

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: December 8, 2010

Board Item: VI-B-1

**REVIEW OF 2010 PROPERTY  
BURDENS AND DISPOSALS**

Action by Consent

Action

Information

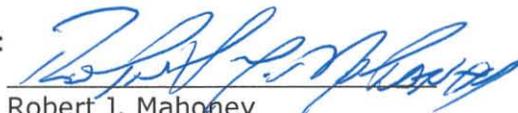
During an internal audit of the Real Property section in 2010 it was pointed out that according to Denver Water's Executive Guidelines B-1, Section 7, "All actions taken by the Manager or his designees under the authority granted to him by the Board, which either burden or dispose of Board property or involve an expenditure of \$10,000 or more, shall be reported in writing by the Manager to the Board, at least quarterly."

All property disposals are brought as action items to the Board for surplus property designation, but to current staff's knowledge, a specific burden report has not been prepared in recent history. In an effort to comply with the Executive Guidelines, the attached spreadsheet has been prepared. For reference, the report includes the following:

- **Disposals** – Fee property deeded away by Denver Water
- **Acquisitions** – Fee property acquired by Denver Water
- **Leases** – Property rights of variable time periods granted by Denver Water generally on non-operating land or when leased use does not conflict with Denver Water operations. Compensation is appraised.
- **Letters of Authorization** – Short term property or access rights granted by Denver Water for uses of no more than one year with no compensation.
- **License Agreements** – Perpetual property rights that are granted by Denver Water to a specific party for a specific use that could be revoked at Denver Water's discretion within 30 days. Compensation is a set fee.
- **Easements** – Permanent property rights granted by Denver Water that run with the land. Compensation is appraised.
- **Temporary Easements** – Temporary property rights granted by Denver Water for a longer term use on our land. Compensation is appraised and assessed for the duration of the use, typically on a monthly basis.

Currently this report is scheduled to be presented to the Board on the following quarterly schedule; March, June, September and December.

Approvals:

  
Robert J. Mahoney  
Director of Engineering

  
James S. Lochhead  
CEO/Manager