds need to be added to the contract to continue to provide the necessary level of physical security for Denver Water's treatment plants, administration complex and Dillon Reservoir. Shortage of contract funds is due to an incorrect assumption in the contract spend calculation for services at Dillon Reservoir, unanticipated coverage for construction projects at Foothills, Dillon and Marston, and increasing vendor coverage after security guard retirement rather than replacing an employee. This level of coverage will continue through the end of the contract period, April 30, 2016. Additionally, coverage will be needed for the OCR project for Westside starting in January, 2016. This contract will be rebid in 2016.

Recommendation:

It is recommended that the Board approve the First Amendment to Agreement 15328A with G4S Secure Solutions (USA) Inc. for armed guard services for an addition of \$1,100,000.00 for a total amended contract amount not to exceed \$3,900,446.00.

Approvals:



Thomas J. Roode
Director of Operations and Maintenance

Respectfully submitted,



James S. Lochhead
CEO/Manager



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-11

Lease Agreement with 701 Osage Owner, LLC for use of Surface Parking Lot for Employee/Contractor Parking Agreement 16449A

Action by Consent

Action

Information

Summary:

During construction of the Operations Complex Redevelopment (OCR) Project, Denver Water will have a shortage of onsite parking. In order to supplement parking, Denver Water will temporarily acquire additional area for parking adjacent to and south of the existing Operations Complex. This lease will provide additional area for parking and construction staging for a minimum of 15 months, with an option to extend the lease on a month to month basis thereafter.

The terms of the lease are based on a proposed parking layout that will provide 156 parking spaces as shown in Exhibit A of the Agreement, negotiated at a rate of \$75.00 per parking space per month or \$11,700.00 total per month. The total amount of the lease shall be \$175,500.00, which is consistent with the project line item estimate and is included in the overall OCR project budget.

Budget Information:

Upon Board review, funds will be included in the 2016 and 2017 Capital Improvement Plan (1HA0006).

Recommendation:

It is recommended that the Board approve Lease Agreement 16449A with 701 Osage Owner, LLC for use of surface parking lot for employee/contractor parking for the contract period January 1, 2016 through March 31, 2017 for a total contract amount not to exceed \$175,500.00.

Approvals:

Respectfully submitted,



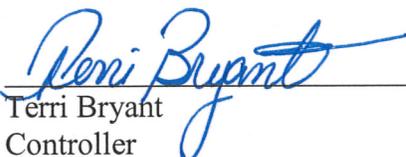
Robert J. Mahoney
Director of Engineering



James S. Lochhead
CEO/Manager



Patricia Wells
General Counsel



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-12

Tabulation of Bids for the 2015 Roof Replacements Contract 16152A

Action by Consent

Action

Information

Summary:

On October 1, 2015, bids were received for the 2015 Roof Replacements Project. The project consists of removal and replacing roofing system at Headworks Building, Moffat Treatment Plant. In addition to the required Work, the Board is considering additional Work performed in 2016. The additional Work is included in the Bid as Alternate Bid items, and consist of the following:

- Remove and replace roofing system at Hydroturbine Powerhouse, Dillon, Colorado.
- Remove and replace roofing systems at Hydraulic Power Unit and Valvehouse, Gross Reservoir.
- Remove and replace roofing system at 47th and York Decentralization Station, 47th Avenue and York Street.
- Remove and replace roofing systems at Spray Application Pump Station and Backwash Recovery Pump Station, Foothills Treatment Plant.
- Remove and replace roofing system at Filter Warehouse Building, Marston Treatment Plant.
- Remove and replace roofing system at Green Mountain Pump Station.
- Remove and replace roofing system at Cherry Hills Pump Station.

Budget Information:

The 2015 Capital Improvement Plan (MPC 4HA0009) does not include sufficient funds for this project. Upon Board review, funds will be included in 2016 for the additional expenditures.

2015 Budget	\$	540,000.00
Amount Requested This Item	\$	524,908.00
YTD Expenditures	\$	31,770.55
Dollars Budgeted for Future Years	\$	0.00
Revised Estimate	\$	590,000.00
Budget Adjustment	\$	50,000.00

Selection of Business Partner:

Denver Water advertised the project on Daily Construction Journal and Denver Water's website. This contract was a secure open-competitive bid conducted by using Invitation for Bids on the QuestCDN platform. Six General Contractors were pre-qualified to bid on the work and the lowest qualified bid was submitted by D & D Roofing, Inc. of Commerce City, Colorado in the amount of \$524,908.00. The Opinion of Probable Cost for the work was \$485,000.00.

