

**RECORD OF PROCEEDINGS  
MINUTES  
of the  
Board of Water Commissioners**

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

**Wednesday, May 8, 2019**

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**Open Session**

A duly called Regular Meeting of the Board of Water Commissioners was held Wednesday, May 8, 2019, beginning at 9:00 a.m. in the Board Room, Room 309, 1600 West 12<sup>th</sup> Avenue, Denver, Colorado. Members of the Board present during the Regular Meeting were:

**Paula Herzmark, President**  
**John R. Lucero, First Vice President**  
**Gary Reiff, Vice President**

Board employees and others present during portions of the meeting were:

J.S. Lochhead, CEO/Manager	N. Elder, Planning Manager
J.A. Anderson, Chief of Staff	P. Freeman, Business Operations Manager
A.C. Bricmont, Chief Financial Officer	Y. Her, Procurement Manager
J. Brody, General Counsel	T. LaPan, Landscape Architect
G. Cagle, Chief Human Resources Officer	A. Menefee, Community Relations Sr. Specialist
C.R. Dermody, Chief Information Officer	C. Mbakogu, Division Sr. Analyst
B.D. Good, Chief Administrative Officer	H. Miller, Internal Controls Manager
M. King, Chief External Affairs Officer	G. Moore, Engineering Sr. Specialist
A. Turney, <i>Acting</i> Chief Engineering Officer	S. Reum, Director Engineering – Projects
T.J. Roode, Chief Operations and Maintenance Officer	V. Roberts, Director Business Technology
S. Abram, Budget Manager	
D. Arnold, Attorney	

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

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



A. Aslamy, Finance Sr. Analyst	J. Ross, Asst Director Engineering - Projects
K. Bates, Attorney	J. Seagren, Distribution Relations Manager
D. Bennett, Director Water Resource Strategy	U. Sharma, Treasurer
D. Baires, Drafter Associate	J. Shaw, Community Relations Sr. Specialist
D. Bennett, Director Water Resource Strategy	J. Spitze, IT Manager
J. Bogner, Finance Analyst	J. Taussig, Director EMSS
S. Chesney, Director Public Affairs	R. Wirth, Finance Supervisor
U. Daly, Finance Sr. Analyst	K. Graham, Gallagher
M. Decker, Contract Specialist	

## INTRODUCTORY BUSINESS

Commissioner Herzmark called the meeting to order at 9:11 a.m. Upon motion regularly made, seconded and unanimously carried, Commissioners Austin and Reiff were found to be absent for good cause and were excused. Commissioner Jones attended telephonically.

### Public Comment and Communications

Commissioner Herzmark issued an invitation to members of the public to comment to the Board on any matters not included in the Agenda for the meeting. There was no public comment.

## ACTION ITEMS

Upon motion regularly made, seconded and unanimously carried by the Commissioners then present, unless otherwise noted, the Board acted upon the following agenda items:

**1. ITEM II-A-1: MINUTES OF APRIL 10, 2019**

Approved the Minutes of the Open Session Meeting of April 10, 2019.

**2. ITEM II-A-2: MINUTES OF APRIL 24, 2019**

Approved the Minutes of the Open Session Meeting of April 24, 2019.

**3. ITEM II-A-3: MARSTON TREATMENT PLANT PUMP STATION UPGRADES AND ENTRANCE IMPROVEMENTS – CONTRACT 503230**

Approved Contract 503230 with Reynolds Construction, LLC for the Marston Treatment Plant Pump Station Upgrades and Entrance Improvements for the contract period of May 8, 2019 through June 25, 2019, for a total contract amount not to exceed \$12,094,500.

**4. ITEM II-A-4: NO-FAULT MAIN BREAK ASSISTANCE PROGRAM RESOLUTION**

Approved the “No Fault Main Break Assistance Program Resolution,” a copy of which is attached to and incorporated in these Minutes as Exhibit A.

**5. ITEM II-A-5: RESOLUTION AUTHORIZING ACQUISITION OF TEMPORARY CONSTRUCTION EASEMENT FOR THE CONDUIT NO. 3 AERIAL CROSSING REPLACEMENT AT BEAR CREEK AND SOUTH FEDERAL BOULEVARD**

Approved the Resolution authorizing negotiations for a temporary construction easement located in the City of Sheridan, specifically for the construction activities associated with the replacement of Conduit No. 3. A copy of the Resolution is attached to and incorporated in these Minutes as Exhibit B.

**6. ITEM II-B-1: INTERGOVERNMENTAL AGREEMENT WITH THE MIRABELLE METROPOLITAN DISTRICT AUTHORIZING THE DISCHARGE OF STORMWATER INTO THE HIGH LINE CANAL THROUGH DOUGLAS COUNTY – CONTRACT 503954**

Approved Contract 503954, an Intergovernmental Agreement with Mirabelle Metropolitan District authorizing storm water to be discharged into the High Line Canal.

The Board voted unanimously to adjourn into a Trustee Meeting at approximately 9:16 a.m.

**Trustee Meeting**

The Board of Water Commissioners, serving in their capacity as Trustees of the Employees' Retirement Plan Trust Fund and as Sponsor of the Supplemental Retirement Savings Plan of the Board of Water Commissioners of the City and County of Denver, met on Wednesday, May 8, 2019, commencing at 9:16 a.m., in the Board Room, Room 309, 1600 West 12th Avenue, Denver, Colorado. The Minutes of the Trustee Meeting are maintained separately. The Trustee Meeting concluded at 9:25 a.m., at which time the Board voted unanimously to a Reconvened Open Session.

