

AGENDA

Denver Board of Water Commissioners

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

Wednesday, December 4, 2019 9:00 a.m.

I. INTRODUCTORY 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

D. Annual Meeting - Agenda - Minutes from December 5, 2018

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 November 6, 2019 – Open Session
2. Minutes from November 20, 2019 – Open Session
3. Amendment to the Citizens Advisory Committee Bylaws
4. Pump Stations Portable Emergency Generator System Project – Contract 504193
5. General Engineering Services Task Order for Construction Management Services for the Hillcrest Reservoir and Pump Station Project Task Order – Contract 504241

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B. Individual Approval Items

III. POLICY MATTERS

A. National Western Update

Tom Roode

20 minutes

IV. EXECUTIVE UPDATE

A. CEO Update

B. CFO Update

1. Monthly Financial Update

C. Operations Update

V. BRIEFING PAPERS & REPORTS

A. Briefing Papers

1. 2020 Work Plans Government & Community Relations (Public Affairs)

B. Reports

VI. ADJOURNMENT

VII. TRUSTEE MATTERS

VIII. EXECUTIVE SESSION

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

A. Confidential Report D.R.M.C. Sec. 2-34

AGENDA

Annual Meeting

Denver Board of Water Commissioners

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

Wednesday, December 4, 2019 9:00 a.m.

I. Call to Order

II. Election of Officers

President and First Vice President Secretary and Assistant Secretaries

Present Officers

Paula Herzmark	President
John R. Lucero	First Vice-President
H. Gregory Austin	Vice-President
Gary M. Reiff	Vice-President
Craig A. Jones	Vice-President

Present Secretary and Assistant Secretaries

James S. Lochhead	Secretary
Julie A. Anderson	Assistant Secretary
Angela C. Bricmont	Assistant Secretary
Brian D. Good	Assistant Secretary
Robert J. Mahoney	Assistant Secretary
Thomas J. Roode	Assistant Secretary

III. Other Business

IV. Adjournment

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: December 4, 2019

Board Item: II-A-3

Amendment to the Citizens Advisory Committee Bylaws

Action by Consent

Individual Action

Purpose and Background:

Denver Water's Citizens Advisory Committee (CAC) is a 10-member volunteer committee that advises Denver Water staff and the Board of Water Commissioners on a variety of issues while encouraging and coordinating public participation in the organization's policymaking process. The CAC was created as a result of the 1979 Foothills Agreement that, among other terms of the agreement, required Denver Water to form a citizens group charged with representing public interests in specific categories of stakeholder groups, including the West Slope.

The CAC is governed by a set of bylaws that were created and adopted by the interim CAC and the Board in 1979. According to the bylaws, "Amendment to any provisions of these bylaws may be effected by the Board upon the recommendation of at least two thirds of the members of the committee." From 1979 through 2007, which was when the last amendment was adopted, there have been a total of 10 sets of proposed and adopted amendments to the bylaws.

The bylaw amendments that are recommended by the CAC address the composition of the West Slope CAC representatives as well as provide clarity and consistency around terminology. The current CAC bylaws call for two representatives from the West Slope: "one who resides in either Summit, Grand or Eagle County and one who resides in either Mesa, Delta, Montrose or Garfield County." Despite significant outreach and an extension in the application deadline, the CAC did not receive any applicants for the latter set of counties. The CAC is recommending an amendment to the bylaws that would allow the "West Slope representatives to reside in Summit, Grand, Eagle, Mesa, Delta, Montrose or Garfield Counties, but both may not reside in the same county." This change in bylaws should increase flexibility and enable filling West Slope CAC representatives.

S/MWBE Information:

Small/Minority and Women-owned Business Enterprise goals are not applicable for this item.

Recommendation:

It is recommended the Board approve the proposed amendments to the CAC bylaws.

