

# AGENDA

## Denver Board of Water Commissioners

Denver Water Administration Building  
1600 West 12<sup>th</sup> Avenue  
Denver, CO  
Board Room, Third Floor

**Wednesday, January 27, 2016 9:00 a.m.**

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### 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. Cooperative Stream Gauging Program with the U.S. Geological Survey
2. Participation in 2016 Denver Regional Council of Governments (DRCOG) Denver Regional Aerial Photography Project (DRAPP)
3. Employee Recognition
4. Approval of Contract with Cannon Cochran Management Services, Inc. (CCMSI), Third Party Administrator for Workers' Compensation Claims

#### B. Individual Approval Items

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

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



### III. POLICY MATTERS

<b>A. OCR Update</b>	Jeremy Ross	40 minutes
<b>B. System Conservation Agreement</b>	Marc Waage/Dan Arnold	20 minutes
<b>C. ORCA</b>	Jonathan Spitze	25 minutes
<b>D. IRP Work Plan</b>	Marc Waage/Sarah Dominick	30 minutes

### IV. MONTHLY AND QUARTERLY REPORTS

- A. CEO Report**
- B. CFO Report**
  - 1. Year End Report
- C. Operations Report**
- D. Legislative Report** Chris Piper 10 minutes

### V. INFORMATION ITEMS

- A.** Scheduling of Future Board Meetings and Tentative Discussion Topics
- B.** Event Calendar
- C.** New Contract Summary
- D.** Update of Purchase of Sasaki Land and Fulton Ditch Shares at Lupton Lakes for Agricultural Studies and Potential Long Term Downstream Reservoir Expansion Contracts

### 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)

# DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: January 27, 2016

Board Item: II-A-1

## Cooperative Stream Gauging Program with the U. S. Geological Survey Contract # 16558A

Action by Consent

Action

Information

In order to help protect, develop and operate Denver Water's raw water system, the Board historically has obtained the assistance of the U. S. Geological Survey (USGS) for installation, operation and maintenance of certain stream gauging stations. This assistance has been made possible through annual cooperative agreements, the most recent of which expired on December 31, 2015.

### Budget Information:

Staff has sought ways to keep our expenditures in check. Seven different organizations will reimburse Denver Water a total of \$42,037 for 2016 stream gauging expenditures, which will make the net cost to Denver Water \$247,833.

Under this contract, USGS will operate and maintain 27 gauging stations for a 12 month period. \$300,000 has been included in the 2016 budget for this agreement. The USGS will invoice Denver Water quarterly, and the final invoice under this agreement will be paid in 2017. Expenditures for 2016 are anticipated to be \$288,640. Sufficient funds for these charges are included in the 2016 approved budget; additional funds will be budgeted in 2017 for the remaining amount. Budget is in MPC 1AI0011.

2016 Budget	\$ 300,000
Amount Requested This Item	\$ 289,870
YTD Expenditures	\$
Dollars Budgeted for Future Years	\$
Revised Estimate	\$
Budget Adjustment	\$

### Recommendation:

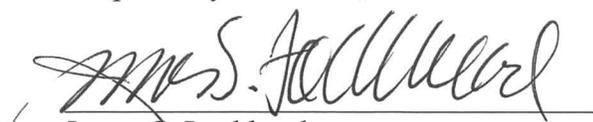
It is recommended that the Board enter into the attached intergovernmental agreement with USGS for the operation of 27 gauging stations during the period January 1, 2016 through December 31, 2016. A list of the gauging stations is attached.