A 5% Minority and Women Business Enterprise (MWBE) goal was attempted for this construction project but due to this type of construction, we were unable to get a meaningful MWBE participation.

Recommendation:

It is recommended that the Board approve Contract 16152A with D&D Roofing, Inc. for the 2015 Roof Replacements for the contract period October 14, 2015 through May 29, 2016 for a total contract amount not to exceed \$524,908.00.

Approvals:

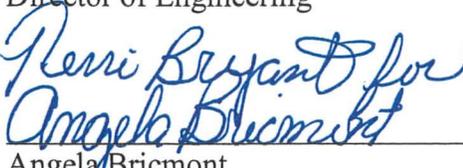
Respectfully submitted,



Robert J. Mahoney
Director of Engineering



James S. Lochhead
CEO/Manager



Angela Bricmont
Director of Finance



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-13

**Ratification of Construction Contracts Change Orders
and Amendments to Contracts/Agreements**

Action by Consent

Action

Information

Summary:

The attached are Construction Contracts Change Orders and Amendments to Contracts/Agreements for Board ratification for August and September 2015.

Approvals:

Respectfully submitted,



Robert J. Mahoney
Director of Engineering



James S. Lochhead
CEO/Manager

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-14

**Second Contract Amendment with SNI Companies for
IT Infrastructure Services**

Contract # 15981A

Action by Consent

Action

Information

Summary:

The Information Technology division has a need to extend temporary contracted IT Infrastructure services provided by SNI Companies. Matthew Behning of SNI Companies was contracted in April of 2015 through an open competitive selection process to temporarily fill a vacant core position on the IT Infrastructure team that has proven to be difficult to fill with a regular employee. This proposed four month contract extension is needed to provide additional time to recruit and hire a regular employee to fill the position.

Budget Information:

This item is fully budgeted within the 2015 IT DR Project budget under MPC 3HN0041 and the 2016 IT Staffing and Professional Services budget under MPC 4JN0100.

2015 Budget	\$ 690,720.00
Amount Requested This Item	\$ 50,000.00
YTD Expenditures	\$ 249,137.00
Dollars Budgeted for Future Years (2016 4JN0100/5951)	\$ 160,000.00
Revised 2015 Estimate	\$ 690,720.00
Budget Adjustment	\$ n/a

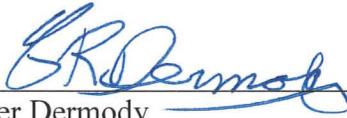
Selection of Business Partner:

In April of 2015, Denver Water posted an open-competitive solicitation on its web site for IT Infrastructure services in the area of enterprise server virtualization using Microsoft Hyper-V technologies. Three vendors (Talent Navigation, SNI, and Quantix) responded, each proposing a single candidate. All three candidates were interviewed. Matthew Behning of SNI Companies was selected as the best consultant to fill the role, based on his technical skills, abilities, experience and competitive billing rate.

Recommendation:

It is recommended that the Board approve this Second Contract Amendment to 15981A with SNI Companies for continued IT Infrastructure services provided by Matthew Behning through February 12, 2016, at an additional cost of \$50,000, for a total amended contract amount not to exceed \$145,000.00.

Approvals:



Christopher Dermody
Director of Information Technology



Patricia Wells
General Counsel

Respectfully submitted,



James S. Lochhead
CEO/Manager



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-A-15

Agreement for Electrical Services and Instrument and Controls Relocation for the RTD - North Metro Rail Line Project at Bambei-Walker Reservoir Sturgeon Electric Company Agreement 15245D

Action by Consent

Action

Information

Summary:

On September 23, 2015, the Board approved Intergovernmental Agreement (IGA) Contract 15245A with the Regional Transportation District (RTD). In that agreement RTD compensated the Board \$5,000,000.00 of which \$1,012,720.00 was for the estimated costs of relocations and \$2,856,847.00 was for mitigation and contingencies for all of the Board's current and future impacts associated with the North Metro Rail Line project. The remaining \$1,130,433.00 was for easement acquisition and other specific projects. In the IGA, the Board agreed to manage the design and construction necessary to relocate the electrical and instrumentation controls. This relocation is on the critical path for the entire regional rail schedule. RTD's condition of an accelerated design/build schedule and associated expense was taken into consideration when negotiating the IGA settlement.

Sturgeon Electric Company submitted a proposal for the design and construction of the relocations necessary for the electrical services and instrument and controls for the Walker-Bambei Reservoir RTD Project. The proposal is within the compensation provided for by RTD.

Budget Information:

The 2015 Capital Improvement Plan does not include funds for this project. Project costs will be paid by the RTD reimbursement of \$5,000,000.00. Denver Water expects payment from RTD by October 14, 2015.