**Reconvened Open Session**

At approximately 9:25 a.m., on Wednesday May 8, 2019 in the Board Room, Room 309, 1600 W. 12<sup>th</sup> Avenue, Denver, Colorado, Commissioner Herzmark reconvened the Regular Meeting of the Board of Water Commissioners, which had been commenced and adjourned earlier in the day. Members of the Board present were:

**Paula Herzmark, President**  
**John R. Lucero, First Vice President**

Board employees and others present during portions of the reconvened meeting were:

J.S. Lochhead, CEO/Manager	D. Bennett, Director Water Resource Strategy
J.A. Anderson, Chief of Staff	J. Bogner, Finance Analyst
A.C. Bricmont, Chief Financial Officer	U. Daly, Finance Sr. Analyst
J. Brody, General Counsel	M. Decker, Contract Specialist
G. Cagle, Chief Human Resources Officer	N. Elder, Planning Manager
C.R. Dermody, Chief Information Officer	P. Freeman, Business Operations Manager
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S. Abram, Budget Manager	G. Moore, Engineering Sr. Specialist
A. Aslamy, Finance Sr. Analyst	S. Reum, Director Engineering – Projects
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	J. Ross, Asst Director Engineering - Projects
	J. Seagren, Distribution Relations Manager

May 8, 2019

K. Bates, Attorney	U. Sharma, Treasurer
D. Bennett, Director Water Resource Strategy	J. Shaw, Community Relations Sr. Specialist
D. Baires, Drafter Associate	J. Spitze, IT Manager
D. Bennett, Director Water Resource Strategy	J. Taussig, Director EMSS
J. Bogner, Finance Analyst	R. Wirth, Finance Supervisor
	K. Graham, Gallagher

## POLICY MATTERS

### 7. ITEM III-A:           INSURANCE STRATEGY

Ms. Graham presented Denver Water's Risk Transfer Strategy and Program Overview, a copy of which is attached to and incorporated in these Minutes as Exhibit C. She explained that Denver Water's strategy is primarily focused on property coverage and its self-insured worker's compensation program, with additional coverage for general, automobile, law enforcement, public officials, employment practices, fiduciary and crime coverage. Gallagher has assisted Denver Water in gathering competitive bids from a specific group of public sector insurers (including water utility insurers) every 3-4 years, with the next activity planned for 2020.

### 8. ITEM III-B:           FIRST QUARTER PERFORMANCE REPORT

The Board received the First Quarter Performance Report, a copy of which is attached to and incorporated in these Minutes as Exhibit D. Ms. Bricmont noted that although the Operating Budget is running slightly out of range, primarily because of lower numbers of fte's than expected and the Capital and Operating Projects budget is slightly out of range, due to weather delays and the timing of payments, both are forecast to be within range by the end of 2019.

Ms. Abram reviewed revenue and expense metrics, which have generally experienced very small, if any, variance from the budgeted amounts.

Commissioner Herzmark thanked the Finance staff for developing this and similar reports and tools for managers to utilize during the budget process and throughout the year.

**9. ITEM III-C: ERP PHASE I UPDATE**

The Board received an Update on the ERP Phase I (MyADP) Project, a copy of which is attached to and incorporated in these Minutes as Exhibit E. Ms. Cagle noted that MyADP is part of Denver Water's technological transformation and the lynchpin of improved services that Human Resources will provide to employees. MyADP will allow supervisors and employees in the field to access payroll and benefits on their cell phones or other electronic devices.

Ms. Cagle thanked her co-Executive Sponsors, Ms. Bricmont and Mr. Dermody and expressed appreciation for all the team members and employees who have participated in the transition of payroll and benefit administration services to ADP. Key dates include: user acceptance testing beginning in June; manager training taking place mid-October; and go-live December 15<sup>th</sup>. The project team will work with Public Affairs to develop a communication strategy to employees, including road shows, feedback loops, a technology bar with demos, lunch-and-learn meetings, Inflow/Conduit articles, etc. debuting at the August Summerfest celebration.

Mr. Lochhead recognized and expressed appreciation for the team's tremendous effort moving this project forward. Commissioner Herzmark thanked everyone involved in the project and acknowledged that it will bring very important progress to the entire organization.

**EXECUTIVE UPDATE****10. ITEM IV-A: CEO REPORT**

Mr. Lochhead reported that the Colorado Legislature passed HB 19-1327, which will permit the state's voters to decide a ballot measure in 2019 that would provide \$8-10 million of funding from sports betting to be used to fund portions of the state's \$100 million Water Plan. More details about the logistics of governance and prioritization have yet to be developed.

**11. ITEM IV-C: OPERATIONS REPORT**

Mr. Lochhead also reported that changes to the spending authority guidelines have been completed and will be implemented later this month. He thanked Ms.

Brody and Mr. Good for their efforts toward this project.

Mr. King reported that the large amount of snowpack above Dillon Reservoir is melting slower than anticipated, due to cooler temperatures. This allows Denver Water to better manage inflow to and releases from the reservoir to manage the runoff.

Mr. Roode reported that Denver Water is running water through the High Line Canal and experiments are underway to try to mitigate flooding and seepage.

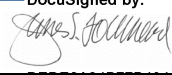
### BRIEFING PAPERS & REPORTS

#### 12.ITEM V-A-1: INSURANCE STRATEGY

The Board received a Briefing Paper for Insurance Strategy, a copy of which is attached to and incorporated in these Minutes as Exhibit F.

### ADJOURNMENT

There being nothing further for the Board to consider, the reconvened Open Session concluded at approximately 10:27 a.m. and the Board voted unanimously to convene in Executive Session.

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Secretary

DocuSigned by:  
  
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President