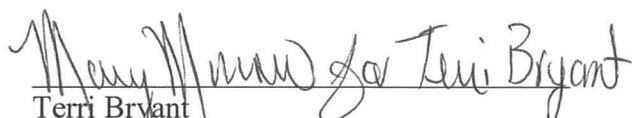
### **Approvals:**

  
\_\_\_\_\_  
William Bates  
Acting Director of Planning

  
\_\_\_\_\_  
Patricia L. Wells  
General Counsel

Respectfully submitted,

  
\_\_\_\_\_  
James S. Lochhead  
CEO/Manager

  
\_\_\_\_\_  
Terri Bryant  
Controller

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: January 27, 2016

Board Item: II-A-2

**Participation in the 2016 Denver Regional Council of Governments (DRCOG) Denver Regional Aerial Photography Project (DRAPP)**

Action by Consent

Action

Information

Summary:

Denver Water uses high-resolution ortho-rectified aerial photography to facilitate projects and operations across Denver Water. The aerial photography covers Denver Water’s service area boundaries, other surrounding areas and a large portion of our collection system area, for a total of approximately 5,000 square miles (see attached map of the 2014 DRAPP Imagery Extents). The aerial photography provides a visual background through the E-Map / GIS portal and is used for project planning by the Planning and Engineering divisions. It is also used extensively by field crews in O&M and Customer Care, through their mobile workforce management applications.

The current aerial photography is now two years old and updated photography is desired to facilitate projects across Denver Water. It is important to have updated photography, particularly in areas where newly installed facilities and structures have been built. For example, out of date imagery does not show new streets, buildings or other developments in areas such as Northfield in Stapleton.

Along with other agencies and governmental entities, Denver Water has the opportunity to participate in the 2016 Denver Regional Council of Governments (DRCOG) Denver Regional Aerial Photography Project (DRAPP), similar to our participation in the 2014 DRCOG DRAPP project, to acquire updated high-resolution ortho-rectified aerial photography. This participation requires a letter of intent reflecting Denver Water’s commitment for its portion of the 2016 DRAPP project costs.

Budget Information:

The cost of this imagery is included in the 2016 IT-Geospatial budget under 4JN0002

2016 Budget	\$	312,600.00
Amount Requested This Item	\$	167,800.00
YTD Expenditures	\$	0.00
Dollars Budgeted for Future Years	\$	363,400.00
Revised Estimate	\$	312,600.00
Budget Adjustment	\$	0.00

Selection of Business Partner:

Denver Water’s has participated in DRCOG DRAP projects since 2004. Through this consortium of DRCOG members and other special agencies, Denver Water is able to acquire high resolution, accurate and up to date ortho-photography at a costs considerably less than any other available method.

Recommendation:

It is recommended that the Board approve the First Amendment to Contract Number 15394A with Denver Regional Council of Governments for license and the Board's participation in the 2016 Denver Regional Aerial Photography Project for an extension of the contract period through 12/31/2016 and for an addition of \$167,800.00 for a total amended contract amount not to exceed 334,800.

**Approvals:**

Respectfully submitted,

  
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Chris R. Dermody  
Director of Information Technology

  
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James S. Lochhead  
CEO/Manager

  
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Terri Bryant  
Controller

Attachments (1):

DRAPP 2014 Imagery Extents

# DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: January 27, 2016

Board Item: II-A-3

## Employee Recognition Contract # 16341A

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Action by Consent

Action

Information

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### Summary:

As part of the rewards and recognition programs that Denver Water provides, we solicited for a vendor to manage our Service Award, Safety Award, and Wellness Award programs. Gifts awarded through each program act as an acknowledgment from the Board to the employee and is an opportunity to maintain employee engagement and boost morale. The vendor will provide Denver Water logoed awards that follow branding standards, as well as other favorable gift items from a pre-selected list for each program. The overall purpose of the program is to retain top performers, create a positive work environment, improve employee engagement, and continue forming a culture of recognition.

### Budget Information:

Funds for 2016 are included in the 2016 budget and the remaining funds will be requested in 2017 and 2018 budgets.

