

# AGENDA

## Denver Board of Water Commissioners

Denver Water Board Room, 1600 W 12<sup>th</sup> Avenue, Denver, Co 80204 and

Video Conference: <http://zoom.us/join>, Meeting ID: 882 3417 6376 - Passcode: 600590 or

Dial in (669) 900-6833 - Meeting ID: 882 3417 6376 - Passcode: 600590

Members of the public are welcome to attend either in person or by video conference

**Wednesday, March 8, 2023 9:00 a.m.**

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### 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. Legislative Update Andrew Hill 10 minutes

### 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 February 8, 2023
2. Minutes from February 22, 2023
3. Second Amendment with Discovery Garden Inc. for Digital Repository and Records Preservation Services – Contract 503618

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4. Second Amendment with Synertech Inc. for Information Technology Batch Operation Services – Contract 504249

**B. Individual Approval Items**

**III. POLICY MATTERS**

- |  |          |            |
|--|----------|------------|
| <b>A. 2022 Year-End Performance Report</b> | Bricmont | 15 minutes |
|--|----------|------------|

**IV. EXECUTIVE UPDATE**

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

**V. BRIEFING PAPERS & REPORTS**

- A. Briefing Paper**
- B. Report**

**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**

# DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: March 8, 2023

Board Item: II-A-3

## Second Amendment with Discovery Garden Inc. for Digital Repository and Records Preservation Services Contract 503618

Action by Consent

Individual Action

### **Purpose and Background:**

The purpose of this board item is to increase funds on contract 503618 with Discovery Garden Inc. for continued professional support for the Drupal application. The Records and Documents Administration (RDA) team uses Drupal to build and maintain the current data repository, where most of Denver Water's digital, official records are stored. The software allows RDA to manage and showcase Denver Water content while ensuring the data is preserved for the future. RDA has been satisfied with the support Discovery Garden provides and is asking for additional funds to ensure continued delivery of services until the contract expires on July 30, 2023. Staff has started negotiating terms and pricing for a contract renewal at that time.

### **Budget and Schedule:**

The amount requested for this Second Amendment is \$14,695.83, bringing the total contract amount to \$308,195.83. The term of this contract is July 31, 2018, to July 30, 2023. Funds for this contract will come from the approved budget for IT Enterprise Resource Planning, which has sufficient funds to pay the \$14,695.83 needed in 2023.

### **Selection of Business Partner:**

In May 2018, the services for Digital Repository for Access and Preservation of Permanent Digital Records were competitively bid through an issued Request for Proposals via Rocky Mountain E-Purchasing System (BidNet), Denver Water's Public website. The original contract with Discovery Garden Inc. has one existing Amendment for \$3,500 to the original contract which brought the Not To Exceed amount to a total of \$293,500. This is the second amendment to this contract.

### **S/MWBE Information:**

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

### **Recommendation:**

Staff recommends that the Board approve the Third Amendment to Contract 503618 with Discovery Garden Inc., for digital repository and records preservation for the contract term July 31, 2018, to July 30, 2023, and for an addition of \$14,695.83 for a total amended contract amount not to exceed \$308,195.83.

### **Approvals**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> James S. Lochhead, CEO/Manager            | <input checked="" type="checkbox"/> Brian D. Good, Chief Administrative Officer     |
| <input type="checkbox"/> Julie Anderson, Chief of Staff                       | <input type="checkbox"/> Richard B. Marsicek, Chief Water Resource Strategy Officer |
| <input type="checkbox"/> Jessica R. Brody, General Counsel                    | <input type="checkbox"/> Robert J. Mahoney, Chief Engineering Officer               |
| <input checked="" type="checkbox"/> Angela C. Bricmont, Chief Finance Officer | <input type="checkbox"/> Thomas J. Roode, Chief Operations Officer                  |

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# DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: March 8, 2023

Board Item: II-A-4

## Second Amendment with Synertech Inc. for Information Technology Batch Operation Services Contract 504249

Action by Consent

Individual Action

### **Purpose and Background:**

The purpose of this board item is to increase funds on the Synertech contract 504249 to continue monitoring very large IT batch operations. Many Denver Water processes are automated and scheduled to run at night and on weekends to avoid congesting Denver Water's network and interrupting day-to-day operations. Synertech monitors all these off-hours batch operations in case of failure and ensures processes are corrected quickly.

### **Budget and Schedule:**

The amount requested for this Second Amendment is \$349,000, bringing the total contract amount to \$829,552. This proposed amendment will also extend the contract with Synertech Inc. through March 31, 2025. Funds for this contract will come from the 2023 approved budget for IT Customer Information Systems, which has sufficient funds to pay the \$174,500 to be needed in 2023. The remaining \$174,500 will be budgeted in 2024.

### **Selection of Business Partner:**

In January 2020, the services were competitively bid through an issued Request for Proposals via Rocky Mountain E-Purchasing System (BidNet), Denver Water's Public website. The original contract with Synertech Inc. was for a three-year term. There has been one Amendment for \$6,000 to the original contract which brought the Not to Exceed amount to a total of \$480,552. This is the second amendment to this contract.

### **S/MWBE Information:**

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

### **Recommendation:**

Staff recommends that the Board approve the Second Amendment to Contract 504249 with Synertech Inc. for Denver Water's Information Technology batch operation services for an extension of the contract period through March 31, 2025, and for an addition of \$349,000 for a total amended contract amount not to exceed \$829,552.

### **Approvals**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> James S. Lochhead, CEO/Manager            | <input checked="" type="checkbox"/> Brian D. Good, Chief Administrative Officer     |
| <input type="checkbox"/> Julie Anderson, Chief of Staff                       | <input type="checkbox"/> Richard B. Marsicek, Chief Water Resource Strategy Officer |
| <input type="checkbox"/> Jessica R. Brody, General Counsel                    | <input type="checkbox"/> Robert J. Mahoney, Chief Engineering Officer               |
| <input checked="" type="checkbox"/> Angela C. Bricmont, Chief Finance Officer | <input type="checkbox"/> Thomas J. Roode, Chief Operations Officer                  |

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