Approvals:

- | | |
|--|---|
| <input checked="" type="checkbox"/> James S. Lochhead, CEO/Manager | <input type="checkbox"/> Brian D. Good, Chief Administrative Officer |
| <input type="checkbox"/> Julie Anderson, Chief of Staff | <input checked="" type="checkbox"/> Mike King, Chief External Affairs Officer |
| <input type="checkbox"/> Jessica R. Brody, General Counsel | <input type="checkbox"/> Robert J. Mahoney, Chief Engineering Officer |
| <input type="checkbox"/> Angela C. Bricmont, Chief Financial Officer | <input type="checkbox"/> Thomas J. Roode, Chief Operations Office |

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DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: December 4, 2019

Board Item: II-A-4

Pump Stations Portable Emergency Generator System Project Contract 504193

Action by Consent

Individual Action

Purpose and Background:

The purpose of this board item is to approve Contract 504193, which will provide emergency backup power for pumping and auxiliary systems at multiple pump stations in Denver Water's distribution system during extended utility outages.

Many of the pump stations in the distribution system have permanent large backup generators for reliable emergency backup power and pumping capabilities during extended utility outages. To help save costs from installing a permanent emergency backup generator at each individual pump station, two portable emergency generator systems have been designed to be used at pump station locations that currently do not have permanent emergency backup generators for pumping. One system is being purchased under this contract and the other is being purchased separately to save costs.

The Pump Stations Portable Emergency Generator System project includes pump station modifications for interface and connection requirements at Chatfield Pump Station, Cherry Hills Pump Station, 56th Avenue Pump Station, 64th Avenue Pump Station, and Castlewood Pump Station with future interfaces planned at other Denver Water facilities, including but not limited to pump stations.

Budget and Schedule:

The total amount of this contract is \$3,197,712 and the term of the contract is December 4, 2019 to January 29, 2021. Funds for this contract will come from the 2020 budget for Distribution Pump Stations project business unit, which has sufficient funds to pay the \$2,000,000 estimated to be needed in 2020. The remaining \$1,197,712 will be budgeted in the year 2021.

Selection of Business Partner:

Denver Water solicited bids from three general contractors listed on the prequalified contractor list under the Electrical discipline. This contract was a restricted bid process using invitations to bid on the QuestCDN platform. On November 7, 2019, bids were received from three general contractors. Guarantee Electrical Contracting LLC was selected based on the lowest cost bid.

S/MWBE Information:

Small/Minority and Women-owned Business Enterprise goals are not applicable for this item.

Recommendation:

It is recommended that the Board approve Contract 504193 with Guarantee Electrical Contracting LLC for the Pump Stations Portable Emergency Generator System project for the contract period December 4, 2019 to January 29, 2021 for a total contract amount not to exceed \$3,197,712.

Approvals:

- | | |
|---|--|
| <input checked="" type="checkbox"/> James S. Lochhead, CEO/Manager | <input type="checkbox"/> Brian D. Good, Chief Administrative Officer |
| <input type="checkbox"/> Julie Anderson, Chief of Staff | <input type="checkbox"/> Mike King, Chief External Affairs Officer |
| <input type="checkbox"/> Jessica R. Brody, General Counsel | <input checked="" type="checkbox"/> Robert J. Mahoney, Chief Engineering Officer |
| <input checked="" type="checkbox"/> Angela C. Bricmont, Chief Financial Officer | <input type="checkbox"/> Thomas J. Roode, Chief Operations Officer |

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DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: December 4, 2019

Board Item: II-A-5

General Engineering Services Task Order for Construction Management Services for the Hillcrest Reservoir and Pump Station Project Task Order Contract 504241

Action by Consent

Individual Action

Purpose and Background:

The Hillcrest Reservoir and Pump Station project is in its third year of construction with the new pump station underway. Denver Water has 37 other capital projects currently under construction, Denver Water's Construction Management staff is at full capacity. The approach to cover the large workload is to outsource a portion of the inspection services to a qualified construction management firm for the Hillcrest Reservoir and Pump Station project and allow the current Denver Water construction manager to oversee both projects. This provides a construction manager for the Hillcrest Reservoir and Pump Station project for a two-year period.