2016 Budget	\$60,000
Amount Requested This Item	\$200,000
YTD Expenditures	\$0
Dollars to budgeted in 2017 and 2018 Budget	\$140,000
Revised Estimate	\$0
Budget Adjustment	\$

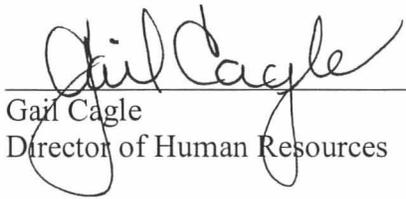
### Selection of Business Partner:

On September 22, 2015 Denver Water issued a Request for Proposals (RFP) for management of the Employee Award Program. This RFP was posted on the Denver Water website, the Rocky Mountain E-Purchasing System and the Small Business Enterprise (SBE) / Minority Women Business Enterprise (MWBE) trade organizations. Three responded; one was a WBE. The vendor selection criteria included: catalog of options for awards, reporting capabilities, experience, customer service, ability to inscribe/embroider, delivery and pricing. MTM Recognition Corporation is neither an SBE nor WBE.

### Recommendation:

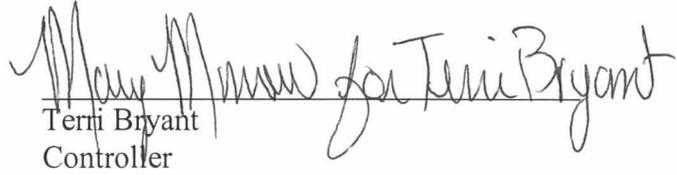
It is recommended that the Board approve Agreement 16341A with MTM Recognition Corporation for employee awards program for the contract period January 27, 2016 to December 12, 2018 for a total contract amount not to exceed \$200,000.

**Approvals:**

  
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Gail Cagle  
Director of Human Resources

Respectfully submitted,

  
\_\_\_\_\_  
James S. Lochhead  
CEO/Manager

  
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Terri Bryant  
Controller

# DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: January 27, 2016

Board Item: II-A-4

## **Approval of contract with Cannon Cochran Management Services, Inc. (CCMSI), third party administrator for workers' compensation claims Contract # 16611A**

Action by Consent

Action

Information

### Summary:

On December 16, 2015 the Board approved implementation of self-insurance for workers' compensation. On January 13<sup>th</sup>, the Board approved ratification of the purchase of the self-insurance bond from Travelers and the authorization to bind excess liability insurance with Midwest Employers Casualty Company. The contract with Cannon Cochran Management Services, Inc. ("CCMSI") will provide third party administration ("TPA") services to the Board for employee workers' compensation claims. This is the last contract required to implement workers' compensation self-insurance and be self-insured on February 1, 2016.

### Budget Information:

Staff budgeted \$1,283,400 in the 2016 budget for workers' compensation insurance and claims expense. Included in this budget are funds for the TPA, self-insurance bond, actuarial study costs, Department of Labor and Employment fees and claims costs. The amount requested below is for the term of the contract. Expenditures for future years will be budgeted in the future.

2016 Budget	\$	1,283,400
Amount Requested This Item	\$	165,000
YTD Expenditures	\$	0
Dollars Budgeted for Future Years	\$	0
Revised Estimate	\$	NA
Budget Adjustment	\$	NA

### Selection of Business Partner:

Arthur J. Gallagher, the Board's insurance broker, submitted requests for proposal to six (6) TPA providers and received four (4) responses. Staff held oral interviews with three of the providers and selected CCMSI as the best value provider to recommend to the Board. Staff considered several criteria for selection some of which include, pricing, conversion capabilities, reporting software, the personnel assigned to the Board, experience with in-house nursing stations, and pharmacy program.

### Recommendation:

It is recommended that the Board approve contract #16611A with CCMSI for workers compensation self-insurance third party administration services for the contract period January 27, 2016 through January 31, 2019 for a total contract amount not to exceed \$165,000.

Approvals:

  
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Patricia Wells  
General Counsel

  
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Angela C. Bricmont  
Director of Finance

Respectfully submitted,

  
\_\_\_\_\_  
James S. Lochhead  
CEO/Manager

  
\_\_\_\_\_  
Terri Bryant  
Controller