RTD Reimbursement	\$	5,000,000
Amount Requested This Item	\$	1,095,000
Reimbursement for Contingencies and other Impacts	\$	3,905,000

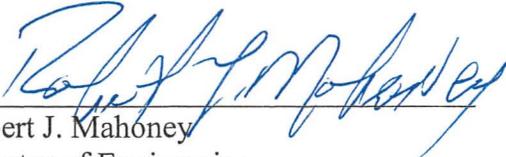
Selection of Business Partner:

Sturgeon was selected for this project since they have sufficient resources and have performed well for Denver Water and were able to do this fast paced work. For many years, Sturgeon has provided high quality work with Denver Water, including work on highly secure and fast paced projects. Sturgeon staff are very familiar with all of Denver Water standards, and are able to quickly provide the staff needed to get the job done in a short time.

Recommendation:

It is recommended that the Board approve Agreement 15245D with Sturgeon Electric Company, Inc. for the electrical services and instrument and controls for the RTD – North Metro Rail Line Project at Bambei-Walker Reservoir for the contract period October 14, 2015 through July 31, 2016 for a total contract amount not to exceed \$1,095,000.00.

Approvals:



Robert J. Mahoney
Director of Engineering

Respectfully submitted,



James S. Lochhead
CEO/Manager



Patricia Wells
General Counsel



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-B-1

Denver Water’s Sponsorship of Children’s Museum of Denver New Water Exhibit Contract # 16469A

Action by Consent

Action

Information

Summary:

The Children’s Museum of Denver at Marico Campus is one the top 10 most visited children’s museums in the country. The museum has had seven consecutive years of record-breaking attendance. In 2014, they served nearly 360,000 guests that consisted of the following demographics: 66.7% White, 21.8% Hispanic, 4.9% African American, 3.7% Asian, and 0.5% Native American.

After 40 years, the Children’s Museum of Denver is embarking on an exciting new future — an expansion campaign that will transform their campus into a world-class facility. The Children’s Museum of Denver has offered Denver Water the title sponsorship of one of their new expansion areas — “WATER,” a “hands-in” exhibit.

Public Affairs seeks approval of a seven-year sponsorship agreement with the Children’s Museum of Denver at Marsico Campus. Denver Water will be the title sponsor of the Children’s Museum of Denver’s new exhibit to present “WATER” – a 2,200-square-foot “hands-in” water laboratory created for children to learn and experience water. The sponsorship will provide Denver Water the opportunity to continue to build our brand equity as the trusted source for water in the Denver area. The opportunity provides consistent key messaging, imagery, and experiences that will connect with children, parents, grandparents and caregivers in the community to build awareness of the value of water.

The sponsorship also provides benefits to Denver Water customers and employees via admission discounts over the seven year agreement.

Denver Water’s total commitment is \$400,000 cash and \$100,000 in-kind marketing support from December 1, 2015, through December 31, 2022.

Budget Information:

The funds to sponsor the Children’s Museum were not budgeted in 2015. Public Affairs has available funds within their overall budget to cover this year’s commitment. Future expenditures will be budgeted in the appropriate years.

2015 Sponsorship Budget	\$ 219,000
Amount Requested for This Item (7 year contract)	\$ 400,000
Sponsorship YTD Expenditures	\$ 148,605
Dollars Budgeted for This Item for Future Years	\$ 300,000
Revised Estimate for 2015 Sponsorship Budget	\$ 319,000
2015 Budget Adjustment	\$ 100,000

Recommendation:

It is recommended that the Board approve Contract 16469A with Children's Museum of Denver at Marsico Campus for title sponsorship of the Water exhibit for the contract period December 1, 2015 – December 31, 2022 for a total contract amount not to exceed \$400,000 in-cash and \$100,000 in-kind marketing support.

Approvals:

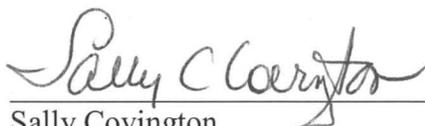
Respectfully submitted,



Patricia Wells
General Counsel



James S. Lochhead
CEO/Manager



Sally Covington
Director, Public Affairs



Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-B-2

Audit Services Agreement Contract # 16077A

Action by Consent

Action

Information

Summary:

Denver Water's external auditing services were provided by KPMG from 2010 through 2015. KPMG's contract ended June, 2015.

Denver Water recently requested proposals to provide external auditing services for the Board's financial statements and retirement plans' statements. Interviews were held with the top proposers and key Finance staff. After evaluation, CliftonLarsonAllen LLP (CLA) was selected as the audit firm proposing the best value for Denver Water. CLA was selected because of the quality of their local and national staff's expertise, their experience with governmental and utility audits, and price.