Budget and Schedule:

The total amount of this contract is \$594,240 and the term of the contract is December 4, 2019 to December 31, 2021. Funds for this contract will come from the 2020 budget for the Hillcrest Reservoir and Pump Station project business unit which has sufficient funds to pay the \$300,000 estimated to be needed in 2020. The remaining \$294,240 will be budgeted in the year 2021.

Selection of Business Partner:

This contract is a task order initiated through Denver Water's General Engineering Services On-Call program. Vali Cooper & Associates, Inc. was one of several firms competitively selected for construction management services during the 2018 requests for proposals. TRC Engineers, Inc. recently acquired Vali Cooper & Associates, Inc., and an amendment to recognize this acquisition has been executed. Selection of this construction management firm was based on its ability to cover both the inspection responsibilities along with construction management duties, and the hourly rates are lower than most of the other On-Call firms in this category.

S/MWBE Information:

Small/Minority and Women-owned Business Enterprise goals are not applicable for this item.

Recommendation:

It is recommended that the Board approve Task Order Contract 504241 with TRC Engineers, Inc. for construction management services for the contract period December 4, 2019 to December 31, 2021 for a total contract amount not to exceed \$594,240.

Approvals:

- | | |
|---|--|
| <input checked="" type="checkbox"/> James S. Lochhead, CEO/Manager | <input type="checkbox"/> Brian D. Good, Chief Administrative Officer |
| <input type="checkbox"/> Julie Anderson, Chief of Staff | <input type="checkbox"/> Mike King, Chief External Affairs Officer |
| <input type="checkbox"/> Jessica R. Brody, General Counsel | <input checked="" type="checkbox"/> Robert J. Mahoney, Chief Engineering Officer |
| <input checked="" type="checkbox"/> Angela C. Bricmont, Chief Financial Officer | <input type="checkbox"/> Thomas J. Roode, Chief Operations Officer |

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DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: December 4, 2019

Board Item: V-A-1

Briefing Paper for 2020 Work Plans Government & Community Relations (Public Affairs)

Strategic Plan Alignment

Lenses: Customer Centric Industry Leader Long-Term View

Denver Water's Strategic Plan calls for an organization with satisfied and supportive customers and strategically effective relationships to enhance our trusted reputation. Public Affairs considers everyone living inside our collection and distribution systems to be our customers and stakeholders. Our goal is to actively communicate with, engage with and advocate for them.

The 2020 work plan supports objectives within the Strategic Plan by the following activities:

- Building a foundation of support through positive relationships with neighbors, customers and communities.
- Proactively raising awareness about the value and service Denver Water provides to the community.
- Fostering strong relationships with community leaders as well as government officials at local, regional, state and national levels.

We build these relationships through membership and participation in community organizations, communications with communities that host our infrastructure, and communications with customers and other stakeholders on water-related issues. The 2020 work plans support the Strategic Plan by aligning the organizational priorities into strategies and tactics that our team works to complete annually.

Summary

This briefing paper is a high-level overview of the 2020 work plan for Government Relations, Community Outreach and Distributor Relations.

Major focus areas include:

- Lead Reduction Program.
- Capital construction projects, such as Gross Reservoir and North System Renewal, as well as the substantial increase in local capital construction projects by Denver Water staff and contractors.
- Developing a local government program for our integrated service area so local offices stay up to date on our projects and activities.
- Using continuous improvement tools to support the organization.

Background

In 2019, recognizing the synergies between previously separate groups within Public Affairs, an organizational change was made to support and strengthen the organization's goals around **trusted reputation**. Government Relations, Community Relations and Distributor Relations were combined into one team, now referred to as the Government & Community Relations team.

Budget

Included in standard 2020 budget process.

Alternatives N/A

Approach N/A

Owner(s) Meg Trubee, External Affairs

Attachment 2020 Government & Community Relations Plan

Respectfully submitted,

Meg Trubee, Government & Community Relations Manager Mike King, Chief External Affairs Officer