Funds are included in the 2016 budget for these expenditures

Budget Information:

Funds are included in the Finance budget as follows:

	2016	2017	2018	Total
Total audit fees	\$ 101,565	\$ 104,105	\$ 106,710	\$ 312,380
Less - Retirement plans' fees	\$ (21,740)	\$ (22,285)	\$ (22,845)	\$ (66,870)
Net cost to Denver Water	\$ 79,825	\$ 81,820	\$ 83,865	\$ 245,510

2015 Budget	\$ 76,250
Amount Requested This Item (3-year contract)	\$245,510
YTD Expenditures	\$ 51,540
Dollars Budgeted for Future Years	\$193,970
Revised Estimate	\$0
Budget Adjustment	\$0

Selection of Business Partner:

On July 27, 2015 Denver Water issued a Request for Proposals (RFP) for audit services. This RFP was posted on the Denver Water website, the Rocky Mountain E-Purchasing System and notified the Small Business Enterprise (SBE) / Minority Women Business Enterprise (MWBE) trade organizations. Six Vendors responded, none are MWBE. The vendor selection criteria included experience and expertise, understanding of the work, audit approach, management and organization, and price.

Recommendation:

It is recommended that the Board approve Agreement 16077A with CliftonLarsonAllen LLP for auditing services for the contract period October 14, 2015 through September 30, 2018 for a total contract amount not to exceed \$312,380.00.

Approvals:

FOY

Angela C. Bricmont

Angela C. Bricmont
Director of Finance

Respectfully submitted,

James S. Lochhead

James S. Lochhead
CEO/Manager

Terri Bryant

Terri Bryant
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 7, 2015

Board Item: II-B-3

**Personnel Policies Amendments
Regarding Chapter 2 – Employee Community Engagement**

Action by Consent

Action

Information

Summary:

It is recommended that the Board amend Chapter 2 of the *Personnel Policies* to allow and encourage employees to volunteer for Denver Water-sponsored activities, and to become involved in their own communities.

Under the proposed policy, Denver Water employees may participate in Denver Water internal initiatives and projects during paid work time, volunteer for Denver Water-sponsored community engagement activities with up to eight paid hours of work time annually, and supervisors may adjust the work schedules of non-exempt employees up to four hours per month to volunteer for non-Denver Water community activities. Permitting such flexibility for volunteer activities will allow Denver Water employees to help build relationships in the community and continue to develop a positive image of Denver Water. No financial impact is expected because employees would receive their normal rate of pay for participating in these activities, and supervisors will ensure that such activities do not result in overtime.

Recommendation:

It is recommended that the Board approve the changes to the following sections of the *Personnel Policies* contained in the attachment:

Chapter 2 – Employee Community Engagement

Approvals:

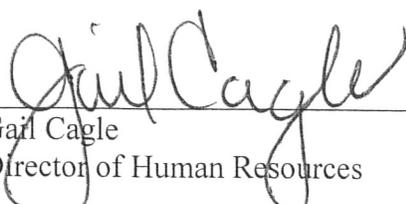
Respectfully submitted,



Patricia Wells
General Counsel



James S. Lochhead
CEO/Manager



Gail Cagle
Director of Human Resources

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: October 14, 2015

Board Item: II-B-4

**First Amendment to Lease and Intergovernmental Agreement
with Cherry Hills Village for Public Use of the High Line Canal
Agreement 08392A**

Action by Consent

Action

Information

Summary:

In July 2005, Cherry Hills Village and the Board entered into recreational lease 08392A for the operation and public use of the High Line Canal in Cherry Hills Village.

Denver Water and Cherry Hills Village further wish to preserve the status quo regarding the legal status of the High Line Canal property during the ongoing cooperative, intergovernmental planning process.

This agreement serves two purposes for an additional five years; 1) Extends Lease 08392A for the operation and public use of the High Line Canal and 2) preserves and affirms the status quo regarding the legal status of the High Line Canal property in Cherry Hills Village. The Board agrees to continue to use the High Line Canal property for the same historic uses that have been in practice on the property for several years.

Recommendation:

It is recommended that the Board approve the First Amendment to Lease 08392A and the incorporated Intergovernmental Agreement with Cherry Hills Village for the operation and public use of the High Line Canal.

Approvals:

Respectfully submitted,


Robert J. Mahoney
Director of Engineering


James S. Lochhead
CEO/Manager


Patricia Wells
General Counsel


Terri Bryant
Controller